



**POLICIES OF THE  
TENNESSEE SCHOOL BOARDS UNEMPLOYMENT COMPENSATION TRUST**

**SECTION 1000  
POLICY DEVELOPMENT AND ADOPTION**

**1010 PROPOSING POLICY**

Any trustee or staff member may submit a proposed policy or policy change to the Board of Trustees.

**1020 POLICY ADOPTION**

Policies and amendments adopted by the trustees shall be made a part of the minutes and shall be placed in the policy manual. Adoption of a policy requires an affirmative vote by a majority of the membership of the trustees.

**1030 EFFECTIVE DATE OF POLICY**

Policies and amendments shall be effective immediately upon adoption unless a specific effective date is provided, and shall supersede any previous action of the trustees on the subject.

**1040 SUSPENSION OF POLICIES**

Any policy or part thereof may be suspended, either by a unanimous vote of trustees present or by a two thirds vote of the total membership of the Board of Trustees.

**1050 ADMINISTRATION IN POLICY ABSENCE**

In cases where the Board of Trustees has provided no guidelines for administrative action, the Administrator shall have the power to act, but he shall report to the trustees at the next meeting.

**SECTION 1100  
POLICY DEVELOPMENT AND ADOPTION**

**1100 AGENDA PREPARATION**

The agenda shall be prepared by the Administrator in consultation with the Chairman and shall be approved by the Board of Trustees as the first item of business at each meeting.

Any trustee or the Administrator may suggest items of business. Inclusion of items on the agenda shall be at the discretion of the Chairman and Administrator. Matters of business not listed on the agenda may be added to the agenda by a majority vote of the Board of Trustees. Requests to have items placed on the agenda must be received fifteen (15) days before the Board is scheduled to convene. For regular meetings, the full agenda, including supporting documents, shall be distributed at least one (1) week in advance of each board meeting to allow members adequate time to study agenda material.

## **1110 MINUTES**

The Administrator shall be responsible for recording and maintaining the proceedings of all trustee meetings. Draft copies of the previous minutes shall be distributed along with agenda material for the succeeding meeting. Minutes shall contain:

1. Type of meeting
2. Date, time and place
3. Names of those present
4. Status of previous minutes
5. All motions and their disposition
6. All reports
7. Time of adjournment

## **1120 NEW BOARD MEMBER ORIENTATION**

A new board member orientation session for new members of the Board of Trustees will be held annually in conjunction with the next regular meeting of the Board following their selection.

# **SECTION 2000 EMPLOYEES**

## **2010 ORGANIZATION OF STAFF**

The Trust staff shall be organized under a Trust Administrator who has responsibility for the organization, staffing and fiscal management of the Trust. The Trust Administrator shall develop or cause to be developed a job description for each staff position. A copy of each job description shall be provided to the employee and included in the employee's personnel record. A copy of all job descriptions shall be maintained in the Trust office. Job descriptions shall be used as guides in annual employee evaluations.

## **2020 EMPLOYMENT**

The Trust Administrator is authorized to employ personnel within the approved budget for staff at any time. Each employee shall serve a probationary period of ninety (90) calendar days.

## **2030 ASSIGNMENT AND TRANSFER**

The Trust Administrator is authorized to transfer or re-assign any staff member from or to any position within the organization at any time. When such transfer, assignment or re-assignment is made, the Trust Administrator shall inform the Board of Trustees at the earliest practical time.

## **2040 ADMINISTRATIVE PROCEDURES**

Within the policies and regulations of the Board, the Trust Administrator is responsible for implementing policies and developing administrative procedures as necessary. The Trust Administrator is directed to establish and maintain an orderly plan for preserving administrative procedures and making them accessible to employees.

