



COLQUITT COUNTY SCHOOL DISTRICT

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PERSONNEL HANDBOOK

2023-2024

HUMAN RESOURCES DEPARTMENT
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MESSAGE FROM HUMAN RESOURCES

Welcome! Whether you are a new or returning employee, I am glad you are part of the Colquitt County School District staff. The quality of our schools contributes significantly to the economic, cultural, and social well-being of Colquitt County, and our employees are critical to the success of our school district.

The primary business of the Colquitt County Schools is teaching and learning, and the quality of our personnel is the most crucial factor in providing an excellent education for our students. Whether you are a teacher or someone who supports teaching and learning, you were selected for employment based on the belief that you have the knowledge and skills to ensure student achievement.

This handbook highlights some of the information you need regarding your opportunities and responsibilities as an employee. All Colquitt County Board of Education policies are available online, and you should review them. You should also listen to your site/school administrator to learn the directives and procedures for your work setting. Be sure to read this handbook and the additional resources online carefully. Also, you must review the Critical Issues for Required Review each year through Compliance Director. You must understand and implement all requirements addressed in Compliance Director Modules.

Please seek the advice of your immediate supervisor if you have questions about your role as an employee or any of the information in this handbook or online. You can also call the Human Resources office for assistance. We value you as an effective employee.

Remember that policy changes occur occasionally, and you will be notified of those changes.

Thank you for becoming a member of the Colquitt County team and family. I wish you a fulfilling year as you work with and support our students.

Jennifer Turnbull

Director of Human Resources

COMMUNICATION

Communication with employees and the school district community is a Colquitt County School District priority, and effective communication is everyone's responsibility. The *Communications Bulletin* is distributed via email monthly to all employees providing district-wide updates. The district and school webpages are updated regularly and include a staff directory, calendar and event information, announcements, board policies, and access to material related to all district departments. Board meeting times and agendas are published online, as well as contact information for staff and Board members. Parents may register and access the *Parent Portal* for daily information about students' attendance and academic progress. Information sent home with students is available in the student's home language. Ongoing, two-way communication between the school district and its internal and external audiences and positive media relations is continually stressed in the Colquitt County School District.

OPPORTUNITIES

Colquitt County Schools employees are selected by a systematic personnel screening process designed to identify highly qualified individuals. This emphasis on quality is reflected in system efforts to enhance the skills and competencies of all employees. The Assistant Superintendent of Curriculum, Instruction, and Learning Services coordinates professional growth opportunities.

PROFESSIONAL LEARNING AND PROFESSIONAL LEARNING UNITS

Professional Learning opportunities are offered to advance the District's vision, mission, and goals; to enhance employee performance; and to develop employee capacity to lead schools and their students to world-class performance. Professional learning is expected to be research-based, data-driven, student-focused, continuous, and sustainable over time.

Each year, each employee is expected to participate in a Professional Learning Plan developed by school and site administrators. Documentation of professional learning meets the requirements of the Professional Standards Commission.

PERFORMANCE EVALUATION

Colquitt County Schools is committed to performance assessment that encourages continuous quality improvement for all employees. All personnel have their performance evaluated annually as required by Georgia Code §20-2-210 and based on the state and system statutes, policies, and procedures applicable to the employee's assignment. Teachers of record, Assistant Principals, and Principals shall be evaluated using the Teacher or Leader Keys Effectiveness System in accordance with all applicable rules of the State Board of Education and the Implementation Handbooks for TKES and LKES.

CERTIFICATION

All certified employees are responsible for obtaining and maintaining valid, in-field Georgia certification. Certification forms and information are available at the Georgia Professional Standards Commission (PSC) website: www.gapsc.com. Teachers must be "highly qualified" to teach in the assigned subject area(s) as required by PL 107-110.

All paraprofessionals must hold a Paraprofessional Certificate issued by the Georgia PSC. Certification requirements may be found at www.gapsc.com.

