



VANCE
COUNTY
SCHOOLS

Employee Handbook



252-492-2127



www.vcs.k12.nc.us

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 [Vance County Board of Education Policies](#).

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 see the [NC Public Schools, Benefits and Policy Manual](#).

Title IX Of The Education Amendments Of 1972

Vance County Schools does not discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the Education Amendments of 1972. Inquiries regarding compliance with Title IX may be directed to:

Chief Human Resources Officer
Vance County Schools
1724 Graham Avenue
Henderson, North Carolina 27536
Telephone: (252) 492-2127
Fax: (252) 430-7710

TABLE OF CONTENTS

Employee Duties and Responsibilities	3
Compliance with Board of Education Policies	3
Standards of Conduct	3
Licensure	3
The Workday	3
Identification Badges	3
Reporting Child Abuse or Neglect	3
Solicitations	3
Resignation	4
Employee Absences	4
Health Certificate	4
 Leave	 4
Holiday Leave	4
Annual (Vacation) Leave	4,5
Sick Leave	5
Twenty-Day Extended Sick Leave (Teachers)	6
Personal Leave	6
Paid Parental Leave	6,7
Child Involvement Leave	7
Jury Duty	7
Court Attendance	7
Military Leave	7
Educational/Professional Leave	7
Voluntary Shared Leave	8
Parental/Disability Leave	8
Family Medical Leave	8
 Employee Compensation	 9
Administrative Procedure for Local Teacher Supplement	9
Longevity Pay	9,10
Recovery of Advanced Salary or Benefits	10
 Employee Benefits	 10
Retirement	10
Voluntary Supplemental Retirement Plans	11
Health Insurance	11
Dental Insurance	11
Short and Term Disability	11
Cafeteria Benefits and Flexible Spending Accounts	11
Life Insurance Plans	11
Making Changes to Insurance	11
Workers' Compensation	12
State Employees' Credit Union	12
 Substitute Teachers	 13
Inclement Weather Guide	13,14
Personnel Policies and Procedures	14-20

EMPLOYEE DUTIES AND RESPONSIBILITIES

Compliance with Board of Education Policies

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

Standards of Conduct

Each employee is expected to maintain the highest standards of honesty, integrity, and fairness. Employees shall perform their duties and responsibilities in a competent and ethical manner without violating the public's trust or applicable laws, policies, and regulations.

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/emergency/permit to teach licensure, it is the responsibility of the individual to satisfy the annual requirements for licensure extension to maintain employment with VCS.

The Workday

The length of the school day for licensed and professional staff will be a minimum of seven hours and thirty minutes and will continue until professional responsibilities to the students and school are completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning, and extracurricular activities may require hours beyond the stated minimum. Work schedules for other employees will be defined by the superintendent or designee, consistent with the Fair Labor Standards Act and the provisions of the Workday and Overtime policy ([7500](#)).

Identification Badges

All employees, contractors, volunteers, and consultants are expected to visibly display, attached to their person, the approved VCS 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. 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 district are required to turn in their ID badge to their principal or immediate supervisor. Replacement badges can be obtained by calling the Human Resources 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 fundraising activities and projects shall require the approval of the immediate supervisor.

Resignation

Licensed employees must give a 30-day notice prior to resigning from the school system. 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 the school system. Employees should make VCS/Human Resources aware at the point of resignation if they have secured another job with an NC public school system or state agency so their benefits can be properly processed.

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 will be made from his/her salary for the time lost. Unreported absences or leaving the job site without authorization will be considered grounds for termination. Employees with access to Frontline should follow school guidelines for logging absences and ensure all absences are added to the Frontline system. For absences of more than 10 consecutive workdays, employees must contact the Human Resources Department 30 days prior to the absence to request a leave of absence.

Health Certificate/Physical Examination

In accordance with North Carolina General Statute 115C - 323 and Board policy 7120, all public school employees upon initial employment and those who have been separated from public school employment for more than one school year or who have been absent for more than 40 consecutive 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.

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 eligible part-time permanent employees who work or are on a paid leave of absence (including paid holidays) for one-half or more of the work days 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 prorated 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. Requests for annual leave must be approved by the employee's supervisor at least one week in advance. Annual leave can 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 Vance County Schools will be paid for up to 30 days of accumulated leave. Transfer of leave to another agency is not automatic and must be requested with proper forms. In case of death, the employee's estate will receive payment for any accumulated vacation leave up to 30 days.

