

# PITT COUNTY SCHOOLS

## *Employee Handbook*



### MISSION STATEMENT

**Pitt County Schools will ensure that all students are provided a rigorous and personalized education that prepares them for the ever-changing challenges of the 21st Century.**

**NOTICE: This Pitt County Schools Employee Handbook is intended as a guide to local policies and procedures. Nothing in this Handbook may be taken to supersede the actual Board of Education Policy or Procedure as approved by the Board. In addition, neither this Handbook nor any local policy may supersede any North Carolina State Board of Education Policy; North Carolina Department of Public Instruction guidelines or regulations; North Carolina General Statute; or federal law.**

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## OUR SCHOOLS

<b>STATE CODE</b>	<b>SCHOOL</b>	<b>PRINCIPAL</b>	<b>GRADES</b>
740-302	AG Cox	Tracy Cole	6-8
740-304	Ayden Elementary	Cornelia Cox	K-5
740-309	Ayden-Grifton	Chena Cayton	9-12
740-308	Ayden Middle	Jeff Theus	6-8
740-310	Belvoir	Kevin Smith	K-5
740-320	Bethel	Vacant	K-8
740-324	CM Eppes	Charlie Langley	6-8
740-332	Chicod	Will Sanderson	K-8
740-330	Creekside	Carla Frinsko	K-5
740-333	DH Conley	Don Marr	9-12
740-337	EB Aycock	Janarde Cannon	6-8
740-336	Eastern	Cathy Kirkland	K-5
740-338	Elmhurst	Colleen Burt	K-5
740-334	Falkland	Shammah Barrett	K-5
740-344	Farmville Central	Brad Johnston	9-12
740-340	Farmville Middle	Paul Briney	6-8
740-358	GR Whitfield	Kamara Roach	K-8
740-352	Grifton	Michael Pollard	K-8
740-360	HB Sugg	Allison Setser	K-2
740-362	Hope Middle	Jennifer Poplin	6-8
740-366	JH Rose	Monica Jacobson	9-12
740-368	Lakeforest	Lavette Ford	K-5
740-374	North Pitt	Lionel Kato	9-12
740-375	Northwest	Catina Moore-Lakhram	K-5
740-376	Pactolus	Steve Lassiter	K-8
740-379	Ridgewood	Ferdonia Stewart	K-5
740-382	Sadie Saulter	Victor Coffenberry	K-5
740-386	SD Bundy	Allison Setser	3-5
740-388	South Central	Julie Cary	9-10
740-390	South Greenville	James Jester	K-5
740-396	Stokes	Jennifer James	K-8
740-400	Wahl-Coates	Marty Baker	K-5
740-402	Wellcome	Maurice Harris	6-8
740-380	WH Robinson	Tiffany Vincent	K-5
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## Staffing Our Schools

Pitt County Schools employees are divided into two categories: classified and licensed. Licensed positions include teachers, counselors, media coordinators, principals, assistant principals, psychologists, social workers, central office administrators requiring teacher licensure, and other positions requiring licensure by the Department of Public Instruction. Classified positions include clerical personnel, teacher assistants, ISS tutors in grades 6-12, interpreters, custodians, occupational and physical therapists, central office administrators not requiring teacher licensure, child nutrition workers, facility services workers, transportation workers, bus drivers and any other positions not requiring licensure by the Department of Public Instruction.

### NOTICE OF EQUAL OPPORTUNITY AND NON-DISCRIMINATION

In compliance with federal law, the Pitt County Board of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, creed, marital status, or economic and social status in its policies, programs, activities, admissions or employment.

Inquiries or complaints should be made to the Director of Student Services, Pitt County Schools, 1717 West Fifth Street, Greenville, NC 27834; telephone (252) 830-4237. The Director of Student Services is the designated Section 504 Coordinator. The In-house attorney is designated Title IX Coordinator.

Non-Retaliation - The Board prohibits retaliation against any student or employee in connection with any report of discrimination or harassment, or in their exercise of any rights under Board policies or under state or federal law.

### ALLOTMENTS

Allotments of licensed personnel are determined largely by student enrollment, state regulations, and budget constraints.

Licensed personnel are assigned by the Human Resources Department to the respective schools, and every effort is made to assign personnel according to the principal's request and the individual's preference. It is the principal's responsibility to make assignment to grade and subject areas.

