

VANCE COUNTY SCHOOLS EMPLOYEE HANDBOOK



MISSION STATEMENT

The Vance County School System is committed to educating all students to prepare them for lifelong learning and productive citizenship.

VANCE COUNTY SCHOOLS EMPLOYEE HANDBOOK

About This Handbook

This handbook represents selected information that should answer many questions about employment-related matters, benefits, and compensation. As a new or returning employee, you should also familiarize yourself with Vance County Board of Education policies. You can access a copy of the school board policies at your assigned workplace, on the Internet (www.vcs.k12.nc.us, click Board of Education, then click Board Policy Manual), or at the Vance County Schools' Administrative Service Center, 1724 Graham Avenue, Henderson N.C.

Additional materials, including curriculum guides, school improvement plans, and school policies and procedures are available through your immediate supervisor. This handbook summarizes many detailed provisions related to employment, benefits, and other job-related matters. The Vance County Schools' Policy Manual will always govern when issues are questioned. Finally, there is nothing in this handbook that is intended to create or imply contractual rights.

For more detailed information on Public School Employment Policies, please go to NC Public Schools, Benefits and Policy Manual:

(<http://www.ncpublicschools.org/docs/humanresources/district-personnel/key-information/policymanual.pdf>)

Vance County Schools does not discriminate nor make any decision concerning employment, promotion, discharge, pay, providing of fringe benefits, or any other aspect of employment based on an individual's race, religion, color, national origin, gender, age, or disability. A conscientious effort will be made by all supervisory personnel to prohibit discrimination against any individual in employment practices/procedures, including sexual harassment, and to reasonably accommodate employees and applicants with disabilities. The administration will take appropriate action to ensure that all personnel transactions are implemented in a fair and impartial manner. Employee inquiries regarding discrimination should be directed to:

Executive Director for Human Resource Management
Vance County Schools
1724 Graham Avenue
Henderson, North Carolina 27536
Telephone: (252) 492-2127
Fax: (252) 430-7710

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EMPLOYEE DUTIES AND RESPONSIBILITIES

Compliance with Board of Education Policies

It is the responsibility of all employees to become knowledgeable of the printed policies of the Vance County Board of Education. Employees will be held accountable for compliance with board policies.

Standards of Professional Conduct - 16 NCAC 06C .0602

(a) The standards listed in this Section shall be generally accepted for the education profession and shall be the basis for State Board review of performance of professional educators. These standards shall establish mandatory prohibitions and requirements for educators. Violation of these standards shall subject an educator to investigation and disciplinary action by the SBE or LEA.

(b) Professional educators shall adhere to the standards of professional conduct contained in this Rule. Any intentional act or omission that violates these standards is prohibited.

(1) Generally recognized professional standards. The educator shall practice the professional standards of federal, state, and local governing bodies.

(2) Personal conduct. The educator shall serve as a positive role model for students, parents, and the community. Because the educator is entrusted with the care and education of small children and adolescents, the educator shall demonstrate a high standard of personal character and conduct.

(3) Honesty. The educator shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties including the following:

(A) statement of professional qualifications;

(B) application or recommendation for professional employment, promotion, or licensure;

(C) application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit;

(D) representation of completion of college or staff development credit;

(E) evaluation or grading of students or personnel;

(F) submission of financial or program compliance reports submitted to state, federal, or other governmental agencies;

(G) submission of information in the course of an official inquiry by the employing LEA or the SBE related to facts of unprofessional conduct, provided, however, that an educator shall be given adequate notice of the allegations and may be represented by legal counsel; and

(H) submission of information in the course of an investigation by a law enforcement agency, child protective services, or any other agency with the right to investigate, regarding school related criminal activity; provided, however, that an educator shall be entitled to decline to give evidence to law enforcement if such evidence may tend to incriminate the educator as that term is defined by the Fifth Amendment to the U.S. Constitution.

(4) Proper remunerative conduct. The educator shall not solicit current students or parents of students to purchase equipment, supplies, or services from the educator in a private remunerative capacity. An educator shall not tutor for remuneration students currently assigned to the educator's classes, unless approved by the local superintendent. An educator shall not accept any compensation, benefit, or thing of value other than the educator's regular compensation for the performance of any service that the educator is required to render in the course and scope of the educator's employment. This Rule shall not restrict

performance of any overtime or supplemental services at the request of the LEA; nor shall it apply to or restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents, or other persons in recognition or appreciation of service.

(5) Conduct with students. The educator shall treat all students with respect. The educator shall not commit any abusive act or sexual exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that educator, as defined below:

(A) any use of language that is considered profane, vulgar, or demeaning;

(B) any sexual act;

(C) any solicitation of a sexual act, whether written, verbal, or physical;

(D) any act of child abuse, as defined by law;

(E) any act of sexual harassment, as defined by law; and

(F) any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The term "romantic relationship" shall include dating any student.

(6) Confidential information. The educator shall keep in confidence personally identifiable information regarding students or their family members that has been obtained in the course of professional service, unless disclosure is required or permitted by law or professional standards, or is necessary for the personal safety of the student or others.

(7) Rights of others. The educator shall not willfully or maliciously violate the constitutional or civil rights of a student, parent/legal guardian, or colleague.

(8) Required reports. The educator shall make all reports required by G.S. 115C.

(9) Alcohol or controlled substance abuse. The educator shall not:

(A) be under the influence of, possess, use, or consume on school premises or at a school-sponsored activity a controlled substance as defined by G.S. 90-95, the Controlled Substances Act, without a prescription authorizing such use;

(B) be under the influence of, possess, use, or consume an alcoholic beverage or a controlled substance on school premises or at a school-sponsored activity involving students; or

(C) furnish alcohol or a controlled substance to any student except as indicated in the professional duties of administering legally prescribed medications.

(10) Compliance with criminal laws. The educator shall not commit any act referred to in G.S. 115C-332 and any felony under the laws of the United States or of any state.

(11) Public funds and property. The educator shall not misuse public funds or property, funds of a school-related organization, or colleague's funds. The educator shall account for funds collected from students, colleagues, or parents/legal guardians. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

(12) Scope of professional practice. The educator shall not perform any act as an employee in a position for which licensure is required by the rules of the SBE or by G.S. 115C or the North Carolina General Statutes during any period in which the educator's license has been suspended or revoked.

(13) Conduct related to ethical violations. The educator shall not directly or indirectly use or threaten to use any official authority or influence in any manner that tends to discourage, restrain, interfere with, coerce, or discriminate against any subordinate or any licensee who in good faith reports, discloses, divulges, or otherwise brings to the attention of an LEA, the SBE, or any other public agency authorized to take remedial action, any facts

or information relative to actual or suspected violation of any law regulating the duties of persons serving in the public school system, including but not limited to these Rules.