Certification questions should be directed to the Professional Standards Commission or the Director of Human Resources. The governing authority over all certification issues is the Georgia PSC.

LICENSING

All vehicle operators covered by the commercial driver's licensing laws must have a valid Commercial Driver's License (CDL) and must successfully meet all physical and training requirements governed by the State of Georgia and Colquitt County Schools. Other specialized positions may also require licensing.

EMPLOYEE RECOGNITION

Each school chooses a Teacher of the Year nominee during the fall. From the pool of local school Teachers of the Year, the Colquitt County Teacher of the Year is named. Colquitt teachers have been state finalists, and in 2010, a Colquitt County Teacher, Mrs. Gwen Desselle, was named Georgia's Teacher of the Year.

Classified employees are eligible for nomination to receive the annual BRAVO (Balancing Responsibility and Achievement while Valuing Others) Award. Each school/site nominates an employee in February, and each receives District recognition. A winner is named in May.

PERSONAL GROWTH AND ADVANCEMENT

Employees are encouraged to continue their education. Certified employees who earn advanced degrees and certificate level upgrades, which are within the guidelines of the Professional Standards Commission, are eligible for pay increases. To submit an upgrade application, certified staff must submit to the Human Resources Office an official transcript showing the date an advanced degree was completed and a completed certification application form, available through www.gapsc.com.

Paraprofessionals who complete college credit in education-related courses (30 credit hours) are eligible for a pay step increase. Paraprofessionals seeking degrees that will lead to clear, renewable teaching certification *may* be eligible for some tuition reimbursement if funds are available and are eligible for participation in the Paraprofessional Teacher Intern program during student teaching. Questions about participation should be directed to the Director of Human Resources.

COMPENSATION

PAYDAY/DIRECT DEPOSIT

Employees are paid monthly, and direct deposit is encouraged. *Employees sign up for direct deposit through the payroll office.* Accurate timesheets are the employee's responsibility.

PENALTY FOR FAILURE TO PROVIDE CERTIFICATION

The contracts issued to certified staff are contingent upon the employee securing and continuing to hold a valid, in-field certificate issued by the Georgia Professional Standards Commission (GAPSC) and shall be considered void if this condition is not satisfied. Salary adjustments will be made to conform to the certificate level approved by the GAPSC. If the employee is unable to be certified properly, the daily rate of pay may be adjusted to that of a substitute employee retroactive to the beginning of employment under the contract. The employee must be "highly qualified" to teach in the assigned subject area(s) as required by PL107-110.

FAILURE TO MEET CONTRACTUAL OBLIGATIONS

If fewer than 20 days of service are rendered under contract, the daily rate may be equal to the substitute rate.

BENEFITS

Benefits are a large part of the total compensation package for Colquitt County School employees. To meet the ever-changing needs of our employees and the criteria of federal and state law, we are continuously reviewing and updating these benefits and their features. Employees are urged to familiarize themselves with the details of various plans and options through resources such as State Health's *New Employee Decision Guide*.

Open Enrollment (OE) is the period each year when employees may enroll or change options or coverage, subject to conditions described in the plan.

The Benefits Coordinator is available to answer employees' questions or direct them to the appropriate information source. It is the responsibility of the employee to notify the Benefits Coordinator of any changes in the number of dependents and/or the names of beneficiaries.

Insurance, retirement, and investment plan representatives are available periodically to provide information to employees.

RETIREMENT

Teachers, administrators, clerical employees, paraprofessionals, and various Central Office staff are eligible members of the Teachers Retirement System of Georgia (TRS). Benefits become available after 30 years of service, regardless of age, at 25 years of service with early retirement penalties, or at age 60, after 10 years of service. Employees with 9 ½ years of service earn disability retirement benefits if permanently disabled, as well as survivor's benefits that are paid to a beneficiary. Both the employee and the school district contribute to individual retirement accounts.

Employees not eligible for TRS are eligible for Public School Employees Retirement System membership. Retirement benefits are available for members 60 years of age with at least ten years of creditable service.

