

CHOCTAW COUNTY BOARD OF EDUCATION



EMPLOYEE HANDBOOK 2020-2021

CHOCTAW COUNTY BOARD OF EDUCATION



EMPLOYEE HANDBOOK

2020-2021

Revised: September 12, 2017

Adopted: January 10, 2017

This employee handbook is only intended to provide information. It does not constitute any part of any employment contract, nor does it supersede any law, Board policy, or procedure. It should only be used as a guide.

TABLE OF CONTENTS

NON-DISCRIMINATION STATEMENT	5
VISION STATEMENT	5
MISSION STATEMENT	5
PROCEDURAL GUIDE	5
POLICY STATEMENT	5
EMPLOYEE HANDBOOK COMMITTEE MEMBERS	6
BOARD MEMBERS	6
LOCAL EDUCATION AGENCY	6
PRINCIPALS AND ASSISTANT PRINCIPALS	7
INTRODUCTION	8
RIGHTS AND RESPONSIBILITIES	8
EMPLOYEE RESPONSIBILITIES	9
REQUIREMENTS OF EACH EMPLOYEE	9
ABANDONMENT OF JOB	12
OTHER REQUIREMENTS.....	12
ALABAMA EDUCATOR CODE OF ETHICS	14
INTRODUCTION.....	14
<u>CODE OF ETHICS STANDARDS</u>	14
REPORTING.....	17
<u>DISCIPLINARY ACTION</u>	18
HARASSMENT	18
PERIOD OF QUIET REFLECTION	22
CHAIN OF COMMAND	22
PROGRESSIVE DISCIPLINE	22
WORK HOURS	23
TIME CLOCK PROCEDURES	25
DRESS CODE	25
HOMEWORK	26
TRANSPORTATION REQUESTS	27
REQUISITIONS	28
PURCHASE ORDERS	29
MATERIALS RECEIPT	29

NON-DISCRIMINATION STATEMENT

(CCBOE Employee Handbook Committee; CCBOE Policy No. 3.44, 6.10)

The Choctaw County Board of Education (CCBOE) does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in employment or educational services, activities, and programs. This district complies with all federal and state laws and regulations regarding discrimination. Employment related inquiries and/or grievances should be directed to the Human Resource Director at (205) 459-3031. The Superintendent of Education should only be contacted if resolution is not reached at the previous level.

VISION STATEMENT

(CCBOE Administrative Team)

Equipping and inspiring all learners to achieve their highest potential.

MISSION STATEMENT

(CCBOE Administrative Team)

The Choctaw County School System will provide a safe learning environment that creates opportunities for learners to achieve their highest potential through the use of innovative resources to make learning a lifelong journey.

PROCEDURAL GUIDE

POLICY STATEMENT

(CCBOE Employee Handbook Committee)

The provisions and information set forth in this handbook are intended to be informational and not contractual in nature. Thus, this handbook is not intended, and shall not be construed, to constitute a contract between the School System and any employee; prospective employee; agency of the local, state, or federal government; or any other person or legal entity of any and every nature whatsoever. The contents of this handbook apply to all regular employees (certified and classified) and to all part-time, temporary, and seasonal personnel in the School System and do not amend, abridge, or replace Board policies, administrative regulations, rules, procedures, or employment contract conditions established by the School System.

Choctaw County Board of Education

107 Tom Orr Drive

Butler, AL 36904

(205) 459-3031 (Office)

(205) 459-3037 (Fax)

www.choctawal.org

EMPLOYEE HANDBOOK COMMITTEE MEMBERS
(CCBOE)

Dorothy Banks, Superintendent of Education
Celester Bolden Jr., CCHS Principal
Venita Deloach, CCHS School Nurse
Marcus Dent, CCES Principal
Dawn Dixon, Career and Technical Education Director/Administrative Assistant
Edward Dubose, Transportation Supervisor
Elizabeth Gore, CCHS Teacher
Lou Ellen Grace, CNP Bookkeeper
Kevin L. Howard, Human Resource Director
Jonathan Johnson, SCES Principal
Tracie Kelley, SCHS Teacher
Sharon Lake, Bus Driver
Althia Moore, CCES Pre-K Aide
Heidi Nettles, UniServ Director
Amanda Pou, Transportation Secretary
Zeda Roberts, SCES Secretary
Shinda Roscoe, CCES Teacher
Tonya Starks, SCES Teacher
Ludonda White, SCHS Aide

BOARD MEMBERS
(CCBOE)

James Studdard, District #1
Isaac Johnson, District #2
David Lewis, District #3
Vivian Heartfield, District #4
Gerald Randy Gibson, Member at Large

LOCAL EDUCATION AGENCY
(CCBOE)

Dorothy Banks, Superintendent of Education (dbanks@choctawal.org, ext. 2001)
Rhonda Johnson, Accountability Specialist (rjohnson@choctawal.org, ext. 2033)
Angela Phillips, Federal Programs Director (aphillips@choctawal.org, ext. 2005)
Kevin L. Howard, Human Resource Director (klhoward@choctawal.org, ext. 2002)
Leslie Gibbs, Administrative Assistant/CTE Director (lgibbs@choctawal.org, ext. 2011)
Kimberly Thompson, Special Education Coordinator (kthompson@choctawal.org, ext. 2025)

Seketha Mitchell, Chief School Financial Officer (smitchell@choctawal.org, ext. 2004)

Regina Davis, Technology Coordinator (rldavis@choctawal.org, ext. 2030)

Whitney Frost, Child Nutrition Program Director (wfrost@choctawal.org, ext. 2008)

Edward Dubose, Transportation Supervisor (edubose@choctawal.org, ext. 2194)

Emily Jenkins, CNP Secretary-Bookkeeper (ejenkins@choctawal.org, ext. 2007)

Amanda Pou, Transportation Secretary (aruffin@choctawal.org, ext. 2195)

