



**COBB COUNTY**  
SCHOOL DISTRICT

## Employee Handbook



## July 2021

Welcome to the Cobb County School District, where our Mission is "One Team, One Goal: Student Success"!

Our team demonstrates an unrelenting commitment to our students, parents, staff, and community. Working together, we provide a world-class education for all students.

The Cobb County School District is the second-largest school system in Georgia and the 23rd largest in the nation. We serve more than 107,000 students with 111 schools, including 66 elementary schools, 26 middle schools, 17 high schools including 6 magnet programs, one early learning center, one online learning academy, one charter school, one special education center, one adult education center, and the Cobb Innovation & Technology Academy.

Our One Team is focused on our One Goal, which is Student Success, and our three District priorities ensure our students are successful. First, together we make Cobb the best place to teach, lead, and learn. Secondly, we simplify the foundation for teaching and learning in order to prepare for innovation. And finally, we use data to make decisions.

You are a valuable member of our team, and we are here to support you during this school year.

This handbook contains important information about rules, policies, procedures, and resources of the Cobb County School District.

Please feel free to contact us if you need additional information.



**Chris Ragsdale**  
Superintendent

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: This symbol refers to a Board of Education policy or an administrative rule of the Cobb County School District (CCSD). A complete copy of each policy and rule and supporting form, if any, can be found on the CCSD Web site at

<https://www.cobbk12.org/page/6052/policies-administrative-rules>

## ***Disclaimer***

This handbook has been prepared to help familiarize you with some of our administrative rules and forms and to present the information in a form that will be readily available for reference. Although the contents of the handbook are based on the administrative rules and forms of the Cobb County Board of Education, the actual administrative rules and forms, which are far lengthier and more detailed, have been summarized to make the handbook more readable. There are additional administrative rules and forms not discussed in the handbook. In the event of a conflict between the handbook and an administrative rule or form, the administrative rules or forms shall control. Nothing in this handbook or in the administrative rules and forms is intended to create a contract of employment or an entitlement to any particular benefits or terms and conditions of work. The Board of Education has the right to change or modify any of its administrative rules or forms at any time. For additional, more detailed information or if you have questions, please refer to the Board of Education Policy Manual, Section G - Personnel, which can be found at the district's web site ([www.cobbk12.org](http://www.cobbk12.org)) or contact the Human Resources Division at **Cobb County School District, 580 Glover Street Marietta, Georgia 30060. The telephone number for the Human Resources Division is 770-426-3342.**

## ***At-Will Employment***

Limited Contract employees and those in their first year under contract with Cobb acknowledge and agrees that the employer can suspend the employee without pay or terminate the employee as permitted under the Strategic Waiver School System. Partnership Contract. For the initial ninety (90) workdays, the employee understands, acknowledges and agrees that employment under this contract is at will and can be terminated by the district at any time for any reason without any further obligation whatsoever on the part of the employer. O.C.G.A § 20-2-940 et al does not apply to the employee's initial ninety (90) workdays.

# Policy, Rules & Guidelines: Workplace/On-the-Job

## **ACCIDENTS AND EMERGENCIES**

All employees are responsible for maintaining a safe working environment and should report safety concerns to their supervisor so that corrective action can be taken. In the event of an accident sustained in the performance of job duties, employees should report the injury to their supervisor within 24 hours and complete a Supervisor's Report of Injury with their supervisor. All Cobb County Schools have access to emergency services and resources.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

The Cobb County School District will not discriminate against any qualified employee because of a disability, if the employee can perform the essential functions of the job. Reasonable accommodations for qualified individuals with a disability will be provided, following the ADA guidelines.

## **ANNUAL PERFORMANCE EVALUATION**

 Policy/Rule reference: [GARI-R, GBA-R](#)

All employees are evaluated by their immediate supervisor, by the deadline established by Human Resources, using an instrument approved by the Evaluation Office. All employees should receive a copy of their annual evaluation at a summative conference. Appeals must be received by the building Principal or Division Chief within 10 calendar days of the conference. The district shall withhold a step increase for any employee who receives an unsatisfactory annual evaluation.

## **ATTENDANCE**

 Policy/Rule reference: [GARH-R](#)

Employees are required to be at work, on time. Employees who will be late to work or absent should personally notify their supervisor as quickly as possible. Absences for reasons that are not approved by the Cobb County Board of Education may be considered job abandonment. Employee absences without approval for three or more days can be considered voluntary resignations.

## **CONFIDENTIAL NATURE OF WORK**

Student and employee files, records, documentation, and other information are private and confidential. Disclosure of such information is limited by applicable federal and state laws.