## **2050 SALARY ADMINISTRATION**

Annually, the Trust Administrator will submit a budget to the Board of Trustees. The Trust Administrator is authorized to set the salaries of employees within the limitations established by the budget. Employees' salaries are reviewed at least annually and may be adjusted as appropriate; however, the Trust Administrator may adjust the salary of any employee at any time. A copy of the annual performance agreement and evaluation will be maintained in the employee personnel file. Any employee who does not receive a salary increase will be provided an explanation by his/her supervisor including a letter of documentation.

## **SECTION 2200 EMPLOYEE BENEFITS**

### **2210 GROUP MEDICAL AND DENTAL**

The Trust will provide reimbursement for medical and dental premiums for full-time employees up to \$5,000/year.

Employees who receive medical or dental insurance coverage elsewhere have the option to use the amount paid by the Trust to receive reimbursement for child care expenses *or* receive sixty percent (60%) of the amount which would have been paid by the Trust as a supplement to the base salary.

### **2220 DISABILITY**

Full-time employees who have worked with UTRUST for at least six months will receive disability coverage provided by the Trust or reimbursement for disability coverage obtained from another source whichever is less. The following salary continuance plan is established for any employee who may become disabled because of sickness or by accident:

1. The Trust will pay the employee's salary for as many days of the disability as the employee has accumulated sick leave, not to exceed ninety (90) days.
2. Disability insurance provided by the trust becomes effective on the 91st day of the disability and its benefits will accrue as outlined.

### **2230 RETIREMENT**

The Trust will contribute up to 14.5% of each employee's salary towards a SEP plan for employees who have worked at least six months for UTRUST.

### **2250 HOLIDAYS**

The Trust shall observe the following holidays:

- July 4th or day observed;
- Labor Day;
- Thanksgiving and the day after;
- Memorial Day observed;
- Good Friday; and
- Christmas Day through New Year's Day.

Additional days off preceding or following a holiday may be given at the discretion of the Trust Administrator. The Trust Administrator may also require employees to work as needed on holidays provided appropriate compensation or time off is provided to such employees.

## **2260 AUTHORIZED LEAVE**

Authorized leave for employees shall consist of earned annual leave, sick leave, jury duty, and the military leave.

## **2261 ANNUAL LEAVE**

Annual leave for each full time employee will begin to accrue after a 90 day probationary period and will accrue one day per month. A record of annual leave days shall be maintained by the Director of Finance and Administration, and shall be updated each month.

Employees with five or more years will accrue three additional days annually or a total of fifteen (15) days per year.

Employees with 10 years or more will accrue two additional days annually or a total of 17 days per year.

Employees with 15 years or more will accrue three additional days annually or a total of 20 days per year.

Annual leave should be scheduled in weekly increments when possible, and all annual leave should be taken during the year. Annual leave will not accrue beyond 20 days. An employee will receive payment for unused annual leave upon resignation, retirement or termination provided that two weeks notice is given.

## **2262 SICK LEAVE**

Full time employees may earn up to 12 days of sick leave each year.

Sick leave is defined as absence from work due to illness, accident or pregnancy of the employee. Illness, accident or death of a member of the immediate family of an employee is also reason for using sick leave. Required medical and dental appointments of an employee may also be charged against an employee's sick leave. An employee may be required to furnish a physician's certificate justifying the need for sick leave in any case.

## **2263 JURY DUTY**

Any employee summoned for jury duty shall receive full compensation while performing such duty. Time so spent shall not be charged against the employee's leave time or accumulated leave of any kind.

## **2264 MILITARY LEAVE**

Employees who are members of a reserve component of the Armed Forces of the United States shall be granted leave of absence for all periods of military service during which they are engaged in the performance of duty or training in the service of the state or of the United States. Requests for leaves and extension of leaves shall conform to state law and policy governing all leaves of absence. The employee shall supply a copy of the orders for duty at the time leave is requested.

**SECTION 2300  
EMPLOYEE WORK SCHEDULES**

**2310 WORK WEEK DEFINED**

Working hours for all employees not exempted under the Fair Labor Standards Act will conform to federal and state regulations. The Trust Administrator will ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors shall make every effort to avoid circumstances which will require non-exempt employees to work more than forty (40) hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.

