



Department: Human Resources
Policy Number: HUM-A059
Effective Date: 7/11/11

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this document are unofficial copies.

EMPLOYEE PERQUISITES

The Board shall provide a fund of \$3,000 for the replacement or repair of personal property damaged or destroyed as a result of an assault or vandalism incurred by employees while on duty. No one individual shall be eligible for more than \$200 in a given school year. In the event claims exceed the fund, claims shall be paid based on submittal dates and in no event will claims be paid which exceed the fund.

Employees shall be admitted without cost to all school-sponsored, system-wide events. This applies only to the employee of the system and one (1) guest. Official system identification badges must be presented at the ticket window.

Permanent employees will have the option of enrolling their children for whom they are legal guardian, or stepchildren who reside in the employee’s household in the school in which they are employed, or in any schools in the feeder system. Non-school based employees may elect the site closest to site where employed, (as determined by transportation software). Employees will have the option to request their children be allowed to ride a bus after school to an established route/stop or school. The transportation manager must approve transportation arrangements, with approval contingent upon space availability. The employee will submit a written plan for having the child dropped off and picked up at the appropriate times. This report will be submitted to the principal of the school at the time of enrollment for his or her approval. No child will be left unattended, and no school employee will assume responsibility for an employee’s child either before or after school unless participating in a school event, activity, or program. The principal for the enrolling school will be the approving authority for enrollment. Principals will be held responsible for enforcing the provisions for enrollment at their respective schools. High school students participating in extra-curricular sports must adhere to TSSAA guidelines regarding out-of-zone eligibility.

Permanent employees who reside out of county or out of state will not be charged tuition for their children if they enroll in a school in which they are employed or any school in the feeder system or closest to residence. Non-school based employees may elect the site closet to the work location where employed (as determined by transportation software), or closest to residence.

Implementing Procedures: None

Revision History:

Note: Policy is part of the Memorandum of Understanding and may not be revised without collaborative conferencing pursuant to TCA 49-5-608.

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/11/11		Initial Release
1/7/13	A	Added “Employees will have the option to request their children be allowed to ride a bus after school to an established route/stop or school.

		Arrangements must be approved by the transportation manager. Approval will be contingent on space availability.”
2/21/14	B	Change wording in the 1 st sentence of the 3 rd paragraph to include stepchildren who reside in the employee’s household
8/18/14	C	Clarified permanent employees and made minor grammatical changes in third paragraph; added fourth paragraph regarding permanent employees and tuition charges
7/1/15	D	Added “to site where employed” in paragraph 3. Added “or closest residence” to paragraph 4. Revision history note added. Reviewed as part of collaborative conferencing.

***** End of Policy *****