Allotment of classified personnel is determined as follows:

Bus Drivers - Student enrollment

Child Nutrition Workers - Participation in the Child Nutrition Program

Clerical Staff - Student enrollment

Custodians- Square footage of schools and student enrollment

Teacher Assistants – Student enrollment and available funding  
Transportation Workers - Number of buses to be served  
In-School Suspension Tutors - One per school with grades 6-12  
Facility Service Workers - Student enrollment

Other special positions may be allotted on an as-needed basis.

Application screening, interview screening, and interviews by principals and appropriate supervisors are conducted to assure selection of the best candidates for positions available in our school system.



## Getting Started

### SIGN-UP PROCEDURES

Sign-up procedures have been established to help new employees complete the necessary forms and gain needed employment information. The following items are covered at the sign-up appointment:

- General employment information and benefits
- Salary and pay periods
- Tax, immigration (I-9)
- Retirement, insurance, and health forms
- Homeland Security information
- Criminal Background Check

An employee will not receive a paycheck unless he/she has completed the sign-up process and all necessary forms - excluding the health certificate. (Health certificates must be on file as soon as possible prior to the issuance of the first paycheck.)

### NEW EMPLOYEE ORIENTATION

New employee orientation is held prior to the first day of each school year. At this meeting pertinent employment information is covered, and central office staff members meet with new employees to discuss various aspects of the school system including: policies, employee benefits, and payroll.

### HOMELAND SECURITY

Federal immigration law requires all employers to verify both the identity and employment eligibility of all persons hired to work in the United States. In its efforts to meet the law's requirements, this company is participating in the E-verify program established by the Department of Homeland Security and the Social Security Administration (SSA) to aid employers in verifying the employment eligibility of all newly hired employees. (G.S.126)

### WORK SCHEDULE

Conformity to a definite minimum schedule is required for all licensed personnel. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the minimum. The work day schedule will be identified and posted in each school.

The superintendent or his/her designee, consistent with the Fair Labor Standards Act and the provisions of this policy, will define work schedules for other employees.

The local board of education has the authority to determine the hours of employment for teacher assistants. Hours of work and schedules for teacher assistants will be determined on an annual basis, based upon program needs and availability of funds.

As of the 2009-2010 school year, all teacher assistants work ten less workdays (205 instead of 215 workdays) for each school year. Notification of non-working days will be given annually.

#### WORK WEEK DEFINED

The work week is defined as Monday through Friday. Working hours for all employees not exempted under the Fair Labor Standards Act, including secretaries, teacher assistants, cafeteria, janitorial and maintenance personnel will conform to federal and state regulations.

The Superintendent will ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors will make every effort to avoid circumstances which require non-exempt employees to work more than 40 hours each week. A copy of the Fair Labor Standards Act and any administrative procedures established by the Superintendent will be available to employees in the personnel office.

#### CELL PHONE USAGE

Adherence to building level guidelines regarding cell phones is expected and should not interfere with job performance and/or duties.

#### INTERNET USAGE AND ETIQUETTE

Employees should be aware that any files stored in home directories or on the local hard drive(s) and any Internet activity may be screened, supervised or viewed by school and system staff. Employees should not expect any privacy in these files.

The following activities and/or materials are specifically not permitted:

1. Using offensive or harassing statements or language including profanity, vulgarity, and/or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, and religious or political beliefs.
2. Using threatening or obscene material.
3. Vandalizing or attempting to vandalize hardware or software including the creation or spread of viruses and hacking.

4. Spamming (*i.e.* sending junk mail), political lobbying, advertising or any commercial uses of the network.
5. Wasting limited network resources, including excessive use of the PCS network, downloading files, and loading programs or games to the local workstation or the PCS network without the prior approval of an administrator.
6. Demonstrating security problems such as someone else's password, personal information, or access to restricted network software to others or failure to notify a teacher and/or staff member when a violation has occurred.
7. Distributing material protected by trade secret.
8. Utilizing the network for commercial purposes.
9. Providing political or campaign information.
10. Sending or soliciting sexually oriented messages or images.
11. Sending chain letters or soliciting money for any reason.
12. Disrupting the use of the network.

Failure to follow this policy will result in Internet and/or network use being revoked. Any activities that violate this policy, the employee's terms of employment, or Pitt County Board Of Education policy will make the user subject to disciplinary actions, up to and including termination, and will result in termination of their PCS network account.

## **General Information**

### EMPLOYMENT VERIFICATION

In order to effectively handle request for employment verification, a 24 hour response time is necessary to gather appropriate documents. Documents should be delivered or faxed to the Human Resources receptionist. Accurate contact information is needed to ensure proper delivery.