## **CONFLICT OF INTEREST/DUAL PAY/ OUTSIDE EMPLOYMENT**

 Policy/Rule reference: [GAGC-R](#), [GBRG-R](#)

Outside employment is not permitted if 1.) it interferes with the employee's ability to perform his/her job with Cobb County School District; 2.) the work involves organizations that do or want to do business with the school district; 3.) it violates laws or Cobb County School District policies and regulations or 4.) the work takes place during Cobb County School District business hours. Employees who are paid for outside work they do during regular work hours must forfeit one of the salaries. Employees can be paid for outside work they do while on vacation leave, jury duty, or personal days, or for services performed outside the regular workday.

Business dealings that create a conflict with the interests of CCSD are not acceptable. Employees should disclose any potential conflicts of interest, including those where the employee's influence could result in personal gain for the employee or an immediate family member.

## **DISCIPLINE AND REPRESENTATION**

 Policy/Rule reference: [GBK-R](#)

Discipline will be implemented when there is unsatisfactory and/or unacceptable employee performance and/or conduct of any type. The district utilizes progressive discipline. However, depending on the seriousness of the offense, it may be determined that progressive discipline is not appropriate, and any disciplinary action may be imposed. An employee who holds a certificate with the Georgia Professional Standards Commission may be reported at any time for a violation of the Code of Ethics for Educators. All employees are allowed to have an individual of their choosing, excluding attorney, spouses, and immediate family members present in any Disciplinary Conference. Annual performance evaluation conferences are not considered Disciplinary Conferences. The Superintendent (or designee) may write letters of reprimand for any

valid reason. These letters are placed in the employee's District personnel file.

## **DISTRICT DEVICES**

 Policy/Rule reference: [IFBGE, IFBG-R](#)

Cobb County School District hardware, software and data should be used for assigned responsibilities only, and should be protected from damage, destruction, viruses, theft and unauthorized access and use. Employees should have no expectation of privacy when using CCSD electronic resources and should minimize use of the Internet for personal reasons during working hours.

## **DRESS CODE**

 Policy/Rule reference: [GBRL-R](#)

Employees should maintain an appropriate level of personal hygiene, and dress appropriately for the school or workplace situation and level of formality. Employees should adhere to the expectations set forth by their supervisor.

## **DRUG-FREE WORKPLACE**

 Policy/Rule reference: [GAMA, GAMA-R, GCRA\(1\)-R](#)

The Cobb County Board of Education will not tolerate and specifically prohibits the unauthorized use, abuse, possession or sale of alcohol or controlled substances, as well as a measurable presence of alcohol in any employee. All employees are subject to drug and alcohol testing based on reasonable suspicion.

## **EMPLOYEE FUNDRAISING**

 Policy/Rule reference: [GAHA-R](#)

All fund-raising, product sales, and employee assistance campaigns require approval through the referenced rules.

## **EMPLOYEES WITH COMMUNICABLE DISEASES**

 Policy/Rule reference: [GANA](#)

The Board of Education, the Cobb County Health Department, and/or the Georgia Department of Human Resources may require quarantine or surveillance of carriers of diseases and persons exposed to or suspected of being infected with infectious disease during such period until they



are found free of the infectious agent or disease.

## **EQUIPMENT AND RESOURCES**

Employees entrusted with public funds and property should honor that trust with a high level of honesty, accuracy and responsibility. Unethical conduct includes, but is not limited to, misusing funds or property; failing to account for funds collected from students or parents; and/or submitting fraudulent requests for reimbursement of expenses.

## **ETHICS**

 Policy/Rule reference: [GAGC-R](#)

All employees must adhere to standards and expectations determined by the CCSD Board of Education and those described in the Professional Standards Commission Code of Ethics. All employees of the district are required to notify the Employee Relations Office by the end of the next business day following any arrest. Any misstatement or omission of information may be reason for dismissal or non-employment. Employees are required to cooperate with any investigation.

## **FAIR DISMISSAL**

The State of Georgia's Fair Dismissal Act, O.C.G.A 20-2-940 et al. pertains to certificated employees. Demotions and contract non-renewals of certain certified employees are governed by O.C.G.A 20-2-940 et al. Limited Contract employees and those in their first year under contract with Cobb acknowledge and agree that the employer can suspend the employee without pay or terminate the employee as permitted under the Strategic Waiver School System Partnership Contract. This employee understands, acknowledges and agrees that employment under this contract can be terminated by the district at any time for any reason without any further obligation whatsoever on the part of the employer. O.C.G.A § 20-2-940 et al does not apply to the initial ninety (90) work-days for these employees. A demotion is a job with less pay, less responsibility and less prestige. Employee transfers are not regulated by the Fair Dismissal Act.

## **IDENTIFICATION BADGES**

All employees must clearly display their Cobb County School District ID badge whenever they are on Cobb County School District property or


engaged in Cobb County School District-related activities. Employees must report the loss or theft of ID badges to the Fingerprinting Office in Human Resources.

