

NEW HIRE ORIENTATION
CLASSIFIED STAFF

WELCOME!

We are so happy to have you join the Sumner County Schools family!

Our district employs over 5,000 individuals (2,000 of which are classified employees) and educates almost 30,000 students.

Educating today's young people to be tomorrow's productive citizens is a big task, and that is where you come in. You are a valuable piece of the system and we are excited to work with you.

Preparing Graduates: Engaging Minds, Developing Character



CLASSIFIED JOB CLASSIFICATIONS

Full-Time Employees

- Work 6 hours or more a day OR
- Work 4.5-5 hours as a Bus Driver or Bus Assistant
- Work 5 hours in School Nutrition
- THESE POSITIONS ARE BENEFITS ELIGIBLE.

Part-Time Employees

- Work less than 29 hours a week
- THESE POSITIONS **ARE NOT** BENEFITS ELIGIBLE.

Substitute Employees

- SNP, Transportation, and Nurses
- As needed basis with no benefits eligibility

Interim Employees

- Filling a full-time or part-time position for an employee who is on a leave of absence
- Full-time positions are benefits eligible even in interim status

WHEN IS PAY DAY?

- Pay day is the 15th of each month. If the 15th falls on a weekend or on a holiday, your payday will be the last working day prior to the 15th.
- Your hire date determines when receive your first paycheck. Questions about when your first paycheck will be received can be directed to our Finance Department.
- Your first check should be direct deposited. All of your pay related information will be available in Employee Self Service (ESS), which you should receive a handout for. It's important information—keep it handy!
- All full-time employees are paid over 12 months. That means you will receive a paycheck in June and July.



HOW IS MY SALARY DETERMINED?

- Each job has an assigned pay range associated with it. For example, all CDC/Severe Assistants are a range 13.
- Each employee has a step associated with them. As a new hire, you will be placed on a step 0, 1, 2, 3, or 4 based on experience and education. We use your application to determine what relevant experience you have.
 - Step 0: Entry Level (no related experience or education)
 - Step 1: 1-5 years related experience or Associate's Degree
 - Step 2: 6-10 years related experience or Bachelor's Degree
 - Step 3: 10+ years related experience or Master's Degree
 - Step 4: 5 years of experience AND a Bachelor's or Master's Degree
- If you have one of the degrees mentioned above, please note that you must provide official transcripts.
- As your years with us accumulate, so will your steps. For example, if you work a full year with us and you're on a step 2, next year you will be a step 3.
- Your range, step, hours, and days worked are all listed on your offer letter.
- Any changes to your pay, including adding experience or verifying education, must be done within 7 days of your start date.

Sub Bus Assistants
\$7.25

Sub Bus Drivers
\$12.00

Sub Child Care
\$10.00

Unity Program
Assistant \$10.00

Unity Instructor
\$20.00

POSITIONS WITH PREDETERMINED HOURLY RATES

WHAT DO WE DO IF IT SNOWS?

- 190 and 200 day employees NEVER work snow days. Enjoy the day off!
- Full time custodians work snow days as long as Central Office is open. If Central Office is closed you do not work.
- Part time custodians do not work snow days.
- If you have any doubts please contact your supervisor or HR.
- Information about closings will be listed through local news networks and our official Facebook page.



IT'S NOT A SNOW DAY...BUT I CAN'T MAKE IT TO WORK.

Full-Time Employees (who work less than 230 days):

- 10 Sick Leave Days
- 2 Personal Leave Days (one per semester)
- 2 Bereavement Leave Days

Full-Time Employees (who work 230 days or more):

- 12 Sick Days
- 2 Personal Leave Days
- 2 Bereavement Leave Days
- 1.5 Days of Annual Leave Per Month (Vacation)

Part-Time Employees do not receive pay for days not worked.



