

KNOX COUNTY SCHOOLS
UT TOWER



Dr. Jon Rysewyk, Superintendent

Dear Requestor:

The personnel file you have requested has been prepared in accordance with the Knox County Board of Education Open Records Requests Procedure (B-210), which is compliant with Tennessee Code Annotated § 10-7-504. Please note that per state law, the records you are receiving may contain redacted employee information such as, but not limited to, address, phone number, social security number, and birthdate. Additionally, teacher evaluations, medical information, background checks or fingerprinting, or information related to drug testing are not provided, per state law.

Sincerely,

Knox County Schools

**KNOX COUNTY SCHOOLS
EMPLOYEE ORIENTATION**

Please print:

Name Alexander Cain Social Security # [REDACTED]
School/Department Security Position Security Officer
Telephone # [REDACTED] Start Date 8/16/07
☒ Full Time (37.75 hours or more a week) ☐ Part Time _____ # of hours worked per week
Contract Type: ☐ 186 ☐ 194 ☒ 200 ☐ 210 ☐ 211 ☐ 216 ☐ 221 ☐ 232 ☐ 242 ☐ 255 ☐ 260
☐ Regular ☐ Interim ☐ Temporary

In an effort to better serve our employees, Knox County Schools require all employees to attend Employee Orientation within the first four (4) weeks of employment. Topics covered will include policies, procedures, health, dental, life insurance, flexible benefit plans, retirement and safety information. I understand that I have 31 days from my date of employment to submit an enrollment form for health insurance and an enrollment form for dental insurance. If I choose to delay my decision, I have been informed that it is my responsibility to submit all paperwork to the Employee Benefits office within the 31-day period. I understand that I may be required to submit payment for the first premium due or sign a payroll deduction form. (Cash will not be accepted.)

I understand that if I do not choose to enroll in a health insurance plan during the 31-day period, or if I fail to attend Employee Orientation, I will only be allowed to enroll in response to a Qualifying Event as listed on page 12 of the Employee Insurance Handbook or under the late enrollment process. There is currently not an open enrollment period each year for health insurance.

I understand that if I do not choose to enroll in a dental insurance plan during the 31-day period, or if I fail to attend Employee Orientation, I will only be allowed to enroll in response to a Qualifying Event or during the open enrollment held each year for dental coverage only.

Failure to attend Employee Orientation could result in the denial or loss of benefits. Failure to attend could also result in termination, disciplinary action or the revocation of job offer. I further understand that if I am unable to attend Employee Orientation when scheduled, it is my responsibility to reschedule for the next available meeting. Knox County Schools require all employees to attend Employee Orientation within the first four (4) weeks of employment. If you have any questions or if you need to reschedule your orientation, please call 594-1686.

All orientation meetings are scheduled for the Knox Central Building located at 1000 North Central unless otherwise noted.

☐ Other Location _____ Orientation Time 1:00 Orientation Date 8/23/07

What to bring to complete enrollment paperwork:

- 1) Any questions
- 2) Social security # for yourself and all family members to be covered under insurance
- 3) Birth dates for yourself and all family members to be covered under insurance
- 4) Name, address, and social security # of your life insurance beneficiary
- 5) A check to pay for dental and health premiums if necessary

**PLEASE BE PREPARED TO STAY TWO-THREE HOURS
IN ORDER TO COMPLETE ALL OF THE NECESSARY PAPERWORK.**

Signature [Signature] HR Witness Debra Denton Date 8/14/07

Office Use Only:

White Copy - Human Resources
Canary Copy - Employee Benefits
Pink Copy - Employee

Cert: _____
Narr: _____

KNOX COUNTY SCHOOLS

**ACCEPTABLE USE OF AUDIOVISUAL WORKS AGREEMENT
FOR EMPLOYEES**

All employees are expected to understand and abide by the guidelines and behaviors included in the Knox County Schools' *Guidelines for the Use of Audiovisual Works*.

I have read the Knox County Schools' *Guidelines for the Use of Audiovisual Works* and will abide by the terms and conditions. I understand that should I commit any possible violations, disciplinary action may be taken.

I understand that this signature agreement will be placed in my personnel file.


Signature

8-8-07
Date

ALEXANDER J. CAIN
Print Name

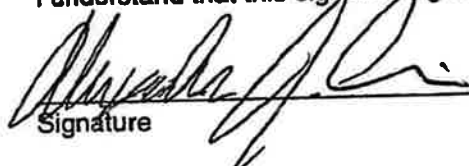
KNOX COUNTY SCHOOLS

**ACCEPTABLE USE OF ELECTRONIC MEDIA AGREEMENT
FOR EMPLOYEES**

Users agree to hold the Knox County Board of Education harmless from liability and responsibility for any damages which may arise from the use of the Internet in violation of the guidelines.

I have read the Knox County Schools' *Guidelines for Acceptable Use of Electronic Media* and will abide by the terms and conditions. I understand that should I commit any possible violations, disciplinary action may be taken.

I understand that this signature agreement will be placed in my personnel file.


Signature

8-8-07
Date

ALEXANDER J. CRAIN
Print Name

CONFIDENTIAL INFORMATION

I understand that during the course of my employment for Knox County Schools, I may see, work on, or learn of confidential information regarding students and/or employees of Knox County Schools. I understand this information is confidential and should not be discussed with anyone except employees or other designated individuals who have a right to know this information. The disclosure of this information is prohibited under such laws as the Family Educational Rights and Privacy, 20 U.S.C. § 1232g and the Americans with Disabilities Act 42 U.S.C. 12131. Confidential information may include, but is not limited to, records related directly to a student and maintained by an educational agency, information about a disability, and information regarding discipline of a student or employee.


Name

8-8-07
Date

UNIFORMED SCHOOL SECURITY SECURITY DEPARTMENT

JOB SUMMARY

Under general supervision, guard building or assigned area against fire, theft, vandalism, and illegal entry, performing various duties such as periodically patrolling grounds, examining doors, windows, and gates for security, etc. Warn violators of rule infractions. Inspect equipment and property to ascertain if tampering has occurred. Guard against theft of school property.

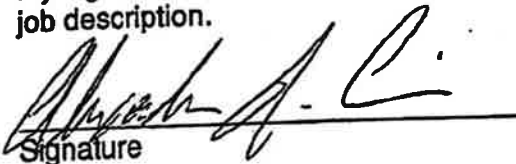
QUALIFICATIONS

- Minimum high school diploma or GED.
- Minimum of 21 years of age.
- Dependable transportation to various sites.
- Must be bondable.
- State security permit (PPS) and experience preferred.
- Maintain minimum standards with firearms and pass yearly in-service exam.
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

RESPONSIBILITIES/JOB DUTIES

- Report directly to principal (or designee) and Chief of Security.
- Work with administrators and school personnel.
- Work with students, parents, and the public throughout the school system on a professional level.
- Maintain a positive working relation with co-workers in security department
- Work with local law enforcement agencies.
- Provide protection for Knox County School employees and property; control entrances and exits of visitors, students and employees through identity checks, notations of purpose for visits, and detain unauthorized persons.
- Patrol assigned area to maintain security watches for disturbance and check for violation of established laws, ordinances, rules and regulations; contact appropriate law enforcement agencies when assistance is required.
- Respond quickly to calls regarding unruly students and/or visitors.
- Secure parking areas, direct traffic, and investigate accidents which occur at facility.
- Warn violators of possible infractions.
- Provide written reports when necessary.
- Perform other duties as assigned.

My signature indicates I have received a copy and fully understand the responsibilities of the job description.


Signature

8-8-07

Date

(Sign and return one copy)

		Knox County Board of Education	
		Descriptor Term:	
		Time Schedules of Support Personnel	
		Descriptor Code:	Issued Date:
		GCRB	7/00
		Revises:	Issued:
1 The school system shall comply with Wage and Hour Regulations as administered by the U.S. Department 2 of Labor. Actual hours worked are to be reported by each employee. No employee shall be at the job 3 location unless so directed by the immediate supervisor. 4 5 WORK SCHEDULES 6 7 A work week is a regularly recurring period of 168 consecutive hours. The standard work week for Knox 8 County Schools employees shall begin at 12:01 a.m. Sunday and end at 12:00 midnight on the following 9 Saturday. Maintenance, security, and operations personnel shall have a work week that begins at 12:01 10 a.m. Wednesday and ends at 12:00 midnight on the following Tuesday. 11 12 Supervisors shall prepare a daily work schedule both for school and non-school months. The daily 13 schedule includes the time to begin work, lunch time and ending time. 14 15 Each employee is required to work according to his schedule unless there is an emergency. When an 16 emergency arises, the immediate supervisor shall be notified as soon as possible. 17 18 All authorized overtime or time-on-the-job-location not within the scheduled time must be approved by 19 the immediate supervisor before the overtime occurs. 20 21 TIME RECORDS REQUIRED 22 23 Each employee covered by the Wage and Hour Law shall keep a time record of actual hours worked. 24 25 At the end of each reporting period, employees shall turn in time records to their immediate supervisor 26 for approval. All time records will be forwarded to the payroll office for calculations. 27 28 LUNCH PERIODS 29 30 All employees covered by the Wage and Hour Law must have at least thirty (30) minutes lunch period 31 without pay. During this scheduled lunch period, the employee shall be relieved of all duties of any nature. 32 33 EMPLOYEE CERTIFICATION THAT POLICY AND REGULATIONS HAVE BEEN READ 34 35 New employees shall be furnished a copy of this policy. Each employee shall read this policy or have 36 it read to him and shall certify that the policy has been read and understood. A copy of this certification 37 must be on file before the first check is issued to a new employee. 38 39 40 41 42 43			

EMPLOYEES NOT COVERED BY WAGE AND HOUR LAW

All employees are covered by the Wage and Hour Law except:

1. Students who work an hour or less per day;
2. Volunteer workers other than regular employees; and
3. Those set forth in the Fair Labor Standards Act as executives, administrative employees and professional (to include all certified personnel).


Signature

8-8-07
Date



APPLICANT TO REGULAR BI-WEEKLY EMPLOYEE

☒ W-4

The name and social security number should be printed exactly as it appears on the social security card. Form must be signed same as social security card.

☒ I-9

Section 1 of the Employment Eligibility Verification (Form I-9) must be completed. One document must be provided from List A or B and a social security card. Most individuals will have a driver's license (List B) and a social security card (List C).

☒ Automatic Deposit

Employees are required to have their pay automatically deposited. All their pay will be automatically deposited and they will receive a dummy check on payday at their assigned work location. A signature is required. A voided check or a letter from the bank or credit union is required to set up an automatic deposit. A letter from the bank is required if employee wishes to use a savings account.

☒ Fingerprinting

PPS Card

All employees are required to supply a fingerprint sample and submit to a criminal history record check. The cost is \$56.00 and will be the responsibility of the individual. This amount will be payroll deducted in eight equal payments for biweekly employees. **Fingerprinting is scheduled by Human Resources.** If you have already submitted a fingerprint sample as a substitute you do not have to submit another fingerprint sample. If you leave Knox County Schools before the full amount is deducted from your paycheck, the remaining amount will be deducted from your final paycheck. Fingerprint results must be received before employee may start to work.

☒ Time Schedule

Employees are required to understand Knox County School Board Policy GCRB, Time Schedules of Support Personnel. A signature is required.

☒ Payroll Procedures

All employees will be given a copy of Knox County Schools Guide to Bi-Weekly Payroll Procedures.

☒ Policies
☒ Drug-free Policy

All employees are required to abide by Knox County School policies and all applicable laws and regulations. Employees may be disciplined for failure to abide by applicable policies, laws and regulations or for actions which discredit Knox County Schools. Knox County School policies are available at every school/location. They can be found in the library or in the supervisor's office. They may also be viewed on the Knox County Schools web site which is located at www.kcs.k12tn.net

☒ Job Openings

All job openings are listed in the Administrative Bulletin when school is in session and posted at all times on the bulletin board in the Human Resources Department in the Andrew Johnson Building on the 15th floor, 912 S. Gay Street; and on the Knox County Schools web site, www.kcs.k12tn.net

☒ Job Description

Employees are required to do the essential functions of their job. The job description should be signed and dated.

☒ Medical History

The top portion of the medical form must be filled out by the employee and then taken to a doctor to complete the bottom portion of the form. A copy of the job description should be taken to the doctor so he/she can evaluate whether the employee can do the job. The cost of the physical is the responsibility of the individual. This form should be returned within 30 days of employment. Your continued employment is contingent upon receipt of the completed medical form.

☒ Media/Audiovisual

All employees are given a copy of the Guidelines for Acceptable Use of Electronic Media and Guidelines for the Use of Audiovisual Works. All employees must sign both agreement sheets verifying that they will abide by the Guideline terms and conditions.

☒ Change of Status

A change of status must be completed to place a person in a regular position.

☐ Contract

A contract or a change in contract and a salary scale will be sent to all employees each year after the budget has been adopted and approved. One copy of the contract must be signed and returned to the Human Resources Department. Upon initial employment, the contract must be checked and approved by the payroll office before it can be sent to the employee via school mail. The amount of wages should be reviewed by the employee. If an employee begins after the first contract day of the year there may be a period of time when there will be no pay received.

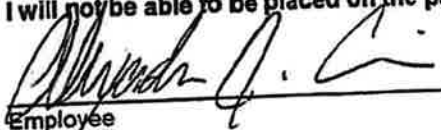
☒ Leave

Employees earn sick leave at the rate 1 for every 19 worked (200 day or 221 day employees) or 1 for every 20 days worked (255 day or 260 day employees). Leave balances are reported on the payroll check. The leave balance may not reflect the latest leave taken if the days have not yet been recorded or imputed into the system.

☒ Orientation

All employees are required to attend Employee Orientation within the first two (2) weeks of employment or return to work (if on leave for more than 6 months). Failure to attend Employee Orientation could result in denial or loss of employee benefits and could also result in termination, disciplinary action or the revocation of job offer.

The above information has been discussed with me. I understand the above information and agree to abide by it. I understand that until all the above paperwork has been completed correctly, I will not be able to be placed on the payroll system for Knox County Schools.


Employee

8/8/07
Date


Witness

GENERAL INFORMATION FOR CERTIFIED EMPLOYEES

Congratulations on your employment with Knox County Schools. This is an overview of items that are required for employment. Please read each of these items carefully as you will be required to affix an electronic signature indicating that you have read this information. You may then continue to the HR DOCS tab of your application and complete the forms in Section A, which also will require an electronic signature. If you have questions regarding any of this information, please call (865) 594-1929.

Section A: Requires Electronic Signature

Audiovisual Works Agreement (HR-123): Please read the form, sign and date.

Confidential Information Policy: Please read the form, sign and date.

Drug-Free Workplace Policy (GAN): Employees are required to read and acknowledge the receipt of the Knox County Schools Board Policy (GAN). Signature required.

Electronic Media Agreement (HR-124): Please read the form, sign and date.

Section B: Documents Included in the Pre-Employment Packet of Information


Initial

Accumulated Sick Days from other Districts: If you have teaching experience in another Tennessee school system, please request a Transfer of Unused Sick Leave form from Ada Pratt (ada.pratt@knoxschools.org) in the Knox County Schools Compensation Office or at (865) 594-1694 to transfer your accumulated sick leave to Knox County Schools. This form MUST be signed by your previous Superintendent, Director of Schools, or his/her designee, and the form must be notarized.


Initial

Authorization Agreement for Automatic Deposit (BO-141): Please complete and sign the form. A voided check or a letter from your banking institution on official letterhead noting routing and account number of a different account other than a checking account (i.e., savings) for which you would like your monthly check deposited to MUST be provided and attached to the form.


Initial

Board Policies: All employees are required to abide by Knox County Schools' policies and procedures and all applicable local, state, and federal laws and regulations. Employees may be disciplined for failure to abide by such or for actions which violates Knox County Schools' policies and procedures. All policies are available for view on the Knox County Schools' Website which is located at www.knoxschools.org


Initial

Employment Eligibility Verification Form (Form I-9): Section 1 of the Employment Eligibility Verification (Form I-9) must be completed. As indicated on page 9 of the I-9 Form, the new hire must provide one document from List A or List B in addition to a valid, signed social security card. The Form I-9 will be included in your pre-employment packet of information.


Initial

Highly Qualified (HR-141): The Federal No Child Left Behind (NCLB) Act of 2001 requires that all teachers teaching in core academic subject areas must be highly qualified. Please sign and complete the HR-141 form found [here](#) and return to Christine Wolf, Human Resources Department, no later than two weeks after you attend new employee orientation. Contact and address information for Christine Wolf is noted below.

Knox County School System
Human Resource Department
Attn: Christine Wolf
P. O. Box 2188, Knoxville, TN 37901-2188
christine.wolf@knoxschools.org
Fax: 865.594.3758


Initial

Employee Handbook: The employee handbook is available online. KCS Employee Handbook includes general information regarding benefits, policies, and guidelines for all employees, certified and classified. Click [here](#) to download file or bookmark page for future reference.

APPLICANT'S STATEMENT

I certify that the answers and information provided by me in this application for employment are true, correct and complete to the best of my knowledge. I further understand that if employed any false or misleading information or omission of fact given in my application or interview(s) may result in discharge.

I authorize investigation of all information contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract for employment.

Date

7/6/07

Signature



IMPORTANT

Applications are kept on active file for no more than one (1) school year. If you wish your application to remain on file for a longer period of time, you must notify this office in writing. All positions are advertised in the Administrative Bulletin, on the Knox County Schools website, and on the job board on the 15th floor of the Andrew Johnson Building. Failure to completely fill out an application by the closing date may result in delaying eligibility for a job or may disqualify an individual from a job all together.

Knox County Schools does not discriminate on the basis of race, sex, color, religion, national origin, age or veteran status in the educational programs and activities it operates, pursuant to Title IX of the Educational Amendment of 1972; Public Law 92-318, Section 504 of the Rehabilitation Act of 1973; Public Law 92-112; and Title VI of the Civil Rights Act of 1964. Student complaints of discrimination on the basis of sex or disability may be directed to Dr. John E. McCook, Section 504 Compliance Coordinator, Room 909 of the Andrew Johnson Building, telephone (865)594-1540. All other complaints of discrimination on the basis of race, sex, disability, color, religion, national origin, age or veteran status may be directed to Rebecca Owens, Title VI Coordinator, Room 1607 of the Andrew Johnson Building, telephone (865)594-1686.



STATE OF TENNESSEE
DEPARTMENT OF
COMMERCE AND INSURANCE



ID NUMBER: [REDACTED]
LIC STATUS: ACTIVE
EXPIRATION DATE: 09/30/2007

PRIVATE PROTECTIVE SECURITY
ARMED SECURITY GUARD/OFFICER
ALEXANDER J CAIN

THIS IS TO CERTIFY THAT ALL REQUIREMENTS
OF THE STATE OF TENNESSEE HAVE BEEN MET.

American
Red Cross



Together, we can save a life

This recognizes that
ALEXANDER CAIN
has completed the requirements for
**CPR FOR THE
PROFESSIONAL RESCUER**

conducted by
FORD CENTER FOR THE PERFORMANCE
ARCS

Date completed **1-12-05**

The American Red Cross recognizes this certificate
as valid for **1** year(s) from completion date.

American
Red Cross



This certifies that
Alexander Cain
has completed the requirements for

EMERGENCY RESPONSE

sponsored by

FSU

Date completed

12/2/02



Initial

Pre-Employment Screening: I understand that my employment with Knox County Schools is contingent upon the satisfactory results of my pre-employment screening. This includes, but is not limited to: drug testing, fingerprinting, local background, Child Abuse, Sex Offender, and Department of Children's Services checks. You will complete the necessary required to conduct these checks with a Human Resources staff member when you are scheduled to complete your employment paperwork.



Initial

Verification of Experience and Degree (HR-122): Your placement on the Knox County Schools salary scale is determined by education level as well as previous accredited school teaching experience. If you have not received your Tennessee Teaching License, you will be paid on the appropriate degree scale until a license is issued or an "official" transcript which confers the highest degree is received by KCS, Human Resources. You may submit official transcripts to the address listed below. Please click [here](#) to print and send the Experience Verification Form (ED2034a) to previous employer(s) to verify previous accredited teaching experience. Print additional copies as needed for verifying experience for each district. Your salary placement will be at step ZERO until previous experience is verified and approved. It is your RESPONSIBILITY to ensure that the Human Resources Department receives your Experience Verification Forms (ED2034a).

- **Employee Service Record (HR-113):** On the front side of the service record form, complete the following information only: name (last name first), first day of employment agreement for the 2013 school year, social security number, date of birth, and teacher license number, if known. Affix your signature in the designated space in the bottom right corner of the form. The Service Record Card will be included in your pre-employment packet of information.
- **Military Experience:** If you have previous military experience, please provide a copy of your DD-214 form or NCB22.

Knox County School System
Human Resource Department
Attn: Karen McCormack
P. O. Box 2188, Knoxville, TN 37901-2188
karen.mccormack@knoxschools.org
Fax: 865.594.3758



Initial

W-4: When completing the W-4, your name and social security number should be printed exactly as it appears on your social security card. The signature affixed to the W-4 must appear exactly as it appears on the social security card. The W-4 form will be included in your pre-employment packet of information.

MY ELECTRONIC SIGNATURE INDICATES THAT I HAVE READ AND UNDERSTAND THE GENERAL INFORMATION FOR CERTIFIED EMPLOYMENT REGARDING MY RESPONSIBILITIES, DUTIES, AND DEADLINES INHERENT TO MY EMPLOYMENT WITH KCS.

KNOX COUNTY SCHOOLS
ANDREW JOHNSON BUILDING

Dr. James P. McIntyre Jr., Superintendent



VERIFICATION OF PREVIOUS EXPERIENCE

Dear New Employee:

Congratulations, and welcome to the Knox County Schools. We would appreciate your assistance in establishing your prior experience and receiving the Superintendent's copy of your Tennessee Teacher License.

Please review the categories of experience recognized by the Tennessee State Department of Education on the backside of Form ED-2016. If your former employer(s) meets this criteria, then complete the bottom portion of the letter of instructions, the top portion of the Form ED-1026 and forward, along with the pre-addressed envelope, to said employer. NOTE: The Knox County School System does not recognize substitute time as acceptable experience.

If your employment date with Knox County Schools is the first day of the school year, your previous experience must be received by Human Resources prior to November 15.

