



METRO
NASHVILLE
PUBLIC
SCHOOLS

Certificated Employee Handbook

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Introduction

Handbook Overview

Every employee of Metropolitan Nashville Public Schools (MNPS or “the District”), plays a part in the education of our students and contributes to the District’s goal of becoming the nation’s top-performing urban school district. This Handbook addresses employees’ general responsibilities and privileges. It does not constitute an employment contract and is not intended to create, nor to be construed as creating, any contractual relationships.

This Handbook supersedes all prior handbooks, policy manuals, procedures, statements of hire, or other verbal or written representations with regard to the topics covered in this Handbook. To the extent this Handbook does not cover a separate MNPS policy or administrative procedure, such separate policy or procedure should be consulted for guidance with regard to the topic. MNPS reserves the right to modify or change any of the policies, procedures or benefits summarized in this handbook in its sole discretion, without prior notice. MNPS also retains the right to handle any particular situation in the manner it deems most appropriate and in the best overall interests of MNPS. The exercise of this discretion may result in MNPS departing from some of the policies and procedures outlined in this Handbook as dictated by the circumstances.

If you have any suggestions, ideas, or questions about the content of this handbook, please talk with your principal or Department Head. If they are unable to answer your question, please contact the Human Resources Department.

Implementation

Acceptance of employment with the District constitutes agreement that employees will conform to policies and procedures of the District and the Director, including changes or additions to these policies and procedures during the course of employment, as well as applicable state and federal laws, rules and regulations. The Human Resources Department will advise and assist department heads/principals in the enforcement and interpretation of policies and procedures related to employment and the topics included herein.

[Index of MNPS Policies](#)

[Index of MNPS Administrative Procedures](#)

An Equal Opportunity Employer

The Metropolitan Nashville Public Schools (MNPS) does not discriminate on the basis of race, religion, creed, sex, gender, gender identity, sexual orientation, national origin, color, age, and/or

disability in admission to, access to, or operation of its programs, services, or activities. MNPS does not discriminate in its hiring or employment practices. MNPS provides equal employment opportunities (EEO) to employees and applicants for employment in accordance with applicable federal, state and local laws and MNPS [Equal Employment Opportunity](#) policy. MNPS expressly prohibits employee harassment as defined in [MNPS Harassment/Discrimination](#) policy.

Contacts:

- Title VI & Title IX Coordinator, 2601 Bransford Avenue, Nashville, Tennessee 37204, Email: civilrightscomplaints@mnps.org, Phone: 615-259-8634
- 504 Coordinator, 2601 Bransford Avenue, Nashville, Tennessee 37204, Phone: 615-259-8486
- Title II Coordinator, 2601 Bransford Avenue, Nashville, TN 37204, Phone: 615-259-8531

Teacher Work Day

Length of Teacher Workday

All teachers and school administration shall be present at their respective schools a minimum of seven and one-half (7 ½) hours each school day plus such time as may be needed for administrative duties, such as faculty meetings and emergency situations, unless otherwise advised by the principal.

Conference Day Schedule

An alternate Conference Day schedule may be established by each school. Principals will consult with members of the faculty to arrive at mutually agreeable alternate dates and times for parent conferences. The alternate days must take place within the same payroll period as the Board-scheduled date for conferences. All faculty members are required to be present on the alternate days and times so parents may meet with all of the appropriate personnel without having to make multiple trips to school. Individually planned teacher schedules will not be accepted. In the event the faculty and the principal do not agree on an alternate schedule, the conference will be held on the date designated on the Board-approved calendar.

The alternate Conference Day schedule must be submitted to the appropriate district level administrator no later than the last school day in August. If no plan is submitted by that date, the school shall hold the conferences on the date on the Board-designated approved calendar.

Calendar Committee

Each year prior to the adoption of the school calendar, the Board will consider recommendations from all interested parties, including parents, teachers, and support staff. In order to obtain input from these stakeholders, the Director of Schools shall establish a committee comprised of representatives from these groups. The committee shall meet and present their recommendations to the Director.

Faculty Involvement in Decision-Making Processes

Educators are held accountable for the success of the educational process. Therefore, the District recognizes the necessity for involving faculties in the decision-making process. When feasible during workshops and local in-service, teachers and principals will explore and discuss ways of organizing schools for improved programs. Where applicable, local staffs will consider differentiated staffing, which would include identifying and describing various functions within the school setting that can be performed by para-professionals, team teaching, variable student grouping, etc., which might make possible the reconstruction of instructional staffs, instructional patterns, and school organization. When necessary, teachers will devote the necessary time beyond the normal school day to accomplish the above objective.

The district will make available to each school an appropriation in the 2316 School Funding Allocation account and the 2321 Pre-K Instruction supply account based on the enrollment in the individual school. All local funds allocated for instructional materials and supplies (2316 and 2321 funds) will be distributed as determined by the administration with input of the faculty.

Duty Free Lunch Period

All teachers and school administration shall be entitled to a duty-free lunch period of at least thirty (30) minutes except in emergency situations.

Planning Time for Teachers

All teachers shall have daily planning time, governed by [Tennessee State Board of Education Rule 0520-1-3-.03 \(4\)](#). Daily planning time shall be free of student responsibilities except for emergencies. Sixty (60) minutes a day for elementary teachers and a minimum of fifty (50) minutes a day for middle school and high school teachers are required. This duty-free time shall be used for the purpose of common planning and/or collaboration, preparation, grading papers, contacting parents/legal guardians, or other items connected with professional duties.

Planning time shall consist of two and one-half hours each week during which teachers have no other assigned duties or responsibilities other than individual (self-selected) planning for instruction. The two and one-half hours may be divided on a daily or other basis.

Academic Coaches

Academic coaches shall assist new and experienced teachers with instructional strategies. Academic coaches must document their support for each teacher.

Teacher Attendance at Athletic Events

All teachers shall be admitted without charge to regular season athletic contests involving their schools, both home and away. During tournament play, faculty at the tournament site shall be provided a ticket of admission for that particular session.

Professional Behavior

Personnel Files and Information

Each teacher has the right, upon request, to review the contents of his/her own personnel file. The review must be made in the presence of the Chief Human Resource Officer or a designee in accordance with MNPS [Personnel Records](#) procedure.

No material of derogatory nature will be placed in the central office personnel file of a teacher without the teacher's prior knowledge of the content of the material and the date of placement in the file. Upon request by the teacher, a response may be attached to the material.

Accurate Information

To ensure mailings are received and to allow for contact in emergencies, each employee shall keep address, telephone number, the name and telephone number of an emergency contact, and any other pertinent data current with the department/school and the Human Resources Department at all times. Employees should update this in [Employee Self Service](#).

Additionally, per [TN State Board Policy 0520-02-03-01](#), The Tennessee State Board of Education requires that if a licensed educator changes his or her name or address by legal means, the holder must report such changes to the Office of Educator Licensing within thirty (30) days of making the change.

Criminal History Record Check

Because of the strong commitment of the Board of Education to hiring practices that result in employment of individuals who pose no known risk of physical, emotional or psychological

harm to children, the District will conduct thorough [Criminal Background Checks](#) (CBC) on all applicants prior to being hired in accordance with MNPS procedures.

Before a CBC can be conducted, individuals will be required to sign a release giving the District the right to conduct an investigation. If, at any time, the CBC discloses any misrepresentation on the individual's initial application or other employment related documents, any conviction prohibited under [T.C.A. 49-5-413](#), or any conviction involving fraud, drugs, violence, theft, abuse or sexual misconduct which would otherwise disqualify an applicant from employment, a prospective employee will not be considered for employment. Questions or concerns regarding background checks should be directed to the Executive Director of Human Resources Administration.

Criminal Record Check of Current Employees

Pursuant to [T.C.A. 49-5-413\(a\)](#), every employee, at least once every 5 years after commencing employment, shall: (1) agree to the release of all investigative records for examination for the purpose of verifying the accuracy of any convictions for misdemeanors or felonies in Tennessee or any other state; and (2) supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation. If, at any time, the CBC discloses any misrepresentation on the individual's initial application or other employment related documents, including a failure to report an arrest or conviction, or any conviction prohibited under [T.C.A. 49-5-413](#), or any conviction involving fraud, drugs, violence, theft, abuse or sexual misconduct which would otherwise disqualify and applicant from employment, an employee may be subject to discipline up to and including termination.

Reporting Arrest or Criminal Citation

As a condition of employment, and in accordance with MNPS procedure on [Reporting Arrests and Convictions](#), an employee must report to the department head/principal any arrest or criminal citation within 24 hours of the incident. If the department head/principal cannot be reached within the specified timeframe, an employee must make the report immediately the next workday. It is not necessary to report traffic citations unless required by the department.

Teacher Dress

All certificated staff members are expected to dress in a professional manner that inspires respect and serves as a role model for students. It is recognized that attire must also be appropriate for the teacher's assignment, the needs of the students, and the physical needs of the staff member. Clothing should be modest and an appropriate size. It is understood that problems of teacher dress shall be handled professionally between the educator and his/her immediate supervisor.

Prohibition of Employee Harassment

Policy Statement

In accordance with [MNPS Discrimination and Harassment Policies](#), the Metropolitan Nashville Board of Public Education is committed to safeguarding the ability of all students and employees within the school system to learn and to work in an environment that is free from all forms of harassment and sexual harassment. It shall be a violation of this policy for any employee of this school system to harass a student or another employee through conduct or communication in any form as defined in this policy. Infractions of this policy shall be punished as provided herein.

Defining Harassment

Harassment is a form of discrimination. Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 require that school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, disability, national origin, race or any other covered area under law.

Specifically, sexual harassment is a form of sexual discrimination and consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an employee's job, pay, or career;
- Submission to or rejection of such conduct by an employee is used as a basis for career or employment decisions affecting that employee; and/or
- Such conduct interferes with an employee's performance or creates an intimidating, hostile, or offensive environment.

Sexual harassment can include, but is not limited to sexual advances, verbal harassment or abuse, subtle pressure for sexual activity, touching of a sexual nature including inappropriate patting or pinching, intentional brushing against another person's body, demands for sexual favors, graffiti, posters, cartoons, caricatures, and jokes of a sexual nature, playing sexually explicit audio/video tapes, sex-oriented verbal kidding or abuse, and, spreading rumors about or rating another person's sexual activity or performance.

