**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
* Employees receive 12 pay periods, one per month, from August through July
	+ Pay is calculated based on days worked

**Contracted Time**

* Full-time 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
* 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 front-loaded for each semester employed
	+ (July - December & January - May).
	+ All unused personal days are converted to sick leave at end of June each year.
* Sick Leave: 1 day per month contracted will be front-loaded, 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**

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* Geni Weatherford - HR Specialist-Certified 615-230-6749 geneva.weatherford@sumnerschools.org