The Benefits Coordinator is available to answer employees' questions about retirement.

WORKERS' COMPENSATION

Employees may be entitled to Workers' Compensation benefits if injured on the job. The injury must arise out of and in the course of employment. The injured employee must provide notice of the

injury immediately, but no later than 30 days after the accident, to the employer. Failure to do so may result in the loss of benefits. The injured employee should select a medical care provider from the list posted by the Board of Education. Only those providers listed are authorized to provide medical care for a work-related injury.

Questions about Workers' Compensation should be directed to the Director of Human Resources.

LEAVE

HOLIDAYS

While the school year calendar is subject to change, the following Holidays are observed by schools and offices:

- New Year's Day
- Martin Luther King Day
- Spring Break
- Memorial Day
- Independence Day
- Labor Day
- Fall Break
- Thanksgiving Holidays
- Christmas Holidays

PROFESSIONAL PERSONNEL LEAVES AND ABSENCES

This policy shall apply to all Colquitt County Board of Education employees. All employees are required to follow the work calendar established by the Board of Education and may take leave from work only in accordance with this policy or other leave policies enacted by the Board of Education. (POLICY GBRH)

PROFESSIONAL LEAVE

Professional leave is granted for attendance at approved professional conferences, visitation to other educational centers, and related activities. Prior approval must be given by the Superintendent's designee at least one week before the anticipated absence.

JURY LEAVE

A staff member who is summoned to serve on jury shall be granted jury leave. The staff member must present to the immediate supervisor an authorized document indicating the length of time on jury duty.

The staff member serving on a jury will be allowed to retain the money earned for serving on the jury.

SICK LEAVE

Sick leave may be accumulated for a total of 60 days (effective 7/01/96), earned by all regular employees at the rate of 1 1/4 days per working month. Part-time employees earn sick leave and personal leave as provided by this policy and based upon the ratio of actual employment to the full-time rate. Professionally certificated personnel may transfer sick leave from one school system to another within Georgia.

Sick leave may be utilized for:

- a. Personal reasons (see Personal Leave);
- b. Personal injury or illness, including maternity;
- c. Exposure to contagious diseases; or
- d. Illness or death in the employee's immediate family.

Deductions for sick leave days used in excess of earned sick leave will be at the employee's full daily earned rate of pay.

PERSONAL LEAVE

During any school year, an employee may utilize up to a maximum of three (3) days of any available sick leave for personal reasons if prior approval of their absence is given by the principal (or supervisor) and the Superintendent (or designee). Employees may qualify for additional personal leave days based on the number of sick leave days accumulated as of July 1 of each year.

Accumulated leave less than 45 days - 3 personal days
45 to 59 days - 4 personal days
60 or more days - 5 personal days

Unless there are extenuating circumstances, personal leave will not be granted the day before or after a school holiday or during pre or post-school days. Deduction for unauthorized or excess personal leave days shall be the employee's full daily-earned rate of pay.

LONG-TERM PERSONAL LEAVE

The Colquitt County Board of Education recognizes and affirms the right of a citizen of Georgia to seek and hold public office. Long-term personal leave may be granted to employees elected or appointed to a public position.

During the absence of the employee serving a public office, a substitute (if necessary) will be employed. Upon completion of public service, the employee shall immediately resume their employment responsibilities. Salary will not be provided for the days absent from school duty after the "Personal Leave" allotment is used. Earnings will be reduced based on the individual employee's terms of employment.

Other benefits granted to employees shall remain in force during the time of public service, upon payment of the full cost of such benefits by the employee.

UNIFORMITY OF ACCUMULATION OF AND PAYMENT FOR SICK LEAVE

The accumulation of and payment for sick leave for certified personnel, including administrators and the Superintendent, shall be applied uniformly to all such personnel, and no exceptions shall be made for any individual.