Reporting Harassment

MNPS takes seriously any reporting of harassment, and provides a clear [Procedure for Reporting Harassment/Discrimination](#). Any employee who believes that he/she is the victim of harassment or who witnesses harassment should report the harassment. Employees may report harassment to any one or all of the following: the employee's supervisor; the supervisor of the offending person; the principal of the employee's school or the head of the employee's department; the Director of Employee Relations; the Title IX Coordinator, and/or; any employee in a leadership role at MNPS.

Allegations of employee-to-employee harassment shall be immediately forwarded to and fully investigated by the Employee Relations division of the Human Resources Department, in conjunction with principal, principal/designee or department head of the school or department from which the allegation arose. Confidentiality of employees shall be maintained, to the extent possible, during any investigation of alleged harassment. Employees found to have engaged in harassment shall be promptly and appropriately disciplined. Disciplinary action may be taken up to and including dismissal.

Allegations of supervisor to employee harassment shall be fully investigated by the Employee Relations division and/or its designee. Confidentiality of employees, including supervisory employees, shall be maintained, to the extent possible, during any investigation of alleged sexual harassment. Supervisory employees found to have engaged in harassment shall be promptly and appropriately disciplined. Disciplinary action may be taken up to and including dismissal.

Supervisors are responsible for conducting activities within their area of responsibility in a manner that will ensure compliance with this policy. Supervisors are responsible for ensuring that their staff persons are aware that there are procedures for investigating reports of harassment.

Retaliation of any kind against an employee who, in good faith, reports a claim of harassment will not be tolerated. Any employee found to have engaged in retaliation will be promptly and appropriately disciplined. Disciplinary action may be taken up to and including dismissal.

Americans with Disabilities Act (ADA) Claim Procedures

An "ADA Claim" shall mean a complaint by an individual that he or she has been discriminated against because of some real or perceived disability. In compliance with 28 CFR 35, Subpart A, §35.107, the Director of Schools has designated an employee to be responsible for coordinating the systems' efforts to comply with the Americans with Disabilities Act.

The Director of Schools shall put in place a mechanism for ensuring that information about the

designation of such employee be disseminated to all staff members, students, parents and/or guardians, and other interested citizens.

All ADA Claims must be initially presented to the Director of Workplace Safety. If satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the claimant may discuss the matter with the Chief of Human Resources or their designee.

After review of the case, the Chief of Human Resources shall take action deemed appropriate and shall notify all parties concerned of his or her decision.

Electronic Communication & Devices

Social Media

In accordance with the [MNPS Board Policy on Social Media](#), MNPS acknowledges the right of employees to use social media (defined as websites, blogs, wikis, social networks, online forums, virtual worlds, and any type of photo and messaging applications) or other technology communications (including texts or emails) with the understanding that employees' personal use of these sites should not damage the reputation of the district, its employees, its students or its families.

Online social media may be used as both a communication and an e-learning tool. The district may employ social media tools and other technologies to fulfill its responsibility to communicate with employees, students, families and the community. District social media sites are subject to applicable public records laws. Any content maintained in a social media format related to district business, including communication posted by the district and communication received from citizens, is an open record. The department or school maintaining the site is responsible for responding completely and accurately to any public records request for social media content. Employees found in violation of this policy shall either receive corrective action or be promptly and appropriately disciplined, up to and including termination.

Monitoring of Electronic Mail Communications

Electronic mail capability for district staff exists for the purpose of enhancing communication to better perform tasks associated with their positions and assignments. Therefore, all staff who have access to the district network shall adhere to the [Board Policy on Use of Electronic Mail](#) when sending or receiving messages via system-wide electronic mail (e-mail).

Mobile Device Policy for Employees

Employees may use cellular phones for job-related communication during work hours in accordance with [the Board policy on Employee Use of District Mobile Devices](#) provided such use does not disrupt the learning environment. Personal use of mobile phones shall be limited to off-duty time.

Types of Leave and Other Absences

Holidays

Employees of the District will have holidays according to the following schedule:

Twelve-Month Employees

New Year's Day	1 day	January 1
Martin Luther King Day	1 day	Third Monday in January
Spring Break	1 day	To be determined
Memorial Day	1 day	To be determined
Independence Day	1 day	July 4
Labor Day	1 day	First Monday in September
Thanksgiving	2 days	4 th Thursday and Friday in November
Winter Break	<u>3 days</u>	To be determined
Total	11 days	

Eleven-Month and School Year Employees

Labor Day	1 day	First Monday in September
Thanksgiving	2 days	4 th Thursday and Friday in November
Martin Luther King Day	1 day	Third Monday in January
Spring Break	<u>2 days</u>	To be determined
Total	6 days	

Holidays that fall on Sunday will be observed on the following Monday by those employees working Monday through Friday. Holidays that fall on Saturday will be observed on Friday by those employees. When official holidays occur on a scheduled workday of a part-time employee, such employee shall be entitled to the holiday and shall receive pay for the number of hours the employee normally would have worked (except for retired, part-time employees).

An employee who is absent without approved paid leave on the working day immediately preceding or following a holiday shall lose pay for the holiday as well as for the other days used immediately before and after the holiday.

Vacation

Ten-Month Certificated Employees

A teacher's work year is 201 days. This is inclusive of ten (10) days of vacation. This vacation is earned at the rate of one (1) day of vacation for each scholastic month he/she is employed. Vacation is paid as a part of the teacher's bi-weekly regular salary and cannot be accumulated. Teachers who do not work a full ten (10) months will have their salary adjusted based on the number of days actually earned.

Twelve-Month Certificated Employees

Certificated employees on a twelve (12) month contract hired or promoted into a position on or after July 1, 2014, will accrue vacation at the following rates:

Number of years of MNPS service completed as of anniversary date	Vacation days per fiscal year
0 to 5 years	12 per year
6 to 9 years	15 per year
10 to 19 years	20 per year
20+ years	25 per year

Certificated employees on a twelve (12) month contract hired on or before June 30, 2014 will be grandfathered at the twenty (20) days per fiscal year until they reach twenty (20+) years of service with MNPS, whereby they will advance to twenty five (25) days per fiscal year. This vacation may be taken as approved by the employee's supervisor. These days are cumulative, but no more than fifty (50) days may be carried over to the following year.

Bereavement Leave

When death occurs in the immediate family, teachers shall be allowed a maximum of four (4) days Bereavement Leave without loss of pay. If more days for bereavement purposes are needed, sick leave shall be used. Bereavement Leave is not cumulative.

For the purpose of bereavement leave, "immediate family" is defined differently than regarding sick leave, to include wife, husband, domestic partner, parents, parents-in-law, children, children-in-law, grandchildren, brother, sister, grandparents, brother-in-law, sister-in-law, and

any other person living in the home as a member of the family at the time of death.

Death of any relative not a member of the immediate family as previously defined above shall entitle the teacher to one (1) day's absence chargeable to bereavement leave.

Court Appearance Leave

A teacher will be granted court leave with pay for the time required for court appearance only in the following circumstances:

- a) When the Board subpoenas or otherwise requests the court appearance of the teacher.
- b) When a teacher is subpoenaed in a lawsuit in which the Board is a party.
- c) When a teacher is subpoenaed as a result of his/her role with the Board.
- d) When a teacher is summoned as a juror for jury duty when written evidence of jury service is provided.
- e) When a teacher is subpoenaed in a lawsuit in which the teacher is not a party and in which he/she has a job-related responsibility to testify as a witness.

Teachers will not be able to use court appearance leave with pay for any personal reasons (e.g. their own divorce, custody matters, criminal cases, personal or family disputes, and similar type matters). Written evidence of required court appearance shall be filed with the timekeepers and submitted to the E-Time and Compensation Services Department to receive court leave with pay.

Family and Medical Leave (FMLA)

In accordance with the [MNPS Policy on Family and Medical Leave](#) and [administrative procedure 5.305.1p](#), during a 12-month period MNPS will grant up to 12 weeks of leave to eligible employees for:

1. The birth of a child and in order to care for that child
2. The placement of a child for adoption or foster care and to care for the newly placed child
3. To care for a spouse, child or parent with a serious health condition (described below)
4. The serious health condition of the employee
5. Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or is called to covered active duty **OR** up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness).

The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified the [MNPS Family Medical and Leave Act](#)

Procedure.

Maternity/Paternity Leave

Metro Nashville Public Schools (MNPS) will grant a leave of absence for maternity & paternity leave for a period not exceeding one year, to any staff member. Adoption of a child constitutes a valid reason for requesting a leave. In the event of miscarriage after taking leave, the employee shall be reinstated under the procedures governing return from leave.

MNPS also provides up to 16 weeks of Family Medical Leave for maternity & paternity. More information is detailed in the [MNPS Family and Medical Leave Act procedure.](#)

Nursing Mothers

MNPS will provide a reasonable break time for any nursing mother employed by MNPS to express breast milk for her nursing child for one year after the child's birth. Reasonable breaks will be provided each time such employee has need to express milk. MNPS will make reasonable efforts to provide a room or other location in close proximity to the work area, other than a toilet stall, where the employee can express breast milk in privacy.

Military Leave

As described in [MNPS Military Leave Procedure](#), a teacher shall be granted leave of absence for military service for whatever period may be required. Time spent on leave of absence because of military service shall not be counted as part of the probationary period.

All military officers who are employed by the School District including, members of any reserve component of the armed forces of the United States shall be paid salary or compensation for a period, or periods, not exceeding twenty (20) working days in any one (1) calendar year, plus such additional days as may result from any call to active state duty pursuant to [TCA§ 58-1-106.](#)

Personal Leave

All certificated employees shall be eligible for Personal Leave. Application for personal leave shall be made with the principal at least two (2) days in advance, except in cases of emergency. Fully paid personal leave days which remain unused at the end of the work year shall be credited to accumulated sick leave. The number of days available is based upon years of service with MNPS as indicated in the chart below.

Number of Years in MNPS	Number of Days Available
0 to 9	3*
10 to 14	5**
15 or more	6**

*The prevailing substitute pay will be deducted from one (1) regardless of the availability or need of a substitute.

** The prevailing substitute pay will be deducted from three (3) days regardless of the availability or need of a substitute.

During the first week and the last week of each semester, on the day prior to or immediately following holidays, and on scheduled in-service days, conference day or during any prior established student examination period this privilege shall not be allowed unless recommended by the principal and approved by the appropriate administrator. Personal Leave during the time indicated above will not be granted except for an emergency or unusual circumstance.

Personal leave may be taken for any purpose that requires absence during work hours. No explanation shall be required. Personal leave shall not be used for extending a holiday or vacation.

