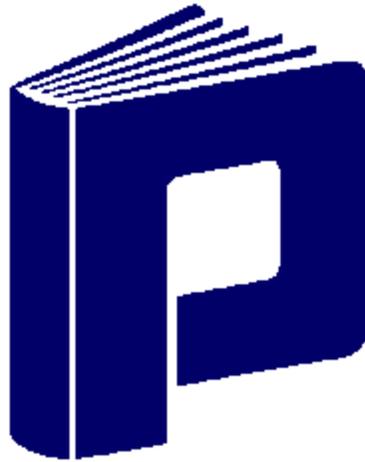


# PITT COUNTY SCHOOLS

## *Employee Handbook*



### MISSION STATEMENT

**Pitt County Schools will ensure that all students are provided a rigorous and personalized education that prepares them for the ever-changing challenges of the 21st Century.**

**NOTICE: This Pitt County Schools Employee Handbook is intended as a guide to local policies and procedures. Nothing in this Handbook may be taken to supersede the actual Board of Education Policy or Procedure as approved by the Board. In addition, neither this Handbook nor any local policy may supersede any North Carolina State Board of Education Policy; North Carolina Department of Public Instruction guidelines or regulations; North Carolina General Statute; or federal law.**

**2020-2021 Edition**

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Program

## OUR SCHOOLS

<u>STATE CODE</u>	<u>SCHOOL</u>	<u>PRINCIPAL</u>	<u>GRADES</u>
740-302	AG Cox	Norman McDuffie	6-8
740-304	Ayden Elementary	Amy Hilliard	K-5
740-309	Ayden-Grifton	Chena Cayton	9-12
740-308	Ayden Middle	Marieka Harrison	6-8
740-310	Belvoir	Deirdre Ingram, Interim	K-5
740-320	Bethel	Leigh Ann Swinson	K-8
740-324	CM Eppes	Kim Harris	6-8
740-332	Chicod	Mike Pollard	K-8
740-330	Creekside	Paul Briney	K-5
740-333	DH Conley	Don Marr	9-12
740-337	EB Aycock	Darryl Thomas, Jr.	6-8
740-500	Early College	Wynn Whittington	9-12
740-336	Eastern	Robert Johnson	K-5
740-338	Elmhurst	Colleen Burt	K-5
740-334	Falkland	Anthony Perkins	K-5
740-344	Farmville Central	Brad Johnston	9-12
740-340	Farmville Middle	Jeremiah Miller	6-8
740-358	GR Whitfield	Ashley Wheeler	K-8
740-352	Grifton	Kevin Smith	K-8
740-360	HB Sugg	Allison Setser	K-2
740-362	Hope Middle	Jennifer Johnson	6-8
740-501	Innovation Early College	Jennifer James	9-12
740-366	JH Rose	Monica Jacobson	9-12
740-368	Lakeforest	Diana Denham	K-5
740-374	North Pitt	Maurice Harris	9-12
740-375	Northwest	Sara English	K-5
740-376	Pactolus	Taylor Matkins	K-8
740-379	Ridgewood	Leslie Hayes	K-5
740-382	Sadie Saulter	Catina Moore-Lakhram	K-5
740-386	SD Bundy	Allison Setser	3-5
740-388	South Central	Janarde Cannon	9-10
740-390	South Greenville	Allison Covington	K-5
740-396	Stokes	Megan Newman	K-8
740-400	Wahl-Coates	Tracy Davenport	K-5
740-402	Wellcome	Dannie Foster	6-8
740-380	WH Robinson	Kamara Roach	K-5
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740-406	Wintergreen Primary	Cathy Kirkland	K-2

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## **Staffing Our Schools**

Pitt County Schools employees are divided into two categories: classified and licensed. Licensed positions include teachers, counselors, media coordinators, principals, assistant principals, psychologists, social workers, central office administrators requiring teacher licensure, and other positions requiring licensure by the Department of Public Instruction. Classified positions include clerical personnel, teacher assistants, In School Suspension (ISS) tutors in grades 6-12, interpreters, custodians, occupational and physical therapists, central office administrators not requiring teacher licensure, child nutrition workers, facility services workers, transportation workers, bus drivers and any other positions not requiring licensure by the Department of Public Instruction.

### NOTICE OF EQUAL OPPORTUNITY AND NON-DISCRIMINATION

In compliance with federal law, the Pitt County Board of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, creed, marital status, or economic and social status in its policies, programs, activities, admissions or employment.

Inquiries or complaints should be made to the Student Services Department, Pitt County Schools, 1717 West Fifth Street, Greenville, NC 27834. The Director of Student and Community Services is the designated Title IX Coordinator.

Non-Retaliation - The Board prohibits retaliation against any student or employee in connection with any report of discrimination or harassment, or in their exercise of any rights under Board policies or under state or federal law.

## ALLOTMENTS

Allotments of licensed personnel are determined largely by student enrollment, state regulations, and budget constraints.

Licensed personnel positions are assigned by the Human Resources Department to the respective schools, and every effort is made to assign specific personnel according to the principal's request and the individual's preference. It is the principal's responsibility to make assignments to grade and subject areas.

Allotment of classified personnel is determined within an annual budget using the following criteria:

Bus Drivers – Number of assigned bus routes

Child Nutrition Workers - Participation in the Child Nutrition Program

Clerical Staff - Student enrollment

Custodians- Square footage of schools and student enrollment

Teacher Assistants – K-3 Classrooms and available funding

Transportation Workers - Number of buses to be served

In-School Suspension Tutors - One per school with grades 6-12

Facility Service Workers - Student enrollment

Other special positions may be allotted on an as-needed basis.

Application screening, interview screening, and interviews by principals and appropriate supervisors are conducted to assure selection of the best candidates for positions available in our school system.

## Getting Started

### SIGN-UP PROCEDURES

Sign-up procedures have been established to help new employees complete the necessary forms and gain needed employment information. The following items are covered at the sign-up appointment:

- General employment information and benefits
- Salary and pay periods
- Specific Job Requirements for certain classified positions
- Taxes, Legal Status to Work (I-9)
- Retirement, insurance, and health forms
- Drug Testing Requirements
- Criminal Background Check

An employee will not receive a paycheck unless he/she has completed the sign-up process and all necessary forms - excluding the health certificate. (Health certificates must be on file as soon as possible prior to the issuance of the first paycheck.)

### NEW EMPLOYEE ORIENTATION

New employee orientation is held prior to the first workday of each school year. At this meeting pertinent employment information is covered, and central office staff members meet with new employees to discuss various aspects of the school system including: policies, employee benefits, and payroll.

### HOMELAND SECURITY

Federal immigration law requires all employers to verify both the identity and employment eligibility of all persons hired to work in the United States. In its efforts to meet the law's requirements, this company is participating in the E-Verify program, and must complete an I-9 form for everyone we hire (G.S.126).

### WORK SCHEDULE

Conformity to a definite minimum schedule is required for all licensed personnel. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the minimum. The work day schedule will be identified and posted in each school.

The superintendent or his/her designee, consistent with the Fair Labor Standards Act and the provisions of this policy, will define work schedules for other employees.

The local board of education has the authority to determine the hours of employment for teacher assistants. Hours of work and schedules for teacher assistants will be determined on an annual basis, based upon program needs and availability of funds.

Beginning with the 2009-2010 school year, all teacher assistants work ten less workdays (205 instead of 215 workdays) for each school year. Notification of non-working days (called “dock days”) will be given annually.

### WORK WEEK DEFINED

The work week is defined as Monday through Friday. Working hours for all employees not exempt under the Fair Labor Standards Act, including but not limited to secretaries, teacher assistants, cafeteria, custodial and maintenance personnel will conform to federal and state regulations.

The Superintendent will ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors will make every effort to avoid circumstances which require non-exempt employees to work more than 40 hours each week. A copy of the Fair Labor Standards Act and any administrative procedures established by the Superintendent will be available to employees in the personnel office.

### CELL PHONE USAGE

Adherence to building level guidelines regarding cell phones (authorized by Board Policy 7320) is expected. Employee use of cell phones should not interfere with job performance and/or duties.

