

Baldwin County School District A Charter System of Georgia

Dr. Noris Price, Superintendent

110 N ABC Street

Milledgeville, Georgia 31061

478-453-4176

www.baldwincountyschoolsga.org



**Employee Handbook
2023-2024**

Baldwin County School District's Mission, Vision & Beliefs

Mission

The mission of the Baldwin County School District is to educate students who will graduate from High School with the knowledge, skills, and values to be college and/or career ready in order to be contributing members of a global society.

Vision

Our vision is to empower students through a positive, culturally responsive and stimulating environment where students will recognize and achieve their fullest potential.

Beliefs

1. We believe all students can learn
2. We believe all individuals are inherently unique and valuable and those unique differences enhance learning
3. We believe effective and engaging teachers have a positive impact on learning
4. We believe learning is a continuous, lifelong process
5. We believe learning is a shared responsibility: school, home, and community - for which we are all responsible
6. We believe collaboration creates accomplishments greater than the sum of individual efforts
7. We believe data analysis leads to informed decisions
8. We believe technology will continue to transform the educational landscape
9. We believe our efforts should be focused, aligned, and responsive to the social and economic wellbeing of our community
10. We believe a positive culture, community, and learning environment are crucial to the success of all stakeholders

Baldwin County School District's Strategic Plan

<https://www.baldwincountyschoolsga.org/school-board-strategic-plan>

Locations

Baldwin High School
Jason Flanders Principal

<https://www.baldwincountyschoolsga.org/baldwin-high>

Oak Hill Middle School
Manzie Broxton, Principal

<https://www.baldwincountyschoolsga.org/oak-hill-middle>

Georgia College Early College
Dr. Runee Sallad, Director

<http://www.gcsu.edu/earlycollege>

Lakeview Academy
Dr. Shawne Holder, Principal

<https://www.baldwincountyschoolsga.org/lakeviewacademy>

Midway Hills Academy
Terri Carty, Principal

<https://www.baldwincountyschoolsga.org/midwayhillsacademy>

Lakeview Primary School
Tracy Clark, Principal

<https://www.baldwincountyschoolsga.org/lakeviewprimary>

Midway Hills Primary School
Tara Burney, Principal

<https://www.baldwincountyschoolsga.org/midwayhillsprimary>

The Early Learning Center
Dr. Wanda Stewart, Director

<https://www.baldwincountyschoolsga.org/early-learning-center>

Montessori Academy
Michelle Grove, Director

<https://www.gcsu.edu/montessori>

Baldwin Success Academy &
Baldwin On-Line Academy
Antonio Ingram, Director

www.baldwincountyschoolsga.org
<https://www.baldwincountyschoolsga.org/baldwin-online-academy>

Programs

Foothills Charter

<http://www.foothillscharter.org/>

Central Office Departments

(478) 453-4176

Superintendent

Dr. Noris Price

noris.price@baldwin.k12.ga.us

Office of the Superintendent

Gina Whitaker, Executive Assistant

gina.whitaker@baldwin.k12.ga.us

Operations, Facilities, Student Services

Deputy Superintendent

Matt Adams

matt.adams@baldwin.k12.ga.us

District Literacy Coach

Dr. Cynthia Barr

cynthia.barr@baldwin.k12.ga.us

School Social Worker

Ola Scott-Little

ola.scott-little@baldwin.k12.ga.us

Elementary Curriculum & Instruction

Erica Ingram

erica.ingram@baldwin.k12.ga.us

Middle and High School Curriculum & Instruction

Ashley Broxton

ashley.broxton@baldwin.k12.ga.us

Programs for Exceptional Children

Christy GoForth, Director

christy.goforth@baldwin.k12.ga.us

Transportation

Eric Little, Director

eric.little@baldwin.k12.ga.us

School Nutrition

Susan Nelson, Director

susan.nelson@baldwin.k12.ga.us

Technology

Brian Daniel, Director

brian.daniel@baldwin.k12.ga.us

Finance & Procurement

Samantha Jenkins, Chief Financial Officer

samantha.jenkins@baldwin.k12.ga.us

Human Resources

Anitra Douglas, Director

anitra.douglas@baldwin.k12.ga.us

Public & Community Relations

Eric Jones

eric.jones@baldwin.k12.ga.us

Safety and Security Director

Corey Goble

corey.goble@baldwin.k12.ga.us

Appearance Matters

The Baldwin County School District is striving to build a district that supports individuality and a professional work environment. We have updated our dress code to ensure that all employees present themselves to all stakeholders in a manner which represents the education profession. All employees, certified and classified, should model appropriate attire for our students and are expected to project a professional image that supports the learning environment and the mission of BCSD.

