

## Employee Resource Guide

Welcome Letter Superintendent Dr. Mark Ernst

Welcome to Tooele County School District (TCSD); You are now one of our over 2,000 employees serving more than 20,000 students in traditional brick-and-mortar schools and online education. For our students to learn and achieve their dreams, TCSD must excel by having the best teachers, leaders, and support staff. Our curriculum, instruction, and assessments must meet students' needs and prepare them for graduation and beyond. We want all employees to help us communicate the great happenings around our district to create a positive culture and cultivate lasting relationships. You are vital to helping us have safe and orderly environments in each building and throughout the district. TCSD has systems of operations providing for the well-being of our students and employees. I know you bring new ideas and excitement to us; we welcome your enthusiasm.

Working in education is a noble profession, with each employee vital to the success of our students. Coming to school each day, you find joy with your students and satisfaction as you see them reach and exceed their goals.

Thank you for choosing to become a part of our schools.

Warm Regards,

Mark Ernst, Ed.D.

Our Awesome School Board Members



District 6  
Melissa Rich, Board President  
Term Expires 2026  
mrich@tooeleschools.org



District 1  
Robert Gowans, Board Vice President  
Term Expires 2024  
rgowans@tooeleschools.org



District 2  
Julia Holt, Board Member  
Term Expires 2024  
jholt@tooeleschools.org



District 3  
Scott Bryan, Board Member  
Term Expires 2024  
sbryan@tooeleschools.org



District 4  
ValaRee Shields, Board Member  
Term Expires 2024  
vshields@tooeleschools.org

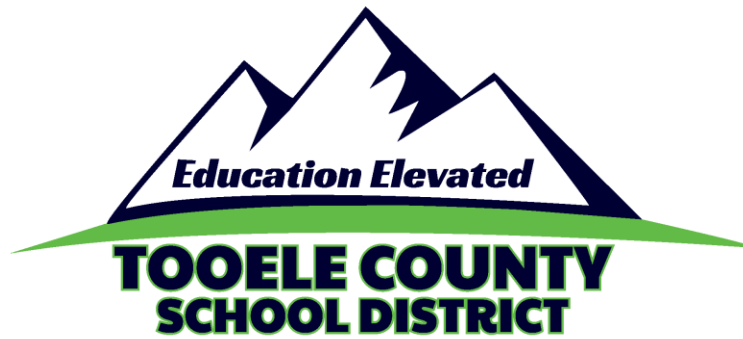


District 5  
Emily Syphus, Board Member  
Term Expires 2026  
esyphus@tooeleschools.org



District 7  
Elizabeth Smith, Board Member  
Term Expires 2026  
elismith@tooeleschools.org





## Board of Education

The main page for Tooele County School District Policies can be found at the following link. This link is resourceful for school board schedules and current agenda items. The site produces a quick link to search by item or policy number. Current policies under review and past school board agendas can be reviewed. [Tooele County TCSD Policy's](#)

## Equal Employment Opportunity

Tooele County School District is committed to the principles of non-discrimination and equal employment opportunity in all its employment policies and practices, including recruitment, hiring, training, compensation, benefits, transfers, promotions, training, educational opportunities, terminations, recreational programs, and all other terms and conditions of employment. Tooele County School District will make every effort to ensure that all of its employment policies and practices are administered without discrimination based on race, color, national origin, ancestry, citizenship status, sex, sexual orientation, transgender expression or identity, pregnancy, marital status, parental status, religion, age, disability, past or present service in the uniformed services of the United States, genetic makeup, or any other legally protected basis.

Tooele County School District will take all necessary steps to ensure that all employees and applicants are not subjected to harassment, intimidation, threats, coercion, or discrimination, because the individual has (a), filed a complaint, (b) participated, furnished information, or assisted in any manner in an investigation, compliance review, hearing, or other activity related to the administration of federal and state anti-discrimination mandates, (c) opposed any act or practice that violates any federal, state or local equal opportunity laws, or (d) exercised any other right protected by federal, state or local equal opportunity laws

If you believe you have been subjected to any form of discrimination in any condition of employment based upon your membership in a protected class, or your association with a member of a protected class, you should promptly report the perceived discrimination to your supervisor or, if you believe your supervisor has discriminated against you, report the issue to Wynn Porter Director of Human Resources

[Policy #4004](#)

## Recruitment and Selection

The Board of Education of the Tooele County School District recognizes that personnel is the most important resource within the District for effectively conducting a quality-learning program. It is in the best interests of the school children of the District that personnel policies be adopted and implemented to assure that the best available persons be employed by the District.