### INTERNET USAGE AND ETIQUETTE

Employees should be aware that any files stored in home directories or on the local hard drive(s) and any Internet activity may be screened, supervised or viewed by school and system staff. Employees should not expect any privacy in these files.

The following activities and/or materials are specifically not permitted:

1. Using offensive or harassing statements or language including profanity, vulgarity, and/or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, and religious or political beliefs.
2. Using threatening or obscene material.

3. Vandalizing or attempting to vandalize hardware or software including the creation or spread of viruses and hacking.
4. Spamming (*i.e.* sending junk mail), political lobbying, advertising or any commercial use of the network.
5. Wasting limited network resources, including excessive use of the PCS network, downloading files, and loading programs or games to the local workstation or the PCS network without the prior approval of an administrator.
6. Demonstrating security problems such as someone else's password, personal information, or access to restricted network software to others or failure to notify a teacher and/or staff member when a violation has occurred.
7. Distributing material protected by trade secret.
8. Providing political or campaign information.
9. Sending or soliciting sexually oriented messages or images.
10. Sending chain letters or soliciting money for any reason.
11. Disrupting the use of the network.

Failure to follow this policy will result in Internet and/or network use being revoked. Any activities that violate this policy, the employee's terms of employment, or Pitt County Board Of Education policy will make the user subject to disciplinary actions, up to and including termination, and will result in termination of their PCS network account.

## **General Information**

### EMPLOYMENT VERIFICATION

In order to effectively handle requests for employment verification, a 24 hour response time is necessary to gather appropriate documents. Documents should be delivered or faxed to the Human Resources department. Accurate contact information is needed to ensure proper delivery.

## GUIDELINES FOR NEW SCHOOL STAFFING

1. Student numbers will be determined through PowerSchool to create allotment formulas.
2. Principals of the schools that will have reduced staff will develop a list that will order the personnel including years of experience, subject taught/position, and diversity.
3. Each school should develop a list of personnel that volunteers to transfer.
4. Every employee that wants to transfer must complete a transfer request form.
5. A separate list will be given to the principal of the new school.
6. Times will be arranged for principals involved to meet and discuss proposed changes.
7. Allotments for all positions will be discussed with appropriate personnel.
8. The principal of the new school will not be allowed to hire/interview other personnel until the staff from the schools that have reduced numbers have been assigned.

The procedure for staffing the new school will be as follows:

The staff of the school should be comprised of certified and classified employees with varied years of experience (veteran-20+, 10-20 years, and Beginning teachers/employees). Diversity should be a factor as well.

## PAYDAY

- Ten-month employees and substitute teachers are paid monthly on the last workday of each calendar month.
- Eleven- and twelve-month employees are paid on the last workday of a calendar month. Classified substitutes (custodians and teacher assistants) receive their checks on the last workday of a calendar month.
- Cafeteria employees, cafeteria substitutes, bus drivers and after-school employees receive their checks on the twenty-first of the month. Overtime checks, checks for hourly paid employees, and longevity checks are released on the last workday of the calendar month.
- If a payday falls on the weekend, checks will be released on Friday.

10-month staff who select the 12-month option should examine their August check stubs to verify that they are being paid accordingly. (Staff may view their pay stub on the employee portal. An amount in the “Escrow” column indicates that an employee is on a

12-month option.) An individual on 12-month option who is removed from an active payroll status will be taken off of 12-month option. See your school secretary/bookkeeper for additional details on the 12-month option. **12-month option is not available for Teacher Assistants, Cafeteria employees, Bus Drivers or After school employees.**

Vouchers for coaching and other extracurricular activities will be paid on regular teacher paydays.

All paychecks are picked up from the Central Office Finance Department by school principals (or designees), the Facility Services Director, Transportation Director, and Child Nutrition Director. Central office personnel pick up their checks from the Finance Department.

Salary schedules are available in the school's secretary office, the Facility Services Department, the Transportation Department, and on the PCS website.

#### PERSONNEL DIRECTORY

The Human Resources Department compiles an annual personnel directory containing employees' names, addresses, phone numbers, positions, and work sites. The directory also contains names, addresses, and phone numbers of members of the Board of Education. **This directory is also used to populate the notification calling system. It is the responsibility of the employee to provide a working phone number to the appropriate personnel to receive phone notifications.**

#### PERSONNEL RECORDS

All employees have a personnel file in the Central Office. Whenever any complaint, commendation, or suggestion is placed in the personnel file, the employee will be notified in writing. The following have access to personnel files: superintendent, immediate supervisors, appropriate directors or coordinators, employees in the Human Resources Department, and Board of Education members if access relates to specific duties of the Board member.

Pre-employment records are not available to the employee, including the required Health exam form. An employee may review his/her personnel record during regular office hours with an HR staff member, the personnel director, or the Assistant Superintendent present. The employee signs a form that states his/her personnel file was reviewed and witnessed. An appointment must be made with the HR department to ensure availability of personnel. (Additional details concerning personnel files can be found in section 115C-325(b) of the North Carolina General Statutes.)

## PROMOTIONS/TRANSFERS

When an advertised position would be a promotion for the employee, the employee may contact the hiring director or principal to express an interest in being interviewed for the position.

An employee interested in a transfer should submit a Transfer Request Form, which is available each spring during a specific period of time on the PCS website and sent out through system-wide emails. The employee's transfer request will be available to all appropriate supervisors/ principals for consideration as positions become available until the transfer window closes in June. The Superintendent or designee may initiate transfers in instances where the best interests of students, employees, and/or the school system dictate the transfer.

Employees in a classroom setting are not transferred during the school year except for unusual circumstances. Policies governing transfers can be found in the Pitt County Board of Education Policy Manual.

## Purchase Obligations Internal Control Procedures

- No school funds shall be obligated by a Pitt County School employee for the purchase of goods and/or services without the knowledge and prior approval of the Principal in writing through a school purchase order.
- The Principal shall sign all school purchase orders before any and all funds can be obligated.
- Any and all purchase obligations made by an employee on behalf of the school without prior written approval by the school Principal through the purchase order process shall not be the financial responsibility of the school. Such purchase obligations made without prior written approval shall be the financial obligation of the employee.
- The Treasurer and the Principal shall ensure that no disbursements are made from the individual school account unless adequately supported by a prior approved school purchase order and a properly approved invoice for the goods / services purchased.

## REDUCTION IN FORCE (RIF)

Should a Reduction in Force (RIF) become necessary, employees will be informed in advance. The following will be used, in the order given, to bring about a Reduction in Force:

1. Performance Evaluations
2. Attrition through resignations and retirements

3. Shared jobs or acceptance of part-time employment
4. Seniority, education, training, and special skills
5. Contribution to the total educational program including areas of building level responsibility
6. Special assignments

### UPDATING PERSONAL INFORMATION

If your name or address changes for any reason, please notify the Human Resources Department by completing a “Name and/or Address Change” form. This form may be obtained from the school secretary or from the Human Resources Department. It is the responsibility of the employee to notify personal contacts (doctors, businesses, etc.). When completing official documents, please use your legal name, verify your social security number, and your birth date.

**IMPORTANT: The name on your records should agree with the name on your Social Security card.**

Name changes must be reflected on the teaching license.

Access the new [NCDPI Online Licensure System](#) to change your name on your Professional Educator’s License. Instructions and more information are available within the online licensure system. You must upload into the new online system copies of official documentation to verify the change, such as the following:

- Marriage certificate
- Social Security Card
- Driver’s license
- Other court documents showing that the educator’s name has been changed officially

A \$60.00 processing fee is required.

The retirement system must also be notified of your name change. A Retirement Form 2-C should be obtained from Benefits, completed and submitted to the Human Resources Department since duplicate copies and notarization are required.

Beneficiaries of your retirement account may be changed at any time by completing a “Change of Beneficiary” form. This form should be completed at the Human Resources Department since duplicate copies and notarizing are required. To assign someone as a beneficiary, you will need his/her name, address, and date of birth.