Employees should refrain from wearing clothing, face coverings or any attire containing social or political messages that are detrimental to, or does not promote, the mission, objectives and purposes of the District.

Each building Principal will be responsible for ensuring that his/her staff always exemplifies a professional appearance. At the Principal's discretion, reasonable accommodations shall be made at times for Physical Education, Grade Level/Content Specific teachers (i.e. Art, Science, Pre-Kindergarten, Kindergarten, and PEC). Principals may choose to make this determination based on submitted curriculum/lesson plans. The Principal is allowed discretion to make adaptations to the dress guidelines in the following cases: School Spirit Days, Field Days, Field Trips or other Special Events. This does not mean that every Friday is automatically "Dress Down Day" and that all guidelines will be eliminated. The Principal's judgement will prevail. If you have questions about what this means for you, talk with your building administration.

Daily attire for employees is business casual. Attire for public relation occasions should be business attire for ladies, dress shirts and ties for gentlemen and business shoes. All clothing should be clean, neat, and free of wrinkles, stains, rips and holes. The following guidelines considers the environment and the job assignment of the employee.

GENTLEMEN

Look Professional!

Gentlemen should wear dress pants, slacks, or khaki pants. Shirts should be a collared shirt or a dress shirt, have sleeves, and be tucked in and a belt should be worn. Ties are optional but encouraged.

LADIES

Look Professional!

Ladies should wear dress pants, slacks, khaki pants, dresses or skirts that are knee length or longer from all angles. Blouses or shirts should provide appropriate coverage, should not be revealing or should not be "see through" and should provide appropriate coverage of the shoulders. Dresses, tops or blouses that are sleeveless or have straps should **not** reveal undergarments and should extend from the collarbone to the end of the shoulder. Leggings may be worn with a top, dress or skirt that is knee length from all angles.

Shoes should be worn that provide comfort and safety. Slip-resistant shoes are suggested to reduce the risk of falls.

Sandals may not be casual beach type sandals (flip-flops/shower shoes). Dressy, open toe sandals may be worn. Sandals with closed heels or with a back strap are encouraged.

Athletic footwear for **designated** positions must be neat, clean and appropriate for the work environment.

TATTOOS, PIERCINGS & JEWELRY

Should not Distract!

Care must be taken to avoid distractions caused by tattoos, piercings and body art.
Jewelry shall be professionally appropriate and not a distraction.

HATS, HEAD AND FACE COVERING, & HAIR

Look Professional!

Hats are not appropriate for work. Head covers that are required for medical reasons or religious purposes are allowed. Hair must be neat, clean and professional looking. Hair shall not be dyed distracting colors including but not limited to purple, pink, green, orange, etc.

Employees wearing face covering such as face masks should make sure that masks with logos, or designs are appropriate for the workplace. Avoid signs, symbols, messages that may be a distraction to the instructional program.

When in doubt, refer to this list of attire not deemed appropriate for the workplace: Athletic or workout clothing, including yoga pants or tops.

- Skirts, or slits in skirts/dresses, tops worn over leggings that are not knee length from all angles.
- Shirts with spaghetti straps.
- See-through clothing that exposes undergarments or clothing that allows the exposure of our midriff or waist.
- Clothing with stains, tears, holes, etc.
- Clothing that is wrinkled.
- Shorts with the exception of physical education teachers in activity classes and/or as approved by the administration for field days.
- Hats should not be worn indoors.
- Leggings/tights as trousers with casual tops.
- Flip-flop shower-type shoes, beach or pool shoes. Athletic slides are not permissible.
- Denim jeans except on designated “spirit or dress down days” or with administrative approval.
- Clothing that causes distractions to our mission.

