

MADISON COUNTY SCHOOLS
Dr. Terry L. Davis, Superintendent

ADMINISTRATIVE GUIDE TO PERSONNEL
PRACTICES AND PROCEDURES



This document is not Board Policy, although it does contain excerpts from Board Policy. Each employee of Madison County Schools is responsible for knowing and following Board Policy. This document is intended as a guide to practices used to carry out policy.

*Department of Personnel and Pupil Services
Dr. Jim Nash, Director*

This document available on-line @ <http://www.madison.k12.al.us/personnel/AdmGuideWeb/Index.htm>

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SUBMITTING REQUESTS TO ANNOUNCE POSITIONS

- **REQUEST TO ANNOUNCE POSITION** (pg. 21) forms are submitted to Personnel Office to announce vacancies
- **REQUEST TO ANNOUNCE POSITION** for new units must be signed by appropriate supervisors
- **POSITION ANNOUNCEMENT** will be generated by Personnel Office

ANNOUNCING VACANCIES

All vacancies are announced by the Personnel Office. Vacancies will be announced by the Personnel Office upon receipt of **REQUEST TO ANNOUNCE POSITION** (pg. 21).

1. Position Announcements will be displayed at schools/work sites in a conspicuous place easily accessible to applicants.
2. Teacher vacancies – to include librarians, counselors, and other similar positions – are open until filled, and announcements are posted until filled.
3. All other vacancies are announced for fourteen calendar days, except during the school year when they are announced for seven days.
4. Administrative, managerial, supervisory, or otherwise newly created positions are announced for fourteen calendar days at all times.
5. **PERSONNEL ACTIONS** will be submitted as follows:
 - A. During the school year, no sooner than seven days from the date of the opening of the vacancy;
 - B. At times other than during the school year, no sooner than fourteen days from the date of the opening of the vacancy;
 - C. **PERSONNEL ACTIONS** are not to be submitted prior to the date shown in the bottom left of the **POSITION ANNOUNCEMENT**;
 - D. For managerial, supervisory, or otherwise newly created positions, no sooner than fourteen days from the date of the opening of the vacancy.

CRIMINAL BACKGROUND SEARCH PRIOR TO EMPLOYMENT

Board Policy File: GBD requires a criminal history background search prior to employment in the system. Provisions within the policy allow a person to begin work prior to actual completion of the search under circumstances determined by the Superintendent or the Director of Personnel.

The procedure below should be followed carefully when recommendations are made for employment.

1. Recommended applicants are fingerprinted at each local school/work site or at Central Office.
2. Fingerprinting material is submitted with **PERSONNEL ACTION** along with all other supporting documents. (See **SUBMITTING PERSONNEL ACTIONS**, pg. 3)
3. Recommendation and submitted materials are reviewed by Director of Personnel.
4. Directors' and Superintendent's signatures will be obtained.
5. At the discretion of the Superintendent or Director of Personnel, the applicant may be allowed to begin work.
6. Applicant is not allowed to begin work before the Superintendent or Director of Personnel signs the **PERSONNEL ACTION**.

7. Applicant's name is submitted to Board for approval of background search.
8. After Personnel Office receives clearance from criminal background search, applicant's name is submitted to Board for employment consideration.
9. If clearance is not obtained, or if during this time other circumstances warrant such action, applicant will not be employed but will receive compensation for work completed.

ADMINISTRATIVE APPLICATION / SELECTION PROCESS

Administrative vacancies – to include any supervisory or managerial position, certified or support – are announced by the Personnel Office. Vacancies will be announced by the Personnel Office upon receipt of **REQUEST TO ANNOUNCE POSITION** (pg. 21).

APPLICATION PROCESS

1. Announcements instruct applicants to apply directly to the Personnel Office.
2. Personnel Office keeps data file and application file on those who apply for each position.

INTERVIEW AND RECOMMENDATION FOR EMPLOYMENT

1. After vacancy announcement closes, immediate supervisor obtains applicant files from Personnel Office.
2. Immediate supervisor is responsible for screening and interviewing applicants.
3. Supervisor makes recommendation by submitting a **PERSONNEL ACTION** with appropriate documentation. See **SUBMITTING PERSONNEL ACTIONS**, pg. 3
4. See **CRIMINAL BACKGROUND SEARCH PRIOR TO EMPLOYMENT**, pg. 1
5. Personnel Office reviews for applicable documents. Recommendations are not processed for applicants who have not met the requirements for employment (**Board Policy File: GBD**).
6. Recommended Applicants may not begin work before the Superintendent or Director of Personnel signs the **PERSONNEL ACTION**.

TEACHER APPLICATION / SELECTION PROCESS

All vacancies are announced by the Personnel Office. Vacancies will be announced by the Personnel Office upon receipt of **REQUEST TO ANNOUNCE POSITION** (pg. 21).

APPLICATION PROCESS

1. Electronic **CERTIFIED EMPLOYMENT APPLICATION** completed through TeachInAlabama's Applicant Tracking System
2. Application reviewed for inclusion of required documents:
 - Proof of Alabama certification or eligibility for certification
 - Documentation of Alabama Highly Qualified status
 - College transcripts

LOCAL SCHOOL INTERVIEW AND RECOMMENDATION FOR EMPLOYMENT

1. Principal reviews online applications to determine eligible candidates for interview.
2. Principal conducts interviews, documents interviews, and completes reference checks prior to making an employment recommendation.
3. Principal makes recommendation by submitting a **PERSONNEL ACTION** with appropriate documentation. See **SUBMITTING PERSONNEL ACTIONS**, pg. 3
4. See **CRIMINAL BACKGROUND SEARCH PRIOR TO EMPLOYMENT**, pg. 1
5. Personnel Office reviews for proper certifications, etc. Recommendations are not processed for applicants who have not met the requirements for employment (**Board Policy File: GBD**).
6. Recommended Applicants may not begin work before the Superintendent or Director of Personnel signs the **PERSONNEL ACTION**.

SUPPORT PERSONNEL APPLICATION / SELECTION PROCESS

All vacancies are announced by the Personnel Office. Vacancies will be announced by the Personnel Office upon receipt of **REQUEST TO ANNOUNCE POSITION** (pg. 21).

APPLICATION PROCESS

1. Applicants apply directly with the school/work site where vacancy exists.
2. Applicants who already have applications on file at the school/work site should complete only a letter of application for other positions at that school/work site. Updated references may be requested of applicant.
3. Applications are kept on file at school/work site for one year from date of application, after which time they should be destroyed and applicants will complete new application for positions.

