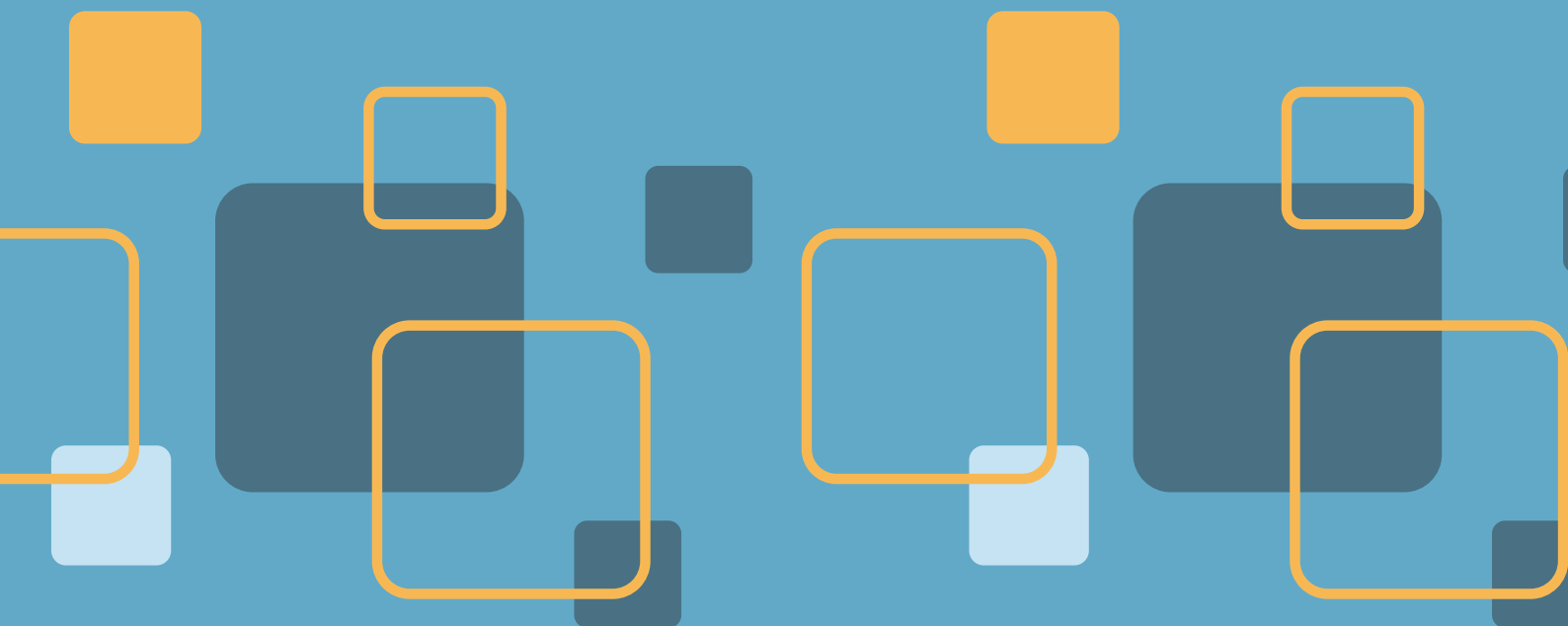




SUMNER COUNTY SCHOOLS
PREPARING GRADUATES: ENGAGING MINDS, DEVELOPING CHARACTER

EMPLOYEE HANDBOOK

CLASSIFIED STAFF



A MESSAGE FROM THE DIRECTOR OF SCHOOLS

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 and supporting staff is pivotal in empowering students with the tools they need to excel. I'm excited about the impact you will make on our students' futures. Together, let's ensure every child is equipped for the opportunities ahead.



Dr. Scott Langford

Director of Schools

WELCOME!



We are so happy to have you join the Sumner County Schools family! Our district employs over 5,800 individuals and educates over 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.

OUR MISSION & VALUES



Our task is to prepare our students for their first career and to equip them with the determination and resilience to adapt quickly and thoughtfully in a rapidly changing world. This challenge sounds daunting, but together we can identify the components that will prepare our students, parents, and communities.

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

OUR CULTURE

We believe in an inclusive culture that embraces diversity, gives equal access to each child, promotes responsibility and supports positive self-esteem.

- The diversity in thinking of all those who are invested in education is welcomed.
- Structured opportunities are in place to promote collaborative discussions that include an atmosphere of mutual respect.
- Collaboration is student-focused dialogue with a shared purpose.
- Trust encourages the use of innovative and unique solutions.
- Purposeful and intentional communication among all stakeholders cultivates a culture for results.



DISTRICT LEADERSHIP

EFFECTIVE LEADERS

Effective leaders understand the vision and consistently communicate and model it to all stakeholders. Keeping the vision in the forefront, leaders involve all stakeholders in setting goals and improving their organization. Leaders are strategic in making decisions based upon the examination and analysis of data.

GROWTH

Leaders grow other leaders by modeling transparency and by working collaboratively.

ACCOUNTABILITY & COMMITMENT

Leaders set high expectations and hold themselves and others accountable for results. There is a commitment to building and growing leaders at all levels with an intentional focus on improving student learning.

RESOURCE UTILIZATION

- The district continuously recruits, develops, and retains exemplary employees.
- There is access and equity in the use of facilities, materials, and technology for instruction.
- Community and business resources are aligned to support student needs.
- Resources are strategically utilized for collaborative learning among schools and across the district.



EMPLOYMENT



Employment at Sumner County Schools is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Director of Schools. All employment is contingent upon adequate funding and programmatic need for the position. This means that either the employee or the district may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to create an employment agreement, expressed or implied. Nothing contained in this handbook or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will continue for any period of time.

EQUAL OPPORTUNITY

Sumner County Schools provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Sumner County Schools expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.



COMMITMENT TO DIVERSITY

Sumner County Schools is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in policy and the way business is done in SCS. It is an important principle of sound business management.



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DETAILS OF EMPLOYMENT

EMPLOYMENT CLASSIFICATION

To determine eligibility for benefits, and to ensure compliance with federal and state laws/regulations, Sumner County Schools classifies its employees as either certified or classified. Sumner County Schools may review or change employee classifications at any time.