Before submitting the Superintendent's copy of your Tennessee Teacher License to us, you should review it for degree shown. If your license does not reflect your highest degree, you must apply to the State Department of Education, Office of Teacher Licensing, for an updated license showing the proper degree.

To be advanced to a higher salary scale for the current school year due to a degree change the following rules apply:

- Degrees conferred in August of the current school year will be retro to the contract start date.
- Degrees conferred in December of the current school year will be upgraded January 1. Employees must submit a **Degree Change Application** and supporting documentation with the Tennessee State Department of Education Licensure office by February 15.

Your salary is contingent upon the degree shown on your Tennessee license and the correct verification of experience. You will be paid on Step 0/Bachelor Degree until the Superintendent's copy of your license and your verification of experience are received.

Sincerely,

Kathy D. Sims

Kathy D. Sims, Ed.D.
Executive Director of Human Resources

Alexander Cain

Signature of New Employee

ALEXANDER CAIN

Print Name

Number of Verification Forms Received _____

White Copy - Personnel File
Canary Copy - Employee

HR-122 (5/09)

4/6
1 yr. Discontinued
Professional
5 yrs. Trade
Shop Vocational
08/06/13
Date

Verification Forms Sent To:	
1. KCS - Security Guard	✓
2. KCS - DP Program	✓
3.	
4.	
5.	

KNOX COUNTY SCHOOLS
APPLICANTS INTERVIEWED

Dates Advertised _____ until _____
Farragut High **Security Officer**
School Position
☐ Certified ☒ Non-certified
Regular, Temporary, Interim, Supply
Regular

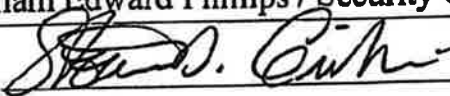
Name	Race/Sex	Date Interviewed	Interview Method*
 Alexander Cain	 W/M	 8/07/07	 ☐ T ☐ Q ☒ P
			 ☐ T ☐ Q ☐ P
_____	_____	_____	☐ T ☐ Q ☐ P
_____	_____	_____	☐ T ☐ Q ☐ P

* T = Telephone
O = Questionnaire
P = In person

Applicant Recommended for Position **Alexander Cain**
(For Certified Personnel: Print name as it appears on teaching license)

Applicant's Telephone/Cell Number(s) 

Person/Position Replacing **William Edward Phillips / Security Officer**

Principal's/Interviewer's Signature  Date **8/16/07**

For Special Education Personnel Recommendations:

Budget Code: _____

APPROVED: _____ Director of Pupil Personnel

APPROVED: _____ Assistant Superintendent

**This form must be completed and returned to the Human Resources Department
before the applicant can be placed on payroll.**

Send two (2) copies to Human Resources Dept.
Maintain one (1) copy for School File

v yfw

KNOX COUNTY SCHOOLS
P.O. Box 2188

Knoxville, Tennessee 37901-2188

Web Address: <http://www.kcs.k12tn.net>

An equal opportunity employer which does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in employment opportunities and benefits.

Computer Code

S.S.P. 0 1 2 3 4 5 Date

B.C. 0 1 2 3 4 5 Date

07/18/07

SP

This application form is but one part of our hiring and employment process. Other parts may include an interview, an employment examination/test, and/or a demonstration of an ability to perform the essential functions or duties of the job. If you need an accommodation in order to complete any part of the hiring and employment process, please notify us immediately. Please fill out the application completely even if you are submitting a resume.

Application Sent To:

Department Sec 7/26/07 CP

Department

Department

Department

Department

Department

Department

Date 7/6/07

Name CAIN

ALEXANDER

JOHN

Last

First

Middle

Maiden name and/or any other name you have been known by or called in past or present: N/A

Address

Street

Apartment

City

State

Zip Code

Telephone Number

E-mail Address

Alternate Telephone Number

Type of work desired:

☐ Administrative Secretary

☐ School Secretary

☐ Educational Assistant (Aide)

☐ Temporary Assignment

☐ Food Service

☐ Custodian

☐ Maintenance (Specify position)

☐ Other

☒ Security Dept.

☐ Bus Driver

Work location limitations, if any, and reasons: N/A

Do you desire day or night work? EITHER

Date available for work 7/15/07

Are you a high school graduate? Yes ☒ No ☐

Have you ever submitted an application for a position with Knox County Schools before? Yes ☐ No ☒

Name at time

In what position?

Have you previously been employed by Knox County Schools? Yes ☐ No ☒ In what position?

Are you currently employed by any other Knox County department? Yes ☐ No ☒ In what position?

Have you ever been convicted of a misdemeanor or a felony in this state or any other state? You are not required to disclose a parking or a moving traffic violation if the maximum sanction provided by law for such violation does not include a period of confinement. (Tenn. Code Ann. 49-5-406) Yes ☐ No ☒

If yes, list all convictions giving brief description including date, place, and charge.

Have you ever been terminated from a job for cause? If yes, explain.

NO

A person who fails to make a full disclosure of any prior criminal record and any prior dismissal from employment for cause commits a Class A misdemeanor. (Tenn. Code Ann. 49-5-406)

HR-101C (11/03)

HUMAN RESOURCES
RECEIVED
JUL 16 2007
KNOX CO. SCHOOLS

EDUCATION

School or College City and State (Begin with High School)	From Mo. Yr.	To Mo. Yr.	Last Grade Attended, Diploma or Degree Received and Date	Major Area of Study
MISSION VIEJO H.S. MISSION VIEJO CA	9/1985	6/1989	DIPLOMA	GEN. EDUCATION
FERRIS ST. UNIV. BIG RAPIDS MI	8/1999	5/2003	B.S. CRIMINAL JUSTICE	CRIMINAL JUSTICE LAW ENFORCEMENT FORENSIC SCIENCE

(High School and college graduates will be required to furnish proof.)

U. S. MILITARY DATA

Did you serve in the military service Yes ☐ No ☒ Dates Month Year — Month Year

Branch _____ Rank _____ Type of Discharge _____

Training _____

Are you a member of a military unit at the present time? Yes ☐ No ☐ If yes —

Active Reserve _____ Inactive Reserve _____ National Guard _____

WORK EXPERIENCE SINCE HIGH SCHOOL

(List employers beginning with last or present job)

From Mo. Yr.	To Mo. Yr.	Company - Including Address, Telephone Number - Including Area Code	Your Supervisor	Your Position	Reason for Leaving
8/06	PRESENT	BEST BUY TOWNE & COUNTRY CIR. KNOXVILLE TN 37909		HOME THEATRE SALES	
5/2000	PRESENT	MFL CONSULTING 524 WYNAMER HALL LN FARRAGUT TN 37934		SECURITY CONSULTANT	
8/2001	5/2003	FERRIS ST. UNIV. DEPT OF PUBLIC SAFETY 1319 CRAMER CIR. BIG RAPIDS MI 49307		FOOT PATROL OFFICER	
9/2005	3/2006	WACKENHUT SERVICES 7121 FAIRWAY DR #201 PALM BEACH FL 33418		SECURITY POLICE OFFICER	

Check office equipment which you can operate:

☒ Typewriter — Average Speed _____
☒ Word Processor

☒ Copier
☒ Calculator

☒ Computer
☐ Dictaphone or transcribing equipment
Average Speed _____

Other skills: Bookkeeping ☐ Filing ☐ Shorthand/Speedwriting ☐ Average Speed _____

Please state below any facts or details concerning your experience and training which explain more fully your qualifications for the employment for which you are applying. If more space is needed to record this data, please use a separate sheet and attach.

LAW ENFORCEMENT TRAINING, FORENSICS, FIREARMS, DEFENSIVE TACTICS,
PSD TRAINING, FIRST RESPONDER, CPR,

REFERENCES

List only individuals not related to you who have knowledge of your work.

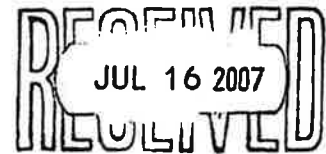
Name	Address	Telephone Number Including Area Code	Position

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes ☐ No ☐
Proof of citizenship or immigration status will be required upon employment.

Alexander J. Cain

Home
Cellular

HUMAN RESOURCES



KNOX CO. SCHOOLS

CAREER OBJECTIVE:

Graduate of a criminal justice program with an emphasis on law enforcement and forensic investigations, with over 13 years of practical experience in Force protection VIP protection, management and teamwork. Looking for a challenging position utilizing acquired skills, education, and experience to work in Government service, Forensics, Law Enforcement, Force Protection, Corporate Security, or Executive Protection fields, ready to re-locate if needed.

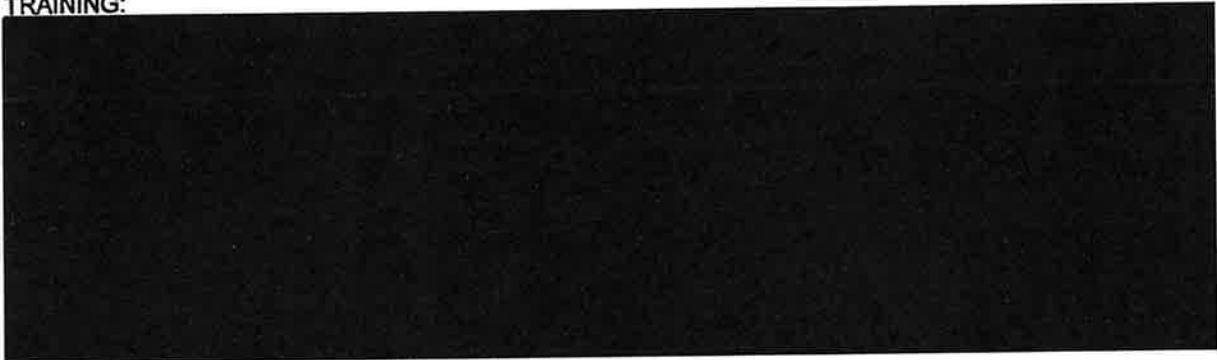
EDUCATION:

Ferris State University, Big Rapids, MI

B.S., Criminal justice, May 2003 A.A., Pre-Criminal justice, May 2003

GPA: [REDACTED]
Major course of study and concentration is in Law enforcement. Minor studies in Forensic science.

TRAINING:



LICENSES:

General Motors Professional Driver course, General Motors Proving Grounds, Milford MI, April 1992.
General Services Administration-Federal Protective Service/ICE Security Clearance, October 2005.
General Services Administration-Federal Protective Service/ICE Firearms Course, October 2005.
State of Tennessee private armed security guard license, Knoxville, TN, August 2005.
State of Tennessee handgun carry permit, Knoxville, TN, November 2004.
Emergency First Responder, American Red Cross, Big Rapids, MI.
CPR-Professional Responder, American Red Cross, Big Rapids, MI.

AFFILIATIONS:

Member, Alpha Phi Sigma, National Criminal Justice Honors Society
Ferris State University Student Government Representative 2000-2001.
Ferris State Residents Hall Association Vice President 2000-2001.

COMPUTER SKILLS:

Microsoft Windows 95, 98, ME, NT, XP, Word, Excel, PowerPoint, Publisher, Internet Explorer.

PROFESSIONAL EXPERIENCE:

Security Specialist/Trainer

MFC Consulting, Knoxville, TN

Work as an Independent Contractor, Executive, and Force Protection Specialist
Provide armed and unarmed Executive Protection/security services to a diverse list of private and public clients.

Security detail team leader tasked with protecting Richard Petty during his Fan appreciation tour.
Training responsibilities include: threat management, home defense/personal awareness, surveillance/counter surveillance, emergency evacuation plans, convoy escorts, PSD, access control, building clearing.

Armed Force Protection Operations Supervisor
Wackenhut Services Inc., Palm Beach Gardens, FL

Deployed for Hurricane Force Protection assignments.
Providing security services to FEMA and American Red Cross sites in hurricane Katrina/Rita disaster area.
Direct support of FEMA, Federal Protective Services (ICE), and local Law enforcement agencies.
Maintain operational supervision of assigned Security Forces within assigned area of responsibility.

Student Patrol Officer

Ferris State University Department of Public Safety, Big Rapids, MI

Patrol the campus grounds and residence halls.
Perform covert and undercover surveillance of campus areas from fixed and mobile locations.
Assist department officers in the apprehension of suspects.
Report suspicious activity to the dispatch center so officers can perform an investigation and questioning.
Provide students with escorts to and from buildings, and parking lots on campus.
Provide assistance during special events on campus with duties such as traffic control, site security, and visual surveillance.

Service Manager/Reconditioning Manager

JD Byrider/CNAC franchise-Division of the Keller Group, Knoxville TN

Managed a department with five technicians and one parts person.
Successfully completed the JD Byrider Corp. Service Manager training course in December 2006.
Duties included managing the department, reconditioning manager, customer relations, service advisor, parts manager, billing and warranty administrator.
Maintained the highest CSI rating in franchise history (98%) top 10 ranking nationally since September 2006.
Revamped a service process that moved technician productivity from 45% to 75% in 3 months and reconditioned an average of 50 vehicles per month since September 2006.
Provided excellent customer satisfaction and contact while vehicle was in service.
Sold non-warranty service work to customers when needed to maintain a properly running vehicle.
Continued follow-up until the customer was completely satisfied.

Audit Program Site Coordinator/Trainer

Process Development Corporation, Livonia, MI

Participated in the start-up of the General Motors audit program at various assembly plants around the country.
Instrumental in improving the audit process at the General Motors, Fairfax, KS site.
Team leader of the travel audit team.
Trained vehicle auditors on audit procedures, software, and hardware.
Coordinated vehicle audit team member's daily operations.
Daily interaction with assembly plant management and quality personnel, organized daily meeting to review audit data.

Quality Control Analyst

Kelly Services, Automotive Technical Services, Warren, MI

Contracted to Delphi Harrison Thermal Systems, General Motors Corporation.
Provided in-plant support to five local GM assembly plants when quality concerns arose involving Harrison components.
Assisted service technicians in warranty repairs on company owned vehicles at GM's Service Research Center, Warren Tech Center.
Conducted follow-up contacts regarding component failures with Platform Product Engineers.
Performed experimental part evaluations and field modifications.
Conducted noise and vibration evaluations on pilot program vehicles.
Created database for tracking warranty repairs of Harrison components at Service Research.
Developed and updated database of Corporate Service Bulletins concerning Harrison component repairs and improvements.
Assisted Harrison's Worldwide Service Manager in developing and implementing new service procedures.
Created a new A/C compressor seal washer kit, which was adopted, by AC-Delco and Delphi Harrison, this was later incorporated into a new service bulletin.



FERRIS STATE UNIVERSITY

February 24, 2003

To Whom It May Concern:

Alexander Cain, SS# [REDACTED] is currently a student in good standing in the Ferris State University Criminal Justice Law Enforcement Program. Mr. Cain will be graduating May 10, 2003 with a Bachelor of Science Degree in Criminal Justice.

If you require additional information, you may contact me at [REDACTED]

Cordially,

Terry M. Nerbonne, Ph.D.
Professor

TMN/srp

COLLEGE OF EDUCATION AND HUMAN SERVICES
SCHOOL OF CRIMINAL JUSTICE

1349 Cramer Circle, BIS 506, Big Rapids, MI 49307-2737
Phone 231 591-3652 or 231 591-5080 Fax 231 591-3792

FERRIS STATE UNIVERSITY

January 31, 2000

Officer Savannah Ayub
Volunteer Coordinator
Knoxville Police Department
P.O. Box 3610
Knoxville, TN 37927

Dear Officer Ayub,

It is my pleasure to write a letter of recommendation on behalf of Alex Cain for a summer volunteer position with the Knoxville Police Department. I have had the opportunity to have Alex as a student for the past two semesters in my Introduction to Criminal Justice, and Delinquency Prevention and Control classes at Ferris State University. He has proven to be a mature, motivated, and dedicated student. His grades are well above average. His insights into the criminal justice system and the process are well above the typical undergraduate student. As a non-traditional student, I believe Mr. Cain brings a wealth of insight and experiences to the curriculum that is not normally shared by other students. Therefore, providing him with the ability to experience aspects of our program normally reserved for those students in the upper level programs would be beneficial to both Mr. Cain and other students hoping to receive the same degree in the future.

If chosen, Alex would be registering for an Independent Study course through Ferris State University. Because Alex is not officially considered a Junior at Ferris State University, this opportunity will not officially be considered an internship. However, he will be held accountable to the same standards as students who are participating in the internship program. Therefore, if Mr. Cain is accepted into your program, I would appreciate feedback from you if, at anytime, you believe he does not meet your normal expectations of volunteers. To supplement your efforts, he will be supervised by myself and will be responsible for maintaining a daily log of activities and time volunteered in the agency. He will additionally be responsible for writing a paper at the conclusion of the summer program detailing his experiences and how these experiences relate to his curriculum. I will additionally be maintaining contact with you to obtain your insight into his participation and progress.

I would like to thank you in advance for accepting Alex into your volunteer program. I strongly believe his participation will further provide him with an excellent opportunity to apply the skills he is presently learning in the Forensics Minor at Ferris State University.

Therefore, I have no hesitations recommending Mr. Cain for this position. I strongly believe that this will be a rewarding program for all persons involved. If you have any additional questions about our expectations of Mr. Cain or of our program, please feel free to give me a call at [REDACTED].
[REDACTED] Once again, thank you for providing this opportunity to our students.

Sincerely,


Shannon M. Barton
Assistant Professor

COLLEGE OF EDUCATION
SCHOOL OF CRIMINAL JUSTICE
1349 Cramer Circle, BIS 506, Big Rapids, MI 49307-2737
Phone 231 591-3652 Fax 231 591-3792

FERRIS STATE UNIVERSITY

February 22, 2000

Officer Savannah Ayub
Volunteer Coordinator
Knoxville Police Department
P.O. Box 3610
Knoxville, Tennessee 37927

Dear Officer Ayub,

It is my pleasure to write a letter of recommendation on behalf of Alex Cain for a summer volunteer position with the Knoxville Police Department.

I first met Alex Cain in an introduction to corrections course that I am currently teaching this semester. Alex is performing very well in the course. In fact, he is one of the top students in the course. During the course of the semester, he has provided both relevant and engaging comments in class. Alex has maintained a very good rapport with his fellow students in the class, and is willing to provide help to other students. He has leadership and good communication skills. He rarely gives up or complains when I place obstacles for students to overcome in the class. Instead, he looks at them as challenges.

Other faculty at the School of Criminal Justice at Ferris State University have an outstanding view of Alex. Furthermore, I have observed him interact with students and faculty outside of the classroom. He is polite and astute. He actively engages in discussions and provides interesting and meaningful input into a wide array of criminal justice issues. Alex has a calm and patient personality. He appears to be a highly motivated and ethical young man.

In closing, I recommend Alex Cain for a summer volunteer position with the Knoxville Police Department. If I can be of any other assistance or provide further information, do not hesitate to contact me at [REDACTED]

Sincerely



Eric Lambert
Assistant Professor

COLLEGE OF EDUCATION
SCHOOL OF CRIMINAL JUSTICE
1349 Cramer Circle, BIS 506, Big Rapids, MI 49307-2737
Phone 231 591-3652 Fax 231 591-3792

Ferris State University
School of Criminal Justice
Certificate of Completion

This is to certify that

Alexander Cain

has successfully completed the prescribed course of instruction in the
Forensic Science Concentration



Dr. Frank Crowe, Director

May 10, 2003

Date

Alpha Phi Sigma

National Criminal Justice Honor Society

These presents certify that

Alexander John Cain

is a member of

Chi Omega Pi - Ferris State University

By election of membership and is hereby granted all
the honors and privileges pertaining thereto

John McLaughlin

National President

Florida International University

David Rivers

National Treasurer

Florida International University

Paulette Purdy

National Vice-President

University of Houston - Downtown

Adriana Caputi

National Secretary

Florida International University



April 2003

CERTIFICATE OF ACHIEVEMENT

This certificate is awarded to

ALEXANDER CAIN

Presented By:

FERRIS STATE UNIVERSITY
SCHOOL OF CRIMINAL JUSTICE
AND
LAMBDA ALPHA EPSILON



Congratulations On Your Graduation and Success

Michelle Johnston

Signature

Dr. Michelle Johnston, College of Education Dean

05-10-2008

Frank Crowe

Signature

Dr. Frank Crowe, School of Criminal Justice Director

*This Certificate
is Awarded to*

Alex Cain

for oustanding achievement as

Executive Board Member

in the Residence Hall Association

for the 2000-2001 school year,

on this

25th day in April, 2001

Brian Cain
President

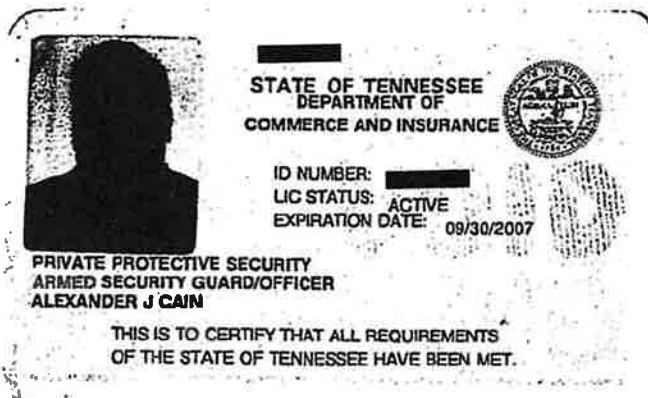
Alex Cain
Vice President

Replace the Pink

APPLICATION
NEW HIRE / ORIENTATION
CHECKLIST

With this barcode separation
page





P.P.S. Card



Tennessee Department of Education – Office of Educator Licensing

710 James Robertson Parkway - Andrew Johnson Tower, 11th Floor - Nashville, TN 37243

The information on this page must accompany any request for licensure transactions in the State of Tennessee. Please complete using black ink. Required items are identified with an asterisk (*). The personal affirmation section must be completed.

SECTION 1: CONTACT AND DEMOGRAPHIC INFORMATION

This section must be completed. Please be certain to provide accurate information.

