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## DISTRICT ADMINISTRATIVE RULE

### GAGC-R Employee Ethics

~~12/14/18~~ x/x/21

1 **RATIONALE/OBJECTIVE:**

2

3 The Cobb County School District (District) expects its employees to protect the health, safety and  
4 general welfare of students and fellow employees. The District seeks to ensure the citizens of  
5 Cobb County a degree of accountability within the education profession and to help define  
6 unethical conduct justifying disciplinary action.

7

8 **RULE:**

9

10 **A. CODE OF ETHICS:**

11 The District recognizes teaching as a profession and adopts the Code of Ethics for Educators  
12 (Code) promulgated by the Georgia Professional Standards Commission.

13 1. **Certified Employees:**

14 The District recognizes that the Code sets appropriate standards for certified employees,  
15 and the District expects adherence to the Code by all certified employees.

16 2. **Classified Employees:**

17 The District recognizes that the Code also sets appropriate standards for classified  
18 employees and the District expects adherence to the Code by all classified employees.

19

20 **B. GENERAL PROVISIONS:**

21 1. **Notification:**

22 a. Employees shall notify Internal Audit of fraud or other prohibited actions as provided in  
23 Administrative Rule DIE-R (Fraud Prevention).

24 2. ~~b.~~ **Self-reporting:**

25 a. ~~(1)~~ **Arrest:**

26 All employees of the District are required to notify their immediate supervisor and the  
27 Employee Relations office by the end of the next business day following their arrest.  
28 The term ARREST shall include physical arrest by law enforcement and/or any charges  
29 filed against the employee not resulting in a physical arrest.

30 b. ~~(2)~~ **Driver's License/Traffic Citations:**

31 Any employee that operates a District vehicle is required to notify his/her immediate  
32 supervisor and the Employee Relations office at the beginning of the next business day  
33 following either of the following events:

34 (1) ~~(a)~~ The employee receives a traffic citation; or

35 (2) ~~(b)~~ The employee's driver's license is suspended, restricted or revoked for any  
36 reason, whether the incident resulting in the suspension, restriction or revocation  
37 occurred on personal time or during work hours.

38 3. ~~2.~~ **Conflict of Interest:**

39 District employees are public employees. As such, they have the responsibility to uphold  
40 the public trust and to refrain from using their positions for private benefit.

41 Therefore, the following provisions apply to all employees:

42 a. **Disclosure:**

43 Administrative Rule GAG-R (Staff Conflict of Interest) contains specific, annual  
44 reporting requirements for all employees.

45 b. **Solicitation:**

- 46 (1) The soliciting of sales or services, the advertisement of products, or the  
47 endorsement of one product over another by District employees in their relations  
48 with students, parents/guardians or employees is prohibited.  
49 (2) The provisions of Administrative Rule KJ-R (Advertising in the Schools) apply to  
50 employees as well as other persons, firms, corporations, or businesses.

51 c. **Personal Gain:**

52 Employees shall refrain from the exploitation of relationships with students, colleagues,  
53 educators, parents, school patrons, businesses or Board of Education members for  
54 personal gain or private advantage.

55 4. **Media Communications:**

56 In some instances, a District employee's interaction with media may wrongly  
57 appear to represent a District policy or opinion, may contain inaccurate  
58 information, or may wrongly appear to be on behalf of the District. For these  
59 reasons, employees should coordinate any such activity through the District's  
60 Communications Office and clarify with the media outlet that the employee is  
61 speaking in the personal capacity and not as a representative authorized to  
62 speak on behalf of the District or Board of Education.

63 5. ~~3.~~ **Job Requirements:**

64 Employees shall fulfill the primary function and all requirements as stated in their job  
65 description (Administrative Rule GBB-R [Professional Personnel Positions]) and as assigned  
66 by their immediate supervisor.  
67  
68  
69

70 Reclassified an Administrative Rule: 9/1/04

71 Revised: 3/14/07; 8/8/07; 1/18/12

72 Revised and re-coded: 7/19/12 (Previously coded as Administrative Rule GBEA)

73 Revised: 8/20/12; 4/22/16; 12/14/18; ~~x/x/21~~

74  
75 Legal Reference

76 O.C.G.A. 20-2-984.1 PSC-Adoption of standards of performance and a code of ethics

77 O.C.G.A. 20-2-989.20 Grade Integrity

78 O.C.G.A. 20-2-207 Online course on educator ethics

79 O.C.G.A. 20-2-982 Georgia Professional Standards Act - purpose

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## DISTRICT ADMINISTRATIVE RULE

### GARH-R Leaves and Absences

5/24/19 x/x/21

#### RATIONALE/OBJECTIVE:

On occasion, Cobb County School District (District) employees will need to be absent from work due to legitimate reasons. This rule is established to guide employees in the proper actions necessary when absent.

#### GENERAL PROVISIONS:

1. Daily attendance and punctuality are performance expectations for all employees and are included in each job description as a primary responsibility.
2. In the event that absence is necessary, employees are responsible for contacting their supervisor prior to the start of the workday. The specific call in ~~the~~ protocol for each school or department will be discussed and provided in writing to all employees.
3. Employees are expected to call in for each day of absence unless they are otherwise notified by their supervisor, or unless they are placed on an approved leave of absence.
4. Sick Leave is provided under state law to provide pay during absences related to medical issues for the employee or immediate family member, as well as for certain other absences.
5. Leaves of Absence may be approved for extended periods of absence that are required for medical or certain other reasons.

#### I. AVAILABLE LEAVE

##### A. SICK LEAVE:

###### 1. Accrual and Use of Sick Leave:

- a. Sick leave is accrued at 1 ¼ days per working month, provided that at least half the scheduled workdays of the month are worked.
- b. New employees who do not transfer any sick leave time to the district will be advanced five (5) days of leave. Due to this advance, the new employee earns no additional leave until the end of the fourth month of service.
- c. Any new employee who has previously worked at another Georgia school district may transfer up to 45 days of unused sick leave to District with verified documentation from the previous district when such documentation is provided within the first 90 days of employment.
- d. Terminated employees do not earn sick leave for the final month unless they work all the scheduled days of the month.
- e. The maximum accrual is 120 days of sick leave.
- f. Employees are not paid for unused sick leave when they separate from employment.
- g. Unused sick leave will lapse when an employee separates from employment with the district unless the employee is re-employed within 12 months. However, if the employee's work schedule was less than 12 months, s/he will regain the sick leave if s/he returns to employment by the beginning of the work calendar following 12 months. (For example: The employee separated at the end of school in May; returns at the beginning of school in August – 15 months later.)
- h. ~~Employees in positions that are paid on an hourly basis may take sick leave in ¼-hour increments. All other employees may take sick leave in ¼-day increments.~~

- 47 i. The Report of Absence form (FS 348) should be used to report absences due to  
48 personal or family illness or injury. This form should be completed and submitted to  
49 the employee's supervisor as soon as the absence is anticipated, or as soon as  
50 practical in the case of an unforeseen emergency.

51 **2. Use of Sick Leave for Personal or Family Illness:**

- 52 a. Personal illness is defined as an illness or injury of the employee or exposure of the  
53 employee to a contagious disease which would endanger other persons if the employee  
54 were on the job.  
55 b. Family illness is defined as an illness or injury of any member of the employee's  
56 immediate family.  
57 c. For purposes of this section, "immediate family" includes the employee's spouse, child,  
58 grandchild, grandparent, parent, the in-law and step equivalents of same, or any  
59 dependents as shown in the employee's most recent tax return.

60 **d. Provisions:**

- 61 (1) The employee is responsible for notifying the principal/supervisor immediately and  
62 for each successive day of absence as required by the principal/supervisor.  
63 (2) Employees whose jobs require a substitute must take appropriate action to secure  
64 a substitute through the district's automated contact system.  
65 (3) Absences which continue for ten or more consecutive workdays must be  
66 documented as a Leave of Absence under the FMLA as noted in Administrative  
67 Regulation GBRIG-R. It is the employee's responsibility to contact the Employment  
68 Office for forms and information.  
69 (4) During any absence for personal illness, available leave must be used for the first  
70 60 consecutive days of illness or disability which is considered to be the period of  
71 FMLA eligibility. Employees who have additionally available leave beyond the 60  
72 days may continue the leave of absence until all available leave has been used.  
73 (5) Employees are expected to return to work on the first workday after the physician  
74 determines that no medical disability exist.