LOCAL SCHOOL INTERVIEW AND RECOMMENDATION FOR EMPLOYMENT

Person named on announcement to receive applications will be responsible for:

- Screening applications
- Interviewing applicants and keeping records of interviews
- Checking references
- Recommending applicant for employment
- Completing **PERSONNEL ACTION** and forwarding supporting documents to Personnel Office
- See **SUBMITTING PERSONNEL ACTIONS**, pg. 3

SUBMITTING PERSONNEL ACTIONS

Regular Personnel Only – See **EXTENDED DAY PROGRAM**, pg. 11

1. **PERSONNEL ACTIONS** (pg. 23) should not be submitted until all personnel procedures have been followed and until applicant has met all requirements for employment.
2. **PERSONNEL ACTIONS** for teaching positions should not be submitted until person holds valid State of Alabama Teacher's Certificate, with proper certification in the area for which the person is being employed.
3. Administrator/Supervisor must complete, sign, and submit the **PERSONNEL ACTION** to the Personnel Office. Directors' and Superintendent's signatures will be obtained. The administrator / supervisor will receive start date to begin work from the Personnel Office.
4. The following supporting documents must be submitted with **PERSONNEL ACTION**:

Certified Personnel

- **POSITION ANNOUNCEMENT**
- **CERTIFIED EMPLOYMENT APPLICATION**, signed by Candidate, with required documents
- Results of recent (within past year) TB test
- Completed **I-9** (pg. 27)
- Copy of Social Security Card and Driver License (or other photo ID)
- Criminal background search material, if applicable (pgs. 25-26)

Support Personnel

- Completed **APPLICATION FOR EMPLOYMENT**
- **POSITION ANNOUNCEMENT**
- Results of recent (within past year) TB test
- Completed **I-9** (pg. 27)
- Copy of Social Security Card and Driver License (or other photo ID)
- Criminal background search material (pgs. 25-26)
- Signed **AGREEMENT TO RECEIVE COMPENSATORY TIME OFF** (Applicable positions) (pg. 28)

CERTIFIED PERSONNEL INITIAL EMPLOYMENT PROCEDURE (Regular, Temporary, and Certified Substitute Defined)

Regular and Temporary Teacher

- A. Contact Personnel Office to verify *Temporary Teacher status.
- B. Follow TEACHER APPLICATION/SELECTION PROCESS, pg. 2.
- C. Submit **PERSONNEL ACTION** and supporting documents, pg. 3, to Personnel Office after vacancy closing date.

A **regular teacher** is issued a contract and employed for the entire school year, beginning with the first day of the contract period, for a vacancy not created by a leave of absence.

A **temporary teacher** is issued a temporary contract and automatically released at end of year. Temporary teachers receive benefits, except in cases where regular teacher is out on FAMILY AND MEDICAL LEAVE (pg. 16) and is receiving an insurance allocation.

*Temporary status is determined by the following situations:

1. Employed after the first day of the contract period to fill a vacant position for the duration of the school year;
2. Employed for the full school year to replace a teacher on leave for the entire school year;
3. Employed for less than full-time – see Part-Time Teacher Unit, pg. 4;
4. Other special circumstances as determined by the Director of Personnel.

Note: A teacher serving in a temporary teacher capacity for someone on leave will not receive an insurance allocation while the teacher on leave is receiving an allocation.

Definition of Part-time Teacher Unit: Temporary position; requires no more than 180 minutes instruction per day

- Part-time employment shall not be used in such a manner as to replace full-time teaching positions.
- No part-time teacher may be hired to teach in a position from which a full-time teacher resigned or was terminated.
- All part-time positions must be announced.
- Part-time teachers must meet certification requirements established by State.
- Part-time teachers will work 180-day student calendar.
- Part-time teachers will be paid by the hour for the actual number of hours spent instructing students.
- Instructional hours per day cannot exceed 3 (three).
- Daily schedule – to include time of each class period and assignment as listed on school's Master Schedule – is required to be on file in the Personnel Office before salary can be determined.

Additional provisions for employing teachers in part-time positions:

- ¹ **PERSONNEL ACTION** will specify "Part-time Teacher" and number of instructional minutes per day;
- ² **PART-TIME TEACHER AGREEMENT** (pg. 24) must be signed by the teacher and attached to **PERSONNEL ACTION**;
- ³ Pay rate will be based on degree attained and verified public school experience and hourly pay computed by method adopted by Legislature ACT#2004-300;
- ⁴ Prorated benefits are earned as determined by State Department of Education.
- ⁵ Substitutes may be used in the absence of part-time teachers.

Certified Substitute

A person is eligible to be a Certified Substitute if one of the following applies:

1. Holds a State of Alabama Teacher's Certificate;
2. Has completed requirements for a teacher's certificate;
3. Holds a teacher's certificate from another state;
4. Has at least a bachelor's degree in field or related field.

An individual may receive Certified Substitute pay as follows:

1. After substituting 20 consecutive days for the same teacher, Certified Substitute pay will begin on the 21st day. Absences after the 21st day are without pay;
2. Certified Substitutes receive no benefits and do not earn leave;
3. In some cases, when a person is going to fill a vacant position, he/she may be approved by the Director of Personnel to begin Certified Substitute pay beginning with the first day. Principals should contact the Director of Personnel for approval;
4. Principals submit **PERSONNEL ACTION** to initiate Certified Substitute pay;
5. No Board action is necessary for approval of Certified Substitute pay.

SUPPORT PERSONNEL INITIAL EMPLOYMENT PROCEDURE

Follow SUPPORT PERSONNEL APPLICATION / SELECTION PROCESS, pg. 3.