History Note: Authority G.S. 115C-295.3; Eff. May 1, 1998.

Staff Ethics and Standards of Conduct

(Ref. Bd. Policy GBC)

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. All Vance County employees are expected to maintain high standards in their school and community relationships. These standards include the following:

The maintenance of just and courteous professional relationships with students, parents, staff members, and others;

The maintenance of their own efficiency and knowledge of the developments in their field of work;

The transaction of all official business with the properly designated authorities of the school system;

The establishment of friendly and intelligent cooperation between the community and the school system;

The placement of the welfare of children as the first concern of the school system which will require the appointments of positions and promotions be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical;

Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind;

Directing any criticism of other staff members or of any department of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative authority to improve the situation and then to the Superintendent, if necessary; and

The proper use and protection of all school properties, equipment, and materials.

The Uniform Workday

Elementary teachers and teacher assistants will work from 7:30 a.m. to 3:30 p.m. each day. At the middle and high schools, teachers and teacher assistants will work from 7:40 a.m. to 3:40 p.m. daily. This schedule may be altered to meet the needs of an individual school, but under no circumstances will the length of the workday be less than seven hours and thirty minutes.

Other Non-Certified Staff - The normal workday shall not exceed eight (8) work hours with exceptions as specific job requirements may require.

Central Office staff will work from 8:00 a.m. to 5:00 p.m. With approval from your immediate supervisor, this schedule may be altered to meet the needs of an individual.

Licensure

Each professional employee is responsible for establishing and maintaining licensure in his or her area of employment. In cases where the school system has requested a provisional licensure, it is the responsibility of the individual to satisfy the annual requirements for licensure extension in order to maintain employment status with Vance County Schools.

Identification Badges

All employees, contractors, volunteers and consultants are expected to visibly display, attached to their person, the approved Vance County Schools' photo identification badge while on any property owned or leased by the Board of Education, during school hours or at any time the employee is acting in the course and scope of his/her employment with the Board of Education. Identification badges will be provided by the school district upon employment and remain the property of the Vance County Schools. Individuals ending employment with the Vance County Schools are required to turn in their ID

badge to their principal or immediate supervisor. Replacement badges can be obtained by calling the Human Resource Department.

Reporting Child Abuse or Neglect

In accordance with G. S. 115C-400, “Any person who has cause to suspect child abuse or neglect has a duty to report the case of the child to the Director of Social Services of the county, as provided in G.S. 7A-543 to 7A-552.” The employee also will report the case immediately to the principal. Any doubt about reporting a suspected situation will be resolved in favor of reporting and the report will be made immediately. A school employee is immune by statute from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect. Failure on the part of any school employee to report may result in disciplinary action being brought against the employee by the district or civil action under the law.

Solicitations

All solicitations not concerning the school itself are prohibited. All school sponsored fund raising activities and projects shall require the approval of the Vance County Board of Education.

Transfers

(Ref. Bd. Policy GCI-R)

A staff member may request a change of assignment to one or more specified schools and/or may file a general request for assignment to any school which may have a suitable vacancy. Appropriate certification for the requested position is a prerequisite to filing any request.

I. Procedure for filing a transfer request

A. Obtain a Transfer Request Form at your school office or from the Human Resource Office.

B. Present your request to your principal for signature as notification of your plans to transfer.

C. Submit your completed request form to the Human Resource Office.

The regular period for considering requests will be April 1st through June 1st. Further consideration may be given after June 1st provided the person making the request has secured a written statement from his/her principal or immediate supervisor agreeing to an extension of time until a specified date. This statement must be attached to the Transfer Request Form and submitted to the personnel office.

II. Procedure for honoring a transfer request

A. Principals will be notified of transfer requests periodically between April 1st and June 1st by Human Resources.

B. Requests will be held in a special transfer file in the personnel office and made available to principals at their request.

C. The principal will contact a teacher who has filed a request and will arrange for an interview with him/her.

D. The principal will then notify the personnel office of the decision on the request.

III. Response to request

A. A response to all requests will be given by the personnel officer during the first week in June.

B. Request forms for those being approved for transfer will be retained by the personnel office for files.

C. If an extension of time is granted, an additional response will be given at the end of the extended period.

IV. Official status of assignment

A. All transfer requests are considered with the following provisions:

1. the teacher allotment for the particular school has been established.

2. all displaced teachers have been suitably placed.

3. the principal has developed a realistic plan for meeting federal guidelines for racial balance in staffing.

Resignation

Licensed employees must give a 30-day notice prior to resigning from Vance County Schools. The 30 days are counted from the date of receipt of the resignation by the Human Resources Office. Failure to give 30-days notice may result in license revocation as outlined in G.S. 115C-325(o).

Non-licensed support staff should give at least 14 calendar days notice prior to resigning from their employment with Vance County Schools.

Employee Absences

When absent from duty for whatever reason, an employee must notify the appropriate supervisor of his/her inability to report to work by the time designated by the supervisor. If the employee fails to notify the appropriate supervisor of his/her absence, a deduction may be made from his/her salary for the time lost. Unreported absences or leaving the job site without authorization may be considered grounds for termination.

Absences that exceed five (5) days due to illness of self or immediate family member, requires an approved leave of absence with medical certification.

Health Certificate/Physical Examination

In accordance with North Carolina General Statute 115C - 323, all public school employees upon initial employment and those who have been separated from public school employment more than one school year, or who have been absent for more than 40 successive school days because of a communicable disease, shall file a completed North Carolina Public Schools Health Examination Certificate certifying their freedom from any communicable disease, or any disease, physical or mental, which would impair the person's ability to perform his/her job duties. The local board of education or the Superintendent or his/her designee may require any employee to take a physical examination whenever deemed necessary.

EMPLOYEE CLASSIFICATIONS

Permanent Employee

A permanent employee defined as an individual employed with the expectation of permanent employment if present needs and funds continue, or employed for at least six full consecutive monthly pay periods to replace one or more employees who are on leave of absence without pay; and may be full-time or part-time.

Full-Time Employees

Full time employees are employed to work at least 30 hours per week and are eligible for full benefits.

Full benefits include:

1. all insurance plans offered by the school system
2. all financial plans offered by the school system
3. leave days (sick, annual etc.) earned at the full rate for years worked
4. State Teachers' and Employees' Retirement System
5. longevity payments
6. leave of absence
7. NC State Employees' Credit Union
8. general liability insurance

Part-Time Employees

Part time employees are employed to work at least 20 hours per week, but less than 30 and are eligible for pro-rated (partial) benefits.