ALEXANDER	JOHN	CAIN		
First Name*	Middle Name*	Last Name*	(Maiden/Other Last Name)	
[REDACTED]	[REDACTED]	[REDACTED]		
Date of Birth* (MM/DD/YYYY)	7814 Street/P.O. Box*	City*	State*	Zip Code*
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Primary Telephone Number* (999) 999-9999	Secondary Telephone Number (999) 999-9999		Social Security Number* 999-99-9999	
alexander.cain@knoxschools.org			MALE	
Primary Email Address*	Secondary Email Address		Gender	

The following information is collected for the purposes of federal reporting requirements. Please provide responses for both ethnicity and race.

- Ethnicity – Choose one
☐ Hispanic or Latino
☐ Not Hispanic or Latino
- Race – Mark all that apply
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☒ White
☐ Native Hawaiian/Other Pacific Islander
- Gender
☒ Male
☐ Female

SECTION 2: PERSONAL AFFIRMATION*

This section must be completed. False statements made in this application may constitute grounds to take action, revoke or deny a license. Check the appropriate response for each question. Do not include matters that the State Board of Education has previously investigated and found "No Probable Cause" to take any disciplinary action.

- | | |
|---|--|
| ☐ Yes ☒ No | 1. Have you been convicted of a felony, including conviction on a plea of guilty, a plea of <i>nolo contendere</i> or granting pre-trial diversion? |
| ☐ Yes ☒ No | 2. Have you ever been convicted of the illegal possession of drugs, including conviction on a plea of guilty, a plea of <i>nolo contendere</i> or an order granting pre-trial diversion? |
| ☐ Yes ☒ No | 3. Have you had a teacher's certificate/license revoked, suspended or denied, or have you voluntarily relinquished a certificate/license. (Allowing a license to expire does not apply.) |
| ☐ Yes ☒ No | 4. Is there any action pending against your certification/license or application in another state? |

- If you have answered "Yes" to question 1 or 2, please attach details of conviction, include date and location of conviction, and court certified copies of the judgment, conviction, and sentencing.
- If you have answered "Yes" to question 3 or 4, please attach details naming the state and/or issuing authority and explain the circumstances.

SECTION 3: SIGNATURE AND DATE

This section must be completed.


Applicant Signature

4-13-16
Date

SECTION 4: LICENSURE TRANSACTION REQUESTED

Please indicate the type(s) of licensure transaction(s) being requested. Mark all that apply.

- ☒ Licensure Advancement
☐ Licensure Renewal
☐ Reactivating an Inactive License

APPLICATION FOR REACTIVATION, ADVANCEMENT, OR RENEWAL OF AN APPRENTICE OR PRACTITIONER OCCUPATIONAL

Submit applications to:

Division of College, Career and Technical Education Licensing, Department of Education, 11th Floor Andrew Johnson Tower, Nashville, TN 37243

Please note: ALL DOCUMENTS SUBMITTED TO THE OFFICE OF EDUCATOR LICENSING BECOME THE PROPERTY OF THE TENNESSEE DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED TO THE APPLICANT NOR WILL THE DEPARTMENT PROVIDE COPIES OF DOCUMENTS TO THE APPLICANT OR THIRD PARTIES. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPROPRIATE ENTITY.

APPLICANT NAME ALEXANDER CAIN

LICENSE NUMBER [REDACTED]

Educators who have an expired Apprentice or Practitioner Occupational will be required to apply to reactivate the license. Educators who hold an active Apprentice or Practitioner Occupational may apply to advance or renew/convert their license beginning Sept. 1 of the year prior to the expiration date of the license. All licenses are processed under the new policy, effective Sept. 1, 2015.

Option 1: Reactivation of an INACTIVE Apprentice or Practitioner Occupational. This option is for educators holding an inactive Apprentice Occupational License. If requirements are met, educators will convert to the Practitioner Occupational License (second issuance).

Please enter the endorsement code and name below

Endorsement Code(s)	Endorsement Name(s)

☐ Submit current/valid industry certification where required to the Division of College, Career and Technical Education Licensing office.

☐ Submit documentation of 240 hours of full or part-time work experience in the endorsement area, in the past five years.

Option 2: Advancement of an Apprentice or Practitioner Occupational License

This option is for educators holding an Apprentice Occupational License who meet requirements to advance to the Professional Occupational License (3 years of acceptable experience and either 30 PDPs or a Director of Schools signature). If requirements are met, educators will be issued the new Professional Occupational License (6 year validity period).

Step 1: Ensure the Division of College, Career, and Technical Education Licensing Office has documentation verifying at least 3 years of acceptable experience. Submit an experience verification form with any teaching experience that is not already on file with the Office of Educator Licensing.

☐ Experience verification form is attached, as it is not on file with the Office of Educator Licensing

Step 2: Submit PDP computation sheet verifying 30 Professional Development Points were accrued during the validity period of the license OR obtain the signature of the Director of Schools in the employing school district recommending licensure advancement. If not currently employed by a TN public school district, documentation supporting each PDP activity listed on the computation sheet must also be included.

☐ PDP Computation sheet attached demonstrating evidence of 30 Professional Development Points accrued during the validity period of the active license

OR

☐ I have obtained the signature of a Director of Schools (below) recommending my license be advanced to the Professional License.

Note to recommending individual: By signing below, you are indicating that you are recommending the above stated individual for advancement to the Professional License.

Knox County Schools
LEA Name

6/1/2016
Date

hr@knoxschools.org
Email Address

Director of Schools (Print Name)

[Signature]
Director of Schools (Signature)

Step 3: Submit proof of attendance during the first year of teaching for a total of five (5) days at the new teacher training

Step 4: Submit recommendation from the educator preparation program and transcript(s) for program completion

Step 5: Submit documentation of teacher observations and mentor's signature

Step 6: Submit current/valid industry certification where required

Option 3: Renewal of an ACTIVE Apprentice or Practitioner Occupational License

This option is for educators holding an active Apprentice or Practitioner Occupational License who do not meet expectations for advancement to the Professional Occupational License. Educators will be converted to the new Practitioner Occupational License (second issuance). After the second issuance of the Practitioner Occupational License, the license will become inactive if the educator does not advance to the Professional Occupational License.

☐ I do not meet advancement requirements and wish to renew/convert my license to the new Practitioner Occupational License.



BILL HASLAM
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
SIXTH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

KEVIN HUFFMAN
COMMISSIONER

Requirements to advance to a Professional Occupational Educator License check list:

Name: ALEXANDER CAIN LEA: KNOX COUNTY SCHOOLS

- Five day new teacher training sponsored by Career and Technical Education Division, Tennessee Department of Education

Date completed 7/2015

- Complete successfully a teacher education program of no more than eighteen (18) semester hours designed to meet the knowledge and skills for teacher preparation. Candidates must be recommended by an institution of higher education with a preparation program approved according to the standards and guidelines established by the State Board of Education.

Date completed 12/15

- Four (4) days release time to observe three (3) experienced teachers within your endorsed teaching area and one (1) experienced teacher outside of your teaching area.

Observation 1 FHS / [Signature]
School and Educator

Date completed 10/13

Observation 2 [Signature]
School and Educator

Date completed 10/6/15

Observation 3 Michelle Brisset
School and Educator

Date completed 11-17-15

Observation 4 [Signature]
School and Educator

Date completed 11-30-15

- Assigned mentor during the first three years of teaching.

Mentor's signature Arthur E. Boham

- Complete three (3) years of teaching in an approved school.
- Current/valid industry certification where required by teacher endorsement area.
- Verification of a positive recommendation from the local education agency based on an evaluation under a model approved by the Tennessee State Board of Education.

LINCOLN MEMORIAL UNIVERSITY

**Department of Undergraduate Education
Career and Technical Education**

Career and Technical Education Endorsement Program

Dr. Teresa Bicknell, Assistant Dean

Dr. Rick Grubb, Program Director

April 29, 2016

Alexander Cain

The above individual has completed all requirements for the Lincoln Memorial University's Career and Technical Education Endorsement Program. This fulfillment meets the required coursework established by the State of Tennessee for initial certification in Career and Technical Education.

Please contact me if additional clarification is needed.

Rickey R. Grubb

Rickey R. Grubb, Ph.D.
Program Director

LINCOLN MEMORIAL UNIVERSITY

Department of Undergraduate Education

Career and Technical Education

Career and Technical Education Endorsement Program

Dr. Teresa Bicknell, Assistant Dean

Dr. Rick Grubb, Program Director

January 16, 2015

Alexander Cain

Thank you for your interest in the Lincoln Memorial University's Career and Technical Education Endorsement Program. Your post-secondary coursework indicates that 3 semester hours will be acceptable transfer credits into your program of study. You will need to complete the 15 additional semester hours listed below from Lincoln Memorial University to meet the requirements for the Career and Technical Education Endorsement Program.

EDUC 244	Substitute CST 102 (Roane State Community College)	
EDUC 344	Using Technology in the Learning Environment	Summer 2015
EDUC 354	Management of Occupational Education	Fall 2015
EDUC 364	Foundations & Evaluation of Occupational Education & Training Programs	Enrolled Spring 2015
EDUC 374	Instructional Strategies & Techniques	Completed
EDUC 474	Curriculum Development & Methodology	Completed

Please contact me if additional clarification is needed.

Rickey R. Grubb, Ph.D.

Program Director

Box 2000 – Bus/Ed Building * 6965 Cumberland Gap Parkway * Harrogate, TN 37752

NEW OCCUPATIONAL LICENSED
TEACHER TRAINING

Alexander Cain

Is hereby recognized for completing 5 days of required new teacher training for occupational licensed teachers

JULY 2015



Danielle Mezera, Assistant Commissioner,
Division of College, Career and Technical Education

Kesha DeJarnett, Director of Talent Improvement,
Division of College, Career and Technical Education

First Name	Last Name	LEA	Sessions Attended	Date and Scan Time
Alexander	Cain	Knox County	FS1.3 Law, Public Safety, Corrections, & Security Industry Certification, day two of two.	7/11/2014 8:14
Alexander	Cain	Knox County	TH51.5 Law, Public Safety, Corrections, & Security Industry Certification, day one of two.	7/10/2014 8:16



Educator Overview: ALEXANDER JOHN CAIN - Educator Licensure Information

Page 1 of 1
State of Tennessee Educator Licensure Information

EDUCATOR OVERVIEW: ALEXANDER JOHN CAIN

Records on this site represent official state documentation



Personal Information

Name: ALEXANDER JOHN CAIN (ACCOUNT NAME CHANGED)
License Number: [REDACTED]
Social Security Number: [REDACTED]
[View all my information](#)

Licenses & Endorsements

License Type: Apprentice Occupational Educ
Status: Active
Endorsements: 500 Legal & Protective Services
[Add Endorsement](#)
Issue Date: 08/13/2009
Date of Expiration: 08/31/2017

Certificates

No records
As reported to the Office of Educator Licensing

Education

Institution Name: PENNS STATE UNIVERSITY
Degree: Bachelor Degree
[more info](#)

As reported to the Office of Educator Licensing

Exam

No records
As reported to the Office of Educator Licensing

Employment

School System: Knox County
Position Name: ~voc Tech (Tsc)
Start Date: 07/01/2014
[more info](#)

School System: Knox County
Position Name: ~voc Tech (Tsc)
Start Date: 07/01/2013
[more info](#)

As reported to the Office of Educator Licensing

Federal Reported Highly Qualified Status

No records
As reported to the Office of Educator Licensing

Correspondence Received

Disclaimer: This information is based upon documentation received by the Office of Educator Licensing. This information is used for licensing purposes and is subject to change upon further evaluation of the documentation and in no way will guarantee the issuance of a Tennessee Teaching License. Correspondence Received information may be purged after a designated period of time as determined by the Office of Educator Licensing.

Document Type: Occupational Application
Date Received: 08/13/2009

Document Type: System Request
Date Received: 08/13/2009

Document Type: Occupational Application
Date Received: 08/22/2012

Document Type: Occupational Application
Date Received: 10/11/2012

Document Type: Online Application
Date Received: 10/22/2012

As reported to the Office of Educator Licensing

Replace the Lavender/Purple

**LICENSE
CERTIFICATION
TRANSCRIPTS**

**With this barcode separation
page**



Replace the Salmon/Orange

EVALUATIONS

With this barcode separation
page



**Knox County Schools DIVISION OF HUMAN RESOURCES
EMPLOYEE ACTION FORM**

ALEXANDER J CAIN
CCTR: 0100 GIBBS HIGH

Pos Title: TCHER VOC DIVERSIFIED T
Job Title: TCHER VOC DIVERSIFIED T

Employee: [REDACTED]

SSN: [REDACTED]

Ethnicity: White

Gender: Male

Salary: \$ 19,132.43

Current Date: 09/07/2013

Hire: 08/16/2007

Tenure:

DOB: [REDACTED]

EMPLOYEE/JOB ADDED G/L DISTRIBUTION ADDED SALARY SCHEDULE ADDED
NEW HIRE NEW HIRE

FOR HUMAN RESOURCES PURPOSES ONLY

Position Control #: 3334 Effective Date: 08/06/2013 Payroll Pull Date: 09/25/2013

Current Status: Active

Work Location: 0100

Highest Degree:

Reason:

GIBBS HIGH

Job Code: SVDTEC Title: TCHER VOC DIVERSIFIED 1 FTE: 1.00 Position: 08/06/2013 To:

Contract Type: I Interim

Contract: To:

FOR PAYROLL DEPARTMENT PURPOSES ONLY

Federal	Retirement Elig	Work Mon. Per Year	Pay Cycle	Sick Bank Member
S-0	Yes	10	Monthly	No

Previous Information			from	to	Current Information		
Job:	Status:	Empl Type:			Job: 1	Status: A	Empl Type: V1

Salary Schedule:	Rank:	Step:	Salary Schedule:	ST	Rank: 04	Step: 6
Salary Schedule:			Salary Schedule:	ST	Rank: 14	Step: 6

Annual Salary:	Rate:	Annual Salary:	19,132.43	Rate:	196.23
----------------	-------	----------------	-----------	-------	--------

Hours/Day:	%Wk:	Cont Days:	Hours/Day: 7.75	%Wk: 100.00%	Cont Days: 97.50
------------	------	------------	-----------------	--------------	------------------

Sick:	Pers:	Vac:	SB:	Sick:	Pers:	Vac:	SB:
-------	-------	------	-----	-------	-------	------	-----

CCTR:	CCTR: 0100	GIBBS HIGH
-------	------------	------------

GL Distribution:	2014	GL Distribution:	2014
Fund-C-Func-Obj-SpU-CCtr-Prg		Fund-C-Func-Obj-SpU-CCtr-Prg	
		0144-7-1300-116-800-0100-000	100.00 %

Additional Information For Internal Use Only

08/21/2013 FORMER EMPLOYER: KCS BIWEEKLY SEC GUARD

08/21/2013 97.5 DAY EA: 8/06/13 - 12/20/13

08/21/2013 ATT LIC EXP 2014

CL-NO

08/21/2013 SL [REDACTED] PL [REDACTED]

08/21/2013 [REDACTED]

08/21/2013 *REPLACING: CHRIS HOWARD [REDACTED]

08/21/2013 93 DAYS + [REDACTED] = 97.5 DAYS @ \$196.23 = \$19,132.43

08/21/2013 -

08/22/2013 *5 YEARS EXP GRANTED TRADE SHOP VOCATIONAL

08/22/2013 *1 YEAR DISTINGUISHED PROFESSIONAL EXP

09/07/2013 PD: SEE NAS

Budget reasons

Paid incorrectly

Be

2 people in same position

APPROVAL DATE:

SIGNATURE:

PAF: [REDACTED]

PROCESSED BY:

mike

2013-09-07-08.08.01.000

MA



NOTICE OF ANNUAL SALARY

SCHOOL:	Gibbs High
DATE:	September 7, 2013
NAME:	Cain, Alexander J.
EMPLOYEE #:	
SS#:	
ANNUAL SALARY:	\$19,132.43
DATES OF EMPLOYMENT:	8/6/13-12/20/13 97.5 days @ \$196.2

Annual 200

TO BE PAID:**ACCOUNT**

0144-800

71300-116-0100

2013	September	
	October	
	November	
	December	
2014	January	
	February	
	March	
	April	
	May	
	June	
	July	
2014	August	
	TOTAL	

[illegible]

Knox County Schools DIVISION OF HUMAN RESOURCES
EMPLOYEE ACTION FORM

Card filed

ALEXANDER J CAIN

CCTR: 0100 GIBBS HIGH

Pos Title: TCHER VOC DIVERSIFIED TECH

Job Title: TCHER VOC DIVERSIFIED TECH

Employee: [REDACTED]

SSN: [REDACTED]

Ethnicity: White

Gender: Male

Salary: \$17,690.00

Current Date: 08/21/2013

Hire: 08/16/2007

Tenure:

DOB: [REDACTED]

EMPLOYEE/JOB ADDED G/L DISTRIBUTION ADDED SALARY SCHEDULE ADDED
NEW HIRE NEW HIRE

FOR HUMAN RESOURCES PURPOSES ONLY

Position Control #: 3334 Effective Date: 08/06/2013 Payroll Pull Date: 09/25/2013
Current Status: Active Work Location: 0100 Highest Degree:
Reason: GIBBS HIGH
Job Code: SVDTEC Title: TCHER VOC DIVERSIFIED TECH FTE: 1.00 Position: 08/08/2013 To:
Contract Type: I Interim Contract: To:

FOR PAYROLL DEPARTMENT PURPOSES ONLY

Federal Retirement Elig Work Mon. Per Year Pay Cycle Sick Bank Member
S-0 Yes 10 Monthly No

Previous Information				Current Information			
Job:	Status:	Empl Type:	from	to	Status:	Empl Type:	V1
Salary Schedule:	Rank:	Step:		Salary Schedule:	ST	Rank: 04	Step: 86
				Salary Schedule:	ST	Rank: 14	Step: 86
Annual Salary:	Rate:			Annual Salary:	17,690.00	Rate:	175.15
Hours/Day:	%Wk:	Cont Days:		Hours/Day:	7.75	%Wk: 100.00%	Cont Days: 101.00
Sick: [REDACTED]	Pers: [REDACTED]	Vac: [REDACTED]	SB: [REDACTED]	Sick: [REDACTED]	Pers: [REDACTED]	Vac: [REDACTED]	SB: [REDACTED]
CCTR:				CCTR:	0100	GIBBS HIGH	
GL Distribution:	2014			GL Distribution:	2014		
Fund-C-Func-Obj-SpU-CCtr-Prg				Fund-C-Func-Obj-SpU-CCtr-Prg			
				0144-7-1300-116-800-0100-000		100.00%	

Additional Information For Internal Use Only

08/21/2013 FORMER EMPLOYER: KCS BIWEEKLY SEC GUARD
08/21/2013 101 DAY EA: 8/06/13 - 12/20/13
08/21/2013 ATT LIC EXP 2014 CL-NO
08/21/2013 SL PL [REDACTED]
08/21/2013 [REDACTED]
08/21/2013 REPLACING: CHRIS HOWARD [REDACTED]

*5 yrs. granted Trade Shop
1 yr. granted for Distinguished
Professional Exp.*

APPROVAL DATE:

PAF: [REDACTED]

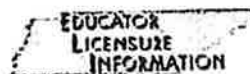
PROCESSED BY:

SIGNATURE:

jon1

2013-08-21-15.37.47.00000





Educator Licensure Information

[Close this Window](#)

General

Name: CAN, ALEXANDER JOHN

DOB: [REDACTED]

SSN: [Please log into ELI to view]

Education Level: 40

Gender: Male

License Number: [REDACTED]

Experience (In Yrs): 0

Conferral Date: 05/10/2003

Date Added To File: 08/22/2012

Licenses & Endorsements

Description (Type)	Status	Date Received	Expiration Date	Renewal Date	Num. of Renewals
Apprentice Occupational Educ (27)	Active	08/13/2009	08/31/2014		0
Legal & Protective Services (590)					

Click here for a brief description of the [type of licenses](#).

Basic license status definitions

Pending Review - application has been received, entered into database, given to licensing specialist for review. Application will stay in this status until reviewed and eligibility determined.

Requirements not met - application has been reviewed and deficiencies determined. You will receive correspondence from licensing specialist defining the deficiency.

Active status - application reviewed with no deficiencies, license was issued.

Education

Education Level	Tennessee College	State College Located	Date Degree Conferred	Date Added to File
Bachelor (40)	Unknown or Not Tennessee		2003-05-10	2012-08-22

This reflects all education reported to the Office of Teacher Licensing.

Career Ladder

Description

No records found.

Tests Submitted to the Office of Teacher Licensing

Description

No tests found.

Score

Test Date

Website only reflects tests reported to the State Department of Education.

Tests That May Be Used For Demonstrating Highly Qualified Status

Description

No tests found that can be used for Highly Qualified.

Score

Date Acquired

Highly Qualified Test Search: Tests listed here are only those found in the Department of Education licensing database.

Highly Qualified Status

Grade Span

Subject

No records found.

This information reflects Highly Qualified status as reported to the state by local school systems.

Date Began Teaching	System Number	Educator Experience	Date Ended Teaching	Month-Days	State
No records found.					

This information reflects all experience reported to the State by local school systems through the last school year. The current academic year is not included.

Correspondence Received	
Date Received	Document Type
8/13/2009	Occupational Renewal
8/13/2009	System Request
8/22/2012	Occupational Renewal
10/11/2012	Occupational Renewal
10/22/2012	Online Application

Disclaimer – This information is based upon documentation received by the Office of Teacher Licensing. This information is used for licensing purposes and is subject to change upon further evaluation of the documentation and in no way will guarantee the issuance of a Tennessee Teaching License.

“Information on this page may be purged after a designated period of time as determined by the Office of Teacher Licensing.”