- Licensed Position Approval and Recruitment
- Selection and Appointment
- Transfers
- Classified Positions
- Involuntary Transfer

[Policy # 4005](#)

## Condition and Requirements of Employment

Determination of Salary Schedule Placement for Licensed Employees In determining teaching experience for salary schedule placement, full credit will be allowed for teaching in the Tooele County School District, and the first ten (10) years teaching outside the District.

Determination of Salary Schedule Placement for Classified Employees. In determining work experience for salary schedule step placement, full credit will be allowed for work in the Tooele County School District, and up to five years for work in a similar position with similar qualifications and responsibilities outside the District [4007 # Policy](#)

## Educator Evaluation

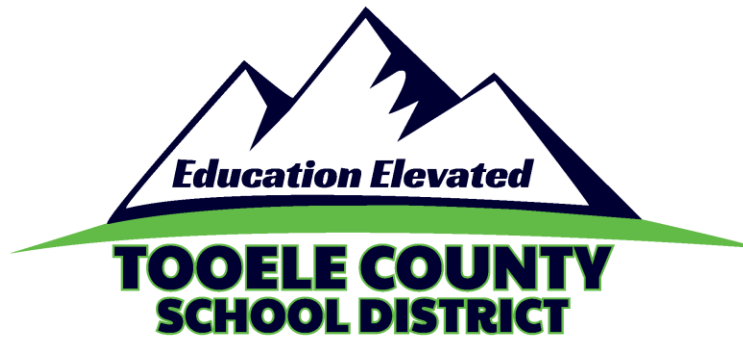
The purpose of the formal educator evaluation system of the Tooele County School District (TCSD) is to ensure that the best possible instruction and learning are accomplished and to provide feedback to the educator to promote professional growth in conjunction with the educator's plan for professional development.

- **Training and notification**
- **Provisional**
- **Career**
- **Evaluation Process**

[4009 Policy](#)

## Employee Discrimination and Harassment

The Tooele County School District is committed to providing an environment free from illegal harassment and other forms of discrimination based upon sex, race, color, ethnic background, national origin, religion, creed, age, citizenship, disability, and/or status of a veteran of the Vietnam Era. It is the



belief of the Tooele County School District that an environment free of discrimination and harassment is a necessary part of a healthy learning and working environment. [Policy # 4013](#)

## Employee Leave

An employee must be a full-time employee to accrue any type of leave. A full-time employee is an employee who works on average at least 30 hours per week throughout the school year. Any employee who is not considered a full-time employee will be ineligible for any accrual of leave. The following list and definitions are found in the policy.

- Sick Leave
- Personal Leave
- Leave of Absence
- Civic Duty
- Annual Leave
- Holidays
- Professional
- Family
- Bereavement
- 

### iVisions - Leave Addition/Subtraction

All employees MUST input into iVisions before their absence with as much notice as possible. The reason they need to put it in iVisions is because that is where their leave is added at the start of the year and deducted when they put in for leave.

### Frontline/AESOP - Substitutes

Employees requiring a substitute MUST input into FrontLine/AESOP as well as iVisions. If they do not require a substitute (e.g. literacy coach, counselor, etc) they do not have to add it here as well.

### [4014 Policy](#)

## Nepotism

No Board member or employee of the District may employ, appoint, or vote for or recommend the appointment of a relative or household member in or to any position or employment when the appointee will be directly supervised by a relative or household member, unless:

1. The appointee will be compensated from funds designated for vocational training;
2. The appointee will be employed for 12 weeks or less;

3. The appointee is a volunteer as defined by the District; or
4. The Superintendent determines that the appointee is the only or best person available, qualified, or eligible for the position. [Policy # 4025](#)

