

Duplin County Schools

*...a unified approach to academic
excellence!*

2025-2026

Employee Handbook

A Guide for Employees



STEAMA

Pathways with Purpose

The Employee Handbook is available online for all employees of Duplin County Schools to provide information about the policies and procedures of the school district. It is important to note the Employee Handbook contains general information that summarizes certain of the school system's policies and procedures. Employees are expected to review the published policies of the Duplin County Schools Board of Education and comply with them. Duplin County Schools' Board Policy Manual can be found online at www.duplinschools.net. Since this handbook only summarizes many detailed provisions about employment, benefits, and other related matters, the official policies, regulations, and procedures will always govern when questions arise. Nothing in this handbook is intended to create or imply contract rights.

Questions regarding information contained in this Employee Handbook should be directed to Mr. Daren Tyndall, the Assistant Superintendent for Human Resources.

315 North Main Street
Kenansville, NC 28349
(910) 296-1521

www.duplinschools.net

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Duplin County Schools

Our Vision

The vision of Duplin County Schools is to become an exemplary school system where all students and staff excel in a globally competitive society.

Our Mission

The mission of Duplin County Schools is to work collaboratively with the community to prepare all students for career, college, and life success.

STEAMA

Pathways with Purpose

WORKPLACE POLICIES AND PROCEDURES

Equal Employment Opportunity

Duplin County Schools is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, gender, marital status, veteran status, sexual orientation, or any other characteristic protected by applicable federal, state, or local laws.

Duplin County Schools will make reasonable accommodations to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our mission. If you need assistance to perform your job duties because of a physical or mental condition, please contact your principal/supervisor or the Executive Director of Human Resources.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of your principal/supervisor or the Executive Director of Human Resources. Duplin County Schools will not allow any form of retaliation against individuals who raise issues of equal employment opportunities.

Fair Labor Standards Act

Duplin County Schools will comply with the rules and regulations established by the US Department of Labor as defined in the Fair Labor Standards Act regarding hours and wages.

North Carolina State Board's Code of Ethics for Educators ([*Policy ID #: QP-C-014*](#))

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

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- 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. Recommend 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.

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WORK
ENVIRONMENT

Bloodborne Pathogens

Duplin County Schools has adopted and shall annually review the written Exposure Control Plan designed to protect employees from possible infection caused by contact with bloodborne pathogens as a result of job responsibilities. The plan will comply with the most current OSHA standards. Employees are required to annually attend training sessions to assure compliance with the plan. (Board Policy Code: *7260 – Occupational Exposure to Bloodborne Pathogens*)

Drug and Alcohol Free Workplace

The work environment of the Duplin County Schools shall be free of the presence of alcoholic beverages or unlawful controlled substances and all employees shall perform their job assignments safely, efficiently, and without the adverse influence of alcohol or controlled substances. Board of Education policy shall govern each employee during school hours, while on any property owned or leased by the Board, at any time during which the employee is acting in the course and scope of his/her employment with the Board, and/or at any other time that the employee's violation of this policy has a direct and adverse effect upon the performance of his/her job. (Board Policy Code: *7240 – Drug-Free and Alcohol-Free Workplace*)

Extracurricular Activities/Non-Instructional Duties

In order to carry out the responsibilities of the school system, teachers and other staff members may also be assigned certain non-instructional and extracurricular duties. The principal has the authority to assign extracurricular and non-instructional duties as necessary to conduct the business of the school. (Board Policy Code: [7405 – Extracurricular and Non-Instructional Duties](#))

Inclement Weather

The superintendent will develop procedures for the temporary closing of a school or all schools in the district because of inclement weather or any other unforeseen occurrence that presents a threat to the safety of students and employees or causes major damage to school property. The superintendent shall notify parents, the news media and other interested parties of a decision to close as soon as it is feasible to do so under the circumstances. (Board Policy Code: [5050 – Emergency Closings](#))

