Hertford County Public Schools
Employee Handbook
2026-2027

Dr. Jesse J. Pratt
Superintendent

701 North Martin Street · P.O. Box 158 · Winton, NC 27986
Phone (252) 358-1761 · FAX (252) 358-4745

Welcome, Hertford County Public School Family!

With great pleasure and excitement, I welcome you to our school district. As we embark on this journey together, I want to express my appreciation for your commitment to shaping young minds and creating a positive learning environment.

At Hertford County Public Schools, we aim to provide a safe and caring environment that empowers and graduates globally competitive students through diverse opportunities. Each one of you plays a vital role in achieving this mission. Your dedication, expertise, and passion are the cornerstone of our school's success.

This employee handbook serves as a guide to our collective values, policies, and expectations. It outlines the principles that will guide us in maintaining a safe, inclusive, and supportive environment for students and staff members. Please familiarize yourself with its contents, reflecting our shared commitment to professionalism, collaboration, and continuous improvement.

As members of the Hertford County family, let us work together to create an atmosphere where everyone feels valued, respected, and empowered. Our collective efforts will shape the experiences of our students and leave a lasting impact on their lives.

Thank you for being an integral part of the educational journey of all the students of Hertford County. Here is to a year filled with growth, success, and meaningful connections.

Warm regards,

Dr. Jesse J. Pratt
Superintendent
Hertford County Public Schools

This Employee Handbook is made available electronically to all employees of Hertford County Public Schools to provide information and notification about laws and policies affecting their employment. Items are listed in alphabetical order according to the “Table of Contents" provided. As outlined in Board Policy 7300, Staff Responsibilities, include but are not limited to, being familiar with and complying with all Board policies.

Many items contain a reference to Board of Education policy, North Carolina General Statute, or the Employee Salary and Benefits Manual. The Hertford County Public Schools Board of Education Policies may be found on the district website under the District tab. Click on the Board of Education and select Board Policy Manual.

Questions regarding the information contained in this handbook should be addressed to the Hertford County Public Schools Human Resources Department.

Hertford County Schools does not discriminate on the basis of race, color, national origin, sex or disability.

DISCLAIMER

Information provided in the Hertford County Public Schools Employee Information Handbook is subject to change based upon the North Carolina General Assembly, State Board of Education, and Hertford County Public Schools Board of Education policies, laws, and amendments enacted during the current session and school year. Those changes will supersede the information currently in the Employee Information Handbook.

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Hertford County Public Schools

Hertford County Public Schools will foster a safe, nurturing environment that serves all students and families through quality education, diversity, and innovative opportunities, ensuring graduates are globally competitive and equipped for success.

SCHOOL BOARD MEMBERS

Eddie Hall, Chair
Sheila J. Porter, Vice-Chair
Dennis M. Deloatch
J. Wendell Hall
David Shields
Dr. Jesse J. Pratt, Superintendent

INTRODUCTION TO THE HCPS EMPLOYEE HANDBOOK

The Employee Handbook is designed to provide information and address questions regarding required Board of Education policies and procedures so that all Hertford County Public School employees are able to perform his or her job more effectively. Each employee shall take time to review the Employee Handbook and acknowledge, in writing, his or her familiarity with its contents.

HANDBOOK GOAL AND CONFIRMATION OF RECEIPT

Our goal is for this handbook to answer your questions concerning employment related matters, benefits and procedures. Please read it carefully. It is important to note that the handbook is general in its coverage of Hertford County Public Schools' policies and procedures. Employees are expected to review the published policies of the Board of Education and to comply with regulations developed by the school system to support these policies. All Board Policies are accessible to employees at Board Policy Manual. Additional materials, including individual school plans, school improvement plans, safe school plans, and school-based procedures are available at your work site. Although this handbook summarizes many detailed provisions about employment, benefits, and other related matters, Board Policies, and regulations will always be the governing reference. Pertinent Board Policy numbers are listed for ease of reference. Most of the forms referred to in this handbook can be secured from either our web site or the school principal or school clerk. The contents of this handbook are not intended to create or imply any contract rights. This handbook offers information about state pay schedules, leave regulations and other benefits but is not meant to confer benefits in addition to those provided by state law and regulation. Hertford County Public Schools confirms employee receipt through the acknowledgment that each employee has access to the Personnel Handbook on the Hertford County Public Schools Website and the prescribed duty of each employee to become familiar with school system policies, procedures and this handbook. The Employee Handbook is located under the Employees Resources section of the website. It is important to note that the handbook is both selective and general of school system policies and procedures. In accordance with Board Policy, each employee is responsible for knowing and complying with the policies of the Hertford County Board of Education. Board Policies and Regulations are available to employees on the web page at http://www.hertford.k12.nc.us Nothing in this handbook is intended to create or imply any contract rights. It is our policy to comply with the benefits and employment policies promulgated by the State Board of Education and the Department of Public Instruction in the most current edition of the North Carolina Public Schools Benefits and Employment Policy Manual. As supplemented by local board policy, you will find these policies in their most current version:
North Carolina Public Schools Benefits and Employment Policy Manual

Hertford County Public Schools

MISSION

Hertford County Public Schools will foster a safe, nurturing environment that serves all students and families through quality education, diversity, and innovative opportunities, ensuring graduates are globally competitive and equipped for success.

VISION

To cultivate today's minds to impact tomorrow's leaders.

CORE VALUES

Student Centered: Our district is dedicated to providing an environment where each student's unique needs are prioritized, academic standards are upheld, and a love for learning is cultivated.

Accountability: Our district embraces accountability through clear expectations, data-driven progress monitoring, and a culture of continuous growth and shared responsibility for every student's success.

Equity: Equity is at the heart of our district, ensuring every student has fair access to resources, opportunities, and a curriculum that celebrates diversity and fosters a sense of belonging.

Excellence: Excellence is embracing growth with a commitment to continuous improvement and adaptability to the evolving needs of our students and community.

Collaboration: Our district values collaboration as a team effort, where open communication, mutual respect, and a commitment to student-centered learning, equity, and accountability guide our collective pursuit of providing the best education for every student.

MOTTO

Pursuit of Excellence ~ Unleashing Our Potential

School Directory

Elementary Schools

BEARFIELD PRIMARY

145 Hertford County High Rd Ahoskie, NC 27910

(O) 252-209-6140
(F) 252-209-6148

Opie Stinson
Principal

Cynthia Riddick
Asst. Principal

Lashanti Jacobs
Administrative Assistant

AHOSKIE ELEMENTARY

1206 1st Street West
Ahoskie, NC 27910

(O) 252-301-5060
(F) 252-332-2017

Terrell Deloatch
Principal

Shavonda Smith
Asst. Principal

Maryellen Ceney
Administrative Assistant

RIVERVIEW ELEMENTARY

236 US 158 Business
Murfreesboro, NC 27855

(O) 252-398-4862
(F) 252-398-3600

Beshelya Smith
Principal

Lucille Anthony
Asst. Principal

Shiwanda Bishop
Bookkeeper

Middle School

HERTFORD COUNTY MIDDLE

1850 Highway 11 North
Murfreesboro, NC 27855

(O) 252/398-4091
(F) 252/398-5570

Elenia Riddick
Principal

Dee Dee Beverly
Assistant Principal

Shea Johnson
Assistant Principal

Adrienne Jackson
Administrative Assistant

High Schools

EARLY COLLEGE HIGH	C.S. Brown High School-STEM	HERTFORD COUNTY HIGH
109 Community College Rd. Ahoskie, NC 27910 (O) 252-332-7788 (F) 252-332-5289 Dr.. Glasher Robinson Principal Judy Boone Administrative Assistant	102 CSB Drive Winton, NC 27986 (O) 252-358-2852 (F) 252-358-0121 Dr. Ronica Watford Principal Linda Walden Administrative Assistant	1500 W. First Street Ahoskie, NC 27910 (O) 252-332-4096 (F) 252-332-1689 Dr. Robert Tripp Principal Dr. Jeffrey Wilson Assistant Principal Shereka Chamblee Assistant Principal Lorena Smallwood Bookkeeper

Central Office Directory

Name	Title	Ext
Dr. Jesse J. Pratt	Superintendent	18420
LeGrand, Takeda	Assistant Superintendent, C&I	18421
Vacant	Chief Finance Officer	18426
Freeman, Tonya	Chief Public Information Officer	18548
Norman, Natasha	Chief Human Resources Officer	18485
Branch, Karen	Interim Director of Exceptional Children	18532
Britt, Sabria	Federal Programs Accountant/Interim Assistant Finance Director	18424
Cartwright, Janine	EC Compliance Specialist	18423
Dudley, Wesley	Director of Operations	18541
Freeman, Anthony	Transportation Supervisor	18538
Grimes, Thomas	Director of Technology & Accountability	18432
Harris, Ryan	Network Technician	18537
Hoggard, Crystal	Accounting Technician, Accounts Payable	18483
Hoggard, Stacey	Payroll Technician	18482
Hoggard, Judith	Director of Child Nutrition/Food Services	18486
Holley, Angela	Administrative Assistant to Assist. Super.	18421
Horton, Shanita	Administrative Assistant to PIO	11761
Vacant	Technology Technician	18536
Horton, Stephanie Dr.	Early Learning Coordinator	18493
Knight, Robin	Administrative Assistant to CHRO	18484
Merritt, Lori	Interim Chief Finance Officer	18482
Person, Tia	Technology Technician	18539
Pesce, Carla	Beginning Teacher Coordinator	18495

Vacant	Director of Curriculum & Instruction	18437
Pugh, Lillian	Accountant Technician	18431
Rudd, Tracey	Administrative Assistant to PIO	11761
Saulsbury, Dedria	Transportation Coordinator	18546
Scott, Pamela	District Lead AIG Teacher	18438
Trotter, Denise	Administrative Assistant/Data Manager to EC	18498
Weaver, Leah	Executive Assistant to Superintendent/BOE	18420
Wright, April	Administrative Assistant to Operations	18545
	Technology	252-358-8530
	Bus Garage	252-358-8111

Welcome!

Your Employee Handbook for Hertford County Public Schools

To employees new to our district team, “welcome” and to returning faculty and staff “welcome back”. We look forward to another successful year. We revise the Employee Handbook each year to provide up-to-date information regarding your employment with the school district. We provide you with highlights of the information you need regarding what you can expect from the district and what we expect from you. Please note that each school may have site-based guidelines not contained in this handbook or official Board documents. Additionally, district-wide divisions and departments (e.g. Payroll) may have their own procedures. Please ensure that you understand and observe applicable laws, policies and procedures.

Please note that Hertford County Public Schools’ policies and procedures, whether or not contained in this handbook, are not an employment contract nor are they terms of an employment contract. The school district's employees (other than employees in positions covered by North Carolina General Statute 115C325, or employees who have specific employment contracts) are employees at will. This means the employee or the school district has the right to end the relationship at any time, with or without reason.

Please be attentive to changes in policies and/or procedures implemented during the year. Because we always seek to improve the usefulness of this handbook, you are encouraged to send written suggestions or ideas regarding its content to hr@hertford.k12.nc.us. Please accept our best wishes for a great year and we appreciate your dedication to the students of Hertford County Public Schools.

CODE OF 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. 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.

SECTION .0600 - CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR NORTH CAROLINA EDUCATORS

16 NCAC 6C.0601 – THE PURPOSE AND APPLICABILITY OF THE RULES OF PROFESSIONAL CONDUCT FOR EDUCATORS

The purpose of these rules is to establish and uphold uniform standards of professional conduct for licensed professional educators throughout the State. These rules shall be binding on every person licensed by the SBE, hereinafter referred to as "educator" or "professional educator," and the possible consequences of any willful breach shall include license suspension or revocation. The prohibition of certain conduct in these rules shall not be interpreted as approval of conduct not specifically cited.

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

THE STANDARDS OF PROFESSIONAL CONDUCT FOR NC EDUCATORS

(16 NCAC 6C.0602)

I. 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

II. 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.

A. **Generally recognized professional standards.** The educator shall practice the professional standards of federal, state, and local governing bodies.

B. **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.

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

1. statement of professional qualifications;
2. application or recommendation for professional employment, promotion, or licensure;
3. application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit;
4. representation of completion of college or staff development credit;
5. evaluation or grading of students or personnel;
6. submission of financial or program compliance reports submitted to state, federal, or other governmental agencies;
7. 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
8. 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.

III. **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.

IV. **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.

V. **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.

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

VII. **Required reports.** The educator shall make all reports required by Chapter 115C of the North Carolina General Statutes.

VIII. **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;

1. 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
2. furnish alcohol or a controlled substance to any student except as indicated in the professional duties of administering legally prescribed medications.

IX. **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.

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

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

XII. **Conduct related to ethical violations.** The educator shall not directly or indirectly use or threaten to use any official authority or influence in any manner that tends to discourage, restrain, interfere with, coerce, or discriminate against any subordinate or any licensee who in good faith reports, discloses, divulges, or otherwise brings to the attention of an LEA, the SBE, or any other public agency authorized to take remedial action, any facts or information relative to actual or suspected violation of any law regulating the duties of persons serving in the public school system, including but not limited to these rules.

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

NONDISCRIMINATION STATEMENT

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

EQUAL EMPLOYMENT OPPORTUNITY

Hertford County Public Schools is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, 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. Our administration is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Hertford County Public Schools hires only United States Citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act of 1986.

Hertford County Public Schools will endeavor to make a reasonable accommodation 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 Chief Human Resources Officer.