Classified employees are all employees whose regular employment does not require certification in accordance with rules and regulations of the State Department of Education. This includes, but is not limited to, assistants, office staff, bus drivers, school nutrition, maintenance, custodians, and central office employees.

Employees in an exempt position are paid on a yearly, salaried basis.

Non-exempt employees are paid on an hourly basis and are eligible to receive compensatory time or overtime, in some instances, for hours worked over scheduled hours. Pay is determined based on ranges (associated with the job) and steps (associated with the employee) on the Classified Pay Scale that is found on the Sumner County Schools website.

Full-time employees are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Part-time employees are not in a temporary status and are regularly scheduled to work fewer than 30 hours weekly, but at least 20 hours weekly, and maintain continuous employment status.

Substitutes work as a replacement resulting from any short-term absence. A substitute may only work up to 20 consecutive days for the same employee absence and are paid at the substitute daily rate. If the position requires more than 20 consecutive days, then the position is categorized as an interim position.

Interim employees are paid on an hourly basis and usually for a predetermined amount of time.

MEAL BREAK

Full-time employees should take a 30-minute unpaid meal break each day no later than the sixth (6) hour of work. Lunch breaks should not be taken during the last hour of your work schedule. Mealtimes will be scheduled by the supervisor or principal. Requirements may vary depending on the position.

TIME RECORDS

All non-exempt employees are required to complete accurate monthly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular, compensatory time (COMP time), and overtime. At the end of each period, the employee and his or her supervisor must sign the timesheet attesting to its correctness before forwarding it to the Payroll Department.

COMPENSATORY TIME

When required due to the needs of the district, Sumner County Schools may ask non-exempt employees to work Compensatory (COMP) time, for FLSA non-exempt classified employees who work beyond their weekly scheduled hours. COMP time is paid time-off in lieu of overtime pay. Employees at risk of working overtime must request and receive pre-approval from their principal or department head in advance of actually performing any overtime work. COMP time will be earned as follows:

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.

Whenever possible, principals and administrators should encourage flex time (within the seven (7) day work period) to reduce COMP time for overtime service and should be judicious in granting the use of annual leave and COMP time use so as to minimize accrual of additional COMP time.

Accumulated COMP time should be used as soon as possible after accrual. The employee may request COMP time-off during their regular scheduled hours and will be permitted to use it within a reasonable period after making the request, if the request does not unduly disrupt the operations of the office, school, or classroom. The approval process for the use of COMP time should be similar to the approval process for annual leave. Approval for the usage of COMP time should not be unreasonably withheld. COMP time may never be taken before it is earned.

An employee should not be approved to work overtime that would permit them to exceed an accumulated cumulative balance of (40) hours of COMP time without the express approval of the Director of Schools (his/her designee).

Principals and administrators shall ensure accrued COMP time is used by June 1 of each year, in order to prevent carry-over of COMP time from one school year to the next.

ADDITIONAL POSITIONS AND OVERTIME

Full-time classified employees may be allowed to work more than one classified position if:

1. The additional position is outside of their usual job duties/position
 - a. Example: Teacher Assistant (primary) + Custodian (secondary)
2. With direct approval from their supervisor and the department head that is responsible
3. Employee is NOT working school bus duty

Part-Time classified employees may work an additional job if:

- Employee's combined hours stay under 30 hours per week
- Combined hours will not result in benefits eligibility

Classified Bus Duty Guidelines:

- Combined total hours MUST stay under 40 hours
- Paid at straight time
- CANNOT be combined with other additional jobs

Classified additional jobs are paid at the range and step associated with each position and are eligible for a blended overtime rate.

*Unity Assistants and Unity Instructors are not to exceed 40 hours per week without explicit permission.

PAYCHECKS AND DIRECT DEPOSIT

Payday for all employees is on the fifteenth (15th) of every month. If pay day falls on a federal holiday or a weekend, employees will receive their paycheck on the preceding business day.

Employees are required to set up direct deposit. Paychecks are directly deposited into the employee's checking and/or savings accounts. If direct deposit is not set up prior to payday, the employee will have to pick up their paycheck at the Central Office payroll department.

RELATIVES IN THE WORKPLACE

Relatives and domestic partners may be hired by Sumner County Schools if the persons concerned will not work in a direct supervisory relationship and the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangement.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment within the location provided they do not work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned. If employees who marry or live together do work in a direct supervisory relationship with each other it will be attempted to reassign one of the employees to another location. If no such position is available, one of the employees may be required to leave the school or district.

As a general rule, family members will not be assigned to the same school or location. Any exceptions must be requested and approved by the Director of Schools prior to any position being offered or any paperwork being submitted for hiring to the Human Resources Department. This policy shall not prohibit relatives from working at the same location so long as their work does not require the relatives to work together as a normal part of their job responsibilities.

WORKPLACE SAFETY

BACKGROUND CHECKS

Sumner County Schools is a participant in the RAPback Program which is required by state law. At the time of hire, or at 5 years post Criminal Background Check (CBC) Backgrounds must be verified and cleared by the Human Resources Department and enrolled into the RAPback program. This information is obtained through fingerprinting, which includes TBI & FBI reports, DCS and sex offender reporting. Any break in service will require a new CBC at the cost of the returning employee which includes an enrollment fee into the RAPback program.

****Retirees from Sumner County Schools who are rehired within 90 days of their retirement date will not have to complete a CBC.**

DRUG- FREE WORKPLACE

Sumner County Schools is committed to providing employees and students with a safe environment free of the misuse of illegal drugs, prescription drugs, and alcohol keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. Sumner County Schools is also committed to operating in compliance with all applicable Tennessee laws, Department of Transportation Regulations, and maintaining the reputation in the community as a school system where laws are obeyed and safety for students and employees are practiced. Alcohol and prescription drug misuse and illegal drugs are inconsistent with all of these commitments and will not be tolerated under any circumstances.

Employees are expected to be fit for duty, meaning they are able to perform all their job functions safely and efficiently, whenever they are working, present on school/district property, operating district vehicles or officially representing Sumner County Schools. Employees who are not fit for duty, regardless of the reason, should immediately notify a supervisor of their lack of fitness. Employees should never endanger themselves, their co-workers, or students of SCS.

