

# CERTIFIED EMPLOYEE ONBOARDING



# WELCOME!

Welcome to our education  
community!

We look forward to having you on  
our team and creating a positive  
learning environment together!

“Education is not the filling of a pail,  
but the lighting of a fire.”

-William Butler Yeats



# FROM OUR DIRECTOR

As Director of Schools, I'm honored to welcome you to our team dedicated to shaping 'Sumner Ready' students. We're committed to preparing every child for success, from preschool through twelfth grade. Your role as educators is pivotal in empowering students with the tools they need to excel. I'm excited about the impact you'll make on our students' futures. Together, let's ensure every child is equipped for the opportunities ahead.

Robert S. Langford, Ed.D  
Director of Schools



# DISTRICT OVERVIEW

- Established in 1873
- 53 Schools
  - 28 Elementary Schools
  - 12 Middle Schools
  - 11 High Schools (including a Middle College High and Middle Tech High)
  - 1 Magnet School
  - 1 Alternative School
- Almost 6,000 employees
- Approximately 30,000 students
- #1 in CTE Certified Pathways
- #1 in STEM
- #1 SRO Unit in the Nation
- Reward Schools
- 2 National Blue Ribbon Schools
- Registered Nurse in EVERY School



# 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.
- Because we pay on a monthly schedule, you may not receive your first paycheck when you think you should. If you start anytime after the very first day of school, you should check with HR or Payroll to determine the date of your first check.
- Your first check should be direct deposited. All pay information is available on Employee Self Service (ESS), which you can access by visiting our website.
- All full -time employees are paid over 12 - months. That means you will receive a paycheck in June and July if you finish the school year according to your scheduled calendar.



# OUR DISTRICT MISSION - SUMNER READY

SUMNER READY IS A GROUNDBREAKING COMMUNITY-BASED INITIATIVE DESIGNED TO GUIDE STUDENTS SEAMLESSLY THROUGH THEIR ACADEMIC JOURNEY FROM KINDERGARTEN TO SENIOR YEAR.

## 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.



## Shared Vision

Sumner County Schools is building a culture of high-performing students, teachers, and school communities. Our district is dedicated to preparing our children for their next step in life.

# OUR BELIEFS

- We believe in a safe and supportive environment that holds high expectations for students and staff.
- We believe in students, parents, school employees, and community members working collaboratively and 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, and supports positive self-esteem.
- We believe that by engaging minds and 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 and advanced levels.
- We believe in implementing policies and procedures that focus on achieving the educational goals of our school system.



# POLICIES & PROCEDURES

POLICY	DESCRIPTION
Harassment	<p>Examples of sexual harassment include inappropriate touching, discussion of s sexual nature, pornography, and inappropriate graphics displayed or worn where students or other employees might see them. <u>It is best to avoid physical contact with students.</u></p> <p>Unlawful harassment is harassment based on characterics protected by law such as race, ancestry, national origin, gender, sexual orientation, gender identity, marital status, religion, age, disabiliity, and veteran status or other characteristics protected by state or federal law.</p>
Social Media Policy	<p>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 does 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.</p> <p>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.</p>
Inappropriate Student-Teacher Relationships	<p>Be mindful of your interactions with students. Keep them professional! You are the authority figure. Do not jeopardize your livelihood or license.</p>



# POLICIES & PROCEDURES

POLICY	DESCRIPTION
Reporting Child Abuse and Neglect	<p>Tennessee Code Annotated 37-1-403 requires all persons to report suspected cases of child abuse or neglect.</p> <p>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.</p>
Alcohol, Illegal Drugs, Misuse of Prescription Drugs, and Smoking	<p>The use of alcohol, illegal drugs, misuse of prescription drugs, or smoking WILL NOT BE TOLERATED on SCS property, or while acting on behalf of SCS in any capacity.</p> <p>Employees must be fit for duty and cannot be impaired or intoxicated!!!</p>
Weapons	<p>Employees may not be in possession of weapons of any kind on SCS property, including in personal bags and vehicles.</p>
Arrest	<p>If an employee is arrested for ANY reason, they must notify the district within 5 days.</p>



# DISCIPLINARY ACTIONS AND COMPLAINT PROCEDURES

## 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.



## Complaint Procedures

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 complain directly to their immediate supervisor or principal with whom they feel comfortable bringing such a complaint. 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.

# IMPORTANT INFORMATION

## Voluntary Separation

Certified personnel are under one-year contracts with the expectation of honoring the full term of the contract by completing the year of service.

