



New Hire Processing
Certified Employees



Welcome to
Sumner County
Schools!!!



We are delighted to
have you!!!





Sumner County Schools

Overview of Our District

- ❖ In Operation since 1873
- ❖ 49 Schools
 - 1 Middle College High School,
 - 1 Middle Technical College High School,
 - 7 regular high schools,
 - 1 virtual high school,
 - 11 middle schools,
 - 24 elementary schools,
 - 5 STEM (Science, Technology, Engineering and Math) elementary schools,
 - 1 STEM Middle School
 - 1 academic magnet school and
 - 1 alternative/zero tolerance school.
- ❖ Over 5,000 employees
- ❖ Over 29,000 students



Shared Vision

Sumner County Schools is a collaborative culture of high performing students, teachers, and school communities.



Mission Statement

Sumner County Schools commits to growing learners who are college and career ready through quality instruction, effective use of resources, building a collaborative culture and strong leadership.



Our Beliefs

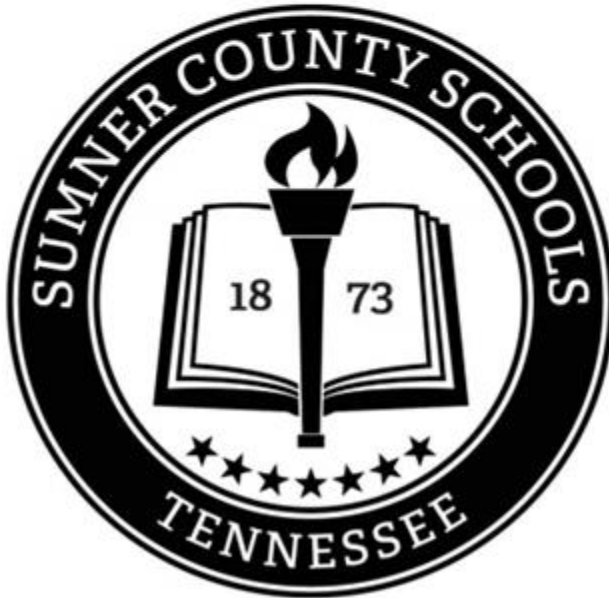
- We believe in a safe & supportive environment that holds high expectations for students & staff.
- We believe in students, parents, school employees, & community members working collaboratively & respectfully as partners in the education of all learners to develop prepared graduates.
- We believe in an inclusive culture that embraces diversity, gives equal access to each child, promotes responsibility, & supports positive self-esteem.
- We believe that by engaging minds & developing character, we will prepare students to become competent, employable citizens.
- We believe in the use of data to continually assess our decision making to ensure each student has the opportunity to achieve at proficient & advanced levels.
- We believe in implementing policies & procedures that focus on achieving the educational goals of our school system.



Sumner County Board of Education

EMPLOYEE HANDBOOK

Certified Staff



Please take time to review the policies contained in this handbook.

In the event of a discrepancy among any of the information contained in our orientation materials, the Employee Handbook and the SCS Board Policy, the SCS Board Policy will govern.

The online version of this publication is the governing document; therefore, all printed versions of this document are unofficial copies.

**For electronic access please visit
www.sumnerschools.org.**





HANDBOOK ACKNOWLEDGEMENT

By signing the acknowledgement form, you are stating that you acknowledge receipt of the handbook, and understand and agree that it is your responsibility to read and comply with the policies therein.

READ IT!!!



Sexual & Unlawful Harrassment

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws.

Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is SCS's policy to provide a work environment free of sexual and other harassment. To that end, harassment of SCS's employees by management, supervisors, coworkers, or non-employees who are in the workplace is absolutely prohibited.



Definition of Unlawful Harassment.

“Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class.



Examples of Unlawful Harassment

Unlawful harassment includes, but is not limited to:

epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.



Definition of Sexual Harassment.

“Sexual harassment” is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

**STOP SEXUAL
HARASSMENT**



Examples of Sexual Harassment

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
 - Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
 - Inquiries into one's sexual experiences; and
 - Discussion of one's sexual activities.



Complaint Procedure & Anti-Retaliation

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a formal complaint in writing.

Submit complaint to your Principal/supervisor or to Human Resources.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report.

Any suspected retaliation or intimidation should be reported immediately to your principal/supervisor or Human Resources.





Alcohol & prescription drugs misuse & illegal drugs WILL NOT BE TOLERATED.

Employees must be fit for duty.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

Smoking is prohibited at any time on SCS property, in all buildings as well as vehicles, owned, leased or operated by the district.



Sumner County Schools prohibits the possession of weapons on its property at all times, including parking lots or district vehicles.

Additionally, while on duty, employees may not carry a weapon of any type.

The district reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, and personal vehicles on school or district property.

Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.