SALARY ASSIGNMENT

Initial Employment

1. All personnel will be paid from the Madison County Schools Salary Schedule.
2. Regular salary is assigned only after the Superintendent or Director of Personnel has signed the **PERSONNEL ACTION**. Any time worked prior to the date signed by Superintendent or Director of Personnel or actual start-date will be paid at a substitute rate.
3. Credit for prior experience may be awarded based on the provisions listed below. (Certified Substitutes receive no prior experience credit)

Certified Personnel

- Experience must be verified in writing from previous employer
 - 1 For experience within the state, a completed Alabama State Department of Education **SUPPLEMENT EXP** form is required
 - 2 For experience outside the state, a completed **MADISON COUNTY EXPERIENCE VERIFICATION** form is required (pg. 29)
- Credit is awarded for experience in public school or program
- Experience must be full time for at least 90% of the contract year
- Private, parochial, or similar experience credit is not accepted
- Administrative credit will be awarded only for experience in the same position, e.g., principal experience awarded for principal position, as stated in the Salary Schedule

Support Personnel

- Experience must be verified in writing from previous employers and be on **MADISON COUNTY SUPPORT EXPERIENCE VERIFICATION** form (pg. 30)
- Experience must be at least 20 hours per week
- For Step placement, only experience related in duties and responsibilities to the position for which the person is being employed will be considered
- Experience credit will be awarded to a maximum of three years

Assigning Salary for Advanced Degrees

When a certified employee, employed in a certified position, receives an advance in degree, the appropriate increase in salary will be effective the first work day following the date the degree is conferred as indicated on an official transcript from the college/university, or on the effective date of the certificate, whichever date is earlier.

Assigning Salary to Transfers (Support Personnel)

Support personnel who transfer from one position to another will be assigned salaries based on the following procedure:

- Personnel who transfer from an unrelated position within the system may receive a maximum of three years experience credit toward the new position. (An unrelated position is one in which skills and experiences from the current position do not affect performance in the new position.)
- Personnel who transfer to a related position at a higher salary level will be placed on the new salary schedule at the next higher hourly rate from the previous placement, but in no case will the employee be placed on a step less than the possible maximum placement of a new employee.

Salary Upon Earning Tenure (Certified only, paid from Teacher salary schedule)

Certified personnel being paid from the teacher salary schedule, upon attaining tenure in Madison County Schools, will be moved to Step 4 for the first contract immediately after earning tenure, unless already at a step placement higher than Step 4.

Advancing In Salary

A step increase is awarded to personnel who complete at least 50% of the contract period, as long as the salary schedule shows an additional step. An employee who is on the maximum level of a salary schedule will not receive a step increase unless the Board approves an additional step on that schedule.

Salary Assignment for Former Employee

Certified Personnel:

Regular salary is assigned only after the Superintendent or Director of Personnel has signed the **PERSONNEL ACTION**. Any time worked prior to the date of Superintendent's or Director of Personnel's signature or actual start-date will be paid at a substitute rate. Credit for prior experience may be awarded based on the following provisions:

- Experience must be verified in writing from previous employer
 - 1 For experience within the state, a completed Alabama State Department of Education **SUPPLEMENT EXP** form is required
 - 2 For experience outside the state, a completed **MADISON COUNTY EXPERIENCE VERIFICATION** form is required (pg. 29)
- Credit is awarded for experience in public schools or programs
- Experience credit with Madison County must be for a least 50% of the contract year
- Experience outside Madison County must be full time for at least 90% of the contract year
- Private, parochial, or similar experience credit is not accepted
- Administrative credit will be awarded only for experience in the same position, e.g., principal experience awarded for principal position

Support Personnel: If a person is re-employed in the same position, salary will be on the same step placement as when previously employed. If re-employed in different position, salary placement will be made according to Assigning Salary to Transfers (Support Personnel) procedure.

EVALUATION

Certified Personnel – See Board Policy File: GBI

Support Personnel – **SUPPORT SERVICES EVALUATION FORM** (pg. 31) should be completed and evaluation conferences conducted with each support personnel prior to each employee's last day of the contract year.

Completed personnel evaluation forms should be forwarded to the Personnel Office no later than July 15.

CONTINUED EMPLOYMENT/RE-EMPLOYMENT

Certified Personnel

1. Non-Tenured Regular Personnel: Recommendations for continued employment must be completed and Board action taken prior to the end of school year. Forms are pre-printed by the Personnel Office individually for each regular employee. No **PERSONNEL ACTION** is needed in addition to this form. Two types of forms are pre-printed:
 - A. For non-tenured 1st or 2nd year certified employees, the immediate supervisor signs that either the person's contract is to be renewed or non-renewed;
 - B. For certified employees eligible for tenure at the end of the current contract period, the immediate supervisor signs that the person either receives or does not receive tenure.
2. Temporary Personnel: **PERSONNEL ACTION** must be completed to re-employ temporary personnel. Temporary personnel are released at end of contract period unless Supervisor completes **PERSONNEL ACTION** to rehire prior to end of contract period.
3. Tenured Personnel: No action is needed for continued employment.

Support Personnel

1. Non-Tenured Personnel: **NON-TENURED SUPPORT PERSONNEL EMPLOYMENT RECOMMENDATIONS** (pg. 32) must be completed prior to the end of the contract period. Forms are pre-printed by the Personnel Office individually for each regular employee. No **PERSONNEL ACTION** is needed in addition to this form.
2. Temporary Personnel: Certain support personnel are classified as temporary for various reasons. The same procedure for continued employment applies to temporary support personnel as to temporary certified personnel.
3. Tenured Personnel: No action is needed for continued employment.

PERSONNEL TRANSFERS

Only the Board can transfer personnel. Transfers should be done only at the employee's request or consent. Procedures are to be followed to ensure transfer is at the employee's request or consent. Contact Director of Personnel when considering a transfer without the employee's request or consent.

Certified Personnel

1. From one school/work site to another at employee's request:
 - A. Personnel wanting to transfer apply directly to the Principal/Supervisor of the school/work site where a vacancy exists;
 - B. Principal/Supervisor submits **PERSONNEL ACTION** to Personnel Office along with letter from employee requesting the transfer.
2. Within the school, from one grade or subject to another, at employee's request, complete **WITHIN-SCHOOL TRANSFER RECOMMENDATION** (pg. 33).

Support Personnel

Transfers of support personnel should be handled generally under the same conditions and stipulations as certified personnel. **PERSONNEL ACTIONS** are submitted for employees who transfer from one work site to another or from one position to another. A letter from employee consenting or agreeing to transfer must accompany **PERSONNEL ACTION**.

EMPLOYMENT TERMINATION

Only the Board of Education, with the Superintendent's recommendation, has the authority to terminate employment, regardless of the employee's status. Supervisors should exercise caution in discussing the possibility of any employee's termination. Contact the Director of Personnel in cases where a termination of employment is being considered.