MATERNITY LEAVE

An employee who is pregnant shall be entitled to a leave of absence to begin at a time to be determined by the employee, the physician, and the Superintendent. The employee shall notify the Superintendent in writing of her desire to take such leave, except in cases of emergency, at least 60 calendar days prior to

the onset of the leave. This notice of leave shall include a doctor's statement of an anticipated date of physical disability.

An employee may continue in active employment as late into her pregnancy as she desires, provided she can perform the required functions properly. The Board of Education shall make the final determination of ability to perform properly the required job functions.

An employee may use all accumulated sick leave credited to her but not to exceed the doctor's estimated length of physical disability.

Any employee who has been granted leave shall be entitled to return to active employment upon presentation of a doctor's statement of physical ability to perform the required functions of the job. The employee's return to active employment may be delayed until the beginning of a new quarter or semester to maintain job performance continuity.

Should the Board of Education disagree with any doctor's statement of disability or ability, it may appoint a physician of the same medical specialty as the employee's physician for the purpose of receiving an independent medical opinion.

MILITARY LEAVE

Persons employed in any capacity in any public school, excluding those employed on a temporary basis, shall be entitled to military leave for military duty with full employment and reinstatement rights as provided by law. An employee shall be allowed a leave of absence from assigned duties while performing ordered military duty.

Definition

The term ordered military duty, as defined by OCGA 38-2-279, shall mean the following:

1. Any military duty performed in the service of the State or of the United States by a public officer or employee as a voluntary member of any force or the organized militia or any reserve force or reserve component of the armed forces of the United States pursuant to orders issued by the competent State and federal authority without the consent of the public officer or employee. Such duty shall include but is not limited to, attendance at any service school or schools conducted by the armed forces of the United States.
2. Military duty, performed for a period or periods not exceeding a total of 30 days in any one calendar year, shall be deemed ordered military duty regardless of whether such orders are or may be issued with the consent of the public officer or employee.

Compensation

Every public officer and employee shall be paid a salary or other compensation as a public officer or employee for a period or periods of absence while engaged in the performance of ordered military duty and while going to and returning from such duty, not exceeding a total of 18 days in one calendar year and not exceeding 18 days in any one continuous period of such absence.

State Emergency

In the event the Governor declares an emergency and orders any public officer or employee to state active duty as a member of the National Guard, the public officer or employee shall be paid a salary or other

compensation as a public officer or employee for a period not exceeding 30 days in any one calendar year and not exceeding 30 days in any one continuous period of such State active duty services.

FAMILY AND MEDICAL LEAVE ACT

Eligibility

Employees of the Colquitt County Board of Education who have been employed for 12 months or more and who worked at least 1250 hours during that time are entitled to 12 weeks of unpaid leave during any twelve-month period in connection with:

1. The birth and first-year care of a child;
2. The adoption or foster parent placement of a child;
3. The illness of an employee's spouse, child, or parent with respect to a serious health condition, defined as one that requires in-patient care in a hospital, hospice, or residential medical care facility or which requires continuing treatment by a health care provider; or
4. The employee's illness.
5. Military service or

In the instance of birth, adoption, and foster placement, the entitlement for child-care ends after (1) the child reaches the age of 1 year or (2) 12 months after the adoption or placement.

Entitlement for leave associated with a child's illness occurs only when the child is under 18 years of age or incapable of self-care due to a mental or physical disability.

Amount of Leave Available

In cases where the Colquitt County Board of Education employs both spouses, the combined amount of leave for childbirth, adoption, or care for a sick parent is limited to 12 weeks.

The unpaid medical and family leave provided under this policy includes and extends up to 12 weeks of sick and/or personal leave provided under other Colquitt County Board of Education policies. However, an employee is not eligible for unpaid leave under this policy until any paid leave provided to the employee under other Board policies has been taken.

Notification of Anticipated Leave

Except where circumstances are such that reasonable advance planning is not possible, employees must provide the Office of the Superintendent with at least 30 days notice of the date when leave is to begin. With respect to foreseeable family or employee illness, the employee shall make a reasonable effort to schedule treatment - including intermittent and reduced hour leave - so as not to disrupt unduly the operations of the school district, subject to approval of the employee's or family member's health care provider.