Reporting Child Abuse & Neglect



Tennessee Code Annotated 37-1-403 requires all persons to report suspected cases of child abuse or neglect. “Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality abuse, or neglect or that, on basis of available information, reasonably appears to have been caused by brutality, abuse, or neglect.”

Sumner County Schools requires all employees to use the Child Abuse Intake Form to immediately report concerns of child abuse or neglect. This form details the procedures to be followed and should be available in the counseling offices of all schools.




Social Media Acceptable Use



Employees should set appropriate boundaries between personal and public online behavior, understanding that what is private in the digital world often has the potential of becoming public, even without knowledge or consent. It is recommended that employees carefully review the privacy settings on any social media accounts and exercise good judgment when posting content and information on such sites.

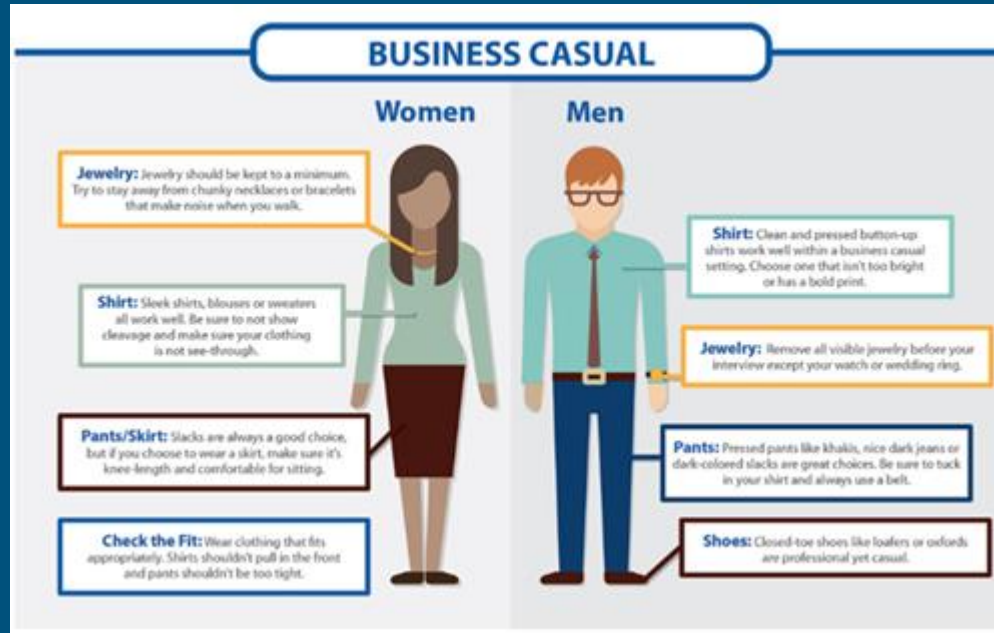




Employees arrested or convicted of any criminal statute, must inform SCS within five (5) days.



Dress Code & Grooming



Exact Dress Code is Determined by Your Principal
Be professional. Use Common Sense!



Disciplinary Action

In order to sustain SCS's high educational standards and community relations, the district tries to address disciplinary problems in an efficient, fair and timely manner.

Discipline for performance and behavioral problems may range from verbal warnings to termination, as determined by the Director of Schools, within School Board Policy and Tennessee Rules and Regulations.

The objective is, where possible, to correct performance and discipline problems proactively to achieve positive results or coaching for success while protecting students, SCS and its employees



Voluntary Separation From Employment

Certified personnel are under one-year contracts and should attempt to honor the contract by completing the year of service. When in the event a resignation is the only viable option for the employee and/or the school system, the director of schools may waive the ending of year employment requirement for justifiable reasons.

Employees who provide the requested 30-day notice will be considered to have resigned in good standing and generally will be eligible for rehire. If an employee leaves SCS, he/she will be treated as a new employee including but not limited to fingerprinting and processing.

In the event an employee voluntarily terminates without submitting written notice, the immediate supervisor will have the authority to terminate an employee on the basis of failure to report to the work-station and TN Licensure will be notified as required by law.

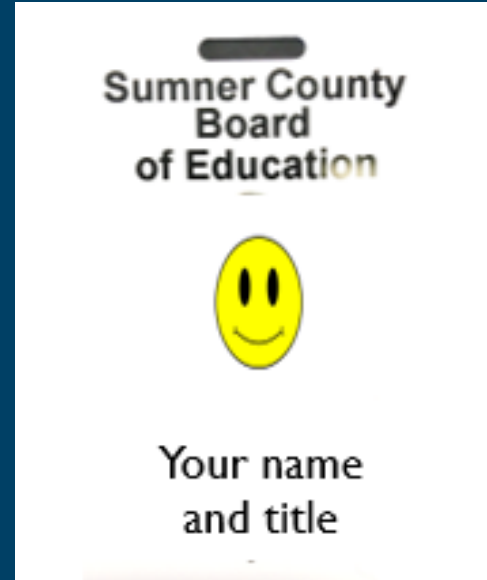


Employee Badge

Wear it in a visible location
anytime you are on
SCS property.