Safe Schools

Safe schools are critical to creating a learning environment in which students can succeed. Staff and students share the responsibility for taking reasonable precautions and following established safety measures to create and maintain safe schools. All school personnel shall be trained in crisis management procedures. Crisis Management flip charts will be available in each classroom throughout the district and procedures are in place should a crisis arise. For specific

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safety measures implemented to ensure school safety, please see Board policy. (Board Policy Code: [1510/4200/7270 – School Safety](#))

Staff Safety

The Board of Education considers the operation or administration of employee safety of utmost importance. Duplin County Schools' Board policy will provide and maintain safe and healthful working conditions and establish and assist safe work methods and safe work practice at all times. Therefore, all incidents/accidents should be reported. Form 19 should be completed for all incidents/accidents to the school bookkeeper/site manager.

(Board Policy Code: [1510/4200/7270 – School Safety](#))

Smoking and Tobacco Products

Duplin County Schools promotes the health and safety of all students and staff. The Board of Education has adopted a policy that prohibits the use of any tobacco product (any product that contains or is made or derived from tobacco and is intended for human consumption, including electronic cigarettes and all lighted and smokeless tobacco products) on school grounds, in school buildings and facilities, in or on any other school property owned or operated by the

school Board, or at school-related or school-sponsored events. (Board Policy Code: [5026/7250 – Smoking and Tobacco Products](#))

Teacher Webpages

Each teacher is encouraged to maintain a classroom website on the school’s webpage. The teacher’s webpage may include links to any district related websites. The purpose of using and maintaining teacher webpages is to encourage the use of the Internet as a means of providing accessible, accurate, and timely information for employees, students, parents, and the community. (Board Policy Code [3227/7322 – Web Page Development](#))

Transportation of Students

Safety is of paramount concern in providing student transportation services. Consistent with the goals of the Board of Education for student safety, all drivers involved in transporting students must comply with Board requirements outlined in Board Policy Code: [6315 – Drivers](#). Drivers other than school bus or activity bus drivers must possess required licenses and all other qualifications required by law, report to the principal by the next working day any moving violation citations received while operating any motor vehicle, whether on or off duty, and carry insurance if operating a privately owned vehicle.

Workday

Employees should consult with the school administrator for specific start and end times. (Board Policy Code [7500 - Workday and Overtime](#))

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Cell Phone Usage

Adherence to building level guidelines regarding cell phones is expected and should not interfere with job performance and/or duties. Any questions or concerns regarding cell phone usage should be directed to the building level administrator.

Confidentiality

All employees have an obligation to maintain the highest level of confidentiality. Employees are exposed to information that should not be repeated or discussed with anyone not recognized by law as having the right to the information. When violations occur, appropriate disciplinary action will occur. (Board Policy Code: [2125/7315 – Confidential Information](#))

Copyright Compliance

Employees, students and visitors are prohibited from the use or duplication of any copyright materials not allowed by copyright law, fair use guidelines sanctioned by Congress, licenses or contractual agreements. Willful or serious violations also are considered to be in violation of expected standards of behavior for employees and students and may result in disciplinary action in accordance with Board policy. Please consult the school level media specialist for questions related to copyright compliance. (Board Policy Code: [3230/7330 – Copyright Compliance](#))

Duty to Report

Any person who has cause to suspect that any juvenile's health or welfare has been or appears to have been harmed as a result of child abuse or neglect shall immediately report the case of that juvenile the Director of Social Services and to the principal. See Board of Education policy for specific procedures on reporting the incident. (Board Policy Code: [4240/7312 – Child Abuse – Reports and Investigations](#))

Employee Dress Code

All personnel shall be professionally, neatly, and appropriately attired for the work to be done. An employee's dress must not disrupt or distract from the educational process and must be in accordance with health and safety standards. The superintendent shall develop and communicate to employees' guidelines for appropriate dress and appearance. (Board Policy Code: [7340- Employee Dress and Appearance](#) and Board Regulation [7340-R Employee Dress and Appearance](#)).