Hertford County Public Schools will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Hertford County Public Schools' mission. If you wish to request such an accommodation, please speak to your principal/supervisor or the Chief Human Resources Officer.

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 Chief Human Resources Officer. Hertford County Public Schools will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge.

The Hertford County Board of Education believes in the dignity of all individuals and the worth of their labors. To this end, the board will ensure that all applicants for employment and all employees are employed, assigned, supervised, promoted, compensated and terminated in full compliance with state and federal equal opportunity statutes. No applicant for employment or current employee

should experience discrimination based on race, creed, color, religion, national origin, sex, age, marital status, physical handicap, sexual orientation or disability. The policy does not extend any rights beyond those granted by state and federal law. Concerns in this area should be discussed with your supervisor or with your supervisor's supervisor. If you remain concerned, you should contact the Chief Human Resources Officer responsible for personnel. (Reference: Title VII, Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; American Disabilities Act, 1991)

In compliance with federal laws, Hertford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, marital status, parental status or gender, except where exemption is appropriate and allowed by law. Refer to the Board of Education's Discrimination Free Environment Policy AC for a complete statement.

Direct inquiries or complaints regarding Title IX to:

Hertford County Schools Compliance Officer
701 N. Martin Street
Winton, NC 27986
Phone: 252-358-1761

General Employee Responsibilities

Compliance with the Board Policy

It is your responsibility to familiarize yourself with policies of the Board. You will be held accountable for compliance with those policies and will be updated on any revisions by your supervisor.

Code of Ethics and Standards of Conduct

You are responsible for both integrity and the consequences of your actions. You must exhibit the highest standards of honesty, integrity and fairness. Your conduct should be such as to protect your integrity and/or reputation and that of the district. You shall perform your job in a competent and ethical manner without violating the public trust or applicable laws, policies and regulations.

Corporal Punishment and Force

The board of education believes that a discipline can be maintained without the use of corporal punishment and force and that harsh physical punishment does not improve students' in-school behavior or academic performance. As a result, you are prohibited from using corporal punishment; this also includes student teachers, substitutes and volunteers. While the district prohibits the use of corporal punishment as a means of discipline, you are allowed to use reasonable force to control behavior or to remove a person from the scene in the following situations:

1. to quell a disturbance threatening injury to others;
2. to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
3. for self-defense;
4. for the protection of persons or property; and
5. to maintain order on school property, in the classroom or at a school-related activity on or off school property. (Reference: G.S. 115C-390)

Sexual Harassment of Students: Prohibition

You, as an employee of Hertford County Schools are expected to provide learning environments for students that are free of sexual harassment. You shall not engage in a romantic or sexual relationship with any student enrolled in Hertford County Schools whether or not it is consensual. Any student who believes that he/she has been subjected to sexual harassment by any employee(s) of Hertford County Schools and any student or employee who has knowledge of sexual harassment or inappropriate staff-student relations should report:

1. the facts of the incidents, and
2. the names of all the individuals involved in any material way immediately to the student's principal or to the supervisor of the person reporting the incident. There will be an immediate investigation of the incident.

It is a Class I felony for teachers, school administrators, student teachers or coaches at any age, and other school personnel at least four years older than a student to take indecent liberties with that student during or after the time both were present together in the same school, but before the student ceases to be a student at that school.

School personnel who are not teachers, school administrators, student teachers or coaches, and who are less than four years older than the student, who take indecent liberties with a student victim are guilty of a Class A1 misdemeanor. Consent is not a defense. Legal marriage to the student is a defense to this crime. (G.S. 14-202.4)

Confidentiality

During the course of work, you may become aware of confidential information about Hertford County Schools' business, including but not limited to: information regarding Hertford County Schools' finances, software and computer programs, suppliers, and knowledge, skills and abilities of personnel. You may also become aware of similar confidential information concerning Hertford County Schools' students. It is extremely important that all such information remain confidential. If you, without authorization, copy, remove (whether physically or electronically), use or disclose confidential information, you may be subject to disciplinary action up to and including termination. You shall not use confidential information

obtained in the course of employment for pecuniary benefit or allow another employee to do so.

Public Funds and Property

As a HCPS employee, you shall not misuse public funds or property, funds of a school-related organization, or colleague's funds. Employees shall account for funds collected in the course of their duties and shall not submit fraudulent requests for reimbursement, expenses, or pay.

Gifts

As an employee, you shall not accept gifts from any person or group desiring to do business with the school system except for nominally valued instructional products or advertising items that are widely distributed. This is not intended to prohibit the receiving of nominal or appropriate gifts by school personnel from students and parents.

Conflicts of Interest

The Hertford County Board of Education recognizes the importance of avoiding conflicts of interest. All business district transactions should be lawful and must respect generally accepted fair trade practices. As an employee you should refrain from engaging in inappropriate business-related behavior. You shall not:

1. engage in selling goods or services to the Board.
2. engage in or have a financial interest in any activity that conflicts or raises a reasonable question of conflict with duties or responsibilities in the school system.
3. engage in any type of private business during the employee's school day or at school site.
4. engage in work of any type where the source of information for a customer, client, or employer originates from school system data.
5. accept gifts from any person or groups desiring or doing business with the school system, except for nominally valued instructional products or advertising items, which are widely distributed.
6. provide employee directories to anyone who wishes to use them for pecuniary purposes. (Reference: Board of Education Policy 6410/9100)

Outside Employment

Your responsibilities with Hertford County Schools are prioritized over any outside employment. Outside employment is generally not allowed when it prevents you from performing responsibilities in an effective manner or when it raises a question of conflict of interest with the outside employer. As an employee of Hertford County Schools, you shall not engage in selling goods or services to the public school system and shall not engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with duties and responsibilities in the school system. No staff member shall engage in any type of private business during school time or on school property.

Goods Used by the Schools: You may not serve as an agent for any manufacturer, merchant, dealer, publisher or author of any merchandise to be used in the Hertford County Schools. No school employee may receive any gift, reward or promise of reward for recommending or procuring the use of any goods by the Hertford County Schools.

Private Business Interest: No staff member shall engage in any type of private business during school time or on school property.

Badge Display and Replacement: You must visibly display your Hertford County Schools photo identification badge while on any property owned or leased by the board during school hours or at any time you are acting in the course and scope of employment with the Board. You receive your badge upon your employment. Your badge remains the property of Hertford County Schools; if you leave employment, you are required to return your badge to your supervisor. If you lose your key card or it breaks and stops working please follow these steps

1. Submit a tech ticket under "Badge" using the correct category. Any submission here will result in us disabling your old card.

2. Travel to the Central Office in Winton to pay a $10 fee to Stacey Hoggard or Lori Merritt
3. Take a picture of your receipt and upload it to the tech ticket.
4. By the end of the next working day (excluding extenuating circumstances) someone will bring you your new badge or deliver it to your school unless all technology department members are not present in the district.

Event Admission with Badge: As an employee, you have free admission to most middle and high school athletic events upon presentation of your identification badge. Free admission is for **you only**. You may be required to present an additional photo identification for admission. This does not apply to admission to state play-off contests, which are controlled by the North Carolina High School Athletic Association.

Business Expense Reimbursement

Employees may be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by your principal/supervisor, and may include conference fees, air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to your principal/supervisor along with the required receipts in a timely manner. The link to the travel reimbursement form can be found from the district website under the Employees tab. Click on Quick Links and select travel forms.

Employees are expected to exercise restraint and good judgment when incurring expenses. You should contact your principal/supervisor in advance if you have any question about whether an expense will be reimbursed.

Mileage Reimbursement for Use of Personal Vehicle

Employees who use their personal vehicle to travel in the performance of their official job duties will be reimbursed at the rate for state employees for mileage incurred when traveling for job-related activities, subject to budgetary limitations. The superintendent may establish criteria for determining which employees are eligible for this mileage reimbursement.

Mileage reimbursement requests for all employees except the superintendent must be approved by the employee's immediate supervisor and submitted as directed by the finance officer or superintendent. The superintendent's mileage reimbursement requests must be approved by the board chair and submitted to the finance officer monthly.

The superintendent is responsible for monitoring employee compliance with this policy. The superintendent's expenditures for travel and other expenses will be reviewed monthly by the board chair.
For the most updated travel reimbursement forms, please download it from the employee resources section of our district website (www.hertford.k12.nc.us).

Identifying and Reporting Child Abuse and Neglect/Reporting Information to Outside Agencies

If you suspect that a child is the victim of child abuse or neglect, you have a legal responsibility and duty to report the case immediately to the principal, designee or supervisor, and Central Office. When a principal, designee or supervisor receives a report of suspected child abuse or neglect, the report must be communicated immediately to the Department of Social Services (DSS) and Central Office. This is mandatory. In the absence of the principal or designee, or where that authority refuses to comply with the North Carolina Child Abuse and Neglect Reporting Law, you shall immediately make an oral report to DSS. Once the suspected abuse or neglect is reported, school employees should refrain from further investigation. If the child needs medical attention, the reporting employee should inform the child protective services investigator when making the report. Information regarding suspected child abuse or neglect should be shared only among appropriate school staff asked to assist in the investigation by DSS.

Copyrighted Materials

Hertford County Schools requires that you be knowledgeable of and adhere to all provisions of current Federal copyright law, Title 17 of US Code, and Congressional "fair use" guidelines. The district recognizes and supports the limitations on unauthorized duplication and use of copyrighted materials in all formats, as well as contractual and licensing agreements pertaining to the

instructional use of all formats, including electronically transmitted materials. Willful or serious violations are in violation of expected standards of behavior may result in disciplinary action in accordance with board policy. The legal and insurance protection of the district will not extend to you if you unlawfully copy or unlawfully use copyrighted materials. (Reference: Title 17 of US Code; Congressional “Fair Use” Guidelines)

Criminal Records Check: Employees and Substitutes

The district has an obligation to provide a safe place for learning, so if you are rehired, newly hired or substitute, the district will conduct a criminal record check. The district will also conduct continual criminal record monitoring on current employees including substitutes. (Reference: Board of Education Policy 7100)

Criminal Records Check: Volunteers

The district depends on the generosity of volunteer time. If you are interested in volunteering at a specific school, please contact the school’s office. Reasonable background inquiries and checks are required for all volunteers (interns, student teachers, tutors or similar roles) who may have unsupervised contact with students. To volunteer, you must complete a Volunteer Application. If you would like to volunteer, but do not know where to start or which schools could use assistance, please contact the Chief Public Information Officer at (252) 358-1761. The district’s Human Resources Division will review the results and notify the principal and/or volunteer coordinator of the results and recommendations. Individuals who provide false information, may be denied the privilege to volunteer. You cannot volunteer without a completed background check and an approved recommendation from the district. This includes volunteering for field trips. If you applied online for the previous school year, you will be required to submit a background check for each subsequent school year. (Reference: Board of Education Policy 5015, 5015-R)

Drug and Alcohol-Free Workplace

Hertford County Schools is committed to a safe and healthy work environment, free of the presence of alcoholic beverages or unlawful controlled substances. The district prohibits you from possessing, using, manufacturing, dispensing, selling, distributing, or being under the influence of illegal drugs, and from the

use, sale, distribution or possession of drug paraphernalia. You are also prohibited from unlawfully possessing, using, manufacturing, dispensing, selling, distributing or being under the influence of alcohol. This policy is in effect: (a) during school hours, (b) while on any property owned or leased by the Board, (c) at any time during which you are acting in the course and scope of your employment with the Board, and/or (d) at any other time that your violation of this policy has a direct and adverse effect upon the performance of your job. This policy does not include the lawful and proper use of drugs prescribed by a doctor or over-the-counter medications; however, you shall not report to work or engage in normal duties, if drugs prescribed by a doctor or over-the-counter medications visibly and/or knowingly impair you. Failure to observe this policy may result in further disciplinary action up to and including dismissal.

Testing

The district reserves the right to test you for drugs and alcohol if your duty is to drive a vehicle, repair vehicles or equipment, and provide armed security. This policy extends to other persons in similar safety positions any time prior to or during employment. The district reserves the right to test you upon reasonable suspicion of drug or alcohol use. If you refuse to submit to a diagnostic test to detect alcohol and/or drug use or refuse to submit to search procedures after reasonable suspicion is established, you may be suspended immediately pending consideration of a decision to terminate employment.

Violations

If you violate this policy, you will be subject to personnel action including, but not limited to:

1. termination of employment
2. the requirement that the employee satisfactorily participate in an Administration approved drug abuse assistance or rehabilitation
3. suspension, with or without pay
4. conditional continuation of employment
5. any combination of these actions.

Reporting Alleged Violations of Law or Ordinance

As a Hertford County Schools employee, you are expected to observe and obey all laws and ordinances, as well as all policies and procedures of our Board of Education.

Duty to Report

If you are charged with or arrested for any violation(s) of a criminal, or serious traffic vehicular law (e.g. vehicular homicide, hit and run) or ordinance, or any such law classified as a felony or for which a conviction could lead to incarceration, you must report this in writing to the administrator of your department, office or school to which you are assigned no later than the next scheduled business day.

It is your responsibility to keep your administrator informed of the judicial process in your matter. Upon judicial action, you must report the disposition and pertinent facts in writing to the administrator no later than the next scheduled business day following adjudication. (Reference: Board of Education Policy 7300)

In cases involving your hospitalization and/or incarceration (jail) involving the stated violation, you must report the alleged violation within 24 hours after release. The report must include all pertinent facts concerning the alleged violation(s). Following receipt by the administrator, the confidential report will be forwarded no later than one scheduled business day, to the Chief Human Resources Officer or administrative designee for review. After review, the Chief Human Resources Officer will provide recommendations as to what action, if any, is appropriate. Failure to truthfully and timely report charges, as noted above, may subject you to disciplinary action up to and including dismissal.

