



Sumner County
Board of Education

New Employee Orientation

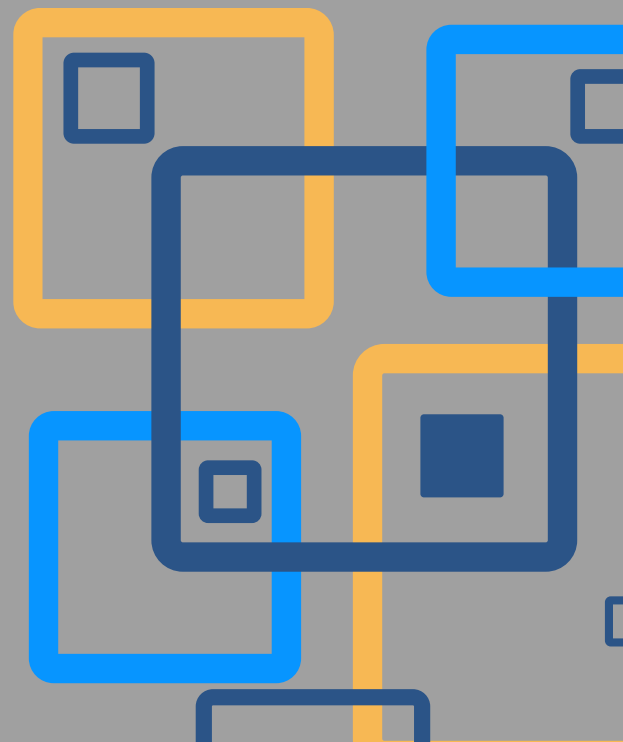
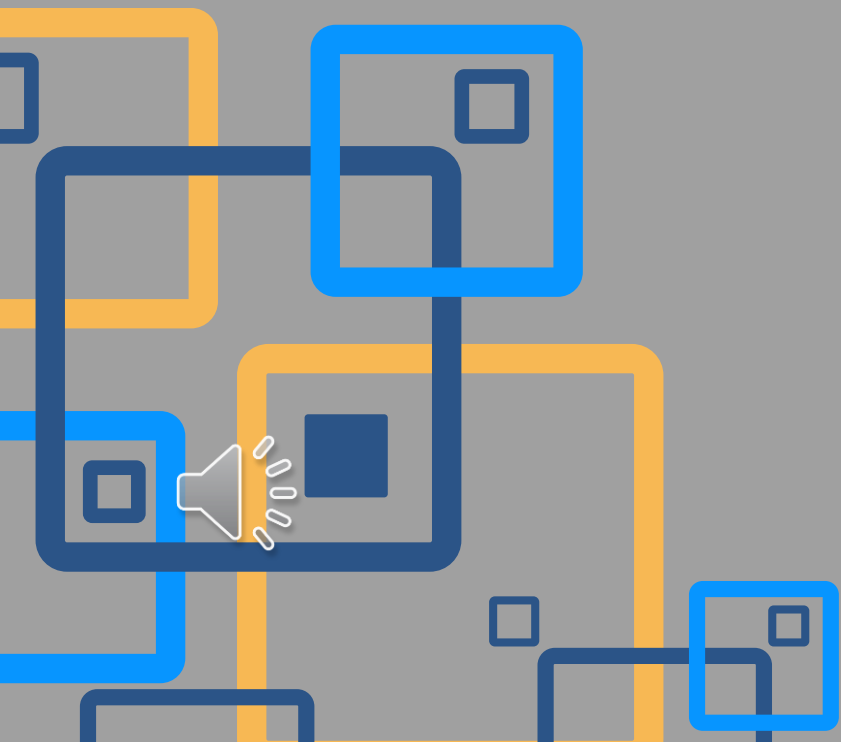
Classified Staff



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.



Back-to-School!



Our Mission and 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.