75 **3. Use of Sick Leave when Adopting a Child:**

76 The district allows the use of up to 30 days of sick leave when an employee qualifies for  
77 leave under the Family and Medical Leave Act due to the adoption of a minor child. In  
78 cases where both parents are employed by the district, the combined amount of sick leave  
79 for the adoption is limited to 30 days. See Administrative Regulation GBRIG-R for details  
80 of applying for leave, required documentation, etc.

81 **4. Required Documentation for the Use of Sick Leave:**

82 The District may require a physician's statement attesting that the employee was absent  
83 due to illness if the employee is absent:

- 84 a. Five (5) or more consecutive work days within a school year;  
85 b. Seven (7) or more non-consecutive workdays within a school year; or  
86 c. On a series of workdays that appear to occur in a pattern, such as a series of Monday  
87 and/or Friday absences; or  
88 d. Other such circumstances as the District believes necessitates a physician's statement.

89  
90 When non-FMLA leave is taken, the District reserves the right to designate a physician, at  
91 the District's expense, to confirm the reason for an absence. The employee will have the  
92 right to participate in the selection of this physician to the extent that the employee can  
93 choose from a list of District approved physicians given to the employee. In the event of  
94 unusual circumstances, the employee may utilize the services of a mutually agreed upon  
95 physician approved by Human Resources.

96 **5. Donation of Sick Leave to Spouse:**

97 Under specific circumstances, a district employee may donate up to ten (10) sick leave  
98 days to his/her spouse when that spouse is also a District employee. No other donations  
99 of sick leave are allowed by the district.

- 100 a. Both spouses must be District employees and both must participate in the Catastrophic  
101 Illness Leave Bank.  
102 b. The receiving spouse must have exhausted all available sick leave before being eligible  
103 for the donation from his/her spouse.  
104 c. The receiving spouse must need the sick leave due to personal illness, maternity,  
105 family illness, or the death of a family member.

106 d. The employee must be able to provide medical certification or other appropriate  
107 documentation of the need if required.

108 **6. Absence Due to Physical Violence:**

109 Employees absent due to an injury resulting from physical violence by a student while the  
110 employee is engaged in the performance of his/her duties shall not be charged with sick  
111 leave for the first seven (7) work days of absence resulting from a single injury.

112 Immediate notification of the injury by the principal/supervisor to Human Resources/Risk  
113 Management is required.  
114

115 **B. PERSONAL LEAVE:**

- 116 1. Employees have Personal Leave which allows them to be absent with pay for up to three  
117 days per school year for any reason. The District allows employees with 15 or more years  
118 of service to be absent four days per school year.
- 119 2. Personal Leave is deducted from available Sick Leave. If no Sick Leave is available,  
120 Personal Leave may not be taken.
- 121 3. Employees are required to give as much advance notice as possible for Personal Leave.  
122 Requests for Personal Leave will be approved unless the day requested is considered a  
123 "critical needs" day at the school or work site and, therefore, attendance is crucial for  
124 effective operations. These days normally include pre- and post-planning, the initial and  
125 final work days of the semester, days immediately before and after a holiday break, and  
126 standardized testing dates. The Leadership and Learning Division will declare which days  
127 are district-wide Critical Days.
  - 128 a. Principals may declare school-specific Critical Days when faculty/staff attendance is  
129 deemed critical for the well-being of students, the academic success of the school, or in  
130 response to emergencies. Examples include, but are not limited, to:
    - 131 (1) Special events which create unstructured days for students (such as field days)  
132 and/or bring large numbers of parents/guardians or other non-employees into the  
133 building;
    - 134 (2) State or District mandated testing; and
    - 135 (3) School, regional or national disasters.
  - 136 b. Principals/Supervisors may differentiate Critical Days for various employee groups such  
137 as certificated or classified.
  - 138 c. School-specific critical days may not be declared in an effort to reduce the number of  
139 employee absences on days routinely characterized by high absenteeism, such as  
140 Mondays or Fridays.
  - 141 d. Principals are to submit their non-emergency school-specific Critical Days to the  
142 appropriate Level Assistant Superintendent for approval. These days should be part of  
143 the annual plan for covering classes when substitutes are not available.
  - 144 e. In emergency situations, principals should confer with the appropriate Level Assistant  
145 Superintendent prior to declaring a school-specific Critical Day.
  - 146 f. When emergency situations arise, which necessitate an employee's absence for  
147 personal/professional reasons on district-wide or school-specific Critical Days, the  
148 Principal/Supervisor will approve or deny the request.
  - 149 g. The Superintendent/Principal/Supervisor or designee may deny all requests for  
150 personal leave at any time that the actual or anticipated absences of a specific  
151 school/department/division on a given date reach 10% of the total staff.
- 152 4. Requests for Personal Leave cannot be denied due to failure to disclose the reason for the  
153 absence.
- 154 5. Absences due to religious observances on a scheduled workday are considered Personal  
155 Leave.  
156

157 **C. BEREAVEMENT:**

158 In the event of the death of a family member, employees may use up to five (5) days of  
159 available Sick Leave for purposes related to the bereavement.

- 160 1. For purposes of this section, "family member" includes the employee's spouse, children,  
161 mother, father, brother, sister, grandmother, grandfather, grandchildren, the in-law and  
162 step equivalents of same, and also any other relative living in the household of the  
163 employee for whom the employee is legally responsible.
- 164 2. While the district is sensitive to these situations, employees are requested to take no more  
165 time off than is necessary for travel, funeral services, and related activities.

- 166 3. If more than five (5) days of absence is necessary due to the death of a family member –  
167 such as for extended travel or estate duties – an extension may be requested for up to a  
168 total of 20 days. If days are not consecutive, the employee must make reasonable  
169 attempts to schedule the days to minimize the impact on their work and to avoid being  
170 absent on Critical Days.  
171 4. In the event of a death of someone outside the family members defined above, the  
172 employee may use up to one (1) day of Sick Leave for purposes related to the  
173 bereavement as well as any remaining Personal Leave.  
174 5. If no sick leave is available, the absence is unpaid.  
175

#### 176 **D. OTHER ABSENCES:**

##### 177 1. **Jury or Legal Service Duty:**

- 178 a. Employees will receive regular pay when absent due to a jury duty summons.  
179 b. Employees who are subpoenaed in a case arising out of their duties as a teacher will be  
180 allowed to be absent and will receive regular pay.  
181 c. Absences for jury or legal service duty will be excused and will not be used in any  
182 disciplinary process.

##### 183 2. **Administrative Leave:**

- 184 a. During investigations or other situations, the district may direct that an employee  
185 remains off work. This administratively required leave will be paid at the employee's  
186 regular rate of pay.  
187 b. State law must be followed concerning administrative leave for certificated employees.

##### 188 3. **Professional Leave:**

- 189 a. Employees may attend work-related conferences, seminars or training sessions at the  
190 direction of their supervisor. Time away from the workplace to attend these events is  
191 considered professional leave and is paid as regular work time.  
192 b. Employees who wish to attend conferences of their own choice would use Personal  
193 Leave as noted above.