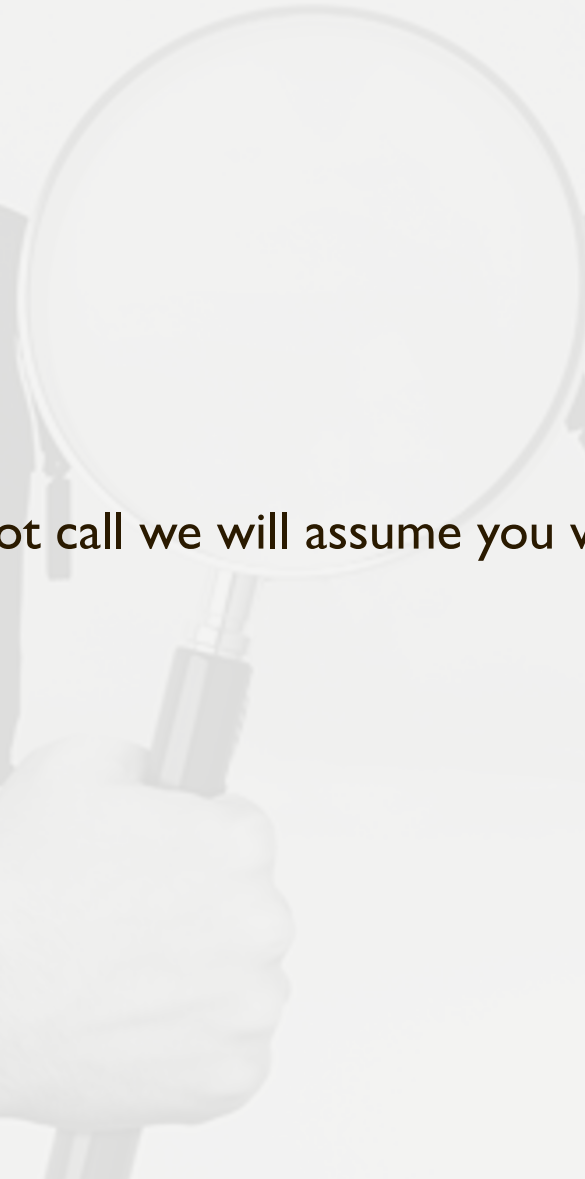
BUT ABSENTEEISM IS NOT OKAY.

We expect the students to come to school.

We expect you to come to work.

Absenteeism will result in termination.

If you do not report to work for 3 days and do not call we will assume you voluntarily resigned.



I NEED TO REQUEST A LEAVE OF ABSENCE

- If you are absent for 3 or more days, you must request a leave of absence.
- Please talk to your principal/supervisor as soon as possible and they will assist you with this process.
- This is required of all employees.
- Please review the employee handbook for other guidelines regarding leave of absences and FMLA.



DRESS CODE

You should portray a professional appearance at all times. Clothes should not be revealing. All employees are expected to dress in a manner consistent with good personal hygiene, safety and good taste. Please use common sense.

For classroom and office positions, there is a business casual expectation. Jeans may or may not be allowed. Please check with your administration.

Positions such as bus drivers, school nutrition, custodians, and nurses may have different requirements.

Clothing should not have holes, stains, vulgar writing or logos, or be inappropriate. (Ex. Nothing hanging out!)



All employees receive a Sumner Schools email address. It will be first.lastname@sumnerschools.org. If you have a very common name, a number or middle initial will be added.

Email address instructions will be sent to either the email address you applied with or to your principal. Once you start work, it can take up to a week or more to receive your credentials. Please be patient!

We highly recommend you check your email at least a couple of times a week. All district communication and information regarding benefits and online training will be sent to it.

WILL I
RECEIVE AN
EMAIL
ADDRESS?
IF SO,
WHEN?

NEW HIRE MANDATORY TRAINING AKA PUBLIC SCHOOL WORKS

- Every employee is required to complete federal, state mandated and district required training modules. These modules cover information about blood borne pathogens, discrimination, and other HR related issues. In addition, it also covers topics specifically related to school districts like suicide prevention, child abuse, etc.
- This training link will be sent to the SCS email address. You have 30 days to complete it upon hire.
- Training should be completed while you are on the clock. You are not required to complete this outside of work.

WHAT HAPPENS IF I GET INJURED ON THE JOB?

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.

HARASSMENT AND COMPLAINT PROCEDURES

- 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 nonemployees who are in the workplace is absolutely prohibited.
- 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. Employees may, but are not required to, complain first to the person they feel is discriminating against or harassing them. Employees may go directly to their immediate supervisor or principal with whom they feel comfortable bringing such a complaint.

TRANSFERRING OR RESIGNING YOUR POSITION



TRANSFERRING IS MOVING TO ANOTHER SCHOOL LOCATION WITHIN THE DISTRICT. RESIGNING IS LEAVING THE DISTRICT FOR ANY REASON.



AS A MEMBER OF THE SUMNER SCHOOLS STAFF, YOU ARE ELIGIBLE TO TRANSFER TO OTHER POSITIONS AT OTHER SCHOOL LOCATIONS WITHIN THE DISTRICT.



YOU MAY APPLY FOR OPEN POSITIONS AT WWW.SUMNERSCHOOLS.ORG/CAREERS



IF YOU ARE OFFERED ANOTHER POSITION WITHIN THE DISTRICT, YOU ARE REQUIRED TO GIVE A TWO WEEK NOTICE AT YOUR CURRENT SCHOOL TO YOUR SUPERVISOR OR PRINCIPAL.

AFTER THAT TIME PERIOD HAS PASSED, YOU WILL THEN BE ALLOWED TO TRANSFER TO YOUR NEW LOCATION AND POSITION.