Restrictions for Teachers and Some Teacher Assistant Positions - If your position requires a substitute, you may not take annual leave at any time students are in attendance.

Annual Leave During Holiday & Spring Break - There are "Designated Annual Leave Days" built into your School Calendar. Your Annual Leave will be deducted for those designated times.

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

<i>Years of State Service</i>	<i>Days of Leave Earned Per Month of Employment</i>
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 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 or designee may request a statement from a medical doctor or other acceptable proof that the employee was unable to work due to personal illness, medical appointments, illness, or death in the family. In any event, a doctor's certificate must be presented to Human Resources if sick leave absences exceed ten consecutive working days and a leave of absence request must be submitted and administratively approved. The certificate must be specific in nature and must address the specific illness and/or condition that precludes the employee from performing assigned duties. The certificate must be renewed every ten working days (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. Currently, a \$50 dock in pay is incurred, which is less than the cost of a substitute.

Personal Leave

Teachers earn two days of personal leave during the ten-month school term with a salary deduction for the cost of substitute teachers, currently \$50 dock if no reason is provided by the teacher for the absence. These days, they can be transferred to other local school systems. Personal leave is granted upon authorization of an employee's immediate supervisor. This type of leave is not normally provided on the first day of school, a required teacher workday, 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. This leave must be requested five days in advance.

Personal Leave must be used in one-half or whole-day units on student days. It can be used in increments of 30 minutes on non-instructional days. Teachers using personal leave receive full salary unless the substitute deduction is required

Paid Parental Leave

The leave entitlement extends to the parent of a:

- Newborn biological child;
- A newly placed adopted child
- A newly placed foster child or
- A child under the age of 18 otherwise legally placed with the parent, such as through guardianship

Leave amounts

- Up to 8 weeks after giving birth to a child;
- Up to 4 weeks after other qualifying events (e.g. paternity leave, adoption, fostering a child, becoming a legal guardian)

Part-time permanent, probationary, or time-limited State employees also may take a prorated amount of paid leave:

- Up to 8 weeks after giving birth, or
- Up to 4 weeks for another qualifying event

Eligibility:

- Prorated benefits for eligible part-time employees.
- Eligible employees must be employed by the school district for the immediate twelve months without a break in service preceding the qualifying event.
 - At least 1,040 hours in payroll in that 12-month period.
 - Temporary employees and independent contractors are not eligible for paid parental leave.
 - Each school district is a separate employer for meeting the 12-month employment requirement.

Paid Parental Leave usage:

- Leave is limited to 12 months following the qualifying event. Multiple births (or placements) do not increase the total amount of leave.
- Unused paid parental leave is forfeited 12 months from the date of the qualifying event.
- Parental paid leave shall not be counted against or deducted from the employee's leave balances.
- Employees shall not be paid out for this leave upon separation from the employer.
- Paid parental leave may not be donated to another employee.
- Paid parental leave can only be used intermittently with the agreement of the district and the employee.
- If delayed, the district must provide the paid parental leave as soon as practicable.

Child Involvement Leave

Under the state law passed by the 1993 General Assembly, 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 unpaid leave per year to attend or otherwise be involved with the child's school. 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 duties or because they were subpoenaed or directed by proper authority to appear as a witness for another individual. 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 and must be absent from work, no salary is to be received unless that time is charged to annual (vacation) leave or personal 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

Short-term professional leave for participation in staff development training or meetings is available for certified employees, if approved by the principal or supervisor. Teachers should check with the principal or supervisor about the availability of funds to pay for substitutes for professional leave purposes. Long-term professional leave for up to one year may be requested by certified employees. This leave is unpaid and must be approved by the Vance County Board of Education.

Voluntary Shared Leave

The purpose of voluntary shared leave is to provide economic relief for employees who by reason of a prolonged absence (20 + consecutive workdays) caused by a serious medical condition of self or immediate family, are likely to suffer financial hardship. To be eligible, a permanent full-time or permanent part-time employee must be on an approved leave of absence through Human Resources and must have exhausted all accumulated paid leave with the exception of extended sick leave and personal leave.