Please report any webpage problems to the [Application Manager](#)

**Knox County Schools DIVISION OF HUMAN RESOURCES
EMPLOYEE ACTION FORM**

ALEXANDER J CAIN
CCTR: 0100 GIBBS HIGH
Pos Title: TCHER VOC DIVERSIFIED T
Job Title: TCHER VOC DIVERSIFIED T

Employee: [REDACTED]
[REDACTED]
[REDACTED]
Phone: [REDACTED]

SSN: [REDACTED]
Ethnicity: White
Gender: Male
Salary: \$ 40,475.00

Current Date: 08/26/2014
Hire: 08/16/2007
Tenure: [REDACTED]
DOB: [REDACTED]

EMPLOYEE/JOB ADDED G/L DISTRIBUTION ADDED SALARY SCHEDULE ADDED
REAPP REAPPOINT

FOR HUMAN RESOURCES PURPOSES ONLY

Position Control #: 3334 Effective Date: 08/04/2014 Payroll Pull Date: 09/25/2014
Current Status: Active Work Location: 0100 GIBBS HIGH Highest Degree: 4 Bachelor Degree
Reason:
Job Code: SVDTEC Title: TCHER VOC DIVERSIFIED 1 FTE: 1.00 Position: 08/04/2014 To:
Contract Type: R Regular Contract: 08/04/2014 To: 05/22/2015

FOR PAYROLL DEPARTMENT PURPOSES ONLY

Federal	Retirement Elig	Work Mon. Per Year	Pay Cycle	Sick Bank Member
S-0	Yes	10	Monthly	No
Previous Information				Current Information
Job: 1	Status: A	Empl Type: V1	from	to
Salary Schedule: ST	Rank: 04	Step: 7	Job: 1	Status: A
Salary Schedule: ST	Rank: 14	Step: 7	Empl Type: V1	
Annual Salary: 40,475.00	Rate: 202.38		Annual Salary: 40,475.00	Rate: 202.38
Hours/Day: 7.75	%Wk: 100.00%	Cont Days: 200.00	Hours/Day: 7.75	%Wk: 100.00% Cont Days: 200.00
Sick: [REDACTED]	Pers: [REDACTED]	Vac: [REDACTED]	Sick: [REDACTED]	Pers: [REDACTED] Vac: [REDACTED] SB: [REDACTED]
CCTR: 0100 GIBBS HIGH			CCTR: 0100 GIBBS HIGH	
GL Distribution:	2015		GL Distribution:	2014
Fund-C-Func-Obj-SpU-CCtr-Prg			Fund-C-Func-Obj-SpU-CCtr-Prg	
0144-7-1300-116-800-0100-000	100.00%		0144-7-1300-116-800-0100-000	100.00 %

Additional Information For Internal Use Only

05/02/2014 FORMER EMPLOYER - KCS TEMP 13-14 SY
05/02/2014 EA DAYS 200 - 8/4-5/22/15
05/02/2014 SL - [REDACTED] PL - [REDACTED]
05/02/2014 [REDACTED]
05/02/2014 LICENSE - 27 AOE 2017 NO CL
05/02/2014 REPLACING - CHRIS HOWARD [REDACTED]
05/02/2014 12 PAY 14-15 SY PD SEPT-AUG \$3,372.92

APPROVAL DATE:
PAF: [REDACTED]

PROCESSED BY:

SIGNATURE:
mike

2014-08-26-16.37.25.000

MA

Knox County Schools DIVISION OF HUMAN RESOURCES
EMPLOYEE ACTION FORM

ALEXANDER J CAIN
CCTR: 0100 GIBBS HIGH

Pos Title: TCHER VOC DIVERSIFIED T
Job Title: TCHER VOC DIVERSIFIED T

Employee: [REDACTED]
[REDACTED]
Phone: [REDACTED]

SSN: [REDACTED]
Ethnicity: White
Gender: Male
Salary: \$ 40,475.00

Current Date: 08/26/2014
Hire: 08/16/2007
Tenure:
DOB: [REDACTED]

EMPLOYEE/JOB CHANGED

EOCTEMP EOC - TEMPORARY CONTRACT

FOR HUMAN RESOURCES PURPOSES ONLY

Position Control #: 3334 Effective Date: 05/23/2014 Payroll Pull Date: 09/25/2014
Current Status: Terminated Work Location: 0100 Highest Degree: 4
Reason: END OF CONTRACT GIBBS HIGH Bachelor Degree

Job Code: SVDTEC Title: TCHER VOC DIVERSIFIED 1 FTE: 1.00 Position: 08/06/2013 To: 05/23/2014
Contract Type: T Temporary Contract: 08/04/2014 To: 05/22/2015

FOR PAYROLL DEPARTMENT PURPOSES ONLY

Federal	Retirement Elig	Work Mon. Per Year	Pay Cycle	Sick Bank Member
S-0	Yes	10	Monthly	No
Previous Information			Current Information	
Job: 1	Status: A	Empl Type: V1	Job: 1	Status: T
Salary Schedule: ST	Rank: 04	Step: 7	Salary Schedule: ST	Rank: 04
Salary Schedule: ST	Rank: 14	Step: 7	Salary Schedule: ST	Rank: 14
Annual Salary: 40,475.00	Rate: 202.38		Annual Salary: 40,475.00	Rate: 202.38
Hours/Day: 7.75	%Wk: 100.00%	Cont Days: 200.00	Hours/Day: 7.75	%Wk: 100.00%
Sick: [REDACTED]	Pers: [REDACTED]	Vac: [REDACTED]	Sick: [REDACTED]	Pers: [REDACTED]
CCTR: 0100	GIBBS HIGH		CCTR: 0100	GIBBS HIGH
GL Distribution:	2015		GL Distribution:	2015
Fund-C-Func-Obj-SpU-CCTR-Prg			Fund-C-Func-Obj-SpU-CCTR-Prg	
0144-7-1300-116-800-0100-000	100.00%		0144-7-1300-116-800-0100-000	100.00 %

Additional Information For Internal Use Only

05/02/2014 END OF CONTRACT - TEMPORARY
05/02/2014 REAPPT 14-15

APPROVAL DATE:

PAF: [REDACTED]

PROCESSED BY:

SIGNATURE:

mike

2014-08-26-16.36.06.000

MA

**Knox County Schools DIVISION OF HUMAN RESOURCES
EMPLOYEE ACTION FORM**

ALEXANDER J CAIN
CCTR: 0100 GIBBS HIGH

Pos Title: TCHER VOC DIVERSIFIED T
Job Title: TCHER VOC DIVERSIFIED T

Employee: [REDACTED]
[REDACTED]
Phone: [REDACTED]

SSN: [REDACTED]
Ethnicity: White
Gender: Male
Salary: \$ 39,148.66

Current Date: 04/09/2014
Hire: 08/16/2007
Tenure: [REDACTED]
DOB: [REDACTED]

CHANGE CHANGE ORDER

FOR HUMAN RESOURCES PURPOSES ONLY

Position Control #: 3334 Effective Date: 08/06/2013 Payroll Pull Date: 04/25/2014
Current Status: Active Work Location: 0100 GIBBS HIGH Highest Degree: 4 Bachelor Degree
Reason: [REDACTED]
Job Code: SVDTEC Title: TCHER VOC DIVERSIFIED 1 FTE: 1.00 Position: 08/06/2013 To: [REDACTED]
Contract Type: T Temporary Contract: 08/06/2013 To: 05/23/2014

FOR PAYROLL DEPARTMENT PURPOSES ONLY

Federal	Retirement Elig	Work Mon. Per Year	Pay Cycle	Sick Bank Member
S-0	Yes	10	Monthly	No
Previous Information			Current Information	
Job: 1	Status: A	Empl Type: V1	Job: 1	Status: A Empl Type: V1
Salary Schedule: ST	Rank: 04	Step: 6	Salary Schedule: ST	Rank: 04 Step: 6
Salary Schedule: ST	Rank: 14	Step: 6	Salary Schedule: ST	Rank: 14 Step: 6
Annual Salary: 39,148.66	Rate: 198.20		Annual Salary: 39,148.66	Rate: 198.20
Hours/Day: 7.75	%Wk: 100.00%	Cont Days: 198.50	Hours/Day: 7.75	%Wk: 100.00% Cont Days: 198.50
Sick: [REDACTED]	Pers: [REDACTED]	Vac: [REDACTED] SB: [REDACTED]	Sick: [REDACTED]	Pers: [REDACTED] Vac: [REDACTED] SB: [REDACTED]
CCTR: 0100	GIBBS HIGH		CCTR: 0100	GIBBS HIGH
GL Distribution:	2014		GL Distribution:	2014
Fund-C-Func-Obj-SpU-CCtr-Prg			Fund-C-Func-Obj-SpU-CCtr-Prg	
0144-7-1300-116-800-0100-000	100.00%		0144-7-1300-116-800-0100-000	100.00 %

Additional Information For Internal Use Only

03/13/2014 **CHANGE FROM INTERIM TO TEMP EFF 1/6/2014**
03/13/2014 **CHRIS HOWARD** [REDACTED]

APPROVAL DATE: [REDACTED]
PAF: [REDACTED]

PROCESSED BY:

SIGNATURE: mike

2014-04-09-08.57.34.000

MA

**Knox County Schools DIVISION OF HUMAN RESOURCES
EMPLOYEE ACTION FORM**

ALEXANDER J CAIN
CCTR: 0100 GIBBS HIGH
Pos Title: TCHER VOC DIVERSIFIED T
Job Title: TCHER VOC DIVERSIFIED T

Employee: [REDACTED]
[REDACTED]
[REDACTED]
Phone: [REDACTED]

SSN: [REDACTED]
Ethnicity: White
Gender: Male
Salary: \$ 19,132.43

Current Date: 09/07/2013
Hire: 08/16/2007
Tenure: [REDACTED]
DOB: [REDACTED]

EMPLOYEE/JOB ADDED G/L DISTRIBUTION ADDED SALARY SCHEDULE ADDED
NEW HIRE NEW HIRE

FOR HUMAN RESOURCES PURPOSES ONLY

Position Control #: 3334 Effective Date: 08/06/2013 Payroll Pull Date: 09/25/2013
Current Status: Active Work Location: 0100 Highest Degree: GIBBS HIGH
Reason: [REDACTED]
Job Code: SVDTEC Title: TCHER VOC DIVERSIFIED 1 FTE: 1.00 Position: 08/06/2013 To: [REDACTED]
Contract Type: I Interim Contract: [REDACTED] To: [REDACTED]

FOR PAYROLL DEPARTMENT PURPOSES ONLY

Federal	Retirement Elig	Work Mon. Per Year	Pay Cycle	Sick Bank Member
S-0	Yes	10	Monthly	No
Previous Information			Current Information	
Job:	Status:	Empl Type:	Job: 1	Status: A Empl Type: V1
Salary Schedule:	Rank:	Step:	Salary Schedule: ST	Rank: 04 Step: 6
			Salary Schedule: ST	Rank: 14 Step: 6
Annual Salary:	Rate:		Annual Salary: 19,132.43	Rate: 196.23
Hours/Day:	%Wk:	Cont Days:	Hours/Day: 7.75	%Wk: 100.00% Cont Days: 97.50
Sick: [REDACTED]	Pers: [REDACTED]	Vac: [REDACTED] SB: [REDACTED]	Sick: [REDACTED]	Pers: [REDACTED] Vac: [REDACTED] SB: [REDACTED]
CCTR:			CCTR: 0100	GIBBS HIGH
GL Distribution:	2014		GL Distribution:	2014
Fund-C-Func-Obj-SpU-CCtr-Prg			Fund-C-Func-Obj-SpU-CCtr-Prg	
			0144-7-1300-116-800-0100-000	100.00 %

Additional Information For Internal Use Only

08/21/2013 FORMER EMPLOYER: KCS BIWEEKLY SEC GUARD
08/21/2013 97.5 DAY EA: 8/06/13 - 12/20/13
08/21/2013 ATT LIC EXP 2014 CL-NO
08/21/2013 SL [REDACTED] PL [REDACTED]
08/21/2013 [REDACTED]
08/21/2013 REPLACING: CHRIS HOWARD [REDACTED]
08/21/2013 93 DAYS + [REDACTED] = 97.5 DAYS @ \$196.23 = \$19,132.43
08/21/2013 -
08/22/2013 *5 YEARS EXP GRANTED TRADE SHOP VOCATIONAL
08/22/2013 *1 YEAR DISTINGUISHED PROFESSIONAL EXP
08/07/2013 PD: SEE NAS

APPROVAL DATE:
PAF: [REDACTED]

PROCESSED BY:

SIGNATURE:
mike

2013-09-07-08.08.01.000

MA



SCHOOL:

Gibbs High

DATE:

September 7, 2013

NAME:

Cain, Alexander J.

EMPLOYEE #:

SS#:

ANNUAL SALARY:

\$19,132.43

DATES OF EMPLOYMENT:

8/6/13-12/20/13
97.5 days @ \$196.23

Annual 200

TO BE PAID:

ACCOUNT

0144-800

71300-116-0100

2013 September
October
November
December

2014 January
February
March
April
May
June
July

2014 August

TOTAL

[illegible]

Knox County Schools

TEACHER QUALITY ASSURANCE PAGE

All elementary, middle and high school teachers of core academic subjects must demonstrate that they meet the federal requirements. See instructions on the back of this form.

ALEXANDER CAIN

Full Name as it appears on Tennessee teaching license
(Last name, First name, and Middle name/initial)

Knox County Schools

Current School System

590

License Endorsement Area(s) (List by codes)

Social Security Number

GIBBS HIGH SCHOOL

School

CRIMINAL JUSTICE

Current Grade(s)/Subject(s) Taught

GENERAL OPTIONS

- Academic Major (*transcript attached*)
- Coursework Equivalent (*transcript attached*)
- Graduate Degree (*transcript attached*)
- National Board Certification (*copy attached*)
- NTE/PRAXIS Test (*documentation attached*)

HOUSSE OPTIONS (Existing teachers only)

- Professional Matrix (*attached*)
- Teacher Effect Data (*documentation attached*)
- Framework for Evaluation and Professional Growth
(*option available after July, 2004*)

Highly Qualified Content Area(s): Only one option is required for each content area. The following indicates the content area(s) and the option(s) that I have chosen to demonstrate that I meet the highly qualified requirements:

Content Area:	Content Area:	Content Area:
Option:	Option:	Option:

I hereby assure the Tennessee Department of Education that I hold a valid Tennessee teaching license. I understand that submission of this documentation demonstrates that I am a Highly Qualified Teacher in the above content area(s) under NCLB guidelines.

Misrepresentation or falsification of information may result in removal of highly qualified status and could be grounds for dismissal as a teacher under TCA 49-5-511.

[Signature]

Signature of Applicant

08/06/13

Date

Office Use Only

LEA Review Verification

I assure the Tennessee Department of Education that I have reviewed the documentation of the above-named educator and recommend the highly qualified status.

Documentation Examined By

Director of Schools/Designee Signature

Date

Date

MAINTAIN THIS FORM AND DOCUMENTATION ON FILE AT THE LOCAL LEVEL

Original - Human Resources
Copy - School - Documentation Attached
Copy - Teacher - Copy of Documentation Attached

HR-141 (2/05)

Teacher Quality Assurance Page Instructions

For detailed information about the teacher quality requirements, refer to the Tennessee Plan for Implementing the Teacher and Paraprofessional Quality Provisions of the No Child Left Behind Act (NCLB) of 2001, available online at <http://tennessee.gov/education/mncib.htm>. Teachers should read this plan prior to selecting any option to meet the federal requirements of NCLB.

HIGHLY QUALIFIED CONTENT AREA(S)

For each content area in which a teacher wishes to demonstrate highly qualified status under NCLB, teachers must indicate the option used. Teachers are not limited to the content area(s) they currently teach.

The federal NCLB content areas are: English, reading or language arts, mathematics, science (biology, chemistry, earth science, physics, and physical science), foreign languages (French, German, Latin, and Spanish), civics and government, economics, arts (visual arts and music), history, and geography.

For an elementary teacher (K-6) in a self-contained classroom, the content area should be listed as "elementary" since NCLB requires an elementary teacher to demonstrate competency in the broad elementary curriculum.

OPTIONS

For each content area, a teacher must choose one option to demonstrate highly qualified status. Only one option, either a general option or a HOUSSE (Highly Objective Uniform State Standard of Evaluation) option, is required for each content area. The HOUSSE options are available to existing teachers only. See options chart below.

General Options:

- **Academic Major:** For a teacher of grades 7-12, the undergraduate major must be in the core academic content area indicated. Attach transcript as evidence.
- **Coursework Equivalent:** For a teacher of grades 7-12, the 24 semester hours (undergraduate and graduate courses) must be in the core academic content area indicated and may include up to six hours of content methodology coursework. Attach transcript as evidence.
- **Graduate Degree:** For a teacher of grades 7-12, the graduate degree must be in the core academic content area indicated. Attach transcript as evidence.
- **National Board Certification (NBC):** NBC must be at the grade level being taught (K-6) or in the core academic content area (7-12). Attach a copy of certificate.
- **NTE/PRAXIS Test:** Refer to Appendix A and Appendix A (Part 2) in the state plan for a list of the applicable tests and the passing scores being used for highly qualified status. Attach a copy of the documentation that identifies the appropriate test passed for the applicable content area. If a test has been validated by the SDE online search, a copy of the teacher certification information sheet from the website may be attached for documentation.

HOUSSE Options:

NCLB allows an existing teacher who is not new to the profession (hired before the first day of the 2002-03 school year), to demonstrate highly qualified status through a Highly Objective Uniform State Standard of Evaluation (HOUSSE).

- **Professional Matrix:** One hundred (100) points must be accumulated for professional activities and accomplishments. Attach a copy of the completed Matrix.
- **Teacher Effect Data:** The most recent 3-year average gain comparison of the teacher vs. the state must be Not Detectably Different (NDD) or Above the state mean. A copy of the report should be attached for documentation.
- **Framework for Evaluation and Professional Growth:** This option is currently being developed. The revised Framework is expected to be available after July, 2004.

Options	Elementary (K-6)		Middle or HS (7-12)	
	New	Existing	New	Existing
General Options:				
Academic Major			✓	✓
Coursework Equivalent of Major			✓	✓
Graduate Degree			✓	✓
National Board Certification (NBC)		✓		✓
NTE/Praxis Test	✓	✓	✓	✓
HOUSSE Options:				
Professional Matrix		✓		✓
Teacher Effect Data		✓		✓
Framework for Evaluation & Professional Growth*		✓		✓

*This option is currently under development and is expected to be available after July, 2004.

LEA REVIEW VERIFICATION

The LEA Representative is the individual at the local level (school or central office) that has responsibility for determining teacher's highly qualified status.

**Knox County Schools DIVISION OF HUMAN RESOURCES
EMPLOYEE ACTION FORM**

ALEXANDER J CAIN
CCTR: 0502 SECURITY

Pos Title: SECURITY GUARD (SCHOOI
Job Title: SECURITY GUARD (SCHOOI

Employee: [REDACTED]

Phone: [REDACTED]

SSN: [REDACTED]

Ethnicity: White

Gender: Male

Salary: \$ 0.00

Current Date: 08/13/2012

Hire: 08/16/2007

Tenure:

DOB: [REDACTED]

EMPLOYEE/JOB CHANGED

RES RESIGNATION

FOR HUMAN RESOURCES PURPOSES ONLY

Position Control #: 9881

Effective Date: 05/25/2012

Payroll Pull Date: 08/17/2012

Current Status: Terminated

Work Location: 0502

Highest Degree:

Reason: RESIGNATION

SECURITY

Job Code: OSSECF Title: SECURITY GUARD (SCHOO FTE: 1.00

Position: 8/16/2007 To: 5/25/2012

Contract Type: R Regular

Contract: 8/7/2012 To: 5/28/2013

FOR PAYROLL DEPARTMENT PURPOSES ONLY

Federal	Retirement Elig	Work Mon. Per Year	Pay Cycle	Sick Bank Member
S-1	No	10	Bi-Weekly	No
Previous Information			Current Information	
Job: 1	Status: A	Empl Type: F9	Job: 1	Status: T Empl Type: F9
Salary Schedule: SG	Rank: FT	Step: 4	Salary Schedule: SG	Rank: FT Step: 4
Annual Salary: 0.00	Rate: 11.85		Annual Salary: 0.00	Rate: 11.85
Hours/Day: 8.00	%Wk: 100.00%	Cont Days: 200.00	Hours/Day: 8.00	%Wk: 100.00% Cont Days: 200.00
Sick: [REDACTED]	Personal: [REDACTED]	Vacation: [REDACTED]	Sick: [REDACTED]	Personal: [REDACTED] Vacation: [REDACTED]
CCTR: 0502 SECURITY			CCTR: 0502 SECURITY	
GL Distribution:	2013		GL Distribution:	2013
Fund-C-Func-Obj-SpU-CCtr-Prg			Fund-C-Func-Obj-SpU-CCtr-Prg	
0144-7-2619-160-800-0502-000	100.00%		0144-7-2619-160-800-0502-000	100.00 %

Additional Information For Internal Use Only

08/13/2012 RESIGNATION: ACCEPTED ANOTHER JOB

08/13/2012 LAST DAY ON PAYROLL: 8/17/12

APPROVAL DATE: _____

PAF: [REDACTED]

PROCESSED BY:

SIGNATURE: _____

joni

2012-08-13-08.26.10.000

KNOX COUNTY SCHOOLS
CLASSIFIED NOTIFICATION OF CHANGE IN STATUS

Security
 Department Cost Center

Name Cain Alexander
 Last First Middle

Social Security Number [REDACTED] Employee Number [REDACTED]

Current Position Security Current School Bearden High

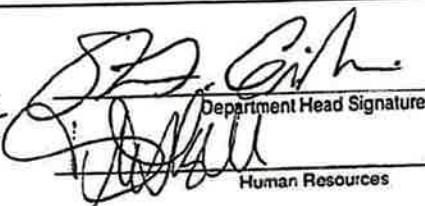
☐ NEW EMPLOYEE ☐ FORMER EMPLOYEE ☐ CURRENT EMPLOYEE _____ Previous Employer	Date of Birth _____ Phone Number _____ Address: _____ Street City State Zip Position Assigned: _____ School Assigned: _____ Replacing: _____ Sex _____ Race _____ Placement on Salary Scale _____ Full-time _____ Rate _____ Part-time _____ No. of hours _____ Sub _____ ☐ W-4 attached ☐ Fingerprint ☐ Contract Attached
	REMOVE FROM PAYROLL ☐ Terminated ☐ Leave of Absence ☒ Resigned ☐ Retired ☐ Death ☐ Disability Reason: <u>Taking another job.</u>
	CHANGES: NAME Name: _____ Last First Middle ADDRESS Address: _____ Street City State Zip PHONE NUMBER Number: _____
	TRANSFERRED # of Contract Days _____ # of Personal Days _____ # of Vacation Days _____ # of Sick Days _____ Change from: _____ Pay Scale Step Pay Rate Hours to: _____ Pay Scale Step Pay Rate Hours New Location: _____ New Position: _____ Replacing: _____ Reason: _____ Dates Advertised: from _____ to _____

Date Effective 8/3/12

Last Day on Bi-Weekly Payroll 5/25/12

White Copy - Personnel File
 Canary Copy - Human Resources
 Pink Copy - Finance
 Goldenrod Copy - Dept. Payroll Clerk

HR-132 (2/08)


 Department Head Signature
 Human Resources

Date
8/8/12
 Date

Date August 3, 2012

Dear Chief Griffin,

Please accept this as my letter of resignation of my position as School Resource Officer. I have accepted a new position which I believe will offer the type of challenge, professional development and growth potential that will serve to advance my career both now and in the future. This was a difficult decision, but I am sure you will wish me well in my new endeavors.

