

# Navigating the Process

YOUR HR CERTIFIED TEAM IS HERE TO HELP





# Navigating the Process

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## Agenda

Welcome

### *Navigating DO's and DON'TS*

- *Students – Colleagues - You*

Navigating Professionalism and Rules and Regulations





# Navigating Do's & Don'ts



## Parties to Consider:

*Students*

*Colleagues*

*Yourself*

## Laws to Consider:

➤ Civil Rights Act of 1964

- Title VII – *Harassment*

➤ TCA 37-1-403

- *Reporting Child Abuse & Neglect*



# Navigating Do's & Don'ts



## Parties to Consider:

*Students*

*Colleagues*

*Yourself*

## Conduct to Consider:

- Alcohol, Tobacco, Illegal Drugs, Misuse of Prescription Drugs
- Weapons
- Arrest





# Navigating Do's & Don'ts

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## Complaint Procedure

- Anti Retaliation

## Disciplinary Action

- TCA
- SCS Handbook

## Voluntary Separation

- 30-day notice





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*Navigating Professionalism and Rules and Regulations*





# Navigating Professionalism

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Be mindful of your interactions with students.  
Keep them professional!!!

- Social Media
- Pictures & Videos
- Friendships/Dating Relationships
  - Gifts/Special Treatment





# Navigating Rules & Regs



## Roles to Consider:

Teacher

Colleague

Coach

Leader

SCS Representative

## Responsibilities to Consider:

### Name Badge

- Wear it on SCS property

### Professional Dress

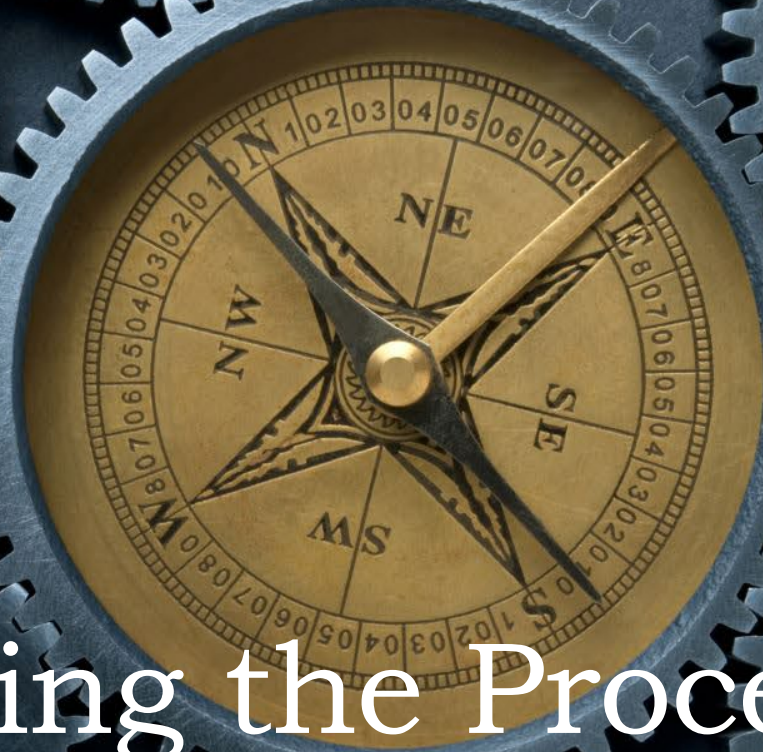
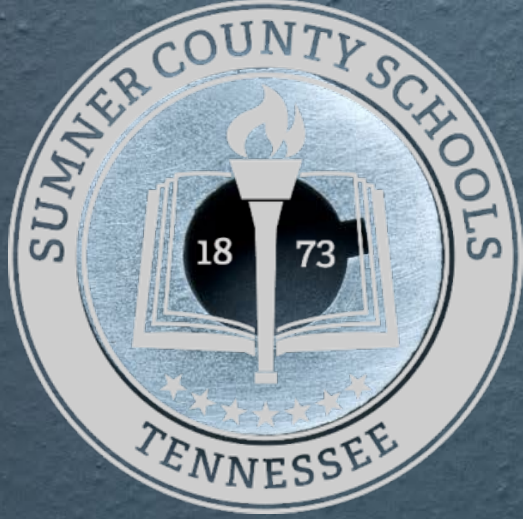
- Building Dress Codes

### Lifelong Learner

- PL and Public-School Works







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## Employee Self Service

<https://sumnerschoolstn.munisselfservice.com/login.aspx>

Username: first initial of legal first name, full legal last name & last four of SSN

Password: Last four of Social Security Number (SSN)

Ex: Username - NSmith1244 – password - 1244

Access your direct deposit stubs

View time off accruals (Annual, Personal & Sick)

Electronic W-2 Form

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## Information Changes

Must submit changes to Human Resources, in writing, on the change form.

