



2026-2027

Employee Handbook

Vision Statement

To prepare students to enter the world ready to navigate challenges and to construct successes

Mission Statement

To create a ***rigorous*** and ***relevant*** learning environment built on strong personal ***relationships*** that empowers ALL students for ***future success***

Employee Handbook Produced by:

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Table of Contents

Board of Education	5
About This Handbook.....	6
Overview of Davidson County Public School System	7
General Policies	
Prohibition Against Discrimination and/or Harassment	8
Code of Ethics	8/9/10
Standards of Professional Conduct	10/11/12
Bloodborne Pathogens Exposure Control	12
Workers Compensation.....	12
Communicable Diseases	13
Drug-Free Workplace	13
Prohibited Use of Tobacco, Vapor or Smoking Devices	13
Employee Evaluation	13/14
Licensed Staff	14
Non-Licensed Staff	14
Personnel Files	14
School Property.....	14
Internet/Email Use	15
Employee Responsibilities	
Compliance with Board Policy	16
Code of Ethics and Standards of Conduct	16
Employee Dress Code.....	16
Licensure.....	16/17
Absences Due to Inclement Weather	17
The Workday	17
Teachers	17
Teacher Assistants	17
Other Non-Licensed Staff	18
Teleworking	18
Drug and Alcohol Testing.....	18
Workplace Safety.....	19
Conduct of Employees Toward Students.....	20
Administration of Medication.....	20
Reporting Child Abuse or Neglect.....	20
Teacher Responsibilities	20
Teacher Assistant Employment Requirements	21
Non-Licensed Staff Responsibilities.....	21

Employment Policies and Procedures	
Employment Contracts.....	21
Career Status	21
Retention.....	22
Changes in Employment Records	22
Promotions	22
Employee-Initiated Transfer (Revised 2/28/24)	22
Reduction in Force	23
Retirement.....	23
Dismissal.....	23
Resignation	23
Employee Relations	
Communications	23
Orientation	24
Employee Assistance Program (EAP)	24
Employee Suggestions	24
Resolving Formal Complaints and Grievances.....	24
Removal of Information from the Personnel File	25
Special Enrichment Programs.....	25
Learning and Growth Opportunities	
Licensed Staff	25/26
Reimbursements.....	26
Beginning Teacher Support Program.....	26
Compensation	
Salary	27
Fair Labor Standards Act.....	27
TimeKeeper.....	27
Frontline Absence Management & Sub Finder	28
Longevity Pay	28
Compensatory Time.....	28
Trade Time.....	29
Leave Information	
Holiday Leave.....	29
Annual Vacation Leave.....	29/30
Sick Leave.....	30/31
Use of Leave Chart	31
Twenty Day Extended Sick Leave.....	31
Special Leaves	
Leaves of Absence with Pay	
Paid Parental Leave.....	31/32
Jury Duty.....	32
Court Attendance	32

Military Leave.....	32
Personal Leave	32/33
Voluntary Shared Leave	33
Professional Leave of Absence	33
Medical Leaves of Absence	
Family and Medical Leave.....	33/34
Maternity Leave/Parental Leave	34
Employee Benefits	
Health Insurance	34
Elective Benefits Plan	35
Retirement.....	35
Supplemental Retirement Income Plan of NC (401K)	35
403(b) and 457(b) “Notice of Availability”	35
457 Plan	36
Direct Deposit	36
State Employees Credit Union.....	36
Employees with Children Domiciled Outside the DCS District.....	36/37
Additional State Benefits	
Liability Insurance for Public School Employees	37
Miscellaneous	
Where Can I Get Assistance	37
General Safety Rules for all Employees	38
Safety Rule Violation.....	39
Paycheck explanation sheet	40/41
Payroll Check Example.....	42

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About This Handbook

This handbook should answer many of your questions about employment-related matters, benefits, and compensation. Please take time to read it carefully and keep it handy for future reference.

It is important to note that the handbook is both selective and general in its coverage of school system policies and procedures. As an employee, you are responsible for familiarizing yourself with the policies of the Davidson County Board of Education and for complying with them. The Davidson County Board of Education Policy Manual is accessible at www.davidson.k12.nc.us.

Many items in this handbook list the DCS School Board policy number and the corresponding North Carolina School Boards Association (NCSBA) Policy number. The Davidson County Board of Education is currently in the process of converting its board policy manual to the North Carolina School Boards Association (NCSBA) school policy manual format. This transition is expected to take up to two years to complete. In the meantime, as policies are converted to the new format, you can access more information about this process along with links to the correlation tables by going to www.davidson.k12.nc.us, click on “Administration” and then “School Board”, “Board of Education NEW Policy Manual”. You can also click [here](#) and select “Board of Education NEW Policy Manual.

Additional materials, including accountability standards, curriculum guides, pacing guides, school improvement plans, and school policies and procedures are available in school media centers, the principal’s office, or on the Davidson County Schools website at www.davidson.k12.nc.us.

Although this handbook summarizes many detailed provisions about employment, benefits, and other related matters, the official policies, regulations, and procedures will always govern when questions arise. Additionally, nothing in this handbook is intended to create or imply any contract rights.

Overview of the Davidson County Public School System

The Davidson County Public School System is the largest of three school systems in Davidson County. The system which dates back to 1843 now serves approximately 17,300 students, making it the 20th largest system among the state's 115. Around 2,400 employees provide programs and services to meet the needs of our school system.

Davidson County is a growing suburban community, surrounded by the cities of High Point, Winston-Salem, Greensboro and Salisbury.

The Davidson County Board of Education is a five-member, elected board whose members serve four-year overlapping terms. The Board is responsible for setting educational policies, providing programs which meet the educational objectives of the community, and managing the district's financial resources, totaling over \$222 million. The superintendent is selected by the Board and serves as the head of the administrative team which determines system-wide goals, updates curricula and evaluates student progress.

There are seven school attendance areas in the system and a total of 35 schools. Students attend their neighborhood school. Under site-based management, school employees develop plans to improve student achievement. Individuality among schools is as prized as it is among students. Schools are charged with creatively and responsibly addressing the unique needs of their community and students. Business partners, volunteers and parents play important roles in all schools.

General Policies

Prohibition Against Discrimination, Harassment, including Sexual Harassment and Bullying

The Davidson County Board of Education believes all employees and students should be free of unlawful discrimination, harassment, including sexual harassment and bullying as a part of a safe, orderly and inviting working and learning environment.

(Reference: Board of Education Policy 1.7/NCSBA Policy 1710/4020/7230)

Code of Ethics:

North Carolina State Board of Education Policy ID Number: QP-C-014

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

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

.0601 PURPOSE AND APPLICABILITY 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.

.0602 STANDARDS OF PROFESSIONAL CONDUCT

(a) The standards listed in this Section shall be generally accepted for the education profession and shall be the basis for State Board review of performance of professional educators. These standards shall establish mandatory prohibitions and requirements for educators. Violation of these standards shall subject an educator to investigation and disciplinary action by the SBE or LEA.

(b) Professional educators shall adhere to the standards of professional conduct contained in this Rule. Any intentional act or omission that violates these standards is prohibited.

(1) Generally recognized professional standards. The educator shall practice the professional standards of federal, state, and local governing bodies.

(2) Personal conduct. The educator shall serve as a positive role model for students, parents, and the community. Because the educator is entrusted with the care and education of small children and adolescents, the educator shall demonstrate a high standard of personal character and conduct.

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

(A) statement of professional qualifications;

(B) application or recommendation for professional employment, promotion, or licensure;

(C) application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit;

(D) representation of completion of college or staff development credit; (E) evaluation or grading of students or personnel;

(F) submission of financial or program compliance reports submitted to state, federal, or other governmental agencies;

(G) submission of information in the course of an official inquiry by the employing LEA or the SBE related to facts of unprofessional conduct, provided, however, that an educator shall be given adequate notice of the allegations and may be represented by legal counsel; and

(H) submission of information in the course of an investigation by a law enforcement agency, child protective services, or any other agency with the right to investigate, regarding school-related criminal activity; provided, however, that an educator shall be entitled to decline to give evidence to

law enforcement if such evidence may tend to incriminate the educator as that term is defined by the Fifth Amendment to the U.S. Constitution.

(4) Proper remunerative conduct. The educator shall not solicit current students or parents of students to purchase equipment, supplies, or services from the educator in a private remunerative capacity. An educator shall not tutor for remuneration students currently assigned to the educator's classes, unless approved by the local superintendent. An educator shall not accept any compensation, benefit, or thing of value other than the educator's regular compensation for the performance of any service that the educator is required to render in the course and scope of the educator's employment. This Rule shall not restrict performance of any overtime or supplemental services at the request of the LEA; nor shall it apply to or restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents, or other persons in recognition or appreciation of service.