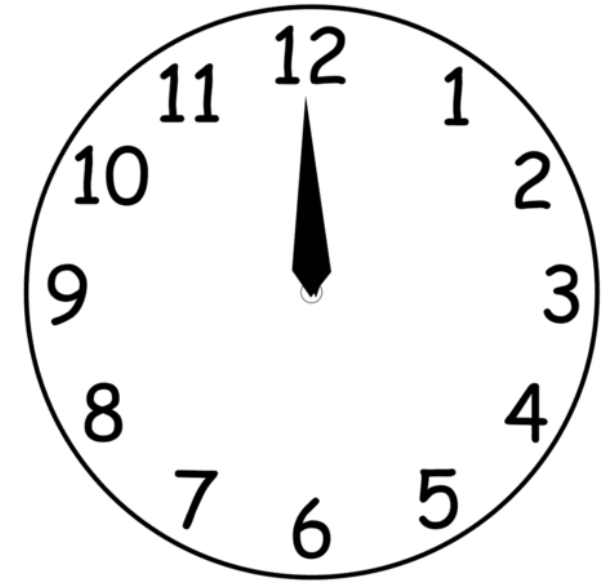
IF YOU CHOOSE TO RESIGN YOUR POSITION, PLEASE PROVIDE A TWO WEEK NOTICE TO YOUR SUPERVISOR OR PRINCIPAL.

IF YOU ARE REHIRED AFTER RESIGNATION YOU WILL BE REQUIRED TO REPEAT THE HIRING PROCESS BEFORE YOU ARE ABLE TO START WORK.

NOT GIVING A TWO WEEK NOTICE CAN RESULT IN NOT BEING ELIGIBLE FOR REHIRE.

YOUR WORK DAY HOURS

- It is important to know the number of hours you are supposed to work per day. Full-time employees can range from 4.5-8 hours a day. If you are unsure of the exact number of hours you are required to work please contact Human Resources.
- Part-time employees often request to work additional positions. This is generally not allowed. However, there is a unique opportunity to drive a bus that will allow you to become a full-time employee!
- Full-time employees who wish to work more than their allotted hours must request permission from their supervisors. In any single week, the total number of hours worked between the employee's scheduled work hours and forty (40) hours is considered straight time. COMP time will be accrued at one (1) hour for each hour of overtime. Any hours worked in excess of forty (40) hours per week will accrue COMP time at 1.5 hours for each hour worked over 40 hours. The exception to this is driving a bus! We offer a blended overtime rate!
- Employees are entitled to a 30 minute unpaid meal break each day no later than the sixth hour of work. These meal times should be scheduled by the supervisor or principal.



Attention SCS Classified Employees!



**Earn
Extra
\$\$\$**

----- Become a Bus Driver! -----

**Add an additional driving position to your full or part-time classified position!
All classified positions are eligible. Routes will be close to your current school location.**

Overtime!

**\$12.12
Hourly &
Up!**

**Benefits
&
Retirement
Eligibility!**

**Free Training!
Earn CDL!**

For more information or to apply, contact Human Resources at 615-451-6539.

NO! NO! NO!



No alcohol on the premises. Also, please do not report to work intoxicated.

Drug use, possession, selling, distributing or transporting drugs is in direct violation of board policy.

Obscene, abusive, or threatening language is not acceptable. Profanity is not tolerated.

Stealing property from employees, students, or Sumner County Schools is prohibited.

Sumner County Schools are completely tobacco free. Please do not smoke or vape on the premises.

No weapons are allowed on any of our campuses.

Social conduct or fraternization with students, including dating, emailing, or text messaging at any time is **NOT ALLOWED**.

Please **DO NOT** touch students. (Ex. Hug, pat on the back, poke, etc.) Intention is not perception.

WORKPLACE GUIDELINES

Introductory Period

During the first 90 calendar days of employment, all employees are considered to be in an "introductory" period. This introductory period will allow the employee to get acquainted with SCS and the employee's job duties as well as allow the supervisor to observe the employee's work habits to determine if they will be suitable for the position.

Attendance

Absenteeism, whether excused or unexcused, is detrimental to daily operations and often causes hardship on co-workers. With the exception of scheduled time off that has been approved in advance, all employees are expected to report to work promptly at the beginning of each scheduled shift and be ready to work.

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.

Outside Employment

Employees are permitted to work a second job as long as it does not interfere with their job performance with SCS or reflect unfavorably on the school system. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

CHILD ABUSE AND NEGLECT

Employees should be alert for evidence of child abuse or neglect. Employees are called upon to render aid to any child who is suffering from or who has sustained any wound, injury, disability, or physical or mental condition. Employees must report such harm immediately if the harm was caused by brutality, abuse or neglect or that, on the basis of available information, reasonably appears to have been caused by brutality, abuse, or neglect.

Please refer to the employee handbook for a step by step guide to when and how to report.