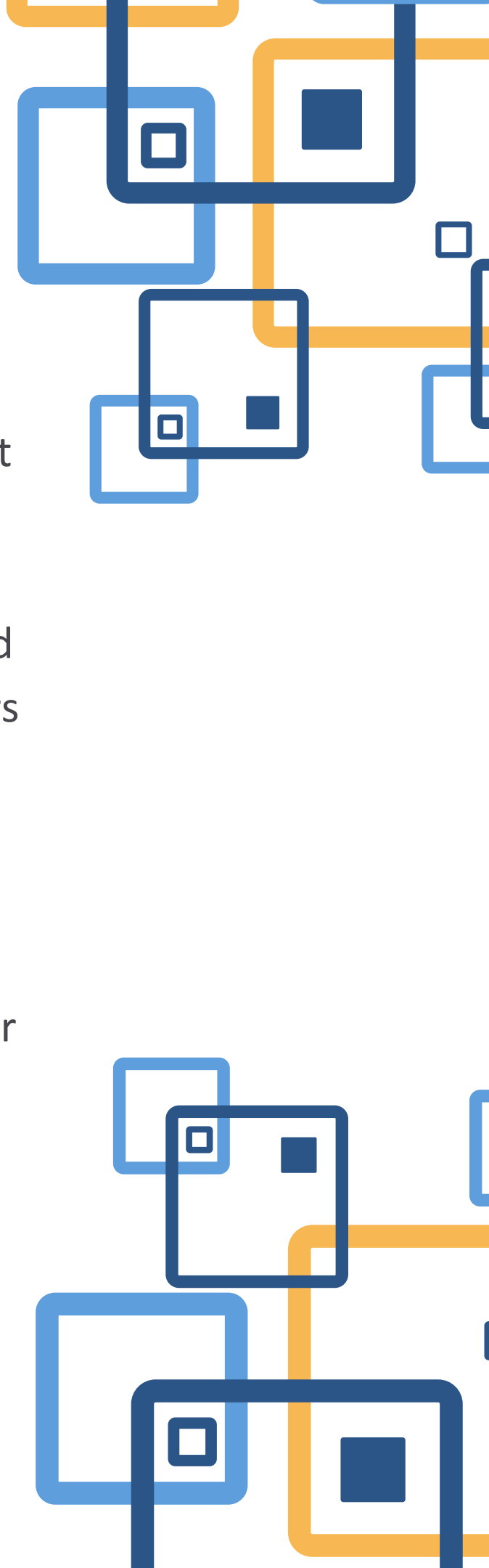
VALUES





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.



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.



Important Policies



- No alcohol on the premises. Please do not report to work intoxicated!
- Drug use, possession, selling, distributing, or transporting drugs is in direct violation of board policy. This includes marijuana, THC, and prescription medications that you do not have a prescription for.
- Obscene, abusive, or threatening language is not acceptable. Profanity is not tolerated.
- Stealing property from employees, students, or Sumner County Schools is prohibited.
- Sumner County Schools are completely tobacco free. Smoking or vaping is not allowed on the premises.
- No weapons of any kind are allowed on any of our campuses.
- Social conduct or fraternization with students, including dating, emailing or text messaging at any time is strictly prohibited.
- Please do not touch the students. Intention is not perception.



Please view employee handbooks at www.sumnerschools.org for full information regarding district policies and procedures.



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 related information will be available in Employee Self Service (ESS). You'll receive information on how to access this at your onboarding appointment!
- 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.



When Do I Work?



Employee Calendars

An employee calendar for your specific position will be given to you at your onboarding appointment. You can also find employee calendars and the district calendar on our website at www.sumnerschools.org

Hours Per Day

At your onboarding appointment, you will receive an offer letter that explains the number of days worked per year as well as the number of hours per day.

Snow Days/Weather Days

Snow days, weather days, and other emergency closures are communicated as quickly as possible to parents and staff. For the most up-to-date information, please check our official Facebook page, local news networks, and your school issued email.

260 Day Employees

260 day employees work when schools are closed most of the time. Any closures are announced via email.



Sick Days and Paid Time Off

Full-Time Employees Who Work 220 Days or
Less:

- 10 Sick Leave Days
- 2 Personal Leave Days (One Per Semester)

Full-Time Employees Who Work 240 Days or
More:

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





Absenteeism, Tardiness, and No Call/No Shows

We expect the students to come to school and to be on time.

We expect you to come to work and be on time.

Absenteeism or being excessively tardy will not be tolerated and
will result in termination of employment.

If you do not report to work for 3 days, and do not communicate
with your direct supervisor, we will assume you voluntarily
resigned.



Family Medical Leave Act

Sumner County Schools complies with the federal Family and Medical Leave Act (FMLA) and Tennessee 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 unique. 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.



Dress for Success



- You should always portray a professional appearance.
- Clothes should not be revealing.
- All employees are expected to dress in a manner consistent with good personal hygiene, safety, and good taste. Please use common sense.
- For classroom and office positions, there is a business casual expectation. Jeans may or may not be allowed. Please check with your supervisor/principal.
- Positions such as bus drivers, school nutrition staff, custodians, and nurses may have different requirements.
- Clothing should not have holes, stains, vulgar writing or logos, or be inappropriate.