##### 194 4. ~~Extended Medical Leave For Employees Not Eligible for FMLA~~ **Paid Parental Leave:** 195 **Eligible full-time employees are eligible to request paid parental leave in** 196 **accordance with O.C.G.A. § 45-20-17 and applicable Human Resources** 197 **implementation guidelines.**

- 198 a. ~~For employees not eligible for a Leave of Absence under the FMLA, the district will~~  
199 ~~allow a one-time leave due to a medical disability of the employee or immediate family~~  
200 ~~member (as defined in Section I.A.2.c. above).~~ **Paid parental leave shall run**  
201 **concurrently with any other leave provided under federal law.**  
202 b. ~~The allowable time off is limited to the period of disability as certified by the attending~~  
203 ~~physician but no more than thirty (30) days.~~ **Documentation shall be required to**  
204 **establish the existence of a qualifying event in accordance with applicable**  
205 **Human Resources guidelines.**  
206 c. ~~Principals or directors may choose to replace the employee during this absence if~~  
207 ~~medical documentation indicates that the employee will not be able to return to work~~  
208 ~~within 30 days.~~  
209 d. ~~At the conclusion of the thirty (30) day period, the employee will be required to either~~  
210 ~~return to work, establish eligibility for approved leave, or resign his/her position.~~  
211 e. ~~Continued employee absence beyond the thirty (30) day period will be considered job~~  
212 ~~abandonment (See Part II, Section B below).~~

##### 213 5. **Short-term Military Leave:**

- 214 a. District employees are extended the right to short-term military leave of absence upon  
215 receipt of official notification of a call to active duty (includes National Guard, ~~or~~  
216 Reserve, and Georgia State Defense Force). This leave is not a part of the employee's  
217 sick leave accrual.  
218 b. Upon receipt of official documentation, the employee shall be approved and granted up  
219 to eighteen (18) days of paid leave. The total number of approved short-term military  
220 leave days shall not exceed eighteen (18) days in any given federal fiscal year  
221 (October –September). Each leave approval requires new leave orders (official  
222 documentation and notification) to accompany the leave request. The employee will  
223 provide written documentation as to the duty being required, and the required dates of  
224 duty should be submitted via submission of a completed Report of Absence Form. (FS  
225 348).

226 6. **Family Medical Leave:**

227 See Administrative Rule GBRIG-R (Federal Family and Medical Leave Act).

228  
229  
230 **II. OTHER ISSUES RELATED TO ABSENCES**

231  
232 **A. MEDICAL DOCUMENTATION TO PERFORM (FITNESS FOR DUTY):**

233 To ensure the safety of students, employees and co-workers, the District may require an  
234 employee returning from extended leave after the expiration of FMLA leave to gain physician's  
235 confirmation that s/he is physically and mentally able to perform essential functions of the  
236 employee's job as noted in the job description and further explained by the employee.

- 237 1. The District may designate a physician to confirm the employee's ability to perform the  
238 job. This evaluation would be performed at district expense. The district will follow the  
239 determination of this physician.
- 240 2. At the district's discretion, employees may be required to remain off work until the results  
241 of the evaluation are available. In such event, the employee may use available sick leave  
242 or annual leave to pay for the time off work.
- 243 3. In the event that the employee is determined to be "unfit for duty," the employee must  
244 present a full duty medical release from the treating physician for the condition causing  
245 that determination before he/she returns to work.

246  
247 **B. PERFORMANCE EXPECTATIONS:**

248 Employees who had been placed on a Remediation Plan or other type of performance  
249 improvement plan prior to the leave of absence will continue under the requirements of that  
250 plan following the leave of absence, even if in a new position and/or at a different school or  
251 department.

252  
253  
254 **III. PERFORMANCE DOCUMENTATION GUIDELINES:**

255  
256 **A. GENERAL PROVISIONS:**

257 District supervisors are expected to monitor attendance and promote high attendance  
258 standards among their staff. Recognizing the health and welfare needs of our employees and  
259 their families and in conformance with applicable state and federal laws, the District provides  
260 designated categories of leave for which employees may seek approval when circumstances  
261 dictate:

- 262 1. Administrative Rule GBRIG-R (Federal Family and Medical Leave Act)
- 263 2. Administrative Rule GARH-R (Leaves and Absences)
- 264 3. Administrative Rule GARK-R (Vacations)

265  
266 **B. IMPLEMENTATION:**

267 Supervisors are expected to implement and enforce the District attendance rules in  
268 accordance with the following provisions:

269 1. **Ethics:**

270 Leave approved for a designated purpose may not be used for any other purpose  
271 (Standard 4, Georgia Professional Standards Commission Code of Ethics). (See  
272 Administrative Rule GAGC-R [Employee Ethics])

273 2. **Approved Absences:**

274 The following types of approved absences will not be counted against an employee's  
275 annual attendance evaluation:

- 276 a. Administrative leave (see Part I, Section D.2. above).
- 277 b. Bereavement leave (see Part I, Section C. above);
- 278 c. FMLA: Leave granted under the Family Medical Leave Act (see Administrative Rule  
279 GBRIG-R [Federal Family and Medical Leave Act]);
- 280 d. Jury duty (see Part I, Section E.1. above);
- 281 e. Military leave (see Part I, Section E.5. above);
- 282 f. **Paid Parental Leave (see Part I, Section D.4. above);**
- 283 g. ~~f.~~ Professional leave (see Part I, Section E.3. above);
- 284 h. ~~g.~~ Vacation leave (Administrative Rule GARK-R [Vacations]);

285 i. ~~h.~~ Worker's Compensation leave (Administrative Rule EGAA-R [Workers'  
286 Compensation]).

287 3. **Acceptable Absences:**

288 Other than and in addition to the absences listed in Section 2 above, the following chart  
289 defines what may be considered a reasonable level of absence from the job:  
290

Employee's Annual Work Calendar	Number of Work Days*
178-187 days	6.5
188-192 days	7
193-207 days	7.5
208-237 days	8
238/258 days	9

291 \*Supervisors of hourly employees shall convert the above number of work days to  
292 equivalent work hours.  
293

294 4. **Unauthorized Absences:**

- 295 a. Absences for reasons other than those listed above, as well as absences without proper  
296 notification to management and absences after time has been denied or approved  
297 leave has expired, may be considered a violation of this Rule unless the absences are  
298 approved in advance by the Superintendent or designee.  
299 b. Unauthorized absences may result in the deduction from the employee's pay of a full  
300 working day's pay for each day absent.  
301 c. The District may require acceptable proof of the reason for an employee's absence  
302 when there is a question as to whether the absence is acceptable.  
303 d. As permitted by federal and Georgia law, unauthorized absences may be deemed job  
304 abandonment. For classified employees, unauthorized absences and/or absences  
305 without notification which last three or more consecutive work days are deemed to be  
306 job abandonment and such abandonment will be considered a voluntary resignation of  
307 employment. For certified employees, such abandonment shall be considered grounds  
308 for termination.  
309

310 **C. GUIDELINES:**

- 311 1. Refer to Part I, (Available Leave) above for specific requirements regarding requesting,  
312 approval and required documentation of leave.  
313 2. **Leave Category:**  
314 Employees may not change an absence to a different leave category after the absence has  
315 occurred unless approved by authorizing supervisor within the same pay period.  
316 3. **Discipline:**  
317 a. **Excessive Absences:**  
318 Absences in excess of the number of days identified in the above table within a fiscal  
319 year may result in corrective action consistent with progressive discipline (see  
320 Administrative Rule GBK-R). Supervisors should exercise discretion in the assignment  
321 of progressive discipline.  
322 b. **Tardiness:**  
323 Unexcused tardiness may also result in corrective action consistent with progressive  
324 discipline (Administrative Rule GBK-R [Professional Personnel Suspension]).  
325 Supervisors should exercise discretion in the assignment of progressive discipline.  
326  
327

328 Adopted: 8/10/77  
329 Revised: 7/10/79; 7/1/81; 9/23/82; 5/26/83; 8/8/84; 2/13/86  
330 Reviewed: 6/19/86  
331 Revised: 2/28/91; 6/27/91; 9/22/94; 6/9/04  
332 Reclassified an Administrative Rule: 9/1/04  
333 Revised: 10/13/04; 7/1/05; 11/14/07; 2/13/08; 6/11/08; 2/10/10; 3/10/10; 4/13/11; 9/14/11  
334 Revised and recoded: 7/19/12 (Previously coded as Administrative Rules GCC and GBEBD)  
335 Revised: 7/24/13; 1/31/14; 2/16/17; 5/5/17; 10/11/17; 7/1/18; 1/18/19; 5/24/19; ~~x/x/xx~~

336  
337 Legal Reference:  
338 O.C.G.A. 20-2-853 Accumulation of and payment for unused sick leave