**2320 FLEXIBLE WORK SCHEDULES**

The work day for full-time staff will generally be a minimum of seven hours and thirty minutes and will continue until professional responsibilities to Trust are completed. Work schedules for non-exempt employees will be defined by the Trust Administrator consistent with the Fair Labor Standards Act.

**2330 SEXUAL HARASSMENT**

Sexual harassment by an employee will not be tolerated. Sexual harassment is defined as condUtrust, advances, gestures or words of a sexual nature which:

1. Interferes with an individual's work or performance;
2. Creates an intimidating, hostile or offensive work environment;
3. Implies that submission to such condUtrust is made an explicit or implicit term of employment;
4. Implies that submission to or rejection of such condUtrust will be used as a basis for an employment decision affecting the harassed employee.

Victims of sexual harassment shall immediately object to the offensive condUtrust to the offender and may file a written report with the trust attorney who shall be responsible for investigating such complaint. In determining whether alleged condUtrust constitutes sexual harassment, all of the circumstances, including the nature of the condUtrust and the context in which the alleged condUtrust occurred, will be investigated. If satisfactory resolution of any complaint is not reached, the complainant may refer the matter to the Chairman of the Board of Trustees. Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of charges of sexual harassment

Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspension, or termination.

**2340 EQUAL OPPORTUNITY EMPLOYMENT.**

Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to members of all races, creeds, colors, sexes, religions, ages, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the positions involved.

## **SECTION 2400 TELEWORKING**

### **2400 REQUIREMENTS FOR TELEWORKING**

The Trust Administrator may develop administrative procedures and permit Trust employees to telework when the following conditions are met:

1. Only employees who have exemplary evaluations may participate in teleworking.
2. Teleworking employees must maintain regular hours and must be available for telephone and e-mail communications during those hours.
3. Teleworking proposals require the approval of the Trust Administrator.
4. Tax issues related to the use of home office space and equipment is the sole responsibility of the employee.
5. Employees must not have other responsibilities such as childcare or elderly care during their teleworking hours.
6. Teleworking employees must be held to high standards of accountability, including a report of accomplishments.

## **SECTION 3000 FINANCIAL OPERATIONS**

### **3000 AUDIT**

The Trust shall maintain true and accurate books of account and records of its transactions which shall be audited at least annually by independent certified public accountants selected by the Trustees. A statement of the results of said annual audit shall be made available for inspection of interested persons at the office of the Trust or such other place as may be designated by the Trust.

### **3010 DEPRECIATION OF ASSETS**

Capital assets that are in excess of \$1,000 are recorded at historical cost and are depreciated (straight-line basis) using estimated useful lives of forty years for the building, three years for computer equipment, and seven years for all other depreciable assets. All assets purchased for less than \$1,000 will be expensed in the year when obtained.

### **3020 CASH RECEIPTS & DISBURSEMENTS**

The Director of Finance will open mail, restrictively endorse all checks, and make deposits. Each month, the Trust Administrator will sign off on all bank statements, financial statements and general ledger detail. Monthly, the Trust Administrator will verify check images during the bank reconciliation process.

### **3030 PURCHASING**

The Trust will purchase competitively and seek maximum value for every dollar expended.

### **3040 PURCHASING AUTHORITY**

The Director of Finance and Administration, with the approval of the Administrator, shall be authorized to act for the trust in acquiring equipment, materials and services.

### **3050 ROUTINE PURCHASES**

Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for the operation of the Trust. These expenditures shall be anticipated and provided for in the budget and will normally be authorized by the Trustees at the beginning of the fiscal year through the budget approval process. The trustees shall be promptly informed if any substantial variation from budgeted estimates becomes necessary.