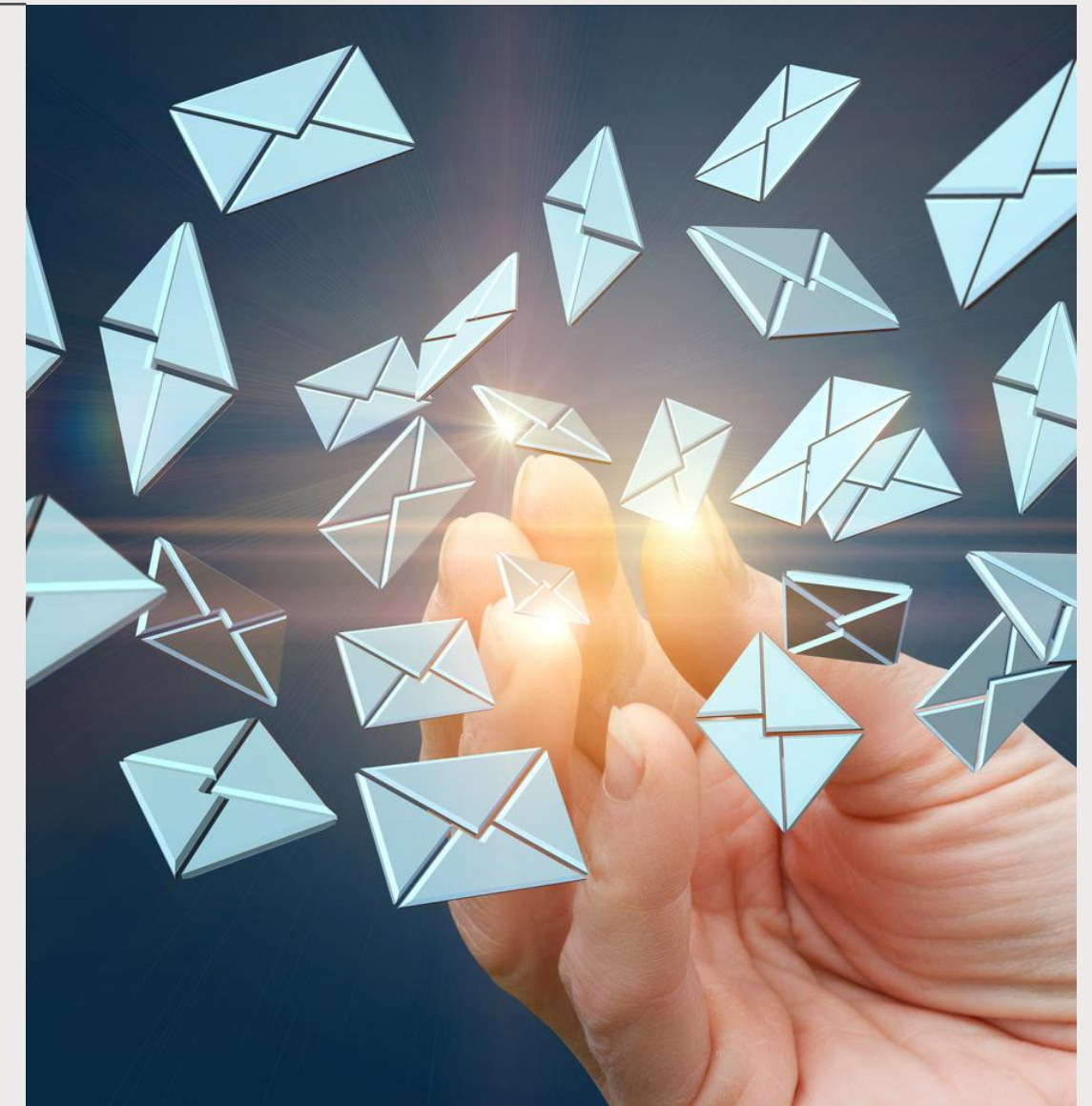


Sumner Schools Email Address

All employees receive a Sumner Schools email address. It will be first.lastname@sumnerschools.org. If you have a common name a distinction will be made such as a number or middle initial.

After you complete your onboarding appointment in the Human Resources office, you will have access to your email address. You will receive instructions to access it.