339	O.C.G.A. 20-2-182	Program weights to reflect funds for payment of salaries and benefits
340	O.C.G.A. 20-2-850	Sick leave for teachers and other personnel
341	O.C.G.A. 20-2-852	Maternity leave
342	O.C.G.A. 20-2-870	Right to leave for jury duty or when subpoenaed
343	O.C.G.A. 21-2-404	Affording employees time off to vote
344	O.C.G.A. 34-1-3	Discrimination against employee for attending judicial proceeding in response to subpoena prohibited
345		
346	O.C.G.A. 38-2-279	Rights of public officers and employees absent on military duty
347	O.C.G.A. 45-20-30	Leave of absence for blood donation
348	O.C.G.A. 47-3-92	Absence from employment due to sick leave; TRS creditable service
349	<b><u>O.C.G.A. 45-20-17</u></b>	<b><u>Paid Parental Leave</u></b>
350	29 CFR Part 825	The Family and Medical Leave Act of 1993 - Regulations
351	29 USC 2601	Family and Medical Leave Act



## DISTRICT ADMINISTRATIVE RULE

### GARI-R Employee Evaluation

7/1/18 7/1/21

#### 1 **RATIONALE/OBJECTIVE:**

2 Employee evaluations seek to:

- 3 • Ensure high-quality instruction;
- 4 • Comply with state law, State Board of Education Rules, Cobb County Board of Education (Board) Policy, and Cobb County School District (District) Rules;
- 5 • Recognize outstanding performance;
- 6 • Provide opportunities for two-way communication about goals and performance; and
- 7 • Document objective information needed for decisions about employee retention, promotion, compensation, dismissal, transfer, placement and preference in the event of a reduction in force.

#### 11 **RULE:**

12 All personnel employed for 30 days or more shall have their performance evaluated annually. All  
13 such performance evaluation records shall be part of the personnel evaluation file and shall be  
14 confidential.

#### 17 **A. EVALUATIONS:**

- 18 1. Annual evaluations shall be completed by a deadline established by Human Resources.
- 19 2. All teachers of record evaluated under the Teacher Keys Effectiveness System shall be  
20 evaluated according to the requirements of state law and State Board of Education rules.
- 21 3. All local administrators shall be evaluated under the Leader Keys Effectiveness System  
22 according to the requirements of state law and State Board of Education Rules.
- 23 4. Teachers who are not evaluated under the Teacher Keys Effectiveness System shall be  
24 evaluated by their supervisor using the District approved evaluation instrument and  
25 completed by a deadline established by Human Resources.
- 26 5. All other District employees shall be evaluated annually by their supervisor using the  
27 District approved evaluation instrument and completed by a deadline established by  
28 Human Resources.
- 29 6. A copy of the annual evaluation results shall be made available to each employee.

#### 31 **B. GUIDELINES:**

32 The following regulations will be observed regarding the evaluation of employees:

- 33 1. Supervisors will be provided training in evaluation techniques;
- 34 2. Supervisor shall provide training on District approved evaluation instruments along with  
35 the employee's job description within the first 30 days of employment;
- 36 3. Evaluation results will be reviewed with employees annually;
- 37 4. Evaluations will be written, based in part on job descriptions, and staff development  
38 will be provided to address identified needs.

#### 39 **C. REMEDIATION PLANS:**

- 40 1. At the end of any school year, a certified employee who receives an overall  
41 "unsatisfactory" rating on their annual evaluation shall be placed on a Remediation Plan  
42 the following year.
- 43 2. During the course of the school year, if a classified employee with three full years of  
44 District experience or a tenured employee's performance or behavior is less than  
45 satisfactory, the principal or supervisor should consider placing the employee on a  
46 Remediation Plan to address specific area(s) of concern. The purpose of the plan is to help  
47

the employee achieve satisfactory performance or behavior using a structured approach within a specific time frame.

3. Employees shall be allowed to have a representative (as defined in Administrative Rule GBK-R) present at the final meeting of a Remediation Plan so long as their presence does not obstruct or disrupt the meeting.
4. Except in rare cases involving prior approval from Human Resources, an employee should be given written feedback regarding the specific area(s) of concern prior to being placed on a Remediation Plan, and the employee should be given a reasonable opportunity for professional improvement prior to the initiation of a Remediation Plan.
5. At a minimum, a Remediation Plan shall last at least four (4) weeks. The Remediation Plan should be extended if necessary.
6. While on a Remediation Plan, a certified employee may request an external review of the plan by the appropriate Level Assistant Superintendent.
7. Formal classroom observations shall be limited to no more than (2) per week during the Remediation Plan. Post-observation conferences should be held with the employee prior to the next formal classroom observation taking place.
8. Failure to successfully complete a Remediation Plan may result in disciplinary action.

#### **D. TEACHER EVALUATION APPEALS:**

1. Employees may appeal summative performance ratings contained in personnel evaluations if there were any procedural deficiencies that substantially and materially affected the performance rating.
2. Teachers who have accepted a full-time, full school year contract with the District for the fourth or subsequent consecutive school year may appeal summative performance ratings of "Unsatisfactory" or "Ineffective" contained in personnel evaluations conducted pursuant to O.C.G.A. § 20-2-210.
3. **Appeals:**
  - a. **Level 1:**
    - (1) A copy of the Annual Evaluation Appeal Form, a copy of the employee's annual evaluation, and any supporting documentation must be submitted to the Principal/Supervisor within 10 calendar days of the Annual Evaluation Conference.
    - (2) The Principal/Supervisor shall respond in writing within 10 calendar days of receipt of the Appeal.
  - b. **Level 2:**
    - (1) If the original evaluation is upheld, a Level 2 Appeal may be submitted to the Supervisor of Evaluations.
    - (2) The employee should submit a new Annual Evaluation Appeal Form along with all required documentation (original Appeal Form, annual evaluation, response letter from Principal/Supervisor) to the Supervisor of Evaluations within 5 calendar days of the Principal/Supervisor response.
    - (3) The Supervisor of Evaluations, the Chief Human Resources Office, and Level Assistant Superintendent (if applicable) will review the appeal and provide a written response within 10 calendar days.
    - (4) The decision of this body is final.

Adopted: 9/23/82

Revised: 7/1/88; 6/27/91; 9/22/94; 3/28/96; 07/25/96; 2/22/01

Reclassified an Administrative Rule: 9/1/04

Revised: 11/14/07; 8/13/08; 1/13/10

Revised and re-coded: 7/19/12 (Previously coded as Administrative Rule GCO)

Revised: 7/16/14; 4/15/15; 1/26/17; 10/11/17; 7/1/18; **7/1/21**

Legal Reference

O.C.G.A. 20-2-200 Regulation by Professional Standards Commission (PSC); certification requirements; effect of unsatisfactory evaluation

O.C.G.A. 20-2-210 Annual Performance Evaluation

Rule 160-5-1-.37 Teacher and Leader Evaluations

GREEN font indicates content recommended by Human Resources

BROWN font indicates conforming/editorial changes

ORANGE font indicates content recommended by Nelson Mullins



## DISTRICT ADMINISTRATIVE RULE

### GARK-R Vacations

5/24/19 x/x/21

#### RATIONALE/OBJECTIVE:

The Cobb County School District (District) is aware that time away from one’s job rejuvenates employees physically and attitudinally, resulting in a positive impact on productivity and quality of work. In acknowledgement of this awareness, District employees who work an annual employment year are eligible to earn vacation leave.

#### RULE:

##### A. VACATION:

###### 1. Out-of-District Service:

Employees who have job related experience outside of the District will be granted credit for up to five (5) years of service towards vacation accrual (see \* in table below).