## **JOB ABANDONMENT**

 Policy/Rule reference: [GARH-R](#)


Absences for reasons that are not approved by the Cobb County Board of Education may be considered job abandonment. Employee absences without approval for three or more days can be considered voluntary resignations.

## **NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

 Policy/Rule reference: [GAEB, GAEB-R](#)

All employees have a right to be treated with respect and dignity, and to work in a professional environment that is free of bias, prejudice and harassment. The Cobb County School District prohibits harassment, discrimination, or differential treatment of any employee, and encourages employees who believe they have been discriminated against to seek relief through the Cobb County School District discrimination complaint resolution process.

## **PROFESSIONAL LEARNING**

 Policy/Rule reference: [GAD](#)

Employees have the opportunity to participate in staff development activities that will enhance their professional capabilities. Professional opportunities for Classified employees are handled at the Division level.

## **RESIGNATIONS**

 Policy/Rule reference: [GAO-R](#)

Certified employees who wish to terminate their contract for the upcoming year must submit written notification before June 15. Certified employees who want to resign during the contract period may be subject to a PSC referral. Classified employees are asked to submit a letter of resignation at least two weeks prior to leaving the Cobb County School District.

## **SCHOOL ASSIGNMENT FOR CHILDREN OF EMPLOYEES**

 Policy/Rule reference: [JBCD-R](#)

All employees of the Cobb County School District (District), except temporary and substitute employees, who are also a custodial parent/ legal guardian/stepparent with whom the child is domiciled, may elect to have their student(s) attend any District school subject to the requirements of Administrative Rule JBCD-R. The employee must provide transportation, if the school is outside the area of residence, and the child must comply with all eligibility rules, regulations and laws governing participation in extracurricular activities. Placement of special education students depends on availability of services and the approval of the Special Student Services division.

## **SEXUAL HARASSMENT**

 Policy/Rule reference: [GAEB](#), [GAEB-R](#)

Sexual harassment, advances, requests for sexual favors and other verbal or physical conduct of a sexual nature is unlawful, will not be tolerated, will be investigated, and the police will be involved if any crime was committed. Individuals who believe they are being sexually harassed should immediately notify a supervisor or Human Resources. Retaliation against a complainant is strictly forbidden and will be handled in accordance with the law.

## **SOCIAL MEDIA USAGE**

 Policy/Rule reference: [IFBGC-R](#); [GAGC-R](#)

The district recognizes the educational value inherent in the responsible use of social media. The district also recognizes, however, that District employees must use social media respectfully and ethically to avoid harming the reputations and careers of themselves and colleagues, as well as the reputation of the district and the education profession as a whole. Accordingly, the District takes the use of social media seriously and expects all faculty and staff to use social media in the personal and professional capacities with great care and consideration for the privacy and safety of others.

## **SOCIAL SECURITY NUMBER**

The Cobb County School District reserves the right to use an employee's

social security number in employment-related practices. All employees who handle documents containing employee identification data such as social security numbers should use reasonable precaution to preclude compromise.

## **SOLICITATION**

 Policy/Rule reference: [KJ-R](#)

Employees cannot solicit, advertise, or endorse one product over another product when dealing with students, parents or employees.

No person, firm, corporation or business can solicit money from or sell, trade or barter merchandise of any kind to students, employees and school clubs or organizations without the approval of the Cobb County Board of Education. Please see the board rule for approved activities.

## **STAFF COMPLAINTS AND GRIEVANCES**

 Policy/Rule reference: [GAE\(2\)-R](#), [GAE\(3\) R](#)

The Cobb County School District's internal grievance process addresses alleged violations, misinterpretations or misapplications of the district's statutes, policies, rules, regulations or written agreements that cannot be resolved in an informal manner. It does not apply to annual evaluations, job performance, employee discipline, or certificate-related matters. The complaint must be sent in writing to the employee's supervisor within 10 calendar days of the event/incident.

## **TOBACCO-FREE SCHOOLS**

 Policy/Rule reference: [GAN](#), [GAN-R](#)

Employees and visitors are prohibited from using tobacco in all forms, including electronic cigarettes and vaping, at all school-sponsored events and in/on all school property, including buildings, offices, trucks, automobiles, and buses.

## **VIOLENCE IN THE WORKPLACE**

The Cobb County School District strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instance of violence must be reported to the employee's supervisor and/or Human Resources. All complaints will be fully investigated. The Cobb County School District will promptly respond to any

incident or suggestion of violence.

## **WORK DAY/WORK WEEK**

 Policy/Rule reference: [GBRC](#)

The minimum workday for certified, contracted employees is eight hours, and the minimum work week is 40 hours. Teachers work a minimum of seven and one-half hours each day and spend another 30 minutes a day (or two and one-half hours a week) in various school related activities as determined by the principal. The workday for Paraprofessionals is seven and one-half hours, and the work week is 37 and one-half hours. Paraprofessionals are compensated for additional time worked. Employees should check with their supervisor for their particular schedule.