Each spring, the State Retirement System provides all members with a report of their retirement contributions and years of service. If you have questions about the figures on this report, you should contact the Retirement System at the address on their form.

North Carolina (NC-4) and Federal (W-4) tax forms may be changed at any time. Forms may be obtained from the school secretary or the Human Resources Department. The completed tax form is sent to the Finance Department for entry and is later filed in your personnel file. Your current federal and state exemptions are located in the bottom right corner of your check stub.

If you would like to update any other personal information, please contact the Benefits Specialist.

### CODE FOR ETHICS FOR NORTH CAROLINA EDUCATORS

Preamble: The purpose of this Code of Ethics is to define standards of professional conduct.

The responsibility to teach and the freedom to learn, and the guarantee of equal opportunity for all are essential to the achievement of these principles. The professional educator acknowledges the worth and dignity of every person and demonstrates the pursuit of truth and devotion to excellence, acquires knowledge, and nurtures democratic citizenship. The educator exemplifies a commitment to the teaching and learning processes with accountability to the students, maintains professional growth, exercises professional judgment, and personifies integrity. The educator strives to maintain the respect and confidence of colleagues, students, parents and legal guardians, and the community, and to serve as an appropriate role model.

To uphold these commitments, the educator:

- I. Commitment to the Student.
  - A. Protects students from conditions within the educator's control that circumvent learning or are detrimental to the health and safety of students.
  - B. Maintains an appropriate relationship with students in all settings; does not encourage, solicit, or engage in a sexual or romantic relationship with students, nor touch a student in an inappropriate way for personal gratification, with intent to harm, or out of anger.
  - C. Evaluates students and assigns grades based upon the students' demonstrated competencies and performance.
  - D. Disciplines students justly and fairly and does not deliberately embarrass or humiliate them.

- E. Holds in confidence information learned in professional practice except for professional reasons or in compliance with pertinent regulations or statutes.
  - F. Refuses to accept significant gifts, favors, or additional compensation that might influence or appear to influence professional decisions or actions.
- II. Commitment to the School and School System
- A. Utilizes available resources to provide a classroom climate conducive to learning and to promote learning to the maximum possible extent.
  - B. Acknowledges the diverse views of students, parents and legal guardians, and colleagues as they work collaboratively to shape educational goals, policies, and decisions; does not proselytize for personal viewpoints that are outside the scope of professional practice.
  - C. Signs a contract in good faith and does not abandon contracted professional duties without a substantive reason.
  - D. Participates actively in professional decision-making processes and supports the expression of professional opinions and judgments by colleagues in decision-making processes or due process proceedings.
  - E. When acting in an administrative capacity:
    - 1. Acts fairly, consistently, and prudently in the exercise of authority with colleagues, subordinates, students, and parents and legal guardians.
    - 2. Evaluates the work of other educators using appropriate procedures and established statutes and regulations.
    - 3. Protects the rights of others in the educational setting, and does not retaliate, coerce, or intentionally intimidate others in the exercise of rights protected by law.
    - 4. Recommends persons for employment, promotion, or transfer according to their professional qualifications, the needs and policies of the LEA, and according to the law.
- III. Commitment to the Profession
- A. Provides accurate credentials and information regarding licensure or employment and does not knowingly assist others in providing untruthful information.
  - B. Takes action to remedy an observed violation of the Code of Ethics for North Carolina Educators and promotes understanding of the principles of professional ethics.

- C. Pursues growth and development in the practice of the profession and uses that knowledge in improving the educational opportunities, experiences, and performance of students and colleagues.

Adopted by the State Board of Education June 5, 1997.

**It is the responsibility of the employee to notify his/her immediate supervisor if there is a violation of the code of ethics or situations that result in criminal charges and/or arrest.**

#### GENERAL FIRE SAFETY RECOMMENDATIONS

1. In no case shall combustible decorations exceed twenty percent of any individual wall area.
2. The hanging and displaying of decorative material shall be prohibited from acoustical ceiling systems that are part of a fire resistant floor/ceiling assembly.
3. All classroom doors with glass panels must have line of sight into and out of these classrooms.
4. The attachment of combustible decorations to fire-resistant doors, including but not limited to classroom doors, which modifies said door conformity to ASTM E119 relating to its ability to withstand fire exposure is prohibited.
5. All curtains must be constructed of fire retardant material or treated with a fire resistant process.
6. Windows and/or blinds must remain free of combustible material to allow for emergency rescue and egress.
7. Maintain proper housekeeping in all boiler, mechanical, and electrical rooms. This requires the removal of all combustible materials.
8. Extension cords are for temporary use only and should not be used as a substitute for permanent wiring. Extension cords or surge suppressors must be plugged directly into permanent wiring. The practice of plugging one of these devices into another is expressly forbidden.
9. All upholstered furnishings (couches, chairs, etc) shall bear the label of an approved agency confirming compliance with 4302.1 and .2 sections of the NC Building Code relating to heat release and ignition. All non-compliant items are not permitted.
10. Portable electrical, kerosene, etc., heaters are not approved for educational occupancies.

## **Certified Personnel Information**

### DISMISSAL

Details on employee dismissal can be found in the Pitt County Board of Education Policy Manual. Termination of teachers and principals will be handled according to G.S. 115C-325.

### THE STANDARDS OF PROFESSIONAL CONDUCT FOR NC EDUCATORS

- (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 Chapter 115C of the North Carolina General Statutes.
- (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 N.C. Gen. Stat. § 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 colleagues' 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 Chapter 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.

## PERFORMANCE EVALUATION

Each licensed employee is evaluated using the standards adopted by the North Carolina Department of Public Instruction. Beginning teachers will receive a minimum of four formal observations including one observation by a peer, a summative evaluation every year and they must complete a professional development plan. Career licensed employees must have a formal observation, two informal observations, and a summative evaluation during their renewal year and two informal observations and an abbreviated summative evaluation during their off-year cycle. Copies of the observations, summative evaluations, and professional development plans will be stored electronically.

Professional development plans will be developed yearly. The professional development plan can be individual, monitored, or directed depending on the proficiency of the teacher. Mandatory Improvement Plans, using the Pitt County Schools document, will be developed for those who demonstrated severe deficiencies and monitored by the Human Resources department.

## **Harassment and Bullying**

1. Harassment or bullying behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:
  - a. places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
  - b. creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

Being asked to perform duties that are within your job responsibilities is not harassment.

## RESIGNATIONS

All licensed employees are required to give a 30-day notice of resignation. A licensed employee who finds it necessary to resign should contact his/her principal and submit a letter of resignation. No teacher may resign without the consent of the Board of Education except upon a 30-day notice. Giving notice of resignation fewer than 30 days prior to the beginning of the school year constitutes grounds for suspension (at the

discretion of the State Board of Education) of the teacher's license for the remainder of the school year. See G.S.115C-325(o).

All contract employees must adhere to the conditions for resignation as stated in the contract.

### SALARY DETERMINATION

Salaries of licensed personnel are determined by the State Salary Schedule and any legislative action pertaining to its implementation. Teachers (including social workers, counselors, media specialists, and school psychologists) are placed on the salary schedule according to the level of license and experience showing on the license. Assistant principals have separate salary schedules, which are experience based. Principals are paid a base salary determined by ADM. Bonuses may be paid determined by Accountability Growth. Other administrators will be paid on the central office pay schedule.

### RAISE FOR HIGHER LEVEL LICENSE

**State Board of Education Policy:** For teachers and student services personnel who complete a degree at the masters, six year, or doctoral degree level, they must have either:

1. completed at least once course toward that degree prior to August 1, 2013; or,
2. qualified for the salary supplement pursuant to state Board of Education Policy as it was in effect on June 30, 2013.

When a teacher earns a higher level of licensure meeting the above SBE Policy, a new salary is determined based on the level of license and years of experience. Salary changes resulting from academic preparation completed prior to April 1st of the current school year become effective with the first day of the pay period that follows the effective date of the new license. Class updates and salary changes that result from educational requirements completed after April 1st, become effective July 1st, of the following school year.