Personal Websites/Social Media

Employees may not use personal email accounts, non-school websites, social media, or on-line networking profiles to post information in an attempt to communicate with students about school related or non-school related matters, except when specifically authorized by Board policies. (Board Policy Code: [7335 – Employee Use of Social Media](#))

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Prohibition Against Discrimination, Harassment, and Bullying

The Board of Education acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. The Board prohibits discrimination on the basis of race, ethnicity, , sex, pregnancy, religion, disability, age, or membership in a socially distinct group or category. The Board will not tolerate any form of unlawful discrimination, harassment, or bullying in any of its educational or employment activities or programs. Depending on the nature of the alleged discrimination, harassment, or bullying, processes are provided in board policies [1725/4035/7236 Title IX Sexual Harassment – Prohibited Conduct and Reporting Process](#), [1726/4036/7237 Title IX Sexual Harassment Grievance Process](#), and [1750/7220 Grievance Procedure for Employees](#) for those individuals who believe they may have been discriminated

against, bullied, or harassed in violation of board policies [1710/4020/7230 Discrimination and Harassment Prohibited by Federal Law](#), [1720/4030/7235 Title IX Nondiscrimination on the Basis of Sex](#), and/or [1730/4022/7231 Nondiscrimination on the Basis of Disabilities](#).

Prohibition Against Retaliation

Duplin County Schools prohibit and will not tolerate any form of reprisal, retaliation or discrimination against an employee who (1) in good faith, has made or intends to make a report that there has been a violation of federal, state or local law, regulation or public policy or (2) has refused to carry out a directive which may constitute a violation of state or federal law, rule or regulation or poses a substantial or specific danger to public health and safety. The provisions of this policy apply only to those situations in which an employee brings the alleged unlawful activity, policy or practice to the attention of school officials or the Board, and provides school officials or the Board with a reasonable opportunity to investigate and correct the alleged unlawful activity. If necessary, school officials or the Board may specify reasonable steps to protect the complaining employee from retaliation. An employee who reasonably believes that any such violation exists may file a grievance in the Human Resources office. (Board Policy Code: [1760/7280 – Prohibition Against Retaliation](#))

Staff-Student Relations

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

All employees are prohibited from dating, courting, or entering into a romantic or sexual relationship with any student enrolled in the school district, regardless of the student's age.

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Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal, and may be subject to criminal action as well.

Any employee, who has reason to believe that another employee is inappropriately involved with a student, as described above, is required to report this information to the Superintendent. An employee who fails to inform the Superintendent of a suspected inappropriate relationship between an employee and a student may be subject to disciplinary action, up to and including dismissal. (Board Policy Code: [4040/7310 – Staff Student Relationships](#))

Technology Responsible Use

The Duplin County Board of Education provides staff and students access to a variety of technological resources. These resources are intended to enhance learning and improve communication within the school community and the larger global community. The Board of Education intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. The Board of Education established a policy to govern student and employee use of school district technological resources. Please see Board Policy Code: [3225/4312/7320 – Technology Responsible Use](#) for expectations and rules of these resources, including but not limited to restricted material, parental consent, privacy, and personal websites.

Grievances

A grievance must be filed as soon as possible but no longer than 30 days after disclosure or discovery of the facts giving rise to the grievance. For grievances submitted after 30 days, the Superintendent or designee shall determine whether the grievance will be investigated after considering factors for the delay. Once a grievance is reported to the Human Resources office, the grievance will be investigated pursuant to Board Policy and the grievant investigator will provide the aggrieved employee with a written response to the grievance. Appeals to written response of the findings must be in writing. (Board Policy Code: [1750/7220 – Grievance Procedures for Employees](#))