Employees are prohibited from using, possessing, buying, selling, making, or dispensing all drugs or illegal drug paraphernalia whenever they are working, present on Sumner County School's property, operating a district vehicle, or officially representing the district. Closely

related activities including offering and/or conspiring to sell any drugs to students, vendors, or co-workers after work or off school district property is also prohibited. Sumner County Schools also expects employees to refrain from off-the-job illegal drug activities such as trafficking.

Employees are also prohibited from "alcohol and prescription drugs misuse." Alcohol and prescription drug misuse includes:

- Working, being present on district property, or operating a district vehicle while impaired by alcohol or drugs (even if the employee is not impaired enough to violate state DUI/DWI laws);
- Consuming alcoholic beverages while working or operating a district vehicle;
- Abusing alcohol and/or prescription drugs off-the-job to the extent that attendance or on-the-job performance problems occur.
- Any products containing THC (Ex. vapes, gummies, lotions, oils etc.)

To enforce these expectations and educate its employees on the dangers of drug abuse, SCS tests applicants and employees working under DOT Regulations for drugs and alcohol, consistent with applicable federal and state laws, conducts inspections of all portions of its facilities for drugs and other contraband, and cooperates appropriately with law enforcement during prosecutions of employees and students who commit crimes.

Employees will not be permitted to work while under the influence of the misuse of drugs and/or alcohol. Individuals who appear unfit for duty may be subject to substance screening as part of the Drug-Free Workplace Policy. Refusal to comply with the Drug-Free Workplace Policy may result in disciplinary action, up to and including termination.

Any employee violating Board Policy 5.403, Drug Free Workplace, is subject to discipline, up to and including termination, for the first offense.

SMOKE-FREE WORKPLACE

Smoking is prohibited at any time on Sumner County School's property including all buildings and vehicles (owned or leased). "Smoking" includes the use of any tobacco products including smokeless tobacco, electronic smoking devices, e-cigarettes, juul and vaping devices. The use of these products is prohibited while participating in any class or activity in which they represent the school or district.

Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden.

WORKPLACE VIOLENCE PREVENTION

Sumner County Schools are committed to providing a safe and violence-free workplace for all employees. Due to this commitment, employees are prohibited from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at district- or school-sponsored functions.

All Sumner County Schools employees bear the responsibility of keeping the work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, principal, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the district or school, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

WEAPONS ON CAMPUS

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. Weapons include, but are not limited to, handguns, rifles, automatic

weapons, and knives that can be used as weapons (excluding utility knives or box cutters that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

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.

COMMITMENT TO SAFETY

Protecting the safety of employees and visitors is Sumner County School's top priority.

All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense, rules, safe practices, and by notifying management when any health or safety issues are present. All employees are encouraged to partner with leadership to ensure maximum safety for all. In the event of an emergency, employees should notify the appropriate emergency personnel by dialing eight (8) on a building/school landline and then dial 911 to activate the law enforcement or other emergency services.

HARASSMENT

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 Sumner County School's policy to provide a work environment free of sexual and other harassment. Harassment of employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Sumner County Schools will take all steps necessary to prevent and eliminate unlawful harassment.

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.

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.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- 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.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint are unlawful and will not be tolerated at SCS.

COMPLAINT PROCEDURE

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. The official complaint form can be found under the staff section on the sumnerschools.org website. Please complete and turn into the proper personnel, listed below. 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. Similarly, if an employee observes acts of discrimination toward or harassment of another employee, he/she is requested and encouraged to report this to one of the individuals listed in the preceding sentence.

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 one of the persons identified in the above paragraph.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality. Please note that false accusations can have a serious detrimental effect on innocent parties. Any person who knowingly and intentionally makes a false accusation, for any reason which would be contrary to the spirit and intent of this policy, shall be subject to immediate and appropriate disciplinary action.

If the investigation confirms conduct contrary to this policy has occurred, Sumner County Schools will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

CHILD ABUSE AND NEGLECT

Tennessee Code Annotated 37-1-403 states: "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." In other words, suspected child abuse and neglect must be reported.

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 the school buildings.

Examples of Child Abuse and Neglect Include:

Physical Abuse: Non-accidental physical trauma or injury inflicted by a parent or caretaker on a child. It also includes a parent's or a caretaker's failure to protect a child from another person who perpetrated physical abuse on a child. In its most severe form, physical abuse is likely to cause great bodily harm or death.

Neglect: Failure to provide for a child's physical survival needs to the extent that there is harm or risk of harm to the child's health or safety. This may include, but is not limited to abandonment, lack of supervision, lack of adequate nutrition that places the child below the normal growth curve, lack of shelter, lack of medical or dental that results in health-threatening conditions, and the inability to meet basic clothing needs of a child. In its most severe form, physical neglect may result in great bodily harm or death.

Sexual Abuse: Includes penetration or external touching of a child's intimate parts, oral sex with a child, indecent exposure or any other sexual act performed in a child's presence for sexual gratification, sexual use of a child for prostitution, and the manufacturing of child pornography. Child sexual abuse is also the willful failure of the parent or the child's caretaker to make a reasonable effort to stop child sexual abuse by another person.

Psychological Harm: A repeated pattern of caregiver behavior or extreme incident(s) that convey to children that they are worthless, flawed, unloved, unwanted, endangered, or only of value in meeting another's needs and may include both abusive acts against a child and failure to act, or neglectful behavior when age-appropriate action is required for a child's health development. It can occur as part of a one-time incident but is usually chronic.

School teachers, school officials, and other school personnel must maintain confidentiality of all information regarding any child abuse or child sexual abuse report made pursuant to this section and all information regarding the suspected child abuse or child sexual abuse must be maintained by the school child abuse coordinator in a confidential file separate from the child's educational file.

School child abuse coordinators, school teachers, school officials, and other school personnel shall not provide any information relevant to the suspected child abuse or child sexual abuse to the child's parent or guardian, and must refer any questions from the child's parent or guardian to the investigating law enforcement agency and the department. DCS records are confidential.

Training for Tennessee Child Abuse Reporting will be provided upon hire and annually thereafter through Public School Works (Sumner County School's training platform).