Obligation to Notify

An employee must notify his or her supervisor and the Chief Human Resources Officer in writing of any conviction under any criminal drug statute for a violation occurring within the scope of Section B of this policy. Notification must be given no later than the next scheduled business day after such conviction and before reporting to work, in accordance with policy 7300, Staff Responsibilities. Within 10 days of receiving a notice of conviction by an employee whose position is funded in any part by a federal grant, the Chief Human Resource Officer or

designee shall notify the funding agency of the conviction. “Conviction” as used in this policy includes the entry in a court of law or military tribunal of: (1) a plea of guilty, nolo contendere, no contest or the equivalent; (2) a verdict or finding of guilty; or (3) a prayer for judgment continued (“PJC”) or a deferred prosecution.

Violation of this policy will subject an individual to disciplinary action by the board that could result in non-renewal or termination of employment with the school system or the requirement that the employee participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved by the board or federal, state or local health, law enforcement, or other appropriate agency. Information concerning available counseling, rehabilitation, and re-entry programs will be provided to employees. Any illegal drug activity will be reported to law enforcement authorities.

Facilities, Equipment and Property, including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Employees shall notify the principal/supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Principals/supervisors can answer any questions regarding an employee’s responsibility for maintenance and care of equipment. Employees are prohibited from any unauthorized use of Hertford County Schools’ intellectual property, such as audio and video tapes, printed materials and software. Employees must be in compliance with copyright laws. Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including dismissal. Further, Hertford County Schools is not responsible for any damage to employees’ personal belongings unless the employee’s principal/supervisor provided advance approval for the employee to bring the personal property to work.

Changes in Employment Records

It is your responsibility to update a change in name, address, and telephone number as well as additional educational degrees. Prompt notification will help maintain accurate employment records for pay, leave, salary verification and other purposes. You may do this through the Linq Timekeeper System.

ATTENDANCE AND PUNCTUALITY

School Calendars

The Hertford County Board of Education adopts a school calendar each year. The calendar may be adjusted for inclement weather or other emergency situations. You may find the 2026-2027 calendars on the HCPS Website.

Punctuality

You perform an important function with the district. Operating effectively takes cooperation and commitment from everyone. Attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow employees, students, and principal/supervisors. The district expects excellent attendance from every employee; excessive absenteeism or tardiness will result in disciplinary action up to and including dismissal.

It is recognized, however, that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your principal/supervisor as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. If you are a teacher needing a substitute, you must use the procedures established by your supervisor and the District, including use of Red Rover, the automated substitute employee management system.

Workday and Overtime (Policy 7500)

Work Schedules

The length of the school day for licensed and professional staff will be a minimum of seven hours and fourty-five minutes and will continue until professional responsibilities to the student and school are completed. Teachers shall report to

their daily work assignments no later than 7:45 a.m., or earlier if required by special duty assignments. The workday may be altered at the discretion of the Board or Superintendent. 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 this policy.

On workdays when students are not present, teachers normally will work a seven and a half hour day (8:00 a.m. to 3:30 p.m.) with one hour reserved for lunch.

In order to protect student safety and to provide for the proper supervision of students, teachers' minimum workday shall extend from up to one-half hour before the students' instructional day begins until the student for which they are responsible have departed and the teachers have completed their professional development responsibilities to the students and to the school.

Workweek Defined

Working hours for all employees not exempted under the Fair Labor Standards Act (FLSA), including secretarial, cafeteria, janitorial and maintenance personnel, will conform to federal and state regulations. The superintendent shall ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors shall make every effort to avoid circumstances that require non-exempt employees to work more than 40 hours each week. For purposes of FLSA Compliance, the workweek for school system employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday. A copy of the FLSA and any administrative procedures established by the superintendent will be available to employees in the human resources office.

Overtime and Compensatory Time

The board of education discourages overtime work by non-exempt employees. A non-exempt employee may not work overtime without the express approval of his or her supervisor. All overtime work must be approved by the superintendent or designee. All supervisory personnel shall monitor overtime use on a weekly basis

and report such use to the superintendent or designee. 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. However, employees who intentionally work unauthorized overtime may be subject to disciplinary action. 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 must be signed by each employee and submitted to the finance officer. The finance officer shall 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 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 (see policy 7510, Leave). Employees may accrue a maximum of 240 compensatory time hours before they must be provided overtime pay at the appropriate rate. In addition, upon leaving the school system, an employee must be paid for any unused compensatory time at the rate of not less than the higher of

1. the average regular rate received by the employee during his or her last three years of employment or
2. the final regular rate received by the employee.

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. Employees will be provided a copy of this policy and will be required to sign this policy to acknowledge their understanding of overtime and compensatory time provisions. Such signed policy will constitute the agreement required in this section.

Volunteer Work

Non-exempt employees may volunteer to work at school-related activities, provided the work is clearly at the employee's option, without coercion, and is in

a different capacity from the employee's regularly assigned duties. Employees may not volunteer to perform the same type of services that they are employed to perform for the school system. Such work will be treated as regular work and subject to hourly compensation and overtime rules.
Supervisors are expected to exercise care in allowing non-exempt staff to volunteer in school-related activities.

Attendance Expectations
All employees are expected to be present during all working hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal. Any leave taken beyond the amount to which the employee is entitled under state and federal laws and regulations will be considered in assessing the employee's performance. Absences in excess of the entitled legal leave (which does not include donated leave) may result in dismissal from service.

To the extent permitted by law the school system may consider chronic absences which do not exceed an employee's legal leave amount in assessing the employee's job performance. The superintendent may develop regulations to further implement this provision.

Legal References: The Fair Labor Standards Act of 1938, as amended, 29 U.S.C. 201, et seq.; G.S. 115C-47(18), -288, -307; North Carolina Public School Personnel Employee Salary and Benefits Manual (most current version), North Carolina Department of Public Instruction, Division of School Business, Cross References: Leave (policy 7510)

ABSENCES
Notification of Supervisor
Hertford County Schools and its students depend on your contribution and performance of your duties each workday. When you are absent or delayed for any reason, you must notify your supervisor of the inability to report to work by the scheduled time, using the procedure designated by him/her. If you fail to

provide timely notification, a salary deduction may be made for time not worked (non-exempt employees).

Unapproved Absences

Your timely and daily attendance is important to the success of the district. Unsupported absences or departures from your work site without authorization pose a barrier to the district's ability to perform effectively. It is unacceptable and can be considered sufficient cause for dismissal. The appropriate supervisor or the Human Resources Department may require at any time, a statement from a medical doctor or other acceptable proof that you were unable to work. This documentation is required for absences of more than three (3) consecutive days. At no time are you required to provide confidential medical information to your supervisor.

Automated Substitute Employee Management System (RED ROVER)

Hertford County Schools uses an automated substitute employee management system (Red Rover) which tracks the reporting of specific school-based employee absences and notifies substitute employees when needed. If you are a school-based employee that requires a substitute, you are expected to enter each absence into this system through Red Rover Internet access, regardless of whether a substitute is required or obtained. Employees receive training at their respective work sites to properly access Red Rover and report absences. The requirement to report absences via Red Rover does not relieve you of any additional absence reporting required by the principal or supervisor. It is the individual's responsibility to submit a request for a substitute and NOT the responsibility of school clerical staff.

Continuous Leave of More Than 10 Days

It is the responsibility of the employee to contact the Chief Human Resource Officer if it is necessary for them to be absent for 10 or more consecutive days. An employee must comply with the notice and verification requirements provided in policy 7520, Family and Medical Leave, for any continuous leave of more than 10 days if: (1) the leave also is eligible for leave under the Family and Medical

Leave Act (FMLA), defined in policy 7520, and (2) the leave is designated as FMLA-eligible at the time it is taken or as soon as is feasible thereafter. See policy 7520, Family and Medical Leave.

Sick Leave

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 or injury. Employees who anticipate using sick leave should inform their immediate supervisor in advance so that arrangements may be made to reassign the employee's duties during the period of absence.

Personal Leave

Personal leave must be used in half or whole day units. Personal leave must be requested two weeks in advance of the leave date. It may be used only upon the authorization of the teacher's immediate supervisor and in accordance with legal requirements and procedures established by the superintendent.

Vacation/Annual Leave

Vacation/annual leave may be taken only upon the authorization of the employee's immediate supervisor and in accordance with legal requirements and procedures established by the superintendent. Teachers are unable to take vacation/annual leave when students are present at school.

To promote the efficient operation of the schools, the superintendent may designate certain periods during the non-academic year as preferred vacation periods for 12-month employees.

Paid parental leave - N.C. Gen. Stat. § 126-8.6 Section 126-8.6

I. Definitions. - The following definitions apply in this section:
    A. Child. - A newborn biological child or a newly placed adopted, foster, or otherwise legally placed child under the age of 18 whose parent is a State employee eligible for leave under subsection of this section.
    B. Parent. - Includes a parent by adoption, foster care, or another legal placement.

C. Qualifying event. - When a State employee becomes a parent to a child.

II. Paid Parental Leave. - The State Human Resources Commission shall adopt rules and policies to provide that a permanent, probationary, or time-limited full-time State employee may take the following paid parental leave:
   A. Up to eight weeks of paid leave after giving birth to a child; or
   B. Up to four weeks of paid leave after any other qualifying event.

III. Part-Time Employees - The State Human Resources Commission shall adopt rules and policies to provide that a permanent, probationary, or time-limited part-time State employee may take a prorated amount of paid leave after giving birth, not to exceed eight weeks, or paid leave after any other qualifying event, not to exceed four weeks, in addition to any other leave available to the employee.

IV. The State Human Resources Commission shall adopt rules and policies providing for a period of minimum service before an employee becomes eligible for parental leave, the maximum number of uses of paid parental leave within a 12-month period, and how much leave is to be provided in the event of miscarriage or the death of a child during birth. The rules shall provide that the period of minimum service may be met by aggregating employment at any of the following:
   A. State agencies, departments, and institutions, including The University of North Carolina.
   B. Public school units that provide paid parental leave in accordance with this section.
   C. Community Colleges located in this State.

V. Requirements. - The paid parental leave authorized by this section:
   A. Is available without exhaustion of the employee's sick and vacation leave and is awarded in addition to shared leave under G.S. 126-8.3, or other leave authorized by State or federal law.
   B. Has no cash value upon termination from employment.
   C. May not be used for calculating an employee's retirement benefits.

VI. The provisions of this section shall apply to employees of State agencies, departments, and institutions, including The University of North Carolina; to public school employees; and to community college employees. The

appropriate governing board, officer, or entity shall adopt rules and policies to award paid parental leave to employees that are substantially equivalent to those adopted by the State Human Resources Commission.

N.C. Gen. Stat. § 126-8.6 .... 1 Amended by 2023 N.C. Sess. Laws 65,s. 13A.1-a, eff. 7/1/2023, applicable to requests for paid parental leave related to births occurring on or after that date. Added by 2023 N.C. Sess. Laws 14, s. 5.1-a, eff. 7/1/2023, and applicable to requests for paid parental leave related to births occurring on or after that date.

Closing of School

In case of school cancellation, delayed opening and/or early dismissal of school due to emergency and/or hazardous conditions, the district will notify you of the official closing via the ConnectEd telephone message system, the district's public access television channel and the district's website. HCS notifies television and radio stations when necessary, early in the mornings(s) of hazardous conditions. When school is canceled for the day due to hazardous conditions, the canceled day(s) will be rescheduled in the school calendar at the direction of the Superintendent.

Ten-month Employees

If school is canceled for the day, and you are a ten-month employee, (e.g. teacher, School Nutrition Services employee, etc.) you should report to work at the normal starting time or select one of the following options:

1. unscheduled vacation, if available,
2. make up time as arranged with the principal/supervisor,
3. use personal leave (licensed instructional personnel only), or
4. take leave without pay.

It is your responsibility to contact your principal/supervisor regarding these plans.

If school is canceled for the day on a mandated or optional teacher workday, and you are scheduled to work (teachers and affected 10-month employees only), you should report at the normal starting time or select one of the following options:

1. use unscheduled vacation, if available,
2. make up time with approval of principal/supervisor,
3. use personal leave (licensed instructional personnel only), or

4. take leave without pay.

If you are a Child Nutrition Services employee, in the case of inclement weather you should make up the missed day when the school day is rescheduled. For example, if the make-up date is a teacher workday, you may use annual leave for the day missed due to inclement weather; if the make-up day is a non-paid day on the CNS calendar, the missed day due to inclement weather becomes the non-paid day. CNS managers are advised via email or supervisors whether to report to work based on delivery schedules. It is your responsibility to contact your principal/supervisor regarding these intentions.

Eleven and Twelve-month Employees

If school is canceled for the day, and you are an 11-month or 12-month employee (including central office staff), you should report to work at the normal starting time or select one of the following options:

1. use unscheduled vacation, if available,
2. make up time with approval principal/supervisor, or
3. take leave without pay.

It is your responsibility to contact your principal/supervisor regarding these intentions. The superintendent or his/her designee will announce any change in the time for employees to report to work.

Delay for Students

If school opening is delayed for students, and you are a school-based, non-administrative instructional employee, you are expected to report at least fifteen (15) minutes before the time designated for students to arrive; this time (delayed opening) will not have to be made up. There is an exception if you are a bus driver or child nutrition employee whose schedule under such conditions is determined in advance. If you are unable to meet this timeline, you must contact your principal/supervisor to discuss your arrival time and/or possible options to take leave or to make up for the time you missed.

