Williamson County has a challenge for you! “A Healthier You! Campaign is a health promotion and awareness program for employees in providing them with valuable and actionable information. The direction of this campaign is to show that little things we do in our daily lives can make “A Healthier You” physically, mentally, environmentally or even spiritually. We all need to be challenged differently and may need to focus on different challenges at different times during the year.

What’s the Catch: There is no catch! CIGNA is partnering with Williamson County employees to become healthier in 2012. Each month, participants will receive information on steps that are beneficial in living a healthier lifestyle and will also have a monthly challenge. By completing the challenge each month you qualify for PRIZES.

How Do I Participate: Complete the participation card. Participation cards are available by: Visiting the Williamson County Benefits Department from 8 a.m.—4:30 p.m., Monday thru Friday, or completing a participation card available at your work location and returning it to the Benefits Department. Once the participation card is completed, the Benefits Department will deliver the information packet to you.

April Monthly Challenge: By completing the Participation Card and getting it to the Williamson County Benefits Department by April 30, will qualify for one of the monthly challenge prizes.

April Personal Challenge: Set a challenge for yourself. A challenge might be walking 10 minutes more than you have been, cooking at home more, reducing smoking habits, reading more or even community involvement.

April Challenge Minimum: Log three days each week in April that you have met your challenge. The Challenge month is April 1-28.

CENTENNIAL HIGH SCHOOL TEACHER RECEIVES REGIONAL HONORS

Heather Hayes, Language Arts and Freshman Academy teacher at CHS, has been named this year’s High School Regional Teacher of the Year. She now advances to the next stage of the competition, which is the Grand Division of the state—about 33 Middle Tennessee counties.
**MOVING**
If you are leaving the district or just moving, be sure to provide a change of address and phone numbers so that your payroll, retirement, and federal tax information can follow you. Changes can be made through Employee Self Service or by contacting the HR Department.

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**SPRING BREAK**
APRIL 2–5, 2012

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**Teacher Question:**
I didn’t request a transfer during the enrollment period because there was no opening at that school, but one became available on July 1. Am I still eligible for a transfer?
**Answer:** No. The teacher should have applied regardless of an opening.

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**NEW TENURE LAW**
Effective July 1, 2011, teachers shall meet the following requirement prior to becoming eligible for tenure status:

1) Served five (5) school years or not less than forty-five (45) months within a seven-year period as a probationary teacher; and

2) Received evaluations demonstrating an overall performance effectiveness level of “above expectations” or “significantly above expectations” provided by the evaluation guidelines adopted by the state board of education pursuant to 49-1-302, during the last two (2) years of the teacher’s probationary period.

Another change to the present law affects teachers who resign attaining tenure in Williamson County Schools, whether before or after July 1, 2011. They will need to complete a two-year probationary period upon re-employment. After the two years, the teacher cannot be continued in employment if tenure is not granted by the Board of Education.

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**TID BITS ABOUT OUR BUILDINGS & CAMPUSES**

Largest Campus:
Independence—83.55 Acres

Oldest Building:
Fairview Elementary (1962)

Most Square Footage:
Summit High School—259,000

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**EDUCATOR TRANSFER POLICY**

Tenured educators desiring reassignment to other schools should complete an on-line transfer application found at www.wcs.edu/careers. The period for applying for a transfer will run from January 1 thru May 31, 2012.

Only tenured educators may apply under the provision of the negotiated contract Article 14.2. Educators should apply for transfers to any and all schools they are interested in, regardless of whether a vacancy exist at the time of transfer request. This is the only way to ensure eligibility for vacancies that occur in the requested grade level and/or subject areas throughout the entire open enrollment period.

Vacancies will be posted for five teacher work days before the principal receives applications. Employees who have not applied for transfers by the end of the specific posting will not be eligible to be considered for that position.

Transfer requests will not be considered for vacancies after June 30 except when the reassignment is made by the Director of Schools for the benefit of WCS.
EDUCATION ADVANCE AND SALARY ADJUSTMENTS

Many certified employees take the opportunity in the summer to further their education. The following are directions to ensure that you receive the proper adjustment for the 2012-13 school year. First of all, degrees or qualifying coursework must be completed on or before August 31, 2012, and all documents must be submitted to HR Department by the deadline of October 15, 2012. It is important to note that all coursework for the plus hours must be taken after the degree was conferred.

