





Equal Opportunity.....	5
Americans with Disabilities Act (ADA) and ReasonableAccommodation.....	5
Commitment to Diversity.....	6
Harassment and Complaint Procedure – Formal Documentation.....	6
Staff Responsibilities.....	8
Conflicts	

Smoke Free Workplace .....	14
Workplace Violence Prevention.....	14
Commitment to Safety.....	15
Emergency Closings.....	15
Reporting Child Abuse and Neglect .....	15
Email Account .....	

Requests to Apply for Grants ..... 30  
 Procedure to Request Field Trips ..... 30  
 Security Protocol for Tennessee Comprehensive Assessment Program(TCAP) ..... 31  
 Expectation for Implementation of Individual Education Plans (IEP)and 504 Plans ..... 32  
 State Standards of Teaching ..... 32

Holidays ..... 32  
 Annual Leave ..... 33  
 Personal Leave ..... 33  
 Sick Leave ..... 33  
 Family and Medical Leave ..... 34  
 Your Employee Rights Under the Family and Medical Leave Act ..... 35



..... 35  
 What is FMLA leave?..... 35  
 Am I eligible to take FMLA leave?..... 36  
 How do I request FMLA leave? ..... 36  
 What does my employer need to do? ..... 36  
 Where can I find more information? ..... 37  
 Military Leave..... 37  
 Bereavement Leave ..... 37  
 Jury Duty/Court Appearance ..... 38  
 Time Off for Voting ..... 38

Medical, Dental, and Vision Insurance..... 38  
 Company Paid Life Insurance and Long Term Disability..... 39  
 Additional Miscellaneous Benefits..... 39  
 Sick Leave Bank ..... 39  
 401(k), 403(b), and 457(b) Plan ..... 39  
 Retirement ..... 39  
 Worker’s Compensation ..... 39  
 Employee Assistance Program ..... 40



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.

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

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



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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 exercise good judgment in selecting issues for discussion and balance the relative maturity of his/her students and the students' right to know.

Employees should remain courteous and helpful in interacting and responding to parents, visitors and members of the public.

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.

Employees should wear appropriate dress for work according to Board guidelines and local school rules.

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

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.

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.

All employees who leave and return will be subject to a new Criminal Background Check (CBC) through fingerprinting, including orientation processing, and will be subject to any associated fees.

In order to determine eligibility for benefits and to ensure compliance with federal and state laws and regulations, SCS classifies its employees as shown. SCS may review or change employee classifications at any time. Certified workers are those whose jobs require a teaching license.

Exempt employees are paid on a salaried basis and are not eligible to receive compensatory time

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.

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

Employees are entitled to a duty free meal. The lunch period for each teacher shall be at least the same amount of time as that allowed for students.

All non exempt employees are required to complete accurate weekly time reports showing all time actually worked or on leave. These records are required by governmental regulations and

Sumner County School

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, SCS will attempt 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 district or school.

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 processing by 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.





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.

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







Tier Four = Above Expectations; Tier Three = Meeting Expectations; Tier Two = Below Expectations; and Tier 1 = Significantly Below Expectations.

In order to sustain SCS's high educational standards and community relations, the district tries to address disciplinary problems in an efficient, fair and timely manner. Discipline for performance and behavioral problems may range from verbal warnings to termination, as determined by the Director of Schools, within School Board Policy and Tennessee Rules and Regulations. The objective is, where possible, to correct performance and discipline problems proactively to achieve positive results or coaching for success while protecting students, SCS and its employees.

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



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 SCS, based on violations of either the above or any other of SCS's policies, administrative rules or Tennessee Regulations, the Employee will be subject to disciplinary action up to and including termination of employment.

a rate of \$.50 per mile. A mileage reimbursement grid between each location can be found under finance on [www.sumnerschools.org](http://www.sumnerschools.org).

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.

All required governmental postings are posted on the boards typically located in the breakroom. These boards may also contain general announcements.

Employees are able to submit notices of general interest, such as for sale notices; recreational type announcements and/or club functions; postcards; expressions of gratitude or sympathy; and notices looking for/offering carpools, tickets, roommates, or pets. Please deliver notices to leadership for approval. The principal and Director of Schools reserves the right to refuse permission or remove any announcement.

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



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 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 account, 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.

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.

All employees must update any of the following changes through ESS: name, address, telephone number, personal e mail,









years' of experience in an approved school and has received 60 professional development points. The professional license is valid for six (6) years and is renewable by meeting renewal requirements.

The Tennessee State Department of Education requires that all instructional leaders in TASL mandated positions must earn TASL credits. All principals and assistant principals are TASL mandated. Other instructional leaders are required to earn TASL credits if they spend 50 percent or more of their time in direct delivery of instructional services to the following: teachers, principals, and/or other educators in administrative or supervisory positions. For more information, please refer to the Tennessee State Department of Education Website.

The Tennessee State Department of Education requires that all certified teachers in Tennessee schools complete thirty hours (or five days in a 200 day contract) of professional learning (PL) each year. Tennessee Code Annotated, Appendix C., Section 49-6-3004, states that a teacher's 200 day contract must include five (5) days of professional learning. This applies to any person who holds a full time teaching position and is employed by the Sumner County Board of Education. Part time teachers' PL requirements are adjusted accordingly. It is the responsibility of the educator to fulfill this five (5) day requirement based on a principal approved plan of activities that best meets the needs of the teacher and the overall goals of the school. Teachers hired as an interim for less than a full year are not required to complete professional learning activities.