School Trips

School trips may help meet educational goals and objectives by connecting learning with experiences outside of the classroom. Principals must approve all school trips in advance. School trips that involve an overnight stay and/or are out of state must also receive prior approval from the Duplin County Board of Education. To be approved, a school trip must provide an effective method for accomplishing curriculum objectives, be consistent with the educational goals of the Board, and keep to a minimum any disruptions of other educational programs and/or loss of instructional time. (Board Policy Code: [3320 – School Trips](#))

Beginning Teacher Support

Beginning Teachers (BT) are issued a Standard Professional I license and are required to participate in a three-year induction process known as Beginning Teacher Support Program. This program is designed to provide teachers direction, support, and feedback during their first three years in the classroom so that their experiences are positive and focused on the knowledge, skills, and dispositions associated with effective teaching. For more information regarding DCS Beginning Teacher Support Program, please [click here](#).

Eligibility for National Board for Professional Teaching Standards (“NBPTS”) Certification Pay

NBPTS certified teacher is eligible for the pay differential under the following guidelines:

A. The teacher must spend at least seventy percent (70%) of his or her work time in classroom instruction and most of the remaining 30% of time should be spent in areas such as mentoring teachers, doing demonstration lessons, writing curricula, or developing and leading staff development programs.

OR

B. Media coordinators, guidance counselors, career development coordinators, and instructional coaches at Title I schools, if the employee works 70% of their time in these specific areas. Only Instructional Coaches are required to be at Title I schools to qualify for NBPTS.

Criminal Background Checks

Criminal background checks are conducted on each employee prior to the Board of Education’s approval of the employee’s current position. A criminal record check also may be conducted on an individual, ongoing, or rotating basis of annually rehired and current employees (including substitutes), as well as on independent contractors and volunteers whose services involve contact with students. (Board Policy Codes: 7100 – Recruitment and Selection of Personnel; [7300 – Staff Responsibilities](#))

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Employment Status

- NON-CAREER STATUS TEACHERS: The employment of a non-career status teacher is subject to annual review. The Board of Education, upon recommendation of the Superintendent, may refuse to renew the contract of any non-career teacher for any cause

it deems sufficient. The cause may not be arbitrary, capricious, discriminatory, or for personal or political reasons.

- **CAREER TEACHERS:** Career status is no longer granted, but employees who received career status prior to July 1, 2013 shall retain the rights and privileges associated with career status as outlined in N.C. General Statute 115C-325. Career status teachers are not required to be annually appointed and may only be dismissed or demoted in accordance with N.C. General Statute 115C-325(e).
- **CLASSIFIED EMPLOYEES:** Classified employees work in positions that do not require a professional license. Employees who are not required to have contracts or professional licenses are at-will employees. At-will employees serve under the regulations set forth in Board policy and cannot be dismissed or demoted for illegal reasons. Teacher assistants hired as permanent employees are required to obtain their bus license within the first year of employment unless the employee receives an exemption from the superintendent or NC Department of Motor Vehicles.
- **RETIRED/REHIRED EMPLOYEES:** Retired/Rehired employees may be employed no longer than 6 months in a full-time permanent position and will only receive his/her state salary. The employee will not receive longevity, supplement, or any bonus. Retired/Rehired employees in part-time permanent positions will only receive their state salary. The employee is subject to earning restrictions of the greater of the following: 50% of your gross 12-month pre-retirement salary or \$33,560. If the employee exceeds earning limitations, the employee's retirement benefit will be suspended the first day of the month following the month in which you exceed the limit for the remainder of the calendar year.

License Renewal

For teachers with a North Carolina Standards Professional II license, teachers must complete eight renewal credits during each five-year renewal cycle that meet the following requirements: **K-5 Licensure Area – 8 CEUs 6-12 Licensure Area – 8 CEUs** 3-Subject Area 4-Subject Area
3-Literacy 4-General
2-General

Administrators-8 CEUs Student Services Personnel – 8 CEUs 4-Executive's
Role 4-Professional Discipline Area 4-General 4-General

For more information about licensing in North Carolina, please find the document at <https://www.dpi.nc.gov/media/344/open>.