No more than one (1) professional staff member or five percent (5%) of the teaching staff of an administrative unit, whichever is greater, may take personal leave at one time. If the number requesting leave exceeds five percent (5%), but the granting of such leave will not interfere with the school's program as decided by the principal or immediate supervisor, the teacher shall have the right to take the leave within the provisions of this policy.

Political Leave

Leaves of absence for tenured teachers elected to legislative posts at the local, state or federal level may be arranged without pay, in the framework of the following roles:

1. Leave of absence shall be requested in writing.
2. Leave of absence may be arranged for less than a school semester.
3. School employees engaged in political activity shall make it clear that their political statements and actions are theirs individually and do not represent those of the school system.

Professional Leave

Without loss of pay, a certificated employee upon approval of the principal or immediate supervisor shall be allowed five (5) days absence in any school year to attend educational meetings provided that only such meetings shall be considered "educational meetings" as shall be approved by the Director of Schools, and provided further that a teacher shall be an elected

delegate, an official of the organization meeting, a committee member with responsibilities at said meeting, or an invited participant on the official program. Notification of such absence shall be filed with the principal or immediate supervisor not less than five (5) days prior to such meeting.

Absence for professional reasons other than those specified above (for visiting schools, attending educational conventions or other similar purposes) shall be allowed without loss of pay to the extent of five (5) days in any school year, provided such absence is recommended in writing by the principal and approved by the appropriate Chief Officer.

Code 10 Day for Exceptional Education Teachers

The Board will provide one (1) Code 10 Leave Day per semester to each exceptional education teacher who has an active Individualized Education Program (IEP) caseload. Each Code 10 day shall be used for the purpose of preparing and implementing IEP's.

Religious Leave

A maximum of two (2) day's absence without loss of pay shall be allowed for the observance of an established religious rite or ordinance within any one (1) school year provided that the teacher's failure to observe this rite or ordinance shall impede the practice of his/her religion and no reporting requirement interferes with the teacher's rights under the Establishment Clause of the First Amendment to the United States Constitution and/or Title 49, Chapter 6, Part 80 of the Tennessee Code Annotated.

Sick Leave

In accordance with the [MNPS Procedure on Sick Leave](#), Sick leave is provided for all employees except temporary, part-time and seasonal employees. Sick leave for exempt staff shall mean leave of absence from post of duty one-half (1/2) day or more because of illness of an employee due to natural causes or accident other than in line of duty, or illness or death of a member of the immediate family of an employee. ("Immediate family" shall include only the following: wife, husband, parent, parent-in-law, children, children-in-law, and any other person living in the home as a member of the family at the time.) Hourly employees on Kronos and hourly non-Kronos employees who do not require substitute coverage during their absences may take sick leave in hourly increments.

Sick Leave Bank

MNPS has established a Sick Leave Bank as provided in [TCA 49-5-801](#). Information regarding the Bank will be distributed through the Human Resources Benefits Department. For additional information, please contact the Human Resources' Leave Office.

Special Leave – Peace Corps or Other Government Approved Educational Activity

Special leave of absence shall be granted for one (1) year or two (2) years without pay to teachers volunteering and accepted for service in the Peace Corps or similar government approved educational activity. Teachers must have at least a “3” on their TEAM Level of Effectiveness score to be eligible for this leave. The Director of Schools may grant employees special leave with pay and/or actual expenses to attend professional conferences, conventions, short school visits, or to visit other cities in the interest of the public schools upon the recommendations of the department head/principal. Such employees shall properly complete an expense allowance form as prescribed by the District.

Voting Leave

All employees entitled to vote in national, state, or local elections shall, when necessary, be allowed sufficient time off with pay to exercise this right as determined by the District. Employees are encouraged to vote before or after work hours when possible.

Leave Without Pay

Educational

Certificated employees may request, for a period not to exceed one (1) year, leave without pay for further education and professional development. This leave is subject to the approval of the Director of Schools. To qualify for this leave:

- a) Certificated employees must be tenured.
- b) Certificated employees must apply no later than June 30 for leave during the next fiscal year beginning July 1.
- c) Proof of enrollment, payment, and completion of courses must be provided each semester, and the program of study must be an advanced study in education beyond the employee’s current degree attainment.
- d) Full-time employment is not permissible while on educational leave.

Educational leave is not automatically granted. Factors to be considered by administrators when granting leave include, but are not limited to: current position, availability of an interim replacement, budgets, school and district needs, and factors which may impact student achievement.

MNPS Charter School Employment

Certificated employees with five (5) years or more of service may apply for leave without pay for one (1) year, while working at an MNPS approved Charter School. The application will be

forwarded to the Director of Schools for consideration if the Chief Human Resources Officer has made a finding that such absence shall not adversely affect the staffing or instructional programs of the school system. This leave shall in no way change a teacher's status for reduction-in-force procedures. An employee is only entitled to leave under this provision one time in a rolling five (5) year period.

Return from Leave

Certificated employee leave is informed by [TCA 49-5-705](#). An employee who has been absent on an approved extended leave is responsible for submitting the Return to Work form to the Leave Office of the Human Resources Department prior to their return. Failure to do so may delay the receipt of a paycheck.

If the employee fails to submit a Return to Work form prior to the return date and has failed to return to work after an effort has been made to contact the employee - including a registered letter to the employee's last known address - the employee shall be considered absent without leave and may lead to disciplinary action up to and including termination for job abandonment.

Accrued Benefits upon Returning from Leave

Upon returning from approved leave, the Board shall grant all benefits to which a teacher was entitled at the time of his/her approved leave of absence, provided he/she returns under the conditions stipulated in the leave grant and provided such benefits are still provided by the Board. If the employee discontinued benefits while on leave, it is the employee's responsibility to reinstate benefit coverage with effective dates to be determined by policy.

Jury Duty

MNPS desires that all employees fulfill their civic duty to serve on a jury when summoned to do so. Employees shall retain any per diem received for jury duty as well as receive their regular rate of pay for each day in accordance with the [MNPS Procedure on Jury Duty](#).

Safety

Employees are responsible for ensuring their work area is safe and for making regular safety inspections of all equipment used in the work area. If there are unsafe conditions in their area, precautions should be implemented to ensure safety until the conditions are corrected. If equipment is unsafe it is not to be used until it has been repaired. All unsafe conditions and equipment are to be reported to the immediate supervisor who shall initiate the proper action to

have them corrected.

Injury on Duty (IOD)

MNPS values employee safety and provides [guidance around the treatment of qualified injuries that occur on duty](#). MNPS employees must report to their supervisor all potentially unsafe or unhealthy conditions which could contribute to or result in injuries and/or illnesses to employees or others. MNPS employees are expected to practice safety awareness and exercise good judgment and common sense in the performance of their jobs and while on MNPS premises and/or job locations. Additionally, employees must comply with other MNPS policies including, but not limited to: Drug Free Workplace, Workplace Violence and Sexual Harassment policies.

All injuries and/or illnesses on the job, whether requiring medical attention or not, must be reported in [accordance with guidelines around Injury on Duty](#). Employees must notify the supervisor immediately or within 24 hours after such occurrence by submitting the Occupational Injury/Illness form (Form 100). An exception to the IOD reporting requirement shall be made if the circumstances of the IOD are such that the employee does not have reason to know of the IOD at the time it occurs and if there is independent evidence regarding the injury and/or illness that supports making such an exception. Please note, amendments will not be considered after five (5) calendar days from the date of injury.

The following employees of MNPS qualify for IOD benefits: Full-time employees, Part-time employees, Temporary employees, and Seasonal employees.

NOTE: If full-time employees are injured while working as a seasonal employee they risk not being able to return to work in their assigned full-time position. The seasonal IOD leave does not cover days off from their full-time position. If the employee is not eligible for FMLA and has no other leave available they risk being terminated.

Exclusions

All injuries and or illnesses that occur during the qualified individual's hours of work may not qualify for IOD. All claims not qualifying for IOD should be presented to the employee's personal medical insurance carrier for payment. The TPA in collaboration with the Workplace Safety Office will make a determination of questionable injuries or illnesses.

- Injury or illness resulting from the adverse effects of prescriptions or over-the-counter medications (as determined by the treating IOD physician) are not related to an injury on duty or illness.
- Injury or illness resulting from alcohol use or unlawful use of drugs (as determined by the treating IOD physician). MNPS may require injured employees to submit to a drug and alcohol test pursuant to HR Policy 5.105. A positive drug or alcohol test will result in a

presumption that intoxication or drug use was the proximate cause of the injury or accident, such that payment of claims under this Policy is not payable.

- Injuries resulting from misconduct, including horseplay.
- Injuries resulting from intentional or self-inflicted injury even as a result of a medical or mental condition.
- Failure or refusal to use safety devices and/or personal protective equipment as directed, failure to perform duties as required by law, or failure to follow general safety precautions in performing one's duties.
- On the job injury or illness aggravated by any activity while off-duty.
- Injuries suffered while traveling to and/or from work, except when such travel is in the performance of the employee's duties driving a personal or MNPS-owned vehicle.
- Health conditions which are attributed to degenerative conditions.
- Participation in physical fitness or recreational activities UNLESS the activity is part of an organized program approved by the Department Head AND the employee's participation is made mandatory by the Department Head.
- Use of articles, objects, or appliances for climbing or lifting that is not intended and/or adequate for those specific purposes.

Light Duty (non-work related)

Whenever an employee has a temporary disability that limits his/her ability to perform his/her job functions, the department/school will, whenever possible, provide light duty opportunities to the employee so he/she may continue to work productively. The department/school shall not be required to create additional positions in order to facilitate light duty assignments. An employee who is out of work because of an on-the-job injury will be given preference for light duty positions in his or her department or schools and is expected to perform light duty work whenever opportunities are available and the employee has been released to work light duty assignments.

Loss or Damage to Property

Upon submission to the Chief Human Resources Officer adequate proof of the existence of, and damage to personal property of a teacher as a result of an assault while the teacher is on duty on school property, the Board shall reimburse said teacher for such damage or destruction, at replacement cost not to exceed fifteen hundred dollars (\$1,500). A teacher's term of duty is determined by the exact arrival and departure for assigned responsibilities. The report must be submitted within forty (40) school days of the date of the damage.