###### 2. Vacation Leave Accrual:

a. The rate of accrual of vacation leave is credited on the anniversary date of employment.

b. An employee’s vacation leave accrual rate is determined by a combination of his/her years of employment in both education **(or a related field)** and the District **in accordance with applicable Human Resources guidelines**. Employees who have been employed in ~~the field of education~~ **(or a related field) or the District:**

- (1) Fewer than ten (10) years earn vacation leave at the rate of  $\frac{5}{6}$  day per complete month of service up to an annual maximum of ten (10) vacation days per year (see \*\* in table below);
- (2) Ten (10) years with a minimum of five (5) years in the District earn vacation leave at the rate of 1 and  $\frac{1}{4}$  days per complete month of service up to an annual maximum of fifteen (15) vacation days per year;
- (3) Twenty (20) years of service with a minimum of fifteen (15) years in the District will earn vacation leave at the rate of 1 and  $\frac{2}{3}$  days per complete month of service up to an annual maximum of twenty (20) days of vacation leave \*\*\* in table below).

VACATION LEAVE ACCRUAL			
COBB EXPERIENCE (5 years minimum for prior years to count) +	PRIOR JOB RELATED EXPERIENCE (5 years maximum) =	TOTAL EXPERIENCE (20 years maximum) =	ACCRUAL RATE PER MONTH
<b><math>\frac{5}{6}</math> of Day Per Month Accrual Rate</b>			
1 year	N/A	1 year	$\frac{5}{6}$ of day
2 years	N/A	2 years	$\frac{5}{6}$ of day
3 years	N/A	3 years	$\frac{5}{6}$ of day
4 years	N/A	4 years	$\frac{5}{6}$ of day

*5 years	0	5 years	$\frac{5}{6}$ of day
5 years	1 year	6 years	$\frac{5}{6}$ of day
5 years	2 years	7 years	$\frac{5}{6}$ of day
5 years	3 years	8 years	$\frac{5}{6}$ of day
5 years	4 years	9 years	$\frac{5}{6}$ of day
<b>1¼ Days Per Month Accrual Rate</b>			
5 years	5 years	10 years	1¼ days
6 years	5 years	11 years	1¼ days
7 years	5 years	12 years	1¼ days
8 years	5 years	13 years	1¼ days
9 years	5 years	14 years	1¼ days
**10 years	N/A	10 years	1¼ days
10 years	5 years	15 years	1¼ days
11 years	5 years	16 years	1¼ days
12 years	5 years	17 years	1¼ days
13 years	5 years	18 years	1¼ days
14 years	5 years	19 years	1¼ days
<b>1<sup>2</sup>/<sub>3</sub> Days Per Month Accrual Rate</b>			
15 years	5 years	20 years	1 <sup>2</sup> / <sub>3</sub> days
16 years	5 years	21 years	1 <sup>2</sup> / <sub>3</sub> days
17 years	5 years	22 years	1 <sup>2</sup> / <sub>3</sub> days
18 years	5 years	23 years	1 <sup>2</sup> / <sub>3</sub> days
19 years	5 years	24 years	1 <sup>2</sup> / <sub>3</sub> days
***20 years	N/A	20 years	1 <sup>2</sup> / <sub>3</sub> days

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3. **Accumulation:**

a. **Maximum Accumulation:**

An employee may accumulate up to four (4) times the amount of vacation leave he/she earns annually.

b. **Excess Accumulation:**

- (1) Employee vacation leave accounts will be evaluated at the end of the fiscal year;
- (2) Employees will be notified if their vacation leave account exceeds the maximum accumulation allowed; and
- (3) Any excess days not used by September 30 will be deducted from the employee's vacation leave account.

4. **Use:**

An employee may take accumulated vacation days at any time subject to the following guidelines and with the approval of his/her supervisor or the Superintendent or designee.

a. **Minimum Use Requirements:**

- (1) Each employee is expected to use half ( $\frac{1}{2}$ ) of the number of vacation leave days earned each year, following this guideline. Employees earning:
  - (a) 10 vacation days per year must use a minimum of 5 of those days within the fiscal year in which they are earned;
  - (b) 15 vacation days per year must use a minimum of 7 of those days within the fiscal year in which they are earned; and
  - (c) 20 vacation days per year must use a minimum of 10 of those days within the fiscal year in which they are earned.
- (2) If an employee does not fulfill the above minimum use requirement, the appropriate number of days will be deducted from his/her vacation leave account to equal the required minimum. Such deduction from the employee's vacation leave account will be reflected in the employee's July paycheck.
- (3) Employees who have not been in a position earning vacation for one full fiscal year (July 1 through June 30) will not have their vacation leave account reduced for failure to fulfill the minimum use requirement.

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b. **Maximum Use Limitation:**

An employee may not:

- (1) Exceed the number of vacation days accumulated in their vacation leave account;
- (2) Use more vacation days in a fiscal year than he/she earns in the same fiscal year, unless he/she makes prior arrangements with his/her supervisor and the Superintendent to use additional days accumulated in the employee's vacation leave account; nor
- (3) Combine two years' vacation maximum uses with the first scheduled at the end of one fiscal year and the second at the beginning of another fiscal year without the prior approval of the Superintendent.

c. **Critical Days:**

Approval for an employee to take vacation leave can be withheld for those days identified as critical days (Administrative Rule GARH-R [Leaves and Absences]), except with the advance approval of the immediate supervisor and the Superintendent or designee.

5. **Reimbursement:**

a. **Unused Vacation Leave:**

An employee who resigns, retires, or changes from annual employment (238 days/258 days) to less-than-annual employment status (less than 238 days) will be reimbursed for accumulated vacation leave at the rate of 1/238<sup>th</sup> or 1/258<sup>th</sup> of the annual salary for each day of vacation accumulated up to the maximum described above.

b. **Re-employment:**

A District employee who:

- (1) Was previously compensated for accumulated, unused vacation leave days at the time of a voluntary interruption of service; and
- (2) Has returned to annual service in the District;

may again earn and accumulate vacation leave days as provided in this Rule.

**B. HOLIDAYS:**

- 1. Holidays are identified on the appropriate District calendar (Board Policy AEA [School Calendar]).
- 2. 258-day annual employees receive thirteen (13) paid holidays per year as indicated on the District holiday schedule/calendar.

Approved: 2/14/73

Revised: 5/84/74 Reviewed: 7/74

Revised: 5/13/75 Reviewed: 7/28/77

Revised: 8/10/77; 7/27/78; 9/23/82; 5/26/83; 8/8/84 Reviewed: 6/19/86

Revised: 6/27/91; 5/10/95; 07/25/96; 6/28/01

Reclassified an Administrative Rule: 9/1/04

Revised: 8/13/08

Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GCD)

Revised: 9/23/16; 7/1/18; 5/24/19; ~~x/x/21~~

GREEN font indicates content recommended by Human Resources

BROWN font indicates conforming/editorial changes

ORANGE font indicates content recommended by Nelson Mullins



## DISTRICT ADMINISTRATIVE RULE

### GBA-R Compensation Guides and Contracts

8/10/16 ~~x/x/21~~

#### 1 **RATIONALE/OBJECTIVE:**

2  
3 It is the intent of the Cobb County School District (District) to compensate all certificated and  
4 classified employees fairly and consistently.

#### 5 **RULE:**

##### 6 **A. SALARIES:**

7  
8 Salaries of certificated personnel will be determined by the type of Georgia certificate held and  
9 the number of years of experience approved by the appropriate authority. Proper procedures  
10 for salary payments will be established by the Superintendent and designated personnel.  
11

##### 12 **B. EXTENDED DAY/YEAR:**

###### 13 1. **Extended Day:**

14 Extended day shall be defined as additional time available (a maximum of one period/  
15 segment per day with additional salary) for teachers at elementary, middle, and high  
16 school levels to work/teach:

- 17  
18 a. Beyond the regular eight-hour day to provide instruction to students; or  
19 b. An additional period/segment during the regular eight-hour day with planning made up  
20 beyond the eight-hour day.

###### 21 2. **Extended Year:**

22 Extended year shall be defined as the additional time available (a maximum of 40 days per  
23 school year with additional salary) for elementary, middle, and high school level teachers  
24 to provide instruction to students.

###### 25 3. **Guidelines:**

###### 26 a. **Additional Pay:**

27 (1) Additional pay must be provided to professional personnel whose academic duties  
28 require them to work an extended ~~school~~ day or ~~school~~ extended year. Work for  
29 which additional pay is provided will be adequately described and appropriate  
30 payment schedules established.