North Carolina Educator Effectiveness System (NCEES)

Each licensed employee is evaluated using the North Carolina Educator Effectiveness System. Employees will receive training/orientation of the evaluation system within the first 10 days of employment. Each licensed employee will develop a Professional Development Plan yearly. The Professional Development Plan can be individual, monitored, or directed, depending on the proficiency of the teacher. NCEES can be found at <https://duplinschools.powerschool.com/teachers/pw.html>

Evaluations for Classified Employees

Classified employees are evaluated at the end of the school year. They are evaluated using the Duplin County Public Schools Classified Personnel Evaluation Rubric.

Personnel Records

An official personnel file shall be maintained for each employee of Duplin County Schools. Such files shall be located in the personnel office for the school system and shall contain all official data forms, certification, academic records, health certificates, documentation on vacation, sick leave, and/or other absences, and all materials normally expected to be found in such files.

Access to an employee's personnel record may be given without the consent of the employee to the following persons: The Superintendent, the immediate superior, a director or coordinator in areas in which the employee works, a member of the Board, if access relates to specific duties or responsibilities as a Board member, employees of the personnel department, the Board's attorney, or to another person by authority of a subpoena or court order. No other access will be granted without written consent of the employee to release the personnel record or any part of it. The written release must specify the information to be released and to whom. Each request for access will be handled separately, and no blanket permission will be granted.

Each employee may have access to his/her own personnel record. An appointment must be made with the Human Resources Department to review such files, and the employee must sign that the file was viewed. Pre-employment references are confidential and will not be made available to the employee. (Board Policy Code: [7820 – Personnel Files](#))

Pre-Employment

Pre-employment procedures have been established to help new employees complete the necessary forms and gain needed employment information. The Human Resources Department

will contact the employee to arrange a pre-employment meeting. The following items are covered at this meeting:

- General employment information and benefits
- Tax, immigration (I-9)
- Retirement, insurance, and health forms
- Sexual Harassment in the Workplace
- Identification Badges

Resignations

An individual resigning should submit in writing a letter of resignation to the Superintendent, or his designee, with a copy to the principal. If an employee resigns after being informed that his/her ineffectiveness or unacceptable conduct would result in a recommendation for dismissal or failure to reappoint, such persons may not be reemployed by the Board of Education without written instructions from the Superintendent. To ensure smooth operations of the schools, 30 days' notice is requested whenever possible. The Board may reject a request for resignation if the employee fails to give the Board adequate notice. (Board Policy Code: [7900 - Resignation](#))

Substitutes

Substitutes must be approved by the Board of Education and attend a mandatory Substitute Orientation to substitute in any of the schools within the school district. To be submitted for approval by the Board of Education, applicants will need to apply at a school. The school bookkeeper will provide the necessary forms for applying. Effective Teacher Training must be completed prior to submitting an application for substituting. Long-Term Substitutes are evaluated at the end of the school year using the North Carolina Educator Effectiveness System (NCEES). For more information, [please click here](#).
(Board Policy Code: [7430 – Substitute Teachers](#))

Salary Rates for Substitute Teachers

\$137.50 – Daily rate for a substitute with an **active teaching license**.

\$120.00 – Daily rate for a substitute that has completed Effective Teacher Training Program.

Frontline Education (Formerly AESOP)

Frontline is a substitute placement system used by Duplin County Schools. Substitutes can review and be accepted for jobs that they are qualified and willing to work. Frontline is available at all times via telephone and Internet. Duplin County School's substitutes receive an invitation to Frontline. For more information, please [click here](#).

Long Term Substitutes

A substitute is recognized as long term if employed 21 consecutive days or more and will then be entitled to long term substitute pay.

Salary Rates for Long Term Substitute Teachers

\$181.40 – Daily rate for a substitute with an **active teaching license**.