(5) Conduct with students. The educator shall treat all students with respect. The educator shall not commit any abusive act or sexual exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that educator, as defined below: (A) any use of language that is considered profane, vulgar, or demeaning; (B) any sexual act; (C) any solicitation of a sexual act, whether written, verbal, or physical; (D) any act of child abuse, as defined by law; (E) any act of sexual harassment, as defined by law; and (F) any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The term "romantic relationship" shall include dating any student.

(6) Confidential information. The educator shall keep in confidence personally identifiable information regarding students or their family members that has been obtained in the course of professional service, unless disclosure is required or permitted by law or professional standards, or is necessary for the personal safety of the student or others.

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

(8) Required reports. The educator shall make all reports required by Chapter 115C of the North Carolina General Statutes.

(9) Alcohol or controlled substance abuse. The educator shall not: (A) be under the influence of, possess, use, or consume on school premises or at a school-sponsored activity a controlled substance as defined by N.C. Gen. Stat. § 90-95, the Controlled Substances Act, without a prescription authorizing such use; (B) be under the influence of, possess, use, or consume an alcoholic beverage or a controlled substance on school premises or at a school-sponsored activity involving students; or (C) furnish alcohol or a controlled substance to any student except as indicated in the professional duties of administering legally prescribed medications.

(10) Compliance with criminal laws. The educator shall not commit any act referred to in G.S. 115C-332 and any felony under the laws of the United States or of any state.

(11) Public funds and property. The educator shall not misuse public funds or property, funds of a school-related organization, or 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.

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

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

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

Bloodborne Pathogens & Exposure Control

The school system has a Bloodborne Pathogens Exposure Control Plan designed to minimize employee exposure to potentially infectious blood and other bodily fluids. All employees must comply with provisions of the Plan. Some employees are classified as Category I and II employees who are at risk for occupational exposure to bloodborne pathogens because they can reasonably anticipate coming in contact with blood and body fluids in the normal performance of their assigned work duties. These employees will receive appropriate training, will be offered the Hepatitis B vaccination free of charge, and will be required to use specific work precautions to minimize contact with potentially infectious bodily fluids.

Employees designated as Category I or II (at risk for occupational exposure) will be notified regarding training and Hepatitis B vaccinations. Copies of the Exposure Control Plan are available in each school. Questions may be referred to the School Nurse Supervisor at the Davidson County Health Department.

(Reference: Board of Education Policy 4.31/NCSBA Policy 7260)

Workers' Compensation

All public school employees are entitled to receive workers' compensation under the North Carolina Workers' Compensation Act. Employees must have suffered an accidental injury or contracted an occupational disease in the course of employment to be eligible for medical payments, compensation for lost salary, or death benefits under this program. School employees are responsible to report such incidents immediately to the principal. All other employees should make immediate reports to their supervisor. As a part of our safety program, an accident investigation will be conducted for all work-related injuries and completion of a safety training session will be required.

(Reference: Board of Education Policy 4.35/ NCSBA Policy 7635, 7510, 7520)

Communicable Diseases

The school system, in an effort to provide a safe and secure environment for its employees, shall make decisions regarding the employment of persons with a communicable disease on a case-by-case basis. All employees must follow regulations regarding the handling and clean-up of potentially infectious bodily materials (universal precautions) to prevent the spread of communicable diseases.

An employee suffering from a communicable disease or condition is encouraged to inform the appropriate principal or supervisor so that appropriate accommodations may be made and appropriate precautions may be taken.

(Reference: Board of Education Policy 4.20/NCSBA Policy 7262)

Drug-Free Workplace

The Davidson County Board of Education prohibits the manufacture, distribution, dispensing, possession, or use of any illegal substance. Any employee who violates this provision at the workplace or while representing the Board of Education will be subject to disciplinary action.

(Reference: Board of Education Policy 4.17/NCSBA Policy 7240)

Prohibited Use of Tobacco, Vapor or Smoking Devices

No student, staff member or school visitor will be permitted to use any form of tobacco product, vapor or smoking device as defined in Board of Education Policy 8.2 at any time including non-school hours, morning, afternoon, evening, or summer, even if students are not in session.

- In any building, facility, or vehicle owned, leased, rented or chartered by the Davidson County Schools
- On any school grounds and property – including athletic fields and parking lots - owned, leased, rented or chartered by the Davidson County Schools , or
- At any school-sponsored or school-related event on campus or off campus

(Reference: Board of Education Policy 8.2/NCSBA Policy 5026/7250)

Employee Evaluation

Employees are evaluated according to regulations established by the Davidson County Board of Education and the Superintendent and/or any rules and regulations required by the North Carolina State Board of Education. The primary function of the evaluation is to provide a means for growth and to measure job performance. Regulations by job category are summarized below. Contact the DCS Office of Human Resources for additional information.

Licensed Staff:

Beginning teachers and other professional staff on an alternative license with Davidson County Schools will be formally observed at least four times during the school year by the principal or designee, with at least one of those observations completed by a peer. This is called a comprehensive evaluation. An evaluation using specific performance appraisal instruments will be conducted at year-end. In addition, an individual professional development plan (PDP), based on performance needs and goals of the school improvement plan and school system, is required.

All other licensed staff members will be evaluated based upon their license renewal cycle. Years during the renewal cycle are called the “off-years” and an abbreviated evaluation will be completed. The year the license expires is called the “on-year” cycle and a standard evaluation will be completed. Specific processes take place during each cycle. An individual professional development plan (PDP) is also required each year. There is not an abbreviated evaluation for support staff.

Note: If any licensed staff member is rated below proficient on the evaluation rubric, the individual will be placed on a monitored or directed professional development plan (PDP) along with an intervention plan or a mandatory improvement plan.

(Reference: Board of Education Policy 4.15)

Non-Licensed Staff: Non-licensed staff members are evaluated at least once per year, but may be evaluated more times at the discretion of the immediate supervisor.

(Reference: Board of Education Policy 4.15.1)

Personnel Files

The school system shall maintain a confidential personnel file on each employee which includes employment records and documents collected and retained by the school system. Employees have access to information in their personnel files (except pre-employment data or other information obtained before his/her employment) during working hours. Appointments should be scheduled in advance.

No evaluation, commendation, complaint, or suggestion may be placed in a personnel file unless it is signed and dated and unless a written copy is provided to the employee at least five days before it is placed in the file. An employee may offer a denial or explanation of any written document. The denial or explanation will also be placed in the personnel file as long as it is signed and dated within five days.

(Reference: Board of Education Policy 4.9/NCSBA Policy 7820)

School Property

No teacher, staff or other personnel of the Davidson County Schools may sell or dispose of property, either real or personal, belonging to the Davidson County Board of Education except by such measures as established by Board policy pursuant to N.C.G.S. 115C-518.

(Reference: NC General Statute 115C-518)

Internet/Email Use and Messaging

The Davidson County School System encourages its employees to use the internet and email services that are available. It is expected that staff members should maintain the highest ethical behavior in the use of these services and limit the use to instructional purposes and professional communication. Employees are prohibited from communicating electronically with students through any platform or method, including but not limited to voice calls, voicemail, email, text messaging, direct messaging, social media messaging, or the transmission of photos or videos, except through district-approved communication platforms used in accordance with Board policy and administrative procedures.

All employees are required to use the Davidson County School district's network when creating websites for any and all educational and work-related positions or communications with students. Employees are to maintain an appropriate relationship with students at all times. Having a public personal website or online networking profile or allowing access to a private website or private online networking profile is considered a form of direct communication with students. Employees are encouraged to block students from viewing any material or profiles that are not age appropriate. Any employee found to have created and/or posted inappropriate content on a website or profile that has a negative impact on the employee's ability to perform his/her job as it relates to working with students will be subject to discipline, up to and including dismissal. This section applies to all employees, volunteers and student teachers working for or in the Davidson County School System. Administrators may review email logs and/or messages as a part of the standard maintenance and security schedule. Employees should not consider email private.

The following actions are specifically prohibited:

- Accessing, producing, posting, sending, or displaying material that is offensive in nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or suggestive language or images.
- Engaging in any illegal activities or accessing material advocating illegal acts or violence. This includes pornography and hate literature.
- Harassing, insulting, or attacking others.
- Plagiarizing or infringing copyrights of works found on the Internet.
- Using the Internet and email system for commercial purposes.
- Sending email to multiple parties that is not of an educational/professional content.
- Using the Internet and email systems for political lobbying.
- Using the Internet for entertainment activities, which include video and audio streaming. Such use severely slows access to the Internet for the entire district.

