

F.A.Q.

Frequently Asked Questions - Onboarding (Starting Employment)

What documents are required?

- Drug Screen, *must be completed prior to completing further HR paperwork*, print and use this form [Drug Screen Form](#)
- The HR dept will need a copy of your social security card, driver's license, and banking information
- Background check, reference this document [Background Check](#)
- Complete these forms, [Certified Employees](#) (Teachers/Administrator/Counselors, etc) [Classified Employees](#) (Nurses/Paras/Office Staff/Drivers/CNP/Maintenance)
- For Certified employees, provide each of your previous employers with this form (also included in the Certified Employees new hire packet) for verification of experience, this will ensure you are placed on the correct salary step. Please instruct your previous employer to send the completed form back to us as soon as possible. [EXP Form](#)

When will I receive my first check?

Nine-month (182, 187 days) and ten-month (202 days) employees will begin receiving checks the last weekday of September. First-year employees have the option to start receiving pay the last weekday of August by reducing their monthly pay (Annual Pay divided by 13, instead of 12).

****Please Note**:** Chickasaw City Schools issues payroll **once per month** via direct deposit. How do I know what my salary will be?

Your salary will be determined by the type of work you are performing, your highest in-field degree, and the amount of relevant school experience you have. Salary Schedules can be found at this [LINK](#).

When will my PEEHIP and other insurance coverages begin?

You **must enroll within 30 days** of your employment date in any of the PEEHIP plans using [PEEHIP Member Online Services \(MOS\)](#) to have coverage. You will have the option to select either the date of hire, the first day of the month following the date of hire, or October 1st (if hired during open Enrollment) as your beginning date of coverage. New employees who have enrolled in PEEHIP coverage effective their date of hire or the first of the month following their date of hire must make payment directly to PEEHIP for their initial premiums through MOS.

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Can I transfer my sick leave balance from another school system?

Yes, you can request a sick leave transfer from payroll@chickasawschools.com after your hire has been board approved. These days will be available after the days have been received from your prior employer.

How can I access paystubs/W2s/leave balance information?

Chickasaw City Schools is proud to offer Employee Self-Service ([ESS LINK](#)) Follow the instructions the on screen to set up your account.

How many sick and personal days will I receive?

All employees who work a full contract year will receive two personal days and one sick day for every month of service. (Nine-month employees receive nine sick days per year, ten-month employees receive ten. etc.)

How do I attain tenure?

□ Tenure (or non-probationary status) for both certified and classified employees is based upon the completion of three (3) consecutive school years of full-time employment with the same employer. Tenure/Non-probationary status is governed by statute.

A complete school year is defined by the Students First Act as one in which an employee is hired before October 1 of that school year and works through the end of the school year. If the employee was hired on or after October 1, then the school year they were hired in does not count toward tenured status.

Tenure is attained upon the completion (i.e. the last day) of the third full, consecutive school year, provided a notice of termination is not delivered within the time frame set forth by the Students First Act.

Service time as a classified employee does not count toward tenure as a certified employee and vice versa. If an employee is hired in a classified position and later accepts a certified position, their experience toward tenure starts over. This is also true of certified employees who accept classified positions.

Please review the following example for clarification. A person is hired on 02/25/2024:

- 2023/2024 – Not a complete school year, so this would not count toward tenure.
- 2024/2025 – Year 1
- 2025/2026 – Year 2
- 2026/2027 – Tenured at the end of year 3, if notice of termination has not been delivered within the time frame set forth by the Students First Act.