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. Specifically, the supervisor will observe the employee's job knowledge, quality of work, quantity of work, versatility, initiative, cooperation, independent judgment and dependability.

This introductory period does not alter the employment-at-will status of any employee.

A new introductory period commences on the effective date of any promotion, job change or transfer. If the employee proves unsatisfactory in the new position, he/she may return to his/her previous job, if available, or be placed elsewhere within SCS with the approval of the affected supervisor. If there are no suitable job openings, the employee may be separated.

EMPLOYEE SELF-SERVICE (ESS)

Employee Self-Service is embedded in the Sumner County Schools finance and payroll system that provides valuable information for all employees. Employees can update tax and personal information, print pay stubs, request job transfers, and view leave balances. The site can be accessed through the staff tab on the Sumner County Schools website.

EMAIL ACCOUNT

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 email account. New employees will receive information regarding how to access their account at their onboarding appointment. Any issues thereafter should be directed to the Technology Help Desk.

PUBLIC SCHOOL WORKS

Public School Works is the mandatory training system for all district employees. All new employees are required to complete this training within the first 30 days of employment and annually thereafter. Training should be completed during working hours.

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.

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 will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval may result in 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.

DISCIPLINARY ACTION

In order to sustain Sumner County School's high educational standards and community relations, the district works 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.

OTHER 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 and must notify SCS if they are on FMLA with an outside employer. 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. If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

TRAVEL REIMBURSEMENT

Travel reimbursement is designed to assist employees in completing their responsibilities in the areas of instructional support services and instructional activities. Employees are encouraged to travel together and use available Board vehicles when possible in order to reduce costs.

Travel reports must reach the Central Office by the fourth (4th) of the month, following the month for which mileage is claimed, otherwise payment will be reimbursed the following month. Only mileage for official business may be claimed and must be the most direct route at a rate per mile set by the IRS each July 1st. A mileage reimbursement grid between each location

can be found under finance on www.sumnerschools.org. Reports must be legible; details should be accurate and signed by the appropriate personnel.

Official mileage should start and end at the official workstation, which is the primary location where the employee works. Travel claimed from another location (such as a home) is only permitted if it is less mileage than from the official workstation and is only reimbursable in excess of the employee's daily commute.

Travel reimbursement requests for authorized school activities should be submitted to the school bookkeeper or department secretary responsible for processing these requests, by using the current SCS travel reimbursement form. All school level travel reimbursement requests must follow the *Tennessee Internal School Funds Manual* guidelines and *SCS Travel and Reimbursement Procedures*.

DRESS CODE

It is important to project a professional image to coworkers, visitors, and students. This means that employees should not wear clothing that is revealing. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Reviewing the district policy for student dress code would be beneficial.

Some classified positions such as maintenance, school nutrition, and central office may have their own specific guidelines.

Any questions or complaints regarding the appropriateness of attire should be directed to the supervising principal or Human Resources Department for final decisions.

SOCIAL MEDIA ACCEPTABLE USE

The district encourages employees to share information with co-workers and with those outside the district for the purposes of gathering information, generating new ideas, and learning from the work of others while being respectful and dignified. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the district has established the following guidelines for employee participation in social media.

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 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 should adhere to the following guidelines consistent with the district's standards on harassment, student relationships, professional communication and confidentiality of student information.

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.

Sumner County School employees are privy to confidential education records. Such confidential information, or information reasonably related to confidential records, shall never be shared or posted on the Internet in any forum (i.e., public or personal.) Employees shall not disclose any confidential information obtained during the course of his/her employment about the school district, any school, individuals or organizations, including students and/or their families.

The Board discourages employees from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology. When it is necessary to communicate electronically with individual students, employees are encouraged to use district-approved means of electronic communication such as school email or a district sponsored secure messaging service/site.

Employees who desire to use social media as an enhancement to their instructional-or school-based responsibilities should establish a dedicated, non-personal social media page or account for such purposes with the permission of the school principal. The district and its administrators retain editorial control over any site or account used as part of official school business, including those accounts or pages used for individual classes, band or athletic teams.

Employees shall immediately remove any Internet postings the district determines are inappropriate or unprofessional. Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

WORKPLACE POSTERS

All required governmental posters are posted on the boards typically located in the breakroom or teacher workrooms. Location may vary by school building. These boards may also contain general announcements. Approval to post on these boards must be given from the building principal/supervisor.

GIFTS AND SOLICITATION

Employees shall not accept gifts from students or vendors except gifts of nominal value – candy, pens, calendars, flowers, etc. Exceptions to this policy are the acceptance of minor items which are generally distributed to all by the companies through public relations programs. Any gifts outside of this scope should be turned into the principal or supervisor to use in accordance with Board Policy.

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on “working time.” “Working time” is defined as time during which an employee is not at a meal or on the premises immediately before or after his or her shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in “working areas,” which includes all

office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

The Board limits system-wide solicitation of funds for charitable organizations during school hours and in the school buildings with the exception of those organizations approved by the Director of Schools. From time to time, collections to help fellow school personnel in need will be permitted.

Individual school principals should use their discretion in approving fund-raising collections from school personnel in their buildings, and no collection should be conducted in the buildings without prior approval of the principal. GoFundMe accounts may be approved by the principal and Central office for final review so long as the fundraising and online guidelines are followed.

Non-employees may not trespass or solicit or distribute materials anywhere on school or district property at any time.

PURCHASES

Purchases should only be made by approved purchasers. Any purchase less than \$1000 should be submitted for payment with the Finance Department with proper documentation and the original invoice, no alterations. Anything over \$1000 must have an approved purchase order (PO) or formal contract. Any credits, gifts or discounts received for purchases made by the district are deemed district property and not for personal use. For additional information, please refer to the Purchasing Procedure Manual found on the District website, https://sumnerschools.org/images/purchasing/forms/SCS_Purchasing_Manual_2024.pdf.

COMPUTER/INTERNET USAGE

The district provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, e-mail, text messaging, or any other district-provided technology, use should be reserved for school-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

E-mail, internet access, and network resources are provided for authorized employees to perform school-related tasks and communicate with others. This access is given to

employees who agree to act in a considerate and responsible manner. Computer access and e-mail accounts are issued only after approval by the Information Technology Department. Access can be revoked at any time if network security or protocol is compromised or for violation of Acceptable Usage Policy guidelines.