Certified Personnel

1. Non-Tenured – **CERTIFIED PERSONNEL EMPLOYMENT RECOMMENDATION** must be completed and Board action taken prior to the end of school year, and notification of employee in writing of Board action must occur on or before the last instructional day of the school year. If considering termination during contract period, contact Director of Personnel.
2. Tenured – Contact Director of Personnel.

Support Personnel

1. Non-Tenured – If considering termination during contract year, contact Director of Personnel. Complete **NON-TENURED SUPPORT PERSONNEL EMPLOYMENT RECOMMENDATION** (pg. 32). Board action is required and employee must receive 15-day notice of Board action. Employment continues during 15-day period. If considering termination at the end of contract year, complete **NON-TENURED SUPPORT PERSONNEL EMPLOYMENT RECOMMENDATION** (pg. 32). Employee must receive notice that employment period has ended and that a recommendation for re-employment will not be made.
2. Tenured – Contact Director of Personnel.

SECURING SUBSTITUTES

A list of approved substitutes' names, employee numbers, and eligibility categories, e.g., teacher, aide, bus driver, etc., is generated by the Payroll Office. To ensure that applicants have met the qualifications to substitute in a specific category, only persons whose names appear on the approved **SUBSTITUTE LIST** should be used to substitute. Contact the Personnel Office to determine the status of applicants whose names do not appear on the list.

A current **SUBSTITUTE LIST** is sent to each school/worksites at the beginning of each month and the principal/supervisor is responsible for establishing a procedure for securing substitutes from this list.

IDENTIFICATION BADGES

Board Policy File: GBRO requires each employee to wear identification badges during duty hours and at school sponsored activities and events. Badges are prepared in the Personnel Office on designated days during the week.

CERTIFIED PERSONNEL SUPPLEMENTAL ASSIGNMENTS

Only certified employees – employed in a certified position – can receive supplements for performing supplementary duties as listed in the Madison County Schools Salary Schedule. A Supplemental Contract must be completed and approved before duties are performed.

Definitions:

Supplemental Contract – A contract with a certified school employee to perform certain coaching/sponsoring activities associated with a group or activity in school programs. Approval of contract requires submission for processing at the Central Office–level according to procedures outlined below. (See Supplemental Contract Procedure)

Coach Aide – A community person providing service when certified staff are not available to fulfill duties related to coaching/sponsoring activities associated with a group or activity in school programs. Employment requires submission of Personnel Action under normal employment procedures.

General Rules:

1. Support Personnel cannot serve as a Coach Aide.
2. Coach Aides must work under the supervision of a certified employee.
3. Certified employees cannot perform supplemental duties until all Supplemental Contract Procedures have been adhered to.

Supplemental Contract Procedure:

1. By April 15 of each school year, each Principal will submit a list of Certified Personnel who he/she is recommending to be issued Supplemental Contracts for the upcoming contract year. Completed Supplemental Contracts on each person recommended will be submitted with this list.
2. By April 15 of each school year, each Principal will submit completed Discontinuation of Supplemental Assignments forms (See Discontinuation of Supplemental Assignments, pg. 35) on those persons approved for the current year who he/she recommends not be issued Supplemental Contracts for the upcoming contract year.
3. On all new and vacant Supplemental Contract positions to be filled, the following procedure will be followed:
 - a. Principal will forward completed Supplemental Contract to person in Superintendent's office in charge of athletics.
 - b. After proper signatures are obtained, Supplemental Contract will be forwarded to Personnel Office for processing for Board agenda.
 - c. After Board approval of Supplemental Contract, person can begin performing duties under provisions of Supplemental Contract.
 - d. Under extenuating circumstances, the Superintendent and/or Personnel Director may make exceptions and allow a person to begin performing supplemental duties prior to approval by the Board at the next scheduled Board meeting.
 - e. If the Board does not approve the recommendation, persons who were allowed to begin work prior to Board approval will be paid for work performed.

Coach Aide Employment:

1. Principal will submit Personnel Action to Personnel Office.
2. Personnel Action will be processed for Board approval according to normal procedure for all other employment.
3. Under extenuating circumstances, the Superintendent and/or Personnel Director may make exceptions and allow a person to begin performing supplemental duties prior to approval by the Board at the next scheduled Board meeting.
4. If the Board does not approve the recommendation, persons who were allowed to begin work prior to Board approval will be paid for work performed.

TEACHERS WHO SERVE AS BUS DRIVERS

1. A teacher who also serves as a bus driver will attend bus driver in-service when both in-services are held on the same day. Teacher in-service days missed by attending bus driver in-service will be made up on a weather day or at the end of the school year.
2. On the day a teacher attends bus driver in-service rather than teacher in-service, the teacher will write-in on the payroll time sheet the weather day or end-of-year date that he/she will make up the teacher in-service.
3. A teacher who attends one-half day teacher in-service and one-half day bus driver in-service will make up each one-half day.
4. Principals are responsible for monitoring that each teacher also serving as a bus driver makes up days of in-service.
5. A teacher who fails to make up an in-service day as a result of attending bus driver in-service will use a day of personal leave for the absence. If no personal leave is available, leave will be without pay.
6. Teachers will use days other than teacher contract days to attend certification or re-certification. If teacher contract days must be used, the teacher will take personal leave for such absences. If no personal leave is available, leave will be without pay. No other type leave will be used for these purposes.

SUPPORT PERSONNEL SUPPLEMENTAL ASSIGNMENTS

1. Support Personnel may be employed in more than one regular position, not to exceed a combined total of 40 hours per week.
2. Support Personnel may work in EXTENDED DAY PROGRAMS, pg. 11, with additional pay (to include overtime pay) coming from the local school Extended Day Program funds.
3. Support Personnel may substitute within the following guidelines:
 - A substitute teacher day is 7 hours;
 - Bus Drivers may substitute or perform additional bus driving duties for an additional 16 hours per week only at the school where assigned, or at a school within the school's cluster;
 - Support Personnel may work for no more than 40 hours per week to include substituting, and may only substitute at the school where assigned, or at a school within the school's cluster;
 - Full time Support Personnel (40 hours per week) are not allowed to work as substitutes in any capacity.
4. Support Personnel can not serve as Coaches Aides in any capacity in any sport.
5. Support Personnel can not "volunteer" to perform the same type service performed as an employee.