Pro-Rated (partial) benefits include:

1. health insurance may be purchased by paying the employee and employers' cost leave days (sick, annual etc.) earned on a pro-rated (partial) basis for years worked
2. longevity payments
3. leave of absence
4. NC State Employees' Credit Union
5. tax deferred annuities 403 (b) programs
6. general liability insurance

Licensed Employees

Probationary Contracts

A probationary year consists of a minimum of one hundred and twenty (120) working days during a fiscal year (actual days at work excluding sick leave, annual leave and holidays) for teachers. If a probationary teacher does not work 120 workdays as a full-time, permanent teacher during the fiscal year because the teacher is on sick leave, disability leave or both, that year shall not be deemed to constitute a consecutive year of service for the teacher. Newly licensed instructional employees who hold clear Standard Professional 1 or 2 North Carolina licenses are eligible for probationary contracts which carry probationary status for a maximum of four (4) consecutive years.

Licensed employees who come to Vance County Schools holding career status from another North Carolina school unit are given probationary contracts which carry probationary status for a maximum of one (1) year.

Licensed employees who come to Vance County Schools from out-of-state school units and are eligible to hold clear North Carolina licenses are given probationary contracts which carry probationary status for a maximum of four (4) consecutive years.

Licensed employees who formerly held career contracts with Vance County Schools and who are re-employed in the school system are given probationary contracts which carry probationary status for one (1) year.

Career Contracts

Career contracts and career status (tenure) are given to licensed employees designated by the State to be eligible for such status, who have met the requirements established under probationary contracts and have received approval by the Vance County Board of Education. Upon

notification of the effected employee, career contracts become effective immediately.

Interim Contracts

1. must be in temporarily vacant positions;
2. are short-term for a specific period of time, not to exceed one school year; and,
3. are less than full-time and do not to exceed one school year.

Interim employees are not eligible to be placed in the tenure track until they hold a valid and clear license in at least one subject area.

Administrative Contracts

Principals and assistant principals, and certain directors and supervisors who have not attained career status under the provisions of GS 115C-325 will be issued initial two-year contracts and are eligible for extensions of four (4) years according to the provisions of General Statute 115C-287.1.

If any licensed employee believes that he/she has not been issued the correct contract or the correct number of years of probationary status, it is the employee's responsibility to advise the Executive Director of Human Resources, so that any discrepancy can be reviewed and appropriately resolved.

Classified Employees

Classified employees are at will employees employed in positions within Vance County Schools typically referred to as "support" positions. Classified employees may be designated exempt or non-exempt consistent with the Fair Labor Standards Act and may be paid on either an hourly or yearly wage. Classified support positions include but are not limited to: office support, maintenance support, bus drivers and transportation support, child nutrition support, and paraprofessionals. Classified employees

generally work an eight-hour day and forty hour week. Child Nutrition employees generally work less than eight hours per day. Hours are specified by the Director of Child Nutrition at the time of employment with the daily schedule is set by the school based manager. School Bus Drivers are generally employed for less than eight hours per day. They are employed for the length of time that is required to run the bus route they are assigned and work only on student attendance days.

Substitute Teachers

Substitute teachers are not considered to be full time permanent employees and are only employed on an as needed basis. Substitute teachers are considered at-will employees. This means the substitute teacher or Vance County Schools has the right to terminate the employment relationship at any time, with or without reason. Pursuant to North Carolina General Statute 96-8(10) e, substitute teachers shall not be considered unemployed for days or weeks, including summer months or when school is not in session, when not called to work unless the substitute teacher is notified they are no longer employed as a substitute teacher.

Approval Procedure

An approved list of substitute teachers will be kept on file in the Human Resources office. Any substitute teacher whose name is on this list is considered qualified. Minimum requirements for substitute teaching are as follows:

1. Completed application on file in the Human Resources office, including three completed reference forms with satisfactory ratings.
2. High School Diploma or G.E.D.
3. Substitute teacher training or teacher certification.
4. Current Health Certificate.
5. Satisfactory Criminal History Record and Drug Screening
6. Approval by the Board of Education.

Employee Volunteers

Non-exempt support employees are not allowed to volunteer within their regular work duties without compensation. For example, the regular work duties of teacher assistants include supervision of children, so teacher assistants may not volunteer to coach or be club advisors unless they meet specific requirements designated by the school system and sign a waiver indicating their volunteer work is non-compensatory time. Volunteers must do so of their own free will.

SELECTED POLICIES AND PROCEDURES

Staff Conflict of Interest

(Ref. Bd. Policy GBCA)

All employees of the Vance County Board of Education shall avoid any conflict of interest and the appearance of such conflict with their responsibilities as employees of the school system. To this end:

1. No employee shall endorse any book, material, equipment or similar matter to students or parents when the employee is receiving any type of remuneration from such endorsement.

2. No employee shall engage in or have a financial interest in any activity that raises a reasonable question of conflict with his/her duties and responsibilities.

3. No employee shall accept gifts, favors, or specials from salesmen and/or business firms.

4. No employee shall have direct supervision of an immediate family member defined as spouse, children, parents, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, stepmother, and stepfather.

5. All employees are discouraged from accepting gifts and favors from students.

Legal Reference: G.S. 14-236; 14-237

Professional Dress

(Ref: Bd. Policy GCDB)

The Vance County Board of Education believes it is the responsibility of the school system to foster good habits of dress

and grooming among its students. This responsibility is most effectively fulfilled through the example set by each school system employee.

Employees of the Vance County School System are expected to dress and be groomed appropriately to meet the requirements of their job while projecting a positive image to students and the public. Employees' dress becomes part of the school system's atmosphere and should enhance rather than detract from that atmosphere for learning and order.

The Vance County Board of Education holds that dress must not be demonstrably disruptive, just be in accordance with health and safety standards, and must be consistent with prevailing or accepted standards for the various jobs held by school employees.

- Administrators and administrative support personnel are expected to project a professional image and should dress and be groomed appropriately for an office/business environment.

- Teachers and teacher support personnel are also expected to project a professional image that sets positive dress and grooming examples for students. Physical education teachers and coaches may wear appropriate athletic attire to meet the physical education requirements of their job. Brick masonry and shop teachers should wear appropriate shop attire when in the shop setting.

- Blue jeans, sweat suits and wind suits are not considered professional or business attire for the above employees.

- All school system employees must limit their facial jewelry to the ear lobes only when performing their duties for the school system.

- Uniform dress is recommended for cafeteria, maintenance, transportation, and technology personnel.

- Bus drivers must be appropriately dressed at all times while performing their responsibilities.

- All school system employees must wear Identification Badges when performing their duties for the school system.

