



THE DEPARTMENT OF HUMAN RESOURCES

160 S. Hollywood Street • Memphis, TN 38112 • (901) 416-5304 office • (901) 416-6459 fax • www.scsk12.org

FAQs: Accepting Position

As an employee impacted by the organizational transition, the final day in your current role will be June 30, 2024. All central office personnel identified during the reorganization transition are eligible for a payout of vacation days upon request.

- If you receive an offer for a new position, and you accept the offer, your new position will begin effective July 1, 2024. For those employees transitioning out of a 12-month position, your official return date will be included in the acceptance letter provided to you from Human Resources.
- If you receive an offer for a new position, and you decline the offer for the new position, your final day in your current position will be June 30, 2024.
 - You will no longer report to your current work location.
 - Your final check will be August 16, 2024.
 - You will continue to receive benefits through August 31, 2024.
- If you receive an offer for a new position, and you do not provide a decision to accept or decline the new position, your current position will end June 30, 2024. Your final check will be June 21, 2024.
- If you receive an offer, your decision should be communicated to Human Resources on or before June 17.
- Please email your request/questions regarding a payout of vacation days to Jason Mayse at maysej@scsk12.org.

Contact information:

Benefits	benefits@scsk12.org
Compensation	officeofcompensation@scsk12.org
Licensure	scsrecruits@scsk12.org
Staffing	hrinstructionalstaffing@scsk12.org
General HR	hrsupport@scsk12.org
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