It is the responsibility of instructional staff to:

- Ensure that each student user has on file a signed Internet Use form before he or she is allowed to access the Internet.
- Supervise students using the Internet, pointing them toward worthwhile sites and restricting their access to questionable materials as much as is practical.
- Ensure that student users are reminded annually of the guidelines in the Internet Use Policy for Davidson County Schools.
- Follow the same criteria for instructional use of Internet resources as are applicable to all instructional materials.
- Follow the guidelines in Board Policy 7.6/NCSBA Policy 3226/4205 Acceptable Computer and Internet Use Policy.

It is understood that employees providing contracted services must also adhere to this policy. Use of the Internet and email systems is a privilege, not a right. Inappropriate use may result in disciplinary action up to and including dismissal.

(Reference: Board of Education Policy 4.28/NCSBA Policy 7335)

Employee Responsibilities

Compliance with Board Policy

It is the responsibility of all employees to familiarize themselves with the printed policies of the Board. Employees will be held accountable for compliance with these policies. Failure to comply with Board Policy may result in disciplinary action, up to and including dismissal.

(Reference: Board of Education Policy 4.11.7/NCSBA Policy 7300/2475,7210)

Code of Ethics and Standards of Conduct

Each employee is instructed to be responsible for both the integrity and the consequences of his or her actions. The highest standards of honesty, integrity, and fairness must be exhibited by each employee. Employees should maintain just and courteous professional relationships with students, parents, staff members, and others. Constructive criticism is to be made directly to the particular school/district employee who has the administrative authority to improve the situation, and then to the superintendent, if necessary.

Employee conduct should be such as to protect both the person's integrity and/or reputation and that of the school system. **Employees shall perform their jobs in a competent and ethical manner without violating either the public trust or applicable laws, policies, and regulations.**

If an employee is ever charged with any violation of the law, he/she must report that charge in writing to the Assistant Superintendent of Human Resources as soon as possible. Failure to do so may result in serious disciplinary action up to and including dismissal.

(Reference: Board of Education Policy 4.11/NCSBA Policy 7300)

Employee Dress Code

All staff of the Davidson County Schools serve as role models for the students with whom they work. It is the expectation of the Davidson County Board of Education that all employees dress professionally and appropriately relative to their specific job duties and responsibilities. The Board desires that employees respect and adhere to the guidelines for employee dress and appearance established by this policy because they are representatives of the Davidson County Schools.

(Reference: Board of Education Policy 4.11.2 (B)/NCSBA Policy 4040/7310/7300/7340)

Licensure

The policy of the Board is to employ professional personnel who hold or are eligible to hold a clear license in the employment areas. **The employee is responsible for establishing licensure with the Division of Licensure, North Carolina Department of Public Instruction, and for meeting all license renewal requirements.** In cases where the system has requested provisional license, it is the responsibility of the individual to satisfy the annual requirements for license extension. Employees may contact the Director of Human Resources/Certified for additional information.

Newly licensed, probationary staff with less than three years' experience are issued an initial license. Upon completion of three full-time successful years of teaching in the initial licensure area(s), a decision will be converted to a continuing license. For more information, contact the Director of Human Resources.

Absences Due to Inclement Weather

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

1. Use trade time already accumulated in accordance with Policy [4.1.9](#)
2. Use compensatory leave already accumulate
3. Take accumulated annual (vacation) leave
4. Take accumulated personal leave, if available (teachers only)
5. Take leave without pay
6. Make up the time missed (only with supervisor's approval). The employee and immediate supervisor must mutually agree upon a makeup time. Employees who are non-exempt under the Fair Labor Standards Act may make up missed time only if the time will be made up within the work week established by the board (see policy [4.1.3](#), Workday and Overtime).

The make-up time option is allowed only with approval of the immediate supervisor, and must be at a mutually agreed upon time between the employee and the immediate supervisor. Time must be made-up within the time period designated by the superintendent or designee.

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

Note: On days when students report to school on a delayed schedule, teachers are expected to report at the regular time.

(Reference Board of Education Policy 4.12.2/NCSBA Policy 7550)

The Workday

Teachers: The teacher's minimum workday shall extend from the established time for the particular school until the teacher has completed his/her professional responsibility to the students and the school. Program development, professional growth activities, faculty meetings, bus duty, parent conferences, special help for individual students, supervision at extracurricular activities, and care of school property and equipment are examples of the kinds of activities which will require the continuation of professional service outside the presence of students.

Teacher Assistants: The workweek for assistants hired after February 5, 2013 shall be five workdays per week, not to exceed 40 hours per week. The workday is established by the principal. Teacher Assistants hired prior to February 5, 2013, have been (are) scheduled to work a maximum of 7.5 hours/day not to exceed 37.5 hours per week. All part-time employment must be based upon an eight-hour day.

Other Non-Licensed Staff: The normal workday for full-time employment shall be eight hours with exceptions only as required by specific job assignments. Four hours per day constitutes 50% employment.

All DCS Staff: Staff members must make childcare arrangements for their children at an off-campus location during regular work hours on required workdays. School-aged children are allowed to be in their parent's classroom on optional workdays.

(Reference Board of Education Policy 4.1.3/NCSBA Policy 7500)

Teleworking

The Board of Education or the Superintendent may determine it is necessary to allow authorized employees to perform job duties at alternate work locations if conditions or circumstances exist that necessitate such action. Aside from an emergency situation, prior to any telework, employees must enter into a teleworking agreement with the teleworker's supervisor.

(Reference Board of Education Policy 4.1.10/NCSBA Policy 7503)

Drug and Alcohol Testing

The use of illegal drugs and alcohol in the American work force has major adverse effects on the welfare of all citizens and results in the loss of considerable money and productivity each year. As an employer, the Davidson County School System is committed to provide, within its means, a healthy and safe environment and the best possible services to students. The administration is also committed to maintain the public's confidence in its employees and to protect the school system from the economic losses that can occur because of alcohol and drug abuse. There is no reason to believe that illegal drug use or the abuse of prescription drugs and alcohol is greater in the school system than in any other workplace; nevertheless, the safety and well-being of the students demand that the school system take the actions necessary to ensure that the use of illegal drugs and the abuse of prescription drugs and alcohol are absent within its workforce.

The purpose of drug and alcohol testing is to promote and maintain a drug-free environment in the workplace and to protect employees, students, and the public by ensuring that employees of the DCS Board of Education are physically and mentally fit to perform their assigned duties. Employees are expected and required to perform their duties safely and effectively throughout the workday. When there are reasonable grounds to believe that an employee is in violation of the Board's Drug-free Workplace Policy, the Superintendent may require that the employee be referred to the Employee Assistance Program (EAP) and submit to a medical examination, including a drug or alcohol assessment.

To ensure the safe operation of school vehicles, all applicants for bus driver, bus mechanic, or other transportation positions directly involving the safe transportation of students, or positions which require that the employee has a valid Commercial Driver's License (CDL) will be required to submit to a drug assessment prior to final consideration for employment and may be subjected to drug testing during employment under the guidelines set forth in the Board policy and the Omnibus Transportation Act.

(Reference: Board of Education Policy 4.17/NCSBA Policy 7240)

Workplace Safety

The Davidson County School District is serious about maintaining a safe, accident-free workplace for our employees. A DCS Executive Safety Committee has been established whose members are representative of all areas of employment. The committee, along with the NCDPI Workers Compensation Insurance Carriers (Sedgwick Claims Management Services, Inc. and EMC Insurance), review safety policies and procedures, all employee accident reports and each facility's inspection reports. Safety inspections of all DCS facilities are completed by principals, designated DCS safety representatives and periodically by independent safety specialists, as required by law. Each school's School Improvement Team (SIT) committee is asked to serve as the school's safety committee and the safety policy requires they discuss employee safety issues at least four times per year as the safety committee. All other school facilities must also have a safety committee that meets four times per year to discuss safety issues as described in the DCS employee safety policy and procedure manual.

Safety is also the responsibility of each employee. Employees should report any concerns about unsafe working conditions to their principal, supervisor, member of the safety committee, or the DCS safety coordinator. Employees should follow safe practices in carrying out daily duties. Safety equipment should be used as required, i.e. safety glasses, gloves, safety shoes, stepladders. Failure to follow safety policies or warnings could result in disciplinary action. Flip flops are not considered appropriate footwear at any time. (Please refer to pages 38 and 39 of this manual for additional safety information.)

Our school district has partnered with MSDSONline to provide all employees with immediate right-to-know access to Safety Data Sheets whenever and wherever they may need it. All staff computers need to have a shortcut on the desktop or device to quickly access our Safety Data Sheets for chemical products in our facilities that could pose a hazard to one's health if not properly handled. The Technology Department has installed an icon to some computers or sent instructions for doing so to the Media Coordinator. Please check your device and ensure you have the link. If you do not see the shortcut, please add the shortcut to your desktop with the following link: <https://msdsmanagement.msdsonline.com/0feec963-e757-47b5-89eb-6325bb3aecff/ebinder/?nas=True>. If you need assistance, please see your Media Coordinator or a Technology Department staff member. Please do not remove the icon/link from your device if you have it on your desktop. Additionally, the link is accessible on the DCS website under the Staff tab on the Health, Safety, & Wellness page.