I have made an irrevocable commitment to my new employer and will be leaving my position here on August 3, 2012.

Thank you for the opportunity to have worked with you and for the many positive experiences I've enjoyed as an employee of Knox County School Security.

Sincerely,

A handwritten signature in cursive script, appearing to read "Alexander Cain".

Alexander Cain

KNOX COUNTY SCHOOLS
CLASSIFIED NOTIFICATION OF CHANGE IN STATUS

Security
 Department

Cost Center

Name Cain Alexander
 Last First Middle

Social Security Number [REDACTED] Employee Number [REDACTED]

Current Position Security Current School Bearden High

☐ NEW EMPLOYEE ☐ FORMER EMPLOYEE ☒ CURRENT EMPLOYEE Previous Employer _____	Date of Birth _____ Phone Number _____ Address: _____ Street City State Zip Position Assigned: _____ School Assigned: _____ Replacing: _____ Sex _____ Race _____ Placement on Salary Scale _____ Full-time _____ Rate _____ Part-time _____ No. of hours _____ Sub _____ ☐ W-4 attached ☐ Fingerprint ☐ Contract Attached
	REMOVE FROM PAYROLL ☐ Terminated ☐ Leave of Absence ☐ Resigned ☐ Retired ☐ Death ☐ Disability Reason: _____
	CHANGES: NAME Name: _____ Last First Middle ADDRESS Address: _____ Street City State Zip PHONE NUMBER Number: _____
	TRANSFERRED # of Contract Days _____ # of Personal Days _____ # of Vacation Days _____ # of Sick Days _____ Change from: _____ Pay Scale Step Pay Rate Hours to: _____ Pay Scale Step Pay Rate Hours New Location: _____ New Position: _____ Replacing: _____ Reason: <u>[REDACTED]</u> Dates Advertised: from _____ to _____

Date Effective 9/3/10
 Last Day on Bi-Weekly Payroll _____


 Department Head Signature
Charles Moshburn
 Human Resources

Date
9/8/10
 Date

White Copy - Personnel File
 Canary Copy - Human Resources
 Pink Copy - Finance
 Goldenrod Copy - Dept. Payroll Clerk
 HR-132 (2/08)

KNOX COUNTY SCHOOLS
CLASSIFIED NOTIFICATION OF CHANGE IN STATUS

Security
 Department Cost Center

Name Cain Alexander
 Last First Middle

Social Security Number [REDACTED] Employee Number [REDACTED]

Current Position Security Current School Farragut High

☐ NEW EMPLOYEE ☐ FORMER EMPLOYEE ☐ CURRENT EMPLOYEE _____ Previous Employer	Date of Birth _____ Phone Number _____ Address: _____ Street City State Zip Position Assigned: _____ School Assigned: _____ Replacing: _____ Sex _____ Race _____ Placement on Salary Scale _____ Full-time _____ Rate _____ Part-time _____ No. of hours _____ Sub _____ ☐ W-4 attached ☐ Fingerprint ☐ Contract Attached
	REMOVE FROM PAYROLL <u>[REDACTED]</u>
	CHANGES: NAME Name: _____ Last First Middle ADDRESS Address: _____ Street City State Zip PHONE NUMBER Number: _____
	TRANSFERRED # of Contract Days _____ # of Personal Days _____ # of Vacation Days _____ # of Sick Days _____ Change from: _____ Pay Scale Step Pay Rate Hours to: _____ Pay Scale Step Pay Rate Hours New Location: _____ New Position: _____ Replacing: _____ Reason: _____ Dates Advertised: from _____ to _____

Date Effective 3/24/10
 Last Day on Bi-Weekly Payroll _____

White Copy - Personnel File
 Canary Copy - Human Resources
 Pink Copy - Finance
 Goldenrod Copy - Dept. Payroll Clerk

HR-132 (2/08)


 Department Head Signature
Charles Marshburn
 Human Resources

Date
9/8/10
 Date

SEP 3 PM 2:37

**KNOX COUNTY SCHOOLS
CLASSIFIED NOTIFICATION OF CHANGE IN STATUS**

Security
Department Cost Center

Name Cain Alexander
Last First Middle

Social Security Number [REDACTED] Employee Number [REDACTED]

Current Position Security Current School Farragut High

☐ NEW EMPLOYEE ☐ FORMER EMPLOYEE ☐ CURRENT EMPLOYEE Previous Employer _____	Date of Birth _____ Phone Number _____ Address: _____ Street City State Zip Position Assigned: _____ School Assigned: _____ Replacing: _____ Sex _____ Race _____ Placement on Salary Scale _____ Full-time _____ Rate _____ Part-time _____ No. of hours _____ Sub _____ ☐ W-4 attached ☐ Fingerprint ☐ Contract Attached
	REMOVE FROM PAYROLL [REDACTED]
	CHANGES: NAME Name: _____ Last First Middle ADDRESS Address: _____ Street City State Zip PHONE NUMBER Number: _____
	TRANSFERRED # of Contract Days _____ # of Personal Days _____ # of Vacation Days _____ # of Sick Days _____ Change from: _____ Pay Scale Step Pay Rate Hours to: _____ Pay Scale Step Pay Rate Hours New Location: _____ New Position: _____ Replacing: _____ Reason: _____ Dates Advertised: from _____ to _____

Date Effective 3/24/10

Last Day on Bi-Weekly Payroll _____

White Copy - Personnel File
 Canary Copy - Human Resources
 Pink Copy - Finance
 Goldenrod Copy - Dept. Payroll Clerk

HR-132 (2/08)



Department Head Signature



Human Resources

Date

9/3/10
 PB Date

10/24/2008

SECURITY

FUND: REGULAR

CLASSIFIED

CLASSIFIED EMPLOYEE CONTRACT
BETWEEN
THE KNOX COUNTY BOARD OF EDUCATION
AND

SALARY SCALE:
SG-FT-1

ALEXANDER J CAIN

POSITION: SECURITY - 200 DAYS

ENO: [REDACTED]

SCHOOL/WORK LOCATION SECURITY

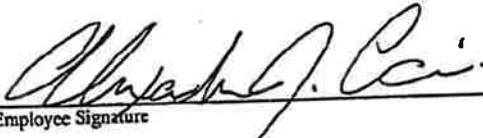
The above employee agrees to serve in accordance with the REGULATIONS FOR THE KNOX COUNTY BOARD OF EDUCATION
FROM: 8/4/2008 THROUGH: 5/26/2009

A PERIOD OF 200 DAYS FOR THE 2008-2009 SCHOOL YEAR AT AN HOURLY
RATE OF \$10.70.

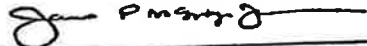
CONTRACT: REG
PCT WORK: 100%

It is agreed between the parties that a 15-day notice will be submitted prior to resignation/retirement

Please sign and return this copy


Employee Signature

Date




Board of Education's Copy.

KNOX COUNTY SCHOOLS CHANGE ORDER

SS#: [REDACTED]
Employee #: [REDACTED]
School: **FARRAGUT HIGH**
Budget Code:

Name: **CAIN, ALEXANDER**
Payroll RN:

Effective: **03/26/2008** RN:
Employee Type: **SECURITY**

Last Name: [REDACTED] First Name: [REDACTED] Middle: [REDACTED]
Address1: [REDACTED] Address2: [REDACTED]
City: [REDACTED] State: [REDACTED] Zip: [REDACTED]
Phone: [REDACTED] Deg: From: [REDACTED] To: [REDACTED] Exp: From: [REDACTED] To: [REDACTED]

School/Work Location

Budget Code:

Grade:

Subject:

Ending Contract Date: From: [REDACTED]
Return from LOA: [REDACTED]
Travel: [REDACTED]

To: [REDACTED]
Effective: [REDACTED]
Budget Code: [REDACTED]

Percent worked: From: [REDACTED]

To: [REDACTED]

Reason: [REDACTED]

Status Change to:

Promotion or Change Title To:

Number days worked: From: [REDACTED]

To: [REDACTED]

Reason: [REDACTED]

Salary Change: From: [REDACTED]

To: [REDACTED]

Reason for salary change: [REDACTED]

Supplement Change: From: [REDACTED]

To: [REDACTED]

Reason for supplement change: [REDACTED]

SALARY:

SUPPLEMENT:

TOTAL:

New Position:

SS#: [REDACTED]

Employee Leaving:

School: [REDACTED]

Reason: [REDACTED]

Leave of Absence: [REDACTED]

Last Day Worked: [REDACTED]

Remarks:

Approved:

Employee# [REDACTED]

EEOC: [REDACTED]

To: [REDACTED]

Extend: [REDACTED]

Grade/Subject: [REDACTED]

MEDICAL:
USER: **SHERRY**

DENTAL:
DATE: **03/26/2008**

Print Form

Knox County Schools

Employee Name & Address Change

Social Security Number

Current Name as it appears on your Payroll Check

Alexander Cain

Position Security Officer

School Farragut High

New Name n/a

New Address

New Phone Number

The State of Tennessee Local Education Health Insurance Plan requires that Knox County Schools list the reason for the above changes on their computer system.

Are the changes due to: Marriage ☐ Divorce ☒ Other ☐

Please contact the Employee Benefits Office at 594-1686 if you need to drop or add dependants, due to marriage or divorce, on your health or dental insurance plan. You may also get Change of Beneficiary forms for both life insurance and retirement from the Employee Benefits Office.

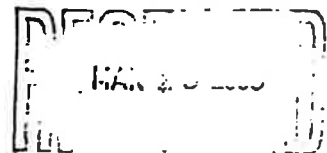
Please note: A copy of your social security card, on which the Social Security Administration has imprinted your new name, must be attached to a request for a name change.

Please send the completed form and attachments to:

Sherry Self
Knox County Schools
Human Resources Department
P.O. Box 2188
Knoxville, TN 37902-2188
Fax: 594-3758

HR-112 (2/08)

HUMAN RESOURCES



KNOX CO. SCHOOLS

KNOX COUNTY SCHOOLS
NON-CERTIFIED NOTIFICATION OF CHANGE IN STATUS

Security
 Department

Cost Center

Name Cain Alexander John
 Last First Middle

Social Security Number [REDACTED] Employee Number [REDACTED]

Current Position _____ Current School _____

☒ NEW EMPLOYEE ☐ FORMER EMPLOYEE ☐ CURRENT EMPLOYEE <u>Best Buy</u> Previous Employer	Date of Birth <u>[REDACTED]</u> Phone Number <u>[REDACTED]</u> Address: _____ Street City State Zip Position Assigned: <u>Security Officer</u> School Assigned: <u>Farragut High</u> Replacing: <u>William E. Phillips</u> Sex <u>M</u> Race <u>W</u> Placement on Salary Scale _____ Full-time ☒ Rate _____ Part-time _____ No. of hours _____ Sub _____ <u>[REDACTED]</u> <u>PPS Card</u> ☐ Fingerprint ☐ Contract Attached
	REMOVE FROM PAYROLL ☐ Terminated ☐ Leave of Absence ☐ Resigned ☐ Retired ☐ Death ☐ Disability Reason: _____
CHANGES: NAME ADDRESS PHONE NUMBER	Name: _____ Last First Middle Address: _____ Street City State Zip Number: _____ HUMAN RESOURCES RECEIVED AUG 21 2007 KNOX CO. SCHOOLS
TRANSFERRED # of Contract Days <u>192</u> # of Personal Days <u>[REDACTED]</u> # of Vacation Days <u>[REDACTED]</u> # of Sick Days <u>[REDACTED]</u>	Change from: _____ Pay Scale Step Pay Rate Hours to: _____ Pay Scale Step Pay Rate Hours New Location: _____ New Position: _____ Replacing: _____ Reason: _____ Dates Advertised: from _____ to _____

Date Effective 8/16/07

Last Day on Bi-Weekly Payroll _____

White Copy - Personnel File
 Canary Copy - Human Resources
 Pink Copy - Finance
 Goldenrod Copy - Dept. Payroll Clerk

HR-132 (9/04)

[Signature]
 Department Head Signature

Charles Mashinawa
 Human Resources

8/16/07
 Date

8/21/07
 Date

07/01/2007

SECURITY

NON-CERT

**NON-CERTIFIED EMPLOYEE CONTRACT
BETWEEN
THE KNOX COUNTY BOARD OF EDUCATION
AND**

Salary Scale: SG-FT-00

ALEXANDER J CAIN

ENO: [REDACTED]

Position: **SECURITY - HOURLY**

School/Work Location: **SECURITY**

The above employee agrees to serve in accordance with the REGULATIONS FOR THE KNOX COUNTY BOARD OF EDUCATION.

FROM August 16, 2007 TO May 23, 2008

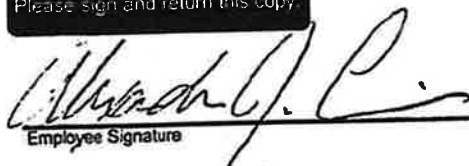
**A PERIOD OF 192.00 DAYS FOR THE 2007-08 SCHOOL YEAR AT AN HOURLY
RATE OF \$10.35**

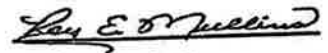
**CONTRACT: REGULAR
PCT WORK: 100.00**

0144-72619-160-800-00000-000 100.00

It is agreed between the parties that a 15-day notice will be submitted prior to resignation/retirement.

Please sign and return this copy.

 11-18-07
Employee Signature Date



Board of Education's Copy

Replace the Yellow

**PERSONNEL ACTION FORMS
COMPENSATION CHANGES**

**With this barcode separation
page**





Knox County Schools

Human Resources

ADMINISTRATIVE LEAVE ACTION MEMO

This memo is to inform you that the person whose name appears below denotes administrative leave action. Specific details regarding this action are outlined below.

SELECT ONE:

- ☒ This memo is to inform that employee was placed on administrative leave with pay on 03/22/2021.
- ☐ This memo is to inform that employee was placed on administrative leave without pay on _____.
- ☐ This memo is to inform that employee has been removed from administrative leave status due to end of school year on _____.
- ☐ This memo is to inform that employee status was changed from leave with pay to without pay on _____.
- ☐ This memo is to inform that employee status was changed from leave with pay to termination on _____.
- ☐ This memo is to inform that employee status was changed from leave without pay to termination on _____.
- ☐ This memo is to inform that employee status was changed from leave without pay to return to work on _____.
- ☐ This memo is to inform that employee status was changed from leave with pay to return to work on _____.
- ☐ This memo is to inform that employee received _____ days without pay as part of disciplinary action. Dates are: _____.
- ☐ This memo is to inform that employee elected to resign on _____.
- ☐ This memo is to inform that employee elected to retire on _____.

ACTION STEP ONE:

Employee Name: Alex Cain Employee Number: SSN (last 4 digits ONLY):
School / Work Location / Dept. / Position: Gibbs High/CTE/Teacher Classified: ☐ Certified: ☒
Human Resources Manager / Supervisor: Patricia Mashburn
Date Superintendent was informed and approved administrative leave: 03/22/2021
Date HR Alert Email was sent: 03/22/2021 Deactivate Date: 03/22/2021 By Whom: Lori Busby

ACTION STEP TWO: Complete this section AFTER employee is REMOVED from administrative leave.

Date Removed from Administration Leave: _____
Date Employee is to return to Work: _____ Notes: _____
Total number of days on administrative leave: With Pay: _____ Without Pay: _____
Date HR Alert Email was sent: _____

For Chief Human Resources Officer Use ONLY	
Date logged on Spreadsheet:	_____
Date SDE form submitted:	_____
School Year:	_____
Action Step:	1 2

KNOX COUNTY SCHOOLS
ANDREW JOHNSON BUILDING

Bob Thomas, Superintendent



February 12, 2020

Alexander Cain
[REDACTED]

Written Reprimand

On January 24, 2020, Gibbs High School principal Jason Webster received allegations that you recently joined in on a student's Instagram live, you later hugged the student at school, and the student feels as though you single the student out in front of others; your actions have made the student uncomfortable.

You were provided a tell your side conference on February 5, 2020 with Jason Webster, Gibbs High principal, and Pat Mashburn, Human Resources supervisor in the principal's office. You stated during this meeting that a "message popped up over Christmas break that stated "Hey, Mr. Cain. I said hello back and asked the student how was the student's break"? You sent a written statement to Human Resources on February 7, 2020 and stated that you did not recall hugging /embracing a student.

Gibbs High school administrators Jason Webster and Jeff Thomas previously met with you on April 30, 2019 to discuss other allegations about your social media comments regarding a recent graduate. They recommended that you use good judgment in relationships with students during and outside of the school environment and to refrain from any behavior considered inappropriate and disruptive to the school environment. During this meeting, Knox County School board policies Staff-Student Relationships (G-140), Qualifications and Duties of Teachers (G-280), and Civility Code (B-230) were reviewed and issued to you.

Regarding the most recent allegation, our findings indicate that you did make unwanted physical contact with the student and did interact with the student on Instagram live. Your actions are in violation of the aforementioned school board policies and two additional policies, Harassment of Students (J-210) and Social Media (G-161).

For your continued inappropriate actions, you are being issued this written reprimand and you are being given the opportunity to correct your behavior. You are hereby directed to follow all policies and procedures established by the Knox County Board of Education. Failure to conduct yourself in a professional manner in the future could result in further discipline up to and including recommendation for your termination.

[Signature]
2/12/2020

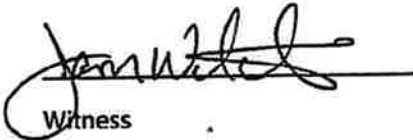
Page 2 Cain

My signature indicates that I have received a copy of this information. I understand that I have the opportunity to respond in writing and the response will be placed in my personnel file. I further understand that the contents of my personnel file are public record.



Signature

2-12-20
Date



Witness

Enclosures: Staff-Student Relationships (G-140)
Qualifications and Duties of Teachers (G-280)
Civility Code (B-230)
Harassment of Students (J-210)
Social Media (G-161)

C: Employee's Personnel File

SAA
2/12/2020

<u>Section J:</u>	Knox County Board of Education		
Students	Descriptor Term:	Descriptor Code:	Issued:
	Harassment of Students	J-210	7/95
		Reviewed:	Revised:
		7/17	12/11

Knox County Schools does not discriminate in its programs nor does it tolerate harassment for any reason including, but not limited to, harassment on the basis of actual or perceived gender, sexual orientation, national origin, disability, religion, race, color or any other Federally identified protected area. Harassment of any student will not be tolerated. Harassment is defined as conduct, advances, gestures or words of a nature which:

1. Unreasonably interfere with the student's work or educational opportunities;
2. Create an intimidating, hostile or offensive learning environment;
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit;
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Victims of harassment shall report these conditions to the immediate supervisor of the offending person (or to the teacher or counselor), the building level administrator, the Director of Human Resources, or the Office of the Superintendent. The first person in the supervisory chain shall also report these conditions to Title IX, Title VI, 504 and ADA Coordinator. Confidentiality shall be maintained and no reprisals or retaliation shall occur as a result of good faith reporting of charges of harassment.

In determining whether alleged conduct constitutes harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, shall be investigated. The Superintendent/designee shall be responsible for investigating all complaints of harassment that cannot be resolved at the building level. If satisfactory resolution of the complaint is not reached, the student may appeal the matter to the Superintendent, and ultimately, to the Board.

Any student found to have engaged in harassment shall be subject to disciplinary actions, including, but not limited to, verbal warning, suspension, or expulsion, within requirements of state and federal law.

SAK
2/13/2022

Section B: School Board Operations	Knox County Board of Education Policy		
	Descriptor Term: Civility Code	Descriptor Code:	Issued:
		B-230	4/11
		Reviewed:	Revised:
		1/19	

PHILOSOPHY OF PERSONAL CONDUCT

It is the intent of the Board to promote mutual respect, civility and orderly conduct among district employees, parents and the general public. This policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members and school district personnel. This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facility.

It is not the intent of the Board to deprive any person of his or her right to freedom of expression.

EXPECTATIONS

Students, faculty, staff, parents, guardians and all other members of the community shall:

1. Treat one another with courtesy and respect at all times.
2. Take responsibility for one's actions.
3. Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
4. Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.

RESPONSE TO UNCIVIL BEHAVIOR

The Board does not condone a lack of civility by anyone, and recognizes the following appropriate administrative avenues for aggrieved parties to seek action or redress.

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.
2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor or the student's appropriate building level administrator.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or any type of written

Handwritten signature and date:
2/16/2020

1 communication is demeaning, abusive, threatening or obscene the employee is not obligated to
2 respond.
3

- 4 4. Any visitor on school district property who has breached this Civility Code may be directed to
5 leave the premises by an administrator or security officer. If such person does not
6 immediately and willingly leave, law enforcement may be called.
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Section G: Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Social Media	Descriptor Code: G-161	Issued: 10/18
		Reviewed: 8/18	Revised:

SOCIAL MEDIA

Social media has become an increasingly important part of the District's ability to communicate with families, students, staff and the community. The purpose of this policy is to guide District employees in navigating the appropriate professional, educational and private use of social media as a communication and learning tool.

- The District provides internal password-protected social media tools and allows use of district approved resources for eLearning and research focused on communication, collaboration and creativity. These sites are limited to the educational community and are internal to KCS.
- Public online social media platforms include websites, blogs, wikis, social networks, online forums, virtual worlds and any other interactive social media generally available to the public on the internet (e.g. Facebook, Twitter, LinkedIn, Instagram, YouTube, etc.).

EMPLOYEES

The use of social media should be designed to reasonably support instructional, educational or extracurricular programs under the direct supervision of building administration. KCS employees will be held accountable for the content of the communications they post on social media sites.