Vehicular Damage

Each year, the Board agrees to contribute one dollar and fifty cents (\$1.50) per certificated employee to reimburse a teacher on assigned duty whose vehicle, parked at the site of his/her

assigned responsibility, is damaged without fault of the teacher as a result of malicious acts related to professional responsibilities, provided the following stipulations are applicable:

- a) No reimbursement shall be made for loss or damage resulting from collision, and no loss reimbursed for theft or damage resulting from theft, except that theft of such parts of a vehicle as are essential to its functioning may be considered.
- b) Any uninsured loss which qualifies under the plan for reimbursement shall be covered up to an amount of \$250.00. On a funds available basis, losses above \$250.00 will be reimbursed.
- c) Any funds that remain available in a fiscal year from this allocation, after #1 and #2 have been paid, may be used to reimburse for damage to the paint or finish of a vehicle, based on criteria established by the joint committee.

A joint committee appointed by the Director of Schools shall administer the fund. Claims shall be filed within fifteen (15) days of the loss unless there are extenuating circumstances which would have prevented making a report. The committee shall meet to process the claims within two weeks after the closing of school. Available funds shall be distributed proportionately to the loss prior to the end of the fiscal year.

Tobacco Free Schools

In accordance with [MNPS Board Policy on Tobacco Free Schools](#), all uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes, and associated paraphernalia are prohibited in all of the school district's buildings, in all vehicles that are owned, leased, or operated by the district, in any public seating areas including, but not limited to, bleachers used for sporting events and in public restrooms.

Transfers and Assignments

Certificated Employee-Initiated Voluntary Transfers

In accordance with [MNPS Procedure on Assignment/Transfer](#), not later than April 1, the Chief Human Resources Officer shall have current on the website a list of the known vacancies by location and certification for the ensuing school year. Such a list shall include known vacancies in positions of administration, counselors, teachers of exceptional children, other special teaching areas, as well as regular teaching assignments. The transfer window opens on approximately March 1, and closes on approximately May 31 for the upcoming school year. Principals should consider transfer requests along with applications of other qualified candidates

as they schedule interviews and make selections for the upcoming school year.

Educators interested in applying for a transfer may apply to any vacancy in applicant tracking system for which they are certified/qualified. The transfer will become official once an offer is made from the Human Resources office and accepted by the educator. Educators who do not receive offers from transfer requests should report back to their current placement for the school year.

Any transfers after June 15 will require the agreement of both principals as well as the Executive Director(s). No transfers will be considered after July 15 unless approved by the Chief of Human Resources.

Any teacher receiving Board-paid training in Paideia, Montessori, International Baccalaureate (IB) methods, or who takes a course through the Belmont Professional Development Program must remain at the school for three (3) years before applying for a voluntary transfer. This transfer limitation only applies to those teachers voluntarily transferred in a Paideia, Montessori, or IB program after July 1, 2005. Exceptions may be made for extenuating circumstances as approved by the Chief Human Resources Officer.

Teachers who earned a TEAM composite score of “below expectation (2.0)” or “significantly below expectation (1.0)” in the previous year are only eligible for transfer if the receiving principal has notified his/her HR Manager in writing that he/she is aware of the candidate’s TEAM composite score and still wishes to proceed with the transfer. After the school year begins, administrative transfers may be required based on enrollment and additional staffing needs or as required by the Director of Schools.

Reductions in Force

A certificated employee’s most recent evaluations, as adopted by the state board of education, shall be a primary factor in the Director’s dismissal of such employees due to reductions in force. Seniority shall not be a determining factor in the dismissal of certificated employees due to reductions in force and shall be considered only if factors pertinent to the teachers’ performance evaluations are equal. When certificated employees are dismissed due to a reduction in force, the Director shall take into consideration the principal’s recommendations relative to his or her evaluation of the teacher’s performance and ability to improve student achievement.

Dismissal of Tenured Educators

Tennessee state law [TCA 49-5-511\(b\)](#) details rights around the dismissal or suspension of tenured teachers that includes cause, position reduction, written notices, license revocation and other information. Each situation may be different, so referencing the law is necessary.

Nepotism

The [MNPS Board Policy on Nepotism](#) prohibits No person shall supervise or be supervised by an employee if he/she is related to the employee. Neither shall an employee teach a relative. For purposes of this policy, the terms “related to” and "relative" include the following relationships: spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, or any person who resides in the same household.

Compensation

Fair and Competitive Practices

MNPS is committed to principles of fair and competitive compensation practices that will guide development, maintenance and decision-making.

Employees may not be paid below the minimum or above the maximum of the pay grade for their job classification. Any employee who is being paid above the maximum of their pay grade at the time this procedure is promulgated will be held at that salary without increases until such time as their salary aligns with their pay grade, either through transfer to a new position or a change in the pay structure overall.

Employee Categories

Certificated personnel employed in the support services of the district come under the heading of one of the categories listed below.

Exempt Employees

Employees who are ineligible for overtime pay or compensatory time no matter how many hours they actually work in a workweek are exempt. Since they do not receive overtime pay or compensatory time, there is no requirement to keep records of the specific hours they work, but vacation, leave and days worked must be tracked. Questions regarding exempt status are to be directed to the Chief Human Resources Officer.

Non-Exempt Employees

Employees eligible for overtime pay or compensatory time for hours actually worked over 40 hours per week are non-exempt. These employees are required to keep records of the specific hours they work. Questions regarding non-exempt status are to be directed to the Chief Human Resources Officer.

Interim

A current employee appointed to a vacancy while the selection process takes place or to fill in for an employee on leave is an interim. An employee shall not be appointed on an interim basis for a period in excess of the school year. In the event only one employee in the department or school is qualified to continue to fill a vacancy created by an employee on leave, the interim placement may be continued for a longer period. Retirement and insurance benefits shall become effective pursuant to the rules and regulations of the Metro Human Resources – Benefits Department.

120-Day Retired Teachers

Retired certificated employees are limited to the following work schedule:

120-Day Conversion to Hours	
8 hours a day	960 hours a year
7½ hours a day	900 hours a year
7 hours a day	840 hours a year

Teacher Salary

The [MNPS Compensation administrative procedure 5.1206](#) shares detailed information about how teacher salaries are determined (a combination of training and experience). Experience must be verified by MNPS from an approved list of accredited agencies. Additionally, [Tennessee State Board of Education Rules and Regulations \(0520-01-02-.02\)](#) detail kinds of recognized experience in Tennessee Public Schools.

The burden of proof of experience rests with the individual teacher and must be submitted to the appropriate MNPS Human Resources team and uploaded into TNCompass. Please refer to the Memorandum of Understanding with MNEA for detailed information.

Pay Administration Method of Payment

Certificated employees shall be paid on a bi-weekly basis. Such payment received shall be in full for the current pay period. All payments of salaries and wages shall be made by direct deposit to a financial institution. All employees will be required to participate in the direct deposit

program.

Pay Administration Employee Self Service

The [Employee Self Service \(ESS\)](#) portal is a one-stop shop where employees can access pay stubs, tax information, benefits and make updates such as home address, W-4 elections, direct deposit information and more.

Certificated Teacher Work Schedule Codes

Each MNPS teacher has a Work Schedule Code (WSC) that determines the total number of days worked per year as well as report date, last day worked, holidays and other days off. Staff Time Schedules are governed by [HRPolicy 5.602](#). Individual calendars for each Work Schedule Code can be found on the [MyMNPS Employee Portal](#). If you are unsure of your Work Schedule Code, check with your timekeeper for the information.

Certificated Teacher Salary & Scales

Certificated salary scales are established to support the District's talent management and strategic compensation goals to hire, retain and reward quality talent in order to meet our student achievement goals and are governed by [Board Procedure 5.110.1](#).

Scales for certificated teachers are published each school year [on my.mnps.org](http://my.mnps.org). Each scale has a grade and a step. Step equates to verified years of completed accredited experience at the beginning of the school year. Grade equates to the highest degree listed with TN Compass.

True and Diluted Pay Structure

In order to provide whole and equal checks for some salaried teaching positions, [MNPS compensates teachers using a true and diluted pay structure](#). "True" refers to the actual amounts earned and "Diluted" refers to the amounts paid over the longer time period. The calculated daily rate for the annual salary is diluted to cover more days that are paid than are worked. The dilution is of the daily rate only, not the salary. [Please review this document for a complete explanation of true and diluted pay](#).

Salary Adjustments

Salary adjustments can include promotions, demotions, degree and experience changes, work schedule changes and late hire and early term adjustments. [Please review this document for a complete explanation of Salary Adjustments](#).

Late Hire Adjustments

If a certificated teacher is hired after the start of the school year, a true and diluted salary adjustment will be done so that the number of true days worked in the salary year are paid

appropriately. The adjustment can be negative or positive, depending on how many days are worked, versus how many days have been paid, or are left to pay in the school year.

Early Term Adjustments

If a certificated teacher leaves prior to the end of the school year, a true and diluted salary adjustment will be done so that the number of true days worked in the salary year are paid appropriately. The adjustment can be negative or positive, depending on how many days are worked, versus how many days have been paid, or are left to pay in the school year.

Work Schedule Change

If a teacher is moved from a 201-day work schedule and “promoted” to a new 221 work schedule, i.e., moving from 10 to 11 months, a salary adjustment is needed. These adjustments can also be positive or negative. If a negative adjustment happens, the Compensation Office works closely with the affected employee to set up a repayment schedule that will not cause a financial hardship for the employee.

The Director of Schools is authorized to establish a plan of job classifications and compensations for support service positions and the administrative regulations pertaining thereto.

Certificated Administration Work Schedule Codes

Each MNPS administrator has a Work Schedule Code (WSC) that determines the total number of days worked per year as well as report date, last day worked, holidays and other days off that is described in [MNPS Board Policy 5.602](#).

Individual calendars for each WSC can be found on the MyMNPS Employee Portal. If you are unsure of your Work Schedule Code, check with your timekeeper or contact the Compensation office for the information.

Certificated Administrative Salary & Scales

A current “Administrative License” issued by the Tennessee State Department of Education or its equivalent as designated in the State Board of Education Rules is required to be placed on the Administrative Salary Schedule.

When changing from an 11- month to a 12-month position, slotting will be based on the monthly equivalent calculated rate; however no movement shall result in a salary greater than the maximum for the salary schedule for that position. Administrators hired into MNPS with verified experience in other school systems will follow the same slotting process as current MNPS employees that is detailed in [Administrative Procedure 5.1206.1p](#).

Certificated salary scales are established in [Administrative Procedure 5.110.1p](#) to support the

District's talent management and strategic compensation goals to hire, retain and reward quality talent in order to meet our student achievement goals.