Each accident resulting in injury, requiring medical treatment or days away from work due to injury, will be investigated and reported on the accident investigation form. These forms are to be completed by the principal at the school or the director at the work area and sent to the Workers Compensation Specialist at the DCS Central Office. Near misses are to be reported to the School Safety Coordinator who will send a report to the DCS Safety Coordinator.

Conduct of Employees Toward Students

The Davidson County Board of Education prohibits relationships between faculty and students other than professional student/staff relationships for the intent of the academic process. Faculty members are to exemplify high moral and ethical standards in their relationships with students. To engage in relationships with students other than a professional student/staff relationship for the purpose of academic learning is prohibited and may result in action up to and including dismissal.

All employees are prohibited from entering into a romantic or sexual relationship with any student enrolled in the Davidson County School System regardless of the student's age. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal and license revocation.

(Reference: Board of Education Policy 4.11.3 and NC General Statute 14-27.7/NCSBA Policy 4040/7310)

Administration of Medication

The administration of medication to students by employees shall be permitted only upon the proper authorization by a physician and the student's parent or guardian. Specific procedures are required under the guidance of the school system nurse.

(Reference: Board of Education Policy 6.29.3/NCSBA Policy 6125)

Reporting Child Abuse or Neglect

Any school employee who has reason to suspect that a child is the victim of child abuse or neglect has a legal responsibility and duty to report the case in accordance with the following procedures:

The school employee should immediately notify a school administrator or designee (guidance counselor and/or social worker) as well as the director (or designee) of the department of social services in the county where the juvenile resides or is found. If an administrator is not immediately available, the employee is instructed to go ahead and file a report with the department of social services and to notify an administrator promptly afterward.

A thorough section on recognizing child abuse and neglect and the reporting of cases is in the DCS Health Handbook. This was provided by DSS of Davidson County.

Teacher Responsibilities

The teacher is directly responsible to the principal. The teacher's primary functions are to direct the growth and development of students and to assume definite responsibilities toward the efficient operation and improvement of the total program of the school. Examples of additional responsibilities which may be assigned to teachers include, but are not limited to, the following: bus duty, cafeteria supervision, playground duty, supervision of extracurricular activities, service on committees, maintaining facilities and equipment.

Teacher Assistant Employment Requirements

The primary function of the regular classroom teacher assistant is to provide assistance and support to the instruction of students. An essential function of this job classification for permanent employees who work 20 hours per week or more is to obtain a CDL and be able to drive a school bus. Teacher assistants working less than 20 hours per week or temporary teacher assistants are not required to obtain a bus license. Any teacher assistant may also be assigned to provide services to students with special needs. Teacher assistants shall perform all duties assigned under the supervision of teachers and principals.

(Reference: Board of Education Policy 4.3 Section B, Item 2/NCSBA Policy 7100)

Non-Licensed Staff Responsibilities

Each employee is directly responsible to a designated supervisor. Each employee has a responsibility for the smooth and efficient operation of the school system. Additional responsibilities may be assigned by the designated supervisor including obtaining a bus license.

Employment Policies and Procedures

Employment Contracts

Licensed staff may be placed on a temporary or a teacher contract.

Temporary contracts are issued in a variety of situations. Because they are temporary, they include an ending date. For example, a teacher who is employed in an interim position to fill a family leave vacancy would be issued a temporary contract.

Teacher contracts are issued for one year or four years. A new or renewed contract will be for a term of one school year for teachers who have been employed by the DCS Board of Education as a teacher for less than three consecutive years immediately preceding the contract offer. For teachers who have been employed by the DCS Board of Education as a teacher for three or more consecutive years immediately preceding the contract offer, and who are in good standing, a new or renewed contract will be for a term of four school years.

(Reference: Board of Education Policy 4.1.8/NCSBA Policy 7410)

Career Status

Please refer to North Carolina General Statute 115C-325 for the most current legislation.

(Reference: NC General Statute 115C-325)

Retention

The intent of the DCS Board of Education is to employ and re-employ only those teachers and administrators who strive for and have exhibited excellence in their preparation and performance. Satisfactory performance is considered the minimum acceptable standard of performance; however, satisfactory performance does not assure any teacher or administrator of rights to or consideration for employment or re-employment.

Changes in Employment Records

Employees can request changes to their address, phone number, tax withholdings, and other information through Timekeeper at the “Requests” option. Prompt notification will help maintain accurate employment records for pay, leave, salary verification, and other purposes.

Promotions

When current employees apply for vacancies which would constitute a promotion, they will be given consideration depending on their qualifications, and the needs and requirements of the position vacancy.

Employee-Initiated Transfer

Any certified employee who is seeking a transfer to a different school or position must complete the Confidential Electronic Transfer Request Form. The position must be offered and accepted by 4:00pm on the last non-instructional workday of the school year before ten-month employees begin summer vacation. Employees must be in good standing in order to be eligible for a transfer or will require approval from the superintendent. A teacher will be considered in good standing for the purposes of this policy if: (1) the teacher received a rating of at least “proficient” on all standards of the teacher evaluation instrument on the most recent annual evaluation; (2) the teacher is not currently on a monitored or directed growth plan, mandatory improvement plan, or corrective action plan and has not been on any such plan at any time during the current or previous school year; (3) the teacher has not received any of the following during the current or previous school year: a demotion, a suspension without pay or a written reprimand, warning, or other disciplinary action that is documented in the teacher’s official personnel file; and (4) there is no other relevant performance or conduct information in the personnel file that would support a decision to disqualify the teacher. All vacancies will be posted for a minimum of three days. Lateral transfer requests are not approved during the school year. All certified employees who wish to leave our system will be held for 30 days unless it is determined that there is an extenuating circumstance.

District Initiated Staff Transfers: During the summer hiring and allotment process, at times it is necessary to shift staff from one school or location to another to address changes in position funding and student population variances. Much consideration is given to the placement of each staff member based on the vacancies available at the time of transfer. Employees who are required to change their work location, as initiated by the Human Resources Department during the summer hiring/allotment process, are allowed to request one additional opportunity to transfer if another vacancy subsequently becomes available. These employees must follow the voluntary employee-initiated transfer process as outlined in the previous topic above.

Reduction in Force

The Board recognizes that circumstances may require the reduction in the number of persons employed by the school system because of district reorganization, decreased enrollment, decreased or discontinued funding or program changes. When circumstances require such a reduction in the work force, the Board follows the procedures set forth in DCS Board Policy 4.7.6.

(Reference: Board of Education Policy 4.7.6)/NCSBA Policy 7920)

Retirement

Employees nearing retirement should contact the Finance Office Payroll Supervisor for assistance in planning retirement at least 120 days prior to the anticipated retirement date. To access the most detailed and up-to-date information as well as the “Benefits Handbook”, employees can go to www.myncretirement.com. See also the “Benefits” section of this handbook for additional information.

Dismissal

Licensed employees included within the definition of “teacher” under North Carolina G.S. 115C-325 are subject to the dismissal procedures outlined in that law. Although non-licensed employees are not entitled to the protections of North Carolina G.S. 115C-325, and are considered employees-at-will, the school system is committed to fair employment practices that assure a reasonable basis for dismissal or termination.

(Reference: NC General Statute 115C-325)

Resignation

Licensed employees must resign 30-calendar days prior to leaving the system. The 30 days are counted from the date of receipt of the resignation by the Office of Human Resources. Failure to give a 30-calendar day notice may result in license revocation. It is requested that non-licensed support staff give at least 14 calendar days’ notice prior to resigning from the school system unless other arrangements are approved by their supervisor. Any employee separating from the school system may request an exit interview. All personnel who resign and then return to employment or change status from full time to part time back to full time will be required to fulfill all requirements in place when returning.

Employee Relations

Communications

The school system considers good communication essential in creating a positive work environment that will retain motivated staff who can work together to achieve goals. A number of publications are produced by the Davidson County School District Communications Department to keep employees and school communities informed. Constructive criticism is to be made directly to the particular school employee who has the administrative authority to improve the situation, and then to the superintendent, if necessary.

Orientation

System-wide orientations for beginning teachers are held at the beginning of the school year. Orientations are designed to assist employees by acquainting them with policies, procedures, and benefits related to their employment. Additional orientations are also conducted at school and department levels to address specific job responsibilities and procedures.