OVERTIME AND COMPENSATORY TIME OFF

Board Policy File: GBRD Pursuant to the Fair Labor Standards Act (FLSA), the Madison County Board of Education has a policy of granting compensatory time off to non-exempt employees in lieu of overtime pay for time worked in excess of 40 hours in any workweek. A signed **GBRD-Eb: AGREEMENT TO RECEIVE COMPENSATORY TIME OFF** (pg. 28) form must be submitted with **PERSONNEL ACTION** for eligible employees.

WORK SCHEDULES

A *Personnel Work Schedule* that specifies actual work dates will be created each year after the Board approves a school calendar. Contract dates for all groups of employees will be specified. Personnel Work Schedules will be sent to each work site for posting and a link to the *Personnel Work Schedule* will be posted on the Personnel web page.

EXTENDED-DAY AND FULL-DAY CARE PROGRAMS

Schools in Madison County are authorized to operate EXTENDED-DAY and FULL-DAY CARE PROGRAMS according to the following provisions:

1. Each Principal will designate a local school administrator in charge of the program's operation as a part of that administrator's regular job responsibilities during his/her regular contract period. During summer sessions when no other administrator is available, the Principal is in charge of the program.
2. Students in the programs must be enrolled in Madison County Schools.
3. Students are subject to the same rules and regulations that apply during the regular school day, to include abiding by all provisions of the Madison County Schools Code of Conduct.
4. Charge for enrollment:
EXTENDED-DAY-\$35/student/week; \$25/student/week for each additional student in same family;
FULL-DAY - \$65/student/week; \$55/student/week for each additional student in same family.
5. Field trips are not allowed in EXTENDED-DAY programs or during intersessions. Field trips are allowed during the summer.
6. Salary and provisions for workers:
Worker: Ages 16-17: \$6.30/hour
Worker: Ages 18 and older:
(Experience as worker in Madison County Schools Extended-Day / Full-Day Programs)
0 - 5 yrs. \$8.40/hour
6 -10 yrs. \$9.45/hour
11 yrs. or more \$10.50/hour
Director: (Experience as director in Madison County Schools Extended Day / Full-Day Programs)
0 - 5 yrs. \$10.50/hour
6 -10 yrs. \$11.55/hour
11 yrs. or more \$12.60/hour
Salaries are not to be changed except for state and Board mandated raises. Workers will be paid from time sheets submitted by the Principal to the Payroll Department.
7. Applicants will apply directly with the Principal. Workers will be selected by the Principal, employed by the Board upon the recommendation of the Superintendent, and supervised by the Principal and administrator in charge of the program.
8. Workers 16 yrs of age and older will undergo criminal background checks.
9. Workers under 18 yrs of age (ages 16-17) will not work alone with students.
10. Workers, to include Directors, will work no more than 19 hrs/week.
11. Directors should be at least 21 years of age.

Submitting PERSONNEL ACTIONS for EXTENDED-DAY and FULL-DAY CARE PROGRAM Workers:

1. A PERSONNEL ACTION and supporting documents must be submitted on new extended-day/full-day program workers and must be signed by the Superintendent or designee before work is performed.
2. After the initial PERSONNEL ACTION has been approved, additional paperwork will not be required for individuals who continue to work (at the same school) in an extended-day/full-day program during subsequent regular school years or intersessions.
3. Work hours will not exceed 19 hours per week. The number of hours worked during intersessions will be submitted to the Payroll Department and the rate of pay will be the same as during the regular school year. (See PROVISIONS above)

EMPLOYING PERSONNEL WITH LOCAL SCHOOL FUNDS

Local schools, utilizing local school funds, are permitted to employ individuals to work during the school day to perform certain functions in the school, e.g., clerical duties, copying materials for teachers, etc. Schools are allowed to employ individuals in such situations under the following conditions:

1. No one can work more than 15 hours per week;
2. Each person must submit to criminal history background search, pg. 1;
3. Results of a recent (within past year) TB test must be provided;
4. A **PERSONNEL ACTION** must be submitted to the Personnel Office for processing for Board action;
5. For **PERSONNEL ACTION** purposes, these individuals will be titled "Local School Aides";
6. Local School Aides are not regular employees of the Madison County Board of Education and are not entitled to benefits;
7. The hourly rate of pay will be that of Clerical Aide, Step 0;
8. These positions will not be announced by the Personnel Office.

Individuals are not allowed to work for payment unless all the above conditions are met. These conditions do not apply to 'volunteers' who provide services but do not receive payment.

CONTRACTED SERVICES

Definition of Contracted Services: Short-term, temporary position; not regular employment, i.e. has no regular schedule - work is on an as-needed basis for less than 20 hours per week

- Performs one task or function for a specified amount of payment
- Contracted services can not replace allocated units
- Not eligible for benefits, i.e. leave, retirement, insurance
- Criminal Background Search documentation and negative results of a recent TB test must be submitted if individual will work with, or around, students
- Employment is not subject to tenure - continued employment is not guaranteed

Additional provisions for Contracted Services:

- ¹ **MADISON COUNTY SCHOOLS CONTRACT FOR SERVICES** (pg. 36) must be completed and processed through Personnel Office.
- ² Only contracts with original signatures will be processed.
- ³ Processed contracts will be submitted by Personnel Office to Superintendent for authorization of services.
- ⁴ Contracted individual should not begin work without Superintendent's authorization.
- ⁵ A record of time worked will be kept by the individual, approved by the Program Supervisor/Principal, and forwarded to the Payroll Office for payment.
- ⁶ Non-Employee Consultants will be paid through Accounts Payable within 30 days of written notification by Program Supervisor/Principal that services have been completed.
- ⁷ Local school funds, or applicable program funds, will be charged for any overtime payments to support employees who perform contracted services.

JOB-RELATED INJURIES

The Board makes provisions for an employee for injuries that are job-related. Specific provisions are outlined in **Board Policy File: GBRI, pg. 9 of 10**. Instructions and forms for completion in the event of a job-related injury are provided in a document entitled Madison County Schools, Provisions for Job-Related Injuries (pgs. 46-51), available at each school/work site and in the Personnel Office. Forms may be downloaded from the Personnel Department web page.

LEAVES / ABSENCES

SICK LEAVE – Board Policy File: GBRI, pg. 1 of 10

“Sick leave is defined as absence from duty as a result of any of the following:

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

Sick leave shall be used only in those instances outlined above. When abuse of sick leave is suspected, the Superintendent or designee may require an employee to provide a physician’s statement and/or other acceptable documentation, and may, at the Board’s expense, designate a physician to render a second opinion verifying absences.