Having access to the internet, school technology, and network resources requires employees to maintain consistently high levels of personal responsibility.

Employees are allowed to conduct activities that are workplace related. Personal activities will be limited to and will in no way interfere with computer time and use for which the resources are intended or with employee's work activities and schedules.

Employees should not have any expectation of privacy in their use of the district-provided computer, phone, or other communication tools. All communications made using district-provided equipment or services including email and internet activity, are subject to inspection by the district. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the company's systems.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Telephones are for business purposes. While the company recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the district cell phones, long-distance accounts, or toll-free numbers is strictly prohibited and are the responsibility of the employee as well as any lost equipment.

Abuse of these privileges is subject to corrective action up to and including termination.

BADGE

Each employee is provided a picture badge upon hire. When employees are on any property of Sumner County Schools, 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. Please note, substitute teachers will not receive a badge with their photo but will be provided a substitute badge upon check-in at the front office in school buildings.

CHANGE OF INFORMATION

All employees must update any of the following changes through ESS: name, address, telephone number, personal e-mail, marital status, as well as birth or adoption of a child.

In order to change a name in the system, a social security card will need to be provided to the Human Resources Department.

This is applicable to resigning or retiring employees for the purposes of the W-2.

BUS DUTY

Employees may work bus duty and be compensated for all hours worked outside of the normal workday schedule.

Arrangements for bus duty must be made with the principal at the school building. Employees wishing to work bus duty and another additional position will not be allowed to do so. Additionally, employees doing bus duty must not exceed 40 hours.

RESTRAINT

Employees in certain positions must successfully complete full certification training in TCIS-R, which includes de-escalation techniques, protective interventions, and restraints. Certification must be maintained annually and includes ten hours of professional development focused on application and practice of techniques, re-certification in protective interventions and restraints every six months, and a yearly assessment.

Restraints involve trained staff using body contact to restrict a student's freedom of movement or access to their body. In positions where the use of restraints is authorized, a minimum of two TCIS-R-certified staff members must be present during a restraint, with at least one additional staff member observing and documenting the incident. Mechanical and chemical restraints are strictly prohibited.

A restraint is allowed only if a student's behavior poses a likely risk of imminent physical injury to the student, peers, staff, or others. All procedures included in the district restraint and isolation procedure document must be followed.

CORPORAL PUNISHMENT

Corporal punishment is not allowed under Sumner County School's board policy.

NURSING MOTHERS

Nursing mothers may request a time and location to express breast milk for a child, up to a year after the child's birth. Upon request, an employee shall be granted time, and an appropriate place at work, to express breast milk. This time is not for a set period of time, and it must be long enough to ensure the employee has sufficient time to express the necessary milk. The time to express milk does not have to coincide with the employee's regular meal period, and it is not limited to the length of the regular meal period. Any time expression and nursing shall take place at a workplace location the employee must be allowed privacy in someplace other than a restroom.

ARRESTED EMPLOYEES

Employees who are arrested or convicted or any criminal statute must inform their supervisor or the Human Resources Department within five calendar days.

BUILDING GUIDELINES

No students or unauthorized personnel shall be on roofs. Please report any visible damage or trash on roofs.

Employees should keep all vehicles off the sidewalks and grassed areas. Employees should notify Support Services, for approval, before any landscaping project is undertaken. All gardens and animal pens should be cleaned and removed/stored each year. Employees should not plug electric cars in school outlets. Employees should call or create a work order to pick up large items around dumpsters.

For purposes of the Fire Marshall and safety of students and staff, all doors with auto closers should not be propped open. Employees should maintain a clutter free foot path approximately three (3) feet for all egress doors and escape windows. Items are not to be stored in electrical closets, mechanical closets, or mezzanines. Stored items must be kept 24" below the ceiling. No items are to be hung from the ceiling.

All painting needs to be approved by Support Services. All construction projects and alterations must be approved by Support Services.

Employees should not reset the fire alarm system when it engages, this may silence it. Employees should wait for the Fire Department or Support Services to reset the system.

Employees should only flush school-issued toilet tissue. Baby wipes, flushable wipes, paper towels, etc. should not be flushed. Employees should use the appropriate receptacles to dispose of any feminine care products; these should never be flushed. Employees should limit items being stored under the sinks due to potential leaks at drain traps. Water fountains should not be used to dispose of any liquids or as a means to clean any appliances, equipment, aquariums, etc.

Only authorized personnel are allowed to diagnose and repair any and all electric related issues. Classrooms need to remain free of all appliances, employees should use designated break rooms and lounges. Employees should report any issues or concerns to the appropriate administration immediately.

Influencing and controlling sensors or thermostats by any means is prohibited. All mechanical rooms should be clear and free of debris and items that block access to the replacement and service of any equipment. All supply and return air vents are to be free and clear of any obstructions.

CONFLICTS OF INTEREST

Sumner County Schools expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct and personal integrity, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a supervisor for advice and guidance on how to proceed.

Employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff.

School employees may not purchase any goods or equipment for sale to students or render any service to the school system on a commission basis.

Employees who have patented or copyrighted any device, publication, or other item shall not receive royalties for use of such item in the school system.

Employees may not engage in any type of work where the source of information concerning a customer, client, or employer originates from information obtained through the school system.

The Board of Education may not purchase supplies, materials, or equipment from a school system employee; employees shall not sell instructional supplies, equipment and reference books in a territory that includes the parents of the children of the school in which the employee is assigned.

Moreover, the Director of Schools, members of the Board of Education, administrative, supervisory, or teaching personnel or other school officer shall have no financial interest, directly or indirectly, in supplying books, maps, school furniture, or apparatus or other compensated services for the schools or to act as agent for any author, publisher, bookseller, or dealer in school furniture or apparatus.

CONFIDENTIALITY

In certain circumstances, employees will receive confidential information regarding students' or employees' medical, educational, or court records. Employees are required to keep student and employee information in the strictest confidence and are legally prohibited from passing confidential information to any unauthorized individual.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

TIME OFF

HOLIDAYS

Employee calendars can be found on our district website by clicking the "Staff" tab and then "Employee Calendars". These calendars outline working days and paid days off for each group of employees.