LaMareshia Johnson, Instructional Coach (ljohnson@choctawal.org, ext. 2034)

Tikisha Grady, School Social Worker (tgraham@choctawal.org, ext. 2026)

Cassidy Fell, Secretary to the Superintendent (cfell@choctawal.org, ext. 2003)

Charlena Thompkins, Local School Accounting Business Manager
(crthompkins@choctawal.org, ext. 2032)

Grady Johnson, Computer Technician (gjohnson@choctawal.org, ext. 2020)

Sylvia Thomas, Special Education Secretary (sthas@choctawal.org, ext. 2029)

Anjelica Gibson, Accounting Specialist (agibson@choctawal.org, ext. 2028)

Tenika White, Federal Programs Support Specialist (twhite@choctawal.org, ext. 2006)

Alesia Norwood, Project Manager (anorwood@choctawal.org, ext. 2035)

Angenetta Anderson, PBIS Facilitator (aanderson@choctawal.org, ext. 2010)

PRINCIPALS AND ASSISTANT PRINCIPALS
(CCBOE)

Wanda Blakely, CCES Principal (wblakely@choctawal.org, ext. 5005)

Eddie Armstead, CCHS Principal (earmstead@choctawal.org, ext. 7005)

Tonya Starks, CCHS Assistant Principal (ttstarks@choctawal.org, ext. 7055)

Jonathan Johnson, SCES Principal (jojohanson@choctawal.org, ext. 3005)

Vol Newsome, SCHS Principal (vnewsome@choctawal.org, ext. 1005)

Jeremy Adams, SCHS Assistant Principal (jadams@choctawal.org, ext. 1010)

INTRODUCTION

(CCBOE Employee Handbook Committee; CCBOE Policy No. 2.23)

This handbook is prepared by the Choctaw County Board of Education solely as a guide to inform employees of some of the policies, procedures, and benefits of the Choctaw County School System. It outlines various employment policies, procedures, and practices that affect employees. It is intended only as a quick reference.

THIS HANDBOOK DOES NOT CONSTITUTE ANY PART OF ANY EMPLOYMENT CONTRACT.

The Choctaw County Board of Education policies and procedures conform to local, state, and federal requirements in addition to recognized principles of human resource management. Employees should contact the Office of Human Resources for assistance in obtaining up to date information on policies and procedures.

It is our desire that all employees of the Choctaw County Board of Education find their employment to be professionally and personally rewarding. As such, our objective is to create a work environment that is conducive to these goals. We ask that all employees be dedicated to providing the very best educational experience for the student of the Choctaw County School System.

Through its personnel policies, the Choctaw County Board of Education endeavors to establish conditions that attract and hold the highest quality employees who are willing to devote themselves to the education and welfare of the students. The Board is committed to hiring and retaining employees who are capable, interested, and motivated to accomplish the desired goals of the school system.

The Board does not believe that it should employ or retain employees who are either incapable of satisfactory job performance or those who are capable of satisfactory work but continually perform at an unacceptable level.

RIGHTS AND RESPONSIBILITIES

(CCBOE Employee Handbook Committee)

As an employee of the Choctaw County Board of Education, you are due certain treatment:

- You deserve fair, equitable, professional, and courteous treatment from your supervisors and co-workers.
- You deserve to be free from discrimination, prejudice, and ill will.
- You deserve to not be singled out of a group and treated differently because of personality conflicts.
- You deserve to have your performance evaluated honestly.
- You deserve to have a clean, safe, and healthy work environment.

As an employee of the Choctaw County Board of Education, you have certain responsibilities:

- You have the responsibility to maintain a clean and healthy work environment.
- You have the responsibility to treat your supervisors and co-workers in a fair, equitable, professional, and courteous manner.
- You have the responsibility to refrain from any discriminatory actions, prejudice, or ill will towards any other employee.
- You have the responsibility to satisfactorily perform the duties that are assigned to you in exchange for your wages.
- You have the responsibility to obey the lawful directives of your supervisors.

You have the responsibility not to engage in or encourage others to engage in rude, disruptive, or insubordinate behavior.

EMPLOYEE RESPONSIBILITIES

(CCBOE Employee Handbook Committee; CCBOE Policy No. 3.40, 3.42, 3.45, 6.16, 6.30.1, 6.70, 6.70.1, 6.72, 9.60)

Certified employees shall meet requirements such as degree and professional certification, and demonstrate efficient performance skills in the area of assignment along with satisfactory accomplishment of their job requirements.

Classified employees (support employees) shall meet the qualifications of their job description and demonstrate satisfactory performance of their job duties.

All employees are hired to perform certain tasks in exchange for their salary. These duties are determined by the job description and as directed by their supervisor. If you are unable or unwilling to satisfactorily perform the assigned tasks in the allotted time, then the system feels no obligation to retain you as an employee.

Requirements of each employee:

1. Perform satisfactory work – Carry out and complete your job duties in an acceptable manner and in a timely fashion.
2. Behavior – Act in a professional manner and be courteous to children, parents, supervisors, and all other employees.
 - a. Behavior which is rude, obnoxious or showing an attitude is unacceptable.
 - b. You are expected to treat everyone in a professional manner and with courtesy, regardless of your personal feelings toward that individual.
 - c. Do not show unwelcome familiarity with co-workers.
 - d. Open disrespect or unprofessional conduct may lead to termination.
3. Drug and Alcohol – Report to work both drug and alcohol free.
 - a. All employees who drive school system vehicles are subject to random drug tests. Results that are positive will lead to disciplinary action up to and including termination.