Pay raises for higher level licenses are effective with the pay period which begins in the same month as the effective date on the certificate. Meeting the current SBE Policy above, teachers holding a teaching or student service area beyond the A level (e.g., master's, sixth-year, or doctoral) qualify for placement on the salary schedule at the highest level held. This rule applies for teaching assignments only. (Exception: Licensure at the M level in JROTC and certain vocational areas which are not based on the completion of approved education programs do not qualify.)

## SUPPLEMENTS

Teachers with Pitt County Schools will receive a 6% supplement. This supplement is paid monthly, August through May. Also, extracurricular activities such as coaching duties are supplemented locally.

## LONGEVITY

Longevity is paid to permanent, full-time, and half-time (at least 20 hours) employees who have completed ten years of qualifying North Carolina service. This annual payment is a percentage of the yearly base salary, and the percentage increases as years of state service increase. Longevity payments are paid during the pay period following a person's anniversary date. The chart below shows the longevity pay rates:

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

Teachers and instructional support ceased earning longevity as of June 30, 2014. The General Assembly incorporated these funds into the salary schedules to provide higher salaries at each step. School based administrators ceased earning longevity as of June 30, 2017. Licensed employees paid on the central office salary schedule will continue to receive longevity benefits.

## DEDUCTIONS

The Finance Department will deduct from each employee's check the mandatory deductions for federal and state withholding taxes, social security, and retirement. Other mandatory deductions are tax levies, child support, alimony, bankruptcy, and NC Teacher Assistance Authority payments. It is the responsibility of all eligible employees to review their vouchers to ensure they are contributing to the NC Retirement System.

Deductions for voluntary contributions (insurance premiums, tax sheltered annuities, cafeteria benefits, United Way, State Employees Credit Union) are made as authorized by the employee.

## **TERMS OF EMPLOYMENT**

Employees who are employed for 10 months are to follow the 10-month school calendar. Employees in good standing in permanent positions have reasonable assurance of returning to work each year in August.

Teachers and other certified employees' hours are governed by the following policies:

- **State Policy BEPL-001 (School Calendar):**  
Although the calendar will last a minimum of 1,025 hours or 185 days throughout the state, the length of the school day, which includes additional activities, may vary from school district to school district, from school to school, and even from student to student, if approved by the local board of education.
- **Pitt County Schools' Board Policy 7500:**  
Conformity to a definite minimum schedule is required for all licensed and professional personnel. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning, and extracurricular activities may require hours beyond the stated minimum. The workday schedule will be identified and posted in each school.

## **TEACHER CONTRACTS**

**1-Year Contract:** Teachers employed less than 3 consecutive years with PCS or hold any other type of license than Continuing will be issued a 1-year contract. This applies to any new or renewed contracts.

**2-Year Contract:** Teachers who have been employed consecutively three years and are in good standing will receive a 2-year contract.

**4-Year Contract:** After a teacher has completed a 2-year contract, subsequent contracts will be for a term of four school years if the teacher is in good standing at the time of the contract offer.

**Career Contracts:** Teachers who received career or tenure with Pitt County Schools prior to August 1, 2013, will remain in career status as long as there is no break in service.

## **TEACHING LICENSE**

By law, you are required to hold a valid license for your area regardless if it is teaching, student services or administration.

Your license information is available to you through the State's online system at <https://vo.licensure.ncpublicschools.gov>. You must register to view your information as well as to have access to make changes and certain updates to your license. Applications

such as your 5-year renewal will be completed through the State's online system. By registering and providing a valid personal email address, you will receive notices concerning your license and applications.

### ADDING TEACHING AREAS TO EXISTING TEACHER LICENSE

Individuals who hold a clear teaching license in one area can add an additional teaching area to the license through one of the following option:

1. completing an NCSBE approved Educator Preparation Program in the additional area, or;
2. satisfying NCSBE required exams for the additional area, or;
3. completing 24 semester hours in the subject area with a grade of "C" or better in each course, or;
4. earning a rating of last "Advanced Low" proficiency on the ACTFL (American Council on the Teaching of Foreign Languages) Oral Proficiency Test, and, if available, the Writing Proficiency Test, or, if the language is American Sign Language (ASL), by earning a rating of at least "Advanced" proficiency on The National Technical Institute for the Deaf (NTID) Sign Language Proficiency Interview (SLPI) (World Languages content areas only).

### PROVISIONAL LICENSES

1. Effective July 1, 2016, individuals licensed at the bachelor's level or higher may have other areas added on a provisional basis to their license as needed. Request must be made by Pitt County Schools.
2. NCDPI may issue the provisional license and inform the individual and PCS of the requirements to clear the provisional status. These requirements may include coursework and/or testing.
3. Provisional licenses are issued for a 1-year which can be renewed annually up to five years. All requirements to clear a provisional license must be completed within five years of the first effective date of the provisional license.

### LICENSE RENEWAL

#### *TEACHING AND STUDENT SERVICE PERSONNEL CREDITS*

Credits as required by Pitt County Schools (as per State Board of Education Policy LICN 005 - LEAs reserve the right to assign literacy requirements for any educator):

#### Schools K-5 and K-8:

- 3 Subject Area (aligned to Standard 3 or 4)
- 3 Literacy

- 2 Digital Learning Competencies

Schools 6 -9 and 9-12:

- 3 Subject Area (aligned to Standard 3 or 4)
- 2 Digital Learning Competencies
- 3 General (any area as long as relevant to license/subject at the discretion of the employing LEA. LEAs reserve the right to assign literacy requirements for any educator.)

Student Services Personnel:

- 3 Professional Discipline Area
- 2 Digital Learning Competencies
- 3 General (any area as long as relevant to license/subject at the discretion of the employing LEA. LEAs reserve the right to assign literacy requirements for any educator.)

ADMINISTRATOR CREDITS

School administrators must earn at least 8 continuing education credits during each five-year renewal cycle.

Administrators:

- 3 Executive's Role
- 2 Digital Learning Competencies
- 3 General (any area as long as relevant to license/subject at the discretion of the employing LEA. LEAs reserve the right to assign literacy requirements for any educator).

Teachers may also obtain renewal credit for the following activities:

Staff Development - Pitt County Schools offers staff development activities for licensed employees primarily to promote their professional growth. In addition to the activities offered by the system and the individual schools, there are other opportunities for professional growth. These opportunities assist in the license renewal process as well.

College/University Courses - online courses will be accepted on courses or activities where a grade report or transcript may be provided. Self-paced online activities do not meet our Staff Development requirements. See College/University Courses in PROCEDURE FOR RECEIVING RENEWAL CREDIT.

Courses or Workshops - sponsored by Pitt County Schools or North Carolina Department of Public Instruction.

Other Activities - Renewal credit may be awarded for other activities if credit has been established by an entity empowered to determine credit; independent study activities; or

conferences/seminars set up to award CEUs). Generally speaking, 1.0 renewal credit is awarded for each 10 contact hours.

National Board for Professional Teaching Standards - Educators completing the National Board for Professional Teaching Standards certification process may earn all 8.0 renewal credits for completion of the process and certification. Those who are in the national board renewal cycle may earn 2 credits - 1 credit applied to content and 1 credit applied to literacy.

North Carolina Center for the Advancement of Teaching - Through an application and acceptance process, teachers may participate in programs sponsored by the North Carolina Center for the Advancement of Teaching (NCCAT). Although the Center does not offer renewal credit, Pitt County Schools will award credits for the week-long program if the topic of study is related to the licensure area(s).

## **PROCEDURE FOR RECEIVING RENEWAL CREDIT**

### Protraxx

Protraxx ([www.protraxx.com](http://www.protraxx.com)) is a web based system used by Pitt County Schools for certified personnel to request renewal credits. To receive renewal credit, participants are required to register for district sponsored workshops through the online portal. Activities from outside sources require prior approval through Protraxx. Activities in your academic area(s) should be requested as academic in your request for approval.

### College/University Courses

Courses completed through a college or university may be used for renewal purposes completed in the current five-year cycle. Protraxx has an area for college courses to be submitted for approval as an out of district (ODD) activity. Once completed, a grade report or transcript (official or unofficial) needs to be submitted to the Licensure Specialist for the credit to be awarded.