Contact Human Resources
for a replacement if needed.

You can get into district
sporting events FREE!!!



Change of Information

- Name
- Address
- Telephone Number
- Personal email
- Marital status
- Birth or adoption of child

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

Contact Jennifer Runion for further information:

Ph: 615-451-5207

email:jennifer.runion@sumnerschools.org

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

You must change your name with the Tennessee Department of Education licensing board through TN Compass.

You should also make sure your name and information stays up to date in your application, which remains active for transfers, endings, etc.



EMAIL ADDRESS

All employees are issued an email account upon hire for school use.

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

Employees should follow up with their supervisor or principal for login information.





Public School Works is the mandatory training system for all district employees, no matter the position. All new employees are required to complete this training within the first 30 days of employment and thereafter annually.

These online trainings cover topics such as blood borne pathogens, suicide awareness, and sexual harassment.

A link will be sent to your SCS email account. You have 30 days from your start date to complete them.

Training should be completed while you are on the clock.

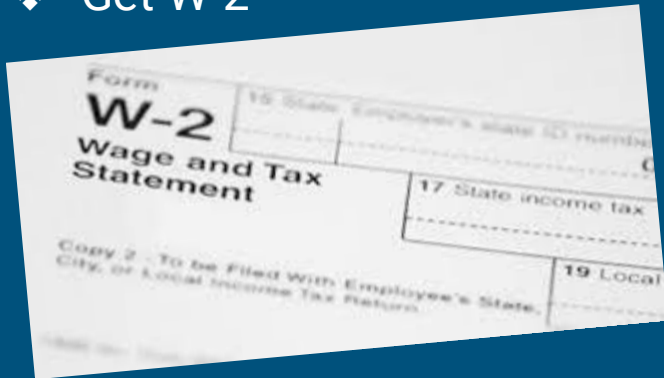
Questions?: Contact Marla Pike, Training Coordinator
email: marla.pike@sumnerschools.org phone: 615-230-6745



Employee Self Service (ESS)

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

- ❖ Access your direct deposit stubs
- ❖ View time off accruals
- ❖ Get W-2



Frontline (Aesop) Absence Management



Enter absences so substitutes can pick up for coverage.

Your school's bookkeeper or attendance clerk can help if you have questions.



What Do I Do If Injured on the Job?

****Don't forget!!!**
ALL injuries must be reported
within 24 hours!!!

Report the injury to your immediate supervisor within 24 hours of the incident.

Complete the Occupational Injury Report. Get the report from your supervisor or online at www.sumnertn.org found under the Department Tab under Risk Management.

If medical attention is necessary call Risk Management at 615-451-6023 or e-mail the information to employeeinjury@sumnertn.org.

Serious injuries should report to the nearest ER. However, Risk Management should be notified ASAP. The emergency/after-hours number for Risk Management is 615-308-6977. REMEMBER- Risk Management must authorize all treatment.





Salary

How is my salary determined?

- ❖ Position Type
- ❖ Degree Level
- ❖ Years of Experience

	STEP	0	1	2	3	4	5	6	7	8	9
T5	PhD/ED.D	49,374	50,280	51,278	51,822	52,316	52,834	53,735	54,554	55,404	56,351
T4	ED.S	46,541	47,387	48,434	48,948	49,396	49,955	50,835	51,675	52,498	53,387
T3	MS + 30	45,405	46,250	47,305	47,804	48,251	48,852	49,702	50,517	51,325	52,199
T2	MS	43,700	44,350	44,600	44,900	45,350	46,100	47,400	47,775	48,000	48,768
T1	BS	40,100	40,750	41,000	41,300	41,750	42,500	43,375	43,750	44,259	45,067
	STEP	0	1	2	3	4	5	6	7	8	9
	STEP	10	11	12	13	14	15	16	17	18	19
T5	PhD/ED.D	57,277	58,064	58,933	59,766	60,754	61,641	62,499	63,148	63,799	64,364
T4	ED.S	54,310	55,126	55,988	56,801	57,757	58,631	59,552	60,167	60,799	61,329
T3	MS + 30	53,100	53,952	54,846	55,596	56,571	57,393	58,371	58,970	59,616	60,147
T2	MS	49,641	51,471	52,025	52,500	53,120	53,983	54,890	55,470	55,989	56,600
T1	BS	45,897	47,000	47,544	48,312	49,171	50,011	50,879	51,506	52,045	52,638
	STEP	10	11	12	13	14	15	16	17	18	19
	STEP	20	21	22	23	24+					
T5	PhD/ED.D	66,476	68,600	70,221	71,214	72,223					
T4	ED.S	63,335	65,469	67,012	67,957	68,916					
T3	MS + 30	62,112	64,227	65,739	66,665	67,605					
T2	MS	58,441	60,545	61,964	62,834	63,716					
T1	BS	54,341	56,348	57,662	58,467	59,284					
	STEP	20	21	22	23	24+					

****Payday is monthly on the 15th.****





Paid Time

Certified instructors are paid for
180 instruction days,
ten (10) days of scheduled holidays,
five (5) in-service days,
one (1) day for parent-teacher conference,
and four (4) days designated by the local
board.