Using the balance of accrued sick leave at the time of retirement will not be permitted unless an employee meets the conditions of illness as defined above.

In any event, if an employee of the board is absent from his or her job for reasons defined above as sick leave, for 5 or more consecutive working days, the employee (or someone on behalf of the employee when the employee is incapacitated) must notify his or her supervisor with the approximate date the employee should be able to return to his/her job and, in the case of illness or injury, must present a physician’s statement to his/her immediate supervisor who will transfer the statement to the personnel office. Multiple absences for the same illness or injury will not require additional statements, if the immediate supervisor verifies the continuation of the illness or injury.

Misuse or abuse of sick leave shall subject the employee to disciplinary action.”

Personal Leave may be used for Sick Leave purposes. Sick Leave may not be used for Personal Leave purposes.

Employees may also take advantage of the Board’s Sick Leave Bank, Family and Medical Leave, or Catastrophic Sick Leave when circumstances warrant.

SICK LEAVE BANK – Board Policy File: GBRI, pg. 5 of 10

Method by which an employee may have access to sick leave after exhausting earned sick leave.

“In accordance with Section 16–22–9 of the Code of Alabama, the Madison County Board of Education authorizes the operation of a Sick Leave Bank for all employees who wish to participate. Provisions of the bank, and those of Catastrophic Leave which is a component of the Bank, are monitored by a Sick Leave Bank Committee described herein.

Provisions of Sick Leave Bank Committee

1. Composed of 5 members
 - 4 members representing members of the Bank, elected each year to serve a one-year term for no term longer than five years.
 - Members representing Bank will be nominated by the Policy Advisory Committee and submitted to Bank members for vote.
 - 1 member representing the Board, appointed by the Superintendent and approved by the Board.
2. Committee will be responsible for guidelines and procedures for the uniform administration and operation of the Sick Leave Bank, to include Catastrophic Leave Provisions.

Provisions of Sick Leave Bank

1. Any employee who earns sick leave may participate in the Bank
2. To participate, an employee must deposit 5 days into the Bank. New employees, or employees without sick leave, will have 5 days credited to the Bank upon application to join. As days are earned, they will be deposited into the Bank until 5 days have been deposited.
3. An employee may borrow up to 15 days from the bank. Of the 15 days borrowed, 5 are those placed in the bank by the employee.
4. Sick leave days shall be repaid to the sick leave bank monthly as re-earned by the employee.
5. Before borrowing from the Bank, an employee must first use all other leave, to include sick leave, the two state-allocated personal leave days, and vacation time if applicable.
6. An employee may use donated Catastrophic Sick Leave days, if applicable, to repay 15 days borrowed from the Bank.
7. Upon termination of employment, any employee owing days to the Bank will have the value of those days deducted from his/her final pay.
8. The total number of days accumulated by an employee as allowed by law includes the 5 days donated to the bank.
9. Joining or withdrawing from the Bank must be done on forms provided by the Personnel Office.”

CATASTROPHIC SICK LEAVE – Board Policy File: GBRI, pg. 6 of 10

“In accordance with Section 16–22–9 of the Code of Alabama, the Board of Education provides Catastrophic Sick Leave to employees who are members of the Sick Leave Bank.

Provisions of Catastrophic Sick Leave

1. An employee who suffers a catastrophic illness as defined by this policy shall be eligible to apply for Catastrophic Leave according to the provisions of this policy.
2. Catastrophic illness is defined as any medical illness or injury, or medical illness related to pregnancy or childbirth, verified by a licensed physician which incapacitates the employee to the extent he/she will be absent from work for at least 20 working days.
3. Before using Catastrophic Sick Leave, an employee must first use all other leave, to include sick leave, the maximum number of days borrowed from the bank, the two state-allocated personal leave days, and vacation time if applicable.
4. To be eligible to participate in Catastrophic Leave, either as recipient or a donor, an employee must be a member of the Sick Leave Bank. An employee, who wishes to participate in Catastrophic Leave but is not a member of the Bank, may participate by donating 5 days and becoming a member of the Bank.

5. An employee may donate no more than 30 days to another employee. No limit is placed on the number of employees who may donate to a recipient.
6. Donated Catastrophic Sick Leave days may be used to repay days borrowed from the Sick Leave Bank.
7. Employees may use Catastrophic Sick Leave for himself/herself or a member of the immediate family (husband, wife, mother, father, son, daughter, brother, or sister).

PROCEDURES FOR REQUESTING CATASTROPHIC SICK LEAVE:

1. Employee completes Catastrophic Sick Leave Request and a Catastrophic Sick Leave Transfer Authorization and forwards to the Personnel Office.
2. Personnel Office forwards to the Sick Leave Bank Committee.
3. Sick Leave Bank Committee considers request and makes a recommendation to the Board of Education through the Personnel Office.
4. The Board takes the committee's recommendation under advisement, and either approves or disapproves the recommendations."

PERSONAL LEAVE – Board Policy File: GBRI, pg. 2 of 10

"An absence by an employee for personal business and/or emergencies.

Employees of the Madison County School System are entitled to five days of personal leave. These five days come from the following allocations: (Part-time employees would be entitled to leave commensurate with that portion of a day employed.)

- First two days – allocated by the State
- Additional three days – allocated by the local Board

Deductions from an employee's pay will be made as follows:

- First two days
No deduction from pay
- Additional three days
 - ❖ Employees with up to 10 years of service in the Madison County School System will have the cost of a substitute deducted for each day.
 - ❖ Employees with 10–12 years service in the Madison County School System will receive the third day without deductions, and will have the cost of a substitute deducted for the fourth and fifth day.
 - ❖ Employees with 13–15 years of service in the Madison County School System will receive the third and fourth day without deductions, and will have the cost of a substitute deducted for the fifth day.
 - ❖ Employees with 16 or more years of service in the Madison County School System will receive all of the three additional days without deductions.

RATES OF DEDUCTION

Certified employees will have the current cost of a substitute teacher deducted according to the guidelines above.

Non-certified employees will have \$19.00 per day deducted according to the guidelines above, except for certain employees based on number of hours worked per day.

PERSONAL LEAVE GUIDELINES:

1. If possible, the employee shall notify principal or immediate supervisor at least 24 hours prior to the absence so that adequate plans can be made to cover assigned responsibilities. No employee, as a condition of receiving personal leave, must divulge his/her reason for requesting personal leave.
2. Leave must be taken in minimum increments of one-half day.