An employee must request to be approved for voluntary shared leave through Human Resources. The Superintendent or designee will review the request for approval. Application may also be made by a third party acting on the employee's behalf.

An employee who has in excess of five sick or annual leave days accumulated is eligible to donate leave subject to certain restrictions and approval by the Superintendent. Annual leave may be donated to any employee. Donors may not reduce their leave balance(s) below one-half of what can be earned in a year. An employee may donate vacation or bonus leave to an employee of the same or another LEA. An employee of an LEA may donate sick leave to a non-family member in the same or another LEA under the following provisions: The donor shall not donate more than five days of sick leave per year to any one non-family member. The combined total of sick leave donated to a recipient from non-family member donors shall not exceed 20 days per year.

Employees may not give or receive compensation in any form for donated leave. Acceptance of compensation for donated leave will result in dismissal. For more information, contact the Human Resources Benefits Department.

Parental/Disability Leave

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. If an employee elects not to use any accumulated leave while on a leave of absence, that election may not be changed once the leave of absence without pay has begun.

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, a serious medical condition or to care for a spouse, son, daughter, or parent who has a serious medical condition. FMLA leave must be requested by the employee by submitting the correct paperwork and documentation to the Human Resources Department. 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 to the office of Human Resources when the employee is able to resume work.

EMPLOYEE COMPENSATION

Licensed employees are paid according to their licensure level and years of experience determined by the Department of Public Instruction, plus any local supplement approved by the Vance County Board of Education. Non-licensed and support employees are paid based on the salary schedule assigned to their position. Questions about your salary should be directed to the office of Human Resources.

Administrative Procedure for Local Teacher Supplement

Purpose:

The local teacher supplement provided by Vance County Schools is to provide additional compensation to the employees as defined below.

Eligibility:

1. Employees eligible to receive the local teacher supplement are those who are in a certified/licensed position. The specific positions are; certified teachers, counselors, media specialists, social workers, school nurses, speech therapists, occupational therapists, and physical therapists.
2. Employees must be designated as permanent full-time or permanent part-time (no minimum hours required) to be eligible. The status cannot be considered temporary, interim, or on an "as-needed basis."
3. Local teacher supplement payments will be paid to currently employed certified/licensed employees for the period of time actively worked or on paid leave.
4. Employees not employed at the time of payment will forfeit any prorated portion of the payment.

Payment:

1. Local teacher supplements will be paid on a semi-annual basis (November and June). Actual payment dates are determined at the beginning of each school year.
2. Local teacher supplements will be prorated based on the percentage of employment for the position. The payment will be prorated for those eligible employees who work less than 100% of a regular work week.
3. Those actively employed will receive a prorated payment based on time worked or time on paid leave. If a leave without pay occurs, payment will not be given for unpaid time.

Longevity Pay

All permanent full or part-time employees, with the exception of employees on State certified pay tables, i.e., teachers, counselors, media specialists, social workers, nurses, etc., 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 years	1.50 percent
15 but less than 20 years	2.25 percent
20 but less than 25 years	3.25 percent
25 or more years	4.50 percent

Recovery of Salary or Benefits Advanced to Employees

In accordance with state statutes for state-paid employees, Vance County Schools will recover from the employee any money paid in advance if the employee leaves the system before earning such salary or contributions. This includes salary or health insurance contributions. Any money paid in error will be recovered from the employee. Contact the payroll department immediately if you suspect you have received an overpayment.

EMPLOYEE BENEFITS

Retirement Benefits

Permanent, full-time, and part-time (30+ hours per week) employees of the Vance County School System are covered by the North Carolina Teachers' and State Employees' Retirement System (TSERS). Employees are state-mandated to contribute 6 percent of their monthly salaries, and the employer provides a contribution based on legislation. With TSERS membership, the Disability Income Plan of NC provides short- and long-term disability benefits at the employer's expense for permanent employees who meet certain state service requirements. Additionally, 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. Employees are vested in the retirement system after 5 years of membership. Details about retirement eligibility and other important information can be found on the retirement system's website www.myncretirement.com. When an employee is ready to claim his retirement, it is highly recommended that the employee start the retirement process 3-4 months in advance of the retirement effective date. Employees should contact the Human Resources Benefits Office.