Early Dismissal

If school is dismissed early, teachers and other school-based employees will be dismissed fifteen (15) minutes after all students have departed. This time will not have to be made up. A principal (or a designated representative) must remain at

the school until notified by the Transportation Department (or a representative) that all students who ride school buses assigned to that school have been delivered to their afternoon destinations. Central office personnel will be dismissed at the discretion of the Superintendent; however, when schedules are modified due to excessive heat, all staff members are expected to work the normal work schedule.
*This procedure excludes calendar make-up provisions for year-round schools. Following the loss of day(s) by year-round schools, the principal will submit a proposed make-up plan for review and approval.

Make-up Time
Make-up time must be within the guidelines of the Fair Labor Standards Act (FLSA). If you are a non-exempt employee, you may not work more than 40 hours per work week. (Reference: North Carolina G.S. 115-C-316(2))

TECHNOLOGY

All technology resources employed by Hertford County Schools should be used in a responsible, legal and ethical manner. Hertford County Schools' Internet connection exists in the belief that the information and interaction available are valuable additions to educational resources.

As a user, you are required to follow all standards, policies, and procedures related to the use of technology in Hertford County Schools. You are responsible for your actions and activities involving the network. Some examples of unacceptable users are: circumventing safety configurations, modifying setup policies, modifying settings on machines, attaching unauthorized devices, etc. Incidents and violations of the policy by employees will be referred to the Human Resources Division for review.

Technology Responsible Use (Policy 7320)
The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning, appeal to different learning styles, improve communication within the school community and with the larger global community, and achieve the educational goals

established by the board. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.
The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

I. **Expectations for Use of School Technological Resources**

The use of school system technological resources, including access to the Internet, is expected to be exercised in an appropriate and responsible manner. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette.

General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of school technological resources, including access to the Internet.

In addition, anyone who uses school system computers or electronic devices, or the school's electronic storage or network, or connects to the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

All students must be trained about appropriate online behavior as provided in policy 3226/4205, Internet Safety.

Failure to adhere to the requirements of this policy will result in disciplinary action, including revocation of user privileges. Willful misuse may result in criminal prosecution under applicable state and federal law, disciplinary action for students, and/or adverse personnel action for employees.

II. Rules for Use of School Technological Resources

A. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited unless approved for special situations by the teacher or school administrator. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by board policy or procedure.

B. Unless authorized by law to do so, users may not make copies of software purchased by the school system. Under no circumstance may software purchased by the school system be copied for personal use.

C. Users must comply with all applicable laws, board policies, administrative regulations, and school standards and rules, including those relating to copyrights and trademarks, confidential information, and public records. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Excellence.

D. Users must follow any software, application, or subscription services terms and conditions of use.

E. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing (including any form of cyber bullying), abusive or considered to be harmful to minors.
F. Users must not circumvent firewalls. The use of anonymous proxies to circumvent content filtering is prohibited.
G. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
H. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
I. Users must respect the privacy of others.
    1. Students must not reveal any personally identifying, private, or confidential information about themselves or fellow students when using email, chat rooms, blogs, or other forms of electronic communication. Such information includes, for example, a person's home address or telephone number, credit or checking account information, or social security number. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information.
    2. School employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records.
    3. Users may not forward or post personal communications without the author's prior consent.

4. Students may not use school system technological resources to capture audio, video, or still pictures of other students and/or employees in which such individuals can be personally identified, nor share such media in any way, without consent of the students and/or employees and the principal or designee. An exception will be made for settings where students and staff cannot be identified beyond the context of a sports performance or other public event or when otherwise approved by the principal.

J. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance, including by streaming audio or video for non-instructional purposes. Users may not disable antivirus programs installed on school system-owned or issued devices.

K. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express permission of the technology director or designee.

L. Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.

M. Users are prohibited from using another individual’s ID or password for any technological resource or account without permission from the individual. Sharing of an individual’s ID or password is strongly discouraged. If an ID or password must be shared for a unique classroom situation, students must have permission from the teacher or other school official.

N. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner’s express prior permission.

O. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.

P. If a user identifies or encounters an instance of unauthorized access or another security concern, he or she must immediately notify a teacher, school system administrator, or the technology director or designee. Users must not share the problem with other users. Any user identified as a security risk will be denied.

Requests for Service

Requests for approved technology services may be submitted to Technology Services through the school or department's technology contact person and the web-based Help Desk Ticket System. Any application not pre-approved requires review and approval.

HCPS HelpDesk Tickets

Please use the information in the following table when submitting a HelpDesk Ticket for Technology moving forward. To submit a ticket simply click on the icon on Classlink and follow the instructions.

CRITICAL	Within the day	Internet down, Service unavailable, unable to complete work
HIGH	Within 2-3 days	Degraded service or intermittent issues
MEDIUM	Within the week	Partial non-critical loss of functionality, working just not as well as we'd like them to
LOW	When we can get to it	Product questions, feature requests, updates

WORKPLACE HEALTH AND SAFETY

Administration of Medication to Students

The Hertford County Board of Education recognizes that under certain circumstances it will be necessary for students to take medication during school hours or after school hours while participating in extracurricular activities or tutorials. The General Statutes permit public school employees, when given the authority by the Board, to administer medication prescribed by a doctor upon written request of the parent/guardian. The Board authorizes school system personnel to administer medications in the case of a student who has a chronic health problem, or a student with an unusual health problem where emergency measures may be required.

School staff may administer medication to students at school only if the health care provider deems it necessary for the medication to be given during the school hours and if a parent/guardian requests it in writing. Medication shall be administered in accordance with the health care provider's instructions and established procedures. The school will assume no liability for students who self-medicate or for the transportation of medication to and/or from school. The school and its personnel and the Board of Education will assume no liability for complications or side effects of medications when administered in accordance with the instructions provided by the parent/guardian and health care provider.

A student with asthma or a student subject to anaphylactic reactions, or both, may possess and self-administer medication as prescribed for treatment, during the school day, at school sponsored activities or while in transit. The student must demonstrate to the school nurse, or the nurse's designee, the skill level necessary to use the asthma medication and any device that is necessary to administer the medication. The student's parent or guardian must provide written authorization including medical verification.

Communicable Diseases: Employee Safety

Our goal as a district is to provide a safe and secure environment for you and all students, maintaining a balance between the need to protect the rights of you and our students, and the need to control the spread of serious communicable diseases and conditions. We address situations of employees with communicable diseases or conditions on a case-by-case basis. If you are diagnosed with a serious communicable disease that may pose a significant risk

of transmission in your current position, you must report this to your immediate supervisor, who should contact the Human Resources Office immediately.

Health Certificate

Within 30 days of employment, you and employees who have been separated from public school employment for more than one school year must file a completed Hertford County Schools/North Carolina Public Schools "Health Examination Certificate". This certifies freedom from any communicable disease, including tuberculosis or any disease, physical or mental, which would impair your ability to perform your job duties prior to reporting to work. The board, superintendent or his/her designee may require you to take a physical examination if it is deemed necessary and it is believed to serve the health and safety of you, the district's employees and/or students. (Reference: G.S. 115C-323)

Tobacco, e-Cigarette and Vaping-free Environment

The use of tobacco, e-cigarette and vaping products is a health, safety and environmental hazard for students, employees, visitors and school facilities. In addition, the Board recognizes that it has an obligation to promote a healthy learning and working environment, free from unwanted smoke and vaping chemicals for the students, employees and visitors in the school system. You, nor visitors are permitted under any circumstances to use tobacco or vaping products in or on the grounds of any facility owned or leased or contracted by Hertford County Schools. For the purposes of this policy, tobacco and vaping product is defined to include cigarettes, electronic cigarettes, hookah pens, e-hookahs, vape pipes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco, tobacco products or inhaled non-prescription products. Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products.

Weapons on Educational Property

The Board of Education practices prohibits unauthorized weapons on educational property. Educational property includes any school building or bus, school

campus, grounds, recreational area, athletic field or other property owned, used, or operated by any board of education for the administration of any school. It is a violation of District policy to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by a school.

It is a felony for any person to possess or carry, whether openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14 284.1, on educational property or to a curricular or extracurricular activity sponsored by a school. It is misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property. Any person who in violation of state law brings a firearm or other weapons onto school property, possesses a weapon on school property, or encourages or enables another to bring or possess any weapon on school property will be reported to law enforcement authorities. The policy specifically excludes the following:

1. a weapon or explosion used solely for educational or school--sanctioned ceremonial purposes, or used in a school--approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;
2. a handgun in a closed compartment or container within the person's locked vehicle or in a locked container securely affixed to the person's vehicle if the person has a concealed handgun permit valid under state law or is exempted by state law from needing a permit to carry a concealed handgun (the person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times and the vehicle is locked immediately following the entrance or exit);
3. firefighters, emergency service personnel, North Carolina Forest Service personnel, and any private police employed by the school board, when acting in the discharge of their official duties;
4. law enforcement officers

Duty to Report: Workplace Safety

The health and safety of employees and students are of critical concern to Hertford County Schools. Hertford County Schools is committed to comply with all health and safety laws applicable to our mission. To this end, you shall ensure that work areas are kept safe and free of hazardous conditions.

You are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. You shall report any unsafe conditions or potential hazards to your supervisor immediately.

You should report any suspicion of a concealed danger present on Hertford County Schools premises, or in a product, facility, piece of equipment, process or business practice for which the system is responsible to your supervisor immediately.

You must report any workplace injury, accident or illness to your principal/supervisor or administrator as soon as possible, regardless of the severity of the injury or accident.

Workplace Violence

Hertford County Schools is committed to providing a safe workplace. Our goal is to minimize the risk of personal injury to employees and damage to Hertford County Schools and personal property. Employees are specifically discouraged from engaging in any physical confrontation with a violent or potentially violent individual. However, employees are expected and encouraged to exercise reasonable judgment in identifying potentially dangerous situations and to notify the principal/supervisor of suspected problems. Troubled individuals often exhibit one or more of the following behaviors or signs. Be vigilant to recognize:

1. Over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur.
2. Sudden and significant decline in work performance.

3. Irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior reacting to questions with an antagonistic or overtly negative attitude.
4. Discussing weapons and their use and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Hertford County Schools policies and procedures
5. Personality conflicts with co-workers; obsession or preoccupation with a coworker or supervisor; attempts to sabotage the work or equipment of co-workers.
6. Excessively blaming others for mistakes and circumstances; demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

You shall not use threats, threatening language or any other acts of aggression or violence. It will not be tolerated. A threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees, students and visitors are prohibited from carrying weapons onto any Hertford County Schools premises.

Procedures for Reporting a Threat

It is important for Hertford County Schools to be aware of any potential danger in its schools or worksites. You shall report any potentially dangerous situations, including threats by co-workers, immediately to the principal/supervisor. Reports of threats are confidential to the extent maintaining confidentiality does not impede the system's ability to investigate and respond to the complaints. All threats will be promptly investigated. You will not be subject to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this guideline. Violation of the policy may result in disciplinary action, up to and including dismissal.

If you are the target of a threat made by an outside party, you should follow the steps detailed in this section. Our goal is to take every effective step we can to

protect you, students and guests from the threat of a violent act by an employee, a student or by anyone else.

COMMUNICATION

Email and Electronic Transmissions Capabilities

Technology and the Internet offer staff members the resources from thousands of computers and millions of individual people all over the world. You may have access to email, information and news, advertisements, discussion groups and university and government libraries around the world.

Business Use

Hertford County's email, office communications and Internet capabilities are to enable you to more efficiently perform your duties, to support research and education and to extend the resources of Hertford County Schools. To that end, all uses of electronic transmission capabilities must support the goals and educational philosophy of the school district.

No Expectation of Privacy

You should be aware that there is no reasonable expectation of privacy with regard to your use of, and transmission of information over, district-owned computers and computer networks. The school district reserves the right to monitor use and transmission and to take appropriate disciplinary action if it can be reasonably determined that you have violated acceptable use standards. (Reference: Board of Education Policy 3225/4312/7320 Technology Responsible Use)

Social Media

The importance of teachers, students and parents engaging, collaborating, learning and sharing in these digital environments is a part of 21st century learning. To this aim, Hertford County Schools has adopted the following guidelines to provide direction for instructional employees, students and the

district community when participating in online social media activities. Whether you choose to participate in an online network or any other form of online publishing or discussion is your decision. Information produced by you as an HCPS employee is a reflection on the entire district and is subject to the District's Social Media Policy. Personal postings, even if marked private, may also be subject to relevant HCPS policies and procedures, as well as to relevant local, state and federal laws.

User-created content online designed in a collaborative environment where users share opinions, knowledge and information with each other. Tools include, but are not limited to, (a) blogs, (b) Wikis, (c) social networking sites, (d) photo and video-sharing sites, (e) social bookmarking, (f) podcasting and Vodcasting.

1. Employees shall not post identifiable images of a student or student's family on a personal social media site without permission from the student and the student's parent or legal guardian. Employees may post such images on a school-controlled social media site only with prior permission of the employee's supervisor and in accordance with the requirements of federal and state privacy laws and policy 4700, Student Records.
2. Employees shall not use Internet postings to libel or defame the board, individual board members, students or other school employees.
3. Employees shall not use Internet postings to harass, bully or intimidate students or other employees in violation of policies 1710/4020/7230, Discrimination and Harassment Prohibited by Federal Law, 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, 4329/7311, Bullying and Harassing Behavior Prohibited, and 7232, Discrimination and Harassment in the Workplace, or state and federal laws.
4. Employees shall not post content that negatively impacts their ability to perform their jobs.
5. Employees shall not use Internet postings to engage in any other conduct that violates board policy or administrative procedures or state and federal laws.