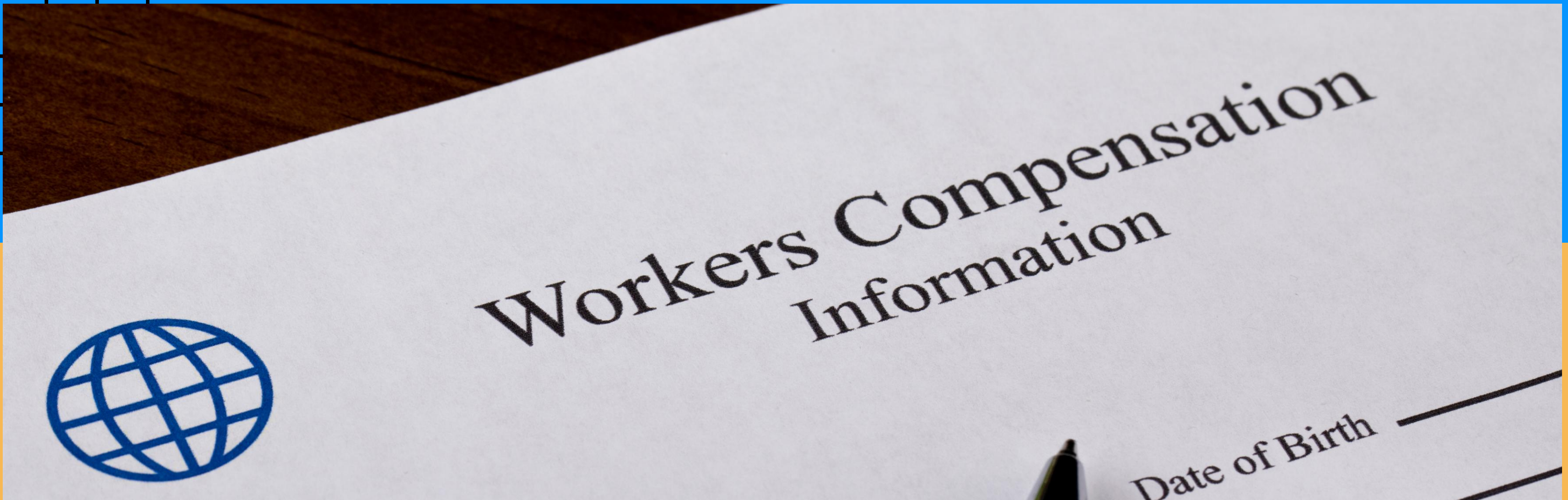
You should check your district email address at least a couple of times each week. All district communication and information regarding benefits and online training will be sent to it.



Mandatory Training: Public School Works

- ▶ Every employee is required to complete federal, state mandated, and district required training modules. These modules cover information about blood borne pathogens, discrimination, and other HR related issues. It also covers topics specific to school districts such as suicide prevention and child abuse reporting.
- ▶ All SCS employees will receive an official training notice the Tuesday following Labor Day each year.
If you are hired at the beginning of the school year, the Tuesday following Labor Day will be the time in which you complete your training.
- ▶ If you are hired following Labor Day, you will receive a training link and will have 30 days to complete it.
- ▶ Training MUST be completed at work and while on the clock.
DO NOT COMPLETE IT OUTSIDE OF WORK.





Worker's Compensation

Worker's Compensation for work-related injuries/illnesses is handled through Key-Risk Berkley Casualty Company. If an injury occurs, please report the injury to your immediate supervisor within 24 hours of the incident.

Any employee who seeks medical care following an injury on the job must complete a post-accident drug test at the time of medical treatment.

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



Harassment & Complaints

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

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

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a formal complaint in writing. Employees may, but are not required to, complain first to the person they feel is discriminating against or harassing them. Employees may go directly to their immediate supervisor or principal with whom they feel comfortable bringing such a complaint.



Child Abuse and Neglect

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

Please refer to the employee handbook for a step-by-step guide to when and how to report. The employee handbook is located on our district website at www.sumnerschools.org.



Employee Arrest Policy


If for some reason you are arrested, you must notify Sumner County Schools within 5 calendar days. You may tell your immediate supervisor or call the Human Resources Department directly.



Social Media Policy & Phone Usage

Sumner County Schools respects the right of employees to use social media, networking sites, personal websites and blogs, but it is important that an employee's personal use of these sites 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.