Time Off



- ❖ Holidays: 10 preselected holidays
- ❖ Personal Leave: 1 day for each semester employed. All unused personal days converted to sick leave at end of each fiscal year. (July-June)
- ❖ Sick Leave: earned at the rate of 1 day per month worked with no limit on accumulation.
- ❖ Bereavement Leave: 2 days per year may be taken. If the deceased is a spouse, child, grandchild, parent, parent-in-law, sibling, sibling-in-law, or grandparent of the employee, the employee may take an additional 3 days. The deceased must be identified on a leave form.
- ❖ Jury Duty/Court Appearance: any fees or remuneration the employee receives shall be turned over to SCS.
- ❖ Time Off for Voting: If you will not have reasonable time out of working hours to vote, contact your supervisor to discuss options no later than noon on the day before the election. Early voting is recommended.



Family & Medical Leave (FMLA)

Sumner County Schools complies with the federal Family and Medical Leave Act (FMLA) and Tennessee and Medical Leave Act (TMLA), which requires employers to grant 12 weeks (16 weeks for birth/adoption) of unpaid, protected leaves 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. Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different.

Employees may not take leave and work another job as employment with SCS will be terminated. Contact the Human Resources Department to discuss options for leave.



Military Leave

Sumner County Schools supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources Department and his/her supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination. All employees who enter military service may accumulate a total absence of five (5) years and still retain employment rights.



Attendance

Absenteeism, whether excused or unexcused, is detrimental to daily operations and often causes hardship on co-workers.

If unable to arrive at work on time, or if an employee will be absent, the employee must contact his/her supervisor as soon as possible. One (1) day absent is considered an occurrence and multiple days for the same reason will be charged one (1) occurrence.

Excessive absenteeism (four (4) or more occurrences in a semester) or tardiness or failure to show up or call in for a scheduled shift without prior approval will result in discipline up to and including termination.

If an employee fails to report to work or call in to inform the supervisor of the absence for three (3) consecutive days the employee will be considered to have voluntarily resigned employment.





www.sumnerschools.org/benefits



- BCBSTN Medical and Prescription Drug Plan
 - PPO
 - CDHP with HSA Account
 - Choice of Two Network Options
 - Wellness Option
- Dental Coverage
- Vision Coverage
- Short-Term and Long-Term Disability Benefits
- Employee Benefits Assistance Resource
- Basic Term Life Insurance with Accidental Death and Dismemberment
- Voluntary Term Life with Accidental Death and Dismemberment
- Critical Illness and Cancer Insurance
- Flexible Spending Accounts
 - Medical Reimbursement Account
 - Dependent Care Reimbursement Account
- Supplemental Retirement Plans including 403b, 457b and 401K plans
- Healthcare Bluebook
- Sumner County Health Clinics
- Employee Assistance Program
- Sick Leave Bank
- Annual, Personal and Educational Leave
- Employee Discounts
- Liability Insurance
- Occupational Compensation Plan



Loan Forgiveness Options



Teacher Loan Forgiveness Program (TLFP)

- Teach full-time for 5 consecutive years in a low-income school or educational service agency, and meet other qualifications.
- May be eligible for forgiveness of up to \$17,500 on your Direct Subsidized & Unsubsidized Loans & Subsidized & Unsubsidized Federal Stafford Loans.
- <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/teacher>

Public Service Loan Forgiveness (PSLF)

- Make 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying government or not-for-profit organization.
- Forgives the remaining balance on your loan once the 120 payments are made.
- <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service#apply>

****Criteria are subject to change. Contact Federal Student Aid for the latest information.****



MANDATORY Teacher Orientation



PLANS ARE BEING
FINALIZED





Certified Team

Contact us with questions!
We are here for you!

Jayme McFadden

Human Resources Supervisor-Certified 615-451-5208

jayme.mcfadden@sumnerschools.org

Marla Pike

Recruiting/ Training Specialist 615-230-6745 marla.pike@sumnerschools.org

Geni Weatherford

Human Resources Specialist-Certified 615-230-6749

geneva.weatherford@sumnerschools.org