- b. All employees are subject to drug and alcohol testing for reasonable suspicion of impairment. Results that are positive for either drugs or alcohol will lead to disciplinary action up to and including termination.
4. Attendance and Absences – Work the days that you are scheduled to work.
 - a. Continual unpaid absences are unacceptable and may lead to disciplinary action up to and including termination.
 - b. “Constant” absences on Monday/Fridays or before/after holidays are suspect for abuse and may be subject to disciplinary actions.
5. Tardiness – Be at work when scheduled and on time, without tardiness.
 - a. Excessive late arrivals will result in progressive discipline and may lead to termination.
 - b. Notify your supervisor of any absences or of any extreme tardiness.
6. Schedule – Work the hours of your schedule.
 - a. Report to work on time.
 - b. Do not leave work early unless authorized by your supervisor.
7. Computer and Internet access is provided for CCBOE operations only.
 - a. Surfing the internet for non-educational purposes is strictly prohibited during class time.
 - b. Audio/Video streaming for non-educational purposes is strictly prohibited during class time.
 - c. Posting to personal web pages, bulletin boards, blogs, or other similar personal message sites is strictly prohibited.
 - d. Although social media sites such as Facebook are personal in nature, they are considered public discourse or public comments. The posting of comments or images about students, parents, employees, supervisors, departments, schools, the school system, or your job that are of extremely poor taste, unprofessional, demeaning, derogatory, offensive, insulting, inflammatory, hateful, insubordinate or celebrating immoral, improper or illegal actions is unacceptable and may lead to disciplinary action up to termination as those postings may cause a disruption in the workplace.
 - e. Accessing a racist, sexist, pornographic or other questionable site is strictly prohibited. Internet usage may be monitored and violators will be subject to disciplinary action.
 - f. Employees will be provided a copy of the CCBOE acceptable use guidelines and sign a statement that they agree to the terms.
8. Personal Calls – Keep personal calls to an absolute minimum during work time. At some point in time, most everyone needs to make a personal call from work. However, these calls need to be kept to a minimum, as they not only adversely affect your work, they can also adversely affect the work of the other employees around you.
9. Cell Phone Use – The use of personal cell phones is prohibited unless it is a true emergency.
 - a. Teachers may use personal, wireless communication devices on school grounds provided that such use is not in the presence of students and does not take place during instructional time. Other employees of the Board may use personal, wireless communication devices on school grounds during their break time. All employees are authorized to use personal, wireless communication devices at any

time in cases of emergency or if such use is in order to conduct official Board business. The Board assumes no responsibility for theft, loss, or damage to any personal wireless communication device. Principals have the authority to further restrict or deny the use of personal wireless communication devices by any employee to prevent the misuse, abuse, or violation of school rules regarding the use of such devices.

- b. Advise your family and friends that you cannot receive personal calls on your cell phone during the work day unless a true emergency has occurred.
10. Personal Conversations – Keep personal conversations, during work hours, to a minimum.
 - a. Even if your work is caught up enough to allow you some time to talk, the person you are talking to is probably neglecting his/her work by talking to you.
 - b. If you travel between sites, being friendly is expected, but to keep employees from their work by engaging them in personal conversations is not acceptable.
 - c. We encourage camaraderie, but not at the expense of either your work or the work of other employees.
11. Compliance with Directives – Obey the orders of your supervisor, except as stated in 12(b) below. If you disagree, do not argue with the supervisor, simply state your objections in a concise and professional way and then carry out your supervisor's directions.
12. Insubordination to your supervisor or any other administrator is prohibited.
 - a. Insubordination may include:
 - i. Refusal or failure to obey orders or perform a job assignment given by a supervisor or any authorized employee or system representative;
 - ii. Disrespect, publicly displayed on system premises, toward a supervisor or the system;
 - iii. Threatening, intimidating, coercing, or interfering with a supervisor;
 - iv. Abusive language to any supervisor;
 - v. Openly making or publishing false, vicious, or malicious statements concerning supervisors; and
 - vi. Countermanding the order of a supervisor.
 - b. Insubordination does not include a refusal to comply with:
 - i. Orders that endanger the health, welfare, or safety of the employee, other employees, students, or anyone else;
 - ii. Orders requiring the performance of an illegal, improper, or immoral act;
 - iii. Orders that require action that is beyond the employee's capability; and
 - iv. Orders having a nature of unlawful harassment; for example, orders accompanied by a racial, religious or sexist slur.
13. Firearms and weapons prohibition.
 - a. The possession of a firearm by an individual, employee, visitor, or student inside or on any property owned, leased, or operated by the Choctaw County Board of Education is strictly prohibited except for those individuals who lease undeveloped system property for hunting or sporting activities. Otherwise, possession of a firearm is strictly prohibited whether or not those individuals, employees, visitors, or students possess a legal permit to carry said firearm or if the individual possessing the firearm is licensed to do so by the State of Alabama

or any other state. Duly sworn and trained peace officers in the performance of their duties are excluded from this prohibition.

- b. Possession and/or use of weapons shall be prohibited on school property, including buses and at school sponsored activities. Possession and/or use of weapons shall also be prohibited in any vehicle brought onto school property or to a school sponsored activity. Violation of this prohibition shall be considered a serious act of misconduct and subject to disciplinary action up to and including termination.

If you are unable to comply with these general expectations, then the system will be compelled to terminate your employment.

Abandonment of Job:

Any employee will be considered to have abandoned his/her job and will be terminated as a voluntary resignation, who:

- leaves work and does not report back to work;
- who says he/she quits;
- who says he/she will not return to work or;
- for whatever reason fails to return to work without notification.

Any employee who has been absent from work for more than eight (8) consecutive work days and who has not obtained an approved leave of absence or otherwise accounted for the absences will be considered to have abandoned his/her job. The employee may be recommended for termination.

Any employee who has been absent from work for more than twenty (20) consecutive work days without contacting his/her supervisor, without good cause and without an approved leave of absence will be considered to have voluntarily resigned from his/her position and will be processed as having resigned from the position.

Other Requirements:

Schedules for professional and support employees are formulated and disseminated by principals and supervisors. All employees shall observe and conform to time schedules furnished by his/her principal or supervisor.