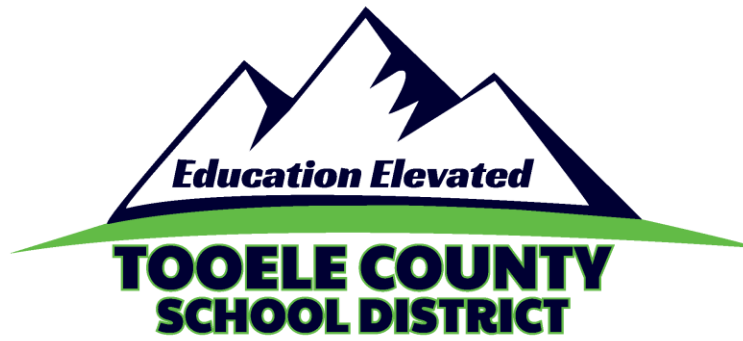
## **Employee Prohibition of Bullying, Abusive Conduct, Hazing, and Cyber-Bullying**

Bullying, cyber-bullying, and hazing of students and employees are prohibited, are against federal, state, and local policy, and are not tolerated by Tooele County School District. Hereafter referred to as TCSD. TCSD is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, TCSD has in place policies, procedures, and practices designed to reduce and eliminate bullying, cyber-bullying, and hazing—including civil rights violations or actions based on a student’s or employee’s actual or perceived race, color, national origin, sex, disability, religion, religious clothing, gender identity, sexual orientation, or other physical or mental attributes—as well as processes and procedures to deal with such incidents [Policy # 4030](#)

## **Sexual Harassment Employee Policy**

Tooele County School District policy is to maintain a learning and working environment that is free from sexual harassment. The District prohibits any form of sexual harassment. The Board of Education of the Tooele County School District does not discriminate on the basis of sex in its programs and activities and is required by Title IX and 34 CFR Part 106 not to discriminate on the basis of sex, including but not limited to such discrimination in admission and employment

[Employee Policy #4036](#)



## Tooele School Districts organizational Chart and departments

The link below is an infographic of the Tooele County School District (TCSD) organizational chart and assignments [\(TCSD\) Organizational Chart](#)

### TCSD Departments Links and References:

- [TCSD home page and Departments](#)
- [Teaching and Learning](#)
- [Assessment and Research](#)
- [Communications](#)
- [Finance](#)
- [Human Resource Team](#)
- [Benefits and Insurance Documents](#)
- [Technology Department \(IT\)](#)
- [Operations](#)
- [Child Nutrition Program \(CNP\)](#)
- [Transportation](#)
- [Special Education Services](#)
- [Student Services](#)

## Volunteer Opportunities

All volunteers have to have background checks before working with students. Tooele County School district is using App Garden to track volunteers working with our students. register with App Garden. The registration process includes a background check that can be scheduled by emailing Alesha Allred at [alallred@tooeleschools.org](mailto:alallred@tooeleschools.org) or calling 435-833-1900 ext. 1128. Start your application with the following link to App Garden [App Garden volunteer management system](#)

## Teacher Loan Forgiveness Link

Tooele County School District is here to help. We've partnered with Horace Mann to bring you easy-to-use online tools, knowledgeable loan coaches, and personal consultations to help you manage your student loan debt, apply for federal loan forgiveness and get on a path toward a brighter financial future.

With Horace Mann Student Loan Solutions, you'll be able to:

- Learn more about recent updates to the Public Service Loan Forgiveness (PSLF) program
- Determine your best repayment plan & calculate your loan forgiveness potential
- Receive ongoing support and guidance

This program is complimentary just for being a district employee. Learn more and get started by visiting <https://www.horacemann.com/student-loan-debt-help/signup>.

Human Resources for TCSD will continue to help you with the PLSF forms regardless of participation if you choose to do the paper pencil mail-in form instead.

After you have created your no-cost Student Loan Solutions account, loan coaches are available to help you via phone, chat and email, and our local Horace Mann representative is here to support you with one-on-one consultations. He can review your unique student loan situation, help you find ways to save money, and direct those savings toward your other life goals to help you get on a path toward a brighter financial future.

Feel free to reach out to him at:

Mario Pia

Intermountain Educators Insurance & Financial Co.