\$130.00 – Daily rate for a substitute that has completed Effective Teacher Training Program.

Transfers (Board Policy Code: [7440 – Assignments/Reassignments/Transfers](#)) Employees who wish to request a transfer for the following school year must complete the following steps.

1. Indicate your desire to transfer on the Statement of Intent form emailed to employees.
2. Submit a letter to the Human Resources office by the deadline on the intent form. If the job title is the same classification, the Assistant Superintendent of Human Resources or principal will make a decision regarding the transfer. Principals must make recommendations for transfers between schools thirty days prior to the date teachers are scheduled to report to the releasing school. Employees may not transfer after this time unless approved by Superintendent or designee.

[Click here for more Payroll Information](#)

Employees who choose to participate in the Summer Cash Program through the State Employees Credit Union or another banking institution may use payroll deduction.

Credit Union Deductions

Employees are allowed to contact the local SECU to set up summer cash accounts. Changes are made only when the business department receives authorization from the credit union.

Longevity Rates

Eligible to all employees who are not paid from the teacher or school-level administrator salary schedule. Certain categories of employees are eligible for longevity pay. After 10 years, eligible employees receive an annual payment based on a percentage of their salary. ● 10-14 years of state service: 1.50% of annual salary

- 15-19 years of state service: 2.25% of annual salary
- 20-24 years of state service: 3.25% of annual salary
- 25+ years of state service: 4.50% of annual salary

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.

Timekeeper

All certified staff members should clock in daily using Timekeeper. Certified staff members are not required to clock out if working normal hours. All classified staff members should sign in and out each day using Timekeeper. If a classified employee leaves work early, he/she should clock out using Timekeeper. Classified staff members should also clock in and out for lunch and/or breaks taken during the day.

No employee should allow another employee to sign him/her in and/or out. If an employee forgets to sign in and/or out, a Time Exception Form should be completed and submitted to the School Treasurer.

Cafeteria Benefits Plan (Section 125 Plan)

The Board of Education has approved a Section 125 Plan under the IRS guidelines. An administrator has been approved for the plan and conducts counseling and enrollment sessions for employees who wish to participate. The plan allows employees to make certain types of payroll deductions tax exempt. Some of these are dental insurance, cancer insurance, unreimbursed medical expenses, and child and dependent care. Current employees can only join the plan during the enrollment period each spring. New employees have 30 days to notify the Benefits Specialist if they choose to participate in any of the Cafeteria 125 Plans. Section 125 enrollments are considered by the IRS to be a one year salary redirection contract and changes are not permitted except under defined situations.

Death Benefit

In addition to the return of the employee's contributions, if the member dies while in active service after one year as a contributing member of the Retirement System or within 180 days of his/her last day of service, the beneficiary (ies) for the death benefit living at the time of the

member's death will receive a lump sum payment equal to the member's highest 12 months of salary in a row during the 24 months preceding death, subject to a minimum payment of \$25,000 and a maximum payment of \$50,000.

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Family Medical Leave

The employee shall give notice to the supervisor of the intention to take leave under Family Medical leave unless the leave is a medical emergency. The notice must follow the LEA's usual call-in procedure for reporting an absence. An employee will be required to submit a written statement as a formal request for the leave and the statement must explain the reasons for the requested leave. The criteria for eligibility and more information regarding the notice requirements are available in Board Policy Code [7520-Family Medical Leave](#).

Health

Full-time, permanent employees are offered health insurance. The Board of Education pays the employer portion for health insurance coverage. The employee is responsible for the monthly health insurance premium. For additional dependents to be added to health insurance coverage, additional premiums are needed. Additional coverage information may be obtained from the Benefits Coordinator, Mr. Francisco Diaz.

