



Shelby County Schools New Hire Orientation



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- Shelby County Schools is the 14th largest school district in the nation
- 140,000 students
- More than 200 schools
- Second largest employer in Memphis



Our Mission

Preparing all students for success in learning, leadership and life.

Our Vision

Our District will be the premier school district attracting a diverse student population and effective teachers, leaders, and staff all committed to excellence.



Shelby County Schools offers the following coverage to full-time employees:

Medical | Dental | Vision | Life Insurance | Long-Term Disability | Flexible Spending Account

Our providers include:



www.mycigna.com



www.davisvision.com



www.metlife.com



Who qualifies for benefits?

- All full-time, permanent employees who work at least 30 hours per week
- Benefits will begin on the 1st of the month following 30 days of employment.
 - Example: If your hire date is 4/2/2014, coverage will become effective on 6/01/2014



Spousal Agreement

- An employee can cover his/her spouse for medical insurance if the spouse meets one of the following qualifications:
 - Unemployed
 - Retired
 - Employed or Self-employed without access to coverage from his/her employer
- Spousal verification affidavit
- No specific spousal guidelines for dental and vision coverage



Retirement

- All employees are required to enroll in the **Tennessee Consolidated Retirement System (TCRS)**.
 - A five percent (5%) deduction will be automatically contributed per pay period.
- If an employee leaves the district before they are eligible to retire, he or she may apply for a refund of the monies they have contributed to TCRS.
- **TCRS: 1-800-770-8277**



How to Enroll

- Visit www.yourbenefitschoices.com/scs
- Create a username and password
- All new hires have **45 days** from their hire date to enroll in coverage



Staff Ethics (SCS 4002)

Employees are expected to adhere to standards of ethical behavior including, but not limited to, the following:

1. Maintain two-way communication with pupils, parents, staff members and community.
2. Solve problems which arise in a just and equitable manner.
3. Grow in skill and understanding in the job assigned.
4. Interpret the system's goals and operations to the public.
5. Represent the Board in such a manner that criticism is not directed at the Board.

To view this policy, visit www.scsk12.org/uf/policy



Harassment (SCS 4010)

We strive for a working environment for employees that is free from sexual, racial, ethnic, and religious harassment. It shall be a violation of this policy for any employee to participate in harassment activities exhibited through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to ensure an appropriate working environment.

Harassment of employees will not be tolerated. Harassment is defined as conduct, advances, gestures or words either written or spoken to include those of a sexual, racial, ethnic, or religious nature.

To view this policy, visit www.scsk12.org/uf/policy



Acceptable Use (SCS4015)

The Board supports the use of electronic communications for employees and expects that all faculty and staff will integrate the use of voice, data and video technologies throughout the school system and in the teaching and learning process.

However, the use of electronic technology is a privilege and is subject to all applicable state and federal laws and policies of the District. The Shelby County Schools Board of Education reserves the right to examine electronic mail messages, files on all types of Shelby County Schools' computers and servers, cache files, website logs and any other information stored or passing through the Shelby County Schools network systems. All personal computers and electronic devices are subject to Shelby County Schools Acceptable Use Policy when on Shelby County Schools' property.

To view this policy, visit www.scsk12.org/uf/policy



Child Abuse, Neglect, and Sexual Abuse (SCS 6017)

All personnel shall be alert for any evidence of child abuse or neglect, or child sexual abuse. Individuals who know or have reasonable cause to suspect that any child has been abused, neglected or sexually abused are responsible for immediately reporting such knowledge or suspicions directly to:

1. The judge having juvenile jurisdiction over the child; or
2. The office of the chief law-enforcement official where the child resides; or
3. The Sheriff of the county where the child resides; or
4. The Department of Children Services.

School personnel shall also immediately notify the Principal or Regional Superintendent (where appropriate).

To view this policy, visit www.scsk12.org/uf/policy



Resignations (TCA 49-5-411)

Teachers—Resignations—Breach of contract

- (a) The conditions under which it is permissible to break a contract with a local board of education are as follows:
 - (1) The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the local board of education;
 - (2) The drafting of a teacher into military service by a selective service board; and
 - (3) The release, by written mutual consent, by the local board of education of the teacher from the contract which the teacher has entered into with such local board of education.
- (b) A teacher shall give the director of schools **written notice of resignation at least thirty (30) days in advance** of the effective date of the resignation.



Fingerprinting & Background Checks

- Fingerprinting is a condition of employment for ALL EMPLOYEES.
- **Fingerprinting Cost:** \$42 (paid via payroll deduction)
- You must have a cleared background check prior to reporting to work.
 - Your HR Advisor will notify you if your background has not been cleared for you to begin work.
 - If you know of issues you have that may appear on your background information, please provide a written explanation of the events and court disposition to your HR Advisor.



Information Technology (IT)

- All full-time employees receive an email account.
- Email account information will be available to new hires **AFTER** the employee receives his/her first pay check.
- **More Information: Contact IT Help Desk**

Phone: 901-416-2700

Website: <http://hd.scsk12.org>



Identification Badges (ID)

New hires can pick up their ID at the following location:

SCS Central Office – Security Services

160 S. Hollywood

Room 150

PLEASE NOTE

Employees may pick up badges after receiving the first paycheck. ID badges **WILL NOT** be available prior to the receipt of first paycheck.



Teacher Compensation

- **Two teacher salary schedules**
 - Innovation Schools (iZone)
 - All other schools
 - **Exception:** Teaching high school math or science **and also** holding a degree in the specific subject area in which you teach
- **Experience Verification**
 - Certificated
 - Up to but not exceeding ten (10) years
 - Military
 - Up to but not exceeding five (5) years upon receipt of DD214



Payroll Information

- All employees are paid bi-weekly on Fridays.
- Employee pay schedules can be found on the SCS website in the EMPLOYEE GUIDE.
- **All employees are paid via direct deposit** and are to update W-4 and Direct Deposit information via the **EMPLOYEE PORTAL**.
 - Please contact our Help Desk at (901)416-2700 for assistance with logging into the employee portal.
 - Salaries appearing on your electronic check stub are prorated dependent upon the number of days remaining in the fiscal year.

Employee Leave

- Sick Leave
 - All full-time permanent staff employed with the district accrue sick time.
- Vacation
 - Only those employed in a full-time permanent 12-month position that does not require a teaching license are eligible to accrue vacation time.
- Personal/Professional (**FOR TEACHERS**)
 - Teachers are permitted two (2) personal/professional leave days per school year.



Shelby County Schools website

www.scsk12.org

Employee Guide

www.scsemploymentguide.com

Includes information on payroll changes, pay schedules, holiday calendars, salary schedules, etc.

Employee Portal

<https://hrportal.scsk12.org/hrempportal/>

View your electronic check stubs, update contact information, change withholdings, etc. Your email username and password are used to access the employee portal.



Contact Information

Benefits, Room 120

Email: benefits@scsk12.org | Telephone: (901)416-5344

Payroll, Room 130

- **Telephone:** 901-416-5402

Completed Health forms

- Return forms to receptionist's desk at the SCS BOE in a sealed envelope with your location/school's name and your name on the front of the envelope.
- Physical exams for full-time employees are available at SCS Family Care Clinics:
 - Gray's Creek: 2800 Grays Creek (7 a.m. – 5 p.m.)
 - Central Office East: 130 Flicker Street (8 a.m. – 6 p.m.)
- For appointments, please call 901-473-2628