31 (2) The Superintendent is authorized to determine job descriptions, payment  
32 schedules, and payment procedures for the implementation of this Rule.

###### 33 b. **Staff Selection and Responsibilities:**

34 (1) Extended day/year teachers must be approved by the Principal based on their  
35 meeting the approved criteria and activities.

36 (2) The base salaried teacher is to perform such tasks as teaching and teacher  
37 preparation, staff meetings, conference with students and  
38 parents/guardians, planning conferences and related school activities in the  
39 community and extra class responsibilities.

###### 40 c. **Qualifying:**

41 The extended day/year salary time must be scheduled to meet program responsibilities  
42 and student needs beyond tasks expected to be performed by teachers during the  
43 regular eight hours.  
44

#### 45 **C. SUPERVISION IN ABSENCE OF A SUBSTITUTE:**

- 46 1. In extraordinary circumstances and only after a Principal or designee has used every effort  
47 to secure a substitute with no success, the Principal or designee may assign a teacher or  
48 teachers to cover classes during the teacher's planning time.  
49 2. **Annual Plan:**  
50 a. Principals shall annually develop a written plan to:  
51 (1) Assure fairness and equity in the assignment of teachers to cover classes when a  
52 substitute cannot be secured; and  
53 (2) Identify school-specific critical days as provided in Administrative Rule GARH-R  
54 (Leaves and Absences).  
55 b. These plans shall be submitted to the appropriate Leadership Assistant Superintendent  
56 for approval.  
57

58 **D. OATH OF ALLEGIANCE:**

59 Employees must have on file an Oath of Allegiance.  
60

61 **E. EMPLOYEE EXTENDED DAY/YEAR SALARIES:**

62 The District establishes the following criteria that apply to all instructors receiving extended  
63 day/year salaries:

- 64 1. The extended time required will be beyond the employee's normal workday and year as  
65 defined in Board Policy GBRC (Professional Personnel Work Loads) and Board Policy AEA  
66 (School Calendar);  
67 2. All approved extended instructional activities will relate to instructional student  
68 competencies approved in Board Policy IA (Performance Standards and Expectations);  
69 3. Instructors will be limited to teaching one segment out of field;  
70 4. Payments will be made only for work actually performed;  
71 5. Monthly/yearly documentation of extended salary time and program responsibilities will be  
72 maintained and reported to the Georgia Department of Education.  
73

74 **F. CONTRACTS:**

- 75 1. Employment contracts of certificated professional personnel shall be in writing and ~~be~~  
76 signed by such personnel on their own behalf and by the Superintendent on behalf of the  
77 Cobb County Board of Education (Board).  
78 2. By ~~April~~ **May** 15 of each year, (or later, if allowed by law) the Board shall tender new  
79 contracts for the ensuing school year to all certificated personnel who were on the  
80 District's payroll at the beginning of that school year, except personnel who have  
81 resigned, or who have been terminated, or **by June 1 of that year** notify such personnel  
82 that they will not be rehired for the ensuing school year. Such notification shall be in  
83 writing.  
84 3. All contracts will contain the following statement:  
85 "Final salary schedules will be available for teachers on July 1 and  
86 all other certificated professional personnel on August 1. These  
87 schedules will indicate the annual salary and will be available on  
88 the HR section of the District Website at..... "  
89

90 **G. SALARY DETERMINATION/PAYMENT:**

91 Salary determination and payment will be as follows:

92 1. **Human Resources:**

93 The following items will be properly processed in the Human Resources Division:

- 94 a. Valid Georgia in-field certificate and/or license;  
95 b. Information Data Sheet;  
96 c. Process employment eligibility verification (I-9);  
97 d. Oath of Allegiance;  
98 e. Retirement System number or application form, if applicable;  
99 f. Copy of military discharge, if applicable (DD-214);  
100 g. College transcripts (undergraduate and graduate) and/or other appropriate educational  
101 credentials;  
102 h. Experience verification form, if applicable; and  
103 i. Consent form for background check.

104 2. **Required Employee Information:**



105 All employees of the District will be responsible for reporting any change in name (must be  
106 accompanied by new Social Security Card reflecting employee's current name), home  
107 address or withholding tax information. This information must be submitted in writing,  
108 using the proper forms, to the appropriate division.

109 **3. Payment:**

- 110 a. Personnel, other than annual employees, who are employed on the beginning date of  
111 the contract year will be paid in equal monthly installments from August through July.  
112 ~~b. Personnel, other than annual employees, who are employed after the beginning date of  
113 the contract year may have their first check adjusted. The remainder of their salary will  
114 be paid in equal monthly installments through July. Employees can request to receive  
115  $\frac{1}{12}$  of their annual salary through the month of May and receive the balance due paid  
116 in two equal installments in June and July.~~  
117 c. Personnel whose employment ends before the May service report period ending date  
118 will be paid salary due at the next scheduled payday.

119 **4. Payroll Deductions:**

120 Deductions from employees' salaries will be made for:

- 121 a. Federal and state taxes as provided by law;  
122 b. Appropriate retirement systems (Teachers' Retirement System [TRS] or Public Schools  
123 Employees' Retirement Systems [PSERS]) and supplemental retirement program;  
124 c. Social Security;  
125 d. Medical, cancer, life and dental insurance, if authorized by the employee;  
126 e. Salary for days absent in excess of allowable leave;  
127 f. Repayment of money the employee owes to the District;  
128 g. Other deductions approved by the Board and authorized by the employee.

129 **5. Credit for Experience Out of the District:**

130 Certificated employees new to the District will be placed at step one of the appropriate  
131 salary and certification level. Upon receipt of verified experience and a valid in-field  
132 certificate, the salary will be appropriately adjusted. Teaching experience gained outside  
133 the District in an accredited, Georgia-recognized program will be credited year for year in  
134 accordance with applicable Human Resources implementation guidelines.

135 **6. Inability to Obtain Certificate:**

- 136 a. If the employee is unable to be properly certified as specified by the Georgia  
137 Professional Standards Commission, the employment contract shall be terminated.  
138 b. In the event the District was unaware of the employee's inability to be certified in  
139 Georgia, or to maintain necessary certification, the employee's daily rate of pay shall  
140 be adjusted to that of a supply teacher retroactive to the beginning date of  
141 employment under this contract or to the date the certificate became invalid,  
142 whichever is more recent.  
143 c. Salary adjustments can be made only during the current fiscal year.

144 **7. Student Teacher Supervision:**

145 a. **Payment:**

146 Certificated employees directly supervising student teachers may receive remuneration  
147 from colleges/universities for the supervision and evaluation of student teachers. Such  
148 payments should comply with the following procedures:

- 149 (1) Funds will be submitted to the District's Financial Services Division. In addition, the  
150 college/university should include each teacher's name, Social Security number and  
151 the amount to be disbursed.  
152 (2) The Financial Services Division will disburse appropriate payment to the specified  
153 teachers.

154 b. **Qualifications:**

155 The supervising teacher must meet the following qualifications:

- 156 (1) Hold a valid Georgia certificate in the field(s) in which the supervised student  
157 teacher will be practicing;  
158 (2) Meet all requirements as prescribed by the college or university;  
159 (3) Have demonstrated successful teaching experience; and  
160 (4) Have the approval of the Principal and the appropriate District administrator.

161 **8. Special Pay Provisions:**

162 All categories of special pay require the prior approval of the employee's

principal/supervisor. See Administrative Rule GCRD-R (Classified Personnel Overtime Pay) for additional information.

a. **Overtime:**

The District has approved the use of overtime as provided in Administrative Rule GCRD-R (Classified Personnel Overtime Pay).

b. **Holiday Pay:**

(1) **Definitions:**

(a) Holiday pay is defined as the non-exempt employee's regular pay rate times 1½.

(b) Holidays are defined as the holidays recognized on the District's "Hourly Employee Holidays" calendar.

(2) **Eligibility/Qualifying Circumstances:**

During holidays, the District will make every effort to limit the occasions in which a non-exempt employee may be requested to perform work for the District. However, the District recognizes that in certain extenuating circumstances, which are typically beyond the control of the District, it may have to call on certain employees to assist with District operations.