For professional employees, the school day shall be defined as the time when classes are in session, when faculty and in-service meetings are being held and when student activities are being conducted.

Teachers are required to attend faculty meetings and parent-teacher conferences “when deemed necessary by the principal.” All schools shall have the school doors open for a minimum of eight (8) consecutive hours each workday. The day for professional education employees will include:

- Time assigned for instructional situations
- Time assigned for planning and conferences
- Time assigned for student activities

- Time assigned for supervisory activities other than classroom instruction, faculty meetings or in-service meetings after the time students are dismissed and beyond the normal school closing time.

All professional faculty employees are required to be at his/her station of duty no later than twenty (20) minutes before school begins and to leave no earlier than twenty (20) minutes after the school day ends. All teachers are to hold parent-student conferences as needed during planning and conference periods and/or after school as determined necessary by the principal. These conferences are to be scheduled with the time necessary for keeping parents apprised of the academic performance of students prior to the time a student's achievement has reached the point of failure in a given grading period.

The primary responsibility and workload of teachers shall be planning and implementing of the instructional program. Teachers shall share in non-teaching responsibilities, which are considered either necessary or desirable to the proper functioning of the total school program. Teachers are expected to share in the responsibility for supervising co-curricular activities. The assigning of extra duty shall be done in an "equitable manner."

Teacher workdays are designed to provide days for teachers to prepare grades, complete reports, and perform other tasks essential to teaching. No faculty meeting should be held on a teacher workday unless appropriate and timely. Should it be necessary to call a faculty meeting on a teacher workday, the meeting should not last more than 45 minutes, and no more than one meeting should be held. No in-service should be scheduled on teacher workdays.

Family members and children of an employee do not have the right to visit the employee at work during work hours. Visiting by family members or bringing children to work can be a severe distraction to both the employee being visited and other employees at the same location. This is similar to an employee having excessive personal telephone conversations or personal conversations at work. Before any employee asks a family member to come to his/her work location, he/she needs to clear the visit with the principal or supervisor. If the visits become excessive and are a distraction, then the family members may be banned from system properties.

ALABAMA EDUCATOR CODE OF ETHICS
(Alabama Administrative Code Chapter 290-4-1)

Introduction

The primary goal of every educator in the state of Alabama must, at all times, be to provide an environment in which all students can learn. In order to accomplish that goal, educators must value the worth and dignity of every person, must have a devotion to excellence in all matters, must actively support the pursuit of knowledge, and must fully participate in the nurturance of a democratic citizenry. To do so requires an adherence to a high ethical standard.

The Alabama Educator Code of Ethics defines the professional behavior of educators in Alabama and serves as a guide to ethical conduct. The code protects the health, safety and general welfare of students and educators; outlines objective standards of conduct for professional educators; and clearly defines actions of an unethical nature for which disciplinary sanctions are justified.

Code of Ethics Standards

Standard 1: Professional Conduct

An educator should demonstrate conduct that follows generally recognized professional standards.

Ethical conduct includes, but is not limited to, the following:

- Encouraging and supporting colleagues in the development and maintenance of high standards.
- Respecting fellow educators and participating in the development of a professional and supportive teaching environment.
- Engaging in a variety of individual and collaborative learning experiences essential to developing professionally in order to promote student learning.

Unethical conduct is any conduct that impairs the certificate holder's ability to function in his or her employment position or a pattern of behavior that is detrimental to the health, welfare, discipline, or morals of students. Unethical conduct includes, but is not limited to, the following:

- Harassment of colleagues.
- Misuse or mismanagement of tests or test materials.
- Inappropriate language on school grounds.
- Physical altercations.
- Failure to provide appropriate supervision of students.

Standard 2: Trustworthiness

An educator should exemplify honesty and integrity in the course of professional practice.

Ethical conduct includes, but is not limited to, the following:

- Properly representing facts concerning an educational matter in direct or indirect public expression.
- Advocating for fair and equitable opportunities for all children.

- Embodying for students the characteristics of intellectual honesty, diplomacy, tact, and fairness.

Unethical conduct includes, but is not limited to, the following:

- Falsifying, misrepresenting, omitting, or erroneously reporting professional qualifications, criminal record, or employment history when applying for employment or certification.
- Falsifying, misrepresenting, omitting, or erroneously reporting information submitted to federal, state, and/or other governmental agencies.
- Falsifying, misrepresenting, omitting, or erroneously reporting information regarding the evaluation of students and/or personnel.
- Falsifying, misrepresenting, omitting, or erroneously reporting reasons for absences or leaves.
- Falsifying, misrepresenting, omitting, or erroneously reporting information submitted in the course of an official inquiry or investigation.

Standard 3: Unlawful Acts

An educator should abide by federal, state, and local laws and statutes.

Unethical conduct includes, but is not limited to, the commission or conviction of a felony or of any crime involving moral turpitude. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought or a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

Standard 4: Teacher/Student Relationship

An educator should always maintain a professional relationship with all students, both in and outside the classroom.

Ethical conduct includes, but is not limited to, the following:

- Fulfilling the roles of trusted confidante, mentor, and advocate for students' growth.
- Nurturing the intellectual, physical, emotional, social, and civic potential of all students.
- Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement.
- Creating, supporting, and maintaining a challenging learning environment for all students.

Unethical conduct includes, but is not limited to, the following:

- Committing any act of child abuse, including physical or verbal abuse.
- Committing any act of cruelty to children or any act of child endangerment.
- Committing or soliciting any unlawful sexual act.
- Engaging in harassing behavior on the basis of race, gender, national origin, religion, or disability.
- Soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student.

- Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs.

Standard 5: Alcohol, Drug and Tobacco Use or Possession

An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.

Ethical conduct includes, but is not limited to, the following:

- Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice.

Unethical conduct includes, but is not limited to, the following:

- Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs.
- Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages or using tobacco. A school-related activity includes, but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc., where students are involved.

