

## Sumner County Schools Employment Acknowledgement Document

Congratulations on accepting a position with Sumner County Schools. We are excited that you have decided to join our team! This is an overview of information regarding your employment. Please read these items carefully. All below listed Board Policies can be found on our Sumner County Schools Website [here](#). **By completing this form, you are acknowledging that you have read and understand all the policies, rules, regulations, and acknowledgements outlined in this document.**

I acknowledge that I have completed the online onboarding including watching all videos and completing all forms. Additionally, I acknowledge the below:

### INFORMATION FOR ALL NEW EMPLOYEES

\*An electronic version of the employee handbook can be located by visiting the Sumner County Schools website.

\*Employment Eligibility Verification Form (I-9). Section 1 of the Employment Eligibility Verification Form (I-9) must be completed. One document must be provided from List A or List B and List C (as listed in the I9 form).

\*Anti-Discrimination, Harassment & Retaliation. *See Sumner County **Board Policy 6.304***

\*Funds Management-Employee Responsibility. *See Sumner County Schools **Employee Handbook***

\*Employee Use of Social Media and Personal Websites. *See Sumner County **Board Policy 5.612***

\*Tennessee Teachers Code of Ethics Policy. *See Tennessee Code Annotated (T.C.A.) 49 – 5 – 1001...1004*

\*Standards of Conduct. *See Sumner County **Board Policy 5.611***

\*Public School Works Compliance Training. Sumner County Schools will use Public School Works as a delivery system for the safety and compliance trainings that are required of all Sumner County School Employees within 30 days of hire. This online portal will allow all individuals to complete the district, state, and federally mandated trainings on a flexible schedule within the prescribed window for compliance (to remain compliant the training must be completed annually).

\* Employee Rights Under the Family and Medical Leave Act. *See Sumner County **Board Policy 5.301***

\*Sumner County Schools is a participant in the Tennessee Drug Free Workplace Program and adheres to all Tennessee Drug Free Workplace guidelines. *See Sumner County **Board Policy 5.403***

\*Tennessee Consolidated Retirement Plan: If you are a full-time employee, you are automatically enrolled in our retirement plan with Tennessee Consolidated Retirement System. Once your first payroll information is submitted to them, they will mail you a welcome letter and a request for you to designate a beneficiary for your retirement. If you wish to view their website for information, you may do so at <http://treasury.tn.gov/tcrs/>

**ADDITIONAL INFORMATION FOR TEACHERS AND OTHER LICENSED PERSONNEL**

**Experience Information** – Your placement on the Sumner County Schools pay scale is determined by education level as well as previous accredited school teaching experience (completed years). You will need to send completed Tennessee Department of Education (TDOE) Experience Verification Forms for each previous district(s) to verify past teaching experience. *The form can be found on the **TDOE website or by clicking here**.* This form must be send to any previous employer(s). Non-Instructional Licensed Employees will need to provide documented work experience from previous employers. ***It is your responsibility*** to ensure that your experience is received by Human Resources and is **completed within 30 days of hire**.

**Licensure Information** – Tennessee General Statute states that, "It shall be unlawful for any board of education to employ or keep in service any teacher who neither holds nor is qualified to hold a certificate in compliance with the provision of the law or in accordance with the regulations of the State Board of Education." Employment is contingent upon your obtaining and maintaining a valid TN License. If you have applied for a license with the Tennessee Office of Teacher Licensing, provide a copy of the status of Licensure from your TNCompass account to our HR Department. Should you receive notification that your license application is being denied, please notify the HR Department **immediately** upon receiving said notification.

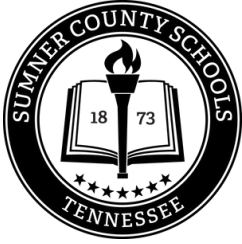
I acknowledge that my employment is contingent upon adhering to the information outlined above.

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**Signature:**

**Date:**

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## Certified Employee Information Page

Full Legal Name

DOB  SSN

Address

City  State  Zip

Phone  Personal Email

Driver's License Number  State

Certification Number

Are you a retired member of TCRS?  Yes  No

Gender:  Male  Female

Marital Status:  Married  Single

Are you the legally married spouse of an existing employee?

Yes  No

If yes, name of existing employee:

Race/Ethnic Group:

White  Black or African American  Asian

Native Hawaiian or Other Pacific Islander  Hispanic

American Indian or Alaska Native  Two or More Races

Emergency Contact Information:

Name

Relationship  Phone

Signature  Date