3. No more than 10% of the faculty of a given school should be granted personal leave on any given day. Leave shall be granted by the principal on a first-request basis.
4. For accounting purposes, the first two days used by an employee shall be considered the state allocated days.
5. For certified personnel, unused personal leave from the first two state days will be converted to sick leave at the end of the employee's contract year, unless the employee notifies the Business Office in writing that he/she prefers to be reimbursed. Such reimbursement shall be at the same rate as paid substitute teachers.
6. For support personnel, unused personal leave from the first two days will be converted to sick leave at the end of the employee's contract year.
7. For both certified and support personnel, unused days of the last three days, allocated by the board, will be converted to sick leave with no option to be reimbursed."

FAMILY AND MEDICAL LEAVE – Board Policy File: GBRI, pg. 4 of 10

"The Madison County Board of Education complies with the Family and Medical Leave Act of 1993 and offers all employees extended leave for up to 12 weeks without pay for the following reasons:

1. Birth of a child
2. Adoption of a child or placement of a foster child
3. Care for a sick spouse, child, or parent
4. The employee's own serious health conditions

PROVISIONS

1. To be eligible for Family and Medical Leave, an employee must have worked for a total of twelve months.
2. Prior to using reasons 1, 3, or 4 above, the employee may use any or all existing accumulated sick leave, but extended leave without pay may not exceed 12 weeks, except in cases where the leave is allowable or required beyond 12 weeks due to the provisions of *Returning from Extended Leave* (page 9 of 11) within this policy.
3. Leave for reasons 1 and 2 must be taken within one year of the date of birth or placement of the child.
4. In cases where both spouses are employed by the Board, the combined amount of leave for 1 and 2 above is limited to 12 weeks.
5. In 3 and 4 above, requests for such leave must be accompanied by certification from a health care provider to include at least the following:
 - a. The date of the serious health condition;
 - b. The probable duration of the condition;
 - c. The appropriate medical facts regarding the condition;
 - d. If the leave is based on care of a spouse, child, or parent, a statement that the employee is needed to provide the care and an estimate of the amount of time that need will continue;
 - e. If the leave is based on the employee's own serious health condition, a statement that the employee is unable to perform the functions of his/her job.
6. Benefits accrued by the employee prior to taking leave 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 under the same conditions as provided if no leave had been taken. If an employee fails to return to work after the leave expires, the Board may recover the health benefits premiums paid by the employer during the leave period.
7. When possible, the employee should give the Board a 30-day notice when requesting such leave, but when serving such notice is not possible due to extenuating circumstances, as early a notice as reasonably possible is expected."

MILITARY LEAVE – Board Policy File: GBRI, pg. 7 of 10

“Members of the United States Reserve components of the Armed Forces shall be entitled to military leave of absence from their respective teaching duties/assignments on all days that they shall be engaged in field or other training or another required service, without loss of pay, time, efficiency rating, annual vacation, or sick leave, but no such person granted such leave of absence with pay shall be paid for more than twenty-one (21) working days per year.

Leave request must be submitted in writing to the Superintendent for approval two weeks before the leave begins, with a recommendation for approval or rejection from the immediate supervisor.”

PROFESSIONAL LEAVE – Board Policy File: GBRI, pg. 3 of 10

“An approved absence for any teacher/employee to attend any professional meeting, conference, seminar, etc., that will upgrade the teacher's or employee's competence in his/her field of employment.

The Superintendent shall be authorized to approve leaves for professional reasons for periods not to exceed five (5) consecutive work days during the regular school year.

Periods of professional leave exceeding five (5) consecutive work days during the regular school year shall be approved in advance by the Board. All requests for professional leave during the regular school year shall be made to the Superintendent at least two (2) weeks before the effective dates. Requests for professional leave during the summer months shall be made in writing to the Superintendent on or before May 1 for the succeeding summer. Principals or immediate supervisors shall recommend for professional leave. Approval may be with full pay to the individual, with substitute salary deducted from the individual or with full pay deducted from the individual. (See Board Policy File:GBRI-A and Board Policy File:GBRI-E for guidelines and professional leave request form.)

The Superintendent shall be authorized to assign staff members to attend Board business functions and authorize substitutes if necessary. Such assignments shall not be considered professional leave.”

JURY DUTY/ELECTION OFFICIALS/WITNESS IN OR PARTY TO A LEGAL ACTION – Board Policy File: GBRI, pg. 3 of 10

“An absence by the employee due to a summons or subpoena from a proper legal authority.

Upon receiving a summons to report to jury duty, an employee shall on the next day he/she is engaged in his/her employment exhibit the summons to his/her immediate supervisor, and the employee shall there upon be excused from his/her employment for the day or days required of him/her in serving as a juror in any court created by the Constitutions of the United States or of the State of Alabama.”

EMERGENCY/LEGAL – Board Policy File: GBRI, pg. 3 of 10

“An absence by a teacher/employee of no more than two days for (1) a natural catastrophe such as a fire, tornado or flood, or (2) pressing obligations or meetings to which the teacher/employee is compelled to conform his/her time for the convenience or requirements of others such as to settle probate matters, adoption of a child, or induction in Armed Forces.

Emergency/Legal Leave requires notification by the teacher/employee to their immediate supervisor before leave starts.”

JOB RELATED INJURY – Board Policy File: GBRI, pg. 9 of 10

“The Board authorizes continuance of salaries of employees during absences due to job-related injuries without deducting earned sick leave days from the employee, provided the procedures are followed.

1. Upon the recommendation of the Superintendent and upon the presentation to the Board of satisfactory evidence demonstrating that the absence is due to or arising from a job-related injury, the Board may authorize the salary of an employee to be continued during absences due to job-related injuries.
2. Payments, from whatever public or publicly supported source derived, to an employee shall not exceed 100 percent of the employee's regular daily salary for each day absent.
3. Salary continuation for an employee for absences due to a job-related injury may be made only for temporary disabilities where there is a reasonable expectation of the employee returning to work. Salary continuation in no event shall exceed 90 working days. Each and all absences beyond three (3) days must have a physician's authorization to be absent due to the reported injury.
4. Employees who are absent from work due to job-related injuries which result in partial or total permanent disability will be informed of their rights to proceed for compensation before the Alabama State Board of Adjustment, authorized by the Code of Alabama 1975, Section 49-9-62.”