Standard 6: Public Funds and Property

An educator entrusted with public funds and property should honor that trust with a high level of honesty, accuracy, and responsibility.

Ethical conduct includes, but is not limited to, the following:

- Maximizing the positive effect of school funds through judicious use of said funds.
- Modeling for students and colleagues the responsible use of public property.

Unethical conduct includes, but is not limited to, the following:

- Misusing public or school-related funds.
- Failing to account for funds collected from students or parents.
- Submitting fraudulent requests for reimbursement of expenses or for pay.
- Co-mingling public or school-related funds with personal funds or checking accounts.
- Using school property without the approval of the local board of education/governing body.

Standard 7: Remunerative Conduct

An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

Ethical conduct includes, but is not limited to, the following:

- Insuring that institutional privileges are not used for personal gain.
- Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization.

Unethical conduct includes, but is not limited to, the following:

- Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.
- Accepting gifts from vendors or potential vendors for personal use or gain where there appears to be a conflict of interest.
- Tutoring students assigned to the educator for remuneration unless approved by the local board of education.

Standard 8: Maintenance of Confidentiality

An educator should comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.

Ethical conduct includes, but is not limited to, the following:

- Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves professional purposes or is required by law.
- Maintaining diligently the security of standardized test supplies and resources.

Unethical conduct includes, but is not limited to, the following:

- Sharing confidential information concerning student academic and disciplinary records, health and medical information, family status/income, and assessment/testing results unless disclosure is required or permitted by law.
- Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school system or state directions for the use of tests or test items.
- Violating other confidentiality agreements required by state or local policy.

Standard 9: Abandonment of Contract

An educator should fulfill all of the terms and obligations detailed in the contract with the local board of education or educational agency for the duration of the contract.

Unethical conduct includes, but is not limited to, the following:

- Abandoning the contract for professional services without prior release from the contract by the employer;
- Refusing to perform services required by the contract.

Reporting

Educators are required to report a breach of one or more of the Standards in the Alabama Educator Code of Ethics as soon as possible, but no later than sixty(60) days from the date the educator became aware of the alleged breach, unless the law or local procedures require reporting sooner. Educators should be aware of their local school board policies and procedures and/or chain of command for reporting unethical conduct. Complaints filed with the local or state school boards, or with the State Department of Education Teacher Certification Section, must be filed in writing and must include the original signature of the complainant.

Alabama Administrative Code 290-3-2-.05

(1)-5-c Each Superintendent shall submit to the State Superintendent of Education within ten calendar days of the decision, the name and social security number of each employee holding an Alabama certificate or license who is terminated, or non-renewed, resigns, or is placed on administrative leave for cause, and shall indicate the reason for such action.

Disciplinary Action

Disciplinary action shall be defined as the issuance of a reprimand or warning, or the suspension, revocation, or denial of certificates. "Certificate" refers to any teaching, service, or leadership certificate issued by the authority of the Alabama State Department of Education.

Alabama Administrative Code 290-3-2-.05

(1) Authority of the State Superintendent of Education

(a) The Superintendent shall have the authority under existing legal standards to:

1. Revoke any certificate held by a person who has been proven guilty of immoral conduct or unbecoming or indecent behavior in Alabama or any other state or nation in accordance with Ala. Code §16-23-5 (1975).
2. Refuse to issue a certificate to an applicant whose certificate has been subject to adverse action by another state until after the adverse action has been resolved by that state.
3. Suspend or revoke an individual's certificate issued by the Superintendent when a certificate or license issued by another state is subject to adverse action.
4. Refuse to issue, suspend, or recall a certificate for just cause.

Any of the following grounds shall also be considered cause for disciplinary action:

- Unethical conduct as outlined in the Alabama Educator Code of Ethics, Standards 1-9.
- Order from a court of competent jurisdiction.
- Violation of any other laws or rules applicable to the profession.
- Any other good and sufficient cause.

An individual whose certificate has been revoked, denied, or suspended may not be employed as an educator, paraprofessional, aide, or substitute teacher during the period of his or her revocation, suspension, or denial.

HARASSMENT

(CCBOE Policy No. 3.43, 6.40, 6.40.1)

- I. The Choctaw County Board of Education prohibits harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, or social and family background. This policy also applies to non-employment volunteers who work subject to the control of school authorities.

II. The Superintendent shall develop procedures which shall be used by persons alleging harassment.

III. Sexual Harassment by Students – The Choctaw County Board of Education desires to maintain an academic environment in which all students are treated with respect and dignity. A vital element of this atmosphere is the Board’s commitment to equal opportunities and the eradication of discriminatory practices including sexual harassment. Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the Choctaw County Board of Education. Sexual harassment’s destructive impact wastes human potential, demoralizes students, and perpetuates the tendency toward further unacceptable behavior. For these reasons, the Choctaw County Board of Education forbids harassment against any student on the basis of gender. The Board will not tolerate harassment activity by any of its students.

A. Definition – Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment occurs on school property or at a school-sponsored event, that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact, or that substantially interferes with a student’s academic performance, or creates an intimidating, hostile, or offensive school environment.

Examples of sexual harassment may include but are not limited to the following:

1. Verbal harassment or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications, e.g., a person’s body, clothes or sexual activity;
4. Unwelcomed or inappropriate physical contact such as patting, pinching, or unnecessary touching;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
6. Display of sexually suggestive objects, pictures, or written materials;
7. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

B. Specific Prohibition - It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.

C. Procedures - Any student who alleges sexual harassment by an employee or another student should report the harassment to the building principal, assistant principal(s), guidance counselors or school system Title IX coordinator. Filing of a complaint or otherwise reporting sexual harassment will not affect the student’s status,

extracurricular activities, grade or any other assignments. The complaint should be in writing, state the act or acts, state the date(s), state the names of witnesses, and be signed by the complainant.

1. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.
2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

D. Penalties - A substantiated charge against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.

IV. Sexual Harassment by Employees – Definition – Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education;
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or student's educational performance, or creating an intimidating, hostile or offensive work or school environment.
- D. Examples of sexual harassment may include, but are not limited to, the following:
 1. Verbal harassment or abuse of a sexual nature;
 2. Subtle pressure for sexual activity;
 3. Repeated remarks to a person with sexual or demeaning implications, e.g., a person's body, clothes or sexual activity;
 4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
 5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
 6. Display of sexually suggestive objects, pictures, or written materials.
- E. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
- F. Any suspected child abuse shall be reported in accordance with state law.
- G. Specific Prohibition – Sexual harassment in any form is prohibited. All claims of sexual harassment will be subject to prompt and thorough investigation.

1. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates, including, but not limited to, incidents when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.
2. It is sexual harassment for a non-administrator and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to penalties.
3. It is sexual harassment for a Choctaw County Board of Education employee to use his or her authority to solicit sexual favors or attention from students. Board employees who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.

H. Procedures – It is the responsibility of any employee to promptly report any occurrence of alleged sexual harassment. This policy on sexual harassment shall be communicated to all employees to inform them that a procedure exists for reporting claims of sexual harassment, that management will promptly investigate all alleged incidents of sexual harassment, and appropriate corrective action will be taken. Complaints should be reported to the Superintendent or designee and should be in writing, state the act(s), state the date(s), state the name(s) of witnesses and be signed by the complainant.

Investigations will be conducted with discretion. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. Claims found to be factually supported will be promptly acted upon. No employee or student shall be retaliated against, in any manner, for reporting conduct which is believed to be a violation of this rule or for participating in an investigation of a possible violation of this rule.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

I. Penalties – Necessary disciplinary action, up to and including termination, may result if sexual harassment occurs. Any employee who makes false allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

PERIOD OF QUIET REFLECTION

(CCBOE Policy No. 3.61; Code of Alabama 16-1-20, 16-1-20.4)

At the opening of every school day, Choctaw County School System teachers shall provide students a moment of quiet reflection for one (1) minute.

CHAIN OF COMMAND

(CCBOE Employee Handbook Committee; CCBOE Policy No. 3.10, 3.22, 3.30)

All faculty and staff members are to follow the prescribed chain of command when dealing with school related issues (i.e. technology, maintenance, supplies, classrooms, monies, athletic fields, buildings, etc.), on their particular campus. This chain of command begins with the building principal/supervisor, who is the immediate supervisor of everyone on the school campus. This chain then extends to the designee, who is left in charge in the absence of the building principal/supervisor.

The chain of command that employees should adhere to is as follows:

1. Principal/Supervisor
2. Assistant Principal or Designee (in the absence of the Principal)
3. Central Office Administrator (in charge of particular area)
4. Superintendent
5. Board of Education

Employees jumping ranks and reporting to whomever they feel is unexcused. Actions such as these demonstrate indifference and disrespect toward the standing and authority of the building principal/supervisor. Such occurrences result in chaos and run the risk of ineffective communication or decision making, as those needing to know are now cut out of the chain of communication.

Implementation then becomes challenged because all in control do not have the specific new information. Disregard for the chain of command destroys the organization and inhibits proper management skills from being implemented. Employees should not have the ability to freely report issues to whomever they feel whenever they choose. This obstructs smooth operations, undermines authority, and results in chaos. For this reason, the chain of command is a factor that must be communicated and followed by all employees. It is critical for every individual to comprehend the importance of the chain of command and understand who they must report to in the case of a problem or inquiry. It should be emphasized that all faculty and staff should check with their immediate supervisor on all issues pertaining to their particular campus before seeking guidance elsewhere.

PROGRESSIVE DISCIPLINE

(CCBOE Employee Handbook Committee; CCBOE Policy No. 3.22, 3.30, 6.50; Code of Alabama 16-8-23, 16-9-23)

- I. Local School or Work-Site
 - a) Everything begins with observations and dialogues.

- b) Dialogues begin in earnest when the leader observes undesired behavior(s) that needs to be changed.
- II. Initial Discussions Take Place In The Classroom/Department
 - a) Coaching discussions or dialogues take place with the goal of changing undesired behavior. When coaching discussions or dialogues seem to meet resistance, they need to be documented, in writing, with each party signing.
 - b) If discussions/dialogues/conversations prove ineffective (behavior does not change), then the venue changes.
 - III. Subsequent Conversations Move To The Principal/Supervisor's Office
 - a) The discussions at this point become **Letters of Concern**. The phrasing will begin to focus on categories of behavior that are reflected in the Code of Alabama (§16-24C-6a), as reasons for termination:
 - 1) A justifiable decrease in the number of positions, incompetency, insubordination, neglect of duty, immorality, failure to perform duties in a satisfactory manner, or other good and just cause.
 - b) If a change in behavior is still not achieved and the undesired behavior continues, the **Written Warning** is the next step.
 - c) If the undesired behavior remains unchanged, the Superintendent is involved and a **Letter of Reprimand** is issued and placed in the employee's personnel file.
 - IV. Conversations Move To The Central Office
 - a) Conversations are now between the Superintendent, Principal/Supervisor, and the employee.
 - b) Administratively, the Superintendent is made aware of the circumstances and if the undesired behavior continues, Paid Administrative Leave may be in order to develop a plan to change the behavior. This may include Board action.
 - V. Board Action
 - a) The employee can receive suspension with or without pay for up to 20 days, transfer in lieu of termination, or demotion (transfer to a lesser position to which the employee is qualified to perform). None of the aforementioned actions have an opportunity of appeal.
 - b) The Superintendent can pursue termination. This action can be appealed.