CHILD ABUSE

The background of the slide features a blurred image of a police officer in uniform, with a pair of metal handcuffs prominently displayed in the foreground. The handcuffs are silver-colored and have a chain attached to one of them. The overall color scheme is dark, with shades of blue and purple.

EMPLOYEE ARREST POLICY

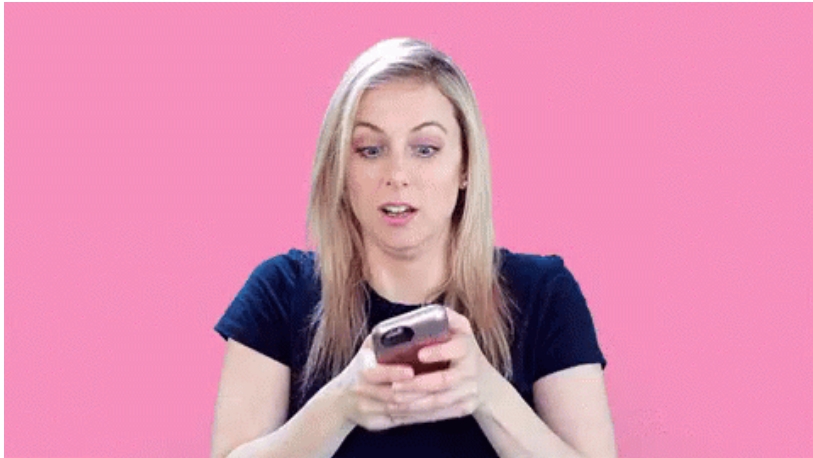
IF FOR SOME REASON YOU ARE ARRESTED, YOU MUST NOTIFY US WITHIN 5
DAYS.

SOCIAL MEDIA USAGE

- Sumner County Schools respects the right of employees to use social media, networking sites, personal websites and blogs, but it is important that an employee's personal use of these sites not interfere with official duties, violate any district policies or damage the reputation of the school district, individual schools, its employees, its students or their families.
- An employee's use and comments made on social media sites are subject to First Amendment protections. However, any personal use must be conducted in such a manner that a reader would not think that the employee is speaking for or on behalf of Sumner County Schools.
- Employees who have a presence on social networking websites are prohibited from posting photographs or information that will cast the employee in an unprofessional light and that is likely to create a disruption to school.
- Employees are prohibited from accessing personal social networking sites, via district or personal devices, during working hours except for legitimate instructional purposes.
- The Board discourages employees from socializing with students on social networking websites.



PHONE USAGE. JUST DON'T!



We understand that everyone has a cell phone and occasionally a phone call or text needs attention. Nevertheless, phone usage in front of students is

NOT APPROPRIATE.

Please use your break times to check your phone.

Additionally, please do not use your phone (or any other devices) to take photos of students.

STUDENTS ARE KIDS, NOT FRIENDS

- Please remember that **YOU ARE THE ADULT.**
- We encourage great relationships within the school and within the district; however, you should maintain a professional relationship at all times.
- Failure to maintain a professional, appropriate relationship will result in termination.



EMPLOYEE BENEFITS

Medical, Dental, and Vision Insurance

Life Insurance

Sick Leave

401(k), 403(b), and 457(b) Plans

Retirement


Employee Assistance Program

- The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. SCS want employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

EMPLOYEE BADGES



- Each employee is provided a picture badge upon hire. When employees are on any property of SCS, it is expected that the badge be worn in a visible location.
- If an employee loses a badge they should contact Human Resources for immediate replacement.
- Anyone without a badge will need to check in at the front desk for safety purposes.
- With your SCS badge, you may gain free access to district sporting events!



STUDENT SUCCESS IS OUR NUMBER 1 GOAL!

**YOUR DAILY DEDICATED WORK DIRECTLY AFFECTS THE
CHILDREN OF SUMNER COUNTY. WHAT YOU DO MATTERS!**

YOUR HUMAN RESOURCES TEAM

Robyn Brewer, Human Resources Supervisor for Classified Staff

- 615-451-6539 or Robyn.brewer@sumnerschools.org

Syble McGee, Human Resources Specialist for Classified Staff

- 615-230-6749 or syble.mcgee@sumnerschools.org

Catrina Curd, Leave of Absence Coordinator

- 615-206-4035 or Catrina.curd@sumnerschools.org

Kelly Vigil, Human Resources Specialist for Substitute Teachers and Non-Faculty

- 615-451-5220 or Kelly.vigil@sumnerschools.org

Jennifer Runion, Administrative Assistant to Human Resources Assistant Director

- 615-451-5207 or Jennifer.runion@sumnerschools.org

WE'RE SO EXCITED YOU'RE HERE!



**WE WISH YOU
THE BEST OF
LUCK ON YOUR
NEW POSITION
WITH SUMNER
COUNTY
SCHOOLS!**