Scales for certificated administrators are published each school year on www.mnps.org. Each scale has a grade and a step. Step indicates placement within the grade. Grade equates to the highest degree listed with TN Compass. For Administrators who hold an EDS degree, a supplement is added to the Master's + grade. The supplement is listed at the bottom of the Administrative pay scale and is based on total certificated service years.

Administration True and Diluted Pay Structure

Work schedule 041 is paid on the true and diluted pay structure and follows the same logic as described in the certificated teacher section. Work schedule 002 works and is paid over 12 months.

Non-Traditional/Specialty Schools

The principals and assistant principals of non-traditional, specialty, special education, or alternative schools will be paid at the middle school rate on the administrative salary schedule.

Salary Supplement for Coaches/Sponsors

Athletic Coaches/Sponsors Tiered Compensation Model

Coaching supplements, described in [Salary and Wage Supplements HRp 5.1203](#), are paid to athletic coaches based on a Tier Compensation Model which assigns a Tier/School level/Step code that determines rate of pay, such as "1HB" (1=Tier Level, H=School Level, and B=Step Level).

- **Tier Level (1-5):** Each position is assigned a tier level. Your athletic director can provide a detailed list of positions and their corresponding tier.
- **School Level (M/H):** Middle/High
- **Step (A,B,C):** Years of experience at the same position

The charts below reflect the **gross amount** paid for each Tier/School Level/Step combination. Your athletic director can provide a detailed list of coaching assignment tiers for middle school and high school sports.

High School (Updated 10/04/17)					
STEP	TIER 1	TIER 2	TIER 3	TIER 4	TIER 5
A (0-5 Years)	\$6,283	\$4,275	\$3,863	\$2,678	\$1,854
B (6-10 Years)	\$7,056	\$4,970	\$4,172	\$3,193	\$2,163
C (10+ Years)	\$7,828	\$5,665	\$4,275	\$3,708	\$2,472

Middle School (Updated 10/04/17)				
STEP	TIER 1	TIER 2	TIER 3	TIER 4
A (0-5 Years)	\$4,017	\$2,833	\$2,060	\$1,339
B (6-10 Years)	\$4,944	\$3,219	\$2,421	\$1,700
C (10+ Years)	\$5,871	\$3,708	\$2,781	\$2,060

Overall Guidelines

Individuals may **not receive more than three** coaching stipends: One per season, i.e. Fall, Winter, or Spring. Human Resources will pro-rate payment of coaching supplements to correspond with the regular MNPS pay periods i.e., Fall, Winter and Spring sports in conjunction with TSSAA sports calendar. Coaches are limited to two Tier 1 stipends per calendar year. All stipends, grandfathered or not, will be paid during the corresponding athletic season. Stipends will not be spread over the school year. (Exception: Athletic Business Manager; paid over the year, and Non Faculty coaches, paid at the end of the season)

Coaching supplements may be split, but may only be split as .25, .5, or .75. Coaches may not draw from more than one coaching position per season. Compensation paid on split supplements will be based the appropriate tier level or grandfathered amount involving the employees splitting the supplement.

Ninth grade coaches are part of the sport/program in which they are assigned. Once the Ninth grade season is completed the Ninth grade coaches will assist the varsity staff until the **completion** of the varsity season.

Extended Season Incentives

Extended pay is primarily tied to team performance, but a provision for individual performance is included.

- Compensate coaches for demonstrated athletic success and advancement to various levels of competition.
- Compensate coaches for extended season participation.
- Extended season pay is based on attaining different levels of competition.
- Extended season pay can only be paid to verified head coaches and assistant coaches assigned to a coaching position by the school principal.

Sponsors Tiered Compensation Model

Sponsor forms are delivered to principals at the start of school year for assignment and approval. Sponsor positions are tiered, based on school level and are calculated as a percentage of the

sponsor's base salary. Sponsorships may be split, but may only be split as .25, .5, or .75 FTE. Payments are made in 21 equal installments throughout the school year. The supplement is intended for work done outside normal work hours.

The approved positions and percentages are charted below.

Elementary School Tier (ES) Middle School Tier (MS)		High School (HS) Tier	
SPONSOR - YEARBOOK ES	1.50%	PERF ARTS DIR - BAND HS	12.00%
PERF ARTS DIR - BAND MS	5.00%	PERF ARTS DIR - BAND HS - ASST	7.00%
PERF ARTS DIR - BAND MS ASST	3.00%	PERF ARTS DIR - CHORAL HS	5.00%
PERF ARTS DIR - CHOIR MS	5.00%	PERF ARTS DIR - CONTEMP HS	5.00%
PERF ARTS DIR - CONTEMP MS	3.00%	PERF ARTS DIR - DANCE HS	5.00%
PERF ARTS DIR - ORCHESTRA MS	5.00%	PERF ARTS DIR - DRAMA HS	5.00%
SPONSOR - NEWSPAPER MS	2.50%	PERF ARTS DIR - ORCHESTRA HS	5.00%
SPONSOR - STUDENT COUNCIL MS	1.50%	SPONSOR - DEBATE HS	5.00%
SPONSOR - YEARBOOK MS	3.00%	SPONSOR - FORENSIC HS	5.00%
		SPONSOR - NEWSPAPER HS	5.00%
		SPONSOR - STUDENT COUNCIL HS	3.00%
		SPONSOR - YEARBOOK HS	5.00%

*All percentages are computed on the individual's base pay. No coach/sponsor shall be paid a supplement greater than 22% of the base salary.

Additional Pay and In-Service for Specific Schools

The district may agree to pay up to 10 professional development days to certificated staff assigned at certain schools each year. Teachers will be informed by their principals if their school location qualifies for this Additional Pay.

Teachers at these schools will be paid their daily rate of pay for each day of professional development attendance. This in-service will be offered outside the regularly scheduled workday in half-day (3.75 hour) or full-day (7.5 hour) sessions, paid at their regular rate of pay, and developed in accordance with the SIP.

Only regular, full-time employees of MNPS and qualifying interim employees shall be included in this pay program. Contracted employees, including 120-day retirees, shall not be eligible for the pay described above.

Degree Advancements

Employees on the Certificated or Administrative pay schedules are paid based on degree level and years of experience. When an educator adds an advanced degree to their license, they have three (3) responsibilities in the procedure to move to the corresponding level on the pay scale:

1. You must amend your license with the state to reflect the higher degree.
2. Once the transcript is posted to TN Compass, you must submit a “transaction” to add a degree.
3. You must forward the confirmation email from the TDOE Office of Educator Licensure to employeeresourcecenter@mnps.org.

Deadlines for submittal paperwork to TNCompass and cut-offs for account updates by the Department of Human Resources are stated below:

Course Requirements completed by:	Paperwork submitted through TN Compass by:	New Pay Rate Effective Date
August 31st	December 1st of current school year	First Day of 1st Semester
August 31st – February 15th	February 15th of current school year	First day of 2nd Semester

National Board Certification for Teachers, School Psychologists and School Counselors

MNPS values the additional professional expertise that employees develop when they achieve national board certifications and provides [guidance around national board compensation](#). The national board certification supplemental pay will be paid at the rate of \$4,000 per school year for eligible employees. Teachers, school psychologists*, school counselors, and coaches are eligible for this supplement with these additional requirements:

1. Possessing a current national board certification;
2. Remains working in a job classification that is within the area of the national board certification or is assigned as an academic coach within the area of the National Board for Professional Teaching Standards certification; and
3. Full-time with an “active” payroll status (not on unpaid Leave of Absence).
4. National board-certified employees who begin after the first day of school will receive a prorated amount of the \$4000 depending on their date of hire.
5. National board-certified employees whose certifications become active after the first day of school will receive a prorated amount of the \$4000 depending on the

official start-date of their certificate.

It is each teacher's responsibility to provide the Compensation Division with necessary documentation as listed above.

Effective after July 01, 2020: If a National Board-certified educator (teacher, administrator, counselor, speech-language-hearing therapist, school psychologist, or similar role) transfers into a different role on or before 7/1/2020 within MNPS that does not impact pedagogy (the academic development of students) or andragogy (the professional development of educators), then that employee becomes ineligible for the National Board stipend.

Exception Pay

The exception rate of pay shall be \$25 per hour and shall apply to teachers working beyond the regular work day 1) during the academic calendar for specified and approved activities which help support school improvement plans, 2) for all summer school, 3) extended learning assignments.

Teachers Covering a Class for another Teacher – In Lieu of Substitute (ILOS) Pay

Any teacher covering a class because the system is unable to provide a substitute shall be paid the highest substitute rate available, exclusive of the substitute bonus. Such additional compensation shall be prorated for the time period or percentage of the class that each teacher covers. When a class is split among several teachers, the substitute rate will be divided evenly among all teachers receiving students.

Once students are split into classrooms, it is up to the teacher / team that covers those students to submit an ILOS Staff Form to their timekeeper. Note the requirement: for a staff member to get paid, there must be an unfilled job number for the class that is being split. If more than one teacher covers a class, ALL covering the staff must be on ONE form. *In Lieu of Sub Staff Forms* are housed in the main office. Likewise, a list of daily job numbers can be found in the main office where the sub sign in sheets are located. For more information on *In Lieu of Substitute Pay*, contact the school timekeeper.

Payment for Voluntary Workshops and Training Activities

Professional Development focuses on providing training for District and local school improvement targets to enhance instruction and to improve student achievement. Teachers must select professional development training that focuses on their areas of instruction.

All voluntary workshops and training activities beyond the regular school day will be

compensated at \$85.00 for a 7.5-hour day.

Enhanced Option/Extended Time

Parameters for extended time or enhanced option extended time are set by Federal Programs and detailed in **Salary and Wage Supplements HRp 5.1203**. Supplements for extended time or enhanced option extended time are percentage based. It may be based on assigned class number or the employee's base salary, depending on type and location.

Once a location meets the requirements, the Compensation Office will key the supplemental pay for certificated employees. Pre-K and employees working in retirement are not eligible for this supplement, as they do not work the extended hours. Option supplements for teacher's are paid in 22 equal installments.

Longevity

Employees are first eligible for longevity payments upon the completion of twenty-five (25) years of creditable service, both within and outside of Metro Nashville Public Schools. In order to receive the longevity supplement, employees must also be in a full-time active pay status and on the Administrative Pay Scale. Annual longevity payments for each calendar year shall be paid in equal biweekly installments beginning with the first regular payroll payment of each calendar year and are detailed in **Salary and Wage Supplements HRp 5.1203**.