Professional Use of Social Media

- All KCS policies that apply to in-person professional interactions apply equally to online professional activities.
- Creation of a school-based social media account requires prior authorization from a KCS building-level supervisor.
- A District employee shall be designated as the account manager of an authorized social media account. Students over the age of 13 who have obtained parental permission may be given access privileges to post under the supervision of a district employee. (Parents and/or community members should not be the designated account managers.) For group pages, multiple account managers or "account administrators" are recommended. Any security, log-in credentials, or passwords for such accounts must be shared with the account manager's building-level supervisor.
- Employees using social media for professional purposes do not have expectation of privacy with regard to their use of such media. KCS supervisors, or their designees, will regularly monitor professional social media accounts to protect the school community.
- Employees are responsible for protecting confidential information, including, but not limited to compliance with Family Educational Privacy Rights Act (FERPA).¹ No personally identifiable information, including tagging the student, may be posted on professional social media sites, including photographs and videos of students, without consent of the students' parents/guardians.

Handwritten signature and date:
2/12/2020

1 "Tagging" is the practice of identifying a user in the context of a comment or photo. Security
 2 settings should be set to ensure that a professional profile cannot be tagged by other users and that
 3 only authorized people can post as an administrator of the page.

- 4 • Employees have an individual responsibility to understand the rules of the social media being used
- 5 and act to ensure the safety of students.
- 6 • Employees are responsible for reporting use of social media not in accordance with KCS policy
- 7 to building administration.
- 8 • When using professional social media accounts or digital communication tools to connect and
- 9 communicate with students and/or families, KCS staff should always comply with all Board of
- 10 Education policies including, but not limited to:
- 11

12 Civility Code (B-230)

13 Staff-Student Relations (G-140)

14 Staff-Community Relations (G-150)

15 Use of Copyrighted Materials (I-230)

16 Harassment of Students (J-210)

17 Harassment, Intimidation, and Bullying or Cyber-bullying (J-211)

18 Student Publications (J-470)

- 19
- 20 • Close surveillance of any professional social media page is recommended to ensure that any
- 21 undesired content is discovered and addressed promptly.
- 22 • The Director of Schools may suspend or remove an account that does not adhere to KCS policy.
- 23

24 Personal Use of Social Media

- 25
- 26 • The District recognizes personal use of public online social media is left to the discretion of each
- 27 employee.
- 28 • Employees shall not directly communicate with individual students who are currently enrolled in
- 29 KCS schools via personal social media accounts with the exception of a relative. If employees
- 30 receive a request from a current student to connect or communicate through a personal social
- 31 media account, they should refuse the request.
- 32 • Employees shall not tag other District employees, District volunteers, vendors or contractors
- 33 without prior permission of the individuals being tagged.
- 34 • The posting or disclosure of personally identifiable student information or confidential
- 35 information via personal social media sites is prohibited.
- 36 • Employees are prohibited from using the district or school logo in any personal posting and should
- 37 not conduct school business on personal sites without written permission from Knox County
- 38 Schools.
- 39
- 40
- 41

42 Legal Reference:

- 43 1. 20 U.S.C. § 1232g; 34 C.F.R. Part 99
- 44
- 45
- 46
- 47
- 48

Handwritten signature and date:
 2/14/2020

Section G: Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Qualifications and Duties of Teachers	Descriptor Code: G-280	Issued: 7/95
		Reviewed: 3/17	Revised: 6/17

QUALIFICATIONS

All teachers shall be licensed in accordance with state law and the regulations of the Tennessee State Department of Education. Such license shall be on file in the office of the Director of Schools prior to beginning employment.¹

It is the responsibility of the employee to secure a certificate and to maintain its validity.² When a teacher's contract must be terminated because the teachers' certificate has lapsed or otherwise become invalid, the Director of Schools shall immediately suspend the teacher without pay pending disposition of the matter. The teacher shall be notified of the reason for the suspension and given an opportunity for a hearing before the Board.

All teachers shall demonstrate competency based on the current job assignment and performance standards as outlined in the appropriate state model for local evaluation.

DUTIES

In addition to duties specified in other policies and applicable law, teachers shall be responsible for the following duties:

1. To give full, willing and helpful cooperation in carrying out all reasonable instructions or extra assignments which are given by the principal before, after and during the school day.
2. To give instruction to the students in the areas assigned by the Board, Director of Schools and principal.
3. To record accurately the number of students present and absent each day in the manner prescribed by the Board, Director of Schools and principal.
4. To follow state and local course of study, to follow rules and regulations of the state and policies of the local Board, and to follow school rules and policies established by the principal.
5. To maintain cordial relationships with the home, parent(s) and community.
6. To keep parent(s) duly informed of the child's progress and hold conferences with parent(s) when necessary.
7. To report immediately to the Tennessee Department of Children's Services when one knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse or neglect.³ After the Department of Children's Services referral has been made, the school principal or other school administrator(s) should be notified of the referral.

SBK
2/15/2020

- 1
2 8. To perform such other duties as may be assigned by the principal.
3
4 9. To establish and maintain satisfactory, respectful working relationships within the school
5 environment.
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41 **Legal References:**

- 42 1. TCA § 49-5-101; TCA § 49-5-403; TRR/MS 0520-1-2-.03(1).
43 2. TRR/MS 0520-2-3-.01(1)(a).
44 3. TCA § 37-1-403.

45 Approved as to Legal Form 4/20/2017
46 By Knox County Law Director
47 /Gary T. Dupler/Deputy Law Director
48
49

SGJ
2/17/2020

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term: Staff-Student Relations	Descriptor Code: G-140	Issued: 7/95
		Reviewed: 4/17	Revised: 6/17

1 The relationship between staff (i.e. any individual employed by the Knox County Schools, any student
2 teacher, volunteer, or employee of a contractor), and students should be one of learning cooperation,
3 understanding and mutual respect. The staff has the responsibility to provide an atmosphere conducive to
4 learning and to motivate each student to perform to his or her capacity.

5
6 Staff members shall use good judgment in their relationships with students beyond their work
7 responsibilities and/or outside the school setting and shall avoid excessive informal and social
8 involvement with individual students. Romantic, amorous or sexual relationships, and romantic, amorous
9 or sexual comments or communications in any form between employees and students are strictly
10 prohibited. This includes unprofessional and inappropriate communication.

11
12 Examples of unprofessional and inappropriate communications include, but are not limited to:

- 13 1. employees fraternizing or communicating with students in a peer to peer or unduly familiar
- 14 manner;
- 15 2. writing personal letters, e-mailing, texting, contacting through social media, or calling student
- 16 on their cell phones about subject matter that is beyond the scope of their professional
- 17 relationship;
- 18 3. sending suggestive, lewd or indecent pictures or images to students;
- 19 4. discussing or revealing to students inappropriate aspects of private lives or inviting students to
- 20 do the same; being overly familiar, and
- 21 5. engaging in unnecessary and/or non-curricular dialogue concerning topics of a sexual nature.
- 22
- 23

24 Employees must guard against associations with students that are outside the normal scope of employment
25 and appropriate educator/student relationship. Employees engaging in such inappropriate conduct will be
26 subject to disciplinary action, up to and including dismissal. Any extenuating circumstances will be dealt
27 with on an individual basis by the supervisor and/or superintendent.

28
29 Employees who have reason to believe that another employee is inappropriately involved with a student,
30 as described above, are obligated to report this information to their principal, supervisor or a human
31 resources supervisor.
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Handwritten signature and date:
 7/13/2008

KNOX COUNTY SCHOOLS

PROFESSIONAL COMMUNICATION RECORD

Date: 10/19/10 Time: 3:36pm Location: Security for nets
Hq. Bldg. 16th fl (incident)

Conference Participants: Alex Caine
Steve Griffin
Charles Mashburn

Issues(s) Discussed:

Mr. Caine invading personal space of [REDACTED]
and making [REDACTED] feel uneasy by touching [REDACTED] elbow.
Mr. Caine did not remember doing such, but said
he would not do anything to invade [REDACTED] privacy
again in the future. If apology is needed Mr.
Caine is willing to at anytime.

KNOX COUNTY SCHOOLS
PROFESSIONAL COMMUNICATION RECORD

Page 2

Follow-up and/or Expectations:

Charles Mashburn
Administrator

10/19/10
Date

Allyson C. Smith
~~Educator~~ Security

The educator's signature acknowledges an opportunity to review the material. It does not necessarily indicate an agreement with the comments. The educator has the right to submit a response to this communication record. If a copy of this communication record is placed in the personnel file, the educator understands that the contents of personnel files are considered public record.

10/19/10
Date

Notes Taken By

J. Smith
Witness

White Copy ☐ Administrator _____
Canary Copy ☐ Personnel File _____
Pink Copy ☐ Educator _____
Photo Copy ☐ Appropriate Supervisor _____
(Check boxes indicating those to whom copies are distributed.)

Replace the Green

DISCIPLINE

With this barcode separation
page



KNOX COUNTY SCHOOLS
ANDREW JOHNSON BUILDING

Bob Thomas, Superintendent



April 5, 2021

Alexander Cain
[REDACTED]

Written Reprimand

On March 8, 2021, the Human Resources Department received an allegation that you were in violation of a February 5, 2021 directive that stated you were not to enter a specific colleague's classroom due to your inappropriate actions towards a student enrolled in the colleague's class and your class; you were issued a Written Reprimand for your actions against the student on February 12, 2020. The allegations also stated that you were trying to intimidate and bully the colleague about being able to come into her classroom and you had been periodically coming into her classroom.

Jeff Thomas, Gibbs High School Assistant Principal and Pat Mashburn, HR Supervisor provided you an opportunity to tell your side regarding the March 8, 2021 allegations on March 9, 2021. When asked why you returned to the classroom in question, you stated, "I have not. Look at the cameras. I am not in and out at all. I don't socialize with anyone from here."

After review of the camera footage in the CTE hallway and after receiving an additional allegation from another employee who alleged your actions were unprofessional at the worksite, Jason Webster, Gibbs High School Principal, and Pat Mashburn provided you another tell your side meeting on March 21, 2021. When asked if you have ever left your students unsupervised, you responded that you have "a handful of times." Camera footage indicated that more than once, you left your students unsupervised and on March 5, 2021 in particular, you entered the class you were banned from multiple times and you can be seen acting in a confrontational manner towards the teacher of the class in question in the hallway prior to the 8:30 a.m. bell. You responded that, "I don't remember why I poked my head in her door. I don't know." When asked why another employee reported to school administration that you acted unprofessionally and made the person feel uncomfortable at the worksite, you responded, "I have no idea."

Our records indicate that since 2010, there have been 5 (five) allegations that you have acted unprofessional and been overtly personal with students and colleagues at the workplace; you were provided tell your side meetings and received two previous Professional Communication Records and

Page 2 Cain, Written Reprimand

one Written Reprimand for your past actions. Your latest actions are in direct violation of Knox County School board policies Qualification and Duties of Teachers (G-280) and Civility Code (B-230). For your continued unprofessional actions, you are receiving this Written Reprimand and your contract is being non-renewed for the 2021-2022 school year.

Sincerely,



Bob Thomas, Superintendent
Knox County Schools

I have received a copy of this Written Reprimand and non-renewal notification. I understand that a copy will be placed in my personal file. I may respond to the Written Reprimand in writing. A copy of my response will also be placed in my personnel file. I also understand that my personnel file is a public record.



Employee Signature

4-8-21

Date



Witness

Enclosures: Qualifications and Duties of Teachers (G-280)
Civility Code (B-230)
Non-Renewal Form (HR-159)


4/12/21

KNOX COUNTY SCHOOLS
ANDREW JOHNSON BUILDING

Bob Thomas, Superintendent



March 22, 2021

Alexander Cain
[REDACTED]

Dear Mr. Cain:

In accordance with Knox County Board of Education Policy Administrative Suspension, G-370, this memo is official notification that effective (March 22, 2021) you are being placed on Administrative Leave with Pay.

Sincerely,

A handwritten signature in cursive script, reading "Pat Mashburn".

Pat Mashburn
Human Resources Supervisor
Knox County Schools
594-1525

CC: Mr. Bob Thomas, Superintendent
Employee's Personnel File/HR

SR/t
4/12/21

**Knox County Schools
Administrative Leave Guidelines
Human Resources Department**

- I understand I am to surrender to school system administrators my school system security ID and all keys or prox cards I have in my possession that allow entrance to Knox County Board of Education property.
✓ Prox Card ✓ Keys Apple Equipment in class
to JW to JW
- I understand that I am to surrender any equipment or electronics that I have in my possession that belongs to Knox County Board of Education. _____ Password _____
- I understand that I cannot be on any Knox County Board of Education property while I am on administrative leave. *Coach FB @ Fan HS; told him not to be on Fan Campus or any other Campus -*
- I understand that I cannot communicate with any students or any of the people in question who have made allegations against me or other employees about this matter.
- I understand that I am to be available to the Human Resources Department or the Superintendent's office during contract hours.
Employee's Contact# _____ Personal Email Address _____
- I understand that I cannot be employed elsewhere during my contract hours while I am on administrative leave.
- I understand that I am to leave Knox County Board of Education property immediately following being placed on leave and that I am responsible for the administrative leave guidelines.
- I understand that my KCS email account will be suspended during the time of my administrative leave/suspension.
- I understand and have been advised the possibility exists that KCS could receive media inquiries as to employees on leave. This information is public record and will be provided if a request is made.



Employee Signature

3-22-21

Date



Human Resources Supervisor

3-22-21

Date



Witness

C: Employee's Personnel File

5/12/21



STATE OF TENNESSEE
STATE BOARD OF EDUCATION
615-741-2966
<http://www.tn.gov/sbe/>

Final Report Regarding Teacher/Administrator with Flagged License

Submit to:

Office of Educator Licensure
State Department of Education
12th Floor, 710 James Robertson Parkway
Nashville, TN 37243
FAX: 615-532-1448

Date of Action: April 8, 2021

LEA submitting Report: Knox County Schools

Name of Teacher/Administrator: Alexander Cain

Teacher/Administrator License #: [REDACTED]

Last known address:

[REDACTED]

Final LEA employment action: Written Reprimand, Non-renewed for 21-22

Status of investigation(s):

- DCS: N/A

- Law enforcement (agency): N/A

Further information may be obtained from (include contact information):

Pat Mashburn pat.mashburn@knoxschools.org

Jennifer Hemmelgarn jennifer.hemmelgarn@knoxschools.org

Bob Thomas
[Director Signature]

4/22/21
[Date]

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INSURANCE

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LIFE INSURANCE

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RETIREMENT

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SUPPLEMENTAL

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page



**Knox County Schools DIVISION OF HUMAN RESOURCES
EMPLOYEE ACTION FORM**

ALEXANDER J CAIN
CCTR: 0100 GIBBS HIGH

Pos Title: TCHER VOC DIVERSIFIED T
Job Title: TCHER VOC DIVERSIFIED T

Employee: [REDACTED]

Phone: [REDACTED]

SSN: [REDACTED]

Ethnicity: White

Gender: Male

Salary: \$ 40,475.00

Current Date: 08/26/2014

Hire: 08/16/2007

Tenure:

DOB: [REDACTED]

EMPLOYEE/JOB ADDED G/L DISTRIBUTION ADDED SALARY SCHEDULE ADDED
REAPP REAPPOINT

FOR HUMAN RESOURCES PURPOSES ONLY

Position Control #: 3334 Effective Date: 08/04/2014 Payroll Pull Date: 09/25/2014
Current Status: Active Work Location: 0100 GIBBS HIGH Highest Degree: 4 Bachelor Degree
Reason:
Job Code: SVDTEC Title: TCHER VOC DIVERSIFIED 1 FTE: 1.00 Position: 08/04/2014 To:
Contract Type: R Regular Contract: 08/04/2014 To: 05/22/2015

FOR PAYROLL DEPARTMENT PURPOSES ONLY

Federal	Retirement Elig	Work Mon. Per Year	Pay Cycle	Sick Bank Member
S-0	Yes	10	Monthly	No

Previous Information				Current Information			
Job:	Status:	Empl Type:	from	Job:	Status:	Empl Type:	to
1	A	V1		1	A	V1	
Salary Schedule:	ST	Rank: 04	Step: 7	Salary Schedule:	ST	Rank: 04	Step: 7
Salary Schedule:	ST	Rank: 14	Step: 7	Salary Schedule:	ST	Rank: 14	Step: 7 <i>Kmc✓</i>
Annual Salary:	40,475.00	Rate:	202.38	Annual Salary:	40,475.00	Rate:	202.38
Hours/Day:	7.75	%Wk:	100.00%	Cont Days:	200.00	Hours/Day:	7.75
%Wk:	100.00%	Cont Days:	200.00	Hours/Day:	7.75	%Wk:	100.00%
Sick:	[REDACTED]	Pers:	[REDACTED]	Vac:	[REDACTED]	SB:	[REDACTED]
CCTR:	0100	GIBBS HIGH		CCTR:	0100	GIBBS HIGH	
GL Distribution:		2015		GL Distribution:		2014	
Fund-C-Func-Obj-SpU-CCTR-Prg				Fund-C-Func-Obj-SpU-CCTR-Prg			
0144-7-1300-116-800-0100-000		100.00%		0144-7-1300-116-800-0100-000		100.00 %	

Additional Information For Internal Use Only

05/02/2014 FORMER EMPLOYER - KCS TEMP 13-14 SY
05/02/2014 EA DAYS 200 - 8/4-5/22/15
05/02/2014 SL - [REDACTED] PL - [REDACTED]
05/02/2014 [REDACTED]
05/02/2014 LICENSE - 27 AOE 2017 NO CL
05/02/2014 REPLACING - CHRIS HOWARD [REDACTED]
05/02/2014 12 PAY 14-15 SY PD SEPT-AUG \$3,372.92

APPROVAL DATE:

PAF: [REDACTED]

PROCESSED BY:

SIGNATURE:

mike

2014-08-26-16,37.25.000

RECEIVED
HUMAN RESOURCES
2014-08-26-16,37.25.000

MA

**Knox County Schools DIVISION OF HUMAN RESOURCES
EMPLOYEE ACTION FORM**

ALEXANDER J CAIN	Employee: [REDACTED]	SSN: [REDACTED]	Current Date: 08/26/2014
CCTR: 0100 GIBBS HIGH	[REDACTED]	Ethnicity: White	Hire: 08/16/2007
Pos Title: TCHER VOC DIVERSIFIED T	[REDACTED]	Gender: Male	Tenure:
Job Title: TCHER VOC DIVERSIFIED T	Phone: [REDACTED]	Salary: \$ 40,475.00	DOB: [REDACTED]

EMPLOYEE/JOB CHANGED

EOCTEMP EOC - TEMPORARY CONTRACT

FOR HUMAN RESOURCES PURPOSES ONLY

Position Control #: 3334	Effective Date: 05/23/2014	Payroll Pull Date: 09/25/2014
Current Status: Terminated	Work Location: 0100 GIBBS HIGH	Highest Degree: 4 Bachelor Degree
Reason: END OF CONTRACT		

Job Code: SVDTEC	Title: TCHER VOC DIVERSIFIED 1 FTE: 1.00	Position: 08/06/2013	To: 05/23/2014
Contract Type: T	Temporary	Contract: 08/04/2014	To: 05/22/2015

FOR PAYROLL DEPARTMENT PURPOSES ONLY

Federal	Retirement Elig	Work Mon. Per Year	Pay Cycle	Sick Bank Member
S-0	Yes	10	Monthly	No
Previous Information			Current Information	
Job: 1	Status: A	Empl Type: V1	Job: 1	Status: T
Salary Schedule: ST	Rank: 04	Step: 7	Salary Schedule: ST	Rank: 04
Salary Schedule: ST	Rank: 14	Step: 7	Salary Schedule: ST	Rank: 14
Annual Salary: 40,475.00	Rate: 202.38		Annual Salary: 40,475.00	Rate: 202.38
Hours/Day: 7.75	%Wk: 100.00%	Cont Days: 200.00	Hours/Day: 7.75	%Wk: 100.00%
Sick: [REDACTED]	Pers: [REDACTED]	Vac: [REDACTED]	Sick: [REDACTED]	Pers: [REDACTED]
CCTR: 0100	GIBBS HIGH		CCTR: 0100	GIBBS HIGH
GL Distribution:	2015		GL Distribution:	2015
Fund-C-Func-Obj-SpU-CCtr-Prg			Fund-C-Func-Obj-SpU-CCtr-Prg	
0144-7-1300-116-800-0100-000	100.00%		0144-7-1300-116-800-0100-000	100.00 %

Additional Information For Internal Use Only

05/02/2014	END OF CONTRACT - TEMPORARY
05/02/2014	REAPPT 14-15

APPROVAL DATE:	SIGNATURE:
PAF: [REDACTED]	mike
PROCESSED BY:	2014-08-26-16.36.06.000

MA

**Knox County Schools DIVISION OF HUMAN RESOURCES
EMPLOYEE ACTION FORM**

ALEXANDER J CAIN
CCTR: 0100 GIBBS HIGH
Pos Title: TCHER VOC DIVERSIFIED T
Job Title: TCHER VOC DIVERSIFIED T

Employee: [REDACTED] SSN: [REDACTED]
Ethnicity: White
Gender: Male
Salary: \$ 19,132.43
Phone: [REDACTED]

Current Date: 09/07/2013
Hire: 08/16/2007
Tenure: [REDACTED]
DOB: [REDACTED]

EMPLOYEE/JOB ADDED G/L DISTRIBUTION ADDED SALARY SCHEDULE ADDED
NEW HIRE NEW HIRE

FOR HUMAN RESOURCES PURPOSES ONLY

Position Control #: 3334 Effective Date: 08/06/2013 Payroll Pull Date: 09/25/2013
Current Status: Active Work Location: 0100 GIBBS HIGH Highest Degree: [REDACTED]
Reason: [REDACTED]
Job Code: SVDTEC Title: TCHER VOC DIVERSIFIED T FTE: 1.00 Position: 08/06/2013 To: [REDACTED]
Contract Type: I Interim Contract: To: [REDACTED]