## **Policy, Rules & Guidelines: Employment**

### **ACA COMPLIANCE**

If an employee leaves CCSD from a benefit eligible position, that employee will not be able to return in a non-benefit or temporary position until after a 26-week waiting period. This includes retirees.

Employees who are in a non-benefited position, part time or temporary, must be limited to 120 hours or less in all positions per calendar month, and will be limited to two positions within Cobb County School District. If an employee is in a Supply position (long term substitute), they may not work any other positions while in this position.

### **ASSIGNMENT**

 Policy/Rule reference: [GARE-R](#)

Employees are assigned to positions based on the needs of the Cobb County School District as well as the employee's training, certification and other factors. Employees may be reassigned at any time.

### **AT-WILL EMPLOYMENT**

Georgia recognizes At-Will Employment; that is, an employee is hired at-will and employment can be terminated at the will of either party, for any reason or no reason at all. This applies to all classified staff and certain contracted employees. Please see your contract for more infor-

mation.

## **BACKGROUND CHECK**

 Policy/Rule Reference: [GAK \(1\)](#)

All new employees must pass a criminal background check as required by Georgia State Law. State law also requires employees to authorize the district to conduct periodic criminal and/or driver's history record checks for the duration of employment.

## **CERTIFICATION**

 Policy/Rule reference: [GBBA-R](#)

Certified employees must be eligible for certification by the Professional Standards Commission (PSC) before employment and must maintain certification during employment.

## **CONTRACTS**

 Policy/Rule reference: [GBA-R](#)

Certified employees receive electronic employment contracts that are signed by the employee and the Superintendent. Contracts are terminated if an employee cannot be properly certified.

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

 Policy/Rule reference: [GAAA, GAAA-R](#)

All employees are entitled to equal treatment in decisions involving hiring, promotions, compensation, training, and discipline. The Cobb County School District does not consider race, color, sex (including pregnancy and related conditions), religion, national origin, military status, disability, or any other legally protected status in any employment decision or employment practice. Further, the Cobb County School District does not tolerate retaliation against employees for any legally protected status or for engaging in legally protected conduct. The district will consider requests for accommodation on the basis of religion and will provide reasonable accommodation on the basis of ADA (Americans with Disabilities Act) qualified disability if it can do so without undue hardship or safety threat. Also see Administrative Regulations, Superintendent's Statements, and EEO Procedures. Also see Responsibilities for Responses to Civil Rights Concerns.

## **HIRING**

 Policy/Rule reference: [GARD](#)

Individuals are employed by the Cobb County Board of Education on the recommendation of the Superintendent. Human Resources will make the offer of employment on behalf of the Superintendent after the individual has successfully completed the required employment and screening process, although some post-employment screening or testing may be necessary.

## **JOB DESCRIPTIONS**

 Policy/Rule reference: [GBB-R](#)

Each position has a valid job description maintained by Human Resources. Job descriptions are updated and maintained on a regular basis. All job descriptions can be found [HERE](#), on the CCSD website.

## **JOB POSTINGS**

Announcements of job vacancies will be posted electronically. All job postings can be found [HERE](#), on the CCSD website.

## **PERSONNEL RECORDS**

Information contained in an employee's personnel file is not made public unless required by law or requested by the employee in writing. Employees must communicate changes in name, contact and/or address via the CCSD Employee Self-Service portal and notify their Supervisor of these changes.

## **PRE-EMPLOYMENT PHYSICAL EXAMINATIONS**

 Policy/Rule reference: [GARA-R](#)

Prior to employment, employees may be asked to take physical and/or psychological examinations that demonstrate their competence and ability to perform job-related functions. The Cobb County School District will pay for the required examinations but is not responsible for the cost of treatment. Employees in some job classifications may be required by law to pass an annual physical or to acquire special permits.

## **REDUCTION IN FORCE (RIF)**

 Policy/Rule reference: [GAKA-R](#)

If it becomes necessary to reduce the workforce, the Cobb County School District will rely on a process that maintains the effectiveness and quality of the educational programs and services, and that minimizes the number of employees who are negatively impacted. The Superintendent will authorize a written plan that identifies the underlying conditions, as well as what positions are affected and why. Employees who receive written notice that their positions have been eliminated can choose to resign or accept separation under the RIF.

## **RE-EMPLOYMENT**

Individuals whose contracts will not be renewed are notified in writing. Administrative and Certified personnel who are employed after the contract year begins may be recommended for re-employment after the reassignment process is completed.

## **SUBSTITUTE TEACHERS**

 Policy/Rule reference: [\*\*GBRJ-R\*\*](#)

A substitute can be used for up to 10 days in the same classroom. A vacancy that lasts between 11 days and 60 days may be filled with a Supply Teacher. Substitute Teachers must attend in-service training and meet other requirements.