Reimbursement for Teaching Supplies (BEP)

Funds allocated to teachers through the Basic Education Program ("BEP") will be spent for instructional supplies as provided in Tenn. Code Ann. 49-3-359(a) \$100 to each classroom teacher to be spent at the teacher's discretion. The District agrees to reimburse each regular and special education classroom teacher, librarian, guidance counselor, social worker, psychologist, speech language pathologist and itinerant classroom teachers in the operating budget an additional \$100 for purchase of instructional materials and supplies.

An additional \$100 per classroom teacher shall be pooled with all teachers in a school and spent as determined by a committee of teachers. The district agrees to provide to the school \$100 per librarian and guidance counselor. English Learner itinerant classroom teachers, psychologist, and speech language pathologist will have the "pooled" \$100 placed in a district account for the department to use.

Career Ladder

Certificated employees who hold an active "Career Ladder" certification with the Tennessee State Department of Education are eligible to receive supplemental earnings. Employees are

paid based on position, certification level and the number of full-time equivalent days worked during the school year not to exceed the maximum allotted amount of the certification level. Payments begin in January for full time teachers and administrators to ensure the 100-day rule is met.

There are 3 levels; Level 1 is paid at \$1,000 per year, Level 2 at \$2,000 and Level 3 at \$3,000. A minimum of 100 days must be worked for the employee to be eligible to Career Ladder payments.

Partial payments, for any employee who has not worked a full school year but has met the 100-day minimum are paid out by how many days in the school year the employee worked. Level 1 is calculated at \$5 per day, Level 2 at \$10 per day and Level 3 at \$15 per day. It is the retired employee's responsibility to track the number of hours they are working each school year.

Presenter compensation

An individual who is an employee of MNPS and serves as a presenter will be compensated at \$200.00 per full day if the training occurs after regular school hours or in the summer.

Presenters will be compensated for planning that occurs outside the school hours or in the summer at the following rate:

Workshop Length	Presenter Compensation	Planning Compensation
½ day workshop (3.75 hrs.)	\$100	\$50
1-day workshop (7.5 hrs.)	\$200	\$100
2-day workshop (15 hrs.)	\$400	\$200
3-day workshop (22.5 hours)	\$600	\$300
4 days or more	\$200/day	\$300*

Military Instructor Pay

When employing ROTC instructors, MNPS will pay the Minimum Instructor Pay (MIP) and guarantee a 10, 11 or 12-month assignment as described in **Salary and Wage Supplements HRp 5.1203**. One-half of the calculated MIP will be reimbursed by the military and all wages are considered taxable income.

Newly hired ROTC instructions must provide the HR Partner an approval letter from the military that lists the monthly MIP at the time of employment. Salary will be calculated by multiplying the number of months for assignment by the guaranteed MIP.

Out of Classification Pay

In circumstances where there is an operational need for an employee to serve outside and above his/her regular role for an undetermined but temporary period and the utilization of an interim assignment is not appropriate, out of classification pay may be available as described in **Salary and Wage Supplements HRp 5.1203**. Out of Classification Pay must be requested by the employee's next level of leadership. The Department Head and the Chief Human Resource Officer must approve the application of Out of Classification Pay. No employee may be designated to work out of classification unless the employee currently meets the minimum requirements (education, experience and licensing) for the position.

Once the use of Out of Classification Pay is approved and an employee may be assigned to work by his/her principal/department head in a position of higher classification. He or she must work for a period of five (5) or more consecutive working days, not including the employee's own vacation related absences, to receive OOC Pay. He or she will be compensated at the minimum rate of the higher classification or at least 10% above their current rate of pay, whichever is greater. Such pay will be retroactive to the first day of OOC work.

The opportunity for out of class assignments will be rotated among willing and qualified employees in the affected department and must be reviewed by Compensation and approved by the CHRO after thirty days of utilizing OOC pay.

Classroom Set-Up Monies

The Board agrees to provide \$100 in recognition of extra work and preparation for those certificated regular and special education classroom teachers, librarians, guidance counselors, social workers, and itinerant classroom teachers who are not on the administrative pay scale and elect to prepare classrooms or work areas prior to the start of the school year. Verification by the principal or supervisor that preparation has been completed is required before payment can be requested.

Mileage Reimbursement

MNPS employees who are asked to travel to/from MNPS events, such as training or school visits, shall be reimbursed for all miles travelled exclusively in the performance of the duties of their position. An easy rule of thumb is that if your home is not on either end of the business-related trip, it is eligible. If your home is on either end of the trip, it is not. Mileage forms are due and payable on a monthly basis.

12 Month Pay Option

The 12 Month Pay Option is a delayed payment plan for eligible employees working less than 12 months. To determine your eligibility, check the information box at the top of your Individual

Work Calendar, found on My.MNPS.org. Enrollees will have 15.38% of the net total of each check withheld over 22 regular checks from August to May. The withholdings will be disbursed in 4 equal biweekly payments in June and July. Summer payments may be more or less than your regular check based on fluctuations in your net pay. All money deducted will be paid out.

- For new enrollees the [12 Month Pay Option Enrollment Form](#) must be submitted *before* the beginning of the school year. The 2020-2021 deadline is July 31, 2020.
- Employees enrolled the previous year *with no break in service, lump sum payout, or plan cancellation* will automatically be enrolled the following year.
- All employees are responsible for verifying their enrollment annually by reviewing their first pay stub on the [Employee Self-Service Portal](#) to ensure the 12 Month Option deduction appears.
- ALL earnings (i.e. regular, retroactive, overtime, career ladder, supplements, bonuses, etc.) will be included in the calculation of the 12 month pay option.
- ALL deductions (i.e. taxes, pension, insurance, FSA, annuities) will be taken over 22 regular pay periods. The summer month distribution will not be subject to any deductions.
- A lump sum payout of all amounts deducted will be generated by movement to an ineligible work schedule, a break in service, or the submission of a [12 Month Pay Option Plan Cancellation Form](#).

Example of Withholding Calculation	
Biweekly Gross	\$ 2,000.00
Less Taxes and Insurance Deduction	(\$ 600.00)
Net of Check	\$ 1,400.00
Less 12 Month Pay Opt Deductions (15.38%)	(\$ 215.32)
Biweekly Net	\$ 1,184.68

Example of Disbursement Calculations	
Biweekly 12 Month Pay Opt Deduction	\$ 215.32
# of Pay Periods	X 22
Total of Withholdings	\$ 4,737.04
Number of Disbursements	÷ 4
Amount of Each June and July Disbursement	\$ 1,184.26

Safe Harbor for Salaried Exempt Employees with Improper Deductions

MNPS compensates certain exempt executive, administrative and professional employees on a guaranteed salary basis. Deductions from these salaries may only be made in full day or half increments when the employee absents himself/herself for personal reasons, for sickness when his/her bona-fide sick leave plan has been exhausted, for disciplinary reasons or infractions of major safety or conduct rules, or in initial or terminal weeks.

It is MNPS policy not to make any improper salary deductions based on variations in quantity or quality of work done. Any salaried exempt employee who believes that an improper deduction was made from his/her salary may file a written complaint with the Human Resources Department over such deduction. The Human Resources Department will conduct an investigation into the deduction to determine if it was improper. If it is found that the deduction was improper, the amount of the deduction will be reimbursed to the employee no later than the next pay day and MNPS will ensure that such deduction is not made in the future from any exempt employee's salary.

Attendance

Reporting of Absences

When a teacher is unable to be in school and has accrued sick leave, he/she can report the absence through the [Smart Find](#) system 24 hours a day. The absence shall be reported directly into the system by calling 615-271-1742 or using [Smart Find](#) unless otherwise instructed by the local building administrator. An employee is also required to directly contact his or her supervisor prior to the work day to ensure that the supervisor is aware of the impending absence.

Attendance Conditions

Normal Conditions

Employees shall be at their post of duty in accordance with the time, rules, and/or regulations as set forth by the department head/principal. All departments/schools shall maintain attendance records for employees showing the hours worked by their employees. An employee who will be absent from work shall be required to notify the department head/principal or supervisor of the department within 30 minutes of the scheduled start time, stating a reason for such absence.

Job Abandonment

An employee who fails to report for work three (3) consecutive work days without notifying his/her supervisor shall be deemed to have abandoned his/her job and may be subject to termination. Each employee shall provide his/her supervisor with his/her current contact information (residential street address, cell phone and home phone) and keep such information updated as changes occur.

Medical Excuses

In addition to properly notifying a supervisor of an employee's absence, an employee must

submit a medical excuse statement to the building level administrator / principal when an employee has been absent three (3) or more consecutive days and the employee intends to utilize sick leave. The medical excuse must include a certification that the employee was under the doctor's care and that as a result a certain number of days absence from work are necessary.

After six (6) consecutive days of absence, the building level administrator / principal shall report the absence to the Leave Administrator in Human Resources Benefits Department. The Leave Administrator will determine the type of leave on which the employee will be placed, given the circumstances of each case. The employee may be requested to provide a more detailed physician's statement to the Human Resources Benefits Department if the employee has established a documented pattern of absences, or if, at the discretion of the Human Resources Department, a more detailed physician's statement would assist the Leave Administrator in characterizing the leave. Failure to submit any requested physician's statement could be construed as insubordination, which may lead to disciplinary action.

SmartFindExpress

SmartFindExpress is the system used by MNPS to report employee absences and request a substitute to cover students/duties in the employee's absences. Before any features are available, you must register with the system by phone and create a PIN. The Access ID and PIN are used for all interactions. [Directions for entering an absence are available online.](#)

Registration Steps: **MUST BE DONE BY CALLING 615-271-1742**

- Enter your **Employee # (access ID)** followed by the star (*) key.
- Enter your **Employee # (access ID)** again when it asks for your **PIN** followed by the star (*) key.
- Record your name followed by the star (*) key.
- Listen to your work schedule. If this information is incorrect, continue with your registration and then contact the Help Desk to correct.
- You will be asked to select a new PIN. Enter a PIN six (6) digits in length followed by the star (*) key. Please **DO NOT** start your PIN with the number ZERO.

<p>SmartFindExpress</p> <p>System Phone Number 615-271-1742</p> <p>Help Desk Phone Number 615-242-0513</p> <p>Web Browser URL https://mnps.eschoolsolutions.com</p>

After you have completed your registration by phone, you can use the website or phone app to enter absences, request a substitute, review absences entered, or cancel a job. Teachers who take a personal day with sub deduct will be charged for the provision of substitute services.