FOR PAYROLL DEPARTMENT PURPOSES ONLY

Federal S-0	Retirement Elig Yes	Work Mon. Per Year 10	Pay Cycle Monthly	Sick Bank Member No
Previous Information		Current Information		
Job:	Status:	Empl Type:	Job: 1	Status: A Empl Type: V1
Salary Schedule:	Rank:	Step:	Salary Schedule: ST	Rank: 04 Step: 6
			Salary Schedule: ST	Rank: 14 Step: 6
Annual Salary:	Rate:		Annual Salary: 19,132.43	Rate: 196.23
Hours/Day:	%Wk:	Cont Days:	Hours/Day: 7.75	%Wk: 100.00% Cont Days: 97.50
Sick: [REDACTED]	Pers: [REDACTED]	Vac: [REDACTED]	Sick: [REDACTED]	Pers: [REDACTED] Vac: [REDACTED] SB: [REDACTED]
CCTR:			CCTR: 0100	GIBBS HIGH
GL Distribution:	2014		GL Distribution:	2014
Fund-C-Func-Obj-SpU-CCtr-Prg			Fund-C-Func-Obj-SpU-CCtr-Prg	100.00 %
			0144-7-1300-116-800-0100-000	

Additional Information For Internal Use Only

08/21/2013 FORMER EMPLOYER: KCS BIWEEKLY SEC GUARD
08/21/2013 97.5 DAY EA: 8/06/13 - 12/20/13
08/21/2013 ATT LIC EXP 2014 CL-NO
08/21/2013 SL [REDACTED] PL [REDACTED]
08/21/2013 [REDACTED]
08/21/2013 REPLACING: CHRIS HOWARD [REDACTED]
08/21/2013 93 DAYS + [REDACTED] = 97.5 DAYS @ \$196.23 = \$19,132.43
08/21/2013 -
08/22/2013 *5 YEARS EXP GRANTED TRADE SHOP VOCATIONAL
08/22/2013 *1 YEAR DISTINGUISHED PROFESSIONAL EXP
09/07/2013 PD: SEE NAS

APPROVAL DATE: [REDACTED]
PAF: [REDACTED]

PROCESSED BY:

SIGNATURE: mike

2013-09-07-08.08.01.000

MA



Knox County Schools
Compensation Department
865-594-1692

NOTICE OF ANNUAL SALARY

SCHOOL: Gibbs High
DATE: September 7, 2013
NAME: Cain, Alexander J.
EMPLOYEE #: [REDACTED]
SS#: [REDACTED]
ANNUAL SALARY: \$19,132.43
DATES OF EMPLOYMENT: 8/6/13-12/20/13
97.5 days @ \$196.23

Annual 200

TO BE PAID:	ACCOUNT
	0144-800
	71300-116-0100

2013 September	\$3,270.42
October	\$3,270.42
November	\$3,270.42
December	\$3,270.42
2014 January	\$6,050.75
February	\$0.00
March	\$0.00
April	\$0.00
May	\$0.00
June	\$0.00
July	\$0.00
2014 August	\$0.00
TOTAL	\$19,132.43

AUG. 5. 2013 11:33AM

GIBBS HIGH SCHOOL

NO. 414 P. 2

8/19/4.00

9:00 - 8/6/13
putk

S.O. 8/6/13

COPY

KNOX COUNTY SCHOOLS
APPLICANTS INTERVIEWED

RECEIVED

AUG 08 2013

Dates Advertised

N/A

until

N/A

Gibbs High School

School

Criminal Justice

Position/Vacancy

BY EMPLOYEE BENEFITS

☒ Certified ☐ Classified ☐ Timecard☐ Regular ☒ Intern ☐ Supply ☐ Temporary ☐ Budget
☐ Hire Date ☐ Licensure

Knox County administrators should never inform an applicant that his/her is being recommended for a position. Human Resources Super/Asst are the only ones who can accept an offer of employment.

Date
Interviewed or
Questionnaire
ReceivedInterview
Method*SearchSoft applicant list attached. ☐ Yes ☒ No ☐ N/A

Alexander Cain

W/M

8/1/2013

☐ T ☐ Q ☒ P☐ T ☐ Q ☐ P☐ T ☐ Q ☐ P☐ T ☐ Q ☐ P☐ T ☐ Q ☐ P☐ T ☐ Q ☐ P☐ T ☐ Q ☐ P

*T=Telephone Q=Questionnaire P=In person

(For Certified Personnel: Print name as it appears on Teaching License or SearchSoft application)

Applicant Recommended for Position Alexander Cain

Highly Qualified ☐ Yes ☐ No ☒ N/A

Applicant's Telephone/Cell Number(s)

Email Address

Did you call the recommended applicant's most recent employer for a reference? ☒ Yes ☐ No

Person Being Replaced Chris Howard

1st semester

Was this recommendation the result of the applicant applying for a transfer during the annual transfer period? ☐ Yes ☒ No ☐ N/AReason for Vacancy: ☐ Retirement ☐ Resignation ☐ New Position ☐ Accepted Another Position in System ☐ Deceased ☐ Termination ☒ Other

Principal/Interviewer's Signature

Thomas L. Brown

Date 8/5/13

Were other Knox County Schools' employees involved in personal interviews? ☒ Yes ☐ No

If yes, list names: Dr. Tonya Childress, Jeff Thomas

For Department Personnel Recommendations: (Signature of department director is required)

Budget Code:

APPROVED:

Department Director/Executive Director

Date:

APPROVED:

Assistant Superintendent

Date:

For HR Use Only:

Date Called: _____ Time: _____

☐ Accepted ☐ Declined

HR Supervisor:

Alicia Rucker

Funding Source: ☐ B&P ☐ Title I ☐ Title II ☐ General Purpose Budget ☐ GrantTravel Supplement ☐ Yes ☐ No

Salary Supplement:

Contract Length:

Start Date

This form must be completed and returned to the Human Resources Department before the applicant can be placed on payroll.

Send/fax one (1) copy to Human Resources Dept. (Middle/High fax 594-9538; Elem fax 594-9532; Classified fax 594-5014; HR fax 594-9758)

Maintain one (1) copy for School File

HR-119 (7/12)

Benefits
6-7-13

Replace the Orange/Salmon

MISC.

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STATE OF TENNESSEE
STATE BOARD OF EDUCATION
615-741-2966
<http://www.tn.gov/sbe/>

Final Report Regarding Teacher/Administrator with Flagged License

Submit to:

Office of Educator Licensure
State Department of Education
12th Floor, 710 James Robertson Parkway
Nashville, TN 37243
FAX: 615-532-1448

Date of Action: April 8, 2021

LEA submitting Report: Knox County Schools

Name of Teacher/Administrator: Alexander Cain

Teacher/Administrator License #: [REDACTED]

Last known address:

[REDACTED]

Final LEA employment action: Written Reprimand, Non-renewed for 21-22

Status of investigation(s):

- DCS: N/A

- Law enforcement (agency): N/A

Further information may be obtained from (include contact information):

Pat Mashburn pat.mashburn@knoxschools.org

Jennifer Hemmelgarn jennifer.hemmelgarn@knoxschools.org

Bob Thomas
[Director Signature]

4/22/21
[Date]

4/22/21
[Signature]



Employee Number: [REDACTED]

Last Name: CAIN

First Name: ALEXANDER

Status: Active





Employee Number:



Last Name: CAIN

First Name: ALEXANDER

Status: Active



KNOX COUNTY SCHOOLS
ANDREW JOHNSON BUILDING

Bob Thomas, Superintendent



May 26, 2021

Alexander Cain

Dear Mr. Cain:

This letter is to inform you that the Knox County Schools has elected not to renew your employment agreement for the 2021-2022 school year. Documentation received in the Human Resources Department indicates that your principal officially informed you of this decision by the last day of this contract year. Your employment will officially end on the last day of the 2020-2021 contract year. We appreciate your service with the Knox County Schools.

If you currently have insurance with the Knox County Schools, your health, dental, and/or vision insurance coverage will terminate on the last day of the month following your final paycheck. Please contact the Benefits and Employee Relations Department at (865) 594-1686 for additional information or if you have questions regarding your insurance coverage.

If you have any questions or wish to discuss this employment decision, please contact the Knox County Schools, Human Resources Department at (865) 594-1929.

Sincerely,

Bob Thomas

Bob Thomas
Superintendent

cc: Personnel File
Scott Bolton, Executive Director of Human Resources

P.O. Box 2188 • 912 South Gay Street • Knoxville, Tennessee

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
- Complete Items 1, 2, and 3. Also complete Item 4 if Restricted Delivery is desired. - Print your name and address on the reverse so that we can return the card to you. - Attach this card to the back of the mailpiece, or on the front if space permits.		A. ☒ Agent ☐ Addressee	Date of Delivery
1. Article Addressed to:		D. Is delivery address different from item 1? ☐ Yes If YES, enter delivery address below: ☐ No	
ALEXANDER CAIN		Encl. #	
3. Service Type		3. Service Type	
☒ Certified Mail ☐ Registered ☐ Insured Mail		☐ Express Mail ☐ Return Receipt for Merchandise ☐ C.O.D.	
4. Restricted Delivery? (Extra Fee) ☐ Yes		4. Restricted Delivery? (Extra Fee) ☐ Yes	
7017 1070 0000 0466 8690		102696-02-14-1540	
PS Form 3811, February 2004		Domestic Return Receipt	

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com	
OFFICIAL USE	
Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	\$
☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$
Sent To	Alexander Cain
Street and	
City, State	

KNOX COUNTY SCHOOLS
ANDREW JOHNSON BUILDING

Bob Thomas, Superintendent



May 26, 2021

Alexander Cain

Dear Mr. Cain:

This letter is to inform you that the Knox County Schools has elected not to renew your employment agreement for the 2021-2022 school year. Documentation received in the Human Resources Department indicates that your principal officially informed you of this decision by the last day of this contract year. Your employment will officially end on the last day of the 2020-2021 contract year. We appreciate your service with the Knox County Schools.

If you currently have insurance with the Knox County Schools, your health, dental, and/or vision insurance coverage will terminate on the last day of the month following your final paycheck. Please contact the Benefits and Employee Relations Department at (865) 594-1686 for additional information or if you have questions regarding your insurance coverage.

If you have any questions or wish to discuss this employment decision, please contact the Knox County - Schools, Human Resources Department at (865) 594-1929.

Sincerely,

Bob Thomas

Bob Thomas
Superintendent

cc: Personnel File
Scott Bolton, Executive Director of Human Resources

P.O. Box 2188 • 912 South Gay Street • Knoxville, Tennessee

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete Item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

ALEXANDER CAIN

COMPLETE THIS SECTION ON DELIVERY

A. ☒ Agent ☐ Addressee

B. ☐ Address

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes ☐ No

If YES, enter delivery address below:

Encl. #

3. Service Type

☒ Certified Mail ☐ Express Mail

☐ Registered ☐ Return Receipt for Merchandise

☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

7017 1070 0000 0466 8690

PS Form 3811, February 2004 Domestic Return Receipt 102306-02-001540

U.S. Postal Service
CERTIFIED MAIL RECEIPT
Domestic Mail Only

For delivery information, visit usps.com

OFFICIAL USE

Certified Mail Fee

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$

☐ Return Receipt (electronic) \$

☐ Certified Mail Restricted Delivery \$

☐ Adult Signature Restricted Delivery \$

☐ Adult Signature Restricted Delivery \$

Postage

Total Postage and Fees

Sent to *Alexander Cain*

Postmark Here

KNOX COUNTY SCHOOLS
ANDREW JOHNSON BUILDING

Bob Thomas, Superintendent



May 26, 2021

Alexander Cain

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Superintendent

cc: Personnel File
Scott Bolton, Executive Director of Human Resources

P.O. Box 2188 • 912 South Gay Street • Knoxville, Tennessee

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. - Print your name and address on the reverse so that we can return the card to you. - Attach this card to the back of the mailpiece, or on the front if space permits.		A. ☒ Agent ☐ Addressee	
1. Article Addressed to:		B.	C. Date of Delivery
ALEXANDER CAIN		D. Is delivery address different from item 1? ☐ Yes If YES, enter delivery address below: ☐ No	
		E. Encl. #	
3. Service Type		4. Restricted Delivery? (Extra Fee) ☐ Yes	
☒ Certified Mail ☐ Express Mail		☐ Registered ☐ Return Receipt for Merchandise	
☐ Insured Mail ☐ C.O.D.			
7017 1070 0000 0466 8690			
PS Form 3811, February 2004		Domestic Return Receipt 102506-02-M-1540	

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com	
OFFICIAL USE	
Certified Mail Fee	
Extra Services & Fees (check box, add fee as appropriate)	
☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$
Postage	
Total Postage and Fees	
Sent To	Alexander Cain
Street	
City, State	



Knox County Schools PHONE
P.O. Box 2188 (865) 594-1690
Knoxville, TN FAX
37901-2188 (865) 594-1674

PERSONNEL ACTION FORM

Change Form

HUMAN RESOURCE DEPARTMENT

Name: ALEXANDER J CAIN

Employee Number:

Address:

Effective Date: 05/26/2021

City/State/Zip:

Entered By:

Reason: TERMINATE

Entry Date: 20210622

Action: NON RENEWAL

Race: CAUCASIAN

Date of Birth:

Gender: M

Leave Date: 06/22/2021

Service Date: 08/16/2007

Hire Date: 08/06/2013

Return Date:

Length:

NEW

PRIOR

Employee Status: REGULAR

Employee Status: REGULAR

Position: 3334

Position: 3334

Position Desc: TCHR CRIM JUSTICE HS

Position Desc: TCHR CRIM JUSTICE HS

Job Class: 1280

Job Class: 1280

Location: GIBBS HIGH

Location: GIBBS HIGH

Personnel Status: REGULAR

Personnel Status: REGULAR

GL: 141-71300-511600-71000-0100-13-000-00000

GL: 141-71300-511600-71000-0100-13-000-00000

Group B/U: MNTH

Group B/U: 12/31/9999

Grade / Step: 4200

Grade / Step: 4200

Work Start: 08/04/2014

Work Start: 08/04/2014

Work End: 07/31/2021

Work End: 12/31/9999

	JOB CLASS	GRADE	DAILY RATE	PERIOD PAY	ANNUAL SALARY
Prior	1280	14717285	\$257.65	\$4,294.17	\$51,530.00
New	1280	14717285	\$257.65	\$4,294.17	\$51,530.00
Additional Pay:					
1280	100 - DAILY - STANDARD CERTIFIED	14717285	\$7.75	\$4,294.17	\$51,530.00

ADMINISTRATION

Remarks: CERT NONRENEW POS#3334

Notes: Alexander Cain

Non Renewal 20/21Sy

PULL DATE 6/30/21

Completed 200 day contract PIF 7/22/21

CL-No

HR NOTES: CERT NONRENEW
ALEXANDER CAIN
CTE TEACHER
GIBBS HIGH
POS#3334
EFFECTIVE 05/26/2021
PER NON-RENEW LETTER

Workflow Status: APPROVED

Approved By: 2021-06-22

Personnel Actions Text

Alexander Cain [REDACTED] Non Renewal 20/21Sy PULL DATE 6/30/21

Completed 200 day contract PIF 7/22/21

CL-No

CERT NONRENEW
ALEXANDER CAIN [REDACTED]
CTE TEACHER
GIBBS HIGH
POS#3334
EFFECTIVE 05/26/2021

PER NON-RENEW LETTER

202

KNOX COUNTY SCHOOLS
ANDREW JOHNSON BUILDING

Bob Thomas, Superintendent



May 26, 2021

Alexander Cain

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Sincerely,

Bob Thomas

Bob Thomas
Superintendent

cc: Personnel File
Scott Bolton, Executive Director of Human Resources

P.O. Box 2188 • 912 South Gay Street • Knoxville, Tennessee

SENDER: COMPLETE THIS SECTION

- ☐ Complete Items 1, 2, and 3. Also complete Item 4 if Restricted Delivery is desired.
- ☐ Print your name and address on the reverse so that we can return the card to you.
- ☐ Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

ALEXANDER CAIN

COMPLETE THIS SECTION ON DELIVERY

A. ☒ Agent
☐ Addressee

B. ☐ Date of Delivery

C. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

Encl. #

3. Service Type
☒ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

7017 1070 0000 0466 8690

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1547

U.S. Postal Service
CERTIFIED MAIL RECEIPT
Domestic Mail Only

1. For delivery information, visit us at www.usps.com

OFFICIAL USE

Certified Mail Fee
\$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$

Postage
\$

Total Postage and Fees
\$

Sent to Alexander Cain

Signature of Addressee
[Signature]

City, State, ZIP+4[®]
[Address]

Postmark Here

6/22/2021

Personnel Action Entry - Munis [Knox County Schools]



HOME

Personnel Action Entry - Munis [Knox County Schools]

?

X

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Word Email Schedule Attach Notes Notify

Confirm Search Actions Output Office Tools

Employee Identification

Employee	SSN	Last Name	First Name	Midd
...	+1	CAIN	ALEXANDER	J

Main

Other

Action Information

Effective Date 05/26/2021 Pull Date 06/30/2021

Action Code 200 - TERMINATION

Reason/Auth 202 - NON RENEWAL

Supporting Action

On/Off Boarding Code

☐ Create Action History Record

☐ Employee Initiated

☐ Create Employee Task Lists

User

Entry Date 06/22/2021

Entry Time 10:23:43

☐ Checklist

☐ Notes

☐ ESS Comments

Action Category T TERMINATE

Action Number 0

Approval Date

Status X - IN PROGRESS

Comment

CERT NONRENEW POS#3334

Electronic File Path

Workflow

Approve

Reject

Hold

Forward

Approvers

<

182 of 245

>

Record(s) updated.

**Knox County Schools DIVISION OF HUMAN RESOURCES
EMPLOYEE ACTION FORM**

ALEXANDER J CAIN
CCTR: 0100 GIBBS HIGH

Pos Title: TCHER VOC DIVERSIFIED T
Job Title: TCHER VOC DIVERSIFIED T

Employee: [REDACTED]

Phone: [REDACTED]

SSN: [REDACTED]

Ethnicity: White

Gender: Male

Salary: \$ 40,475.00

Current Date: 08/26/2014

Hire: 08/16/2007

Tenure:

DOB: [REDACTED]

EMPLOYEE/JOB ADDED G/L DISTRIBUTION ADDED SALARY SCHEDULE ADDED
REAPP REAPPOINT

FOR HUMAN RESOURCES PURPOSES ONLY

Position Control #: 3334 Effective Date: 08/04/2014 / Payroll Pull Date: 09/25/2014
Current Status: Active Work Location: 0100 GIBBS HIGH / Highest Degree: 4 Bachelor Degree
Reason:
Job Code: SVDTEC Title: TCHER VOC DIVERSIFIED 1 FTE: 1.00 / Position: 08/04/2014 To:
Contract Type: R Regular Contract: 08/04/2014 To: 05/22/2015

FOR PAYROLL DEPARTMENT PURPOSES ONLY

Federal	Retirement Elig	Work Mon. Per Year	Pay Cycle	Sick Bank Member
S-0	Yes	10	Monthly	No

Previous Information				Current Information			
Job: 1	Status: A	Empl Type: V1		Job: 1	Status: A	Empl Type: V1 /	
Salary Schedule: ST	Rank: 04	Step: 7		Salary Schedule: ST	Rank: 04	Step: 7	
Salary Schedule: ST	Rank: 14	Step: 7		Salary Schedule: ST	Rank: 14	Step: 7	Kmcv
Annual Salary: 40,475.00	Rate: 202.38			Annual Salary: 40,475.00 /	Rate: 202.38 /		
Hours/Day: 7.75	%Wk: 100.00%	Cont Days: 200.00		Hours/Day: 7.75	%Wk: 100.00%	Cont Days: 200.00 /	
Sick: [REDACTED]	Pers: [REDACTED]	Vac: [REDACTED]	SB: [REDACTED]	Sick: [REDACTED]	Pers: [REDACTED]	Vac: [REDACTED]	SB: [REDACTED]
CCTR: 0100	GIBBS HIGH			CCTR: 0100	GIBBS HIGH		
GL Distribution:	2015			GL Distribution:	2014		
Fund-C-Func-Obj-SpU-CCTR-Prg				Fund-C-Func-Obj-SpU-CCTR-Prg			
0144-7-1300-116-800-0100-000	100.00%			0144-7-1300-116-800-0100-000	100.00 %		

Additional Information For Internal Use Only

05/02/2014 FORMER EMPLOYER - KCS TEMP 13-14 SY
05/02/2014 EA DAYS 200 - 8/4-5/22/15
05/02/2014 SL [REDACTED] PL [REDACTED] /
05/02/2014 [REDACTED]
05/02/2014 LICENSE - 27 AOE 2017 NO CL
05/02/2014 REPLACING - CHRIS HOWARD [REDACTED]
05/02/2014 12 PAY 14-15 SY / PD SEPT-AUG \$3,372.92 /

Handwritten signature: Ky 9/8/14 TCJ

APPROVAL DATE:

PAF: [REDACTED]

PROCESSED BY:

SIGNATURE:

mike

2014-08-26-16.37.25.000

Handwritten: 110

Handwritten: MA

Knox County Schools DIVISION OF HUMAN RESOURCES
EMPLOYEE ACTION FORM

ALEXANDER J CAIN
CCTR: 0100 GIBBS HIGH

Pos Title: TCHER VOC DIVERSIFIED T
Job Title: TCHER VOC DIVERSIFIED T

Employee: [REDACTED]

Phone: [REDACTED]

SSN: [REDACTED]

Ethnicity: White

Gender: Male

Salary: \$ 40,475.00

Current Date: 08/26/2014

Hire: 08/16/2007

Tenure:

DOB: [REDACTED]

EMPLOYEE/JOB CHANGED

EOCTEMP EOC - TEMPORARY CONTRACT

FOR HUMAN RESOURCES PURPOSES ONLY

Position Control #: 3334 Effective Date: 05/23/2014 Payroll Pull Date: 09/25/2014
Current Status: Terminated Work Location: 0100 Highest Degree: 4
Reason: END OF CONTRACT GIBBS HIGH Bachelor Degree

Job Code: SVDTEC Title: TCHER VOC DIVERSIFIED 1 FTE: 1.00 Position: 08/06/2013 To: 05/23/2014
Contract Type: T Temporary Contract: 08/04/2014 To: 05/22/2015

FOR PAYROLL DEPARTMENT PURPOSES ONLY

Federal	Retirement Elig	Work Mon. Per Year	Pay Cycle	Sick Bank Member
S-0	Yes	10	Monthly	No