Return of Contributions - In the event of your death while actively employed, your beneficiary receives all contributions you have made into the TSERS system. If a beneficiary is not elected by the employee, the return of contributions will be paid to the employee's estate.

Supplemental Death Benefit - After **1 year** of credit in the system, if you pass away, your beneficiary receives a one-year salary at a minimum of \$25,000 and a maximum of \$50,000.

Short-Term Disability - After **1 Year** of credit in the system, you will receive approximately 50% of your income, after a 60 Calendar Day Waiting Period. This would be paid up to 365 Days.

Long-Term Disability - After **5 Years** (Vested) in the system, you will receive approximately 65% of your income until you qualify for Service Retirement.

Voluntary Supplemental Retirement Plans

Permanent full-time and part-time (30+ hours per week) employees have the opportunity to participate in the State 401K, 457 and 403b plans which allows for retirement savings through a variety of investment options. Enrollment can take place at any time. Additional information can be obtained by contacting the Human Resources Benefits Office.

Health Insurance

All permanent full-time employees (30+ hours per week) are offered health insurance with the State Health Plan which is administered by Blue Cross Blue Shield of NC. The employer pays most of the employee's premium. Additionally, coverage for dependents may be added at the employee's expense.

Dental Insurance

Vance County School System offers dental insurance coverage for permanent full-time employees at no cost to the employee. Dependent/spouse coverage is also available, at a cost to the employee. The covered benefits offered through the dental program provides a wide range of dental services. The employee has to elect the coverage in order to receive.

Short and Long Term Disability Insurance

Vance County Schools offers group short and long term disability income insurance coverage to full-time permanent employees. If disability insurance is elected and a disability occurs, the insurance pays a cash benefit to replace a portion of the earnings lost as a result of the disability according to the policy.

Cafeteria Benefits and Flexible Spending Accounts

All permanent full-time and part time (30+ hours per week) 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 flexible spending accounts (medical and dependent care), cancer, accident, health insurance, dental and vision insurance. Flexible Spending Accounts (FSA) allow you to pay certain medical and dependent care expenses with pre-tax money.

Life Insurance Plans

VCS provides \$10,000 of basic group term 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 Human Resources Benefits Office for eligibility and enrollment options.

Making Changes to Insurance

Insurance elections are made during the initial election time at the start of full-time permanent employment. Additions, deletions, or other changes can be made during annual open enrollments, or when a qualifying life event occurs. A qualifying life event (QLE) is a change in your situation such as getting married, divorced, gaining/losing other coverage for yourself or dependents, birth of baby, new adoption, new foster child, unpaid leave of absence, death of a dependent. There is a firm 30 day window of opportunity from the date of the QLE for most events. Please contact the Human Resources Benefits Office as soon as possible if you experience a QLE and want to make changes or make an inquiry.

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 employee must seek paperwork from the school treasurer or Human Resources to complete a Workplace Injury/Incident Report to document the injury and receive other important information including where treatment must be sought.
3. If medical attention is necessary, the primary medical provider selected by VCS should be made aware that the illness or injury is being filed as a Workers' Compensation claim.
4. Within 5 days of the reported injury a Form 19 will be completed. This is the employer's record and report of injury that is made to the workers' compensation insurance carrier. A copy will be mailed to the employee along with a Form 18.

If you are taken out of work by the medical provider or work restrictions cannot be accommodated, there is no compensation, as defined in the Workers' Compensation law, for the first seven calendar days of disability resulting from an injury, except medical treatment and supplies as defined in G.S. 97-28. One of the following two options may be chosen during the 7-day waiting period:

Option 1: Elect to take earned sick leave during the required waiting period and then go on workers' compensation leave and begin drawing workers' compensation weekly benefits.

Option 2: Elect to go on workers' compensation leave with no pay for the required waiting period and then begin drawing workers' compensation weekly benefits.

Policy ID# 9.2: If the injury results in disability of more than 21 days, as indicated in G.S. 97-28, the workers' compensation weekly benefit shall be allowed from the date of disability. If this occurs in the case of an employee who elected to use leave during the 7-day waiting period, no adjustment shall be made in the leave used for these workdays.

