



## **In-Processing Acknowledgement Statement Certified Employees**

My signature below verifies that I have been advised of my professional responsibility to familiarize myself with the contents of employment related informational items that pertain to my employment as a Certified Employee with the Clarksville-Montgomery County School System (CMCSS). I understand that this information is available by accessing the websites as indicated below. I further understand that where applicable, I can request a printed copy of this information. If I request a printed copy, my signature further verifies receipt of the same.

\_\_\_\_\_ Employee **Handbook** – The current CMCSS Employee Handbook is accessible at [www.cmcss.net](http://www.cmcss.net) and highlighting *Faculty & Staff* and clicking on *Employee Handbook*. *Printed copy available upon request.*

I acknowledge, with my initials, receipt of information on how to access the CMCSS Employee Handbook and agree to familiarize myself with the information in this handbook and to observe the guidelines set forth herein. I understand that this handbook does not form a contract between the School System and me; it is only intended as a general statement of current district employment practices. I also understand that the School District may change, rescind, or add to any procedures, benefits, or practices described in this handbook from time to time at its sole discretion, with or without prior notice to any employee. I understand that such changes will be done in writing and signed by the appropriate authority. I also understand that in the event that verbal or written communications issued before or subsequent to my receipt of this handbook appear to alter the contents of this handbook, the guidelines set forth herein will be considered the official position of the School District unless the handbook is revised in writing, and such revision is signed by the Director of Schools. My signature below indicates that I have been advised on how to access the CMCSS Employee Handbook via the organization's website.

\_\_\_\_\_ CMCSS Employee Dress Code HUM-A063 (Information Provided)

\_\_\_\_\_ Current information on the Tennessee teacher evaluation method, Tennessee Educator Acceleration Model (TEAM) is available at [www.team-tn.org](http://www.team-tn.org). Please direct specific questions about the process to your Principal.

\_\_\_\_\_ Employee **Safety Policy (RSK-A001)** – The current CMCSS Employee Safety Policy is accessible at [www.cmcss.net](http://www.cmcss.net). Click on *Policies & Procedures* at the bottom of the website, click *Administrative Policies* and select RSK-A001 Safety Policy. *Printed copy available upon request.*

\_\_\_\_\_ On the Job Injury Reporting Instructions (Information Provided)

\_\_\_\_\_ Required New Employee Safety Training – OSHA requires all employees to receive training regarding basic workplace safety policies and procedures. CMCSS guidelines require that this mandatory training be completed within 5 business days of in-processing with CMCSS. To access this training, log into PLAN and refer to your current class list.

\_\_\_\_\_ Required Annual Employee Training – This training is a review of federal, state, and local policies regarding the workplace. Your principal will provide you directions on completing this training within the first week of the school year. If you are hired after the first week of school, CMCSS guidelines require that this mandatory training be completed within 5 business days of in-processing with CMCSS. To access this training as a late hire, log into PLAN and refer to your current class list.



\_\_\_\_\_ School **Calendar** – The current School Calendar is accessible at [www.cmcSS.net](http://www.cmcSS.net) by clicking Student/Parent Information, then clicking CMCSS Calendar.

\_\_\_\_\_ Teacher **Calendar** (Information Provided)

\_\_\_\_\_ **Determination of Prior Service Credit** (Experience Verification Form, DD214)

\_\_\_\_\_ State **Laws Regarding Application, Resignation, and Breach of Contract**

\_\_\_\_\_ Information **for Partial Contract Teachers** (Information Provided)

\_\_\_\_\_ Job **Description** (Information Provided)

\_\_\_\_\_ Direct **Deposit Information** (Information Provided)

\_\_\_\_\_ Identification **Badge** -- All employees receive a CMCSS Identification Badge upon in-processing through Human Resources. Employees are required to wear this badge at all times while on the job or on any school grounds. Employees are required to return the badge upon resignation or termination from their position with the school system. Lost ID badges are replaced at the employee’s cost of \$5.00 per badge. Damaged badges will be replaced at no cost to the employee when the old badge is returned to Human Resources.

\_\_\_\_\_ Salary **Advancement** -- CMCSS affords all newly hired certified staff the opportunity to receive an advance in pay of up to \$1,000.00. Advanced pay is repaid through payroll deduction in equal payments of \$200.00 per month beginning in October, or the month after the employee was hired. To apply for advancement, certified employees must complete the CER-F007, Salary Advancement Request and submit the completed form to your Certified Employment Representative in Human Resources. Employees requesting salary advancement will be notified when their check is ready to pick up. Processing time is normally 10 working days from the date the request for advanced pay is received.

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Employee Name	(Print)	Employee Signature	Date
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My signature above verifies that I have received the information as indicated above, and copies of related documents where requested, pertaining to my employment as a Certified Employee with the Clarksville-Montgomery County School System. I understand that it is my professional responsibility to familiarize myself with the contents of employment related informational items that pertain to my employment as a Certified Employee with the Clarksville-Montgomery County School System (CMCSS). I understand that this information is available by accessing the websites as indicated above.

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**