Employee Assistance Program (EAP)

The AllOne Health EAP Services program is designed to provide help in solving personal problems that may affect an employee's health, well-being, and job performance. The program provides a wide range of services from short-term confidential counseling for family, mental health, alcohol or drug abuse, financial counseling and work adjustment problems to referral services for inpatient treatment or support group programs.

Although the Employee Assistance Program is provided by the school system, it is administered independently by contracted services. This process assures complete confidentiality when receiving services from the program. Any contact with the program is between the employee and the agency. (Unless the referral is a supervisory referral or if a client release is provided.)

Full-time or part-time employees and members of the immediate family are eligible for employee assistance services. Employees can access the AllOne Health Employee Assistance Program services by the methods listed below:

- For help or support by phone, please call **1-800-451-1834**.
- Download the [AllOne Health App](#) to get help anytime. **Use Company Code: davidsonk12**
- **To Access AllOne Health:** Go to the AllOne Health Member Portal at AllOneHealth.com/portal to access services and request support.

For more information on how to access the portal, please watch this short **member portal orientation video** which walks through how the portal works and what's available to you:

<https://vimeo.com/1166500233/12b87317c4>

Employee Suggestions

The school system welcomes employee suggestions and ideas for improvement. Suggestions should be shared with supervisors or principals.

Resolving Formal Complaints and Grievances

The school system encourages equitable solutions to problems between employees at the most immediate possible level. A grievance is a formal written claim by an employee that there has been a violation, misapplication, or misinterpretation of a law, policy, or regulation. The grievance must be filed with the immediate supervisor. The complete grievance procedure is fully described in Board Policy 4.13.

(Reference: Board of Education Policy 4.13/NCSBA Policy 1750/7220)

Removal of Information from the Personnel File

Any employee may petition the Davidson County Board of Education to remove from his/her personnel file information that the employee deems invalid, outdated, or irrelevant. To do so the employee must make this request in writing to the superintendent. The superintendent then must decide whether to proceed with the appropriate steps to remove the information.

Special Enrichment Programs

Information about fellowships and special study programs such as the North Carolina Center for the Advancement of Teaching (NCCAT), National Board for Professional Teaching Standards (NBPTS), and the Teacher Assistant Scholarship Loan Program is available through the Office of Human Resources.

Learning and Growth Opportunities

Licensed Staff

The North Carolina State Board of Education requires professional personnel to update their licenses every five years by earning a minimum number of Continuing Education Units (CEUs). Licensed staff should check the following website for the current credit requirements <https://www.dpi.nc.gov/educators/educators-licensure>. The licensure renewal process requires the completion of a Professional Development Plan (PDP). These must be submitted for approval to the employee's supervisor and/or a School Improvement Team committee. The employee must align the licensure renewal efforts with their school improvement plan, licensure area/responsibility, and standards for the knowledge and skills of professionalism in their job category. The PDP must address goals, implementation strategies, time lines, results, and job impact.

While license renewal is still the responsibility of the individual who holds a license, license renewal is locally maintained and implemented. It is monitored by supervisors and approved by supervisors and/or school improvement teams. The Davidson County School District acknowledges the need for technology skills by requiring 20 hours of digital learning credit. The following types of activities may be used to obtain renewal credits:

- **College or university courses:** Renewal credit may be earned by taking courses through any accredited college or university, including technical and community colleges. A semester hour is equivalent to 1.5 Continuing Education Units (CEUs).
 - **Out-of-System courses or workshops:** A course must be a minimum of one renewal credit defined as at least 10 hours of training earned over a minimum of two days and must be six or less hours of training per day. Prior approval by Human Resources, the employee's Supervisor, or the School Improvement Team is required for these courses/workshops. Courses or workshops taken for license renewal credit must be directly related to the individual's license and job responsibilities, and approved by the LEA.
- **Independent study:** A maximum of six renewal credits may be earned from independent study. An independent study requires that the employee and the superintendent or

designee plan in advance the skills to be learned and a method of evaluation.
Determination of credit is based on the complexity of study.

- **Classes and workshops approved by the Local Education Agency (LEA)**
The LEA determines renewal credit for activities conducted by the North Carolina State Department of Public Instruction (DPI) and other education agencies.
- **National Board Certification** Completion of the portfolio process for NBPTS certification counts as the total number of renewal requirements for the individual's renewal cycle, even if the individual is not awarded national certification. Renewal of the NBPTS certification will count for one literacy credit and one content area credit.

Reimbursements

Reimbursement assistance is available to licensed employees who have been placed in assignments for which additional licensure is required. Reimbursement requests should be made immediately following receipt of test scores. Employees must remain employed the school year following the reimbursement or they must repay the reimbursement. For additional information and forms, contact the Director of Human Resources for certified employees.

Beginning Teacher Support Program

The Davidson County Schools Beginning Teacher Support Program is a three-year period of support and assessment for teachers who have an Initial License. Initially licensed teachers must successfully complete the local requirements of the program to receive a Continuing License.

North Carolina State Board of Education Policy Manual Identification Priority: Twenty-first Century Professionals, Category (Licensure Policy ID# TCP-A-001) states the following:

A teacher shall not be required to prepare or submit a portfolio to receive an Initial License or a Continuing License. To convert an Initial license to a Continuing license, a teacher must complete all required coursework and achieve a passing score on all North Carolina State Board of Education approved exams required for the license area(s) within the established timeframe. Conversion from an Initial license to a Continuing license does not require the recommendation of the employing school system. Educators with fewer than three years of teaching experience, however, are required to continue participating in a Beginning Teacher Support Program regardless of their licensure status.

Support consists of the following: A District Beginning Teacher Specialist, a Lead Mentor in each school, trained mentors assigned to beginning teachers, site-based support sessions, quality professional development, and required evaluation documents for each of the three years.

Compensation

Salary

Licensed employees are paid according to their current issued licensure level and years of experience as determined by the North Carolina State Department of Public Instruction (DPI). In addition, licensed staff employed 75% or more will receive a local Davidson County Board of Education Supplement of 6.125% of the employee's state-based salary. The first half of the supplement will be paid in November and the second half will be paid in June. A teacher who resigns, is dismissed, or whose contract is not renewed must repay the local board any days paid that have not yet been worked.

Non-licensed and support employees are paid based on the scale and grade assigned to the position they fill and their applicable years of experience. Effective July 1, 2021, a classified supplement will be paid in November and June based on years of experience as listed below.

TIERS	MONTHLY AMOUNT
0-10 Years of Service	\$60
11-20 Years of Service	\$80
21+ Years of Service	\$100

Classified employees must be employed at least 75% (30 hours/week) to receive this supplement. Employees must be employed by either the first working day in November or June to receive this supplement paid out in the corresponding month.

Questions about pay should be referred to either the Office of Human Resources or the Office of Finance.

Fair Labor Standards Act

It is the policy of the Board of Education to comply with wage/hour requirements of the Fair Labor Standards Act (FLSA) for all non-exempt employees. Employees should not work overtime except in emergency or extraordinary circumstances and only with prior approval from their supervisor.

TimeKeeper

The TimeKeeper software allows our payroll department to collect and manage employee time and attendance. The level of required employee participation varies based on the position or positions an employee works. If you have questions or concerns regarding the software and how it applies to your position, please contact the Payroll Department or the Assistant Superintendent of Human Resources for additional information.

Frontline Absence and Substitute Management

Frontline Absence and Substitute Management allows our staff members an easy and efficient way to schedule, document, and get approvals for absences. The substitute management feature also helps secure appropriate substitute teachers when needed. If you have questions or concerns about the software, please contact the Human Resources Department or the Assistant Superintendent of Human Resources for additional information.

Longevity Pay

Principals, assistant principals, teachers and instructional support no longer receive longevity benefits. Other permanent full and part-time employees who earn leave are eligible to receive longevity pay after completing 10 years of qualifying service. Longevity is an annual payment based on a percentage of the yearly base salary. This percentage increases as years of state service increase. Longevity payments are paid during the pay period following the employee's anniversary date of employment.

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

Compensatory Time

In accordance with the Fair Labor Standards Act (FLSA), **non-exempt** employees will be granted compensatory time off in lieu of compensation for hours worked in excess of 40 hours per workweek. This compensatory time will be at the rate of time and one-half for any hours over 40 hours in a workweek. The 40-hour workweek is designated to begin on Sunday at midnight. An employee may not accumulate over 240 hours of compensatory time. Supervisors are encouraged to honor the 40-hour workweek unless absolutely necessary to do otherwise. Effective July 1, 2001, accumulated compensatory time must be used for absences (including required leave days) prior to the use of annual leave and sick leave. (Reference: Board of Education Policy 4.1.3/NCSBA Policy 7500)

Definitions:

1. **Non-exempt Employees:** Generally, non-exempt employees are those who are non-salaried, classified employees who have little or no supervisory responsibilities e.g., custodians, clerical, teacher assistants, cafeteria. FLSA regulations apply to these employees.
2. **Exempt Employees:** Generally, exempt employees are salaried executive, administrative, and professional employees who have supervisory responsibilities e.g., principals, teachers, central office administration. Employees in this classification do not earn compensatory time.

