

# Sumner County Board of Education

## EMPLOYEE HANDBOOK

### Classified Staff

Last updated:

# Welcome

Welcome to Sumner County Schools (SCS)! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further SCS's goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. With your active involvement, creativity, and support, SCS will continue to achieve its goals. We sincerely hope you will take pride in being an important part of SCS's success.

Sumner County Schools, lifelong mission, commits to growing learners who are college and career ready through quality instruction, effective use of resources, building a collaborative culture, and strong leadership.





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## Employment

Employment at SCS 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 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.

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. SCS employees have the right to engage in or refrain from such activities. However, it is asked that it be done outside of working hours, allowing employees to focus on tasks at hand.

## Equal Opportunity and Commitment to Diversity

### Equal Opportunity



Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile,



reason which would be contrary to the spirit and intent of this policy, shall be subject to immediate and

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.

## Confidential Information

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

## Employment Relationship

### Job Postings and Applications

Principals and Department Supervisors are responsible for requesting the posting of open positions at their locations as well as the interviewing and hiring for these positions. The Human Resources Department is responsible for administering these postings in our Applicant Tracking System (ATS) at [www.sumnerschools.org/careers](http://www.sumnerschools.org/careers).

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## Work Week and Hours of Work

Work week and hours of work will be determined based on position, location and needs of SCS.

## Meal Break

Employees are entitled to a 30 minute unpaid meal break each day no later than the sixth (6) hour of work. Mealtimes will be scheduled by the supervisor or principal.

## Time Records



## Employment of Relatives/Nepotism

Relatives and domestic partners may be hired by the company 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.



Employees are prohibited from using, possessing, buying, selling, making, or dispensing all drugs or illegal drug paraphernalia whenever they are working, present on SCS's property, operating a SCS vehicle, or officially representing SCS. Closely related activities, such as offering or conspiring to sell any drugs to students, vendors or co workers after work or off SCS's property are also prohibited. SCS also expects employees to refrain from off the job illegal drug activities such as trafficking, which could seriously damage SCS's operations or community reputation.

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

- Working, being present on SCS property, or operating SCS's 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 SCS vehicle;

- Abusing alcohol and/or prescription drugs off the job to the extent that attendance or on the job performance problems occur.

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 prosecutions of employees and students who commit crimF2 12 3019A0 612 7TQq1 0 0 1 526019A6011E01763







Psychological Harm

## 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 SCS email account. Employees should follow up with their principal or department supervisor for login information.

## Public School Works (PSW)

Public School Works is the mandatory training system for all district employees, no matter the position. All new employees are required to complete this training within the first 30 days of employment and thereafter annually.

## 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, 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.

## Job Performance Evaluations

Communication between employees and supervisors or principals is very important.

Discussions regarding job performance are ongoing and often informal. Employees should

initiate conversations with their supervisors if they feel additional feedback is needed. Employees should work promptly

## Standards of Conduct

Listed below are some of SCS's rules and regulations. This list should not be viewed as all inclusive. Pursuant to Tennessee Rules and Regulations, Tennessee Code Annotated and Sumner County Board Policies, SCS reserves the right to discipline or discharge an employee for conduct not defined in the following list. Examples of performance, behavior and conduct that SCS 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, or 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 without authorization or misuse of confidential Student, Employee or Sumner County School System



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.





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

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

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 schedule.

Employees should not have any expectation of privacy in their use of district provided





## 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 230 days or more). The maximum accumulation for annual leave is 36 days. Absent without pay 11 or more days within a pay period or 11 in a year results in loss of annual leave for that month.

<u>Continuous Service Period</u>	<u>Monthly Annual Leave Accrual</u>
Less than 5 Years	1.50 Days
5 to 10 Years	1.75 Days
11 to 25 Years	2.00 Days
26 years or more	2.25 Days

Employees whose employment ends will be paid for any accrued unused annual leave.

## Personal Leave

All full time employees earn one (1) personal day for each full semester employed. A third bonus personal day is earned beginning on the fifteenth (15<sup>th</sup>) year of service with SCS. Six (6) or more days absent without pay in a pay period (11 or more days without pay for calendar year 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 (July June).

## 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 calendar year 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, SCS may require the employee to provide a physician's written permission to return to work. This note t e This note

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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.

Key Point: All employees must have a medical note that includes any restrictions, if any, stating that they may return to work.



You work for a covered employer if one 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
- 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](http://dol.gov/fmla) to learn more.





cost to all eligible employees after 3 years of continuous service.

## Additional Miscellaneous Benefits

In addition to Medical, Dental and Vision insurance, employees have the option to enroll in several other voluntary benefits to include: Short Term Disability, Long Term Disability, Term Life Insurance with AD&D for you and your dependents, Critical Illness Insurance for you and



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