The initial determination of dress code violation will be made by the employee's supervisor. If unsuitable, inappropriate, unacceptable, unprofessional dress is determined by the supervisor, he/she will counsel the employee regarding suitable, appropriate, acceptable, professional dress and will determine whether the employee is allowed to remain at work or is to be sent off the job to change his/her dress. Failure to follow the supervisor's directive and/or blatant or repeated violations of this policy will subject the employee to suspension and/or other disciplinary action.

Sexual Harassment

(Ref. Bd. Policy ACA)

The Vance County Board of Education believes that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. To this end, the Board prohibits employees from engaging in sexual harassment and advises employees that when evidence of sexual harassment is established, disciplinary action will be taken, up to and including dismissal.

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

a. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic progress, or completion of a school-related activity; or

b. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or, in

the case of a student, submission to or rejection of such conduct, is used in evaluating the individual's performance within a course of study or other school-related activity; or

c. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.

2. Examples of sexual harassment include, but are not limited to: continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; and the display in the work place of sexually suggestive objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient, or social interactions or relations freely entered into by employees or prospective employees.

3. It is possible for sexual harassment to occur at various levels: between peers or co-workers, between supervisors and subordinates, between employees and students, or imposed by non-employees or employees and/or students.

a. In the event that anyone believes that he/she has been sexually harassed, he/she should bring the matter to the attention of the Superintendent or the Director of Personnel. Upon listening to the facts and allegations, the Director of Personnel will advise the person on how to attempt to resolve the matter directly and informally, or if that course fails or is unwise, to present the complaint in writing to him/her with supporting detail. The Director of Personnel will then proceed to investigate the matter and will attempt to resolve it in an expeditious manner.

b. If for any reason, the complainant is not satisfied with the administration's response, he/she may file an appeal with the Board of Education.

Alcohol/Drug-Free Workplace

(Ref. Bd. Policy GBCC)

It is the policy of Vance County Schools that all employees shall have the right to a workplace which is free of alcohol and other drugs. This policy is established to ensure the safety and well-being of employees and students of Vance County Schools.

All permanent full-time and temporary employees will be covered by this policy. It is the responsibility of administrators, supervisors, and employees to become familiar with the expectations of Vance County Schools and to comply with the provisions of this policy.

Alcohol and other drug abuse is a legitimate concern of the Vance County Schools Board of Education when it impacts on the workplace. Abuse can directly affect the safety, productivity, and general well-being of everyone concerned.

Smoke-Free Workplace

(Ref. Bd. Policy GBK)

The Vance County Board of Education recognizes that it has a legal obligation pursuant to Title X of Public Law 103-227 enacted in 1994 by the United States Congress to provide for schools that are smoke-free. Additionally, the board of education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and school visitors. Accordingly, the Board adopts this 100% tobacco free policy and prohibits or restricts smoking and the use of tobacco products as follows.

1. All persons, including school district personnel, volunteers, contractors, other persons performing services or activities on behalf of the school district, students and visitors, are prohibited from using any tobacco product at any time (1) in

any school building, in any school facility, in any school vehicle, on school grounds or on any school property, owned, leased, borrowed or otherwise used by the school district for school purposes or (2) at any school sponsored or school-related activity, including athletic events, on or off school grounds, except for the use of tobacco products for instructional or research purposes provided below.

2. In addition, school employees, school volunteers, contractors or other persons performing services on behalf of the school district also are prohibited from using tobacco products at any other time while on duty and in the presence of students, either on or off school grounds.

3. School personnel will be provided notice of this policy through personnel handbooks or other means identified by the principal. In addition, the principal and other building administrators will post signs in a manner and location that adequately notify staff, students and visitors about the 100 percent tobacco-free schools policy.

4. All school personnel are required to adhere to and enforce this policy and other policies, rules or regulations addressing the use of tobacco products.

For purposes of this policy "tobacco product" is defined to include cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products and is intended for human consumption. "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products.

Nothing in this policy prohibits the use of tobacco products for an instructional or research activity conducted in a school building. Provided such activity is conducted or supervised by a faculty member and the activity does not include smoking, chewing or otherwise ingesting tobacco.

The administration will consult with the county health department and other appropriate organizations to provide

employees with information and access to support systems and programs to encourage employees to abstain from the use of tobacco products. The school district may, from time to time, provide free non-smoking programs and services to be offered to employees in the schools, after the regular school day.

Criminal History Check

(Ref: Bd. Policy GCDA)

The Vance County Board of Education believes that a safe learning and working environment must be provided for all students and employees. Employees must also be role models for students and positively represent the Vance County Public School System in the community. Anyone who directly or indirectly has contact with children holds a unique position of trust. The criminal history of an applicant or employee may affect these goals and responsibilities and will be considered in hiring and dismissal decisions.

The administration will conduct a criminal records check of all newly hired employees, including substitutes and independent contractors who carry out duties customarily performed by school personnel. Applicants shall be required to answer completely and accurately questions on their application with regard to criminal history or records. Applicants also shall consent in writing to a criminal record check and to providing fingerprints and other identifying information relied upon by any relevant repositories of criminal information. Failure to consent will result in rejection of an application.

Newly employed personnel who have lived in North Carolina for less than one year will be subject to a state and national background check conducted by the Department of Justice. Other new hires who have lived and worked in North Carolina

for one year or more will be subject to a state background check only, conducted by the Department of Justice.

Any information provided by the Department of Justice that references criminal activity, or conviction of a felony or misdemeanor, will be shared with the Vance County Board of Education.

All new hires will be temporary employees pending the review of the criminal records check. Decisions whether to deny employment based on criminal records review will be made on a case by case basis.

Information obtained during the implementation of this policy shall be kept confidential to the extent required by law. Procedures for implementing this policy will be developed and administered by the Superintendent.

Falsification of information on an employment application regarding criminal history will be a basis for denying employment or for immediate dismissal.

The superintendent will forward to the State Board, in accordance with State Board rules, the criminal history of any final candidate or contractor who is licensed or certified by the State Board. (*G.S. 114-19-2(a), 115C-332; 16 NCAC 6C 0101,0300*)

Bloodborne Pathogens

(Ref: Bd. Policy GBRABA)

In accordance with the regulations established by the United States Department of Labor pursuant to the occupational Safety and Health Act and the North Carolina Occupational Safety and Health Bloodborne Pathogens Standards, Vance County Schools shall have in effect a Bloodborne Pathogen Exposure Control Plan. The Compliance Officer shall ensure that the Exposure Control Plan is accessible to all employees, and a copy maintained in each

school, maintenance and bus garage department, and central offices. It shall be the responsibility of each employee to familiarize himself or herself with the Exposure Control Plan and to comply with the dictates and provisions of the Plan. Any employee who fails to follow the provisions of the Plan shall be subject to disciplinary action.