THE SCHOOL SYSTEM RESERVES THE RIGHT TO DENY CREDIT FOR ANY ACTIVITY NOT DEEMED APPROPRIATE OR NOT HAVING SUFFICIENT DOCUMENTATION OF COMPLETION.

## **TRACKING RENEWAL PROGRESS**

In the Fall before your license expires, the Licensure Specialist will send you a printout showing the courses credited toward your renewal. If your records do not agree, contact the Licensure Specialist. Once you have completed the requirements for renewal, the Licensure Specialist will handle the renewal process through the State's online system

during the time of April 15th - June 30th. A copy of your new license will be available to you through the State's online system (<https://vo.licensure.ncpublicschools.gov>). Effective January 1, 2017, there was a change in licensure fees. With this change, the license holder is now required to pay the State's \$35.00 processing fee for the 5-year renewal.

Keeping careful records of your renewal activities will enable you to know your renewal status. Protraxx is used as a tool for registration, prior approval, etc. Activities completed through Protraxx will show in your history. For tracking purposes, credits will be posted from Protraxx to the Human Resource Management System (HRMS).

### CHECKING RENEWAL CREDITS POSTED FOR RENEWAL

From a computer within Pitt County Schools, you are able to access your Credit Renewal History and your licensure information. THIS CANNOT BE DONE OUTSIDE OF THE PITT COUNTY SCHOOLS FIREWALL. Please use the following instructions:

On the Pitt County School Website ([www.pitt.k12.nc.us](http://www.pitt.k12.nc.us)) from a computer at the school you can view your history by clicking on STAFF, then CHECK YOUR CEU CREDITS. You do not need login credentials and/ or your password. At the top of the left hand column, click LOOK UP MY CEU'S and then put in your social security number.

A request must be sent in writing (may be done through your Pitt County Schools email) to the Licensure Special for a printed copy of your history.

## BEGINNING TEACHER SUPPORT PROGRAM

Beginning Teachers (BT) are issued an Initial License and are required to participate in a three-year induction process known as the Beginning Teacher Support Program. This program is designed to provide teachers direction, support, and feedback during their first three years in the classroom. **The desired outcome is that Beginning Teachers** have experiences **that** are positive and focused on the knowledge, skills, and dispositions associated with effective teaching.

The Teacher Support Coordinator, District **Beginning Teacher Coaches**, and **school based mentors support team** all provide guidance and help during the transition into the profession. The Beginning Teacher Support Plan outlines the individual, school, and district supports provided to BTs and can be found on PCS Teacher Support Webpage.

Teachers will be evaluated using the North Carolina Teacher Evaluation Process. The instrument has been designed to assess the teacher's performance in relation to the North

Carolina Professional Teaching Standards Observations and evaluations will be conducted on a specified schedule during this three-year period [as outlined by the plan](#).

After three years, the license is eligible to be converted from the Initial [License](#) to a Continuing [License](#). Upon converting, teachers begin the five-year renewal cycle during which time they must earn 8.0 CEUs.

### MENTOR TRAINING

Pitt County Schools offers Mentor Training approved by the Department of Public Instruction Public Schools of North Carolina. [This training may be completed online through the NCEES. When possible, a face-to-face training may be conducted by Regional Educational Facilitators.](#) For a schedule contact the Beginning Teacher Support Program Coordinator at (252) 295-1401.

## **Classified Personnel Information**

### DISMISSAL

Details on employee dismissal may be found on our website under the Board of Education – Policies and Procedures - Personnel section. The general procedure for classified employee dismissal due to job performance is as follows:

1. The supervisor/principal gives a verbal warning or direction to the employee. A follow-up email or letter should be sent to the employee to summarize the meeting.
2. A second verbal warning will be given, and a letter will be written to the employee, which should include a description of the problem and specific expectations for future job performance. A copy of the letter will be forwarded to the Human Resources Department.
3. A performance improvement plan may be required.
4. The Human Resources Department will meet with the employee and the supervisor if deemed appropriate.
5. If performance does not improve, the employee may be recommended for dismissal.

Each classified employee is required to sign the Resignation/Separation of Classified Personnel form during the sign-up process. This document outlines specific guidelines regarding resignation after notice of misconduct/ineffectiveness that might have led to dismissal.

## PERFORMANCE EVALUATION

New classified employees are evaluated twice a year; once after the first 90 days and near the end of the first school year. Employees who have worked with the system for more than one year will be evaluated at least once annually near the end of their employment term.

Evaluations are conducted by the immediate supervisor with copies available for the employee and supervisor. A copy is kept in the employee's personnel file at the central office. Performance Improvement Plans are available and may be required for employees having difficulty in some areas of their job.

## HARASSMENT AND BULLYING

Harassment or bullying behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

- a. places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- b. creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

Being asked to perform duties that are within your job responsibilities is not harassment.

## RESIGNATION

A two-week notice is required for all classified resignations. Employees who wish to resign should:

1. Discuss resignation with immediate supervisor.
2. Sign and submit a letter of resignation.
3. Give their immediate supervisor the completed letter.

## SALARY DETERMINATION

Beginning salaries for classified employees in the Pitt County school system are based on local salary schedules and based within the salary ranges on State Salary Schedules. Experience credit is given to employees coming to the system with previous North Carolina state experience in similar jobs at full credit. Experience credit in similar jobs in

non-state experience is granted one year for every 5 years of experience. Experience credit forms for submitting documentation may be obtained in the Human Resources Department. A chart showing specific guidelines is also available in the Human Resources Department.

### SALARY INCREASES

Each year the North Carolina General Assembly acts to determine the salary of state employees. Legislators may decide to grant pay-level increases, percentage increases, a combination of the two or no increase at all. As a rule, salary increases based on legislative decisions are effective July 1 of each year. Each year classified employees who have been employed for more than half the year receive a “bump” of one step on the salary schedule effective July 1. Not all steps receive a raise in pay. Exceptional Children teacher assistants are paid one pay grade above the regular teacher assistant pay level. Salary increases will only occur when the legislators grant pay level increases.

A salary increase of \$25 per month is granted to educational office personnel holding the Professional Standards Program (PSP) certificate and to teacher assistants holding the Professional Development Plan (PDP) certificate.

### DUAL-EMPLOYED CLASSIFIED POSITIONS

It shall be the policy of the Pitt County Board of Education to incorporate in certain classified staff positions the added responsibility of driving a bus. Serving as a bus driver is a condition of employment for these identified positions. Upon beginning to drive a bus on a permanent basis, employees who are in a two-fold classified position will receive incentive pay of one pay level above the pay received in the primary position. Other classified employees may volunteer to drive a bus and will be eligible for the incentive pay when they begin driving a bus on a permanent basis.

### OVERTIME AND COMPENSATORY TIME

The Board of Education discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without the express approval of his/her supervisor. The superintendent or his/her designee must approve all overtime work. Principals and supervisors shall monitor employees' work, shall ensure that overtime provisions of this policy and the FLSA are followed and shall ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek. Accurate and complete timesheets of actual hours worked during the workweek shall be signed by each employee and submitted to the finance department. The finance department and the employee's supervisor(s) will review work records of employees on a regular basis to make an assessment of overtime use.

In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for each one hour of overtime worked, if such compensatory time (1) is agreed to by the employee before the overtime work is performed and (2) is authorized by the immediate supervisor. Employees must be allowed to use compensatory time within a reasonable period after requesting such use.

Non-exempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Such employees will be provided overtime pay or compensatory time as provided above for working more than 40 hours in a workweek.

### LONGEVITY

Longevity is paid to permanent, full-time, and half-time (at least 20 hours per week) employees who have completed ten years of qualifying North Carolina service. This annual payment is a percentage of the yearly base salary, and the percentage increases as years of state service increase. Longevity payments are paid during the pay period following a person's anniversary date. The chart below shows the longevity pay rates:

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

### DEDUCTIONS

The Finance Department will deduct from each employee's check the mandatory deductions for federal and state withholding taxes, social security, and retirement. Other mandatory deductions are tax levies, child support, alimony, bankruptcy, and NC Teacher Assistance Authority payments. All employees should check their paychecks to ensure that retirement is being taken out. It is the employee's responsibility.