Trade Time

The superintendent or designee may approve “trade” time for unpaid alternative work assignments performed by certified personnel beyond the employment calendar pursuant to the following requirements:

- Prior written approval for specific dates of trade must be obtained from the superintendent or designee.
- Trade time may only be earned and used in half-day or full day increments.
- The maximum number of trade days an employee can earn or trade in the same employment calendar/school year is three days.
- Alternative work assignments include:
 - Service on a district committee where no CEU’s are earned and no compensation is provided
 - Participation in a school-based School Improvement Team “retreat”
 - One day of Beginning Teacher Induction
 - Work on student schedules by high school counselors
 - Participation by assistant principals in district summer professional development.
- Any trade days not used by June 30 will be lost and will not carryover unless approval for carryover is received from the superintendent.
- Trade days may only be used on optional teacher workdays.
- For additional information, see Board of Education Policy 4.1.9.

(Reference: Board of Education Policy 4.1.9)

Leave Information

Holiday Leave

Twelve-month employees observe 12 holidays per year. Ten-month employees have 11 holidays each year. Local boards of education determine when holidays are scheduled. (Reference: Board of Education Policy 2.7/NCSBA Policy 3300)

Annual Vacation Leave

Permanent full and part-time employees working at least 20 hours per week earn annual vacation leave. To earn annual vacation leave in a given month, employees must either be working or on paid leave during half or more of the workdays in that month. Eligible part-time, permanent employees (20+ hours of work per week) earn leave equal to their percentage of full-time employment.

Instructional personnel, teacher assistants who require a substitute and bus drivers are not permitted to take annual vacation leave on days when students are scheduled to be in class unless the employee’s absence is due to a catastrophic illness or new parent leave and all sick leave has been exhausted. Twelve-month instructional personnel and teacher assistants who do not require a substitute may use annual vacation leave on days when students are in attendance.

On June 30 of each year, employees with more than 30 days of accumulated leave will have the excess accumulated leave converted to sick leave so that only 30 days are carried forward to the next fiscal year which begins on July 1. Requests for annual vacation leave must be approved by the employee's supervisor.

Annual vacation leave cannot be used to extend the term of employment. Annual vacation leave will be transferred when employees transfer among local educational agencies and may be transferred to state agencies if they are willing to accept the leave. The Davidson County School District will not accept leave from charter schools. Otherwise, employees leaving the public schools will be paid for up to 30 days of accumulated leave. In case of death, the employee's estate will receive payment for any accumulated annual vacation leave up to 30 days.

For more information, please refer to the North Carolina Public Schools Benefits and Employment Policy Manual 3.1.3.

The following chart shows the number of days of vacation earned each month based on years of state service.

When You Have	Annual Vacation Leave Granted (per month & year)*				
Years of State Service	Days Per Month	9 mo employee	10 mo employee	11 mo employee	12 mo employee
Less than 5 years	1.17	10.53	11.70	12.87	14.04
5 but less than 10 years	1.42	12.78	14.20	15.62	17.04
10 but less than 15 years	1.67	15.03	16.70	18.37	20.04
15 but less than 20 years	1.92	17.28	19.20	21.12	23.04
20 years or more	2.17	19.53	21.70	23.87	26.04

**Days per month multiplied by # months employed. (Payroll system calculates with this method.)*

Employees who are not earning leave cannot use leave that has been transferred from another district.

Sick Leave

Permanent employees who are working or who are paid leave for half or more of the workdays in a monthly pay period earn sick leave at the rate of one day per month. This is in addition to any excess accumulated annual leave that may be converted to sick leave. Eligible permanent part-time employees (20+ hours of work per week) earn sick leave equal to their percentage of full-time employment. Sick leave may be granted for the following: (1) periods of temporary disability, (2) illness in the employee's immediate family that necessitates the employee's attendance, including a child placed with the employee for adoption, (3) death in the immediate family, and (4) medical appointments. If an employee has an established retirement date, and there is a balance of sick leave days not counted toward retirement credit, those excess days should not be used unless at least one of the above criteria regarding sick leave is met.

Sick leave may be accumulated indefinitely, is transferable among local school systems, and may be transferred to a state agency, community college, or technical institute if it is willing to accept the sick leave. Accumulated sick leave, for someone who separates from service, may be reinstated provided the employee returns to work within 60 calendar months from the date of separation.

Use of Leave Chart for all School-Based 10-Month Certified, 10-Month Non-Certified Instructional staff and 10-Month Certified Student Support Staff

Type of Day	Can I use Annual Vacation Leave?	Can I use sick leave?	Can I use Personal Leave (if I earn it)?
Instructional Days	No, if my absence <u>requires</u> a substitute. Yes, if my absence <u>does not require</u> a substitute and I have supervisor approval.	Yes, if your absence meets the definition of a sick day.	Yes. Please request supervisor approval at least five days in advance and secure a substitute.
Optional Work Days	Yes	Yes, if your absence meets the definition of a sick day.	Yes. Please request supervisor approval at least five days in advance.
LEA Mandatory Required Work Days	No	Yes, if your absence meets with definition of a sick day.	No.

Twenty-Day Extended Sick Leave

Instructional personnel (excluding teacher assistants) who earn personal leave may request 20 days each year of additional sick leave, less the cost of a substitute, for personal illness only. This extended sick leave may be used after any accumulated sick leave has been exhausted. A doctor's statement is required to initiate the use of extended sick leave and must be sent to the Office of Human Resources for prior approval.

Special Leaves

Paid Parental Leave: Effective for qualifying events July 1, 2023 or after, a permanent, probationary, or time limited full-time Public School Unit (PSU) employee may take paid parental leave up to eight weeks after giving birth to a child or up to four weeks after other qualifying events such as paternity leave, adoption, fostering a child or becoming a parent or legal guardian to a child under the age of 18. This leave will also be available to part-time employees on a pro-rated basis. Paid parental leave shall run concurrently with any leave to which the employee may be entitled to under FMLA.

To be eligible, a public school unit employee must be actively employed in a permanent position and in active pay status for at least 1,040 hours without a break in service within the previous 12-

month period in any North Carolina PSU, NC state agency, or other public entity providing paid parental leave.

For more information or to review the full statute, please go to <https://www.ncleg.gov/Laws/GeneralStatuteSections/Chapter126>.

(Reference: North Carolina General Statute 126-8.6.)

Jury Duty: When a permanent school employee is absent from work to serve on a jury, no deduction is made from their regular salary. Employees are entitled to their regular compensation plus any fees received for jury duty. If a jury summons is received, an employee should communicate with his/her supervisor and school treasurer/payroll representative for further guidance.

Court Attendance: When permanent employees are absent from work to attend court in connection with their official duty or because they were subpoenaed or directed by proper authority to appear due to civic responsibility, such as a witness to a crime, no salary deduction is made. If an employee is subpoenaed to appear in court as a witness to a crime in a non-DCS related matter or for jury duty, the employee must get the attorney that issued the subpoena to submit a letter stating such in order to avoid a salary deduction. Any fees received when serving in an official capacity as a witness must be returned to the local school system. If, however, an employee must attend court for personal reasons as a defendant or a plaintiff in a case and must be absent from work, no salary is to be received unless that time is charged to vacation or personal leave where applicable.

Military Leave: Leave with pay is granted to members of reserve components of the U.S. Armed Forces for certain periods of active duty training and for state military duty. Leave with pay is extended to full-time or part-time permanent school employees for annual training and military maneuvers (normally not to exceed 15 days each calendar year). Military leave without pay may be granted for one enlistment period of active service, not to exceed four years plus 90 days. Military Family Leave Entitlements (FMLA) information is available at www.wagehour.dol.gov.

Personal Leave: Personal leave is earned by permanent full or part-time classroom teachers. Personal leave is earned at the rate of .20 days for each full month of employment not to exceed two days per year. Personal leave must be used in half or full day increments. Personal leave may be accumulated without any applicable maximum until June 30 of each year. A teacher may carry forward to July 1 a maximum of five days of personal leave; the remainder of the teacher's personal leave shall be converted to sick leave on June 30. At the time of retirement, a teacher may also convert accumulated personal leave to sick leave for creditable service towards retirement.