Grievance Policy for Employees

(Ref: Bd. Policy GBM)

The staff of Vance County Schools can better serve the students and community if satisfactory lines of communication and working conditions prevail. It is the earnest desire of the Board of Education that employee dissatisfaction be resolved, insofar as possible, at the lowest administrative level. Any employee who has a complaint or grievance is encouraged to use tact and diplomacy to resolve it in an informal manner with his/her immediate supervisor. However, should such informal process fail to satisfy the employee, a formal grievance process may be initiated at the option of the employee.

All grievances will be processed according to the following:

A. Definitions:

1. Grievance – A formal written claim by an employee or employees against another employee that: (a) there has been a violation, misapplication, or misinterpretation of state or federal law or regulations, school board policy, or administrative regulation; (b) an employee has been subject to discrimination on the basis of race, religion, sex, national origin, age, or handicap; or (c) there exists a physical condition which jeopardizes an employee's health or safety, or which interferes with an employee's ability to discharge his/her responsibilities properly and effectively. The term "grievance" shall not apply to any matter for which the

method of review is prescribed by law or where the Board is without authority to act.

2. Employee - Any person employed by the Vance County Board of Education.

3. Grievant - The employee(s) making the claim.

4. Parties in Interest - The grievant and the person against whom the grievance is filed.

5. Days - The working days, exclusive of Saturdays, Sundays, holidays, or mandated annual leave days as set forth in the employee's employment calendar. In counting days, the first day shall be the first full working day following receipt of the grievance.

B. General Requirements:

Any employee shall have the right to present for solution any grievance arising from his/her employment situation without fear of recrimination. However, the grievable employment situation can not be the result of a disputed performance evaluation.

When significant grievances develop, it is desirable to resolve them at the lowest possible administrative level. At all levels, the following general rules of procedure will be observed:

1. Procedures shall be kept confidential and as informal as may be appropriate at each level of the procedure.

2. The aggrieved person(s) may be represented by counsel, an officially designated NCAE representative not employed by the Vance County Board of Education, or may represent himself/herself at all levels.

3. To be considered a grievance as defined herein, the form attached hereto and designated as "Grievance Hearing Request" must be completed by the person(s) alleged to be aggrieved and submitted to the grievant's supervisor, and unless said form is

completed and turned in as is herein provided said complaint shall not be considered to be a grievance to which this policy shall apply. Copies of such "Grievance Hearing Request" forms may be obtained from the Office of the Superintendent, the Human Resource Office, and/or the principal of any school owned and operated by the Vance County Board of Education.

4. Decisions rendered at all levels of the grievance procedure shall be in writing, setting forth the decisions and the reasons. This record shall be transmitted promptly to the parties in interest.

5. Written notice of any hearing or review shall be given to the grievant five or more work days prior to the hearing or review, or as agreed upon in writing.

6. In the belief that any problem should be corrected as quickly as possible, time limits are established to assure prompt attention to the problem. The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process as quickly as possible. If the employee does not process his/her grievance within the set time limit, it shall be considered settled. The time limits specified may be extended, however, by mutual written agreement. Time limits are not considered waived unless the waiver agreement is appropriately signed by both parties.

7. A grievance filed during the last month of the school year and if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest. When this situation occurs, the time limits set forth in the grievance procedures shall be reduced so that the procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable.

8. If a person holding a position designated in these procedures is not available at a time requiring his action, he/she may

specify another individual to act for him/her. By written mutual agreement, the aggrieved may delay further processing of the grievance until the designated person is available.

9. At grievance Levels Two and Three considerations, the grievance will be limited to review as to whether action recommended by the previous review was arbitrary, capricious, or based upon improper or irrelevant grounds and whether only authorized procedures were followed.

10. Failure by an employee to process the grievance from one level to the next within the time provided for shall result in a disposition of the grievance unfavorable to the grievant.

C. No employee shall be object of administrative reprisal, sanction, or penalty of any kind for either activating or participating in the grievance.

D. The grievant and the person(s) alleged to have caused the grievance may consent to the termination of proceedings at any time.

E. The following progressive steps are provided to resolve grievances promptly, orderly, and impartially at the lowest possible administrative level:

Level One

An employee or group of employees with a grievance must lodge his/her written complaint within ten (10) calendar days after the employee knew, or should have known, of the conduct or acts on which the grievance is based. He/she shall first discuss it with the principal or immediate administrative supervisor, with the objective of resolving the matter informally. The principal or immediate administrative supervisor shall arrange to meet with the grievant within five (5) working days after receiving the written grievance. Consultation may be held with any person or persons who may

help solve the grievance. Prior to rendering a decision, the principal or immediate administrative supervisor will inform the grievant of any information obtained outside the interview session and give the grievant an opportunity to rebut or affirm any such information. An official record shall be kept of the proceedings and decisions growing out of the meeting with a copy furnished the grievant within five (5) working days after the meeting.

Level Two

If the aggrieved person or group is not satisfied with the disposition of the grievance at Level One or if no decision has been rendered within five (5) working days after presentation of the grievance, a Level Two grievance may be filed in writing with the director of human resources. Such filing must be made within five (5) working days after receipt of the decision at Level One.

Within ten (10) working days after receiving the Level Two grievance, the director of human resources and the Superintendent shall arrange a meeting with the aggrieved for the purpose of resolving the grievance. Consultation may be held with any person or persons who may help solve the grievance. An official record shall be kept of the proceedings, and decisions growing out of the meeting with a copy furnished the grievant within five (5) working days after the meeting.

Level Three

If the aggrieved person or group is not satisfied with the disposition at Level Two of the procedure or if no decision has been rendered within five (5) working days after meeting with the director of human resources and the Superintendent, the grievance may then be filed in writing with the secretary of the Board of Education. Ten (10) working days shall be allowed for filing a Level Three written grievance with the Board after receiving the written decision of the director of human resources and the Superintendent. The Board shall meet with the aggrieved within ten (10) working days after the Level Three

written grievance has been filed with the secretary. A written record of the proceedings and resolution shall be made and a copy furnished the grievant with five (5) working days after the Board meets.

Board and Staff Communication

(Ref: Bd. Policy GBD)

The Board desires to maintain open channels of communication between itself and the staff. The standard line of communication will, however, be through the superintendent.

Staff Communications to the Board

All communications or reports to the Board or any Board committee from principals, supervisors, teachers, or other staff members shall be submitted through the superintendent. This necessary procedure shall not be construed as denying the right of any employee to appeal to the Board from administrative decisions on important matters, provided that the superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with the Board's policy on complaints and grievances. Staff members are also reminded that Board meetings are public meetings. As such, they provide an opportunity to observe at first hand the Board's deliberations on problems of staff concern.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent, and the superintendent will employ such media as are appropriate to keep staff fully informed of the Board's problems, concerns, and actions.