Employees receive 66.67% of their average weekly salary from the state workers' compensation fund which is paid directly to the employee. In order to provide an income approximately equal to, but not to exceed, the employee's weekly salary, earned sick or annual leave hours at 33.33% of standard hours may be used while an employee is receiving workers' compensation weekly benefits.

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.

SUBSTITUTE TEACHERS

VCS has partnered with ESS to manage our substitute program. ESS is an experienced managed services organization that provides talented and qualified substitute professionals to K-12 school districts. In order to be a substitute for Vance County Schools, you must become an employee of ESS. If interested in becoming a substitute for VCS you can complete the application process using this [link](#).

INCLEMENT WEATHER GUIDE

In the event of school delay, cancellation, or early dismissal, it is important for staff members to understand the expectations regarding workday attendance. Vance County Schools respects your right as an employee to make the best decision for yourself. Therefore, if you decide you cannot or will not report to work in the event of a delay, cancellation, or early dismissal, you have several options available.

PLEASE NOTE: Vance County Schools values the safety and well-being of our staff and community above all. If you are not able to report to work, please follow this guide to make the best decision possible and contact your immediate supervisor.

Employee Options

On a day that employees have the option to report for a workday, but pupils are not required to attend school due to inclement weather, the following options are available to staff members:

1. Report to work
2. Take accumulated annual (vacation) leave
3. Take accumulated personal leave, if available (teachers only)
4. Take leave without pay (This option can only be taken if all other leave has been exhausted)
5. Use compensatory leave already accumulated
6. Make-up missed time (during regular working months)*

*If an employee elects to make-up time, it must be at a mutually-agreed upon time between the employee and their immediate supervisor. For 10-month employees, this time must be made-up within their regular 10-month employment.

Mandatory School Closure

When the school system is closed to students and staff due to inclement weather, the board of education will consider options for addressing the missed days, giving the greatest weight to how best to maintain the opportunity and environment for student learning.

Delay and Closure Notification

Vance County Schools makes every effort to ensure timely announcements regarding delays and closures. Depending on forecasting, delays or closures will be reported the night prior to the weather event or the morning of -- usually prior to 7AM. Announcements can be found in the following places:

- Vance County Schools Website: <https://www.vcs.k12.nc.us/>

- District Social Media Facebook Accounts and Twitter Account
- WRAL-TV Channel 5
- WTVD Channel 11
- WNCN NBC 17

Additionally, weather delays are reported on the aforementioned news station's websites.

PLEASE NOTE: If no announcement is made, schools and district offices will operate on a regular schedule.

PERSONNEL POLICIES AND PROCEDURES

As a new or returning employee, you are required to know and understand Vance County Board of Education policies. Below are links to VanceCounty Schools Board of Education Personnel Policies. Please review these policies and understand that you are responsible for following these policies. Failure to do so may result in disciplinary action up to and including dismissal. The most recent policies approved by the Board of Education will be the policy that is required to be followed. If you have any policy questions or require a printed version of a policy, please contact the Human Resources Office.

Please be aware that employees shall notify the chief of human resources if they are arrested for, charged with or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) other than a minor traffic violation (i.e., speeding, parking or a lesser violation). Notice must be in writing, must include all pertinent facts and must be delivered to the chief of human resources no later than the next scheduled business day following the arrest, charge or conviction, unless the employee is hospitalized or incarcerated, in which case the employee must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the employee must report the disposition and pertinent facts in writing to the chief of human resources no later than the next business day following adjudication.

7100	<u>Recruitment and Selection of Personnel</u>	Policy
7110	<u>Information Provided by Applicant or Employee</u>	Policy
7120	<u>Employee Health Certificate</u>	Policy
7130	<u>Licensure</u>	Policy

1750/ 7220	<u>Grievance Procedure for Employees</u>	Policy
1710/ 4020/ 7230	<u>Discrimination and Harassment Prohibited by Federal Law</u>	Policy
1730/ 4022/ 7231	<u>Nondiscrimination on the Basis of Disabilities</u>	Policy
7232	<u>Discrimination and Harassment in the Workplace</u>	Policy
1720/ 4030/ 7235	<u>Title IX Nondiscrimination on the Basis of Sex</u>	Policy
1725/ 4035/ 7236	<u>Title IX Sexual Harassment- Prohibited Conduct and Reporting Process</u>	Policy
1726/40 36/7237	<u>Title IX Sexual Harassment Grievance Process</u>	Policy
7240	<u>Drug-Free and Alcohol-Free Workplace</u>	Policy
7241	<u>Drug and Alcohol Testing of Commercial Motor Vehicle Operators</u>	Policy
5026/ 7250	<u>Smoking and Tobacco Products</u>	Policy