Personal and Professional Responsibility

Hertford County Schools encourages district employees with a personal online presence to be mindful of the information they post. Your online behavior should reflect the same professional and personal standards of honesty, respect and consideration that you use face-to-face and in work-related settings. Please note that even if you delete personal information, it still may be stored on the website's server. Information that is marked "private" rarely is private on the internet. It is very easy for "friends" to copy and paste information about you and send it or forward it to others, for example. There is no realistic expectation of privacy on the web.

Security and Privacy Settings

You should also ensure that content associated with you is consistent with your work at HCPS and your role as a public school/State employee. It is your responsibility to familiarize yourself with the appropriate security settings for any social media (personal or professional) that you may use. Be sure that the settings are such that any personal content may only be viewed by your intended audience. Be aware that, even if your privacy settings are set properly, it is still possible for anyone who you have allowed to see your profile to copy and paste text and send it to someone else. It is also easy for others to "tag" or identify you in photos that they publish with or without your knowledge and permission. Similarly, if you enable settings such as Facebook's ability to allow "friends of friends" to view your content, it is extremely likely that unintended viewers will have access to pictures and other personal content.

Student Communications

It is inappropriate for you to use email, text messaging, instant messaging or social networking sites to discuss with a student activities not related to school. Appropriate discussions would include the student's homework, class activity, school sport, club, or other school-sponsored activity. You should send electronic communications with students simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades).

"Friending" and "Following"

Your engagement with students in personal social-networking friendships on Facebook, Instagram, Snapchat or other social networking sites is prohibited. It is strongly discouraged with parents or guardians of students. The District recognizes that because of the tight-knit community of HCS, you may have students or parents of students who are family members or close personal friends; however, the District cautions you against engaging in such social-networking friendships with these individuals. Use your official, school- or work-related page(s) instead.

A recommended response to inappropriate "friend" requests on your personal pages is: "If you are a student or parent requesting to be my "friend," please do not be surprised or offended if I ignore your request. As an employee of Hertford County Schools, district procedures and practices prohibit me from friending Hertford County Schools' students and/or discourage me from friending parents on my personal pages. Please friend our school's (and/or classroom's, department's, Hertford County Public Schools' Facebook pages, etc.)"

One-to-one electronic communication

One-to-one electronic communication permitted by this subsection must meet the professional standards established in this policy and must otherwise be consistent with law and all other board policies.

It is the duty of every employee to notify his or her supervisor of any unsolicited one-to-one communication, in any form, electronic or otherwise, received from a student when the communication lacks a clear educational purpose. School counselors are excluded from this requirement only to the extent that it conflicts with their professional duties.

Violations of this section will be considered unprofessional behavior subject to discipline, up to and including dismissal. Factors that may be relevant to the determination of an appropriate disciplinary response to unauthorized communications with students include, but are not limited to:

1. the content, frequency, subject and timing of the communication(s);
2. whether the communication(s) was appropriate to the student's age and maturity level;

3. whether the communication(s) could reasonably be viewed as a solicitation of sexual contact or the courting of a romantic relationship, including sexual grooming;
4. whether there was an attempt to conceal the communication(s) from the employee's supervisor and/or the student's parent or guardian;
5. whether the communication(s) created a disruption of the educational environment; and
6. whether the communication(s) harmed the student in any manner.

District Image

Material that you post on social networks that is publicly available to those in the school community must reflect the professional image applicable to your position and not impair your capacity to maintain the respect of students and parents/guardians or impair your ability to serve as a role model for children.

While social media can be a powerful communication tool and an educational tool for students and parents, you are responsible for content you publish online. Be mindful that what you publish will be public for a long time—protect your privacy. Social media in the classroom is an extension of your physical classroom. What is inappropriate in your classroom is inappropriate online. Teachers who use social networking to interact with students and/or parents in an educational manner or as a communication tool must find ways to interact without giving students and parents access to personal information and posts.

When contributing online do not post confidential student information. Do not post pictures of any students on your personal sites. Use a HCS provided email as your email contact for official or school related pages. Do not use your HCS provided email as a username or email contact for personal pages. Please remember that all HCS policies and procedures, as well as relevant local, state and federal laws (copyright, fair use, Family Education Right to Privacy Act, personnel statutes, criminal statutes, etc.) apply to social media communications.

Statements to the Media

All media inquiries regarding Hertford County Schools and its operation should be referred to the Chief Public Information Officer at 252-358-1761. Only the

Superintendent, the Chief Public Information Officer, or designee is authorized to make or approve public statements pertaining to Hertford County Schools or its operations. Any employee wanting to write and/or publish an article, paper, or other publication on behalf of Hertford County Schools must first obtain approval from their principal/supervisor and the Chief Public Information Officer.

Consequences

School system personnel shall monitor online activities of employees who access the Internet using school technological resources. Additionally, the superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

The superintendent shall establish and communicate to employees guidelines that are consistent with this policy.

HARASSMENT, BULLYING, DISCRIMINATION OF STAFF: PROHIBITION

Reporting

The Hertford County Board of Education believes that all employees are entitled to work in environments free of harassment, bullying and discrimination. If you believe you have been the victim of harassment, bullying and/or discrimination in the course of your work with the district, you are encouraged to report the alleged acts, including the facts of the incident(s) and the name(s) of the individual(s) to your immediate supervisor in a timely manner.

Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category such as race, ethnicity, gender, religion, age or disability. Discrimination may be intentional or unintentional.

Harassment and Bullying

Harassment or bullying behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or threatening communication that either places a student or employee in fear of personal harm or creates a pervasively hostile work or educational environment. A hostile work or educational environment means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe and pervasive enough that a reasonable person would agree that the conduct creates an abusive, intimidating, hostile or offensive work or educational environment. A hostile work or educational environment must be created by pervasive or persistent harassment or bullying but can also be created by a single incident if that incident is determined to be sufficiently severe.

Harassment and bullying include, but are not limited to negative or antagonistic behavior that appears motivated by an individual's differentiating characteristic such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to:

- Verbal taunts,
- Name-calling and put-downs,
- Epithets, derogatory comments or slurs,
- Lewd propositions,
- Exclusion from peer groups,
- Rumor spreading,
- Extortion of money or possessions,
- Implied or stated threats,
- Assault,
- Impeding or blocking physical movement,
- Offensive touching,
- Physical interference with normal work or school behavior,
- Visual insults such as the creation or display of derogatory posters or cartoons.

While it is not easy to define precisely what types of conduct constitute sexual harassment, examples of prohibited behavior include but are not limited to:

Deliberate unwelcome touching that has sexual connotations or is of a sexual nature. Suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats,

- Sexual grooming,
- Continued or repeated offensive sexual flirtations,
- Repeated verbal remarks about an individual's body,
- Sexually degrading words used toward or to describe an individual,
- Sexual assault,
- Sexual violence,
- the display of sexually suggestive drawings, objects, pictures, or written materials.

Acts of verbal, nonverbal or physical aggression, sexual grooming, intimidation or hostility based on sex, which do not involve actual physical sexual activity, may be determined serious enough to create a hostile work or educational environment if determined to be sufficiently severe or pervasive. Should this behavior cause the victim to view the conduct as bullying or harassment and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassment, a complaint should be filed.

Human Resources Intervention

If your immediate supervisor is directly involved or if you prefer discussing the concern with someone in Human Resources, you should report your concern to the Chief Human Resources Officer. If members of the board, the superintendent or any senior staff members are involved, you should report your concerns to the board attorney. An immediate investigation of the claims will take place and upon evidence of harassment, bullying and/or discrimination, will take appropriate disciplinary action. (Reference: Board of Education Policy 1720/4030/7235)

You, students, volunteers and visitors are expected to behave in a civil and respectful manner. It is the policy of Hertford County Schools to prohibit the intentional or unintentional discrimination, harassment or bullying of any student or employee. Employees who violate this policy will be subject to disciplinary action, up to and including dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement if such action is warranted or required by law.

Reporting for a Student

You are required to report any actual or suspected violations of this policy concerning students and encouraged to report any situation concerning your own or other employee's suspected discrimination, harassment or bullying.

COMPLAINTS

The Board believes that complaints should be handled as close to their origin as possible and resolved by the individual's closest to the complaint. If you have concern and the situation cannot be resolved at this level, you shall continue through your department's chain of supervision. If the issue remains unresolved, you may contact the Human Resources Office. It is the Board's intent to provide the means for resolving each complaint in a fair and impartial manner. If you want to file a complaint against another employee, you shall make an effort to discuss and attempt to resolve the problem directly with the employee or their supervisor. If discussion with the supervisor does not resolve the problem or if the complaint is against your direct supervisor, then you shall discuss and attempt to resolve the problem with that individual's immediate supervisor. The Board prohibits retaliation against any person who reports an act of discrimination, harassment, or bullying, or files a complaint.

Grievances: Employees

Hertford County Schools encourages you to constructively attempt to resolve workplace conflict through open communication because it is usually more effective. The board supports administrators to actively attempt to address employees' concerns. If you have a concern, you should attempt to resolve it through discussion with your supervisor first. If your issue is not resolved, you should communicate to his/her supervisor. If these attempts are not successful, you may contact the Human Resources Office. If you have a grievance against the school district or against another employee within the district, you must have the opportunity for an orderly presentation and impartial review of your grievance. You may have representation at any formal step in the grievance process. You can find more information in the board policies or from the Human Resources Office. (Reference: Board of Education Policy 1750/7220)

Personnel Files

The Superintendent or designee shall maintain a personnel file for each employee that contains any complaint, commendation, or suggestion for correction or improvement about the employee's professional conduct, except that the Superintendent or designee may elect not to place in a teacher's file (i) a letter of complaint that contains invalid, irrelevant, outdated, or false information or (ii) a letter of complaint when there is no documentation of an attempt to resolve the issue. The complaint, commendation or suggestion must be signed by the initiating person and will be placed in the employee's file only after five days' notice to the employee. Any denial or explanation relating to the complaint, commendation or suggestion by the employee will be placed in the file.

Removal of Information

You may petition the Hertford County Schools Board of Education to remove any information from your personnel file that you think invalid, irrelevant or outdated. The Board may order the Superintendent to remove that information if it finds the information is invalid, irrelevant or outdated. Requests regarding personnel files should be directed to the Human Resources Division.

File Review

If you would like to review your personnel file, contact the Human Resources Offices to schedule an appointment. Every employee may have access to his/her own personnel file (with the exception of pre employment data) during working hours, provided reasonable notice is given. (Reference: G. S. 115C-307(e); 115C-325 (b); 115C-319, 320 and 321)

PROCESS FOR GRIEVANCE

Filing a Grievance

- 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 a grievance submitted after 30 days that claims a violation, misapplication or misinterpretation of state or federal law, the superintendent or designee shall determine whether the grievance will be investigated after considering

factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school system to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, employees should recognize that delays in filing a grievance may significantly impair the ability of the school system to investigate and respond effectively to such complaints.

- All grievances must be in writing, and the written statement of grievance must remain the same throughout all steps of the grievance procedure. The written grievance must include the following information:
    - the name of the school system employee or other individual whose decision or action is at issue;
    - the specific decision(s), action(s) or physical condition at issue;
    - any local board policy, state or federal law, state or federal regulation or State Board of Education policy or procedure that the grievant believes has been misapplied, misinterpreted or violated; and
    - the specific resolution desired.

  If there is not a specific decision, action or physical condition at issue or no concern that federal or state law, federal or state regulation, State Board of Education policy or procedure, or board policy or procedure has been misapplied, misinterpreted or violated, then the procedure established in policy 1742/5060, Responding to Complaints, is appropriate, and the principal or immediate supervisor shall address the concern following that policy.
- The employee(s) shall present the grievance in writing to his or her immediate supervisor or the supervisor's designee, unless the grievance alleges that a state or federal law has been misapplied, misinterpreted or violated, in which case the grievance may be presented instead to the Chief Human Resource Officer (or to the superintendent if the employee's supervisor is the Chief Human Resource Officer). The person receiving the grievance hereinafter will be referred to as "official." Any grievance against the superintendent should be filed directly with the board.

Response by Official

- In the event the official determines at the outset that review by the official is inappropriate, the official shall forward the formal grievance to the superintendent who will investigate and respond.
- The official shall meet with the grievant at a mutually agreed-upon time within five days after receipt of the grievance.
- The official shall conduct any investigation of the facts necessary before rendering a decision.
- The official shall provide the grievant with a written response to the grievance within 10 days after the meeting.

Response by Superintendent

- If the grievor is dissatisfied with the official's response, the grievor may appeal in writing the decision to the superintendent for review by the superintendent or designee within five days of receipt of the official's response.
- The superintendent or designee shall arrange for a meeting with the grievant to take place within five days of the receipt of the appeal.
- The superintendent or designee shall conduct any investigation necessary before arriving at a decision. The superintendent or designee shall provide the grievor with a written decision within 10 days after the meeting with the grievor.

Appeal to the Board

If the grievant has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or board policy or procedure or has alleged that a specific decision of a school official adversely affects the grievant's employment status or the terms or conditions of his or her employment, the grievant shall have a right to appeal a final administrative decision to the board of education. If the grievance has not alleged such specific violations, he or she may request a board hearing, which the board may grant at its discretion.