Staff-Student Relations

(Ref. Bd. Policy GBH (also JM))

The relationship between staff and students should be one of cooperation, understanding and mutual respect. The staff has the responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his or her capacity. The staff is expected to model the behavior expected of students in staff-student relationships.

All employees, except student employees, are prohibited from dating, courting or entering into a romantic or sexual relationship with any student enrolled in the school district regardless of the student's age. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal, and may be subject to criminal action as provided in [G.S. 14-202.4](#) and [14-27.7](#).

Any employee, who has reason to believe that another employee is inappropriately involved with a student, as described above, is required to report this information to the superintendent. An employee who fails to inform the superintendent of a suspected inappropriate relationship between an employee and a student may be subject to disciplinary action, up to and including dismissal.

LEAVE

Holiday Leave

Twelve-month employees observe 11 or 12 holidays per school year, depending on the day of the week that Christmas falls. Ten-month employees have 10 or 11 holidays per school year, depending on the day of the week that Christmas falls. The Vance County Board of Education determines when holidays are scheduled.

Annual (Vacation) Leave

All full and part-time permanent employees who work, or are on paid leave (including paid holidays and when on Workers' Compensation) for one-half or more of the workdays in a monthly pay period, are entitled to earn annual (vacation) leave at the same rate provided for state employees. Leave for a part-time permanent employee shall be computed on a pro rata basis of the amount earned by a full-time employee in that class of work. Annual leave may be accumulated without any maximum until June 30 of each year. On June 30 of each year, employees with more than 30 days of accumulated leave will have the excess accumulated leave converted to sick leave so that only 30 days are carried forward to the next fiscal year. Request for annual leave must be approved by the employee's supervisor at least one week in advance if possible.

Classroom teachers, media coordinators, teacher assistants and bus drivers who require a substitute may not take annual vacation leave at any time students are scheduled to be in attendance except as provided in Section 3.2 or 3.3 of the Public Schools of North Carolina Benefits and Policy Manual.

Annual leave will be transferred when employees transfer to another local school system and may be transferred to state agencies if they are willing to accept the leave; otherwise, employees leaving the public schools will be paid for up to 30

days of accumulated leave. In case of death, the employee's estate will receive payment for any accumulated vacation leave up to 30 days.

The rate of earning is based on the length of total State service as follows:

Years of State Service	Days of Leave Earned Per Month of Employment
Less than 5 years	1.17
5 but less than 10	1.42
10 but less than 15	1.67
15 but less than 20	1.92
20 years or more	2.17

Sick Leave

Permanent employees who are working or on paid leave for half or more of the workdays in a monthly pay period earn sick leave at the rate of one (1) day per month. Eligible permanent part-time employees earn sick leave equal to their percentage of full-time employment. Sick leave may be granted for: (1) periods of temporary disability caused by personal illness, injury, or other temporary disability, (2) illness in the employee's immediate family that necessitates the employee's attendance, (3) death in the immediate family, and (4) medical appointments. Sick leave may be accumulated indefinitely. It is transferable among local school systems and may be transferred to other state agencies.

The Superintendent may request a statement from a medical doctor or other acceptable proof that the employee was unable to work due to personal illness, medical appointment, illness, or death in the family. In any event, a doctor's certificate must be presented to Human Resources if sick leave absences exceed five (5) consecutive working days. The certificate must be

specific in nature and must address the specific illness and/or condition that preclude the employee from performing assigned duties. The certificate must be renewed for each period of absences due to illness (unless a longer period is stipulated by the medical doctor).

Twenty-Day Extended Sick Leave (Teachers)

Teachers are provided 20 days each year of additional sick leave, less the cost of a substitute, for personal illness. This extended sick leave may be used after all accumulated sick leave has been exhausted. Extended sick leave cannot be accumulated.

Personal Leave

Teachers earn two days of personal leave during the ten-month school term with salary deduction for the cost of substitute teachers. These days can be transferred among other local school systems. Personal leave is granted upon authorization of an employee's immediate supervisor. A teacher shall not take personal leave on the first day of school, a required teacher workday, on a day scheduled for State testing, or the last day before or the next day after a holiday or scheduled vacation day. In special situations, supervisors may approve leave which does not conform to the above stipulations.

Parental Involvement Leave

In accordance with G.S. 95-28.3, any employee who is a parent, guardian, or person standing in loco parentis of a school-age child may take up to four hours of leave per year to attend or otherwise be involved with the child's school. This leave is unpaid; however, the employee may elect to use eligible leave in lieu of non-paid parental involvement leave. The leave must be taken at a time mutually agreed upon by the supervisor and the employee; the employee must provide the supervisor with a written request for the leave at least 48 hours in advance; and the supervisor may require written verification

from the child's school that the employee attended or was otherwise involved at the school during the time of the leave.

Jury Duty

When permanent school employees are absent from work to serve on a jury, no deduction is made from their regular salaries. Employees are entitled to their regular compensation plus any fees received for jury duty.

Court Attendance

No salary deduction is made when permanent employees are absent from work to attend court in connection with their official duty or because they were subpoenaed or directed by proper authority to appear as a witness for another individual. Any fees received except travel reimbursement when serving in an official capacity as a witness must be returned to the local school system. However, if an employee is a defendant, plaintiff or a witness in a case for personal matters, even if subpoenaed and must be absent from work, no salary is to be received unless the employee is using appropriate earned leave.

Military Leave

Leave with pay is granted to members of reserve components of the U.S. Armed Forces for certain periods of active duty training and for state military duty. Leave with pay is extended to full or part-time permanent school employees, normally not to exceed 15 working days during the Federal fiscal year, beginning October 1 and ending on September 30.

Educational/Professional Leave

Permanent employees are eligible for a leave of absence for up to one (1) year for educational and professional growth. This leave is unpaid and must be approved by the Vance County Board of Education.

Short-term professional leave for participation in staff development training or meetings is available for permanent full/part-time employees, if approved by the principal or supervisor. Employees approved to participate in such leave shall retain full pay.

Voluntary Shared Leave

The purpose of voluntary shared leave is to provide economic relief for employees, who by reason of a prolonged absence caused by serious medical conditions of self or immediate family, are likely to suffer financial hardship. Only permanent full and part-time employees are eligible to receive shared leave. To be eligible, an employee must have exhausted all accumulated paid leave (sick, annual and bonus leave) and be on a Board approved leave of absence.

The employee must apply with the Human Resource Office for voluntary shared leave. Application may also be made by a third party acting on the employee's behalf. An employee who has in excess of five (5) sick or annual leave days accumulated is eligible to donate leave subject to certain restrictions and approval by the Superintendent or designee.