Personal leave may be used only upon the authorization of the teacher's immediate supervisor. A teacher shall not take personal leave on the first day the teacher is required to report for the school year, on a required teacher workday, on days scheduled for State testing, or on the day before or the day after a holiday or scheduled annual leave day, unless the request is approved by the principal. On all other days, if the request is made at least five days in advance, the request shall be automatically granted subject to the availability of a substitute teacher, and the teacher cannot be required to provide a reason for the request. Teachers may transfer personal leave days between local school administrative units. The local school administrative unit shall

credit a teacher who has separated from service and is reemployed within 60 months from the date of separation with all personal leave accumulated at the time of separation. Local school administrative units shall not advance personal leave.

Please Note: Early release days are considered required attendance days. If a true emergency exists, the principal, with his/her discretion, could legally allow a teacher to use personal leave on an early release day. This is not a preferable practice and proper documentation should be provided to support this decision.

Additional information about personal leave can be found in the North Carolina Public Schools Benefits and Employment Policy Manual, Section 5.1 at the following link: <https://www.dpi.nc.gov/documents/district-humanresources/benefits-and-employment-policy-manual>.

Voluntary Shared Leave: The purpose of voluntary shared leave is to provide economic relief for employees, who by reason of prolonged absence caused by serious medical conditions of self or immediate family, are likely to suffer financial hardship. Only permanent full and part-time employees are eligible to receive donated, shared leave. To be eligible to accept shared leave, all employees except instructional personnel must have no more than 10 days of sick leave and annual leave combined. Instructional personnel are eligible with no more than 5 days of sick leave.

An employee must apply to the Office of Human Resources for donated shared leave. Application may also be made by a third party acting on the employee's behalf.

Any employee who has in excess of five sick leave or annual leave days accumulated is eligible to donate leave subject to certain restrictions and approval by the Assistant Superintendent of Human Resources. Sick leave may be donated to an employee of a public school system (LEA). Employees may not give or receive compensation in any form for donated leave. Acceptance of compensation for donated leave may result in dismissal. For information, contact the Office of Human Resources.

Professional Leaves of Absence

Professional leave of absence for participation in workshops and meetings is available if approved by the principal or supervisor. Teachers must have the principal's approval prior to taking professional leave.

Long-term, professional leave of absence of up to one year for educational purposes may be requested. Long-term, professional leave of absence is non-paid. Requests are subject to approval by the Assistant Superintendent of Human Resources.

Medical Leaves of Absence

A request for a leave of absence form must be completed if the absence is for more than 10 days. On your return from leave, a fitness for duty may be required. Additional information is available at www.wagehour.dol.gov.

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as possible and generally must comply with an employer's normal call-in procedures.

Family and Medical Leave Act (FMLA)

It is the policy of the Davidson County Board of Education to provide all eligible employees with leave as provided in the federal Family and Medical Leave Act of 1993 and policies of the North Carolina State Board of Education. Employees are eligible if they have worked for the school system for at least one year and for 1,250 hours during the previous 12 months. Employees should contact the Office of Human Resources to arrange for Family and Medical Leave.

Maternity Leave/Parental Leave:

Maternity Leave: Employees may use 12 weeks of FMLA (if they qualify). Employees may use sick, extended sick*, bonus*, annual and personal* leaves as follows: regular delivery 6 weeks, C-Section 8 weeks and adoption 6 weeks from the date of birth. Employees may use annual, bonus* and/or personal* leaves during the remainder of the 12-week period.

Parental Leave: Employees may take Parental Leave for up to 1 year after the birth or adoption. This leave is without pay and without employer paid benefits. (*For Paid Parental Leave, please see page 31.*)

(Reference: North Carolina Benefits and Employment Policy Manual)

Website: <https://www.dpi.nc.gov/media/344/open>.

03.3.1 Annual Vacation Leave for New Parents

08.2.5 FMLA Leave Entitlement During the Summer

08.2.10 Paid Leave Under the FMLA

08.1 Parental Leave Without Pay

*If applicable

Employee Benefits

Health Insurance

Health insurance is available for full-time, permanent employees. Coverage for dependents is available at a cost to the employee. Permanent part-time employees (employed at least 20+ hours per week) are eligible for coverage on a self-paid basis. Employees are responsible for being knowledgeable of their health benefits regulations. Questions about health insurance may be directed to the Employee Benefits Department at 336-249-8182 or benefits@davidson.k12.nc.us. Health Plan information is available for all employees by visiting the State Health Plan's website at <http://shpnc.org>.

Elective Benefits Plan

The Davidson County School System offers all full-time employees a comprehensive Elective Benefits program. The Elective Benefits program allows employees to pay for certain insurance premiums, dependent care, and unreimbursed medical expenses before taxes are taken out of their paycheck. Paying for these benefits in this method reduces the employee's taxes, therefore increasing take-home pay. The Elective Benefits program allows for participation in the following areas: dental, cancer, life, disability, legal, vision, medical and dependent care spending accounts.

The system also provides employee basic term life insurance coverage of \$5,000 for full-time permanent employees at no cost to the employee. Optional and dependent coverage is available at a cost to the employee.

If coverage is declined by the employee and eligible dependents during the first 30 days following the employment date, the employee should call the Benefits Office for specific information on late enrollment.

For additional information, contact our Employee Benefits Department at 336-249-8182 or www.davidson.k12.nc.us under "Staff" then "Employee Benefits". Information is also available online at the following website: <http://www.markiibrokerage.com/davidsoncountyschoolsnc/>.

Retirement

Permanent, full-time employees are covered by the North Carolina Teachers' and State Employees' Retirement System. Employees contribute to the retirement system six percent of their monthly wages and the employer contributes yearly a determined percent of the employee's wages. Employee contributions are paid with pretax dollars, thereby reducing their current state and federal income taxes. It is the responsibility of the employee to be knowledgeable of the retirement regulations.

Supplemental Retirement Income Plan of NC (401K)

Employees may elect to participate in the Supplemental Retirement Income Plan of North Carolina (401K). Empower is the state administrator of the plan. For information, contact Kelly Martindale, the 401K counselor for our district, by calling 919-280-2461 or email her at Kelly.Martindale@empower.com.

403(b) and 457(b) – “Notice of Availability”

All (includes substitutes and hourly paid employees who do not earn benefits) employees of the Davidson County Schools are eligible to participate in 403(b) and 457(b) plans administered by TSA Consulting Group, Inc. (TSACG) through the following vendors/providers: ReliaStar Life Insurance Company, Security Benefits Group, and VOYA Financial. For more information regarding these retirement plans, please visit the following websites: www.tsacg.com or <https://www.tsacg.com/individual/plan-sponsor/north-carolina>.

457 Plan

For more information, please go to <https://ncplans.retirepru.com>. Employees can also obtain brochures from the Office of Finance.

Direct Deposit

Direct deposit in the bank of choice is required for all current employees.

State Employees Credit Union

The Davidson County School System allows voluntary monthly deductions from permanent full-time or part-time employees' payroll checks for financial obligations incurred with the State Employees Credit Union. Credit Union payroll deductions may be made for savings, checking, and/or loan accounts. Direct deposit services are also available through the Credit Union. Call the Credit Union at (336) 243-2326, or any local branch for more information.

Employees with Children Domiciled Outside the Davidson County School District

Children of full-time employees who have full or primary custody of the children and with whom the children are domiciled, and step-children of full-time employees with whom the children are domiciled along with their primary custodial parent and said domicile is outside of Davidson County Schools' district lines may attend Davidson County Schools (1) as long as one of the above conditions is met, (2) provided they obtain annually a written release from the school district of their domicile and it is on file in the DCS Communications Department prior to enrolling for the upcoming school year, and (3) provided DCS has acknowledged receipt of the release and accepted the student for DCS enrollment. Only under these conditions may these out-of-district children be accepted for enrollment for the upcoming school year. Please refer to the DCS Board of Education Policy below regarding school assignments for out-of-district employees' children.

(Reference: Board of Education Policy 6.1.1/NCSBA Policy 4120/4150)

This option is a benefit of employment and employees are permitted to exercise this choice as outlined above provided all conditions outlined are met.

Prompt attention is required if an employee plans to enroll a child or stepchild for the upcoming school year. Many school systems require school board action prior to the release of any student. Moreover, many boards of education do not meet on a regular schedule during the summer months. Therefore, an employee must act promptly in securing a release for his or her child to attend the upcoming school year in DCS.

The student release MUST be on file in the DCS Office of Human Relations prior to the first day of school or prior to the child's enrollment at any time during the school year. (THE CHILD WILL NOT BE PERMITTED TO ATTEND A DCS SCHOOL UNTIL THE RELEASE FROM THEIR HOME SCHOOL DISTRICT IS ON FILE IN THE DCS-COMMUNICATIONS AND STUDENT SUPPORT OFFICE.)

It is very unethical for DCS to enroll a child from another school system, who has not been released to our district, and we will not do it. This employee benefit is made possible by the employer, the Davidson County Board of Education, and is not to be taken for granted or abused in any way.