Holiday pay is paid at the employee's regular hourly rate and is only for their regularly scheduled hours worked. Employees will not be compensated for additional jobs/hours.

Full-time employees are eligible for holiday pay. To be eligible for holiday pay, the employee must be in a paid status on the day before and after the holiday.

Any employee on leave of absence will not receive holiday pay for any holiday during their scheduled leave unless they are in a paid status on the day before and after the holiday.

ANNUAL LEAVE

Sumner County School recognizes the importance of time off from work to relax and encourages employees to take time to spend with family and enjoy leisure activities. For this purpose, the district provides paid annual leave to full-time employees (working 240 days or more). The maximum accumulation for annual leave is 36 days. If you have more than 36 days accrued, these days will be forfeited. Employees that separate employment will be paid out all remaining accumulated days of annual leave upon separation at current tax deduction.

Absent without pay 11 or more days within a pay period or 11 in a year will result in loss of annual leave for that month.

Time off (AL, PL, or SL) should be requested and approved by your principal/department manager, and then submitted to payroll on the last Friday of each pay period. It is the employee's responsibility to notify the payroll department no later than the next pay period end date of any leave errors in the previous month's submission. Errors found after this date will not be adjusted. All employees can access their paycheck stubs and leave balances within the Tyler employee self-service (ESS) portal. Questions concerning leave balances should be directed to the payroll department.

Classified Employees who earn vacation leave will earn annual vacation days as follows:

1. One and one half (1.5 days per monthly pay period with less than five (5) years of continual experience.
2. One and three quarters (1.75) days per monthly period with five to ten (5-10) years of continual experience.
3. Two (2) days per monthly period with ten to twenty (10-20) years of continual experience.
4. Two and one quarter (2.25) days per monthly period with twenty 20 or more years of continual experience.

PERSONAL LEAVE

All full-time employees earn one (1) personal day for each full semester employed. A third personal day is earned at the beginning of the fiscal year following the fifteenth (15th) year of service with SCS. Six (6) or more days absent without pay in a pay period (11 or more days without pay for 240-260 day employees) will result in loss of a personal day. All unused personal leave days will be converted to sick leave at the end of each fiscal year.

SICK LEAVE

Sick leave is earned by all full-time employees at the rate of one (1) day per month worked with no limit on accumulation. Six (6) or more days absent without pay in a pay period (11 or more days without pay for 240-260 day employees) will result in the loss of one (1) sick leave day.

Employees may not use sick leave which has not been allocated. Absences are to be reported as absent-without-pay if sick leave days are not available at the time of use. If an employee misses three (3) or more consecutive days because of illness, the Sumner County Schools Leave Coordinator should be notified and FMLA documents should be filed. Sumner County Schools may require the employee to provide a physician's written permission to return to work. This note should include days of absences as well as any restrictions.

Sick days are not intended to be used as a substitute for annual leave or personal leave days. Sick days may be used if an employee needs to provide care for themselves as well as family members who are ill. Sick days may also be used if an employee needs time off for scheduled medical procedures.

An employee absent for more than half of their scheduled hours will be charged a full day of sick leave. An employee absent for up to half of their scheduled hours will have deducted one-half (½) day sick leave.

Upon termination of employment, or unpaid leave of absence, days that are unearned shall be deducted from the final salary. If salary is insufficient, the employee will be liable for reimbursement.

******Upon retirement, if vested, accumulated sick leave days may be transferred to TCRS as service credit. 20 unused sick days = 1 month of time added to employment history for retirement (TCRS) purposes.**

SUBMITTING LEAVE

Time off should be submitted to payroll on the last Friday of the pay period. When submitting, it is imperative that the correct leave (AL, PL, or SL) is designated. If the incorrect leave type is submitted in error, employees have until the next pay period to request a change.

FAMILY AND MEDICAL LEAVE

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.

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. Employees with a second job must notify SCS if they are on FMLA with another job. Contact the Human Resources Department to discuss options for leave.

Reasons for Taking Leave. Under federal law, unpaid leave may be requested for pregnancy and prenatal care; pre-placement activities, birth, adoption, or foster placement of a child; or the serious health condition of a child, spouse, parent, domestic partner, or the employee.

Military Family Leave Entitlements. Under federal law, unpaid leave may also be requested by eligible employees who have any qualifying exigency arising out of the fact that the spouse or a son, daughter, parent, domestic partner, or next of kin of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces; employees may use their 12-week entitlement to address certain qualifying circumstances. Qualifying circumstances may include deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings.

The federal FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. This leave applies if the employee is the spouse, son, daughter, parent, domestic partner, or next of kin caring for a covered military service member or veteran recovering from an injury or illness suffered while on active duty in the armed forces or that existed before the beginning of the member's active duty and was aggravated by service or that manifested itself before or after the member became a veteran.

Leave Designation. If an employee does not expressly request FMLA leave, the district reserves the right to designate a qualifying absence as FMLA leave and will give notice of the FMLA designation to the employee. If an absence is a qualifying event under FMLA, the leave will run concurrent with short-term disability, long-term disability, annual leave, personal leave or sickness.

Benefits. Under federal law, employers must continue healthcare benefits during protected FMLA leave as though the employees were still at work and must pay the employer's part of the premium. The employee will continue to be responsible for the employee's portion of the premium as well.

Interaction with Accrued Paid Time Off. FMLA leave may be paid with the use of annual leave, personal leave or sick time as allowed.

Job Protection. An employee's job, or an equivalent job, is protected while the employee is on leave, and the employee will be returned to their positions or to another job of like pay and status at the end of FMLA leave. If the employee does not return within the FMLA leave time the same job is not guaranteed, but the employee will be guaranteed a position if they return within 12 months.

Return-to-Work Policy. All employees must have a medical note that includes any restrictions, if any, stating that they may return to work.