Advanced Degrees: M.A. + 30, Ed.S., or Ph.D: No advanced degree for salary credit will be added to a license unless an application is initiated by the license holder (educator) and submitted to the Office of Teacher Licensing requesting the change. You must submit to WCS/HR an official transcript(s) conferring your degree, along with an email, indicating the date you submitted your documentation to the state department so HR can track the process of the license. Once the state has issued your new license, please provide a copy to HR by October 15, 2012 deadline. These are state recognize levels and must be reflected on your teaching license.

BS+10: Submit an official copy of the transcript(s) showing the 10 semester hours to WCS/HR, either graduate or undergraduate, earned beyond the Bachelor’s Degree. Extra hours taken while earning degree will not count. To receive the adjustment the hours must be taken after the date degree was conferred.

BS+20: Submit an official copy of the transcript(s) to WCS/HR showing 20 semester hours of graduate level credit earned beyond the Bachelor’s Degree and in a Master’s Degree program. A signed individualized program of study from the Dean or Academic Advisor from the university detailing the required courses for you to obtain your Master’s must be submitted in addition to the transcripts. Please be reminded that in order to receive the adjustment the + hours must be taken after the date degree was conferred.

MA+10 or MA+20: Submit an official copy of the transcript(s) to WCS/HR showing 10 or 20 semester hours of graduate level credit earned beyond the Master’s Degree. In order to receive the adjustment, the hours must be taken after the date degree was conferred. Extra hours taken while earning degree will not count.

LICENSE RENEWALS

Each year on the last day of August hundreds of educator’s ten-year license expire. If your license expires this year and you have chosen the point option for renewal, please know that time is running out for you to complete the required activities and submit your application to the state.

If your license is based on a Bachelor’s Degree, you must earn 90 points or six college semester hours since the issuance of your license ten years ago. If you are going the points route, be sure you get in touch with Eugene Wade to help ensure you are on the right track. The link below outlines the guidelines for renewal.

http://state.tn.us/education/lic/rprf.shtml

If your license is based on a Master’s Degree and you have taught at least five years or 50 months on that license, you will not be required to do any points, but you must submit an application to the state. See the link below.

Tennessee State law changed in 2011 relative to the employment status of classified employees. Up to this time, employees who were employed in a position that did not require a teaching license were hired on a year-to-year contract. Each year, this school district and others across the State provided rehired letters or non-rehire letters to classified employees before the end of the school year.

Effective July 1, 2011, State law has changed to read that classified employees are now hired at the will of the superintendent and that local boards of education shall develop a policy for dismissal. WCS has Board policies governing discipline (School Board Policy 5.1064), reductions-in-staff (School Board Policy 5.116) and resignations (School Board Policy 5.204).

The employment-at-will doctrine means that the employment is voluntary for both employees and employers. This is really the way it has been everywhere, but school districts. Employees are permitted to resign at any time without consequence. Under State Law, classified employees may be dismissed at any time, without reason or cause shown. At-will employees are essentially employed until their services are no longer needed or wanted, or until they decide to leave the district. There are laws which protect employees from being terminated because of unlawful discrimination (race, age, disability, gender, religion, or national origin). It is also unlawful to fire someone because they had jury service, filed a worker’s compensation claim, or acted as a whistle blower.

What does this change mean for you? It means we will no longer send rehire letters. Classified employees will be continuously employed until they are not employed. This year, as a courtesy, we will send a letter to each classified employee during the last week of school describing this change in employment and attaching the 2012-13 school calendar.

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**EDUCATOR PAYROLL INFORMATION**

Payroll wants to remind all 10 and 11 month certified educators that they should not make changes to their direct deposit account between June 15 and August 15th each year. Employees who forget and close their accounts will have to wait up to 10 days for a live check. Payroll cannot issue a live check until the money has been returned from the employee’s financial institution. This will be true for all subsequent checks for the fiscal year.

During the summer, paychecks will continue to include deductions for insurance, 403b and 457 retirement plans, and other required deductions. If you have questions, please call Payroll or your school bookkeeper. The first payroll for the 2012-13 school year for returning teachers will be Friday, August 31, 2012.

Final supplement payments for the 2011-12 school year will be made on Friday, June 15, 2012.

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**LEAVE BALANCES**

Have you checked your leave balances lately? Do you agree with the information on your pay advices?

Board policy holds each employee responsible for reviewing his or her accrual balances for each pay period. If an employee disagrees with the reported balances, the employee should immediately contact the payroll department. If notice is not given to the payroll department that there is a possible discrepancy, the reported accruals for each fiscal year shall become final six (60) days after the end of the fiscal year, or by August 31, 2012.

If you have questions about your leave accruals, please contact Heather West at heatherw@wcs.edu or 472 4023.