****There are certain situations, which due to their nature or severity, that can move directly to the Board for action.****

WORK HOURS

(CCBOE Employee Handbook Committee; CCBOE Policy No. 3.22)

Central Office Administrators and Supervisors

- 8:00 a.m. until 4:30 p.m. (30 minute lunch break)

Central Office Support Personnel

- 7:30 a.m. until 4:00 p.m. (30 minute lunch break)

Principals & Assistant Principals

- 7:20 a.m. until 4:00 p.m. (30 minute lunch break)

School Support Personnel (without students for lunch)

- Secretaries – 7:20 a.m. – 3:50 p.m. (30 minute lunch break)
- Custodians – 7:30 a.m. – 4:00 p.m. (30 minute lunch break)
- LPNs – 7:30 a.m. – 4:00 p.m. (30 minute lunch break)
- RNs – 7:15 a.m. – 3:45 p.m. (30 minute lunch break)

School Support Personnel (with students for lunch)

- 7:20 a.m. until 3:20 p.m. (lunch is inclusive)

***Teachers and Aides**

- 7:20 a.m. until 3:20 p.m. (lunch is inclusive)

Counselors

- 7:30 a.m. until 4:00 p.m. (30 minute lunch break)

CNP Managers & 8 hour CNP Assistants

- 6:00 a.m. until 2:30 p.m. (30 minute lunch break)

7 hour CNP Assistants

- 6:00 a.m. until 1:30 p.m. (30 minute lunch break)

6 hour CNP Assistants

- 7:00 a.m. until 1:30 p.m. (30 minute lunch break)

Transportation Supervisor

- 8:00 a.m. until 4:30 p.m. (30 minute lunch break)

Transportation Secretary

- 7:30 a.m. until 4:00 p.m. (30 minute lunch break)

Mechanics

August through May

- 6:00 a.m. until 3:00 p.m. (1 hour lunch break)
- 8:00 a.m. until 5:00 p.m. (1 hour lunch break)

June and July

- 6:00 a.m. until 3:00 p.m. (1 hour lunch break)

*Please note that the given time represents regular school hours and that teachers are fully expected to work all necessary additional hours that are required to provide appropriate coverage and supervision for all official school activities.

TIME CLOCK PROCEDURES

(CCBOE Employee Handbook Committee; CCBOE Policy No. 3.22)

All employees of the Choctaw County Board of Education must clock in and clock out each day. All work days must be accounted for by either having time worked or leave entered. The district uses a time system requiring the employee to use the biometric readers thus recording their identity and time worked. Requests for leave and time edits should be submitted by the employee in a timely manner. It is the responsibility of the principal/supervisor of each school/site to ensure that employees are trained in the use of the time system and that the time records are accurate and true. Employees clocking in more than 5 minutes after their designated beginning time are considered late. Employees clocking out more than 5 minutes before their designated end time are considered to have left early. Failure of an employee to follow time clock procedures could result in termination. The consequences for being late are as follow:

- 3rd tardy – verbal warning
- 4th tardy – letter of reprimand to be placed in your personnel file
- 5th tardy – one (1) day suspension from work, without pay
- 6th or more tardies – one (1) additional day of suspension, without pay, for all tardies over 5

NOTE: Tardies are cumulative per semester (1st Semester July 1st through December 31st; 2nd Semester January 1st through June 30th)

DRESS CODE

(CCBOE Employee Handbook Committee; CCBOE Policy No. 3.22)

All employees should be professionally and appropriately dressed when conducting school related business. Departments may adopt a voluntary dress code as their uniform. The principal may approve exceptions to this dress code for special or occasional activities. Reasonable accommodation should be made for religious beliefs if such accommodation would not unduly interfere with the orderly operation of the school day.

Restrictions:

1. Revealing attire.
2. Suggestive attire.
3. Males wearing hats in the building.
4. Ragged attire.
5. Sweat suits or jogging pants (except for Physical Education teachers and as allowed for special occasions or special work as approved by the principal).
6. Shorts (except for Physical Education teachers, Band Directors, and knee length dress shorts).
7. Inappropriate footwear.

8. T-shirts that are considered underwear as outerwear (except for Physical Education teachers and as allowed for special occasions or special work as approved by the principal).
9. Spandex or bicycling attire used as outerwear. Leggings are only to be worn with an appropriate length top.

HOMEWORK
(CCBOE Policy No. 4.13)

Students will be provided opportunities to enhance and expand their understanding of skills and concepts through appropriate homework assignments. Such assignments should logically relate to classroom activities. Homework may be assigned to individual students within a class and/or to the entire class based on teacher judgment.

- I. Purpose of Homework: The assigning of homework for instructional purposes should be based on the following principles:
 - A. Homework instruction should be assigned for preparation, practice, extension, and creativity purposes.
 - B. The Preparation Level should include activities that help students to gain benefits from previous or future lessons.
 - C. Practice Level assignments should involve mastery of specific skills.
 - D. Assignment on the Extension Level should aid students in the transfer of concepts to application.
 - E. Creativity Level assignments should require an original interpretation of concepts to situations.

- II. Students' Responsibilities
 - A. Students should accept the responsibility of assignments missed -- both in the classroom and homework. Students must accept the responsibility of knowing where textbooks, workbook, and/or notebooks are that will be needed for completing assignments.
 - B. Arrangements for picking up homework should be the responsibility of the student/parent/guardian.
 - C. Students who have been absent from class one day/one period who has pre-assigned homework prior to the absence, should be prepared to turn in those assignments upon returning to school.
 - D. Students will be expected to assume the following responsibilities when homework is assigned:
 1. Complete the assignment in the specified time periods.
 2. Return the assignment on time.
 3. Do the best work possible when completing assignments.