In light of those circumstances, non-exempt employees will be eligible to be paid at the holiday rate of pay for all hours worked during a holiday when the employee is directed to report to work on one of the District's paid holidays.

(3) **Holiday Pay:**

In order to be paid an hourly holiday pay for working on a scheduled holiday, an eligible non-exempt employee who is directed to report to work on the scheduled holiday must:

(a) Have worked the workday before said holiday; and

(b) Work the workday after said holiday.

(4) **Unauthorized/Unapproved Work:**

An employee who reports to work on a holiday situation without prior authorization from his/her principal/supervisor may be subject to disciplinary action for violating this Rule's requirement for prior direction/approval.

9. **Withholding Salary Step:**

The District shall withhold a step increase for any employee who receives an unsatisfactory annual evaluation. Unsatisfactory performance ratings include any annual summative performance rating of "Unsatisfactory-" or "Ineffective" (TKES/LKES Level I), "Needs Development" (TKES/LKES Level II), or the equivalent. If the employee is on a step plateau at the time the step increase is withheld, that employee will remain on the step plateau an additional year.

10. **New Teacher Orientation**

All certified employees who are given a ~~194~~ **192**-day contract may be required to attend up to four new teacher orientation days.

Adopted: 6/15/66

Revised: 5/74; 8/13/75

Reviewed: 7/28/77

Revised: 8/10/77; 7/27/78; 9/23/82; 5/26/83

Reviewed: 8/8/84

Revised: 6/19/86; 8/28/86; 11/25/86; 1/28/88; 1/10/90; 6/27/91; 9/22/94; 3/28/96; 06/10/96; 05/14/97; 07/09/97; 08/13/97; 07/22/99; 12/09/99; 2/22/01

Reclassified an Administrative Rule: 9/1/04

Revised: 12/9/04; 11/14/07; 5/14/08

Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GBC)

Revised: 8/10/16; ~~x/x/21~~

Legal Reference

O.C.G.A. 20-2-212.2

National Board Certification

O.C.G.A. 47-3-127.1

Employment of retired teachers

O.C.G.A. 20-2-212.3

Increasing teachers' salaries in areas of shortage; criteria for determining shortage

O.C.G.A. 20-2-212.4

Teacher Salary Increase Based on Student Performance

O.C.G.A. 20-2-213

Career Ladder Programs

O.C.G.A. 20-2-213.1

Pay-for-performance for rewarding group activity

O.C.G.A. 20-2-214.1

High Performance Principals program

226	O.C.G.A. 20-2-212.5	Additional compensation for teachers in mathematics or science
227	O.C.G.A. 20-2-205	Georgia Master Teacher Program
228	O.C.G.A. 20-2-212.6	Limitation on salary increase for school superintendent or administrators
229	O.C.G.A. 16-10-21	Conspiracy to defraud the state
230	O.C.G.A. 20-2-182	Program weights to reflect funds for payment of salaries and benefits
231	O.C.G.A. 20-2-211	Annual contract; disqualifying acts; fingerprinting; criminal record checks
232	O.C.G.A. 20-2-212	Salary schedules
233	O.C.G.A. 20-2-212.1	Georgia Teacher of the Year raise
234	O.C.G.A. 20-2-214	Salary schedule for principals; supplements
235	O.C.G.A. 20-2-218	Duty free lunch period for teachers in grades K-5
236	O.C.G.A. 20-2-833	Additional payments to supervisors of student teachers
237	Rule 160-4-3-.9	Extended-Year Technology/Career (Vocational) Education Projects
238	Rule 160-4-3-.11	Extended Day Grant Program
239	Rule 160-5-2-.5	Experience for Salary Purposes



# DISTRICT ADMINISTRATIVE RULE

## GBB-R Personnel Positions

~~7/19/12~~ **x/x/21**

### RATIONALE/OBJECTIVE:

The Superintendent and his/her staff will develop job descriptions for each area of employment. Approved job descriptions will be maintained by the Human Resources Division.

### RULE:

The immediate supervisor shall annually provide each employee a copy, written or electronic, of his/her job description no later than the last day of pre-planning, within the first week of their reporting to work if hired following pre-planning, or as soon as reasonably practical thereafter. Job descriptions are available at any time from the Human Resources Division [website](#).

Adopted: 5/8/74  
Reviewed: 7/74  
Revised: 8/13/75  
Reviewed: 7/28/77  
Revised: 8/10/77; 9/23/82; 5/26/83; 8/8/84  
Reviewed: 6/19/86  
Revised: 6/27/91; 2/22/01  
Reclassified an Administrative Rule: 9/1/04  
Revised: 11/14/07  
Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GBO)  
**Revised: x/x/21**

Legal Reference:  
O.C.G.A. 20-02-0180 Essential educational resources as basis for base amount and program weights  
O.C.G.A. 20-02-0181 Calculation of program weights to reflect base school size  
O.C.G.A. 20-02-0184 Program weights to reflect funds for media specialists  
O.C.G.A. 20-02-0240 Powers and duties of SBOE  
O.C.G.A. 20-02-0695 Employing attendance officers in addition to visiting teachers  
Rule 160-4-8-.05 Guidance Counselors



## **DISTRICT ADMINISTRATIVE RULE**

### **IFBGC-R Employee Use of Social Media**

x/x/21

GSBA Refence: IFBGC (Employee Computer and Internet Use)

1 **RATIONALE/OBJECTIVE:**  
2

3 The Cobb County School District (District) recognizes the educational value inherent in the  
4 responsible use of Social Media. The District also recognizes, however, that District employees  
5 must use Social Media respectfully and ethically to avoid harming the reputations and careers of  
6 themselves and colleagues, as well as the reputation of the District and the education profession  
7 as a whole. Accordingly, the District takes the use of Social Media seriously and expects all  
8 faculty and staff to use Social Media in the personal and professional capacities with great care  
9 and consideration for the privacy and safety of others.

10  
11 **RULE:**  
12

13 **A. GENERAL PROVISIONS:**

14 This Administrative Rule (Rule) establishes rules and guidelines for the acceptable use of  
15 Social Media by District employees in their professional and personal capacities. This Rule  
16 sets forth regulations governing:

- 17 • the use and management of Professional Social Media Accounts by authorized users on  
18 behalf of a School or the District; and
- 19 • the use of Personal Social Media Accounts by District employees.

20 In addition to the rules and guidelines contained within, an employee's use of Social Media  
21 may also be subject to other District policies, laws, rules, or regulations.

22 **B. DEFINITIONS:**

- 23 1. "Social Media" means any internet-based technology or website that facilitates or  
24 promotes interactive communication, participation, collaboration, or the submission of  
25 user-generated content. Examples of Social Media include, but are not limited to: blogs,  
26 wikis, microblogging sites, such as Twitter™; social networking sites, such as Facebook™  
27 and LinkedIn™; video sharing sites, such as YouTube™; and the interactive tools and  
28 functions they provide to users.
- 29 2. "Social Media Content" refers to any statements, materials, documents, photographs,  
30 graphics, and other information that is created, posted, or transmitted using Social Media.
- 31 3. "Social Media Account" refers to account, or other method of private access, which allows  
32 the creation or posting of Social Media Content to any Social Media website or application.
- 33 4. "Professional Social Media Account" refers to a Social Media Account created and used for  
34 the sole purpose of creating Social Media Content related to District/School activities and  
35 consistent with requirements and standards contained herein.
- 36 5. "Personal Social Media Account" refers to a Social Media Account which is created and used  
37 by an individual for personal use or any other use unrelated to District/School activities.  
38 Such accounts are not sanctioned, monitored, or approved by the District, nor is the  
39 District responsible for any of the Social Media Content posted on employee Personal  
40 Social Media Accounts.