Professional Attire

DRESS CODES

WOMEN'S



Business - Formal



Business



Business Casual



Smart Casual



Casual



DRESS CODES

MEN'S



Business - Formal



Business



Business Casual



Smart Casual



Casual

Non-Professional Attire



The Baldwin County School District is an Equal Opportunity Employer
BCSD Policy GAAA

The School District does not discriminate on the basis of race, color, national origin, religion, age, disability, or sex in its employment practices. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title VII, Title IX, and Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA) and all accompanying regulations.

The following individuals have been designated as the employees responsible for coordinating the Board's efforts to implement this nondiscriminatory policy: Title VI/Title VII/ADEA/ADA and Section 504, as they relate to employment practices/Genetic Information/ Veteran Status Coordinator: **Director of Human Resources and Procurement**

Section 504 (accessibility) Coordinator: **Deputy Superintendent**

Inquiries from employees or applicants for employment concerning the application of federal non-discrimination laws within the Baldwin County School District may be addressed to the persons listed above at the Baldwin County Board of Education, 110 North ABC Street, Milledgeville, Georgia 31061, and (478) 453-4176.

Any employee, applicant for employment, or other person who believes he or she has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

COMPLAINTS PROCEDURE

Complaints made to the School District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI; religion or sex in violation of Title VII; sex in violation of Title IX; disability in violation of Section 504 or the ADA, or on the basis of age in violation of the ADEA, will be processed in accordance with the following procedure:

1. Any employee, applicant for employment, or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.

3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator, and the Superintendent or his or her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
6. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen work days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the School District to take. The complainant shall also include in the written response a request that his or her complaint be referred to the Board of Education.
7. Within thirty work days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator or designee, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.

8. The Board of Education will either uphold the recommendation of the Superintendent or require the School District to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the School District.
9. This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure pursuant to Policy GBK Professional Personnel Suspension-Certified Employee Suspension/Termination/Non-Renewal. The complainant retains at all times the right to contact the Office of Civil Rights, the Equal Employment Opportunity Commission or any other appropriate state or federal agency with regard to any allegations that the system has violated the statutes described above.
10. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to employees through appropriate procedures.
11. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
12. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and in compliance with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

Employee Rights and Responsibilities BCSD Policy GAM

The Baldwin County Board of Education believes that all employees and volunteer workers should be good role models for all youth of this community, state and nation. Therefore, the following procedures shall be adhered to when consideration is being given to a volunteer worker or an applicant for employment.

CRIMINAL RECORDS CHECK

All new employees of the school district and all volunteers participating in overnight field trips shall undergo a record check to determine whether said person has ever been convicted of a crime or has a criminal record.

The Superintendent shall require all such new employees and volunteers to execute the appropriate forms required by law and to undergo a criminal record check to obtain the necessary criminal information from the appropriate law enforcement agency and/or the Georgia Crime Information Center (GCIC).

Any criminal record information furnished by the GCIC or any other law enforcement agency shall be placed in a separate, confidential section of the employee's permanent records folder maintained pursuant to rule GAK, and access to such information shall be limited to the Superintendent, the Director of Personnel, the School Board Attorney and any other person designated by the Superintendent.

In the course of carrying out his/her duty to investigate situations involving possible employee misconduct, the Superintendent may in his/her discretion require an employee serving in a volunteer capacity with the school district to submit to a criminal records check.

EMPLOYEE INDICTED, CHARGED OR BOUND OVER

Any employee who is arrested, charged by accusation or indicted shall report the same to his/her principal or supervisor and the Superintendent in writing, as soon as reasonably practical but in no event later than five (5) days.

If an employee is arrested, bound over to a grand jury, indicted, or accused of a felony or serious misdemeanor, the Personnel Director shall consult with the Superintendent and if needed, the Board Attorney, to determine the appropriate status of the employee while criminal charges are pending.

Normally, if the conduct resulting in the criminal charges is also an offense against the employment relationship with the school system, the appropriate disciplinary action shall be instituted and the employee suspended or discharged as appropriate.

If the conduct resulting in the criminal charges is completely unrelated to the school system and will not

be likely to damage the employer-employee relationship, the employee will normally be allowed to continue working.

If the conduct resulting in criminal charges does not relate directly to the duties of the position but is of a serious and aggravated nature so as to interfere with the employer-employee relationship or embarrass the school system, the employee may be suspended pending disposition of the charges.

An employee suspended pending the disposition of criminal charges shall not be present at his/her normal work site during the period of suspension.