Annual leave may be donated to any employee. Sick leave may be donated to any employee of a public school system. A public school employee shall not donate more than five (5) days of sick leave per year to a nonfamily member. Sick leave may also be donated to an immediate family member (i.e., spouse, children, parents, including "step" relationships and any other dependents residing in the employee's home) in the same or another LEA, community college or state agency.

Parental Leave

Male or female school employees are granted a leave of absence without pay for up to one calendar year for the birth or adoption of a child or for disability of the employee. The 12 months of leave may be extended for the remainder of the school year when this leave would otherwise end in the latter half of the school year. An employee on non-paid leave is responsible for paying for health and dental insurance and for flexible benefits on a self-paid basis. Employees do not receive pay for holidays or vacation days scheduled on the calendar during their non-paid leave. An employee may elect to use appropriate earned leave during the time of the leave. If sick leave, extended sick leave or voluntary shared leave is being used, the

employee must have medical certification for the period of time this leave is used.

A husband and wife who are both employed by the same school system are limited to a combined total of 12 months of parental leave during the year following the birth or adoption.

Family Medical Leave

The Family Medical Leave Act of 1993 (FMLA) allows eligible employees to take twelve (12) work-weeks of unpaid, job protected leave for the birth or adoption of a child, or to care for a spouse, son, daughter, or parent who has a serious medical condition. The employee may choose the substitution of eligible paid leave for any or all of their FMLA leave. During the 12 weeks of FMLA, the employer-paid portion of health benefits will be maintained. If an employee fails to return to work after the FMLA entitlement has been exhausted, the Board of Education shall be responsible for recovery of payment of its share of the health plan premium. To be eligible for this leave, an employee must be employed by the school district for the previous twelve months and must have worked for at least 1,250 hours during that 12-month period. It is required that an employee's requested medical leave be supported by a certificate issued by the health care provider of the employee or the employee's ill family member. The employee will obtain and present certification from the health care provider when the employee is able to resume work.

EMPLOYEE COMPENSATION

Licensed/Certified Employees

Licensed employees are paid according to their licensure level and years of experience as determined by the Department of Public Instruction, plus any local supplement approved by the Vance County Board of Education. Licensed employees are paid on the last business day of each month.

Non-Licensed Employees

Non-licensed and support employees are paid based on the salary schedule assigned to their position by the Department of Public Instruction and Vance County Schools Classified Salary Schedule. Non-licensed employees are paid on the last business day of each month. Questions about your salary should be directed to the Office of Human Resources.

Paydays

Employees are paid monthly on the last work day of the month and will be paid for all the time worked during that pay period. A payroll stub itemizes deductions made from your gross earnings and by law the school system is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered and federal student loan garnishments.

If employees believe there is an error in their pay, they should bring the matter to the attention of the Payroll Department immediately so that we can resolve the matter quickly and amicably. Vance County Schools does not require all employees be paid through direct deposit but highly recommends it. Forms authorizing electronic transfer are available from the Human Resources or Payroll Department. The school system does not permit advances on paychecks.

Extracurricular and Non-Instructional Duties

(Ref. Bd. Policy GCKA)

The Board acknowledges that instructing students is the primary mission of the school system. Additionally, in order to carry out the responsibilities of the school system, teachers and other staff members may also be required to perform certain non-instructional and extracurricular duties. These additional duties are considered part of all employees' responsibilities. However, beginning teachers also need adequate opportunities to develop their professional skills and need access to experienced teachers who can mentor them. In light of these goals, the principal of each school has the authority to assign extracurricular and non-instructional duties as necessary to conduct the business of the school, within the following guidelines.

A. Extracurricular Duties

Initially licensed teachers and teachers with 27 or more years of experience (exempt teachers) may not be assigned extracurricular duties unless they request the assignments in writing.

1. Extracurricular Duties Defined

Extracurricular duties include those duties performed outside of regular school hours which are not a part of the teacher's instructional duties. Examples of extracurricular activities for which consent is required include such things as coaching duties, taking tickets at sporting events, or acting as a faculty sponsor for a student club. Extracurricular duties do not include such things as time spent in parent-teacher conferences, or activities related to courses taught by the teacher, such as band concerts that are performed as a part of band class.

2. Exceptions Permitted for Compelling Reasons

In cases of compelling need, the superintendent or his designee may temporarily suspend Section A of this

policy and allow principals to assign extracurricular duties to initially licensed teachers and teachers with 27 or more years experience or the superintendent may delegate such authority to the principals. A compelling need arises when a school is not reasonably able to staff extracurricular activities with qualified personnel without using initially licensed teachers and/or teachers with 27 or more years of experience. In compelling situations, extracurricular duties will be assigned to teachers with 27 or more years of experience before they are assigned to initially licensed teachers.

B. Non-Instructional Duties

Principals shall minimize the assignment of non-instructional duties to all teachers, including initially licensed teachers and teachers with 27 or more years of experience. Specifically, teachers should not be required to use their daily planning periods on an ongoing and regular basis to supervise students. Planning periods generally should be reserved for course planning and meetings with other professional staff regarding the instructional program.

1. Non-instructional Duties Defined

Non-instructional duties include those duties that are not related to the instruction and supervision of students. This includes such things as bus duty, carpool duty and regular and ongoing use of planning periods to monitor hallways and cafeterias. Nothing in this policy should be construed to relieve teachers of the responsibility to provide for the safety and supervision of students during regular school hours, as necessary to maintain order and discipline in the school. This includes an expectation that teachers monitor hallways during class changes, assigned lunch periods and other times related to the school day and activities.

2. Distribution of Non-Instructional Duties

Non-instructional duties should be distributed equitably among employees to the extent it is reasonably possible to do so. In assigning non-instructional duties, consideration should be given to the need for initially licensed teachers to have adequate professional development, planning time and access to experienced teachers. Teachers with more than 27 years of experience are expected to be available to devote some time each week to sharing their experience and expertise with less experienced staff member. Principals shall be responsible for structuring such opportunities in such a way that will be beneficial to their schools.

Installment Pay

Permanent full-time teachers, teacher assistants, ten-month custodians, ten-month office support, and other ten-month employees may receive their pay in twelve (12) equal installments. The election to receive the twelve equal installments must be made in writing to Payroll by each employee each year on or prior to the first required workday of the school year. Those personnel whose length of employment is other than 10 months are not eligible for the twelve equal installment pay.

Extended employment beyond ten months for a ten month employee does not make the employee ineligible for the twelve equal installments. If the ten month employee goes off pay status for any reason during the school year, the twelve equal installments pay status will be canceled and prior deductions will be paid out in full at that time.

Longevity Pay

All permanent full or part-time employees receive longevity pay after completing ten (10) years of qualifying service. Longevity is an annual payment based on a percentage of your yearly base salary.