- Mandatory Appeals
    - If the grievant is not satisfied with the superintendent's response and has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or

local board policy or procedure or has alleged that a specific decision of a school official adversely affects the grievant's employment status or the terms or conditions of his or her employment, the grievant may appeal in writing the decision to the board within 10 days of receiving the superintendent's response.
    - A hearing will be conducted pursuant to policy 2500, Hearings Before the Board.
    - The board will provide a final written decision within 30 days of receiving the appeal unless further investigation is necessary or the hearing necessitates that more time be taken to respond.
- Discretionary Appeals
    - If the grievant is not satisfied with the superintendent's response but has not alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board policy or procedure or has not alleged that a specific decision of a school official adversely affects the grievant's employment status or the terms or conditions of his or her employment, the grievant may submit to the superintendent a written request for a hearing before the board of education within 10 days of receiving the superintendent's response.
    - If the board denies the appeal, the decision of the superintendent will be final and the grievant will be notified within five days of the board's decision.
    - If the board decides to grant a hearing, the hearing will be conducted pursuant to policy 2500.
    - The board will provide a final written decision within 30 days of the decision to grant an appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

EMPLOYMENT CLASSIFICATION

Permanent Employee

A permanent employee is defined as an individual employed with the expectation of ongoing employment if present needs and funds continue.

Temporary Employee

A temporary employee is hired for a specified length of time to perform a specific job. Temporary employees hired for less than six full pay periods generally do not earn benefits and do not participate in the retirement system.

Full-time Employees

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

Full benefits include:

- Option to enroll in all insurance plans offered by the school system
- Leave days accrued for annual, sick, etc., as appropriate for position and years of service
- Paid holidays as indicated on the school calendar
- Leaves of Absence, as appropriately eligible
- Teachers and State Employees' Retirement System
- Voluntary participation in 401(k) and/or 403(b) retirement savings plans
- Workers' Compensation Insurance
- General Liability Insurance
- Longevity

Part-time Employees

Part-time employees who work at least 20 hours per week, but less than 30, are eligible for pro-rated (partial) benefits. Pro-rated benefits include:

- Health insurance may be purchased by paying the employee and employer's cost
- Prorated leave days accrued for annual and sick
- Prorated paid holidays as indicated on the school calendar
- Leaves of Absence, as eligible
- Voluntary participation in 403(b) retirement savings plan
- Workers' Compensation Insurance
- General Liability Insurance

Classified Employees

Classified employees are employees who do not require licensure issued by NCDPI and are "at will" employees. Classified employees may be designated

exempt or nonexempt consistent with the Fair Labor Standards Act and may be paid on either an hourly or yearly wage. Classified positions include, but are not limited to: office support, maintenance, bus drivers and transportation support, child nutrition employees, and paraprofessionals.

Certified Employees
Certified employees are employees who require an educator license issued by NCDPI.

Substitute Teachers
Substitute Teachers are employed only on an as needed basis and are not considered to be full-time permanent employees. Substitute teachers are considered at-will employees. This means that either the substitute or Hertford County Schools has the right to terminate the employment relationship at any time, with or without reason.
Pursuant to North Carolina General Statutes 96-8(10)e, substitute teachers shall not be considered unemployed for days or weeks, including summer months or when school is not in session, when not called to work.

Employee Volunteers
Employees may volunteer to work at school events, provided the work is clearly at the employee's option, is in a different capacity from the employee's regularly-assigned duties and is performed on an occasional or sporadic basis. Classified employees who are nonexempt under the Fair Labor Standards Act shall not be approved to coach on a voluntary basis if the employee's regular duties or responsibilities are the same or of similar nature as the duties of a coach.

RECRUITMENT AND SELECTION OF EMPLOYEES

It is the policy of the board to provide all applicants with equal employment opportunities and to provide current employees with training, compensation, promotion and other benefits of employment without regard to an individual's real or perceived race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender

identity/expression, socioeconomic status, height, weight, physical characteristics, marital status, parental status, or disability except where exemption is appropriate and allowed by law.

Recruitment

Hertford County Schools goal is to hire the most qualified candidates for each position. The district actively seeks candidates from local, as well as regional and national colleges and universities. Additionally, the district recruits candidates through non-traditional routes, such as residency (formerly known as lateral entry) and other alternative licensure programs. The board is also committed to diversity. To further this goal, the recruitment and employment program is designed to attract a diverse pool of qualified applicants.

We evaluate candidates on their merits and qualifications for positions. Vacancies are publicized on the district's website so that you may learn of promotional opportunities. If you are interested in and qualify for a vacancy, you should follow the application procedure for that position.

Selection

The district selects candidates for employment based on assessed ability to fulfill duties identified in the job description as well as performance standards established by the board. Each candidate, prior to being recommended for hire or assigned to a permanent position will be subject to a reference check, a criminal record check and other processes required by the superintendent in an effort to assure that only the most qualified individuals are hired.

EMPLOYMENT OF RELATIVES

It is the policy of Hertford County Schools to avoid placing any new employee or fill any vacant position with an employee who would be under the direct supervision of a member of that employee's immediate family. Immediate family includes the employee's spouse, child, parent, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, stepmother and stepfather. Should two employees at a particular site enter into one of the familial

relationships listed above when one is in a supervisory or evaluative role over the other this constitutes a conflict of interest one employee will be reassigned as soon as reasonably possible.

STUDENT TEACHERS/ADMINISTRATIVE INTERNSHIPS

The district supports the preparation of individuals who desire to be educators. We work collaboratively with educational agencies to prepare prospective teachers, administrators, and others for working with students because we believe that a collaborative team approach for educator preparation is most effective. We also believe that it is important to promote equity for all students and our collaboration reflects this priority.

Teachers and administrators must meet minimum state requirements as well as local expectations to serve as cooperating teachers or supervising administrators. Requirements include, but are not limited to the following:

1. completion of three years of successful teacher/administrator experience,
2. a license in the subject area of the student teacher or in administration for administrative internships,
3. demonstration of highly effective performance as defined by the Superintendent/designee and
4. demonstration of high ethical standards in compliance with the North Carolina Professional Code of Ethics and District School Board policies.

Additionally, the district strives to provide student teachers and administrative interns with placements and experiences working with diverse students and communities that are representative of our District.

LICENSED EMPLOYMENT

License: Certification Renewal

The North Carolina State Board of Education requires all licensed employees to maintain a valid, North Carolina Professional Educator's License. Each license-holder is responsible for knowing and satisfying license renewal requirements.

Failure to renew your license makes you ineligible for employment. You may contact the Human Resource Office for additional information.

Scope of Professional Practice

Educators shall not perform any act as an employee in a position for which license is required by the rules of the State Board of Education or by Chapter 115C of the North Carolina General Statutes during any period in which the educator's license has been suspended or revoked.

Selection of Instructional Materials

The Board of Education recognizes the importance of using a variety of instructional materials in addition to adopted textbooks, to meet the instructional needs of students. Materials for classrooms and school library media centers will be selected by the appropriate professional personnel in consultation with the administration, faculty, students and the community. Final purchase decisions are the responsibility of the Superintendent or his/her designee. If instructional materials and/or activities contain content, language or context(s) that may be sensitive to students or parents, approval of the site administrator is required prior to use. (Reference: Board of Education Policy 3200)

Contracts for Licensed Employees

Teacher One-year Contract*:

To receive a one-year contract, a teacher must:

1. hold a valid, initial or continuing North Carolina Professional Educator's License;
2. have met all required North Carolina State Board of Education content area exams;
3. be employed in a continuing position for six months or more

One-Year Contracts are subject to annual renewal/non-renewal based on the Principal's recommendation.

Teacher Two-Year Contract*

To be recommended for a two-year contract, a teacher must:

1. have been employed by the Board as a teacher for at least three consecutive years;
2. have received a rating of at least “proficient” on all standards on the two most recent annual evaluations;
3. not be on a monitored or directed growth plan, mandatory improvement plan, or corrective action plan currently and not have been on any such plan at any time during the current or previous school year;
4. not have received any of the following during the current or previous school year: a demotion, a suspension without pay, or a reprimand, warning, or disciplinary action that is documented in the teacher’s official personnel file; and
5. not have other relevant performance or conduct information in his or her personnel file that would support a decision to disqualify the teacher from a multi-year contract.

Teacher Four-Year Contract*

To be recommended for a four-year contract, a teacher must:

1. have been employed by the Board as a teacher for at least five consecutive years;
2. meet the criteria for a two-year contract; and
3. possess at least one of the following qualifications:
    a. have received a rating of at least “accomplished” on vast majority of the standards on the evaluation instrument in the most recent annual evaluation;
    b. be National Board for Professional Teaching Standards (NBPTS) certified, or similarly certified by another nationally respected, performance-based process and professional organization.
    c. demonstrate effectiveness with different/all student subgroups during the past two years using one or more validated assessments of student or teacher performance;
    d. be licensed in an area in which the school system is experiencing difficulty recruiting and retaining qualified applicants or that is

otherwise in high demand, as determined by the Superintendent or designee.

*Teacher = All Licensed Teachers and Support Staff such as Counselors, Media Specialists, Psychologists, Social Workers, Speech Language Pathologists and Curriculum Specialists

Career Contracts

Career contracts and career status (tenure) will remain in effect if the teacher obtained the status in Hertford County Schools prior to the 2013-14 school year.

Interim Contracts

Issued to Licensed Employees in the following circumstances:

- Employed in a temporarily vacant position;
- Does not hold an initial or continuing North Carolina Professional Educator's License (i.e. validated license, Residency (formerly known as Lateral Entry), Provisional, Emergency or Limited License); Retirees who are employed less than 30 hours/week;
- Employed less than 100%;
- Employed for less than 6 months.

Interim contracts are for a specific period of time, not to exceed one school year.

Administrative Contracts

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

Important: If any licensed employee believes that he/she has not been issued the correct contract, it is the employee's responsibility to advise the Chief Human Resource Officer, so that any issue can be reviewed and appropriately resolved. (Reference: G.S. 115C-325 and G.S. 115C-287.1)

LICENSE GUIDELINES

Requirements

State law requires that all employees in licensed positions hold appropriate licensure for their subject(s), grade level(s) or professional assignment(s). "Appropriate" may mean a regular five-year license or a provisional license or endorsement valid only for the school year specified. As a licensed employee, it is your responsibility to maintain a valid license in the area of assignment. If you hold a license that is due to expire during the year, you must furnish documentation of completion of the required renewal credits, PraxisPearson test scores, semester hours of coursework, etc. to the Human Resources Office.

Disclosure of Criminal Convictions

If you hold an expiring license, you must provide information on any conviction of a felony or crime other than a minor traffic offense since the first N.C. license was issued. You must complete the online state-mandated form providing this information and submit it to the North Carolina Department of Public Instruction for the license extension to be valid.

Renewal Guidelines

The number of continuing education units (CEUs) required to renew a Continuing North Carolina Professional Educator's license is 8.0.

Chart of Renewal Guidelines

Credits required to Renew Continuing licenses expiring on or after June 30, 2019
Grades K-5 ● 3 Subject Area ● 3 Literacy - As defined in GS 115C-296 ● 2 General
Grades 6-12 ● 4 Subject Area ● 4 General
Administrators ● 4 Executives Role ● 4 General
Student Services Personnel (Counselors, Media Specialists, Social Workers, Psychologists and Speech Language Pathologists with a Teaching Area)

- 4 Professional Discipline
- 4 General

Note: The definition of teacher includes instructional support personnel. Subject to change based on NC State Board of Education policy updates

For detailed information, refer to policy TCP-A-005 on the NC Public Schools website www.ncpublicschools.org.

Earning Credit

You may earn credit for attending locally sponsored workshops, college and university courses, activities offered by various outside organizations and locally approved "independent study" activities. **Prior approval is required** to earn renewal credit for **all** activities offered by any entity other than Hertford County Schools, including colleges, State Department of Public Instruction, universities, technical schools and community colleges. "Prior approval" means that you must request approval **before** the beginning date of the activity.

CLASSIFIED EMPLOYMENT

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

Classified employees generally work an eight-hour day and a forty hour week. Child Nutrition employees generally work less than eight hours per day. Hours are specified by the Director of Child Nutrition at the time of employment with the daily schedule set by the school-based manager.

School Bus Drivers are generally employed for less than eight hours per day. They are employed for the length of time that is required to run the bus route they are assigned and work only on student attendance days.

If you are a classified employee, you are an "at will" employee. "At will" provides that you can be dismissed from employment for any reason (that is, without having to establish "just cause" for termination), and without warning, as long as the reason is not illegal.

Clock in/Clock out
All classified employees (except bus drivers) must use the **LINQ (Timekeeper System)** to sign-in and sign-out at the beginning and end of the workday. Employees should also sign-out for their lunch break.

SUBSTITUTE EMPLOYMENT

Substitutes for teacher and teacher assistants must have a High School Diploma, complete Effective Teacher Training, and provide a character reference letter from someone you are not related to qualify. As an approved substitute, you must work in the classifications for which you are approved; for example, if you are approved to substitute for a teacher assistant, you cannot substitute for a teacher without additional approval as a substitute teacher. If you are a current non-exempt employee, and are also approved to substitute, you may not exceed the 40-hour work week provisions of the Fair Labor Standards Act.