Benefits

Benefits accrued by the employee before the leave is taken will not be altered by the employee's absence under this policy. The employee is entitled to continuation of health benefits during the leave period. Upon return, the employee is entitled to restoration to an equivalent position with equivalent pay, benefits, and conditions of employment.

If an employee fails to return to work after the leave period has expired, the Board of Education may recover the health benefits premium expenditures extended to the employee during the leave period.

Required Certification

The Board of Education requires that a request for leave be supported by a certification issued by the appropriate healthcare provider of the eligible employee or the son, daughter, spouse, or parent of the employee.

The certification shall include (1) the date that the condition commenced, (2) the duration, (3) the necessity for the employee's leave, and (4) the employee's inability to perform one's job functions. At its own expense, the Board of Education reserves the right to designate a second healthcare provider (other than a school district employee) to provide a second opinion. A third such opinion, should it be necessary, shall be binding.

Upon the employee's return to work, the school district may require the employee to provide certification from the health care provider so that the employee can resume work.

Special Provisions:

If an employee begins leave under this policy within three weeks before the end of the academic term and the duration of the leave is greater than five working days, the Board of Education may require the employee to continue to take leave until the end of the term.

The Board of Education may deny coverage under this policy to an employee whose salary is in the highest 10% of the employees employed by the school district if such denial is necessary to prevent substantial and grievous economic injury to the District's operations.

The Superintendent shall make, keep, and preserve records showing compliance with the Family and Medical Leave Act and in accordance with the Fair Labor Standards Act of 1938 and federal regulations.

Unpaid Medical Leave

If an employee uses all of their available FMLA leave during the school year, they may request Unpaid Medical Leave for the remainder of the year. If granted, the employee must provide physician's certification by July 1 that they are able to return to work on the first day of the school year. If unable to do so, the employee's position will be filled (See Policy GBRH.)

VACATIONS

Persons employed by the Board of Education on a twelve-month basis are entitled to two full weeks (10 working days) of annual leave, earning such leave during the fiscal year July 1 through June 30. Arrangements and requests for taking such leave must be given prior approval by the Superintendent.

No more than 20 working days are available for vacation for twelve-month employees.

Persons employed on an eleven-month basis are entitled to one (1) week (5 working days) annual leave.

No more than ten working days are available for vacation for eleven-month employees.

Employees who terminate employment (in good standing) with the Colquitt County Board of Education will be compensated for earned, unused vacation days at their regular daily rate of pay. Maximum days compensated will be twenty (20) days for twelve-month employees and ten (10) days for eleven-month employees. (POLICY GBRK, for 11 and 12-Month Employees)

PERSONNEL ETHICS

The safety and well-being of the students entrusted to the Colquitt County School District depend on the efforts of all District personnel. The conduct of all those working with and around students must be beyond reproach. The Code of Ethics for Georgia Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. Certified employees must adhere to the Code of Ethics as part of the responsibilities of certification. The Colquitt County Board of Education considers the Code of Ethics the standard of conduct for all employees (POLICY GBU).

A review of the Code of Ethics is required of all employees each school year. Materials for this and other reviews are completed through "Compliance Director Modules."

The Code of Ethics standards are:

1. Legal Compliance-An educator shall abide by federal, state, and local laws and statutes.
2. Conduct with Students- An educator shall always maintain a professional relationship with all students, both in and outside the classroom.
3. Alcohol or Drugs- An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice.
4. Honesty-An educator shall exemplify honesty and integrity in the course of professional practice.
5. Public Funds and Property- An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility.
6. Remunerative Conduct – An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.
7. Confidential Information- An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material, and other information.
8. Abandonment of Contract-An educator should fulfill all of the terms and obligations detailed in the contract with the local Board of Education or education agency for the duration of the contract.
9. Required Report- An educator should fill reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse, or any other required report.
10. Professional Conduct – An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the teaching profession.
11. Testing – An educator shall administer state-mandated assessments fairly and ethically.