Leave (Board Policy Code 7510)

Holiday Leave

Holiday leave is paid to permanent public school employees. With the exception of Veteran's Day, the Board of Education determines when holidays are scheduled. The following holidays are designated by the State Personnel Commission for State employees: New Year's Day, Martin Luther King, Jr.'s Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day (2 days), Christmas (2 days unless it falls on a Tuesday, Wednesday, or Thursday; if this is the case, it is 3 days). Listed in Section 2.1 of the Benefits Manual.

[See Benefits and Employment Policy Manual](#)

Sick Leave

Sick leave is earned at the rate of one day per month for permanent full-time employees who are working or are on paid leave for one-half or more of the workdays in a monthly pay period. Eligible permanent part-time employees can earn sick leave equal to their percentage of full-time employment. Sick Leave may be accumulated indefinitely. Upon retirement, accrued Sick Leave may be applied to creditable state service. Listed in Section 4.1 of the Benefits Manual. See [Benefits and Employment Policy Manual](#)

Annual Leave

Annual leave is paid to allow and encourage all employees to renew their physical and mental capabilities and to remain fully productive. Permanent full-time and part-time employees earn annual leave. In order to earn annual leave, an employee must be working or on paid leave during one-half or more of the workdays in a monthly pay period. Bus drivers will be allowed to take annual leave while students are in school as long as his/her supervisor approves it. Annual

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Leave may be granted according to Section 3.1 of the Benefits Manual. See [Benefits and Employment Policy Manual](#)

Parental Leave for Public School Employees

Please refer to Section 8.1 – Parental Leave of the [Benefits and Employment Policy Manual](#)

Child-School Leave

All employees may take up to four hours of unpaid leave per year to attend or otherwise be involved in the school of a child for whom the employee is a parent, guardian, or person standing in loco parentis (Board Policy Code: [7510 – Leave](#))

See section 8.0 in the [Benefits and Employment Policy Manual](#) for more information regarding parental leave.

Voluntary Shared Leave

[Voluntary Shared Leave Application](#)

The purpose of voluntary shared leave is to provide economic relief for employees who are likely to suffer financial hardship because of an absence from work due to a serious medical condition. For a full description of the DCS Voluntary Shared Leave Policy, please visit [Policy Code 7540](#).

Eligibility

Only permanent full-time or part-time employees who have exhausted all accumulated sick leave, bonus leave, and annual leave, if applicable, are eligible to receive donated leave. An employee needs not to 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 is not eligible to receive donated leave. However, voluntary shared leave may be used during the required waiting period.

Employee Absences

If an employee requests sick leave due to an absence of five (5) or more consecutive days, the superintendent or designee may require a statement from a medical doctor or other acceptable proof that the employee was unable to work due to illness. Employees who anticipate using sick leave for more than a single day must inform the principal or immediate supervisor in advance so that arrangements may be made to reassign the employee's duties during the period of absence. (Board Policy Code: [7510-Leave](#))

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Short-Term Disability

The Retirement System offers short-term disability benefits to disabled employees who have at least one year of contributing retirement's membership service earned within the 36 calendar months preceding the disability, and who meet all eligibility requirements.

Supplements

In addition to an employee's regular pay, a local supplement will be provided. Classified employees receive the same supplement yearly. Certified employees receive a supplement based on their number of years of experience.

Tax Sheltered Annuities

The current policy requires TSA companies to have at least 30 contracts for payroll deductions. New contracts must be dated after July 1st and must be presented to the Board of Education at least 30 working days prior to the first payroll.

Workers' Compensation

All public school employees are entitled to receive Workers' Compensation under the North Carolina Workers' Compensation Act. Employees must have suffered an accidental injury or contracted an occupational disease in the course of employment to be eligible for medical payments, compensation for lost salary or death benefits under this program. All workers compensation claims should be immediately reported to the school bookkeeper.

Please visit the Retirement System's website at www.myncretirement.com for more information. To access the North Carolina Department of Instruction Benefits website, click the following link: <https://www.dpi.nc.gov/districts-schools/districts-schools-support/district-human-capital/employee-benefits> .