Licensed
Substitutes are required for licensed personnel absences for positions that deliver direct instructional services to students. The principal must request a substitute in writing to the Chief Human Resources Officer in order to employ substitutes for school counselors and media specialists. Teacher Assistants may be employed as substitutes in accordance with specified procedures. (Reference: North Carolina Public Schools Financial Procedures Manual)

Classified

Substitutes for all classified personnel may be employed on the recommendation of the principal/supervisor and with the approval of the Chief Human Resources Officer or through approved procedures to cover absences for a specified period of time.

Only substitutes approved by the Board of Education may work as a substitute employee. Contact the Human Resources Office at 252-358-1761, for additional information.

RE-EMPLOYED OR VOLUNTEER RETIRED EMPLOYEES

Employees who have retired from the Teachers' and State Employees' Retirement System may be considered for rehire to a part-time position or a temporary (less than six months) full-time position. It is the retiree's responsibility to ensure that all NC teachers and State Employees Retirement System requirements for working after retirement are met.

Retiree Volunteers

"Retirement" means the termination of employment and the complete separation from active service after a specified period of time with no intent or agreement, expressed or implied, to return to service. In order for a member's retirement to become effective in any month, the member must render no service, including part-time, temporary, substitute, or contractor service, at any time during the six months immediately following the effective date of retirement. For purposes of this, service as a member of a school board or as an unpaid bona fide volunteer in a local school administrative unit shall not be considered service."

Employment of Retirees Subject to the Earnings Cap

Retirees employed under this section must meet certain conditions:

1. The individual must have ended employment with the school system in good standing.
2. Retirees must have been retired at least six months.
3. It is the responsibility of the retiree to contact the Teachers' and State Employees' Retirement System to determine the earnings cap and monitor

their earnings upon re-employment to ensure they do not exceed the earnings cap.

4. Appointment will be made on an interim basis for no more than one year at a time.
5. The Chief Human Resources Officer must provide a written justification to support the recommendation to hire.

Salary

Retirees are paid according to salary schedules established for the position or the district's licensed substitute rate.

Benefits

Cap on Hours Worked to Preserve Retiree Medical Coverage Retirees working full-time thirty (30) or more hours per week will not earn benefits unless they cancel their retirement benefits. Retirees in the North Carolina Teachers and State Retirement System may only work fewer than thirty (30) hours per week for Hertford County Schools in order to maintain retiree medical insurance. It is the retiree's responsibility to manage the average hours cap to preserve his/her retiree medical benefits. Retirees who work more than thirty hours per week risk losing retiree medical coverage and becoming liable for medical expenses paid during the period in which he/she worked full time as a rehired retiree.

Retirees working part-time, 20 hours per week but less than 30 hours may earn pro-rated part-time benefits (e.g. leave) from the school system and continue to receive retirement benefits.

Job-sharing for School Employees

To allow job sharing, the board of education must designate one or more positions as job-sharing positions. An employee in a job-sharing position is a person who:

1. is employed by a local board of education less than-full- time, and
2. is sharing a position with one other employee of the same job classification.

Job-sharing provisions apply to both certified personnel and non-certified personnel.

Re-employed Retirees in Job-Sharing Positions

Because the benefits for staff employed in job-sharing positions include retirement, retirees can only be employed in temporary job-sharing positions. Retirees employed in temporary job-sharing positions do not earn leave benefits.

Salary

If you are in a job-sharing position, you will be paid pro-rata based on the salary schedule for the position. Experience for certified personnel is credited at the rate prescribed in the Licensure Policy. For non certified employees, experience credited for salary purposes follows local policy. Service rendered by a school employee in a job-sharing position will be credited at the rate of one-half year for each regular school year of employment.

Benefits

If you are in a permanent job-sharing position and work at least 20 hours per week, you will receive paid legal holidays, annual vacation leave, sick leave and personal leave on a pro-rata basis. You also receive service credit under the Teachers' and State Employees' Retirement System as provided in G.S.135-4(b) and insurance benefits as provided in G.S. 135-40.2. You earn retirement credit at a rate of one-half year of retirement credit for each regular school year of employment. Your participation in the State Health Plan is an optional benefit. If you elect to participate in the State Health Plan, the district unit pays a percentage of the Plan's total non-contributory premiums and you pay the balance. (Reference(s): G.S. 115C-302. 1; G.S. 115C-316; G.S. 135-4(b); G.S. 153-40.2; NCGA 2003, S.B. 701 and NC Benefits and Employment Policy Manual)

ASSIGNMENT AND TRANSFER

Classified

Sometimes the reassignment and transfer of classified staff is necessary. You may initiate a transfer or the administration may initiate it. The salary impact of a transfer will depend on whether the move is a promotion, a demotion or lateral transfer.

An approved, self-initiated transfer for classified employees may occur at any time. You are not required to submit any documentation to the Human Resources Office in order to transfer and may make direct contact with principals or other administrators regarding vacancies. *The actual date of transfer is determined by both the losing and gaining administrators, but the date should not exceed 60 days after the transfer has been approved by the Chief Human Resources Officer or designee.*

Licensed

Sometimes the reassignment and transfer of licensed staff is in the best interest of children. You may initiate a transfer or the administration may initiate it. The salary impact of a transfer will depend on whether the move is a promotion, a demotion or lateral transfer. Generally, self-initiated transfers of licensed employees are avoided during the school year except under limited conditions relative to criteria, exemptions, and notice for transfer.

1. The employee transfer period is established by Human Resources based upon the date when position allocations are confirmed and staffing projections have been finalized for the upcoming school year. If you desire a transfer, you must complete the appropriate online application provided by the Human Resources Office.
2. Transfers for the upcoming school year occur during the transfer period established by Human Resources, and is published for all licensed personnel.
3. Principals/supervisors should interview at least one transfer applicant (if available) for each vacancy.
4. If a principal plans to nominate a transfer candidate, he/she should immediately notify the principal/supervisor of that decision.
5. To ensure school stability, no school shall lose more than an established number of employees based on the school's average daily membership (ADM) of its current licensed staff in one year due to self-initiated transfers without the consent of the Superintendent or Chief Human Resources Officer.
6. In the case of unusual or extenuating circumstances, you may request a transfer by providing a written explanation in support of your request to the

Chief Human Resources officer. The Chief Human Resources Officer will review the request and advise the employee of the appropriate discretion.

EVALUATION

The Hertford County Board of Education places a high priority on both engaging and assisting you to develop throughout your term of employment. The evaluation process involves the assessment of our performance. The performance evaluation is a continuing process for the purpose of identifying strengths and areas for growth of the individual and improving the quality of work.

Classified Personnel

If you are a classified employee, you are an at-will employee and should be evaluated at minimum once every fiscal year. Your evaluator may conduct an appraisal at any time deemed necessary. Both you and the evaluator must sign to indicate that the employee has read the completed evaluation form.

Licensed Personnel

You can find specific procedures that comply with North Carolina laws and State Board of Education regulations regarding the evaluation of licensed personnel in Board of Education Policy GBI. (Reference: G. S. 115C-333)

PERFORMANCE GROWTH PLANS

Licensed Employees

A performance growth plan or action plan refers to any written strategy to help an employee improve or gain greater competence. This includes monitored and directed growth plans. North Carolina General Statute 115C 333 require a Performance Growth Plan for any licensed employee who receives a rating of “below standard”, “unsatisfactory”, “developing” or “not demonstrated” on any function of the employee’s performance evaluation, unless the Superintendent recommends dismissal, demotion or non renewal of the employee. Under state

law, teachers are required to enter into the Superintendent's plan for professional development.

Limitations on Appeal: A performance growth plan or action plan cannot be appealed:

1. The placement on a plan of a licensed employee who receives a rating of below standard, unsatisfactory, developing, or not demonstrated is required by statute.
2. The ratings received on an evaluation result in the placement of an employee on a growth plan.
3. The fact that an administrator does not meet every requirement set forth in a growth plan provided that there has been substantial compliance.

(Reference: G.S. 115C-307 (e); G.S. 115C-333)

An individual Growth Plan will be developed and reviewed at least annually. Beginning teachers must be rated “proficient” on all North Carolina Professional Teaching Standards on the most recent Teacher Summary Rating Form in order to be eligible for the Continuing Professional License (CPL). (Reference: North Carolina Teacher Evaluation Process)

Classified Employees

If you are a classified employee who receives an overall performance rating below "satisfactory" level on his/her performance evaluation, you must participate in a performance improvement plan designed to improve your performance in the deficient area(s). Any employee may respond in writing to the evaluation and have the response placed in his/her personnel evaluation file.

BEGINNING TEACHER SUPPORT PROGRAM

The Beginning Teacher Support Program (BTSP) is a state-mandated three-year induction program designed to provide a positive experience for new teachers, with a focus on developing the knowledge and skills essential for effective teaching and learning. A minimum of six consecutive months of participation is required per school year for the “year” to count toward fulfillment of the BTSP requirements.

Mentor Support

Hertford County Public Schools recognizes the following and assigns a mentor to the following teachers:

- Teachers with a Permit to Teach or an Emergency License will be considered a BT 0.
- Residency Licensed teachers follow the year of their residency program. (ex. RL Year 1 = BT 1)
- An Initial Licensed teacher, having completed a teacher preparation program, will follow the current guidelines for beginning teachers in NC.
- International faculty within their first two years of service to Hertford County. (Classified as BT4)
- Out-of-state applicants will be monitored as necessary until they meet the license requirements. (Placement varies based on years of experience)

Continuous Professional Growth Requirements

Completion of beginning teacher requirements in one teaching area satisfies the BT requirements for all other teaching areas. Once continuing licensure is earned in one teaching area, additional teaching areas do not require additional BT support. If you need additional support in licensure, please contact the Human Resource Office at 252-358-1761.

Individuals Renewing Licenses: If you renew your expired license, you do not have to participate in BTSP if you have three or more years of appropriate experience at the time of license renewal. Without this experience, you are subject to BTSP requirements.

Mentor Support: Year I, Year II, and Year III beginning teachers (BT) in Hertford County Schools are assigned a Mentor/Support Team, consisting of the principal/supervisor (or designee) and a trained mentor, usually from the same subject area or grade level. A minimum of six consecutive months of participation is required per school year for the "year" to count toward fulfillment of the BTSP requirement.

Continuing Professional License: CPL will be granted when you, as a BT, have completed the required professional growth as prescribed by the LEA, licensure requirements, and three years of teaching, and when the designated local official has notified DPI that there is no knowledge related to the character or conduct to deny licensure to teach in North Carolina.

EMPLOYEE NON-RENEWAL AND SEPARATION

Retention and Non-renewal of Non-tenured, Licensed Employees

The most important aspect of attaining excellence in education is the quality of the teaching staff and the administrative staff. In striving for excellence, the district seeks to employ and reemploy teachers and administrators who possess, have exhibited, and continue to strive for excellence in their preparation for, performance of, and contribution toward the educational process. Achievement of a proficient rating on the North Carolina Teacher and Administrator summative evaluation is the expected standard of performance for teachers and administrators in this school system; however, proficient performance is not assurance to any teacher or administrator of rights to employment or reemployment. Teachers and administrators are accountable for striving for a summative rating of distinction on all performance. Performance and contribution to the education process as measured by appraisal factors in decisions to employ and reemploy teachers and administrators.

Basis for Nonrenewal

The board, upon the superintendent's recommendation, may refuse to renew the contract of any non tenured teacher for any cause it deems sufficient, provided that the cause may not be arbitrary, capricious, discriminatory, or for personal or political reasons, or because the teacher engaged in activities that are protected by the United States Constitution or the North Carolina Constitution. For more information, please refer to § 115C-325.

Notice of Nonrenewal

The superintendent shall notify teachers of any recommendation not to renew teachers' employment in accordance with State statute. (Reference: G.S. 115C-325)

Resignation: Classified Employees

A classified employee is required to submit a resignation notice online at least **fourteen (14) calendar days** prior to the effective date. If you do not provide sufficient notice, that fact will be included in your employment record and may harm your future reemployment possibilities.

If you are resigning during the summer months, you must provide a notice of **at least fourteen (14) days prior to the start date for employees** for the next school year. Administrative employees should provide at least sixty (60) calendar days written notice prior to the effective date of the resignation. All resigning employees should indicate on their resignation forms if they will be moving directly to another North Carolina LEA or state agency. A resignation accepted by the superintendent or his/her designee, may not be withdrawn by the employee.

Resignation: Licensed Employees

The Superintendent or his/her designee is authorized to accept resignations from employees on behalf of the Board. All resigning employees should indicate on their resignation forms if they will be moving directly to another North Carolina LEA or state agency. Once a resignation is accepted by the Superintendent, it may not be withdrawn by the employee. When it becomes necessary for a licensed employee to cancel his/her contract or terminate employment, a written resignation notice should be received at least thirty (30) calendar days prior to the effective date in accordance with General Statute 115C-325.9. Administrative employees should provide at least sixty (60) calendar days written notice prior to the effective date of the resignation. In addition to jeopardizing future reemployment possibilities, failure to provide a timely notice may constitute grounds for license revocation.

If you are resigning during the summer months, you must provide a notice of at least thirty (30) days prior to the start date for employees for the next school year.

Resignation and Leave Balances

Following a resignation, the distribution of leave balances is as follows:

1. **Contact Payroll:** If you resign and are directly hired by another North Carolina public school system, sick leave, annual leave, eligible bonus

leave and personal leave balances must be transferred to the hiring school system. You must contact the Payroll Department 252-358-1761, and request the transfer of leave balances.