SELF-REPORT OF CRIMINAL ARREST

All Colquitt County Board of Education employees must notify their immediate supervisor or the Human Resources Director within 48 hours if they are arrested or given a "Notice to Appear" for any criminal offense. The term ARREST shall include physical arrest by law enforcement and/or any criminal charges filed against the employee not resulting in a physical arrest. Minor traffic violations (such as speeding and parking tickets) are exempt from this reporting requirement. Driving Under the Influence (DUI) is not exempt from the requirement and *must* be reported.

Administrators and supervisors who become aware of subordinates who have been arrested, charged, or given a Notice to Appear for such offenses will immediately notify the Director of Human Resources. This responsibility includes arrests during school holidays or summer breaks.

POLICIES AND PROCEDURES

Colquitt County Schools recognizes the importance of meeting employee needs and utilizing employee abilities. For effective district operations, it is necessary that sound personnel policies are known and understood by all employees. These policies ensure consistency and fairness for all employees.

Policies summarized in this document are meant to provide employees with only a general overview of Board policy related to personnel. All policies can be accessed through "eboard" on the Colquitt County Schools website. Eboard is linked to the Board of Education page as "policies."

Each employee is responsible for understanding the Board policies and administrative procedures. If clarification of information contained in policies and procedures is needed, an immediate supervisor should be contacted for assistance.

Each employee must complete an annual review of Critical Issues and must attest in writing that such a review has been conducted.

EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Board not to discriminate based on gender, age, race, color, disability, religion, or national origin in any educational program or other programs, activity, or service or admissions to facilities operated by the Board or in the employment practices of the Board. It is the express policy of the Board to comply with all appropriate laws and regulations relating to discrimination now in effect or hereafter enacted, including Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and all accompanying regulations. (See POLICY GAAA)

EMPLOYEE BACKGROUND CHECKS

All personnel employed by the Colquitt County BOE must be fingerprinted and successfully complete a criminal background check. Teachers, principals, and other certified personnel will also have a criminal background check made upon any certificate renewal application to the PSC and must qualify for a PSC-issued Clearance Certificate. Non-certified personnel shall also have background checks on a periodic basis, not to exceed every five years.

The BOE shall cover the expense of the Background Check for employees. Substitutes or other "at-will" employees are responsible for costs related to their background checks. (SEE POLICY GAK)

CONTRACTS AND TENURE

Contracts for certified employees and other Board-approved personnel are issued for no more than one school year. For newly certified employees, a temporary contract for up to 20 days is used pending the criminal background check results.

An employee fulfilling a full-year contract for the current year must be notified by April 15 if a contract for the ensuing year will not be offered on or before May 15. An employee who holds a contract for less than one full year will not necessarily be offered a full contract for the ensuing year.

To acquire tenure, employees must sign a fourth consecutive, full-year contract. For employees with tenure in another Georgia school system and who began work with Colquitt County Schools, a second full-year contract must be signed to re-establish tenure. (SEE POLICY GBA)

REDUCTION IN FORCE

When undertaking a reduction-in-force, the Colquitt County Board of Education shall consider the recommendations of the Superintendent regarding positions and employees to be eliminated. The Superintendent shall consider such factors as the professional expertise, effectiveness, and overall job performance of individual employees, as well as the district's ongoing instructional and financial needs. Additionally, the Superintendent shall consider any other factors designated by the Board. The Board shall consider the Superintendent's recommendations regarding positions to be eliminated and shall retain the authority to reject or accept those recommendations. (See POLICY GBKA)

TIME SCHEDULES

All full-time, contracted Board of Education employees work at least 40 hours per week. The principal or program manager sets a schedule within this policy for the time of arrival and departure of all employees assigned to their operation.