## **TRANSFERS**

 Policy/Rule reference: [\*\*GARF-R\*\*](#)

Employees may initiate a transfer during specific times of the year if transfer requirements are met, as outlined in the board policy.

## **Policy, Rules & Guidelines: Benefits & Compensation**

*Nothing in this section of the Employee Handbook creates or implies an entitlement to any particular benefit. Visit [www.mycobbbenefits.com](http://www.mycobbbenefits.com) for access to individual benefits.*

## **403(B) AND 457 SUPPLEMENTAL PLANS**

The district offers pre-tax deferral to mutual fund plans under these sections of the Internal Revenue Code. These are supplemental retirement plans; eligible new employees are automatically enrolled upon hire.



Current employees not enrolled can reach out to [retirement@cobbk12.org](mailto:retirement@cobbk12.org) for instructions on how to enroll.

## **BENEFIT ELIGIBILITY**

Benefits coverage is available to employees, the employee's legal spouse under Georgia law, and the employee's natural children, adopted children, stepchildren, children in the employee's legal custody, and those children for whom the employee has a legal requirement to provide coverage. Children can be covered until the end of the month during which they turn 26 years of age. Children who are disabled by their 26th birthday may continue benefit coverage(s) with proper documentation of the disability.

## **BENEFIT ENROLLMENT**

Online enrollment should be completed within 10 days of the employee's "start date". Employees may annually re-enroll in benefits during Open Enrollment or at the time of a Qualifying Event. If you have a Qualifying Event, documentation must be submitted to the Benefit Call Center (844-268-0687) and State Health Benefit Plan (800-610-1863).

## **BENEFIT OPTIONS**

Eligible employees may participate in the State Health Benefit Plan for health coverage. CCSD pays the premiums for Basic Life insurance and Long-Term Disability insurance for all eligible employees. Employees have the option to purchase additional local benefits for themselves and family members.

## **DEDUCTIONS**

 Policy/Rule reference: [GBA-R](#)

Payroll deductions include, but are not limited to, federal and state taxes; retirement systems contributions; Social Security; and medical, dental and other deductions authorized by the employee.

## **EFFECTIVE DATES**

Coverage is effective the first of the month after a full calendar month of employment. State Health Benefit Plan premiums are deducted the month prior to the coverage effective date. Local Benefit premiums are deducted month of coverage effective date. If a paycheck is missed

due to any reason, the employee must make a payment directly to the Benefits Office or coverage will be terminated.

## **EXTENDED DAY/YEAR**

 Policy/Rule reference: [GBA-R](#)

Supplemental pay may be provided to employees who work an extended school day or school year to meet student needs. Local school administrators must approve Extended Day/Year in advance. Pay cannot be based on tasks that would normally be performed during the regular workday.

## **HOLIDAY PAY**

 Policy/Rule reference: [GBA-R](#)

In order to be paid a holiday premium for working on a scheduled holiday, a 258 day hourly employee must meet criteria outlined in board policy. Hourly employees who do not qualify for the premium will be paid 1-1/2 times their regular rate for work on a holiday.

## **OVERTIME**

 Policy/Rule reference: [GCRD-R](#)

Employees classified under The Fair Labor Standards Act as non-exempt are compensated at a rate of 1 ½ their hourly rate beyond 40 hours and/ or 1 ½ hours of compensatory time off for each hour over 40 hours within a workweek. Overtime worked without advance approval may subject the employee to disciplinary action. Employees classified under the Fair Labor Standards Act as exempt are paid a fixed rate and are not eligible for overtime pay.

## **PAY SCHEDULE**

 Policy/Rule reference: [GBA-R](#)

Certified employees are paid monthly. Certified employees who begin work after the beginning of the contract year are paid an equal monthly percentage of their salary through the end of July. Classified employees are paid monthly or bi-weekly, based on their job assignment.

## **RETIREMENT**

 Policy/Rule reference: [GBA-R](#)

Except for employees over 60 years of age, eligible employees are

required to participate in one of the designated Retirement Systems for the employed position. Contributions are payroll-deducted.

## **SALARY**

 Policy/Rule reference: [GBA-R](#)

Salaries for certified employees are determined by the Georgia teaching certificate they hold and the years of experience approved by the Cobb County Board of Education. Classified employees are paid based on years of like experience related to their current classification and education level.

## **TEACHING EXPERIENCE**

 Policy/Rule reference: [GBA-R](#)

Certificated employees new to the district will be placed at step one of the appropriate salary schedule and certification level. Upon receipt of verified experience and a valid in-field certificate, the salary will be appropriately adjusted. Teaching experience gained outside the district in an accredited, Georgia-recognized program will be credited if all criteria are met.

