



NEW HANOVER COUNTY SCHOOLS

Dr. Christopher R. Barnes
Superintendent

Jennifer Braswell-Geller
Assistant Superintendent of Human Resources

Employee Agreement

On behalf of New Hanover County Schools, I am pleased to confirm your employment as a _____. This employment is contingent upon approval by the Superintendent, the Board of Education and Homeland Security.

Employee Acknowledgment

I acknowledge that I may not report to work until my health form and TB results have been submitted to the Human Resources office. I agree to begin work before final approval and understand that if I am not approved, I will be paid at the appropriate rate for the time spent on this particular assignment.

I acknowledge that I have reviewed my job description and agree I am capable of performing the essential functions listed. Job descriptions are located on the Human Resources webpage at <https://www.nhcs.net/divisions/human-resources>.

I understand that if this is an interim/temporary position of less than six months, there will be no benefits, which include but are not limited to hospitalization, retirement, holidays, vacations or days that are not worked due to illness.

Personnel Handbook Notification

All employees of New Hanover County Schools have a duty to understand and comply with applicable laws, policies and procedures. Each employee is required to sign this Employment Agreement acknowledging access to the Personnel Handbook on the New Hanover County Schools' website at <https://www.nhcs.net/divisions/human-resources> which will be provided on the first day of employment. Employees will become familiar with district policies and procedures and be alert to changes implemented during the year. The handbook addresses the resource needs of employees for up-to-date information on issues that affect their employment with the school district including Harassment and Workplace Conduct. Additionally, Board policies on our website should be referenced for the underlying principles of our school system.

Your signature indicates you have read and understand this Employment Agreement and a copy has been provided to you.

Signature: _____ School/Dept.: _____

Print Name: _____ Date: _____

New Hanover County Schools' policy states that misrepresentation of an individual's qualifications of considered cause for dismissal.