Deductions for voluntary contributions (insurance premiums, tax sheltered annuities, cafeteria benefits, United Way, State Employees Credit Union) are made as authorized by the employee.

### TERMS OF EMPLOYMENT

Employees who are employed for 10 months are to follow the 10-month school calendar. Employees in good standing in permanent positions and who are not given an “automatic non-reappointment” status, have reasonable assurance of returning to work each year in August.

### DAYS WITHOUT PAY

#### **10-month teachers, 10-month clerical and custodial:**

To calculate your daily rate of pay, divide your **10-month** salary by 21.50 days. (Example: \$3,500.00 divided by 21.50 = \$162.79) This daily amount is deducted from your gross pay.

#### **11 & 12-month teachers & TA's, and 205-days TA's:**

To calculate your daily rate of pay, divide your **monthly** salary by 21.50 days. (Example: \$3,500.00 divided by 21.50 = \$162.79) This daily amount is deducted from your gross pay.

#### **11 & 12-month administrative positions, clerical, custodial, transportation and facility services:**

To calculate your daily rate of pay, divide your **monthly** salary by 20, 21, 22, or 23 days based on the number of workdays (Monday-Friday) in the month the absence occurs. (Example: absence date 9/26/16 (September has 21 workdays (Monday- Friday)) \$3,500.00 divided by 22 = \$166.67). This daily amount is deducted from your gross pay.

#### **205- Day Teacher Assistants (TA's hire date of 8/17/2007 or later)**

Effective the 2009-10 SY, TAs (205-day teacher assistants) will work ten less days for the SY. (A full SY consists of 205 days of employment for a ten-month employee.) TAs with a hire date of 8/17/09 or later will be employed no more than 7 hours per day or 35 hours weekly.

### STAFF DEVELOPMENT

Pitt County Schools offers ongoing career development opportunities to all classified personnel as budget and time constraints allow. These opportunities are designed to aid in developing and maintaining skills required to succeed in current positions and to prepare for promotions to other levels of employment.

Career development required by the school system will be held during the regular workday, or the employee will be compensated by time off for the hours beyond the regular workday.

Information about classified career development courses offered system wide will be publicized online and at each work site. Employees are encouraged to participate in career development activities at their school.

## A Look at Employee Benefits

### LEAVE BENEFITS

#### HOLIDAYS

The State Personnel Commission determines whether 10 or 11 holidays will be observed during the year, depending on which day of the week Christmas falls. Ten-month employees are granted either 10 or 11 holidays yearly, while 12-month employees are granted 11 or 12 holidays. Local boards of education determine when holidays are scheduled.

#### ANNUAL LEAVE

- Annual leave is accrued in hours based on the length of total state service as follows:

<u>Years of State Service</u>	<u>Days of Leave Earned Per Month of Employment</u>
Less than 2 years	1.00 day per pay period* (*These days will be used on the mandatory built-in ten days of annual leave.)
2 but less than 5 years	1.17 day per pay period
5 but less than 10 years	1.42 day per pay period
10 but less than 15 years	1.67 day per pay period
15 but less than 20 years	1.92 day per pay period
20 years +	2.17 day per pay period

Annual vacation leave may be accumulated without any applicable maximum until June 30<sup>th</sup> of each calendar school year. On June 30<sup>th</sup> or upon retirement, accumulated annual vacation leave in excess of 30 days will be converted to sick leave so that only 30 annual vacation days are carried forward. Teachers, media specialists and TA's who require a substitute and bus drivers may not take an annual leave day on an instructional day. For certified staff, annual vacation leave must be used in one-half day or whole day increments. Classified staff may use annual leave in 1 hour increments, with supervisor approval.

## Leave Guidelines

All information given here can be found on the North Carolina Department of Education website: <https://files.nc.gov/dpi/policymanual.pdf>

All full-time and part-time permanent employees who are employed 20 hours or more per week are entitled to holiday pay, annual leave and sick leave as long as they are employed for one-half or more of the pay period. A teacher must be employed 53.33% or more to be entitled to holiday pay, annual leave and sick leave.

### SICK LEAVE

- Employees earn one sick leave day in hours per pay period as long as they are employed for one-half or more of the pay period.
- Sick leave must be used in one-half or one whole day increments.
- Sick leave can be accumulated from year to year with no limit on the amount.
- Sick leave may be used for personal illness and medical appointments for the employee. Sick days may also be used for illness in the immediate family and medical appointments related to the illness that necessitates the employee's attendance.
- Immediate family is defined as spouse, children, parents, brothers, sisters, grandparents, grandchildren, and dependents living in the employee's household. Also included are step, half, and in-law relationships.

For certified staff, sick leave must be taken in increments of half days or whole days. Classified staff may use sick leave in 1 hour increments, with supervisor approval. Sick leave may be accumulated indefinitely and is transferable among school systems.

The superintendent or designee may require a statement from a medical doctor or other applicable proof that the employee was unable to work due to personal or family illness/ medical appointment, adoption, or death in the family.

Sick leave regulations provide for "Voluntary Shared Leave." For details concerning donating and receiving shared leave, contact the Benefits Specialist at the Central Office.

### 4.3 – Voluntary Shared Leave

#### 4.3.1 Purpose

The purpose of voluntary shared leave is to provide economic relief for employees who are likely to suffer financial hardship because of a prolonged absence or frequent short term absences caused by a serious medical condition.

NOTE the underlined provisions in Section 4.3.4 address legislation that became effective January 1, 2011; consequently, these changes are effective on and after that date.

#### **4.3.2 Eligibility**

Only full-time and part-time permanent employees who have exhausted all available accumulated paid leave (sick leave, annual vacation leave, and bonus leave, if applicable) are eligible to receive donated leave from employees of the same LEA, a different LEA, a community college or a state agency as identified in Section 4.3.4. An employee need not exhaust personal leave and the 20 days of extended sick leave to be eligible for voluntary shared leave.

An employee who is receiving benefits or is eligible to receive benefits from the Disability Income Plan and elects to use paid leave is not eligible to receive donated leave. Voluntary shared leave may be used only during the required waiting period. The superintendent shall approve or deny all requests for receipt of donated leave.

#### **4.3.3 Application for Voluntary Shared Leave**

An employee who, due to a serious medical condition of self or of his or her immediate family (see Section 1.1.12), faces prolonged or frequent absences from work may apply to the superintendent of the LEA for donated leave. Application may also be made by a third person acting on the employee's behalf, if the employee is unable to make application.

An employee may make application for shared leave at such time as medical evidence is available to support the need for leave beyond the employee's available accumulated leave.

The following items must be included in the application:

1. A doctor's statement, and
2. An authorization for release of medical information signed by the person who is suffering the medical condition (or parent or guardian of a minor). This release may also be signed by any legally authorized party.

#### **4.3.4 Donation and Receipt of Leave**

NOTE the underlined provisions in Section 4.3.4 address legislation that becomes effective January 1, 2011; consequently, these changes are effective on and after that date.

(a) Annual vacation leave: Any eligible employee in the LEA may donate annual vacation leave to any approved employee in the same LEA. Family members may donate annual vacation leave to an immediate family member (see Section 1.1.12) in another LEA, community college or state agency. Employees of another LEA, community college or state agency may donate annual vacation leave if a coworker's immediate family member is eligible for donated leave and works in a LEA, state agency, or community college. (See Section 1.1.12)

Bonus leave may also be donated. (See Bonus Leave, Section 3.4.)

There is no provision for public school employees to donate or receive annual

vacation leave from employees or family members in county agencies of mental health, public health, social services or emergency management including those covered by the State Personnel Act.

A donor may not reduce his or her annual vacation leave balance below one-half of what that person can earn in a year.