PAID PARENTAL LEAVE

If you have a qualifying event (birth of child, still birth, adoption, or placement of a minor child to foster) after May 11, 2023 to present, you may qualify for six (6) weeks of paid parental leave (PPL). PPL can be taken anytime within the 12 months of the qualifying event. Please note that the PPL request will require a 30-day notice before taking leave. To expedite the process, it is encouraged that all employees contact the Human Resources Department with any questions.

FMLA POSTER

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M10 for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **any** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not** have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your employer **may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your employer **must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer **cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer **must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your employer **must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



AMERICANS WITH DISABILITIES ACT (ADA AND ADAAA) AND REASONABLE ACCOMMODATION

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Sumner County Board of Education to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. To ensure equal employment opportunities to qualified individuals with a disability, Sumner County Schools will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business results.

Employees who may require reasonable accommodation should contact the Human Resources Department to begin the process.

MILITARY LEAVE

Sumner County Schools supports the military obligations of all employees and grants 20 days of paid leave per calendar year 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.

BEREAVEMENT LEAVE

Two (2) days leave per year may be taken for bereavement purposes. The deceased must be identified on the leave form submitted by the full-time employee. 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 three (3) days.

Sumner County Schools may require verification of the need for the leave. The employee's supervisor and Human Resources Department will consider this time off on a case-by-case basis.

Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

JURY DUTY/COURT APPEARANCES

Sumner County Schools supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Any employee called for jury duty during work hours will be provided such time with no loss in pay or benefits; however, any fees or remuneration the employee receives during such leave shall be turned over to Sumner County Schools. A copy of the summons should be submitted with the leave sheet. Employees are expected to report for duty at school on all days when they are not actually serving.

If an employee is released from jury duty after four (4) hours or less of service, he or she must report to work for the remainder of that workday.

Time for appearance in court for personal business will be the individual employee's responsibility. Personal days or annual leave days may be used for this purpose.

VOTING

Sumner County Schools recognizes that voting is an integral part of being in a community. Employees should have reasonable time outside working hours to vote. If for any reason the employee thinks this will not be the case, they should contact their supervisor to discuss scheduling accommodations no later than noon on the day prior to the election. Early voting is also recommended.

SNOW DAYS AND OTHER CLOSURES

Sumner County Schools will make every attempt to be open for learning but if a decision is made to close, information will be sent to the media no later than 5:30 AM. The Sumner County Schools Facebook page will also share this information. Central Office/Support Services employees should check their email for information regarding a closure.

If the Central Office officially closes during the course of the day to permit employees to leave early, non-exempt employees who are working on-site at the time of the closing will be paid for a full day. If employees leave earlier than the official closing time, they will be paid only for the actual hours worked. Exempt employees will be paid for a normal full day but are expected to complete their work at another time. Central office staff, support services, and school administrators are to report to their sites unless told otherwise.

EMPLOYEE BENEFITS

MEDICAL, DENTAL, & VISION INSURANCE

Sumner County Board of Education offers a choice of medical plans to all full-time employees on the first day of the month following 30 days of service. Sumner County Schools pays the negotiated amount of benefits.

Employees on leave of absence may continue their insurance by paying the premium each month no later than the fifteenth (15th) as due.

Under the requirements of the Consolidated Omnibus Budget & Reconciliation Act of 1985 (COBRA), as amended, an employer must offer to continue group health benefits to employees and dependents in certain instances where coverage under the plan would otherwise end. If an employee should have questions about his/her COBRA rights and obligations concerning continuation coverage, they should contact the Board's Employee Benefits Office at (615) 451-5214.

For more information, please visit www.sumnerschools.org/benefits.

LIFE INSURANCE & LONG-TERM DISABILITY

Sumner County Schools provides Basic Term Life and Accidental Death and Dismemberment (AD&D) and Long-Term Disability coverage at no cost to all eligible active employees following 3 years of continuous service.

For more information, please visit www.sumnerschools.org/benefits.

ADDITIONAL BENEFITS

In addition to Medical, Dental, and Vision insurance employees have the option to enroll in other voluntary benefits including: Short-Term Disability, Long-Term Disability, Term Life Insurance with AD&D for you and your dependents, Critical Illness Insurance for you and your dependents, Medical and Dependent Flexible Spending Accounts (FSAs), and Health Savings Account (HSA). These benefits are voluntary and are funded solely by the employee. For a complete list of benefits offered please reach out to the Benefits Department or visit sumnerschools.org/benefits for additional information.

SICK LEAVE BANK

The purpose of the sick leave bank (SLB) is to provide sick leave to members in the event of an illness or injury. Employees who wish to participate must enroll by earning fifteen (15) days of sick leave and provide a one-time voluntary donation of five (5) sick leave days to the SLB during open enrollment. Sick leave bank days may be granted only where all paid leave has been exhausted and are limited to twenty (20) days at one time with lifetime and annual limitations. To receive SLB days, the employee must complete a Sick Leave Bank application and provide physician documentation to be presented to the SLB Board of Trustees in order to determine eligibility for allotment of SLB days. To learn more about the detailed provisions of the Sick Leave Bank Program, please visit or call the Human Resources Department at (615) 451-5207.

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

Sumner County Schools recognizes the importance of saving for retirement and offers eligible employees a voluntary 401(k), 403(b), & 457(b) plan. Eligibility, vesting, and all other matters relating to these plans may be found in the Summary Plan Descriptions, which are available through the benefits department.

For more information, please visit www.sumnerschools.org/benefits.

RETIREMENT

Full-time classified employees are enrolled in the Tennessee Consolidated Retirement System (TCRS) upon employment. Participation has been fully employer funded since July 1, 1993. An employee is vested after five (5) years of TCRS service and eligible for benefits upon retirement eligibility. Annual statements are provided by TCRS which detail salary, service credit, beneficiary, and employee contributions. Details are available on your individual TCRS Employee Portal or by contacting TCRS at (800) 922-7772.

For more information, please visit www.sumnerschools.org/benefits.

WORKER'S COMPENSATION

The Sumner County Board of Education provides worker's compensation for work-related injuries/illness through Key Risk - Berkley Casualty Company at (866) 687-0710.

When an injury or accident occurs on the job, an employee must promptly notify their principal or immediate supervisor. This must be done even if the employee does not feel the need for medical attention. It is important the incident be reported immediately or within 24 hours. The employee is also responsible for completing the worker's compensation documentation. The principal or immediate supervisor of the employee is responsible for seeing that the Worker Injury Report is completed and faxed to (615) 442-8262.