Previous Information				Current Information			
Job:	Status:	Empl Type:	from	to	Job:	Status:	Empl Type:
1	A	V1		1	1	T	V1
Salary Schedule:	ST	Rank: 04	Step: 7	Salary Schedule:	ST	Rank: 04	Step: 7
Salary Schedule:	ST	Rank: 14	Step: 7	Salary Schedule:	ST	Rank: 14	Step: 7
Annual Salary:	40,475.00	Rate:	202.38	Annual Salary:	40,475.00	Rate:	202.38
Hours/Day:	7.75	%Wk:	100.00%	Hours/Day:	7.75	%Wk:	100.00%
Sick:	[REDACTED]	Pers:	[REDACTED]	Sick:	[REDACTED]	Pers:	[REDACTED]
CCTR:	0100	GIBBS HIGH		CCTR:	0100	GIBBS HIGH	
GL Distribution:	2015			GL Distribution:	2015		
Fund-C-Func-Obj-SpU-CCtr-Prg				Fund-C-Func-Obj-SpU-CCtr-Prg			
0144-7-1300-116-800-0100-000	100.00%			0144-7-1300-116-800-0100-000	100.00 %		

Additional Information For Internal Use Only

05/02/2014 END OF CONTRACT - TEMPORARY
05/02/2014 REAPPT 14-15

APPROVAL DATE:

PAF: [REDACTED]

PROCESSED BY:

SIGNATURE:

mike

2014-08-26-16.36.06.000

MA

**Knox County Schools DIVISION OF HUMAN RESOURCES
EMPLOYEE ACTION FORM**

ALEXANDER J CAIN
CCTR: 0100 GIBBS HIGH
Pos Title: TCHER VOC DIVERSIFIED T
Job Title: TCHER VOC DIVERSIFIED T

Employee: [REDACTED]

SSN: [REDACTED]
Ethnicity: White
Gender: Male
Salary: \$ 39,148.66

Current Date: 04/09/2014
Hire: 08/16/2007
Tenure: [REDACTED]
DOB: [REDACTED]

Phone: [REDACTED]

CHANGE CHANGE ORDER

FOR HUMAN RESOURCES PURPOSES ONLY

Position Control #: 3334 Effective Date: 08/06/2013 Payroll Pull Date: 04/25/2014
Current Status: Active Work Location: 0100 GIBBS HIGH Highest Degree: 4 Bachelor Degree
Reason: [REDACTED]
Job Code: SVDTEC Title: TCHER VOC DIVERSIFIED 1 FTE: 1.00 Position: 08/06/2013 To: [REDACTED]
Contract Type: T Temporary Contract: 08/06/2013 To: 05/23/2014

FOR PAYROLL DEPARTMENT PURPOSES ONLY

Federal	Retirement Elig	Work Mon. Per Year	Pay Cycle	Sick Bank Member
S-0	Yes	10	Monthly	No
Previous Information			Current Information	
Job: 1	Status: A	Empl Type: V1	Job: 1	Status: A Empl Type: V1
Salary Schedule: ST	Rank: 04	Step: 6	Salary Schedule: ST	Rank: 04 Step: 6
Salary Schedule: ST	Rank: 14	Step: 6	Salary Schedule: ST	Rank: 14 Step: 6
Annual Salary: 39,148.66	Rate: 198.20		Annual Salary: 39,148.66	Rate: 198.20
Hours/Day: 7.75	%Wk: 100.00%	Cont Days: 198.50	Hours/Day: 7.75	%Wk: 100.00% Cont Days: 198.50
Sick: [REDACTED]	Pers: [REDACTED]	Vac: [REDACTED] SB: [REDACTED]	Sick: [REDACTED]	Pers: [REDACTED] Vac: [REDACTED] SB: [REDACTED]
CCTR: 0100	GIBBS HIGH		CCTR: 0100	GIBBS HIGH
GL Distribution:	2014		GL Distribution:	2014
Fund-C-Func-Obj-SpU-CCtr-Prg			Fund-C-Func-Obj-SpU-CCtr-Prg	
0144-7-1300-116-800-0100-000	100.00%		0144-7-1300-116-800-0100-000	100.00 %

Additional Information For Internal Use Only

03/13/2014 CHANGE FROM INTERIM TO TEMP EFF 1/6/2014
03/13/2014 CHRIS HOWARD [REDACTED]

4/10/14

APPROVAL DATE: [REDACTED]
PAF: [REDACTED]

PROCESSED BY:

SIGNATURE: mike

2014-04-09-08.57.34.000

MA



Knox County Schools
Compensation Department
865-594-1692

CHANGE NOTICE

ACCOUNT: See Below
SCHOOL: Gibbs High
DATE: JANUARY 6, 2014
NAME: Cain, Alexander J.
EMPLOYEE #: [REDACTED]
SS#: [REDACTED]
ORIGINAL AMOUNT: \$38,951.66
MID YEAR INCREASE \$197.00
NEW AMOUNT: \$39,148.66

Annual 200 Total contract: 8/6/13-5/23/14
98.5 DAYS @ \$198.23 = \$19523.66 AND 100 DAYS @ \$198.20 = \$19820.00

TOTAL CONTRACT 198.5 DAYS AND \$39148.66

TO BE PAID:	ACCOUNT
	0144-800
	71300-116-0100

2013 September	\$3,270.42	
October	\$3,270.42	
November	\$3,270.42	
December	\$3,270.42	
2014 January	\$3,295.10	
February	\$3,295.10	
March	\$3,295.10	
April	\$3,295.10	
May	\$3,295.10	
June	\$3,295.10	
July	\$3,295.10	
2014 August	\$3,001.28	
TOTALS	\$39,148.66	

*Actual paid \$3,172.30



Knox County Schools
Compensation Department
865-594-1692

CHANGE NOTICE

ACCOUNT: See Below
SCHOOL: Gibbs High
DATE: December 6, 2013
NAME: Cain, Alexander J.
EMPLOYEE #: [REDACTED]
SS#: [REDACTED]
ORIGINAL AMOUNT: \$19,132.43
CHANGE: \$19,819.23
NEW AMOUNT: \$38,951.66
REASON: Extend Contract

Extend total contract days to 198.5 days
Annual 200 Total contract: 8/6/13-5/23/14 198.5 days @ \$196.23 = \$38,951.66

TO BE PAID:	ACCOUNT
	0144-800
	71300-116-0100

2013 September
October
November
December
2014 January
February
March
April
May
June
July
2014 August

TOTALS

\$3,270.42
\$3,270.42
\$3,270.42
\$3,270.42
\$3,270.42
\$3,270.42
\$3,270.42
\$3,270.42
\$3,270.42
\$3,270.42
\$3,270.42
\$2,977.04
\$38,951.66

*Actual paid \$3,172.30

✓ Ky 12/8/13
CC: RB

TC ✓ RB

**Knox County Schools DIVISION OF HUMAN RESOURCES
EMPLOYEE ACTION FORM**

ALEXANDER J CAIN
CCTR: 0100 GIBBS HIGH

Pos Title: TCHER VOC DIVERSIFIED T

Job Title: TCHER VOC DIVERSIFIED T

Employee: [REDACTED]

SSN: [REDACTED]

Ethnicity: White

Gender: Male

Salary: \$ 38,951.66

Current Date: 12/06/2013

Hire: 08/16/2007

Tenure:

DOB: [REDACTED]

EMPLOYEE/JOB CHANGED

CHANGE CHANGE ORDER

FOR HUMAN RESOURCES PURPOSES ONLY

Position Control #: 3334

Effective Date: 12/05/2013

Payroll Pull Date: 12/20/2013

Current Status: Active

Work Location: 0100

Highest Degree: 4

Reason:

GIBBS HIGH

Bachelor Degree

Job Code: SVDTEC Title: TCHER VOC DIVERSIFIED 1 FTE: 1.00

Position: 08/06/2013 To:

Contract Type: I Interim

Contract: 08/06/2013 To: 12/20/2013

FOR PAYROLL DEPARTMENT PURPOSES ONLY

Federal	Retirement Elig	Work Mon. Per Year	Pay Cycle	Sick Bank Member
S-0	Yes	10	Monthly	No

Previous Information				Current Information			
Job: 1	Status: A	Empl Type: V1	from	Job: 1	Status: A	Empl Type: V1	to
Salary Schedule: ST	Rank: 04	Step: 6		Salary Schedule: ST	Rank: 04	Step: 6	
Salary Schedule: ST	Rank: 14	Step: 6		Salary Schedule: ST	Rank: 14	Step: 6	

Annual Salary: 19,132.43 Rate: 196.23

Annual Salary: 38,951.66 ✓ Rate: 196.23 ✓

Hours/Day: 7.75 %Wk: 100.00% Cont Days: 97.50

Hours/Day: 7.75 %Wk: 100.00% Cont Days: 198.50 ✓

Sick: [REDACTED] Pers: [REDACTED] Vac: [REDACTED] SB: [REDACTED]

Sick: [REDACTED] Pers: [REDACTED] Vac: [REDACTED] SB: [REDACTED]

CCTR: 0100 GIBBS HIGH

CCTR: 0100 GIBBS HIGH

GL Distribution: 2014
Fund-C-Func-Obj-SpU-CCTR-Prg
0144-7-1300-116-800-0100-000 100.00%

GL Distribution: 2014
Fund-C-Func-Obj-SpU-CCTR-Prg
0144-7-1300-116-800-0100-000 100.00 %

Additional Information For Internal Use Only

12/05/2013 EXTEND EA DAYS FROM 97.5 TO 198.5 ✓
12/05/2013 EXTEND ENDING DATE FROM 12/20/13 TO 5/23/14 ✓
12/05/2013 REPLACING: CHRIS HOWARD [REDACTED]
12/06/2013 TOTAL CONTRACT: 8/6/13-5/23/14 ANNUAL 200 ✓
12/06/2013 189 DAYS + [REDACTED] = 198.5 DAYS @ \$196.23 = \$38,951.66 ✓
12/06/2013 SL: [REDACTED] PL: [REDACTED]
12/06/2013 PD: SEE CHANGE NOTICE

Ry 12/8/13

APPROVAL DATE:

PAF: [REDACTED]

PROCESSED BY:

SIGNATURE:

mike

2013-12-06-12.39.35.000

SC 1.20

11.91 Total

MA



Knox County Schools
Compensation Department
865-594-1692

NOTICE OF ANNUAL SALARY

SCHOOL: Gibbs High
DATE: September 7, 2013
NAME: Cain, Alexander J.
EMPLOYEE #: [REDACTED]
SS#: [REDACTED]
ANNUAL SALARY: \$19,132.43
DATES OF EMPLOYMENT: 8/6/13-12/20/13
97.5 days @ \$196.23

Annual 200

TO BE PAID:

ACCOUNT

0144-800

71300-116-0100

2013 September
October
November
December
2014 January
February
March
April
May
June
July
2014 August

TOTAL

\$3,270.42
\$3,270.42
\$3,270.42
\$3,270.42
\$6,050.75
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$19,132.43

✓ TC M.

CC: BT
8/10/13

2nd net cr 5.85
5 C 1.2 sp - Dec
1.05 Jan

**Knox County Schools DIVISION OF HUMAN RESOURCES
EMPLOYEE ACTION FORM**

ALEXANDER J CAIN
CCTR: 0100 GIBBS HIGH

Pos Title: TCHER VOC DIVERSIFIED T
Job Title: TCHER VOC DIVERSIFIED T

Employee: [REDACTED]

SSN: [REDACTED]

Ethnicity: White

Gender: Male

Salary: \$ 19,132.43

Current Date: 09/07/2013

Hire: 08/16/2007

Tenure:

DOB: [REDACTED]

EMPLOYEE/JOB ADDED G/L DISTRIBUTION ADDED SALARY SCHEDULE ADDED
NEW HIRE NEW HIRE

FOR HUMAN RESOURCES PURPOSES ONLY

Position Control #: 3334 Effective Date: 08/06/2013 Payroll Pull Date: 09/25/2013

Current Status: Active

Work Location: 0100

Highest Degree:

Reason:

GIBBS HIGH

Job Code: SVDTEC Title: TCHER VOC DIVERSIFIED 1 FTE: 1.00 Position: 08/06/2013 To:

Contract Type: I Interim

Contract: To:

FOR PAYROLL DEPARTMENT PURPOSES ONLY

Federal	Retirement Elig	Work Mon. Per Year	Pay Cycle	Sick Bank Member
S-0	Yes	10	Monthly	No

Previous Information			Current Information		
Job:	Status:	Empl Type:	Job:	Status:	Empl Type:
			1	A	V1

Salary Schedule:	Rank:	Step:	Salary Schedule:	Rank:	Step:
			ST	04	6
			ST	14	6

Annual Salary:	Rate:	Annual Salary:	Rate:
		19,132.43	196.23

Hours/Day:	%Wk:	Cont Days:	Hours/Day:	%Wk:	Cont Days:
			7.75	100.00	97.50

Sick:	Pers:	Vac:	SB:	Sick:	Pers:	Vac:	SB:

CCTR:	CCTR:
	0100 GIBBS HIGH

GL Distribution:	2014	GL Distribution:	2014
Fund-C-Func-Obj-SpU-CCtr-Prg		Fund-C-Func-Obj-SpU-CCtr-Prg	
		0144-7-1300-116-800-0100-000	100.00 %

Additional Information For Internal Use Only

08/21/2013 FORMER EMPLOYER: KCS BIWEEKLY SEC GUARD

08/21/2013 97.5 DAY EA: 8/06/13 - 12/20/13

08/21/2013 ATT LIC EXP 2014 CL-NO

08/21/2013 SL [REDACTED] PL [REDACTED]

08/21/2013 [REDACTED]

08/21/2013 REPLACING: CHRIS HOWARD [REDACTED]

08/21/2013 93 DAYS + [REDACTED] = 97.5 DAYS @ \$196.23 = \$19,132.43

08/21/2013 -

08/22/2013 *5 YEARS EXP GRANTED TRADE SHOP VOCATIONAL

08/22/2013 *1 YEAR DISTINGUISHED PROFESSIONAL EXP

09/07/2013 PD: SEE NAS

APPROVAL DATE:

SIGNATURE:

PAF: [REDACTED]

PROCESSED BY:

mike

2013-09-07-08.08.01.000

*2nd ref cr 8.85
SC 1.2 Sep-Dec
1.05 Jan*

*col 9-10-13
MA*

AUG. 5. 2013 11:33AM

GIBBS HIGH SCHOOL

MV. 414

P. 2

S.O. 8/6/13  COPYKNOX COUNTY SCHOOLS
APPLICANTS INTERVIEWED9:00 - 8/6/13
putkDates Advertised N/A until N/A

Gibbs High School

School

Criminal Justice

Position/Vacancy

☒ Certified ☐ Classified ☐ Timecard☐ Regular ☒ Interim ☐ Supply ☐ Temporary - ☐ Budget
☐ Hire Date
☐ License

Knox County administrators should not interview an applicant
after he/she is being recommended for a position. Human Resources
Supervisors are the only ones who can make an offer of employment.

Date
Interviewed or
Questionnaire
ReceivedInterview
MethodName
SearchSoft applicant list attached. ☐ Yes ☒ No ☐ N/A

Race/Sex

Alexander Cain

W/M

8/1/2013

☐ T ☐ Q ☒ P☐ T ☐ Q ☐ P☐ T ☐ Q ☐ P☐ T ☐ Q ☐ P☐ T ☐ Q ☐ P☐ T ☐ Q ☐ P☐ T ☐ Q ☐ P

T=Telephone Q=Questionnaire P=person

(For Certified Personnel: Print name as it appears on teaching license or SearchSoft application)

Applicant Recommended for Position Alexander CainHighly Qualified ☐ Yes ☐ No ☒ N/AApplicant's Telephone/Cell Number(s) [redacted] Email Address [redacted]Did you call the recommended applicant's most recent employer for a reference? ☒ Yes ☐ NoPerson Being Replaced Chris Howard 1st semesterWas this recommendation the result of the applicant applying for a transfer during the annual transfer period? ☐ Yes ☒ No ☐ N/AReason for Vacancy: ☐ Retirement ☐ Resignation ☐ New Position ☐ Accepted Another Position in System ☐ Deceased ☐ Termination ☒ OtherPrincipal/Interviewer's Signature Thomas L. Borden Date 8/5/13Were other Knox County Schools' employees involved in personal interviews? ☒ Yes ☐ NoIf yes, list names: Dr. Tonya Childress, Jeff Thomas

For Department Personnel Recommendations: (Signature of department director is required)

Budget Code: _____

APPROVED: _____ Department Director/Executive Director Date: _____

APPROVED: _____ Assistant Superintendent Date: _____

For HR Use Only:	Date Called: _____	Time: _____	☐ Accepted ☐ Declined	HR Supervisor: <u>Alvin Rucker</u>
Funding Source:	☐ SEP	☐ Title I	☐ Title II	☐ General Purpose Budget
Travel Supplement	☐ Yes ☐ No	Salary Supplement: _____	Contract Length: _____	Start Date: _____

This form must be completed and returned to the Human Resources Department before the applicant can be placed on payroll.

Send/fax one (1) copy to Human Resources Dept. (Middle/High fax 894-8833; Elem fax 894-8832; Classified fax 894-8014; HR fax 894-8768)

Maintain one (1) copy for School File

HR-119 (1/12)

Borden
8-7-13



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT SECURITY

SEPARATION NOTICE

1. Employee's Name: Alexander J Cain 2. SSN: [REDACTED]
First Middle Initial Last
3. Last Employed: From: 08/06/2013 to 05/26/2021 Occupation: Teacher
(mm/dd/yyyy) (mm/dd/yyyy)
4. Where was work performed? Gibbs High School
5. Reason for Separation: ☒ Lack of Work ☐ Discharge ☐ Quit
- If lack of work, indicate if layoff is: ☐ Permanent ☐ Temporary - Recall Date (mm/dd/yyyy)
- If temporary report any vacation pay that will be paid. Week Ending Date (mm/dd/yyyy) Amount \$
- If layoff is indefinite vacation pay should not be reported.
6. Employee received: ☐ Wages in Lieu of Notice ☐ Severance Pay
- In the amount of \$ for period from to
(mm/dd/yyyy) (mm/dd/yyyy)
- If other than lack of work, explain the circumstances of this separation:

Non-Renewed

Employer's Name: Knox County Schools

Address where additional information may be obtained:

P.O. Box 2188
Knoxville, TN 37901
Attn: Benefits Department

Employer's Telephone Number:

(865) 594-1686

Employer's Email Address:

scott.bolton@knoxschools.org

Employer's Account Number:

Number shown on State Quarterly Wage Report (LB-0851) and
Premium Report (LB-0456)

I certify that the above worker has been separated from work and the information furnished hereon is true and correct.
This report has been handed to or mailed to the worker.

Signature of Official or Representative of the Employer
who has first-hand knowledge of the separation

Title of Person Signing

Date Completed
and Released to
Employee

Insurance Manager

09/13/2021

(mm/dd/yyyy)

NOTICE TO EMPLOYER

Within 24 hours of the time of separation, you are required by Rule 0800-09-01-.02 of the Tennessee Employment Security Law to provide the employee with this document, properly executed, giving the reasons for separation. If you subsequently receive a time sensitive request for separation information for the same information please give complete information in your response.

NOTICE TO EMPLOYEE

YOU MAY BE INSTRUCTED TO MAIL OR FAX THE SEPARATION NOTICE TO TENNESSEE CLAIMS OPERATIONS IF YOU FILE A CLAIM FOR UNEMPLOYMENT INSURANCE BENEFITS.



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT SECURITY

INSTRUCTIONS SEPARATION NOTICE

Rule 0800-09-01-.02 of the Rules and Regulations of the Tennessee Employment Security Law, requires all employers to furnish each separated employee with a Separation Notice, LB-0489, within 24 hours of the employee's separation from employment.

Separation Notices do not have to be given to any employee who has been in your employ for less than a week or who will be recalled within seven days.

Separation Notices reduce the administrative costs of processing an unemployment insurance claim and helps make a more accurate determination of the claimant's eligibility for benefits.

Please complete the Separation Notice in its entirety.

Item 5

Check the appropriate block as to the reason the worker is separated. If the separation was for any reason other than lack of work, give a clear explanation for the separation in the box provided. Please indicate whether the separation is permanent or temporary, and, if temporary, when you expect to recall the worker.

Item 6

Wages in lieu of notice and severance pay affect UI

The Unemployment Insurance Accountability Act of 2012 denies unemployment insurance benefits to any claimant who is receiving or has received wages in lieu of notice equivalent to the wages he could have earned in that week had he been permitted to work during the period of notice. Wages in lieu of notice are wages paid under circumstances in which the employer did not give an advance notice of separation to the employee and are paid irrespective of the length of service of the employee.

UI benefits will also be denied to any claimant for any week in which he received a severance package that includes an equivalent amount of salary the employee would have received if he were working during that week.

Both the wages in lieu of notice and the severance provisions will not apply to claimants whose separating employer filed notice of a reduction in operations, in accordance with Tennessee Employment Security law, prior to July 1, 2012.

To obtain Separation Notice forms, please:

- Make copies of the form, or
- Visit our website tn.gov/workforce

KCS | KNOX COUNTY SCHOOLS

ELECTRONIC ACCOUNT TERMINATION NOTICE

This notice is to inform you that upon the end of your employment with Knox County Schools, all electronic accounts associated with the district will be disabled and/or deleted.

The following list of accounts will automatically be inactivated:

- E-mail (Microsoft 365 Account)
- Google Drive (Google G-Suite Account)
- Aspen
- Canvas
- Active Directory / Computer Login Account
- All other electronic accounts not listed above that are connected to KCS

HOW DO I BACK UP MY FILES?

We recommend saving your personal files to a personal cloud storage account, such as Google Drive or OneDrive. If any files are an educational record or contain personal information about a student, **you can not save these files to a personal account.** These types of records are described in Board Policy J-552.

You can find additional information about downloading your Google Drive data at the following link: [\[REDACTED\]](#)

ADDITIONAL CONSIDERATIONS:

- If your KCS email address is associated with any newsletter, online shopping or other personal website, please login and update these websites before losing access to your KCS Account. You will be unable to process password resets on these sites once you lose access to your KCS e-mail.
- If you have added any contacts or calendar events to your KCS Account, including via your phone, then you should take steps to transfer them to a personal account.
- TNCompass: (Certified Employees) Please log in and update your e-mail in TNCompass so you will continue to receive notifications from the State regarding your licensure.