Absence Due to Inclement Weather

Central Office and 12 month Employees

The Director of Schools, in consultation with staff designated to provide situational awareness information, will make decisions regarding the closure of schools and/or the Central Office or other administrative offices due to inclement weather or other emergencies at his/her discretion that align with administrative procedure [5.1209.1p](#).

Inclement weather does not normally warrant the closure of the Central Office and other administrative departments of MNPS operating on a 12-month schedule, so employees should listen carefully to all announcements regarding closures. Unless the Director of Schools specifies the closure of the Central Office and other administrative departments due to inclement weather or other emergencies, 12-month employees should report as usual. Whether to travel to and from work in inclement weather becomes the personal decision of the employee, and each employee should make a personal judgement pertaining to his or her own safety. If employees of the Central Office and other administrative departments operating on a 12-month schedule make the personal decision not to travel when offices remain open during inclement weather, they may take a vacation day, or if they do not have a vacation day accrued, may take leave without pay.

School Closure for 10-month and 11-month Employees

Inclement weather or other emergencies affecting the ability of MNPS to safely transport students, or otherwise adversely impacting the ability of MNPS to open schools or keep students in school for the full school day may warrant the closing of schools. Official communication regarding the closing of schools will be via local media and other methods of communication available to the district (call-out system, social media, email, etc.) and initiated by the MNPS Communications Office as directed by the Director of Schools.

School employees will be compensated for the first five days of closure due to inclement weather or other emergencies. MNPS will grant unpaid leave to school employees for any days in excess of five days of school closure. School employees will be expected to work any extended calendar days necessary to complete the academic year and will be compensated accordingly for the extended calendar.

Teachers who are unable to report due to inclement weather when schools are open will be charged a personal day for their absence. If they do not have a personal day remaining, the day will be unpaid. If schools are closed due to inclement weather, teachers will not be charged leave of any type, including pre-approved leave.

Delayed Opening

If school opening time is delayed, school employees will adjust their arrival times based on the number of hours the student schedule is adjusted. For example, if school opening time is

delayed two hours, school employee report time is two hours later than the regular report time.

Outside Employment

No officer or employee of the Metropolitan Board of Education shall engage in any outside employment or work at any trade or participate in any professional activity or do or perform any act or service which is in conflict with the duties of his/her employment with the Metropolitan Board of Education.

Non-School Employment

Outside employment is regarded as employment for compensation which is not within the duties and responsibilities of the employee's regular position with the school system. An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that the responsibilities of the position require, nor will an employee use any district facilities, equipment or materials in performing outside work.

When the periods of work are such that certain evenings, days or vacation periods are duty-free, the employee may use such off-duty time for the purposes of remuneration, provided all the following conditions are met:

The work in no way interferes with the degree of effectiveness of his/her work in the school system;

- The work in no way reflects detrimentally upon the school system or its prestige;
- Such outside obligations do not prevent the individual from assuming duties required by the regular position; and
- The individual does not receive remuneration for work which is customarily within his/her regular position (TCA 49-5-410).

Performance Evaluations

Certificated Employee Evaluations

Certificated and School-Based Administrator evaluations are governed by state law and state board policy. As policy and law are updated, the office of Talent Management publishes local procedure in the [TEAM Handbook posted on the employee SharePoint](#). The evaluation serves as a means of establishing a communications link between the employee and his/her supervisor for the purpose of continuous improvement. All full time (.6 FTE or higher), certificated educators

and administrators working over 120 days in the current school year receive a TEAM evaluation. This includes late hires, interim positions, intra-district transfers, third-party vendor educators, and itinerant roles.

Benefits

Enrollment

All certificated employees have 30 days from your official start date to complete Benefits Enrollment Online. Information will be shared via email from benefits@mnps.org. If an employee's start date is the beginning of this school year in July, then the effective date of coverage will be 9/1. If the start date is 8/2 to 8/31, benefits will begin 10/1/2020. Employees are eligible for benefits 30 days after start AND then begin on the first day of the next month. If an employee starts early in the month, it can be over 50 days until coverage starts.

Terminal Pay at Retirement

Sick Leave

Calculating Accrued Sick Leave

- a) Certificated employees hired on or before July 1, 2007 who die while in service or retire under any of the Board-approved retirement plans shall be paid at the rate of fifty dollars (\$50) per day for unused sick leave days brought from another Tennessee school system. All sick leave accrued within MNPS shall be paid at the rate of fifty dollars (\$50) per day under the following schedule:

Years of Service in MNPS	Percent of Accrued Days to be Paid
20 years or more or age 60	100%
19 years or age 59	75%
18 years or age 58	65%
17 years or age 57	55%
16 years or age 56	45%
15 years or age 55	35%

- b) Certificated employees hired after July 1, 2007, who die while in service or retire under any of the Board-approved retirement plans shall only be paid at the rate of thirty (\$30) per day for unused sick leave days brought from another

Tennessee school system. All sick leave accrued within MNPS shall be paid at the rate of fifty dollars (\$50) per day and will be prorated based on years of service or age as in section (a) above.

- c) For subsections (a) and (b) above, sick leave days shall be used on a first-in-first-out basis (i.e., days brought to MNPS from another Tennessee school system shall be used before days earned in MNPS).
- d) To be paid for sick leave days brought in from another Tennessee school system, a teacher must have been employed by MNPS for a minimum of five (5) years.

Early Retirement Notification Incentive

- e) Certificated employees who notify the Human Resources Department and Benefits Department, in writing, no later than the last business day in February, of their plans to retire upon the completion of their current fiscal year assignment, will be eligible to receive the following incentive:
- f) Certificated employees will receive a five-hundred-dollar (\$500) early notification incentive and payment for sick leave accrued during their employment with MNPS at the rate of fifty dollars (\$50) per day for the first 50 days accrued, seventy-five dollars (\$75) per day for days 51-100, and one hundred dollars (\$100) per day for accrued days beyond 100.

This payment is subject to the years of service, age requirements and percentages listed in Section 1(a) above. Sick days brought in from another Tennessee school system will count toward the years of service calculation. However, sick days brought in from another Tennessee school system will only be paid at thirty dollars (\$30) per day. To be paid for sick days brought in from another Tennessee school system, the teacher must have been employed by MNPS for a minimum of five (5) years.

If the employee revokes or rescinds the notice of intent to retire more than three business days after submitting the notice, the employee forever waives the right to receive payment for both the early notification incentive of \$500 and the higher daily rates for MNPS accrued sick leave as described in this section.

Calculation of Local Experience

Employees who die while in service or retire shall have their years of MNPS service calculated as follows:

- a) Not more than ten (10) months of experience may be counted during any one fiscal year.
- b) The total number of months computed shall then be divided by ten (10). Should

there remain a fraction of five (5) or more months (100 days), such fraction shall be counted as a full year's teaching experience.

- c) The rate and number of days for which the employee qualifies shall be determined in accordance with Sections 1(a)-(c) above.

Vacation

Upon termination of employment, twelve-month employees will be paid for up to fifty (50) days of accrued vacation.

Certificated Employee Discipline

Dismissal

Dismissal of tenured teachers, including dismissal is handles in pursuant to state law, including T.C.A. 49-5-511, T.C.A. 49-5-512. Discipline of non-tenured teachers including dismissal is handled pursuant to state law, including T.C.A. 49-2-301(b)(1)(GG)(i). Non-tenured teachers are also subject to non-renewal of their contract at the end of each school year.

Administrative Leave and Conversion to Unpaid Suspension

When a certificated employee is the subject of an internal or external agency investigation, the Human Resources Department may place the employee on paid administrative leave for up to ten (10) working days in order to maintain a safe work and education environment and/or to adequately investigate the allegations. If the internal/external investigation is concluded in less than ten (10) working days and it is appropriate for the individual to return to work, the duration of Administrative leave may be less than ten (10) working days.

If, after ten (10) working days the investigation has not concluded, the Director of Schools, in consultation with the Human Resources Department, may decide whether, the employee will be suspended without pay, continue on paid administrative leave, or to return to work in the same or a different position.

If it is in the best interest of the district to leave the employee on paid leave up to twenty-nine (29) days¹, at the end of the twenty-nine (29) consecutive calendar days, a recommendation from the Human Resources Department will be made to the Director of Schools to convert the employee to suspension without pay pending the outcome of the investigation.

Anytime an employee remains on paid administrative leave for twenty-nine (29) consecutive days, the Director of Schools will review and decide whether the employee will be suspended without pay, continue on paid administrative leave, or to return to work.

Administrative leave with pay does not indicate corrective or disciplinary action on the part of the Metropolitan Nashville Public Schools (MNPS). Should MNPS decide to take further action resulting from this investigation, the employee will be informed by their direct supervisor.

Grievance Procedures

Definition of Grievance

A grievance is a certificated employee's claim that there has been violation, misinterpretation or misapplication of MNPS policy. Reprimands or any similar corrective action documents are not grievable. The fact that an employee has been placed on a plan of assistance is not grievable.

Generally, grievance conferences will be scheduled for times that do not interfere with the employees' assigned duties. When grievance conferences are scheduled to occur during regularly assigned working hours, the involved employees shall be released from duties without reduction in salary.

Reprimand and grievance conferences shall be conducted in private. An affected employee shall, however, have the right to request the presence of one certificated employee representative or a representative of a recognized professional organization. If the representative is not available at the scheduled time, the conference shall be delayed for one work day. If the representative is still not available, the conference may proceed without the representative.

Informal Procedure

If an employee feels that he/she has a non-evaluation grievance, he/she shall first discuss the matter with his/her principal or other appropriate administrator, in an effort to resolve the problem informally. The parties shall seek to adjust the difficulty at the point of origin by obtaining advice from any appropriate division of the Central Office. If the problem is not resolved informally, then the employee may declare that a grievance exists and the formal procedure invoked.

Formal Procedure

Level One

- a) If the grievant is not satisfied with the outcome of the informal procedure, he/she may present his/her alleged grievance formally in writing to the principal or other appropriate administrator. A written grievance shall contain the following information: name and position of grievant; a statement of the grievance and the facts involved, including

relevant dates; a reference to the applicable provisions of MNPS policy; the corrective action requested; signature of the grievant.

- b) At the time of filing the Level One grievance, the grievant may request a conference prior to the rendering of the decision. If a conference is requested, the act of scheduling the conference shall occur within five (5) working days following the receipt of the grievance.
- c) The principal, or other appropriate administrator, within ten (10) working days after the receipt of the grievance or the grievance conference (if one is requested) shall render a written decision to the grievant.