The Teacher Center supplies a workspace where various equipment and consumables are available as resources for educators to enhance their classrooms and their personal professional growth. Resources available for teacher use include die cuts, laminators, a poster maker, a large volume hole punch, an online catalog to the educators' professional library, and subscriptions to recent educational journals and magazines. Materials available for purchase include construction paper, poster board, color paper, bulletin board paper, a limited number of reproducible document, as well as black and white copies.

In addition to the online catalogue to books on pedagogy and teaching strategies, teachers have access to an online system for registration and tracking of professional learning within the district. Many of those professional learning sessions are held at the Teacher Center, located at 675 East Main Street, Gallatin, Tennessee.

Personal and school emergencies arise. It is the expectation that all teachers, prior to the first day of school, prepare and have readily available/accessible emergency lesson plans. Each teacher should also have crisis response plans in clear view for a substitute's easy access.

When a teacher knows in

school for mileage when school system buses are used. Signed parental permission forms must be obtained for every student making an off campus trip beyond the immediate vicinity of the school. It is the responsibility of the principal to ensure that these forms are kept on file for the remainder of the school year. The form for parental permission must include: purpose, date, time of departure and return, travel plans, destination, number of chaperones, personal expense involved, rules of conduct and penalties for violation, and other facts necessary for parents to be fully informed. This information is to be completed by the school before the form is signed by the parent.

Overnight educational trips, field trips taken outside regular school hours, and chaperones must be approved by the principal and the Director of Schools or his/her designee in advance. Any school sponsored trip which is out of state or overnight must have prior approval by the Director of Schools or his/her designee. These groups must be accompanied by at least one regular staff member and others from the school who are appropriate for adequate supervision and shall be responsible for student conduct. There must be at least one female and one male chaperone if the trip is for a mixed group. Male and female students must stay in separate accommodations. Students will not be allowed in rooms designated for members of the opposite sex. The ratio of chaperones to students shall be at least 1:10. Students shall not be penalized for participating in approved school sponsored trips and activities. Teachers shall permit students to make up class assignments missed because of a trip or activity.

All accidents that occur on a school sponsored trip must be reported by the teacher to the principal immediately upon returning to school. Serious accidents involving personal injury must be reported immediately to the principal and/or director. An emergency shall be dealt with promptly by the teacher or other members of the school staff by taking appropriate action, including sending the student to the hospital or summoning medical aid or ambulance. In cases where it is necessary to send the student to the hospital, reasonable effort must be made to notify the parent/guardian.

Board policies and school rules concerning conduct will be enforced on all trips.

In compliance with State Board of Education regulations, all mandated testing beginning with the 1992 93 school year is done under security guidelines authorized under the 1992 EIA legislation. The basic premise of these guidelines is to ensure that all test materials are to be in a secured setting AT ALL TIMES from the time they are received at each school, during the time they are in use, and until the time they are shipped for scoring. There is a secondary premise of both accountability of and protection for the classroom teacher, so that no inference may be made that materials are inappropriately used. These security and administration procedures are outlined to pertinent staff prior to each test window. As the testing process advances to computer/online based administrations, further guides for appropriate preparation for the





individuals based on number of days worked in a calendar year. These calendars will outline start and end dates based on the number of days worked for each group of employees.

Holiday pay shall be at the employee's regular straight time rate, not to exceed the number of hours scheduled.

All employees are eligible for holiday pay; however eligibility shall further depend upon the employee being in a paid status on their scheduled workday 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 their scheduled day before and after the holiday.

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



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, sick or workers' compensation.

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.

FMLA leave may be paid with the use of annual leave, personal leave or sick time as allowed.

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.

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

WH1420 REV 04/23

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave

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 #28M(c) for more information.

FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-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.

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

Call 1-866-487-9243 or visit [dol.gov/fmla](http://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

Sumner County Schools supports the military obligations of all employees and grants leaves 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.

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.

The district 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 shall be provided such time with no loss in pay or benefits; however, any fees or remuneration the employee receives during such leave

(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.





I hereby acknowledge receipt of the employee handbook of SCS. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, district practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, and change by management at any time without notice.

I further agree that neither this document nor any other communication shall bind the district to employ me. I understand that no representative of the district has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the Director of Schools or his/her designee may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the Director of Schools.

From time to time, this handbook will be revised to reflect changes. The handbook cannot be republished each time a change occurs; therefore, some material may become obsolete without prior notice to you. If any information contained in this handbook conflicts with information published at a higher level of authority within the district, state or federal level, the information in those policies, laws, etc., will prevail.

Sumner County Schools reserves the right to modify, change, disregard, suspend or cancel at any time, without written or verbal notice, all or any part of the handbook's contents as circumstances may require. You are solely responsible for regularly updating your handbook or viewing the updated handbook at [www.sumnerschools.org](http://www.sumnerschools.org).

Employee's Name in Print

Signature of Employee

Date Signed