If a suspended employee is not available for work within 30 days of the institution of criminal charges, the position may be declared vacant and filled in the normal course of filling vacancies.

If the criminal charges are disposed of in favor of the employee, he/she shall be reinstated with back pay from the date suspended less any compensation received from any other source during the period of suspension, but subject to the paragraph above.

The Baldwin County School District is a Drug Free Tobacco Free Workplace BCSD Policy GAMS

The employees of the Board of Education are a valuable resource and their health and safety is therefore a serious concern. The Board will not tolerate any drug or alcohol use which imperils the health and well-being of its employees or threatens its business.

The use of illegal drugs and abuse of other controlled substances, on or off duty, is inconsistent with law abiding behavior expected of all citizens. Employees who use illegal drugs or abuse other controlled substances or alcohol, on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost, delay and risk in the Board's business.

Furthermore, employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and drugs. Employees who abuse alcohol or drugs are a danger to themselves and to other employees. In addition, drug and alcohol abuse inflicts a terrible toll on the nation's productive resources and the health and well-being of American workers and their families.

The Board of Education is therefore committed to maintaining a safe and healthy workplace free from the influence of alcohol and drugs. In addition, the Board will vigorously comply with the requirements of the Drug-Free Workplace Act of 1988.

SECTION II - AUTHORIZED USE OF PRESCRIBED MEDICINE

Employees undergoing prescribed medical treatment with any drug which may alter their behavior or physical or mental ability must report this treatment upon receipt of such prescription to their Supervisor **and** the Department of Personnel, which will determine whether the Board should temporarily change the employee's job assignment during the period of treatment. Employees must keep all prescribed medicine in its original container, which identifies the drug, date of prescription, prescribing doctor and dosage instructions. (Ref. O.C.G.A. § 16-13-75).

SECTION III- PROHIBITIONS

Board of Education policy prohibits the following:

1. Use, possession, manufacture, distribution, dispensation or sale of illegal drugs or drug paraphernalia on Board premises or Board business, in Board supplied vehicles, or during working hours;
2. Unauthorized use or possession of a controlled substance on Board premises or Board business, in Board supplied vehicles, or during working hours; manufacture, distribution, dispensation or sale of a controlled substance on Board premises or Board business, in Board supplied vehicles, or during working hours;
3. Unauthorized use, manufacture, distribution, or sale of alcohol at a Board workplace during working hours or while operating a Board vehicle.
4. Being under the influence of an unauthorized controlled substance or illegal drug on Board premises or Board business, in Board supplied vehicles, or during working hours; being “under the influence” of an unauthorized controlled substance or illegal drug is defined as testing positive at a specified ratio of milligrams per liter.
5. Being under the influence of alcohol at a Board workplace during working hours or while operating a Board vehicle being under the influence of alcohol is defined as a blood alcohol content of .04 or higher.
6. Use of alcohol off Board premises that adversely affects the employee’s work performance, his own or others’ safety at work, or the Board’s regard or reputation in the community;
7. Possession, use, manufacture, distribution, dispensation or sale of illegal drugs off Board premises that adversely affects the employee’s work performance, his own or others’ safety at work, or the Board’s regard or reputation in the community;
8. Switching or adulterating any urine sample submitted for testing;
9. Refusing consent to testing or to submit a breath, saliva, urine or blood sample for testing when requested by appropriate Board officials;
10. Refusing to submit to an inspection when requested by Board officials;
11. Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled;
12. Conviction under any criminal drug law;
13. Arrest under any criminal drug law under circumstances which adversely affect the Board’s regard or reputation in the community;

14. Failure to notify the Principal or immediate supervisor **and** Director of Personnel of any arrest or conviction under any criminal drug or alcohol law within five days of the arrest or conviction;
15. Failure to report to the Principal or immediate supervisor **and** the Director of Personnel the use of a prescribed drug which may alter the employee's behavior or physical or mental ability upon the receipt of such prescription;
16. Failure to keep prescribed medicine in its original container;
17. Refusal to complete a Medical Questionnaire and Consent Form prior to testing;
18. Refusal to complete the Toxicology Chain of Custody Form after submission of a urine or blood specimen.