Name, Address, Telephone Number, Personal Email, Marital Status, Birth or Adoption of child

For name changes: A new social security card (or receipt) must be presented to Human Resources AND

You must change your name with the Tennessee Department of Education through TN Compass, prior to changing in HR

Contact Jennifer Runion for further information:

Ph: 615-451-5207 email: [jennifer.runion@sumnerschools.org](mailto:jennifer.runion@sumnerschools.org)

## Employee Email and Computer Sign On

All employees are issued an email for school use.

Please note that all required training and benefit communications will be sent to this SCS email account.

User Name – firstname.lastname

Password – Ch@ng3M3

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## Absences and Substitutes (Frontline)

Absences must be entered into Frontline in order to get substitute coverage. Your school's bookkeeper or attendance clerk can assist you with any questions and other building specific procedures.

Lesson plans must be available so that education continues while you are away from your classroom. You should maintain an emergency lesson plan folder.

Frontline Administrator – Kelly Vigil – 615-451-5220



## Public School Works Mandated Annual Training

All new employees are required to complete this training within the first 30 days of employment and thereafter annually. A link will be sent to your SCS email account. You have 30 days from your start date to complete the courses.

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Online Training Topics include but are not limited to:

- blood borne pathogens, suicide awareness, child abuse, Hep B

## Public School Works Login Credentials

- Username: first initial, last name, Employee ID number
- Password: Last four of Social Security Number
- Ex: Username - jdoe9999 – Password - 9999

## Workers Compensation

All injuries must be reported within 24 hours

Report to Immediate Supervisor within 24 hours

Complete Documentation

- Serious Injuries should be handled by the nearest ER

All employees seeking medical attention must complete a post-accident drug test at the time of the medical treatment

Failure to have all medical treatment authorized may result in denial of payment

Key Risk-Berkley Casualty Company (866) 687-0710

## Family and Medical Leave (FMLA)

Sumner County Schools complies with the Federal Family Medical Leave Act (FMLA) and the TCA Tennessee Medical Leave Act (TMLA)

- grant 12 weeks (16 weeks for birth/adoption) of unpaid, protected leave of absence to qualified workers for certain medical and family-related reasons.

Leave should be applied for after more than 3 consecutive days absent or intermittent/reduced schedule is required by a medical care provider.

- There are requirements, qualifications, and exceptions under these laws. (each employee's situation is different)

Employees may not take leave and work from home or work another job.

Contact the Human Resources Department to discuss options for leave.

FMLA Supervisor – Catrina Curd – 615-206-4035





## Salary and Pay

Salary is determined by

Position Type

Degree Level

Verified Years of Experience

Payday is monthly on the 15th or previous business day if payday falls on weekend or holiday

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Employees receive 12 pay periods, one per month, from August through July

- Pay is calculated based on days worked

## Contracted Time

Fulltime teachers are paid

180 instructional days

10 predetermined holidays

5 Professional Learning Days

5 Administrative Days

Part time positions, interims and nurses have different schedules and numbers of paid days

Employee Calendars can be accessed at [sumnerschools.org](http://sumnerschools.org)

Refer to your employee calendar and contract for the most accurate number of paid days

## Time Off

Holidays: 10 preselected paid holidays

Personal Leave: 1 day per semester will be frontloaded for each semester employed

(July - December & January - May).

All unused personal days are converted to sick leave at end of June each year.

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Sick Leave: 1 day per month contracted will be frontloaded, with no limit on accumulation.

Ex: 10 sick days will be front loaded if you start at the beginning of the school year as a full-time teacher.

Sick time leftover at retirement is converted to additional time toward retirement at a rate of one month per 20 days leftover.

## HR Contacts – Certified Team

Marla Pike - HR Supervisor-Certified

615-230-6745 [marla.pike@sumnerschools.org](mailto:marla.pike@sumnerschools.org)

Dr. Justin Alexander - Recruiting, Training & Ed Prep Coordinator –

615-451-5208 [Justin.Alexander@sumnerschools.org](mailto:Justin.Alexander@sumnerschools.org)

Geni Weatherford - HR Specialist-Certified

615-230-6749 [geneva.weatherford@sumnerschools.org](mailto:geneva.weatherford@sumnerschools.org)







# Benefits Click-through

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Open an internet browser and navigate to [SumnerSchools.org](https://SumnerSchools.org)

Click – Departments

Click – Benefits

Click – Benefits Portal

Click – New Hire

Benefits Contact – Jane Lassell  
Email: [jane.lassell@sumnerschools.org](mailto:jane.lassell@sumnerschools.org)