### **3060 EMERGENCY PURCHASES**

Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to protect property from damage or to avoid major disruption of trust activities. If within budgetary limits and deemed essential, emergency purchases may be made by the Administrator. However, if the purchase is of such significant magnitude as to impact on the integrity of the budget, the chairman shall call a special or emergency meeting of the Board to with the concurrence of the vice-chairman may authorize action needed to deal with the matter or the chairman may call an emergency meeting of the trustees to deal with the matter. In any event, the trustees shall be advised promptly of all emergency purchases.

### **3060 BIDS AND QUOTATIONS**

All purchases up to \$5,000 shall be based on the best value for the lowest price. Purchases of supplies, materials, equipment, and contractual services in excess of ten thousand dollars (\$10,000) shall be based on competitive bids of at least three vendors providing the materials or service. All purchases between \$5,001 and \$10,000 may be made in the open market, but shall, whenever possible, be based on at least three (3) written quotes.

### **3063 RIGHT TO REJECT BIDS**

The lowest and best bid shall generally be accepted, provided the Trust reserves the right to reject any or all bids or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons relative to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The bidder to whom the award is made may be required to enter into a written contract. The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding or other purchasing procedures is prohibited.

### **3070 CONTRACTS**

Contracts shall be made only with responsible suppliers with the following considerations:

1. The supplier has the potential ability to perform successfully under the terms and conditions of a proposed procurement;
2. A system for contract administration shall be maintained to assure supplier conformance with

- terms, conditions, and specifications of the contract or purchase order, and to assure adequate and timely follow-up of all purchases;
3. Contracts shall contain such provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where suppliers violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.
  4. All contracts will meet all requirements of state and federal laws, rules, and regulations.
  5. All contracts shall be signed by the administrator or his designee.

**3071 CONTRACTS FOR PROFESSIONAL SERVICES**

Contracts for legal services, consultants, architects, program managers and similar services by professional persons or groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the basis of recognized competence and integrity.

**SECTION 4000  
RECORDS**

**4010 REQUIREMENTS FOR RETENTION OF RECORDS**

Records of the Trust shall be maintained according to the following schedule:

Audit Reports	Permanently
Minutes	Permanently
Tax Returns	Permanently
Accounts Payable Files	7 years
Payroll Records	7 years
Bank Statements	3 years
All Other Files	2 years

**4020 CONVERSION OF RECORDS TO ELECTRONIC FORMAT**

The Trust Administrator is authorized to have any record converted to electronic format so that it may be preserved in a manner that requires minimum space.

**SECTION 5000  
MEETINGS AND ACTIVITIES**

**5010 SPONSORSHIP OF ANNUAL MEMBER APPRECIATION EVENT**

The UTRUST will sponsor an annual member appreciation event to which all school board members, superintendents and local boards' unemployment compensation coordinators will be invited. Special guests, including former UTRUST trustees may also be invited. Trustees or the Trust Administrator may invite other special guests at their discretion.

**5020 SPECIAL GUESTS AT MEMBER APPRECIATION EVENTS**

Expenses for special guests such as former chairmen of the UTRUST may be paid by the UTRUST if the special guest is not a current school board member. The executive committee of the UTRUST will



determine which invited guests will have their expenses paid by the Trust.

**5030 UTRUST SPONSORED SEMINARS FOR SCHOOL LEADERS**

The UTRUST may sponsor seminars for school leaders on subjects related to employment law, especially including unemployment compensation procedures and the operation of the UTRUST. The trustees may elect to require each member school board to have at least one person in attendance at such seminars in order for the school board to qualify for any dividend to be paid by the Trust. The cost of providing such seminars will be borne by the UTRUST and will be included in the annual budget approved by the Trustees.

**5040 UTRUST PROMOTIONAL MATERIALS**

The UTRUST may occasionally provide promotional materials for member boards that may be distributed to their members and employees. Such promotional materials shall be designed to promote the services of the trust to school board members, superintendents and other employees of member boards. The Trust Administrator is responsible to select such items and include the cost in the proposed budget each year for the consideration and approval of the trustees.