SECTION IV - DRUG AND ALCOHOL TESTING

Whenever the Board reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, the Board may require the employee to submit a breath, saliva, urine and/or blood specimen for alcohol and drug testing. An employee who tests positive for alcohol or drugs as a result of such a test will be in violation of this policy.

The Board may randomly test law enforcement employees who carry firearms. The Board shall also randomly test bus drivers as required by federal law and regulations and may randomly test other categories of employees who occupy safety sensitive positions. An employee who tests positive for alcohol or drugs during a random test will be in violation of this policy.

Whenever the Board requires an employee in a law enforcement position or an employee in a safety sensitive position (other than an employee required to have a commercial driver's license) to undergo a physical exam, that examination will include a breath, saliva, urine and/or blood test for alcohol and drugs. An employee who tests positive for alcohol or drugs during such a physical exam will be in violation of this policy.

Whenever the Board has reasonable suspicion to believe that an employee may have contributed to an on-the-job accident involving a fatality, bodily injury, or damage to property, the Board must require the employee to submit a breath, saliva, urine and/or blood specimen for alcohol or drug testing. An employee who tests positive for alcohol or drugs as a result of such a test will be in violation of this policy.

The Board will afford employees subject to testing the opportunity, prior to testing, to list all prescription and non-prescription drugs they have used in the last thirty days and to explain the circumstances surrounding the use of such drugs.

Employees subject to testing must sign, prior to testing, an approved form consenting to the testing and consenting to the release of the test results to the Board's Department of Personnel.

Prior to taking any action, the Board will give all employees who test positive for alcohol or drugs the opportunity to explain the test results.

The Director of Personnel will report all positive alcohol or drug tests to the Superintendent and other administration officials on a need-to-know basis.

SECTION V - INSPECTIONS

Employees may be assigned Board-owned offices, vehicles, lockers, desks, cabinets and cases for the mutual convenience of the Board and its personnel. Employees have no expectation of privacy in any such vehicles, desks, etc. nor in any personal belongings which they may place in such areas.

Whenever the Board of Education reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, the Board may search the employee, the employee's locker, desk or other Board property under the control of the employee.

Whenever the Board reasonably suspects that an employee has sold, purchased, used or possessed alcohol, drugs or drug paraphernalia on Board premises, the Board may inspect the employee, the employee's locker, desk or other Board property under the control of the employee.

Inspections under this policy are limited to investigations into work related misconduct and offenses against the employment relationship. Any searches for law enforcement purposes must comply with all applicable criminal procedure standards.

SECTION VI - CONSEQUENCES FOR VIOLATION OF THIS POLICY

Violation of Section III - Prohibitions of the Board's Alcohol and Drug Policy may result in severe disciplinary action, including discharge for a first offense, at the Board's sole discretion.

In addition to any disciplinary action for a positive test for alcohol or drugs, the Board may, in its discretion, through its Human Resources Department, refer an employee for assessment, counseling, and referral to a treatment program for alcohol or drug abuse. Employees referred by the Board as a result of a positive test for alcohol or drugs must immediately cease any alcohol or drug abuse, must submit themselves to periodic unannounced testing for a period of twenty-four months, and must comply with all other conditions of the treatment and counseling program.

SECTION VII - CONDITION OF EMPLOYMENT

Compliance with the Board's substance abuse policy is a condition of employment. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection or test, or follow any prescribed course of substance abuse treatment will be grounds for termination.

Baldwin County School District Policies and Procedures

Policies for the Baldwin County School District are reviewed annually. During the school year there may be occasions when certain policies must be revised as mandated by changes in legislation at the federal or state level. Employees are encouraged to review BCSD policies on a regular basis.

Baldwin County School District Policies are available online and assessable using the eboard link:

[Baldwin County School District Policies](#)

Quick Link to Employee Policies

Educator Ethics	
Baldwin County School District Employee Ethics:	BCSD Policy Educator COE
Georgia Professional Standards Educator Code of Ethics:	GAPSC Educator COE

Certification	
Baldwin County School District Employee Certification:	BCSD Policy GBA
Georgia Professional Standards Commission Educator Certification:	GAPSC Educator Certification
Educator Individual Certification:	MyGAPSC