Good attendance and punctuality are necessary for an organization to achieve its desired goals. Therefore, regular and prompt attendance is expected and required of all employees. If it is necessary to be absent or late to work, employees are responsible for contacting their supervisor or designee at least one day in advance, if possible.

In case of emergency or other circumstances when it is impossible to give advance notice, employees are responsible for contacting their supervisor or designee before time to report to work. (SEE POLICY GBRB)

DRUG-FREE WORKPLACE

The Board provides a drug-free workplace and professes that using illicit drugs and the unlawful possession and use of tobacco and alcohol are wrong and harmful. The unlawful possession, use, manufacture, distribution, or dispensation of illicit drugs, tobacco, and alcohol by employees on school premises, in school vehicles, or at any school-sponsored activities is prohibited. Compliance with these standards is mandatory. Disciplinary sanctions, including termination of employment and

referral for prosecution and referral to the Professional Standards Commission, will be imposed on employees who violate these prohibitions. (See POLICY GAMA)

PERSONNEL SMOKING

In complying with the drug-free workplace policy, no employee, student, or school visitor is permitted to use any tobacco product in any building, facility, or vehicle owned or leased by the CCBOE. This includes all school grounds and property, as well as athletic fields. Tobacco use is prohibited at all school or District-sponsored events.

GRIEVANCES

The Board of Education encourages all employees to settle differences collegially and professionally. When this approach is unsuccessful, a grievance procedure is in place. It is the intent of this policy to provide a way to solve the complaint at the lowest possible administrative level, as fairly and as expeditiously as possible. The grievance procedure applies to any claim by any employee affected by an alleged violation, misinterpretation, or misapplication of the school district's statutes, policies, rules, regulations, or written agreements. Unless the complaint is based on unlawful discrimination, this procedure shall not apply to:

- Performance ratings contained in personnel evaluation and professional development plans;
- Job performance
- Termination, non-renewal, demotion, suspension, or reprimand of an employee; and/or
- The revocation, suspension, or denial of a certificate

The procedure is fully explained in Policy GAE (2), and forms are available on the Human Resources webpage at Colquitt.k12.ga.us.

Complaints related to unlawful discrimination are explained in Policy GAE (1).

PERSONNEL RECORDS

Employees are responsible for informing the Human Resources Office of any change in home address and/or phone number so that the employee file may be updated accordingly.

Information in an employee's personnel file is kept strictly confidential except as required by law, requested by the employee, or requested by authorized school officials on a need-to-know basis. Other requests are referred to the Director of Human Resources.

Specific document types are protected from disclosure, as stated in the Georgia Open Records Act. These documents include medical records, home address information, Social Security numbers, insurance information, and confidential evaluations.

The Colquitt County School District will release, with written approval from the employee, information about the employee's current salary, dates of employment, job title, and work location.

Employees may request to review their personnel records by appointment with the Director of Human Resources or their designee.

Any employee records kept by a supervisor shall be kept confidential, with access limited only to authorized school officials on a need-to-know basis. The immediate supervisor of an active employee may retain the individual performance and evaluation records.

USE OF ELECTRONIC RESOURCES

Electronic media, including the Internet, provide access to a wide variety of instructional resources. Electronic resource use must support and be consistent with the vision, mission, and goals established by the Colquitt County Board of Education for the purpose of Colquitt County Schools' instructional support or administrative functions.

All use of electronic media and computer or related equipment is governed by Policy IFBG and the Computer Use and Maintenance Guidelines distributed by the Director of Technology. (SEE POLICY IFBG)

Colquitt County School District employees are expected to maintain an appropriate and professional presence if they are using social media. Disciplinary action may result if postings do not meet the standards expected of employees in an educational setting. No employee should "friend" any current Colquitt County School District student. Young people are considered "students" by Georgia law until August 31 of their graduation year.

PICTURE IDENTIFICATION

To maintain a safe learning and working environment, all employees are required to wear a Colquitt County Schools picture ID during work hours. These identification badges are issued by each school or work site. Frequent vendors are also required to wear identification, and visitors are issued temporary ID badges.