2. **Leave in Case of Transfer between LEAs:** If you resign and are transferring to another NC LEA or to a state agency, and the new employment is obtained within 31 calendar days from the date of separation (as reported by the resigning employee), sick leave, annual leave, eligible bonus leaves and personal leave balances must be transferred to the hiring school system.
3. **Annual Leave in Case of Transfer to/from Other State Agencies:** Leave may be transferred to and from a state agency or institution, community college, public university, technical institute, or from an organization covered by the State Personnel Act (e.g. some county agencies of mental health, public health, social services, or emergency management) if the agency is willing to accept the transfer. All or any portion of the unused leave be accepted.
4. **Non-acceptance of Credit:** If the receiving agency refuses to accept credit for unused annual vacation leave or bonus leave, you will be paid in a lump sum for up to 30 days or 240 hours of accumulated annual vacation leave and for the bonus leave.
5. **Banking of Leave:** If you separate and are not immediately rehired in another North Carolina school system, the sick leave and personal leave are kept in a "bank" for 60-63 months (based on your months of service) and payment is made for annual leave days. Reinstatement of sick and personal days must follow the provisions of G.S.115c-336.
6. **Charter Schools:** There is no provision for public school employees to transfer leave to or from charter schools.

Resignation and Final Payout

Unused Leave: If you separate, you must be paid in a lump sum for accumulated annual vacation leave, not to exceed a maximum of 30 days or 240 hours, and for bonus leave upon separation from service. Separation from service includes resignation (unless the employee is transferring to another LEA or state agency), dismissal, reduction-in-force, death, service retirement, beginning long-term disability benefit or change to temporary status.

Timing: To ensure an accurate final payout of leave balances, the Payroll Department pays out any eligible leave balances the month after your last regular pay date, for example: if the termination/retirement is in May, you will receive the leave payout at the end of June. This delay allows time for final reporting of leave usage to be received and processed by Payroll.
Leave Deficit: If you are overdrawn with respect to leave, a deduction in the appropriate amount must be made from the final payout.
Retirement: A deduction for retirement must be made from all lump-sum payments of annual vacation leave. Receipt of lump-sum leave payment and retirement benefits is not considered to be dual compensation.
Overpayment and Funds Owed to Hertford County Schools: Hertford County Schools will deduct any overpayments or funds owed to the district from a final payout as allowed by law.

Unemployment
If you leave HCPS and apply for unemployment compensation, HCPS provides the required information to the Division of Employment Security regarding your separation. Generally, 10-month employees by statute are **not** considered unemployed during the summer months or when school is not in session. In addition, short-term substitutes are not generally eligible for unemployment compensation when there is no work available.

The Division of Employment Security determines your eligibility for unemployment compensation and it is your responsibility to ensure that you provide truthful and accurate information during the application process. It is advisable to contact the Division of Employment Security for information regarding rights and responsibilities. It is a Class A felony to improperly obtain more than $400 in unemployment benefits.

SUSPENSION OR DISMISSAL OF CLASSIFIED STAFF

Hertford County Schools may suspend, demote or dismiss a classified employee for reasonable cause including, but not limited to, the following:

- Absence without notification
- Abuse of leave privileges

- Violation of the district's drug free workplace policy
- Discourteous, offensive, racial, discriminatory or abusive conduct or language toward other employees, students or the public
- Dishonesty or theft
- Intentional violation of school system policy or conviction of a felony
- Falsifying any information supplied to the school system including, but not limited to, information supplied on application forms, employment records or any other school system records
- Inefficiency in the performance of duties
- Insubordination including, but not limited to, refusal to do assigned work, or failure to follow a reasonable request made by the employee's principal/supervisor
- Unexcused absence or tardiness
- Failure to possess a valid driver's license when it is a requirement of the position
- Classified employees required to hold North Carolina commercial driver's licenses who have a verified positive test for a controlled substance or who have a positive alcohol test result or upon presenting reasonable suspicion, refuse to be tested for alcohol or controlled substances

Suspensions, demotions and dismissal are documented in writing. All classified employees are "at will" employees.

Exit Interviews

Hertford County Schools values feedback and offers employees leaving the district the opportunity to participate in an exit interview. The purpose of an exit interview is to help us identify gaps in our processes, better attract and retain talent and reduce turnover - essentially to gain feedback on your experience as an employee. This helps us determine if there are areas for improvement, whether it is onboarding, recruitment, or experience within the specific school or site you are leaving. If you leave the district's employment, it is not a requirement that you participate in a formal exit interview with Human Resources Department staff; however, if you request an exit interview to provide feedback to the district, you will be given that opportunity. The district may also request the interview of selected personnel upon separation from employment.

If you desire an exit interview in person, please indicate that on the resignation form or contact Human Resources at (252) 358-1761.

EMPLOYEE BENEFITS

The Finance Department provides benefits support to all HCPS employees and their covered dependents. Its goal is to give courteous and timely care to every employee situation. Self-service options are also available for your convenience. To help us prepare for the meeting and serve you better, we request appointments for the items marked by asterisks:

- Leave Planning*
- Disability Planning*
- Benefits Enrollment Assistance
- Life Insurance Claims*
- Retirement*

Death Benefit

A death benefit between a year's salary and $50,000 is payable to a designated beneficiary after an employee has completed one year (365 days) as a contributing member of the Teachers' and State Employees' Retirement System. The amount paid is determined by the employee's annual salary. Employee retirement contributions are also paid to the designated beneficiary.

Employee Disability

A comprehensive short-term and long-term disability income plan is provided at the employer's expense for permanent full-time employees who are members of the Teachers' and State Employees' Retirement System and meet certain state service requirements. Please note: donated leave may not be used beyond 60 days of disability. The short-term disability plan is available to disabled employees with at least one year (365 days) of contributory retirement service within the last 36 months. It begins on the 61st day of disability and provides monthly income equal to 50% of one-twelfth of the annual base salary, local supplement and longevity (if applicable), for up to 365 calendar days, with a

maximum of $3,000 per month. The State Disability Income Plan does not allow outside earnings during the sixty (60) days waiting period. Short-term disability benefits may be extended for as many as 365 days beyond the original short-term period if approved by the State Medical Board. The long-term disability income plan begins after the short-term plan ends for the totally and permanently disabled permanent full-time employee with five years of contributory retirement service. The five years of service must be within the previous eight years. The long-term disability plan provides monthly income equal to 65% of one twelfth of the annual base salary, local supplement and longevity, (if applicable) up to $3,900 per month until the employee qualifies for unreduced retirement benefits. Long-term benefits, however, are coordinated with Social Security disability payments and Workers' Compensation benefits. A permanently disabled employee may choose to apply for additional benefits, if eligibility requirements are met. Contact our Benefits Specialist, Lori Merritt, for details.

For more detailed information refer; to the Teachers' and State Employees' Retirement System's website: www.treasurer.state.nc.us. Select Retirement System, Benefits Handbook and finally Teachers' and State Employees' Retirement System Booklet. (Reference: Disability Income Plan of the State of North Carolina, www.treasurer.state.nc.us)

Social Security

All employees participate in the social security system. Contributions are made by both the employee and employer. Benefits may include retirement, pensions, disability payments, and survivor's insurance. The tax rate for contributions is determined annually.

State Employee Credit Union

All employees, except individuals employed through contracted services, may join the North Carolina State Employees' Credit Union. Upon obtaining membership, the employee's spouse, children, and parents may become members.

401(k) Program

All full-time employees participating in the State Retirement System are eligible to participate in the 401(k) program administered by the State of North Carolina through Prudential Retirement. Contact the Benefits Office for information and enrollment forms. Information may also be obtained from the Prudential Retirement website at www.prudential.com/ncplans or call 1-866-627-5267.

403(b) PROGRAM A 403(b) plan is a tax-deferred retirement program. All part-time and full-time employees are eligible to participate in the 403(b) plans. For more information, please contact the Finance Department.

WORKERS' COMPENSATION

Provisions of the Workers' Compensation Act are applicable to all paid employees. Workers' Compensation provides medical benefits and a weekly compensation benefit equal to a percentage of the employee's average weekly earnings for the year prior to the work-related injury or illness, up to a maximum established by the Industrial Commission each year.

Documentation

If you are injured on the job, you must report the injury to your immediate supervisor immediately following the accident. The "Worker's Comp Notice of Accident and Claim (Form 18a)" must be completed immediately by the employee or other designee, giving all of the pertinent detail of the work-related accident or illness. All documentation including the employee statement must accompany the Form 18a. Forms are available on the HCPS Website in Records. You will be given an Carrier File # (for medical treatment), by the HR Department, which also includes a list of approved medical facilities to be used for the first or initial visit.

Medical Treatment

If an injury requires medical attention, you must be seen first by a medical doctor at a medical facility approved by our Workers' Compensation carriers. If you decide not to use an approved facility, the payment for the medical service you receive may be delayed or denied. Any treatment needed after the first or initial visit can only be authorized by the Workers' Compensation carrier. If you are

injured on the job in a compensable accident requiring medical or therapy visits during regularly scheduled working hours in order to reach maximum medical improvement, you will not be charged leave for time lost from work for required treatment. Paid time should be limited to reasonable time for treatment and travel; any excess time will be charged as vacation/bonus or sick leave or leave without pay.

All treatment, tests, equipment, or prescriptions must have prior authorization before the appropriate carrier can pay them. Failure to follow Industrial Commission guidelines could jeopardize eligibility for workers' compensation benefits. (Reference: The Provisions of the Workers' Compensation Act (North Carolina General Statute 115c-337)

FISCAL MANAGEMENT STANDARDS (8300)

In recognition of the trust and responsibility placed with the board to manage financial resources for the local educational program, the board establishes the following standards.

1. The board and all employees of the school system will manage and use available funds efficiently and effectively to meet the goals of the local board and State.
2. Effective accounting, financial reporting and management control systems will be designed, maintained and periodically reviewed to (a) enable the board and school system to have access to accurate, reliable and relevant data; (b) provide assurance that school system obligations are paid in a timely manner and that accounts are not overspent; (c) provide assurance that funds and records are safeguarded at all times; and (d) permit audits and periodic reports adequate to show that those in charge have handled funds within legal requirements and in accordance with board policy.
3. The superintendent and finance officer shall keep the board sufficiently informed regarding the budget through periodic financial statements showing the financial condition of the school system, other periodic reports and any other appropriate means so that the board can deliberate upon and evaluate the budget.

4. No money will be expended, regardless of the source (including monies derived from federal, state, local or private sources), except in accordance with the board's budget resolution or amendments to the budget resolution. The superintendent is authorized to transfer money from one appropriation to another within the same fund, so long as the transfer does not increase or decrease the amount within a fund and subject to any limitations and procedures as may be prescribed by the board or state or federal law or regulation. Any such transfers must be reported to the board at its next regular meeting and recorded in the minutes.
5. All receipts and disbursements shall be accounted for according to generally accepted accounting principles for governmental entities.
6. Each employee responsible for handling school system funds or funds of individual schools shall comply with all applicable state and federal laws and regulations, board policies, administrative procedures, and any applicable procedures, requirements or guidelines established by the finance officer.
7. Principals and school improvement teams must be familiar with state and local board requirements related to managing and using fiscal resources and must comply with these requirements in developing and implementing school improvement plans.

GRANTS AND FUNDING FOR SPECIAL PROJECTS (Policy 8210)

To fulfill the educational goals of the board, the board will seek as many sources of revenue as possible. Where appropriate, the superintendent is directed to seek public and private grants and funding for specific projects as a source of supplemental funding. Employees shall, in advance of pursuing and receiving special funding (grants or donations), notify the principal and superintendent.

All applications for grants or specially funded projects must be consistent with the educational goals of the board.

PAYROLL

HCPS requires all employees to receive pay via direct deposit. All payroll checks will be directly deposited on the last business day of each month. Ten month

certified employees are prepaid on 21.5 days and classified are prepaid on a 20.5 days schedule from August to May. Twelve month employees are paid from the first of the month to the end of the month.

2026-2027 PAY SCHEDULE
August 31, 2026
September 30,2026
October 30, 2026
November 25, 2026
December 18, 2026
January 25, 2027
February 26, 2027
March 25, 2027
April 30, 2027
May 28, 2027
June 22, 2027

***Schedule is subject to changes*

For all payroll calendars please visit the HCPS website.

DISCLAIMER

This handbook is intended to be a guide for employees regarding the policies and procedures used by Hertford County Public Schools. It is not a contract of employment. The Hertford County Board of Education reserves the right to unilaterally change, terminate and/or make exceptions to the policies in this handbook at any time at its sole discretion to the extent permitted by law. Nothing in this handbook grants employment rights beyond that which is granted by state law.

This handbook should not be considered an agreement, a contract of employment, either expressed or implied, or a promise of treatment in any particular manner in any given situation. Nothing in this handbook is intended to create an employment contract.

Hertford County Public Schools' employees, other than employees covered by North Carolina General Statute 115C-325, or employees who have specific employment contracts, are all recognized as employees at will. This means the employee or Hertford County Public Schools has the right to terminate the employment relationship at any time, with or without reason. This school system recognizes the employment at will doctrine thereby enabling the school system to demote, suspend with or without pay, transfer, establish the terms of work, and reduce or increase the pay of all employees deemed to be at will.

This handbook applies to all employees regardless of dates of hire. Each employee is required to sign the Hertford County Public Schools Personnel Handbook Notification. Your signature on this form only acknowledges that you have received information concerning access to the handbook and that you have a duty to familiarize yourself with the information contained in the handbook.

For additional information on policies, you may visit:
https://boardpolicyonline.com/bl/?b=hertford