41  
42 **C. PROFESSIONAL SOCIAL MEDIA ACCOUNTS:**

- 43 1. **Creation, Use, and Management of District-wide or School-wide Professional  
44 Social Media Accounts:**

- 45 a. The District may create, use, and maintain Professional Social Media Accounts for the  
46 purpose of releasing general District news and information. Schools, at the discretion  
47 of the principal, may also create and maintain Professional Social Media Accounts for  
48 school-related purposes.
- 49 b. District employees who are charged with creating or managing district-wide or school-  
50 wide Professional Social Media Accounts are prohibited from using said accounts to  
51 share Social Media Content containing personal or political viewpoints, or any  
52 information unrelated to the District or school it was created to serve. Employees are  
53 expected to post only important and relevant District/School information which will be  
54 useful to and appreciated by the public. Employees should use proper spelling and  
55 grammar in creating any such Social Media Content and refrain from using "text talk"  
56 unless necessary to meet character limits. District-wide or school-wide Professional  
57 Social Media Accounts require commitment to ensure that such accounts remain a  
58 reliable and up-to-date source of information. Therefore, such employees are  
59 encouraged to post often. Examples of appropriate and post-worthy information and  
60 materials include, but are not limited to:
- 61 • Good news/What's happening at your school/site;
  - 62 • Picture of the Day/Other school-related pictures (with appropriate consent if  
63 students are depicted);
  - 64 • Event reminders;
  - 65 • Congratulations on big accomplishments;
  - 66 • Notifications related to school bus operations; or
  - 67 • Emergency notifications (weather or otherwise).
- 68 c. District employees are prohibited from making statements on crisis situations or  
69 emergencies on behalf of the District without appropriate permission from the District's  
70 Communications department or District leadership.
- 71 d. District employees charged with the management of any Professional Social Media  
72 Account may:
- 73 (1) Block subscribers who post abusive or inappropriate content or otherwise post  
74 content which would constitute a violation of any provision contained herein if  
75 posted by a District employee; or
  - 76 (2) Delete comments that contain inappropriate Social Media Content or would  
77 otherwise constitute a violation of any provision contained herein if posted by a  
78 District employee.
- 79 e. Any employee-imposed restriction on content posted by public users on a Professional  
80 Social Media Account should be made using the employee's reasonable judgment and  
81 shall not be made due to the employee's personal or political viewpoints. All  
82 restrictions must be viewpoint-neutral, i.e., the employee should not delete comments  
83 expressing only one side of an issue but not the other.
- 84 f. As representatives of the District, District employees must respond professionally and  
85 politely to comments posted by public users on Professional Social Media Accounts.
- 86 g. District employees must abide by laws governing copyright and fair use of copyrighted  
87 material owned by others when posting to Professional Social Media Accounts.  
88 Employees should not reprint whole articles or publications without first receiving  
89 written permission from the publication owner or quote more than a short excerpt of  
90 someone else's work. If possible, provide a link to the original or the author's  
91 information.
- 92 h. The District does not expressly approve of or ensure the accuracy of any Social Media  
93 Content. No Social Media Content shall constitute a binding representation,  
94 agreement, offer, or endorsement on behalf of the District. Liking, linking, re-  
95 tweeting, or subscribing to another post or "fan page" does not constitute an  
96 endorsement on the part of the District of that post or "fan page's" creator, or of his or  
97 her opinion, product, or service; the same applies to comments posted by others to  
98 any Professional Social Media Accounts.

99 **2. Creation and Management of other Professional Social Media Accounts by**  
100 **Teachers:**

101 In cases where an employee desires to use Social Media as an enhancement to his or her  
102 instructional or school-based responsibilities, the use of a Personal Social Media account is  
103 prohibited. Instead, the creation and use of a Professional Social Media Account may be

104 appropriate for such purposes. Employees who desire to engage with students via a  
105 Professional Social Media Account must notify their administrator and provide a link to  
106 such Professional Social Media Account for review.  
107

108 **D. PERSONAL SOCIAL MEDIA ACCOUNTS:**

- 109 1. District employees are expected to comply with the standards set out herein when using a  
110 Personal Social Media Account.
- 111 2. District employees are personally responsible for the Social Media Content they post  
112 online.
- 113 3. In some instances, a District employee's use of a Personal Social Media Account may  
114 reflect poorly on the District, may wrongly appear to represent a District policy or opinion,  
115 or may wrongly appear to be on behalf of the District. For these reasons, Social Media  
116 Content posted on Personal Social Media Sites:
  - 117 a. Shall not contain the District logo or any likeness thereto;
  - 118 b. Shall not suggest or imply in any manner that such content is made or published on  
119 behalf of the District; and
  - 120 c. Shall not contain any information which refers to individual or groups of students.
- 121 4. District employees are prohibited from each of the following activities with respect to a  
122 Personal Social Media Account.
  - 123 a. Accepting or initiating invitations to "friend" students (family and relatives excluded) by  
124 otherwise providing students with direct access to an employee's Personal Social Media  
125 Account;
  - 126 b. Engaging in private messaging with students (family and relatives excluded). All online  
127 conversations between a District employee and a student should be carried out on the  
128 Social Media Account's public messaging or public comment area; and
  - 129 c. Displaying any pictures or videos of students on the employee's Personal Social Media  
130 Account.
- 131 5. Employees should refrain from using Personal Social Media Accounts during student  
132 contact hours and the workday.  
133

134 **E. PROHIBITED USES OF SOCIAL MEDIA FOR BOTH PROFESSIONAL AND PERSONAL  
135 ACCOUNTS:**

- 136 District employees are prohibited from using Social Media in any manner which:
- 137 1. Publishes or re-publishes any racial or ethnic slur, profanity, personal insult, or similar  
138 language;
  - 139 2. Displays any pictures or videos of students or fellow District employees without  
140 appropriate consent;
  - 141 3. Involves any District employee in any dispute or conflict with other District employees;
  - 142 4. Interferes with the work or duties of any District employee;
  - 143 5. Disrupts the smooth and orderly operation of the District;
  - 144 6. Creates or contributes to a harassing, demeaning, or hostile working environment for any  
145 District employee;
  - 146 7. Places in doubt the reliability, trustworthiness, or sound judgment of the District, the Cobb  
147 County Board of Education, or any of its employees;
  - 148 8. Harms the reputation of or discredits the District;
  - 149 9. Discloses any information about the District or its employees which might reasonably be  
150 considered private or confidential;
  - 151 10. Discloses any student information in violation of the Family Educational Rights and Privacy  
152 Act ("FERPA") and the regulations promulgated thereunder;
  - 153 11. Displays inappropriate personal information, videos, or pictures that impair the employee's  
154 professionalism and reputation;
  - 155 12. Impairs or compromises the employee's ability to interact with the public and/or to carry  
156 out the functions of their job; or
  - 157 13. Otherwise violates any applicable law, rule, regulation, or District policy.  
158

159 **F. EMPLOYEE DISCIPLINE:**

160 In the event that any District employee violates any provision contained herein, such  
161 employee may be subject to disciplinary action up to and potentially including termination.

162 Any person with questions regarding the application or meaning of this Rule should seek  
163 clarification from appropriate management.

164  
165 **G. GOVERNING LAW:**

166 If any provision of the Policy is inconsistent with any applicable State or Federal law, rule, or  
167 regulation, then such provision shall yield, and the applicable law shall govern.

168  
169  
170 Approved: x/x/21

171	Legal Reference	
172	O.C.G.A. 10-1-912	Notification required upon breach of security regarding personal information
173	O.C.G.A. 16-9-90	Georgia Computer Systems Protection Act
174	O.C.G.A. 16-9-91	Computer Related Crime
175	O.C.G.A. 16-9-92	Computer Crimes: Definitions
176	O.C.G.A. 16-9-93	Computer crimes defined
177	O.C.G.A. 16-9-93.1	Misleading transmittal
178	O.C.G.A. 16-9-94	Violations
179	O.C.G.A. 16-9-122	Attempting or conspiring to attempt identity fraud
180	O.C.G.A. 16-11-37.1	Dissemination of information relating to terroristic acts
181	O.C.G.A. 16-12-100.1	Electronically furnishing obscene material to minors
182	O.C.G.A. 16-12-100.2	Computer or electronic pornography and child exploitation prevention