## **TRAVEL REIMBURSEMENT**

Personal expenses associated with Cobb County School District approved travel will be reimbursed at the approved District travel rates. Signed receipts of expenses must accompany reimbursement requests.

## **TUTORING FOR PAY**

 Policy/Rule reference: [GBRGB-R](#)

Employees can use District facilities, materials or equipment when tutoring students for pay in a school-sponsored program. Private tutoring for pay must be done off-campus, using personal supplies, and must not include students assigned to the teacher.

## **Policy, Rules & Guidelines: Leave/Absences**

 Policy/Rule reference: [GARH-R](#)

Daily attendance and punctuality are performance expectations for all employees and are included in each job description as a primary responsibility. In the event absence is necessary, employees are responsible for

contacting their supervisor prior to the start of the workday. Absences should be requested using the Report of Absence form (FS 348). Employees who are excessively absent are subject to disciplinary action up to and including the recommendation to terminate employment.

## **ADMINISTRATIVE OR DIRECTED LEAVE**

 Policy/Rule reference: [\*\*GARH-R\*\*](#)

During investigations or other situations, the district may direct that an employee remain off work. This required leave will be paid at the employee's regular rate of pay. The Cobb County School District Superintendent or his/her designee can relieve any employee from duty for up to 10 days if the employee's presence could cause serious harm or disrupt students, the school, or other employees.

## **BEREAVEMENT LEAVE**

 Policy/Rule reference: [\*\*GARH-R\*\*](#)

Georgia law allows school district employees to use accrued, unused Sick Leave as Bereavement Leave to receive pay for up to five days away from work due to the death of an immediate family member or a relative living at the same address. Employees may use up to one day per year to be away from work due to the death of someone outside the immediate family.

## **EXTENDED LEAVE OF ABSENCE**

 Policy/Rule reference: [\*\*GARH-R\*\*](#)

When certain conditions are met, an employee on an approved leave of absence may remain on an Extended Leave of Absence until all available Sick Leave is exhausted. Employees whose absence is covered by Workers' Compensation and who are unable to return to work at the end of the FMLA period are also considered to be on Extended Leave.

## **JURY AND WITNESS DUTY**

 Policy/Rule reference: [\*\*GARH-R\*\*](#)

Employees will receive regular pay when absent due to a jury duty summons. Employees who are subpoenaed as a witness and who have no direct personal interest in the legal proceedings will be allowed to be absent and will receive regular pay.

## **MILITARY LEAVE**

 Policy/Rule reference: [GARH-R](#)

Employees who are members of the National Guard or Reserves may be granted up to 18 days of paid leave each federal fiscal year for training or active duty. Documentation of the duty and dates of service must be provided in advance.

## **OTHER MEDICAL LEAVE**

 Policy/Rule reference: [GARH-R](#)

Employees who deliver a baby during the first twelve months of employment will be allowed to take a leave of absence for the period of disability after delivery (normally six to eight weeks).

## **PERSONAL LEAVE**

 Policy/Rule reference: [GARH-R](#)

Advance approval of Personal Leave is required except in emergency situations. Personal Leave will not be approved for Critical Days as designated by the district or the school.

## **PROFESSIONAL LEAVE**

 Policy/Rule reference: [GARH-R](#)

Employees who attend a conference, seminar or workshop at the direction of the district are considered to be absent for professional development purposes. This Professional Leave is not deducted from any of the employee's leave accounts as it is considered worked time.

## **SICK LEAVE**

 Policy/Rule reference: [GARH-R](#)

Sick Leave is provided under Georgia law for absences related to medical issues for the employee or an immediate family member. Sick Leave is accrued at 1 ¼ days per working month, provided that at least half the scheduled workdays of the month are worked. New employees who do not transfer any Sick Leave time to the district will be advanced five days of leave. Save sick days! Unused sick leave may be credited toward retirement years through the Teacher Retirement System.

## **TIME FOR VOTING**

 Policy/Rule reference: [GARH-R](#)

Polls in Georgia are open from 7:00 a.m. until 7:00 p.m., and often advance voting is allowed before the day of elections. Therefore, it is unlikely that time away from work would be necessary for an employee to vote. Employees should consult their supervisor to arrange for time off when necessary.

## **VACATION**

 Policy/Rule reference: [GARH-R](#)

Employees who work a 12-month schedule accrue vacation hours to cover their pay for scheduled absences. At least half of accrued vacation time must be used each fiscal year. Unused vacation hours can be accumulated, up to a total of four times the annual accrual. Employees who resign, retire or move to a non-eligible position will be paid for accumulated but unused vacation hours.

## **FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)**

 Policy/Rule reference: [GBRIG-R](#)

Employees are eligible for a leave of absence under the FMLA once they have worked for the district for twelve months and have accumulated a total of 1250 work hours. Leave under the FMLA can be approved for up to 12 weeks in a rolling 12-month period for specific reasons as outlined in the board policy.

