

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

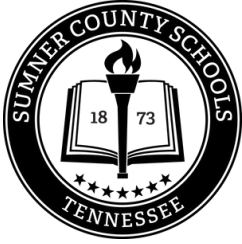
Experience Information – Your placement on the Sumner County Schools pay scale is determined by education level as well as previous accredited school teaching experience (completed years). You will need to send completed Tennessee Department of Education (TDOE) Experience Verification Forms for each 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.

Signature:

Date:



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

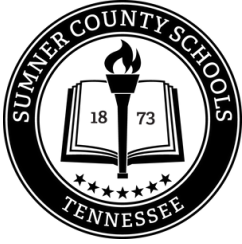
American Indian or Alaska Native Two or More Races

Emergency Contact Information:

Name

Relationship Phone

Signature Date



Certified Pay Calculation Worksheet

****DOES NOT APPLY TO SOCIAL WORKERS OR READING INTERVENTIONISTS!
ALL OTHER CERTIFIED HIRES MUST COMPLETE THIS FORM TO HAVE PAY CALCULATED!!!****

Personal Email

First Name

Last Name

Are you a retired member of TCRS?

Yes

No

*Per Tennessee Rules & Regulations Rule 0520-01-02-.02 (6),
The individual educator shall provide evidence of experience and training
to the LEA for verification and approval.*

Highest Completed Degree: (Credit given will be for highest degree listed in TNCompass on your preparation tab under degrees, which corresponds with our current pay scale.)

Bachelors Masters Ed.S / J.D. Ed.D / Ph.D Other

Total Number of Completed Years of Teaching Service:

Year for year credit is given for full-time, licensed teaching experience from an accredited institution. Experience not listed in TNCompass under experience must be verified by your previous districts. Please email completed verifications to hr.certified@sumnerschools.org.

Total Number of Years of Active Duty Military Service:

*Active Duty Military Experience reported on a DD 214 will be credited year for year.
Please email your completed DD 214 to hr.certified@sumnerschools.org.*

Total Number of Years of Related Occupational Experience:

****APPLIES TO CTE TEACHERS ONLY**** *Prior Occupational Experience which is related to what you will be teaching is credited at a rate of three years worked equals one year of credit.*

Please check the option below that lets us know where we can find your experience.

All of my experience is reported in TNCompass and is listed on my licensure tab under experience & I do not have a DD 214 for military experience.

Some of my experience is not reported in TNCompass.
I will email verifications completed by each of my former districts/ employers and/or my DD 214 to hr.certified@sumnerschools.org.

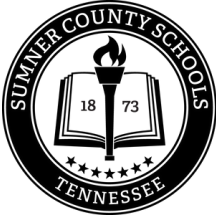
None of my experience is reported in TNCompass.
I will email verifications completed by each of my former districts/ employers and/or my DD 214 to hr.certified@sumnerschools.org.

By checking this box, I acknowledge that:

- 1. It is my responsibility to provide completed experience verifications for any experience not reported under experience in my TNCompass to hr.certified@sumnerschools.org no later than 48 hours prior to my scheduled onboarding appointment to receive credit on my first paycheck.*
- 2. I have 30 days beginning on my official start date to submit additional experience & receive retro pay for previous checks, which will be credited after my first check.*
- 3. Experience submitted to HR more than 30 days after my start date will not be credited until the following semester and I will NOT receive retro pay.*

Signature

Date



Sumner County Schools Verification of Previous Experience

The information listed below is to be completed by the current or previous employer (Superintendent, Headmaster, Agency Director, or Designated Personnel Officer).

Principals are not authorized to sign this form unless they are the designated personnel officer.

Use one line for each change in status. Do not include leave of absence periods.

Only include experience that is not in the TN state data system.

Educator's Name:

SSN:

Information below to be completed by the SCHOOL SYSTEM where the teaching was performed.

Experience Record: Please list experience yearly, each year on a separate line, beginning with July 1 and ending June 30.

Name of School	School System	Position & Grade Level	State	Start Date	End Date	# of Days Worked	Full-time or Part-time	Total Days in School Year

Check one of the following:

Public School

Private School

Charter School

U.S. Government Service Teaching Program

At the time the service was performed, the above school/school system was fully approved or accredited by:

I certify that the above listed experience is a true and correct copy of the records on file for the educator named above.

Signature

Title

Phone

Email

Date