Level Two

- a) If the grievant wishes to appeal the decision at Level One, the grievant may appeal in writing to the Chief Human Resources Officer within five (5) work days after the decision at Level One.
- b) At the time of filing the Level Two grievance, the grievant may request a conference prior to the rendering of the decision. If a conference is requested, the act of scheduling the conference shall occur within five (5) work days following the receipt of the grievance.
- c) The Chief Human Resources Officer or his/her designee, within ten (10) work days after the receipt of the grievance or the conference (if one is requested) shall render a written decision to the grievant.

Level Three

- a) If the grievant wishes to appeal the decision at Level Two, the grievant may appeal in writing to the Director of Schools within five (5) work days after the decision at Level Two.
- b) At the time of filing the Level Two grievance, the grievant may request a conference prior to the rendering of the decision. If a conference is requested, the act of scheduling the conference shall occur within five (5) work days following the receipt of the grievance.
- c) Within ten (10) work days after receipt of the grievance or the grievance conference (if one is requested), the Director of Schools or his/her designee shall render a written decision to the aggrieved person. This decision is final.

Additional Information

- a) A grievance may be withdrawn at any level without prejudice or record.
- b) Failure by the aggrieved person or group at any level to appeal a grievance to the next level within the specified time limit herein shall be deemed to be acceptance of the decision rendered at that level.
- c) No grievance shall be recognized by the district unless it shall have been presented to the appropriate level in writing within forty (40) work days after the aggrieved person knew, or should have known, of the act or condition on which the grievance is based and if not so presented, the grievance shall be considered as waived.
- d) Nothing in this section should be construed as denying to any teacher the opportunity to

consult with any supervisory or administrative officer in the school system.

- e) At any level, time limits in this agreement may be mutually extended.
- f) No reprisals shall be invoked against any employee for processing a grievance or participating in any way in the grievance procedure.
 - i. When a grievance involves more than one employee, a group of employees may submit a collective grievance at the appropriate level.
 - ii. The grievant may be accompanied by one certificated employee or a representative of a recognized professional organization at any stage of the grievance.

Drug/Alcohol Free Workplace

Possession

[Board Policy 5.403](#) of Metropolitan Nashville Public Schools requires employees to maintain a workplace that is free from the effects of drug and alcohol abuse. It is prohibited for any employee to use or possess illegal controlled substances on or off duty. It is prohibited for any employee to use legal drugs in a manner which might interfere with the employee's performance of duties. Any employee found in violation of these provisions may be subject to disciplinary action. Employees will be subject to testing for alcohol and controlled substances according to the specific techniques described in established procedures. Employees must notify their Department Head/Principal of any criminal drug statute conviction within 24 hours or no later than the first work day following the conviction (whichever is sooner). Employees must report all arrests. [Specific guidance provides more clarify based on job function and situation.](#)

Ethics, Conflicts of Interest and Acceptance of Gifts

Code of Ethics - Employee Responsibilities:

All Metropolitan Nashville Public Schools (MNPS) employees are required to abide by all laws issued by the federal, state, and local governments, and maintain the highest level of honesty, integrity, impartiality and conduct as it relates to Ethics, Conflicts of Interests and the Acceptance of Gifts.

Governed by the [Board Policy 1.106: Code of Ethics](#) and [Board Policy 1.107: Conflicts of Interest](#), employees will ensure that all actions of, and work performed by, employees are transparent and avoid any actual or perceived misconduct or conflict of interest. Although certain behavior may not break any particular law or may not be in violation of any strict interpretation of the law, certain behavior is not acceptable within MNPS.

Each employee of Metropolitan Nashville Public Schools shall avoid any action, whether or not specifically prohibited by this policy or departmental code of ethics, which might result in or create the appearance of:

- Using their position in MNPS for private gain;
- Providing preferential treatment to any person or business entity;
- Discriminating against any person or business entity;
- A lack of sobriety or placing one's self in a compromising or unseemly situation;
- Losing the ability to make decisions that are independent and impartial;
- Making a decision that does not follow approved guidelines and that is not in the best interest of MNPS;
- Affecting adversely the confidence of the public in the integrity of MNPS; and/or
- Reducing the operational efficiencies or economies of MNPS.

Each employee is responsible for the integrity and accuracy of MNPS documents and records to comply with regulatory and legal requirements and also to ensure records are available to support business practices and actions.

Financial Interests

No employee of Metropolitan Nashville Public Schools shall enter into or derive and benefit, directly or indirectly, from any contractual arrangement with MNPS or any of its agencies

No MNPS employee, in the performance of his or her official duties, should request or demand that any other person or entity make or offer to make any monetary contribution to any campaign or to any political campaign committee in exchange for, or as condition of, receiving some benefit from Metropolitan Nashville Public Schools or any department, agency or official thereof, to the person or entity whose contribution is requested or demanded, or to the person making the request.

Any MNPS employee having controlling stock or ownership interest in public or privately held companies that do business or may potentially do business with MNPS should report such to their principal or department head.

Use of Information

No employee of Metropolitan Nashville Public Schools shall directly or indirectly use, disclose or allow the use of official information which was obtained through or in connection with his or her employment, and which has not been made available to the general public, for the purpose of furthering the private interest or personal profit of any person, including the employee, or engage in a financial transaction as a result of, or primarily relying upon, information obtained through his or her MNPS employment.

Use of Government Property

No employee shall use the facilities, equipment, personnel or supplies of MNPS or its agencies other than for officially approved activities, except to the extent that they are lawfully available to the general public.

Gifts

Any gift that is given by one MNPS employee to another employee that provides for personal financial gain or favor is not acceptable. Disallowed gifts shall be returned with an explanation or, if perishable, either returned or donated to a charity in the name of the supplier.

Offers to donate money shall be referred to the MNPS Director of Budget and Accounting. Offers to donate furniture, equipment, supplies, etc. shall be referred to the MNPS Inventory Control Manager.

Travel Awards

Any employee who travels for MNPS may keep their points or travel awards. Any trip where lodging and long-distance transportation is not provided by MNPS must be pre-approved by the Director of Schools and must be for the purpose of furthering the mission of MNPS.

Educator's Legal Obligation to Report Suspected Child Abuse

Obligations

[TCA. §37-1-403](#) and [TCA §37-1-605](#) require all employees to make a report when they suspect abuse, neglect or exploitation of children. These laws impose an obligation on the individual

who suspects the abuse, to report the abuse. The law requires school officials to notify the department of children's services of a report or investigation of employee misconduct on the part of any employee of the school district that in any way involves known or alleged child abuse, including, but not limited to, child physical or sexual abuse or neglect.

If school districts have reasonable cause to suspect a child may be a victim of abuse that occurred on school grounds or while the child was under the supervision or care of the school, the school is required by law to verbally notify the parent or legal guardian of the child that a report of suspected child abuse has been made and must provide other information relevant to the future wellbeing of the child while under the supervision or care of the school. The verbal notice must be made in coordination with the department of children's services to the parent or legal guardian within twenty-four (24) hours from the time the school, school teacher, school official or other school personnel reports the abuse to the department of children's services, judge or law enforcement; provided, that in no event may the notice be later than twenty-four (24) hours from the time the report was made. The notice shall not be given to any parent or legal guardian if there is reasonable cause to believe that the parent or legal guardian may be the perpetrator or in any way responsible for the child abuse or child sexual abuse.

Child Abuse Reporting Resources

The following link from the department of children's services website provides helpful information regarding the reporting of child abuse: <https://reportabuse.state.tn.us/>. By clicking on the tabs along the top of the document, you may access FAQs about child abuse reporting, the child abuse reporting hotline and an online training module on child abuse reporting that can be used to train staff.

Service Recognition

Tenure

Tenure is an employment status other than probationary (non-tenured) that certificated personnel may be under while teaching in a public school. Current laws TCA 49-5-501 and TCA 49-5-504(a) and local procedure require certificated personnel, otherwise qualified for tenure status, to meet the following criteria to earn tenure: 5 years of continuous MNPS service and TEAM Level of Overall Effectiveness scores of 4 or 5 in the most recent two years of service. Educators awarded tenure prior to July 1, 2011 were subject to different eligibility criteria.

Any educator who acquired tenure status after July 1, 2011, shall be returned to probationary

(non-tenured) status if the educator demonstrates an overall TEAM LOE of "below expectations" or "significantly below expectations" in two consecutive years of service. Educators who are returned to probationary status must receive two consecutive LOE scores of 4 or 5 in order to again be eligible for tenure. Educators who acquired tenure status before July 1, 2011 have "legacy" or "permanent" tenure, meaning that their tenure status cannot be revoked due to "below expectations" performance.

Any tenured educator who terminates employment with MNPS (resigns or retires) forfeits their MNPS tenure status. Tenured educators with a break in service, having left and since returned to the district, must serve a two year probation period of service upon their return in order to again be eligible for tenure.

Service Milestones

MNPS recognizes employee service to the district by distributing service awards at specific milestones. An employee must have completed these continuous years of service on or before July 1. Human Resources distributes the awards to each campus in April. Employees eligible for 30, 40, and 50-year awards will receive their awards and be recognized during a Board meeting in the spring. MNPS encourages principals to publically celebrate these employees' contributions to the district. Service awards include:

- 5-year custom lapel pin with MNPS seal
- 10-year custom lapel pin with MNPS seal
- 15-year cup with MNPS logo
- 20-year pen set, including one ball-point and one gel pen with MNPS logo
- 25-year jade acrylic award with MNPS logo
- 30-year porcelain plate with gold rim, MNPS seal, and employee's name
- 35-year glass candy bowl with MNPS logo
- 40-year glass biscuit barrel with MNPS logo and employee's name

Teacher of the Year

MNPS recognizes outstanding [Teachers of the Year](#) annually. Each division, department, or grade within a school may nominate candidates in three categories: PreK-4, 5-8, and 9-12. These categories refer to the grade taught by the teacher and do not refer to the grade structure or designation of the school. Schools are encouraged to consider nominations from parents, students and other community members as well. The number of teachers chosen in each category is not to exceed 1 per 20 faculty members in that category. Deadlines are typically in January.

Educator Leadership Opportunities

MNPS has recognizes and retains exemplary educators by creating sustained opportunities for the development and engagement of their leadership skills, particularly as those skills relate to mentorship, change-agency, and instructional capacity building.

MNPS is committed to leveraging, honing, and celebrating the leadership of its highly respected educators. It is the District's intent to provide educators with meaningful opportunities to grow and engage as transformative leaders.

Quick Links and Contacts

MNPS main telephone number is 615-259-INFO.