Years of State Service	Longevity Pay Rate
10 but less than 15	1.50%
15 but less than 20	2.25%
20 but less than 25	3.25%
25 years or more	4.50%

FAIR LABOR STANDARDS ACT

It is the intent of the Board of Education to comply with the wage/hour requirements of the Fair Labor Standards Act for all non-exempt employees. School personnel who have been identified as non-exempt under the Fair Labor Standards Act are subject to the Fair Labor Standards overtime requirements.

Compensatory Time

Non-licensed employees should not work in excess of assigned hours without permission or knowledge of the supervisor. In accordance with the Fair Labor Standards Act, non-exempt employees will be granted compensatory time off in lieu of compensation for hours worked in excess of 40 hours per work week. This compensatory time will be at the rate of time and one half for any hours over 40 hours in a workweek. An employee may not accumulate over 240 hours of compensatory time. Prior approval is required for compensatory or overtime.

Definition of “Exempt” Employee

Exempt employee groups include employees who are salaried executive, administrative and professional and have supervisory responsibilities (i.e., principals, teachers, central office administration, etc.)

Definition of “Non-Exempt”

Non-exempt employee groups include the following: teacher assistants, other assistants, office support, food service workers (including managers), custodians, maintenance workers, and bus drivers.

Definition of “Overtime”

“Overtime” is any hours worked by “non-exempt” employees beyond 40 hours in work week. Lunch breaks are not to be counted as work time provided the employee is completely free of any duty. Breaks of less than 20 minutes will be counted as work time. Any overtime worked must be at the request of, or with the prior approval of, the superintendent or his/her

designee. Vance County Schools provides compensatory time in lieu of overtime compensation. Compensatory time at a rate of time and half is given in lieu of monetary compensation.

Definition of “Work Week”

The work week shall begin on Saturday and continue through Friday.

EMPLOYEE BENEFITS

Retirement Benefits

Permanent, full-time employees of the Vance County School System are covered by the North Carolina Teachers’ and State Employees’ Retirement System. Employees contribute 6 percent of their monthly salaries and the employer provides a contribution based on legislation. The Disability Income Plan provides short- and long-term disability benefits at the employer’s expense for permanent employees who are members of the Teachers’ and State Employees’ Retirement System and who meet certain state service requirements. After completing at least one calendar year as a member of the Retirement System, eligible employees are automatically covered by a death benefit while they are being paid a salary and up to 180 days after the last day for which a salary is paid.

Dental Insurance

Vance County School System provides dental insurance coverage for permanent employees working at least 30-hours per week at a low cost to the employee. Dependent/spouse coverage is also available, at a cost to the employee. The covered benefits offered through the dental program provide a wide range of dental services.

Health Insurance

All permanent employees working at least 30-hours are offered group hospital and medical insurance coverage. The employer pays the base amount for individual coverage under the State Health Plan. Health coverage for dependents and part-time employees may be added at the employee’s expense.

Cafeteria Benefits and Flexible Spending Accounts

All permanent full-time employees are offered a cafeteria benefits plan. This plan offers employees an opportunity to “purchase”

nontaxable benefits by foregoing taxable cash compensation. Cafeteria plans can result in significant savings to employees since salary reductions are tax free for Social Security as well as Federal and State tax purposes. The amount of savings will vary depending upon each employee's marginal tax rates. Products offered through this plan include cancer, intensive care, accident, term life on employee, dental and health insurance. Flexible Spending Accounts (FSA) also allows you to pay certain healthcare and dependent care expenses with pre-tax money.

Life Insurance Plans

Vance County Schools provides \$3,000 of Life Insurance to permanent full time employees. Additional coverage can be purchased for optional life insurance plans which vary in length and growth potential. Contact the office of Human Resources for eligibility and enrollment options.

Workers' Compensation

All employees are covered under G. S. 97 regarding Workers' Compensation injuries. This statute covers any injury or disease that is work related and reported within the required time frame. All employees of Vance County Schools should comply with the following procedures dealing with a Workers' Compensation claim.

1. Immediately report to the principal or immediate supervisor any injury sustained while performing their duties and responsibilities.
2. The injury should be reported within 5 days on the First Report of Injury and submitted to Human Resources. You should keep a copy for your records.
3. If immediate medical attention is needed, please proceed to the Emergency Room. If medical attention is necessary but not immediately, the employee should contact the Benefits Specialist for further direction.

Supplemental Retirement Plans

Each full-time permanent employee has the opportunity to participate in the State 401K plan which allows for retirement savings through a variety of investment options; or any part-time or full-time employee may participate in a board approved 403B tax sheltered annuity.

Additional information can be obtained by contacting the office of Human Resources.

State Employees' Credit Union

Each Vance County Schools employee who works 80 or more hours per month is eligible to become a member of the State Employees' Credit Union which offers a wide variety of financial services.

INCLEMENT WEATHER PROCEDURE

In case of school cancellation or early dismissal due to inclement weather, it is important that all staff members clearly understand the options related to the workday.

The school system respects your right to make the best decision for yourself. If you decide not to go to work when school is cancelled, you have several options available. In some situations, however, the principal or supervisor may require employees to report to work. In most cases, the following information should serve as your guide.

The Vance County Board of Education recognizes that periods of inclement weather may pose a safety hazard for students and employees. It also expects all to exercise caution and good common sense when faced with adverse weather conditions.

If school is cancelled for students with an optional workday for staff, all staff should report to work or select one of the following options:

1. Take annual leave or comp time, if available
2. Take personal leave (licensed instructional personnel only), or
3. Take leave without pay
4. Make up time missed (12-month employees only) – prior approval of immediate supervisor required.

If one of the stated options is selected, the principal/supervisor must be informed of the employee's intentions. The student makeup day will be scheduled in the school calendar by the board.

If school is canceled for students and staff, ten month employees shall make up the day as scheduled by the board.

If school is canceled for students and staff, twelve month employees shall select one of the following options:

1. Take annual leave or comp time, if available
2. Take personal leave (licensed instructional personnel only), or
3. Take leave without pay
4. Make up time missed (12-month employees only) – prior approval of immediate supervisor required.

If an employee elects to make up time, a request must be made to the immediate supervisor. If approved, the supervisor must keep a record of hours and the times when hours are to be made up.

All missed time must be made up by June 30, of the current school year. Hours not made up by June 30, will be charged as vacation leave.

Adjustments to the district's school calendar may be necessary due to days missed for adverse weather condition.

Delayed Openings

If school opening is delayed for students and staff, employees should adjust their start time in alignment with the length of the delay. The Vance County Schools shall not require time to be made up or leave to be used due to delayed openings.

Information Provided by:

Vance County Schools
Office of Human Resource Management
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