CENTRAL OFFICE CONTACTS

Your building principal or site supervisor is always a good first contact if you have questions or concerns. However, the Central Office Staff is also available to assist you. While anyone you reach at the Central Office can direct you to the help you need, the following are examples to guide you in connecting with the staff member most likely to be able to answer your specific question.

If you need help or information about....	... Call or email the person below
<ul style="list-style-type: none"> ● The overall operation of the school district ● The strategic plan ● The mission of the school district ● Contacting the Board of Education 	Mr. Ben Wiggins Superintendent benjamin.wiggins@colquitt.k12.ga.us
<ul style="list-style-type: none"> ● Professional Learning opportunities ● Curriculum changes ● Standardized Testing ● Migrant Program ● ESOL ● School/System Accreditation ● Arranging classroom observation or student teaching ● Instructional Technology 	Dr. Marni Kirkland Assistant Superintendent of Curriculum, Instruction, and Learning Services marni.kirkland@colquitt.k12.ga.us
<ul style="list-style-type: none"> ● Transfer request ● Name/address change ● Experience verification ● Certification issues: upgrades, renewals, adding a field ● Contracts ● Salary Scales ● GACE (Georgia Assessment for Certification of Educators) ● Preparing to Retire 	Mrs. Jennifer Turnbull Director of Human Resources and Employee Relations jennifer.turnbull@colquitt.k12.ga.us
<ul style="list-style-type: none"> ● Student discipline/attendance issues ● Student health issues: school nurses, bullying, suicide prevention ● Community mental health resources ● Safety issues ● Bus or transportation issues 	Dr. Irma Townsend Assistant Superintendent of Student Services irma.townsend@colquitt.k12.ga.us
<ul style="list-style-type: none"> ● Budget ● Facilities ● School Activity Accounts 	Mr. Jeremy Jones Chief Financial Officer jeremy.jones@colquitt.k12.ga.us
<ul style="list-style-type: none"> ● Website Update and Layout ● Social Media Assistance, Procedures, and Policy ● Press Release (Regional, State, and National Level) for District ● Media Invites, Inquires, and Requests for Information ● Request for Allstaff Emails to be sent ● District-Wide REMIND Messages 	Mrs. Angela Hobby Chief Officer for District and Employee Relations angela.hobby@colquitt.k12.ga.us
<ul style="list-style-type: none"> ● Elementary Schools and GEAR Payroll ● Paycheck questions not answered by Munis Self-Serve records for assigned schools. ● W2 forms ● Password for Munis Self-Serve (Online payroll/leave data) for assigned schools ● Direct Deposits 	Mrs. Kaye Williams Payroll Coordinator kaye.williams@colquitt.k12.ga.us

<ul style="list-style-type: none"> ● W4 and G4 Tax Forms ● W2s for assigned schools 	
<ul style="list-style-type: none"> ● Secondary Schools, Achievement Centers, District Offices, Maintenance, PEC, Colquitt Pre-K, and Transportation Payroll ● Paycheck questions not answered by Munis Self-Serve records for assigned schools. ● W2 forms ● Password for Munis Self-Serve (Online payroll/leave data) for assigned schools ● Direct Deposits ● W4 and G4 Tax Forms ● W2s for assigned schools 	<p>Mrs. Anna Covin Payroll Coordinator anna.covin@colquitt.k12.ga.us</p>
<ul style="list-style-type: none"> ● Insurance ● Family/Medical Leave ● Short/Long Term Disability ● Number of sick days you have available ● Workers Compensation ● Retirement Applications ● Coordinates Open Enrollment 	<p>Mrs. Penny Kebler Employee Benefits Supervisor penny.kebler@colquitt.k12.ga.us</p>

A "[Quick Phone Reference](#)" for all Administrative Offices, Schools, and Services is linked from the home page of the district website. The Munis Self-Services link is also available there.