

# Weakley County Board of Education



Monitoring:

Descriptor Term:

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Issued Date:

## Professional Personnel Job Actions

5.905

11/24/2015

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The responsibility of the Board is to provide for the operation of the schools for the purpose of educating students. Because a strike, walkout, slowdown, or other such strike-related activities by school employees would disrupt the operation of the schools, the Board shall stand firm in and with the law in keeping the schools open and operating. Therefore, if the Board finds at any time an emergency exists with respect to the operation of the schools due to the above cited reasons, the following emergency regulations will be in effect:

1. No employee will be granted leave for personal business.
2. Sick leave must have the approval of the director of schools and/or a statement signed by a physician explaining the necessity of an absence due to illness or accident.
3. Professional leave will not be granted unless assigned by the director of schools.
4. Except as provided in 1, 2, and 3, all leave policies and regulations of the Board will remain in full force and effect.
5. The director of schools will prepare for the Board a disciplinary report, stating the name and relevant information concerning each employee who is believed to have:
  - (a.) Been absent without leave on any work day or portion thereof;
  - (b.) Engaged in a walkout, slowdown, work stoppage, or similar activities;
  - (c.) Engaged in acts directed against real or personal property of the school or of others located on school property;
  - (d.) Suggested, encouraged, intimidated, coerced, or by any other means attempted to initiate or aid in a boycott of school by students;
  - (e.) Suggested, encouraged, intimidated, coerced, or by any other means attempted to persuade one or more students not to attend school;
  - (f.) By any means intimidated or coerced substitute teachers, non-striking personnel, administrators, volunteers, board members, or family members;
  - (g.) In any manner damaged or caused to have damaged the real or personal property of the personnel outlined in 5f; and
  - (h.) Acted or failed to act in a manner which the director of schools believes warrants disciplinary action by the Board.
6. Regarding the disciplinary report, a notice will be issued the employee; the employee will have the opportunity to review the notice and comment in writing. The notice will then be placed in the employee's personnel file. Immediately following said placement, the notice will be submitted to the Board for consideration and determination on any disciplinary action.

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- 1       7. No compensation will be paid to or on behalf of any school employee unless the director  
2       of schools is satisfied that said employee has faithfully performed all prescribed duties.  
3       Compensation shall include, but not be limited to, the cost of any health, welfare, group  
4       or individual benefits of the employee.  
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- 6       8. All system employees failing to report to work at the usual time during a strike,  
7       slowdown, or walkout will have full payroll deduction for the period of absence without  
8       leave. Continued employment will not be assured. No amnesty provision will later be  
9       agreed to which permits employees to make up for days missed due to a strike, slowdown  
10      or walkout.
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- 12      9. The director of schools or designee is authorized to employ additional substitutes as  
13      needed.  
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- 15           (a.) All substitutes will be paid the average daily rate of beginning regular  
16           employees who are performing a like service to the schools during the emergency  
17           period.
- 18           (b.) The building administrator will assign all members of the instructional staff,  
19           other school personnel, substitutes, and volunteers as duties require.
- 20           (c.) All employed personnel assigned to the school are required to arrive at least  
21           fifteen (15) minutes prior to the opening of the school day, report directly to the  
22           office, and record their attendance at work with the school secretary.
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- 24      10. The director of schools is authorized to enter into contracts for performance of  
25      supplemental assignments as and if the need arises.
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- 27      11. The director of schools is authorized to take steps necessary to obtain requisite legal  
28      services and to cause to be instituted or defended any litigation arising out of or related to  
29      any strike, slow down, or walkout of employees.
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- 31      12. The director of schools is authorized to contract for such consultant services as are  
32      necessary in order to obtain professional advice for himself and his staff on strike and  
33      strike-related matters.
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- 35      13. The director of schools or his designee is authorized to reassign any and all employees  
36      and material resources as needed in order to keep the schools open and operating.
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- 38      14. The director of schools is authorized to require any school property held by employees  
39      immediately delivered to him or his designee.
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- 41      15. The director of schools will authorize the building administrators to act upon or respond  
42      to crises that may arise and were unforeseen. This action must be within the scope of  
43      established board policy and state law.
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- 1 16. The director of schools or designee will serve as the official spokesman. **All**  
2 communications, announcements, and/or press releases must come through this  
3 spokesman.  
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- 5 17. The director of schools will establish a communications policy between:  
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7 (a.) Parents and students (public service announcement; T.V., radio, newspaper).  
8 (b.) Non-striking employees and substitutes/replacements (same as (a) plus a  
9 designated, unlisted phone).  
10 (c.) Central office: board and building administration (a designated, unlisted number  
11 plus a contact person).  
12 (d.) Individuals within each school (public address phones plus adult messenger)  
13 (e.) Striking employees (as superintendent deems necessary, i.e. between union and  
14 board negotiator) Communication and phone "tie-ups" must be avoided. At least  
15 one line in each building (school and administration) must be kept open at all  
16 times.  
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- 18 18. The director of schools is authorized to enter into contract with public or private agencies  
19 for student transportation services and may assign buses to the contracted agency until  
20 the resolution of the emergency.  
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- 22 19. Any incidents which threaten or cause physical harm to persons or property are to be  
23 immediately reported to the police and the director of schools' office.  
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- 25 20. In the absence of policy in regard to any given situation, the director of schools shall  
26 propose to the Board an interim policy reflecting the best established practice appropriate  
27 to the situation. In the absence of a policy where immediate action is required, the  
28 director of schools is authorized to act in accordance with the best judgment of  
29 established practice or in accordance with the best judgment appropriate to the situation.