7260	<u>Occupational Exposure to Bloodborne Pathogens</u>	Policy
7262	<u>Communicable Diseases - Employees</u>	Policy
7265	<u>Occupational Exposure to Hazardous Chemicals in Science Laboratories</u>	Policy
5024/ 6127/ 7266	<u>Emergency Epinephrine Auto- Injector Devices</u>	Policy
5028/ 6130/ 7267	<u>Automated External Defibrillator</u>	Policy
1510/ 4200/ 7270	<u>School Safety</u>	Policy
4201/ 7271	<u>Injury and Loss Prevention</u>	Policy
4202/ 5029/ 7272	<u>Service Animals in Schools</u>	Policy
5027/ 7275	<u>Weapons and Explosives Prohibited</u>	Policy
1760/ 7280	<u>Prohibition Against Retaliation</u>	Policy

7300	<u>Staff Responsibilities</u>	Policy
4040/ 7310	<u>Staff-Student Relations</u>	Policy
4329/ 7311	<u>Bullying and Harassing Behavior Prohibited</u>	Policy
4240/ 7312	<u>Child Abuse Reports and Related Threats to Child Safety</u>	Policy
4250/ 5075/ 7316	<u>North Carolina Address Confidentiality Program</u>	Policy
3220	<u>Technology in the Educational Program</u>	Policy
3225/ 4312/ 7320	<u>Technology Responsible Use</u>	Policy
3226/ 4205	<u>Internet Safety</u>	Policy
3228/ 7323	<u>Use of Personal Technology to Conduct School Business</u>	Policy
3230/ 7330	<u>Copyright Compliance</u>	Policy

7335	<u>Employee Use of Social Media</u>	Policy
7340	<u>Employee Dress and Appearance</u>	Policy
4334/ 5035/ 7345	<u>Use of Unmanned Aircraft (Drones)</u>	Policy
5070/ 7350	<u>Public Records - Retention, Release, and Disposition</u>	Policy
5071/ 7351	<u>Electronically Stored Information Retention</u>	Policy
7360 /8225	<u>Crowdfunding on Behalf of the School System</u>	Policy
7400	<u>Job Descriptions</u>	Policy
7405	<u>Extracurricular and Non-Instructional Duties</u>	Policy
7410	<u>Teacher Contracts</u>	Policy
7420	<u>Superintendent Contract</u>	Policy
7422	<u>Assistant Superintendent/ Executive Director of Student Services Contract Contracts</u>	Policy

7425	<u>School Administrator Contracts</u>	Policy
7430	<u>Substitute Teachers</u>	Policy
7440	<u>Assignments/Reassignments/Transfers</u>	Policy
7500	<u>Workday and Overtime</u>	Policy
7503	<u>Teleworking</u>	Policy
7505	<u>Compliance with State Board of Education Employment Policies</u>	Policy
7510	<u>Employee Leave</u>	Policy
7520	<u>Family and Medical Leave</u>	Policy
7530	<u>Military Leave</u>	Policy
7540	<u>Voluntary Shared Leave</u>	Policy
7550	<u>Absences Due to Inclement Weather</u>	Policy
7560	<u>Permitted Salary Deductions for Absences and Discipline of Exempt Employees</u>	Policy
7610	<u>Defense of Board Employees</u>	Policy

7620	<u>Payroll Deductions</u>	Policy
7635	<u>Return to Work</u>	Policy
4705/ 7825-R	<u>Confidentiality of Personal Identifying Information</u>	Regulation
7900	<u>Resignation</u>	Policy
7910	<u>Retirement</u>	Policy
7920	<u>Reduction in Force: Teachers and School Administrators</u>	Policy
7921	<u>Classified Personnel Reduction</u>	Policy
7930	<u>Professional Employees: Demotion and Dismissal</u>	Policy
7940	<u>Classified Personnel: Suspension and Dismissal</u>	Policy
7950	<u>Non-Career Status Teachers: Nonrenewal</u>	Policy