Additional State Benefits

Liability Insurance for Public School Employees

Excess Professional Liability coverage is provided to all employees up to \$1 million per occurrence with a \$1 million aggregate. Coverage for consultation with an attorney regarding violation of professional or employment related right is provided at \$2,500 per claim, subject to a \$5,000 aggregate per employee, per policy year. Reasonable and necessary attorneys' fees and costs incurred by an employee arising from a criminal proceeding alleging a criminal act was committed within the professional activities of an employee are covered up to \$50,000. Employee must be found "not guilty" of all criminal charges.

Employees are encouraged to visit <http://www.professionalliabilitync.com/> for information about this state-funded program and details on how to file a claim.

Liability Insurance for Public School Employees is provided to all employees, including volunteers of public and charter schools. There is no enrollment process in order to be covered, nor is there a fee or premium charge to employees.

For additional information or questions, contact Eileen Townsend, Chief of Insurance at the Department of Public Instruction at 919-807-3522 or email to eileen.townsend@dpi.nc.gov.

MISCELLANEOUS:

Where Can I Get Assistance?

Please go to the Davidson County Schools website at www.davidson.k12.nc.us or call 336-249-8182.

General Safety Rules for all Employees

1. Keep work place orderly, clean and free from unsafe conditions.
2. Obey rules specialized to assigned jobs or environment.
3. Obey all OSHA regulations and other appropriate laws.
4. Maintain professional behavior at all times. Practical jokes, horseplay, scuffling, working under the influence of intoxicating substances or narcotics are prohibited.
5. Wear proper protective equipment whenever it is required.
6. Follow proper lifting procedures.
7. Report all accidents or “near misses” promptly to your immediate supervisor and building administrator.
8. Report and/or correct all unsafe conditions or equipment immediately. Do not go into a work area or resume work until problems are corrected.
9. Do not remove or disable any safety device. Keep guards in place at all times on operating machinery.
10. Loose clothing, jewelry and hair longer than shoulder length shall not be worn around moving machinery.
11. Never operate a piece of equipment unless you have been trained and are authorized.
12. Do all on line training assigned to you by your supervisor as soon as possible upon employment and during the year and each year thereafter.

Safety Rule Violation

To be objective we have established the following safety rule violations seriousness list. These violations are arranged in descending order with the most serious type of violation listed first. When determining seriousness, the reasonable injury potential of the safety rule violation was considered so that it did not exaggerate the injury potential. Therefore, the determination of violations is more than reasonable.

<u>Safety Rule Violation</u>	<u>Seriousness of Violation</u>
Knowingly violating a safety rule that results or could result in fatal injury.	Extreme
Knowingly violating a safety rule that results or could result in paralyzing or seriously disabling injury.	Extreme
Knowingly violating a safety rule that results or could result in an OSHA egregious citation.	Extreme
Knowingly violating a safety rule that results or could result in a willful violation that is criminal.	Extreme
Working under the influence of alcohol or drugs, whether legal or illegal.	Extreme
Failing to obey rules, specific to job or location, that could cause fatal, disabling or serious injury or disease.	Extreme
Unauthorized machine guard removal.	Extreme
Knowingly violating a safety rule that results or could result in a serious OSHA violation.	Serious
Knowingly violating a safety rule that results or could result in a serious injury.	Serious
Failing to wear appropriate head, eye, foot, body or breathing personal protective equipment (PPE)	Serious
Failure to report an unsafe condition.	Significant
Failure to wear appropriate PPE.	Significant

Payroll Check Information

A. Tax Filing Status

- a. Verify employees withholding status:
 - i. Single/Married Filing Jointly/ Married Filing Separately/ Head of Household
 - ii. Multiple jobs (spouse) election
 - iii. Number of qualifying dependents (dollar amount)

*If the employee would like to update their W-4 (updated January 2020) withholdings. All changes can be made via the TimeKeeper system ("Employee Profile") or by going to the IRS website completing the W-4 and submitting it to Davidson County Schools Finance department.

B. YTD Explanation: This is the Calendar Fiscal YTD, not the School Fiscal YTD.

- a. It runs from January to December. The balances will clear out once the W2s have been generated for the year.

C. Deductions Section: Insurance, Annuities, Garnishments

- a. Insurance- Health and Cafeteria Benefits start in August for elections made during the open enrollment period.
 - i. Medical Spending Accounts and Day Care Accounts
 - 1. For 10 and 11-month employee's deductions will be taken from September to May.
 - a. Additional Summer deductions will be taken from January through May to cover the months employees do not receive a check.
 - ii. Annuities- Employee elected deductions for 401K, 403B, 457
 - iii. Garnishments- Deductions processed from authorized vendors for monetary debt owed.

June/July Installment Deduction

- b. 10-month employees who elect to be on installments and receive a check in June and July will have a "June/July Installment Deduction" taken each month. The amount taken will be after taxes and not taxed when refunded in June and July.
- c. The employee will receive an email from Accounts Payable stating the description, ACH number, and the amount of the refund check to be deposited into the employee's account for the month.

D. Accrued Leave Balance

- a. Reflect the current leave balances accrued by the employee based on the "NC Public Schools Benefit and Employment Policy Manual."
 - i. Year End Procedures
 - 1. Annual Leave- Days in excess of thirty (30) days will be converted to Sick Leave.
 - 2. Personal Leave- Days in excess of five (5) days will be converted to Sick Leave.

E. Absences Used

- a. Balance reflects the number of absences pulled in for the current timesheet period.

F. Current Payroll Information

- a. Gross: Total amount of pay without deductions.
- b. Mandatory Deductions:
 - i. Retirement- Employees percentage paid to State Retirement (6%)
 - ii. Federal & State Withholding Tax- Taxes taken out based on the employee's tax filing status (see section 1 for additional documentation).
 - iii. Social Security- 6.2%
 - iv. Medicare- 1.45%
- c. Net Pay: Employee pay amount less deduction, retirement and tax withholdings.

G. Year to Date- Information

- a. Total salary and withholdings for the calendar year (January- present).

PAYROLL CHECK EXAMPLE

EMPLOYEE NO.	LOCATION	RETIREMENT NO.	UNIT NO.	VOUCHER DATE	VOUCHER NO.	
9999	306	009999999	290	11/23/2021	711474	
EMPLOYEE NAME				A. Tax Filing Status	W-4:S	
John Doe				NC-4:S-0	0.00	
JOB DESCRIPTION	PAY LEVEL	DAYS EMPLOYED	HOURS OR DAYS WORKED	PERCENT EMPLOYED	ESCROW	AMOUNT
CERTIFIED 10 MONTH	CERT10A-0	21.50	21.50	100.00	N	3,500.00
TEACHER SUPPLEMENT		0.00	0.00	100.00	N	1,072.05

Insurance, Annuities,
Garnishment, June/July
Installment Deductions, etc.

This is not a School Fiscal YTD. It is
a Calendar Fiscal YTD that runs
January to December. The balances
will clear out once W2's generate.

C. CURRENT DEDUCTIONS		B. YTD Explanation	
DESCRIPTION	AMOUNT	YTD	
HTE1 HLTH TRAD 70/30 EE ONLY WELL SHTE1	25.00	100.00	
JUNE/JULY INSTALLMENTS	583.332,333.32		

This is a monthly "after tax" deduction that is
refunded to you in June & July. This refund will
not show up on a payroll check stub. Instead an
email from Accounts Payable will be sent to you
letting you know the description, ACH number,
and the amount of your refund check to be
deposited.

Total Deductions: 608.33

LEAVE		ABSENCES	
DESCRIPTION	BALANCE	REASON	HOURS
A/L	35.12	SICK LEAVE	7.50
PERSONAL LEAVE	6.00	WORKSHOP	3.75
SICK LEAVE	0.00		
TRADE TIME	7.50		

D. Current Leave Balances

E. Absences for the Current Pay Period

F. TOTAL CURRENT PAYROLL INFORMATION						
GROSS	RETIREMENT	FED W/H TAX	STATE W/H TAX	SOC. SECURITY	MEDICARE	NET PAY
4,572.05	274.32	342.23	171.00	281.92	65.93	2,828.32

G. YEAR TO DATE CUMULATIVE TOTALS						
GROSS	RETIREMENT	FED W/H TAX	STATE W/H TAX	SOC. SECURITY	MEDICARE	
18,930.65	933.64	1,351.99	668.00	1,167.50	273.04	



DAVIDSON COUNTY SCHOOLS
PO BOX 2057
LEXINGTON, NC 27293

DIRECT DEPOSIT

NO.: 711474
Date: 11/23/2021

Pay

THIS IS NOT A CHECK

\$2,828.32

THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

TO THE
ORDER
OF

John Doe
999 Somewhere Dr.
Anywhere, NC 27292

NON-NEGOTIABLE