Hiring Processes & Dress Code	
Baldwin County School District Recruitment:	BCSD Policy GBC
Baldwin County School District Hiring:	BCSD Policy GBD
Criminal Background Checks on Personnel:	BCSD Policy GAK(1)
Employee Dress Code:	BCSD Dress Code

Employee Leave Policies and School Closings	
Baldwin County Leave and Absences:	BCSD Policy GARH
Baldwin County School District Family Medical Leave:	BCSD Policy GBRIG
Requesting Leave:	AESOP
Emergency School Closings:	BCSD Policy AFC
Sick Leave Donation Bank	BCSD Sick Leave Donation Bank GRIB(1)-R(1)

Employee Complaints, Grievances and Harassment	
Baldwin County School District Complaints & Grievance Procedures:	BCSD Complaints and Grievances GAE
Baldwin County School District Harassment:	BCSD Policy GAEB

Annual Evaluations & Professional Learning	
Baldwin County School District Annual Evaluation Policy:	BCSD Policy GBI
Baldwin County School District Professional Learning Policy:	BCSD Policy GAD

Employee Pay and Work Schedules	
Personnel Compensation and Contracts:	BCSD Policy GBA
Baldwin County School District Local Teaching Supplements:	BCSD Local Teaching Supplement
Employee Workload:	BCSD Professional Workload GBRC
Salary Deductions:	BCSD Salary Deductions GAL

Cellular Phone Use

Employees should not use cellular phones during instructional time. Exceptions to this will be in an emergency situation or with permission by the building administrator.

Professional Learning

Professional Learning Days have been designated during the school year. Employees must enter a request into AESOP to ensure adequate coverage for PL days that require a substitute teacher.

Attendance

All staff members are expected to be at work and on-time regularly. It is understood that situations may arise, and employees are expected to use the AESOP system to report leave and contact their reporting school in the event of tardiness or emergency absence.

Employee Identification and Building Access Cards

All employees of the Baldwin County School District are issued employee identification badges with their photo and position identified on the badge. Identification badges should be worn and visible during work hours and when employees are on BCSD campuses. Full time employees of the district are given an identification badge and a building access card to allow entry into his/her building. Employees are responsible for securing their identification badge and building access cards. If the building access card is lost, stolen or damaged, the employee must report the incident to his/her building administrator and to the technology director as soon as possible. One (1) replacement card will be issued to the employee at no cost. Any additional replacement cards will be at the expense of the employee. The cost to replace cards for the 2023-2024 school year is \$10.

Child Abuse Reporting Policy

All incidents of child abuse must be reported to the building Principal, if the Principal is not available then to the Assistant Principal. Educators are mandated reporters under federal law and must make required reports in a timely manner.

Professional Dress Code

All employees of the Baldwin County School District are expected to dress appropriately and adhere to the BCSD Dress Code Guidelines. Repeated violations or failure to comply may ultimately result in disciplinary action.

Criminal Background Check

Effective July 1, 2000, all personnel, non-certificated as well as certificated, employed by the Board shall be fingerprinted and have a criminal record check.

It is the policy of the Board that subsequent criminal record checks of non-certificated personnel continued in employment in the school district shall occur every 5th year of employment.

Salary and Payroll Information

All employees of the BCSD are paid once a month on the last working day of each month. The school district does not allow “salary advances” or any pre-payment for work schedules.

Salaries for certificated employees are based on the State Salary Schedule for Certified Personnel plus a local teaching supplement(s) based on level of certification and years of service in Baldwin County.

Salaries for Non-certificated employees are calculated using a Local Salary Schedule according to the position.

Newly hired employees are required to submit experience verification forms verifying previous experience to Human Resources upon hire to verify previous experience and years of creditable service.

Employees are responsible for review of their monthly paycheck stubs and should contact the Finance Director immediately if there are any discrepancies or questions about a monthly pay notice. Visit the BCSD Finance Department’s web page for payroll cut off dates, import forms and to log into Employee Self-Serve.

<https://www.baldwincountyschoolsga.org/finance>

Helpful Websites for State of Georgia Employee Benefits

State Health Benefit Plan https://myshbpga.adp.com/shbp/
Flex Benefits https://baldwincountyschoolsbenefits.com/
Teachers Retirement System of Georgia www.trsga.com
Public Employees Retirement System of Georgia https://www.ers.ga.gov/public-school-employees-retirement-system