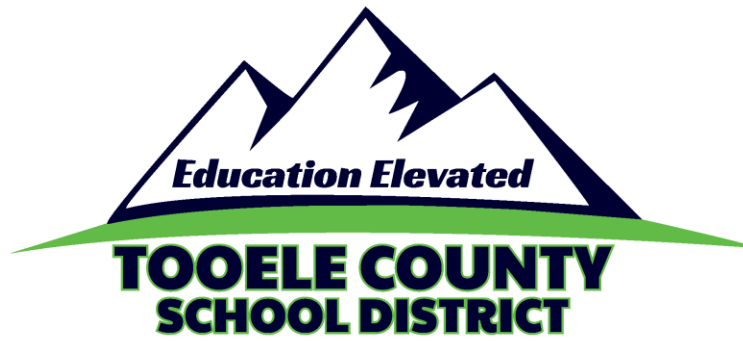
PO Box 2010

West Jordan, UT 84084

801-566-2313

[mario.pia@horacemann.com](mailto:mario.pia@horacemann.com)





## Safe Schools

[Safe Schools Completed before the start of each school year. New hires within two weeks of starting employment.](#)

## Speak Up

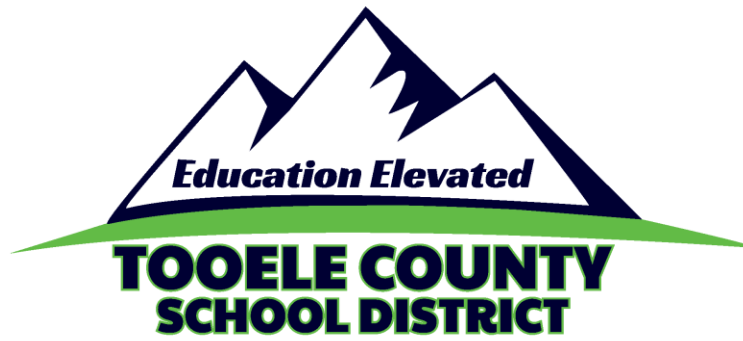
Report an incident - This system makes it easy to report an incident about workplace issues like financial and auditing concerns, theft, substance abuse, and unsafe conditions. [Speak up](#)

## Our Awesome Community

[Tooele City Video Tours of Tooele](#)

FAQ

Question	Answer
I've recently been married or divorced, how do I change my name on my employee records with HR?	You must bring an updated Social Security Card to Human Resources with your new legal name on it before HR can make the change in
Can I keep the same email address if I legally change my name?	No. HR must report your new legal name to the IT department and other departments so that your new legal name is reflected on everything applicable to your position .
I have just earned a degree or college credits. How do I submit the new information to HR so that I can be given a pay increase?	In April of each , HR will send out an email to all employees with instructions on how to submit your degree or credits to HR for review and consideration towards a Lane Advancement. If your information is verified and approved, your advancement will be reflected on the Sept. 5th paycheck of
I have recently had a family member pass away, can I be paid for the time I need to take off for the funeral?	Only fulltime benefit eligible employees can receive bereavement leave.
How do I increase my 401K contribution	You must logon to your URS account or call URS at 1-801-366-7700 to adjust your 401K
Do I have to renew my benefits?	Yes, every year in July
How do I know if my URS Account is Tier One or Tier Two?	If you were hired before July 1, 2011 you are Tier One (this includes other years of URS Service outside of TCSD) . If you were hired after July 1, 2011 your are Tier Two.
I have recently moved and I need to update my address with Human Resources. How do I do this?	You can logon to your IVIONS account and update it yourself, or you can contact Human Resources and they can update it for you.



## IN CASE OF WORKPLACE INJURY

ACCION a seguir en caso de un accidente en el trabajo



AVAILABLE  
24 HOURS A DAY

1-888-375-0279

Employer Name (Nombre De Compania)

Search Code (Código Del Búsqueda)

Tooele School District

USB30

1

**Injured worker notifies supervisor.**

Empleado lesionado notifica a su supervisor.

2

**Supervisor/Injured worker immediately calls injury hotline.**

Supervisor / Empleado lesionado llama inmediatamente a la línea de enfermeros/as.

3

**Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.**

Profesional Médico obtiene información por teléfono y asiste al empleado lesionado en localizar el tratamiento médico adecuado.

**NOTICE TO EMPLOYER/SUPERVISOR:** Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site, when possible.