(b) Sick leave: Sick leave may be donated only to an employee of a public school system (LEA). A public school employee shall not donate more than five days of sick leave per year to any one nonfamily member, who is an immediate family member (see Section 1.1.11) of the donor. Sick leave may be donated to an immediate family member in the same or another LEA, community college or state agency (See Section 1.1.12).

There is no provision for public school employees to donate or receive sick leave from employees or family members in county agencies of mental health, public health, social services or emergency management including those covered by the State Personnel Act.

The combined total of sick leave donated to a recipient from non family members shall not exceed 20 days per year.

A donating family member donor may not reduce his or her sick leave balance below one-half of what that person can earn in a year.

Donated sick leave shall not be used for retirement purposes

Employees who donate sick leave shall be notified in writing of the State retirement credit consequences of donating sick leave. That is, the sick leave balance provides an income safety net while employed. Sick leave also has value at retirement. At retirement a member of the Teachers' and State Employees' Retirement System with an earned sick leave balance receives an additional month of service credit in TSERS for each 20 days, plus one additional month if there is a remainder. The additional service credit increases the retirement benefit for the remainder of the life of the retiree.

(c) Approved LEA employees may receive sick leave from only from immediate family members in LEAs community college institutions and state agencies.

Approved LEA employees may receive vacation leave from immediate family and their coworkers LEAs in community college institutions and state agencies (see Section 1.1.12). Public school employee may also receive sick leave from nonfamily members employed in public school systems. The combined total of sick leave received from non family members shall not exceed 20 days per year.

(d) All leave donations must be to a designated employee approved by the superintendent for receipt of donated leave and may not be made to a pool or bank.

(e) All donations must be in writing and must be signed by the donating employee. The employee receiving the leave must be named and the amount and type of leave donated must be specified.

(f) For the purposes of voluntary shared leave, all leave donated will be credited to the recipient's sick leave account.

(g) The minimum amount of leave donated must be one-half of a day.

(h) The donating employee may not receive compensation in any form for the donation of leave. Local boards shall adopt policies stating that acceptance of remuneration for donated leave will result in dismissal.

#### **4.3.5 Length of Leave**

(a) The superintendent of the LEA will determine the length of the leave. The leave granted may not exceed the maximum described below in (b). Under no circumstances may the use of voluntary shared leave exceed the employee's period of treatment and recovery.

(b) An employee may normally receive no more than 130 workdays of donated leave, either continuously or for the same condition on a recurring basis. After 130 workdays have been used, the superintendent may extend this limit on a month-to-month basis until the maximum number of working days occurring between the first day of use of donated leave and twelve months have been used. (This provision is only available for those that are not eligible for short term disability).

#### **4.3.6 Earning Leave While Using Voluntary Shared Leave**

(a) Holidays occurring while the employee is using donated leave will be paid. Annual vacation and sick leave will continue to be earned by the employee while he or she is using donated leave. Available earned leave accrued during this period must be used by the employee prior to continued use of any voluntary shared leave.

(b) An employee eligible for workers' compensation may use donated leave during the required waiting period and to supplement the workers' compensation as provided in Section 9.2 of this manual.

#### **4.3.7 Unused Leave**

At the expiration of the period approved for voluntary shared leave as determined by the superintendent of the LEA, any unused donated leave must be returned on a pro rata basis to the donors.

### MATERNITY LEAVE

Pitt County Schools adheres to the Family Medical Leave Act of 1993 (FMLA). FMLA allows eligible employees to take up to 12 weeks of leave time to care for a newborn or

adopted child within the first year of life or placement in the home. To qualify for FMLA, the employee must have worked with Pitt County Schools for at least 1250 hours the preceding year. During the 12 weeks, an employee will continue to have insurance coverage paid by the employer (employee only coverage-dependent coverage will still be maintained by the employee) and the employee will have job security. Forms to complete for maternity leave can be obtained from the school secretary. Questions relative to maternity leave should be directed to the benefits office.

Regardless of the amount of leave you have accumulated, six weeks after delivery is the time frame allowed for maternity leave. Eight weeks after delivery will be allowed for C-sections. Any additional time requested will require a doctor's statement.

You should notify the Human Resources Department approximately 30 days prior to the projected leave date by completing the Separation/Vacancy Notice form. Also, you should contact the Benefits Specialist to make an appointment.

#### EXTENDED SICK LEAVE

**Extended sick leave is available to classroom teachers and media specialists 'who require a substitute' if they are absent due to their own personal illness or injury in excess of their accumulated sick leave days. **Extended leave is not available for Remediation teachers, Reading Recovery teachers, ESL teachers or Behavior Specialists.** This leave is not to be used for illnesses of family members or anyone other than the teacher. Those qualifying for use of extended sick leave days are allowed extended sick leave of up to 20 work days throughout the regular term of a school year. In order for a newly hired employee to be eligible for use of extended sick leave, he or she must have reported to work. There is a \$50.00 mandatory deduction per day whether or not a substitute is employed. Extended sick leave days must be used in one-half or whole day increments. Unused extended sick leave days do not carry forward to succeeding school years.**

#### LEAVE OF ABSENCE (Family, Medical, or Educational)

A public school employee, male or female, may be granted a leave of absence without pay for up to one calendar year for the birth or adoption of a child. (See Appendix for details on the Family and Medical Leave Act - FMLA - of 1993.) Teachers may also use accumulated annual leave or personal leave to care for a newborn or a child placed through adoption or foster care during the first 12 months following the arrival of the new child.

Employees may be granted a medical or educational leave of absence without pay for periods determined by the local administrative unit. This leave should be requested in advance. For information on applying for a leave of absence, contact the Benefits Specialist.

### PARENTAL INVOLVEMENT LEAVE

Eight hours of leave per year will be granted to any full-time employee who is a parent, guardian, or person standing in loco parentis of a school-age child in order that the employee may attend or otherwise be involved in that child's school. Part-time employees, four or more hours per day, will receive leave on a pro rata basis. (For details about parental involvement leave, consult the policy manual or Human Resources.)

### PERSONAL LEAVE

Classroom teachers and media specialists who require a substitute are entitled to accrue personal leave. It is accrued at .20 days per pay period for a total of 2.00 days per school year. A maximum of 5 personal leave days can be carried forward to the next SY. On June 30<sup>th</sup> accumulated personal leave days in excess of 5 days will be converted to sick leave so that only 5 personal leave days are carried forward. Upon retirement any accumulated personal leave shall be converted to sick leave for creditable service towards retirement. Personal leave may be used on an instructional day or workday as long as the request is submitted 5 days in advance and approved by your principal.

**There are '2 exceptions' to the \$50.00 per day substitute deduction:**

- (1) If no substitute is employed, the \$50.00 deduction will not be charged.
- (2) Classroom teachers and media specialists may use accrued personal leave on a non-protected workday without the \$50.00 deduction per school year.

### PROFESSIONAL LEAVE

Professional leave may be granted to public school employees who have professional responsibilities or who need to attend professional meetings or staff development activities. Professional leave must be approved in advance by the principal/supervisor.

### JURY DUTY

When a permanent employee is absent to serve on a jury, no deduction is made from the regular salary. The employee is entitled to regular compensation plus any compensation awarded for serving on jury duty.

### COURT ATTENDANCE

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 pertaining to their employment with Pitt County Schools (any other situation involving Pitt County Schools will be viewed on a case by case basis), no salary deduction is made. Any fees received when serving in an official capacity as a witness must be returned to the local school system. If, however, an employee is a defendant or a

plaintiff in a case not connected with official duties and must be absent from work, no salary is to be received unless that time is charged to accumulated 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 96 hours (12 days) each calendar year for annual training and military maneuvers. Military leave without pay can be granted for one enlistment period of active service.

## **Insurance Benefits**

### HEALTH INSURANCE

Employees have 2 choices of insurance through Blue Cross Blue Shield of NC. Pitt County Schools pays for individual coverage for full-time employees wishing to enroll in the BCBS. Coverage for dependents and part-time employees may be added at the employee's expense through payroll deduction.

Employees who work at least half of the workdays in the pay period in which they terminate will have their coverage continued for one calendar month after the month in which they terminate. If they work less than half of the workdays, their coverage will end on the last day of the month during which termination occurs.