## **BENEFITS / DEDUCTIONS DURING A LEAVE OF ABSENCE**

 Policy/Rule reference: [GBRIG-R](#)

While an employee receives Sick Leave pay, benefit deductions continue to be taken from the paycheck. If the employee uses all available Sick Leave before the end of the FMLA period or if the employee is receiving payments from Workers Compensation, the employee must pay for benefitted deductions directly to the Benefits Office each month or coverage will be terminated.

## **MILITARY CAREGIVER LEAVE OF ABSENCE**

 Policy/Rule reference: [GBRIG-R](#)

An eligible employee is entitled to 26 workweeks of leave during a single 12-month period to care for a family member with a serious injury or illness related to certain types of military service.

## **RETURN TO WORK**

 Policy/Rule reference: **GBRIG-R**

Employees are expected to return to work at the end of the FMLA period with a full release to perform all duties with no restrictions. Employees who are unable to return to work at the end of the approved leave of absence must resign but are eligible to apply for employment when they are cleared to work by the physician.

## **WORKERS' COMPENSATION**

 Policy/Rule reference: **GBRIG-R**

Absences covered by Workers' Compensation are considered FMLA leaves of absence. If an employee sustains an on-the-job injury, they are required to provide immediate notification to their supervisor and must be treated by a physician on the District's Panel of Physicians. A completed Supervisor's Report of Injury should be sent to Risk Management within 24 hours of the accident. Delay in notification can result in denial of the workers' compensation claim.

## *Appendices*

### **Key Terms and Definitions**

**ACA:** Affordable Care Act

**Annual:** Employment year or schedule.

**Annual Employee:** An employee who works 238 days per school year.

**Annual Hourly Employee:** An employee who works 258 days per school year.

**Break in Service:** An interruption in continuous service in a full-time position. Examples of a break in service include resignation, retirement, failure to return from approved long-term leave of absence and termination. A break in service also interrupts an employee's school system seniority. School system seniority begins to accrue again on the date the employee begins the current continuous service period in a full-time position.

**CCSD:** Cobb County School District

**Certified:** Employees who must hold a teaching, educational leadership or service certificate, issued by the Professional Standards Commission. Certified employees include Principals, Associate Principals, Assistant Principals, Assistant Administrators, Teachers, Guidance Counselors, Media Specialists, Curriculum Supervisors and Teachers-on-Special-Assignment.

**Classified:** Employees who are not required to hold a teaching, educational leadership or service state certificate. Classified employees include Central Office Administrators, Technical and Professional employees, Clerical employees, Paraprofessionals, Food Service Workers, Public Health Nurses, Custodial and Maintenance Workers and Transportation Employees.

**Compensatory Time:** As a public employer, the Cobb County School District may pay overtime with "time off" instead of cash.



**Contract:** The Cobb County Board of Education issues a contract for all Certified employees and other Board-approved personnel. Contracts should be in writing and signed by the employee and the Superintendent. New Certified employees are issued a temporary contract, pending results from the criminal background check. All employees are evaluated at least annually. Continued employment depends on satisfactory work performance, maintaining qualifications and established need for the position.

**Covered Positions:** Teachers, administrators, supervisors, campus officers, clerks, teacher aides, secretaries, paraprofessionals, and public-school nurses are considered covered positions by the Teachers Retirement System of Georgia (TRSGA).

**Critical Days:** Employees are not able to take personal/professional leave on certain days during the school year. The Human Resources website has a list of these days. Additional critical days may be designated by the principal as needed.

**Exempt Employee:** Employees classified under The Fair Labor Standards Act as exempt are paid a fixed salary regardless of the time required to complete duties. Exempt employees are not eligible for overtime pay.

**Full-Time Position:** Regular, full-time employees work at least a fixed 37.5-hour work week. Each regular, full-time employee is allotted in the district's budget. Under the applicable regulations in effect as of 2008, regular full-time employees generally are eligible to elect to participate in one of the health insurance programs offered through the State Health Benefit Plan. Further, under the current local benefits plan in effect as of 2008, regular full-time employees generally are eligible to elect to participate in the dental, vision, short-term disability, and long-term disability coverage available through the district.

**Hourly Employee:** An employee who is paid an hourly rate for services rendered.

**Itinerant Teacher:** Teachers who have responsibilities at more than one school.

**Less Than Annual Employee:** An employee who works less than seven-and one-half hours a day AND fewer than 238 days per year.

**Less Than Part-Time Employee:** Employees who work a 49 percent or less schedule or by the percent of the day worked.

**Limited Contract:** Contract offered to a Certified Teacher whose first day of work is after the first day of pre-planning.