All employees seeking medical attention must complete a post-accident drug test at time of medical treatment.

If the injury is life threatening, seek immediate medical attention.

Please note that while on worker's compensation, employees are not eligible to file for or receive payable benefits from short-term and long-term disability.

FAILURE TO HAVE ALL MEDICAL TREATMENT AUTHORIZED BY KEY RISK MAY RESULT IN DENIAL OF PAYMENT.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) provides highly confidential and experienced counseling service, legal and financial consultation, work-life balance assistance and crisis intervention. It assists employees and their dependents in dealing with issues that affect their quality of life and job performance. SCS wants 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.

This free, comprehensive counseling service offers employees and their dependents three visits per issue each year and a 24-hour hotline answered by professional, degreed counselors.

Employees will have access to an attorney for state specific legal information and service. If the employee decides to retain the attorney, he/she may receive a discount on services that might be needed.

The district encourages employees and their dependents to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the district, nor is the company given any information on who chooses to use the services. For questions or additional information about this program, please contact Guidance Resources at (800) 697-0353 or (855) 387-9727 or online at www.guidanceresources.com (Company web ID – ONEAMERICA3).

For more information, please visit www.sumnerschools.org/benefits.

EMPLOYEE RESPONSIBILITY

DISCLAIMER

Taking the time to review the policies contained in this handbook is the responsibility of each employee. In the event of a discrepancy among any of the information contained in our orientation materials, the Employee Handbook, or the Sumner County School's Board Policy, the 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.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Sumner County Schools employees have the right to engage in or refrain from such activities, though, it is asked that it be done outside of working hours.

Employees should familiarize themselves with and abide by, the laws of the state, as these affect work, the policies of the Board, Code of Ethics and the procedures designed to implement them.

Employees should keep all records and prepare and submit promptly all reports that may be required by state law, state board regulations, Board policy and administrative procedures.

EMPLOYEE CODE OF ETHICS

Listed below are some of Sumner County School's rules and regulations. This list should not be viewed as all-inclusive. In addition, Sumner County Schools reserves the right to discipline or discharge for conduct or behaviors not listed below within Tennessee Regulations and Tennessee Code Annotated. Examples of behavior and conduct that Sumner County Schools considers inappropriate and which could lead to disciplinary action up to and including termination of employment without prior warning at the sole discretion of Director of Schools, include, but are not limited to, the following:

A. Falsifying, omitting pertinent information or altering employment or other Sumner County School records, including supplying false or misleading information when applying for employment or at any time during employment.

B. Violating any policy including Sumner County School's Anti-discrimination, Harassment, Bullying, and Retaliation policy;

C. Patterns of excessive absenteeism, tardiness or No Call No Shows;

D. Discussing confidential Student information with unauthorized Employees or individuals or in any areas where unauthorized Employees or individuals could overhear the conversation;

- E. Disclosing or misusing of confidential Student, Employee or Sumner County School System information without authorization;
- F. Deliberate destruction of property including intellectual property.
- G. Reporting to work intoxicated, under the influence of non-prescribed or prescribed drugs or otherwise unfit for duty;
- H. Possession of illegal drugs, alcohol, weapons, or firearms on Sumner County School Board property or at any school event.
- I. Using threatening, intimidating, coercing, obscene or abusive, language or gestures;
- J. Engaging in criminal conduct, acts of violence or making threats of violence toward anyone on Sumner County School Board Property or while representing the Sumner County Schools;
- K. Threatening, intimidating or coercing fellow Employees, Students or parents on or off Sumner County School Board Property at any time for any purpose;
- L. Stealing property from, or unauthorized possession of the property of fellow Employees, Students, Visitors or Sumner County Schools;
- M. Fighting, horseplay or provoking a fight on Sumner County Schools property;
- N. Failure to follow safety or security regulations put in place to protect Staff and Students.
- O. Failing to report any personal injury sustained while on the job;
- P. Refusal to undergo drug screening or complete a fitness for duty when request by authorized designee
- Q. Engaging in an act of sabotage or willfully or with gross negligence causing the destruction or damage of Sumner County School property or the property of Students or fellow Employees.
- R. Unauthorized removal, duplication, or transferring possession of Sumner County School Board Property master keys;
- S. Altering a check, making unauthorized charges to a Sumner County Schools account, or knowingly overcharging a Student;
- T. Failure to follow Sumner County Schools policy regarding handling of cash, deposits or other established accounting procedures;
- U. Unauthorized use of Sumner County Schools telephones, ~~or~~ equipment or facilities;
- V. Unauthorized social conduct or fraternization with Students, including dating, emailing, text or use of any social media messaging at any time;

W. Unprofessional appearance or conduct;

X. Making or publishing false, vicious, or malicious statements while on school property, school business, or using school equipment concerning any Employee, Student, Principal, Director of Schools, or the Sumner County School System;

Y. Engaging in insubordination;

Z. Sleeping or loitering on the job;

AA. Leaving school premises without permission or failing to remain in your work area until the end of your work day unless released earlier by your Supervisor, Principal, Department Director or Director of Schools.

BB. Improper recording of hours off or hours worked or punching another Employee's time card;

CC. Entering a school or office after normal work hours without prior proper authorization.

DD. Failure to maintain a required license or certification required for your position.

EE. Failure to complete required training through Public School Works and Tennessee Crisis Intervention.

FF. Failure to return Student records after the end of an assignment, this is property of the school system.

If an Employee's performance, work habits, overall attitude, conduct or demeanor becomes unsatisfactory in the judgment of Sumner County Schools, based on violations of either the above or any other of Sumner County School's policies, administrative rules or Tennessee Regulations, the Employee will be subject to disciplinary action up to and including termination of employment.

VOLUNTARY SEPARATION

In all cases of voluntary resignation employees are asked to provide a written notice to their supervisor at least 14 calendar days in advance of the last day of work. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire. If an employee leaves Sumner County Schools, they will be treated as a new employee including fingerprinting, orientation, and onboarding.

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 work.

If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address. Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the district.