LEGISLATORS AND OTHER ELECTED OR APPOINTED OFFICIALS – Board Policy File: GBRI, pg. 7 of 10

“Teachers and employees of the school system who are elected or appointed to public office must first use available and appropriate leave when attending to duties of the office to which they are elected or appointed, during the hours they would otherwise be attending to school system duties.

When teachers or employees who are elected or appointed public officials take available and appropriate leave from duty to attend to duties connected with the elected or appointed office, the actual cost of a substitute will be deducted from their salary. If the elected or appointed employee is on leave without pay, no cost of a substitute will be deducted.

When all leave available to the teacher or employee elected or appointed public official has been exhausted, he/she must take leave without pay.

Teachers and employees who are elected or appointed officials must present a schedule of official meetings related to the office of the Superintendent no later than July 1 of each year for the succeeding school year. Leave requests exceeding five (5) days during the employees contract period must be approved in advance by the Board.”

EXTENDED LEAVE – Board Policy File: GBRI, pg. 8 of 10

“Extended leave is defined as leave beyond that granted for other reasons within Policy FILE:GBRI, and for lengths of time beyond which leave is allowable for other reasons in this policy. Extended leave requests must be made in writing on proper forms contained within this policy.”

EXTENDED LEAVE FOR REASONS OTHER THAN THOSE ALREADY LISTED WITHIN THIS POLICY:

“The Board will grant leave for reasons other than those already listed within this policy on a case-by-case basis, using the following as guidelines:

1. The leave must be requested on proper forms contained within the Rules and Exhibits manual (see policy FILE: GBRI-Ec).
2. Employees will be allowed to take extended leave for up to one full academic year during a five-year period. Extended leave will not count toward an employee's pay status, e.g., an employee that takes extended leave for more than one-half of the contract year will not receive a step increase for the year on leave.

3. Employees will be considered for extended leave other than those already listed within this policy:
 - a. To attend school and/or training at the employee's expense to increase his/her rank, add additional certification, and/or improve job performance;
 - b. To fulfill required military obligation (see Military Leave within this policy);
 - c. Other reasons acceptable to the Superintendent and approved by the Board.

RETURNING FROM EXTENDED LEAVE

Instructional Employees – An instructional employee is defined as a certified employee or one authorized to work in an assignment otherwise held by a certified employee, whose principal function is to teach and instruct students. Such employees, who request extended leave for periods of five weeks or more, and the leave period ends within the last three weeks of school, may be required to continue such leave for the duration of the school year. Such requirement must be understood before the beginning of the leave period.

All Other Employees – Employees other than instructional employees may return from extended leave according to the provisions of the type leave taken with in this policy.”

ABSENCES WITHOUT LEAVE – Board Policy File: GBRI, pg. 9 of 10

“An employee may be absent from work without pay for a cumulative total of no more than five days during a contract year with the Superintendent's, his/her designee's, or employee's immediate supervisor's approval. An employee is not entitled to more than five absences without approval of extended leave according to the provisions of this policy.”

PERSONNEL RECORDS

Board Policy File: GAK

“A Personnel Record will be kept on each employee of the Madison County Board of Education. Such records will be kept in one or each of the following forms and places:

1. A Central Office Personnel File, maintained by the Personnel Office, to include information related to initial and continued employment;
2. Local School/Work Site Personnel File, maintained by the Principal/Supervisor of each school/work site.

Access to a Personnel Record

No person shall have access to or receive information from an employee's Personnel Record, with the following exceptions:

1. A school system official having a need for access for purposes of carrying out his/her job responsibilities relative to the employee;
2. The employee;
3. Any individual with written permission from the employee for such access;
4. A lawfully authorized hearing officer or panel conducting an investigation into the competency or performance of the employee;
5. Appropriate law enforcement officials;
6. Department of Archives and History or the State Department of Education for historical research and information;
7. Public access as it applies based on statutes governing the public's access to governmental records, subject to privacy rights rulings of the various federal and state courts.

Material Placed in Personnel Record

Material related to the employment and continued employment shall be routinely placed in Central Office Personnel Records as authorized by the Director of Personnel, with the following stipulations on certain information:

Work Performance and Evaluation

1. End of the year evaluations according to Board policy and procedures as long as signed by the employee;
2. Other information related to performance and evaluation, to include statements, reports, and comments related to work performance, disciplinary action against the employee, suspension of the employee, or dismissal of the employee, signed by a person reasonably competent to know the facts or make a judgment as to the accuracy of the information.

Such information will be placed in Central Office Personnel Record only with Director of Personnel approval and with copy to employee, and placed in Local School Personnel File only with Principal/Supervisor's approval and with copy to employee.

Anonymous Materials

For purposes of this policy, *anonymous material* is defined as those complaints and material other than routine administrative matters. Routine administrative matters are those that should be handled by the Principal/immediate supervisor without involving the Superintendent.

Anonymous complaints or material shall be maintained in an employee's Personnel Record only under the following conditions:

1. The Superintendent determines if such information is worthy of an investigation, and if so he/she will investigate or authorize another school official to investigate. If he/she determines the material is not worthy of an investigation, the material will be destroyed.
2. The results of such investigation will be placed in writing, dated and signed by the person conducting the investigation and attached to the anonymous material. The results will be dated and signed by the employee, and placed in the employee's Central Office Personnel Record.
3. Anonymous complaints must be investigated within 30 days of receipt; otherwise they shall not be investigated and shall be destroyed.
4. Results of anonymous complaints will be maintained in the Central Office Personnel Record.

Transfer of Record or Information

A Personnel Record, a copy of it or any information contained within it, shall be transferred only upon written request of the employee, except for those circumstances and for information described under Access to Personnel Record.

Employee Right to Respond to Material

An employee shall have the right to respond in writing to any material placed in the Personnel Record, and such response shall be attached to such material, and shall be treated as part of the material when it is reviewed, transferred, or otherwise used for any reason according to the stipulations contained in this policy."

ALTERNATIVE APPROACHES to ALABAMA CERTIFICATION

Individuals who have completed a baccalaureate or higher degree from a regionally accredited senior institution may be eligible for Alabama certification through one of the alternative approaches approved by the Alabama State Department of Education.

For current information regarding certification or re-certification, contact the System's Personnel Office or the State's Teacher Education and Certification Office.