**New Hire:** A new, first-time employee in a full-time position.

**Non-Exempt Employee:** Employees classified under The Fair Labor Standards Act as non-exempt are compensated overtime pay or compensatory time off for all hours worked that exceed 40 hours within a work week. All non-exempt employees who work more than 40 hours a week will be compensated for overtime work at one and one-half times their regular hourly rate.

Work that extends outside an employee's regular schedule must be approved in advance by his/her supervisor (except in emergency situations); non-exempt employees cannot waive their rights to overtime pay or volunteer to perform normal job functions outside normal work hours.

**Non-Renewal:** When an employee, holding a position that is covered by a contract, is not offered a contract for the next school year period.

**Paraprofessionals:** Paraprofessionals work with individuals or groups of students under the direction of classroom Teachers or other Certified employees. Paraprofessionals must meet initial and ongoing requirements for in-service training for continued employment.

**Part-Time Employee:** Regular, part-time employees generally work less-than 37.5 hours per week. A regular part-time employee may, or may not, be eligible to elect to participate in the State Health Benefit

Plan and the local benefits plans, depending upon the number of hours scheduled to work and based exclusively on the terms and conditions set forth in the applicable plans, statutes, and/or regulations.

**Reassignee:** Any employee who is involuntarily assigned from one work site to another in the same or a comparable position.

**Re-Elected:** Refers to a Certified Teacher who has fulfilled a limited contract and is offered employment on a regular contract.

**Re-Hire:** A former employee who was separated from Cobb County School District and has reentered the Cobb County School District workforce.

**Regular Contract:** Contract offered to a Certified Teacher whose first day of work is on or before the first day of preplanning.

**Seniority (System):** Term used to define the length of full-time continuous employment; determines the priority of employees during personnel activities such as transfers, reassignments, Reduction in Force (RIF). In practice, the last employee hired has the least seniority.

**Supply Teacher:** A long term substitute teacher who is employed when a teacher is absent on short-term leave. Supply Teachers are employed not later than the 11th day of the regular Teacher's absence.

**Temporary Employee:** Temporary employees may work up to 40 hours per week on a fixed or non-fixed schedule for a finite period of time (typically 90 days or less). Temporary employees are generally not eligible for benefits. Temporary employees are not allotted in the district's budget.

**Transfer:** Any employee who voluntarily moves from one work site to another in the same or a comparable position. The employee must request the movement and be accepted by the Principal, Supervisor or Administrator.

# Human Resources Contact Information

Please refer to the following web sites for additional information:

Chief Human Resources Officer

<https://www.cobbk12.org/page/23389/human-resources>

Benefits

<https://www.cobbk12.org/page/23928/benefits>

Certification & Compensation

<https://www.cobbk12.org/page/32103/certification>

<https://www.cobbk12.org/page/23932/compensation>

Risk Management

<https://www.cobbk12.org/page/23930/risk-management-office>

Employment

<https://www.cobbk12.org/page/294/employment>

Leadership Management

<https://cobbk12org.sharepoint.com/sites/LeadershipManagement>

Evaluations

<https://cobbk12org.sharepoint.com/sites/Evaluations>

Employee Relations

<https://www.cobbk12.org/page/30341/employee-relations>

# **Cobb County School District Board of Education**

## **Post 1**

Randy Scamihorn, Board Chair

## **Post 2**

Jaha Howard

## **Post 3**

Leroy Tre' Hutchins

## **Post 4**

David Chastain

## **Post 5**

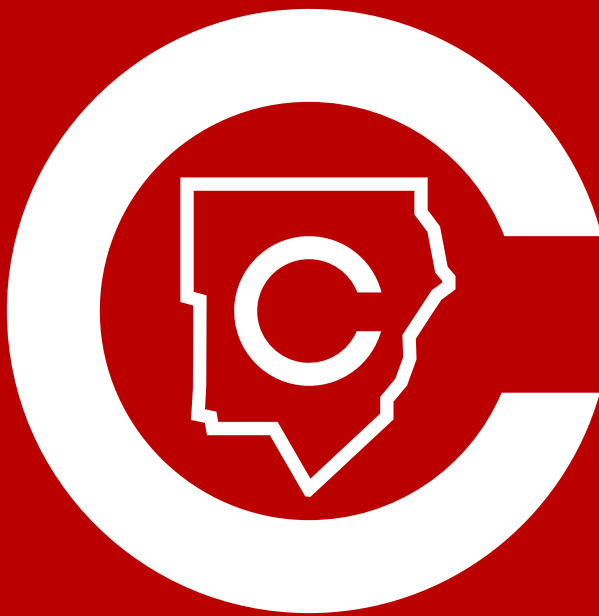
David Banks, Board Vice-Chair

## **Post 6**

Charisse Davis

## **Post 7**

Brad Wheeler



**Cobb County School District**  
**514 Glover Street**  
**Marietta, GA 30060**  
**770-426-3300**  
[www.cobbk12.org](http://www.cobbk12.org)