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 the reader would not think that the employee is speaking for or on behalf of Sumner County Schools. Full board policy: 5.612

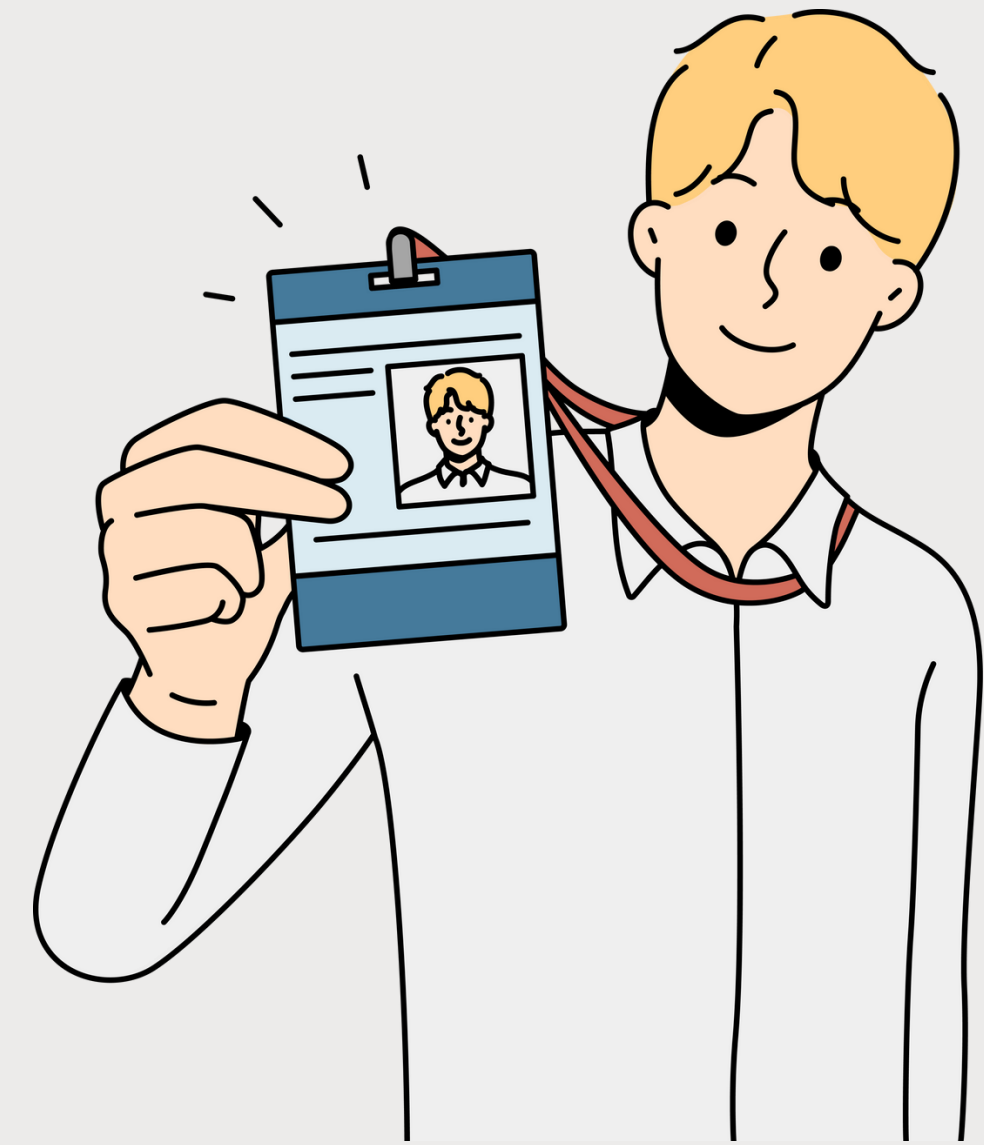
Phone usage in front of students is  while an occasional phone call or text message may need attention, it should not disrupt from your daily duties. Please use your break times to check your phone. Additionally, please do not use your phone (or any other device) to take photos of students.

Employee Badges

Each employee is provided a picture badge upon hire. When employees are on any property of SCS, it is expected that the badge be worn in a visible location.

If an employee loses a badge, they should contact Human Resources for immediate replacement. Anyone without a badge will need to check in at the front desk for safety purposes.

With your badge you have access to employee benefits including free entry to Sumner County Schools sporting events.



Employee Benefits



Medical, Dental, Vision Insurance

Life Insurance

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

Retirement

Employee Assistance Program

Please watch the benefits
video and visit their
website for more
information!



WELCOME TO OUR TEAM

We would like to officially welcome you to the
Sumner County Schools' family.

We are so excited you're here!

Your daily dedicated work directly affects the
children of Sumner County.

What you do matters!

We wish you the best of luck on your new
position with Sumner County Schools!