In the event resignation is the only viable option for the employee, the employee MUST provide a 30-day written notice.

## Public School Works

All new employees are required to complete Public School Works training within the first 30 days of employment and annually thereafter.

A training link will be sent to your summerschools email account.

## Family & Medical Leave Act (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.

Additionally, a leave of absence should be applied for after more than 3 consecutive days absent or if an intermittent/reduced schedule is required by a medical care provider.



# LICENSE

Any person offered a certified position in Sumner County Schools MUST hold a valid TN teaching license with appropriate endorsement. If hired and your TN license is not approved by the beginning of the school year, it may result in termination. Per (49-5-10 1) Basic requirements: No person shall be employed as principal, teacher or supervisor of any public elementary or high school by any local school district, or receive any pay for such services out of the public school funds of the local school district until the person presents to the director of schools a valid license as prescribed in this part.

Additionally, each educator shall be individually responsible for securing a license, verifying its accuracy, maintaining its validity, registering it with the employing board of education, and meeting the requirements of T.C.A. § 49-5-10 1.



# TENNESSEE TEACHER CODE OF ETHICS

PER TCA 49-5-1001...1005, ALL EDUCATORS MUST RECOGNIZE  
THE TENNESSEE TEACHER CODE OF ETHICAL STANDARDS

PLEASE REVIEW THE TENNESSEE TEACHER CODE OF ETHICS





You should dress professionally at all times.

Check with your school's administration for exact Dress Code, as it differs by location.



# INITIAL LOGIN

## Active Directory (Computer Login) \*Do this first.\*

You MUST log in for the first time at a school on a desktop computer to activate your active directory before you can login to your email.

Username: firstname.lastname Password: Ch@ng3M3

## Outlook Email

Username:

firstname.lastname@sumnerschools.org

Password:

same password you use  
for active directory

## Google

Username:

firstname.lastname@sumnerk12.net

Password:

same password you use  
for active directory

## Employee Self Service (ESS)

Please click here to access ESS:

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

Username:

First Initial of legal first name,  
Full legal Last Name,  
and Last 4 of SSN

\*Example - JDOE1234

Password: Last 4 of SSN

\*Example – 1234

IT HELP DESK : (615) 451-6513



# EMPLOYEE BADGE

You will have your picture made and receive your badge at your in-person onboarding appointment.

Wear your employee badge in a visible location anytime you are on Sumner County School property.

Contact our Human Resources Department for a replacement, if needed.

You can use your employee badge to get into district sporting events FREE!



# Benefits and Perks

Enjoy wellness programs, Medical and Dental plans that are 80% SCBOE-paid, Vision, STD/LTD, Life Insurance, Critical Illness, HSA/FSA, Employee Assistance Program, and access to low cost healthcare with Sumner Health Clinics. The Sumner County Board of Education also contributes to your retirement through Tennessee Consolidated Retirement System (TCRS). These are only some of the things that Sumner County has to offer.

Please visit [sumnerschools.org/benefits](https://sumnerschools.org/benefits) for more information on our competitive benefits package.

Welcome to a workplace that cares about you.

## Competitive Benefits Package

Medical,  
Dental, and  
Vision Plans

Shared  
Savings  
Program

Board Paid  
HSA  
contribution  
with CDHP  
Plan

Access to  
Sumner Health  
Clinics

Employee  
Assistance  
Program

Supplemental  
Retirement  
Plans

HSA, Medical  
FSA, and  
Dependent  
Care FSA

Life Insurance  
options for  
Employees  
and their  
Dependents



# NEXT STEPS...

We understand that a seamless onboarding experience sets the foundation for your success within our district.. Our onboarding process is designed to make you feel welcome, connected, and equipped to contribute from day one.

Please view this complete HR video presentation AND the Benefits Video.

Please refer to your email from our HR Specialist for the final steps in your onboarding process.

This will include making an appointment to come to our HR Department to verify your I-9, how to prove experience for placement on our payscale, and what you need to bring to your in-person onboarding appointment.





MANDATORY NEW TEACHER ORIENTATION

TUESDAY, JULY 23, 2024

DETAILS TO FOLLOW

CONTACT THE TEACHER CENTER  
WITH ANY QUESTIONS:

JEFF YAWN: (615) 451-6515



THANK YOU FOR  
JOINING OUR TEAM.

WE ARE GLAD YOU  
ARE HERE!