Employees on approved leave of absence may continue their health insurance by paying the entire premium to Pitt County Schools by the 1st of each month.

### DENTAL INSURANCE

Dental insurance is provided for all full-time and permanent part-time employees through Ameritas. The employee must pay the full amount of the premium for this coverage. Eligible employees may also insure their dependents. Dental insurance must be applied for at the time of employment; it is not available at a later date unless the company grants a period of open enrollment.

Questions concerning health and dental insurance should be directed to the Benefits Specialist at the Central Office.

## UNEMPLOYMENT INSURANCE

School employees may be entitled to unemployment insurance based on the laws of North Carolina and the circumstances of their separation from employment. Eligibility is determined by the state agency, and benefit amounts are based on a percentage of a person's earnings up to the allowable limit.

## DISABILITY INCOME

A comprehensive short-term and long-term disability income plan is provided 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. For more information, contact the Benefits Specialist.

## WORKERS' COMPENSATION

All Pitt County School employees are covered under The North Carolina Workers' Compensation Act (G.S. 97). As defined under Workers' Compensation, injury and personal injury shall mean only injury by accident arising out of and in the course of the employment, and shall not include a disease in any form, except where it results naturally and unavoidably from the accident.

The Workers' Compensation Act does not provide compensation for all injuries, but for injuries by accident. An accident is defined in the law as a separate event preceding and causing the injury. Unless there is an accident, an injury received while performing the regular duties in the usual and customary manner is not compensable.

When an incident occurs, school employees are responsible for notifying his/her principal immediately and in writing. Employees at the central office, transportation, and facility services notify their immediate supervisor by the same. Upon notification of employee injury or an occupational disease, the principal/supervisor (or designee) will contact the Risk Management Specialist within one hour to file a workers' compensation claim. Should an employee be injured at a school site, they should utilize the school nurse as the first line of care to assess the injury. Each work site has first aid supplies available for self-treatment. School Nurse Assessment/First Aid does not replace an employee's right to receive medical treatment through a preferred medical provider. If medical treatment is necessary, Pitt County Schools will direct all employee medical treatment with an approved provider through the Risk Management Office. Unauthorized medical treatment will not be recognized and charges will be the responsibility of the employee.

Should an employee demonstrate symptoms of a medical emergency i.e., stroke, heart attack, unconsciousness, etc. the employer is obligated to call 911 even if the employee does not want to be transported. EMS will evaluate the employee and determine the next line of care.

The seriousness of an injury or illness should never be minimized. If in doubt, Call 911.

When an employee who has been injured on the job, is released to return to work by the treating physician but they have not yet reached maximum medical improvement but are ready to return to limited work as approved by the physician's prescribed physical restrictions limiting their performance in the original position, the employer will provide transitional work suitable to the employee's capacity which is both meaningful and productive, and advantageous to the employee and the employer. The Risk Management Specialist will coordinate the transitional work assignment. This work reassignment shall be a temporary assignment and shall not exceed 120 days unless otherwise approved by the Assistant Superintendent of Human Resources or designee.

While on Workers' Compensation Leave, the employee will continue to earn sick leave, annual vacation leave (maximum-1 year accrual) and, if applicable, personal leave. The employee will continue to earn longevity credit if applicable. While on workers' compensation leave you do not receive retirement service credits. Teachers do not earn experience credit while on workers' compensation, except when they are using sick leave, extended sick leave, personal leave, or any other available paid leave. However, the employee will continue to earn longevity credit, if applicable.

The employee must comply with all requirements of the Workers' Compensation Act and any reasonable instructions by the employer not inconsistent with its provisions.

For additional information regarding Workers' Compensation policy and procedures specific to Pitt County School employees, please contact your Supervisor or call the Risk Management Office at 252-830-4247 or RM-24/7 Access Line at 252-406-5069.

Reference:

<http://www.dpi.state.nc.us/insurance/>

<http://www.ncpublicschools.org/insurance/>

PCBOE Safety Policy 5.101

PCBOE Injury and Loss Prevention Policy 7.023

## **Retirement Benefits**

### RETIREMENT

Permanent full-time employees are covered by the North Carolina Teachers' and State Employees' Retirement System. Employees contribute 6% of their monthly salary; effective July 1, 2018, employers will contribute 18.86%.

- Employees may retire with unreduced benefits if they: (1) reach age 65 and have completed at least five years of service, (2) reach age 60 with 25 years of service, or (3) have 30 years of service at any age.
- Employees may retire with reduced benefits if they: (1) reach age 50 and have completed 20 years of service or (2) reach age 60 with 5 years of service.
- When an employee resigns or is terminated, the accumulated EMPLOYEE contributions, plus any interest earned, may be withdrawn if the employee is vested (5 years) with the State Retirement System. Members with less than five years may withdraw contributions only. Members with five or more years of service may leave contributions in the retirement system and receive future retirement benefits.

For additional information on retirement records/change of beneficiary, see section on "Updating Personal Information."

### DEATH BENEFIT

After one year of membership in the retirement system, employees are automatically covered by a death benefit. Upon death, the beneficiary will receive a lump sum equal to the employee's salary for the previous 12 highest months in a row during the last 24 months before the employee's death, with a minimum of \$25,000 and a maximum of \$50,000.

### SOCIAL SECURITY

Employees are members of the Federal Social Security System, and contributions are made by both employee and employer. The current contribution rate is 7.65% for employees and 7.65% for employers.

### OTHER BENEFITS

Employees may choose to participate in a flexible benefits plan whereby certain insurance, health care, and child care expenses can be paid for on a pre-tax basis. The Benefits Specialist can answer specific questions about this plan.

### CREDIT UNION

Permanent public school employees are eligible for membership in the State Employees' Credit Union. In Greenville, the State Employees' Credit Union locations are 300 West First Street, 2296 Charles Street, 2211 Hemby Lane in Greenville, NC and 135 Davenport Farm Rd Winterville, NC. The Credit Union offers savings accounts, checking accounts, credit cards, loan services, and direct deposit of paychecks.

### LIABILITY INSURANCE

Pitt County Schools provides liability insurance (errors and omissions/general liability) protection to school employees. For further details, contact the Finance Department.

### TAX SHELTERED ANNUITIES

Pitt County Schools offers a 403(b) and 457 tax sheltered annuity (TSA) retirement savings plan to employees. Employees can contribute a portion of their wages on a monthly basis into a TSA plan on a pre-tax basis. This provides the employees a tax-advantage retirement savings plan.

All employees are eligible to participate in the 403(b) and 457 TSA programs. See **Appendix A of the Benefits Manual** for the Pitt County Schools list of approved TSA providers. For more information concerning these programs please contact the benefits office at 830-4213.

## **Policy Highlights**

The following policies have been identified as being most pertinent to the job of the indicated group. Employees are responsible for knowing the Board policies that affect your employment. Please see the link below the charts to find our online Board of Education policies.

### **Certified Staff**

7305 Professional Ethics	7500 Workday and Overtime
7320 Technology Responsible Use	3226/4205 Internet Safety
7300 Staff Responsibilities	3300 School Calendar & Time for Learning
3135 Homework	1510/4200/7270 School Safety
9200 Care & Maintenance of Facilities	7335 Employee Use of Social Media

### **Classified Staff**

7305 Professional Ethics	7500 Workday and Overtime
7320 Technology Responsible Use	3226/4205 Internet Safety
7300 Staff Responsibilities	1510/4200/7270 School Safety
9200 Care & Maintenance of Facilities	7815 Evaluation of Non-licensed Employees
7335 Employee Use of Social Media	

### **Principals**

7305 Professional Ethics	7500 Workday and Overtime
7320 Technology Responsible Use	3226/4205 Internet Safety
7300 Staff Responsibilities	3300 School Calendar & Time for Learning
3135 Homework	4150 School Assignment
4155 Assignment to Classes	1310/4002 Parental Involvement
1320/3560 Title 1 Parental Involvement	1510/4200/7270 School Safety
9200 Care & Maintenance of Facilities	

[ONLINE POLICY MANUAL](#)