- III. Teacher Responsibilities: Teachers will be expected to assume the following responsibilities when homework is assigned:
- A. Assign homework on a regular but reasonable basis, keeping in mind the nature of the assignment, the age of the student, and demands that may be placed on students by other teachers.
 - B. Assign homework that is related to instructional activities.
 - C. Grade/check the homework and return it to students on a timely basis.
 - D. Utilize homework as an important part of student evaluation.
 - E. Expect all students to complete assignments.
- IV. Homework Assignment, Requests and Grading
- A. Homework should be assigned on a regular basis and posted in the classroom at the same place each day indicating the due date. Teachers should maintain a log showing daily lesson plans and due date. It is the student's responsibility to use the buddy system for homework assignments.
 - B. Homework requests may be made to the student's counselors. Homework assignments should not be requested unless the student has been absent two or more days. Teachers will be given one day notices for homework requests. Homework requests will be placed in the teacher mailboxes. Homework should be sent to the main office before 3:00 p.m. on the date requested. Homework resulting from prolonged absences will be at the discretion of each teacher.
 - C. Homework should be graded consistently. The grading of homework on effort and/or correct answer is left to the discretion of each teacher depending on subject matter.

TRANSPORTATION REQUESTS
(CCBOE Employee Handbook Committee)

The following is the procedure that will be used in regard to securing a school bus and paying the bus driver from local funds.

1. Fill out a Transportation Request Form and submit it to the principal to be signed.
Note: All requests must be submitted prior to each trip and sent to the Transportation Department, seven (7) days prior to the trip. A separate request form must be filled out for each trip and for each bus used.
2. The principal will forward the approved request to the Central Office.
3. The Superintendent will forward the request to the Transportation Supervisor following his/her approval.
4. The Transportation Supervisor will forward the approved request back to the school.
5. The school secretary will give the teacher/coach the original copy of the approved request form. The school secretary will keep a copy. **REMEMBER THAT YOU ARE NOT TO BOARD A BUS BEFORE HAVING AN APPROVED TRANSPORTATION REQUEST. (APPROVAL FROM THE PRINCIPAL, THE SUPERINTENDENT, AND THE TRANSPORTATION SUPERVISOR).**
6. On the day of the trip, the teacher/coach will give their copy of the request to the driver before any students are allowed to board the bus.

7. If a trip is cancelled, or if the bus is not required, it is the responsibility of the activity sponsor or coach to notify the school secretary and transportation, so that a charge will not be incurred.
8. Upon return to the school, the teacher/coach will complete the teacher/chaperone section of the form.
9. The bus driver will complete the bus driver section of the form and return the form to the school secretary.
10. The school secretary will submit the following forms to the LSA Bookkeeper: the completed Transportation Request Form, a Purchase Order Requisition, and the Worksheet for Figuring Athletic/Field Trips for Bus Drivers.
11. The LSA Bookkeeper will process the Purchase Order Requisition into a Purchase Order. The Purchase Order will then be forwarded to the CSFO and the Superintendent for approval.
12. Once the Purchase Order is approved, it will be forwarded back to the LSA Bookkeeper for distribution. The white copy will be forwarded to the Human Resource Director for payment, according to monthly payroll procedures. The yellow copy will be kept in the Accounting Department. The pink and gold copies will then be forwarded to the school.
13. An invoice will be forwarded to the school from the LSA Bookkeeper, once it is received from the Human Resource Director.
14. The school secretary will then forward the pink copy, with the proper signature, to the LSA Bookkeeper for payment.

*****There should be no lag time in this routine process. Information should be processed as soon as it is received, so that the bus driver can be paid in a timely manner.*****

REQUISITIONS

(CCBOE Employee Handbook Committee; CCBOE Policy No. 7.65)

1. Principals are requested to inform all teachers that purchase orders shall be handled through their school office. Walk-thru purchase orders will not be accepted.
2. Do not remove any part of the purchase order before it is processed through the Central Office (make a photocopy if necessary).
3. Please put the page number and date the purchase order in the Requisition Section (top right section).
4. A signature stamp may be used. However, if using a signature stamp, be sure that the principal has approved the purchase order. The person responsible for handling the purchase order must initial behind the stamp. The principal's original signature is preferred.
5. Classification Fund must be completed. This cannot be done over the telephone. The teacher must sign on the teacher's signature line, only for fee money. Teacher's signature must be first and last name.
6. Employee numbers are listed on the Instructional Budget Report. This number must be placed to the left of the teacher's signature. Please use red ink to code numbers.
7. All copies must be legible.
8. Corrections on the requisition can only be made with a single strikethrough.

PURCHASE ORDERS

(CCBOE Employee Handbook Committee; CCBOE Policy No. 7.65)

1. Do not put a date in the Purchase Order Section.
2. Purchase orders will be mailed or faxed from the Central Office, unless marked “pick up.” Purchases made without prior approval will become the responsibility of the individual making the purchase.
3. Window envelopes are used to mail purchase orders; therefore, be sure the vendor’s name and address including the zip code is correct. If the address is not complete, the purchase order will be returned.
4. Use vendor numbers on all purchase orders. If no vendor number is found, write “none.”
5. Individual and collective purchases cannot be placed on the same purchase order.
6. Use separate purchase orders for materials/supplies, equipment, and technology purchases.
7. All accounts must be separate. No two accounts can be placed on the same purchase order, if technology purchases are included.
8. Be sure there is a grand total on the TOTAL LINE of the purchase order.
9. After the Superintendent of Education has approved the order – **NO ITEM MAY BE SUBSTITUTED.**
10. After the purchase order has been processed at the Central Office, it will be stamped “CANCEL IF NOT SHIPPED IN 30 DAYS – ABSOLUTELY NO BACKORDERS.”

MATERIALS RECEIPT

(CCBOE Employee Handbook Committee)

1. Before returning the pink copy of the purchase order to the Central Office for payment, the purchase order must be balanced with the invoice. Pink copies submitted for payments that do not balance with the invoice will be returned. When invoices are received at the Central Office, a copy will be placed in your mailbox for your files. These do not have to be returned.
2. Equipment inventory information must be completed before returning pink copy of purchase order to the Central Office.
3. The **MATERIALS RECEIPT** portion of the purchase order must be dated and signed.