### GUIDELINES FOR NEW SCHOOL STAFFING

1. Student numbers will be determined through PowerSchool to create allotment formulas.
2. Principals of the schools that will have reduced staff will develop a list that will order the personnel including years of experience, subject taught/position, and diversity.
3. Each school should develop a list of personnel that volunteers to transfer.
4. Every employee that wants to transfer must complete a transfer request form.
5. A separate list will be given to the principal of the new school.
6. Times will be arranged for principals involved to meet and discuss proposed changes.
7. Allotments for all positions will be discussed with appropriate personnel.
8. The principal of the new school will not be allowed to hire/interview other personnel until the staff from the schools that have reduced numbers have been assigned.

The procedure for staffing the new school will be as follows:

The staff of the school should be comprised of certified and classified employees with varied years of experience (veteran-20+, 10-20 years, and Beginning teachers/employees). Diversity should be a factor as well.

### PAYDAY

- Ten-month employees and substitute teachers are paid monthly on the last workday of each calendar month.
- Eleven- and twelve-month employees are paid on the last workday of a calendar month.
- Cafeteria employees, cafeteria substitutes, bus drivers and after school employees receive their checks on the twenty-first of the month. Classified substitutes

(custodians and teacher assistants) receive their checks on the last workday of a calendar month.

- Overtime checks, checks for hourly paid employees, and longevity checks are released on the last workday of the calendar month.
- If a payday falls on the weekend, checks will be released on Friday.

Individuals who select the 12-month option should examine their August check stubs to verify that they are being paid accordingly. (Employees may view their pay stub on the employee portal. An amount in the “Escrow” column indicates that an employee is on 12-month option.) An individual on 12-month option whose payroll status changes during the school year will be taken off 12-month option. See your school secretary/bookkeeper for additional details on the 12-month option. **12-month option is not available for Teacher Assistants, Cafeteria employees, Bus Drivers or After school employees.**

Vouchers for coaching and other extracurricular activities will be paid on regular teacher paydays.

All paychecks are picked up from the Central Office Finance Department by school principals (or designees), the Facility Services Director, Transportation Director, and Child Nutrition Director. Central office personnel pick up their checks from the Finance Department.

Salary schedules are available in the secretary’s office at the schools, Facility Services Department, Transportation, and on the PCS website.

### PERSONNEL DIRECTORY

The Human Resources Department compiles an annual personnel directory containing employees’ names, addresses, phone numbers, positions, and work sites. The directory also contains names, addresses, and phone numbers of members of the Board of Education. Copies of the directory can be found in the principal’s office, the media center of each school, the Central Office, the Transportation Department, and the Facility Services Department. **This directory is also used to populate the Connect5 system. It is the responsibility of the employee to provide a working phone number to the appropriate personnel to receive phone notifications.**

### PERSONNEL RECORDS

All employees have a personnel file in the Central Office. Whenever any complaint, commendation, or suggestion is placed in the personnel file, the employee will be notified in writing. The following have access to personnel files: superintendent, immediate supervisors, appropriate directors or coordinators, employees in the Human Resources Department, and Board of Education members if access relates to specific duties of the Board member.

Pre-employment records are not available to the employee. An employee may review his/her personnel record during regular office hours with the File Coordinator, a personnel director, or the Assistant Superintendent present. The employee signs a form that states his/her personnel file was reviewed and witnessed by the File Coordinator. An appointment must be made with the File Clerk to ensure availability of personnel. (Additional details concerning personnel files can be found in section 115C-325(b) of the North Carolina General Statutes.)

### PROMOTIONS/TRANSFERS

An employee interested in a promotion or transfer should submit a Transfer Request Form, which can be obtained from the principal or supervisor. An acknowledgment of the transfer request will be sent to the employee, and a copy will be sent to all appropriate supervisors/principals. The transfer request will be recorded and considered when appropriate vacancies occur.

The Superintendent or designee may initiate transfers in instances where the best interests of students, employees, and/or the school system dictate the transfer.

Employees in a classroom setting are not transferred during the school year except for unusual circumstances. Policies governing transfers can be found in the Pitt County Board of Education Policy Manual.

### Purchase Obligations Internal Control Procedures

- No school funds shall be obligated by a Pitt County School employee for the purchase of goods and/or services without the knowledge and prior approval of the Principal in writing through a school purchase order.
- The Principal shall sign all school purchase orders before any and all funds can be obligated.
- Any and all purchase obligations made by an employee on behalf of the school without prior written approval by the school Principal through the purchase order process shall not be the financial responsibility of the school. Such purchase obligations made without prior written approval shall be the financial obligation of the employee.
- The Treasurer and the Principal shall ensure that no disbursements are made from the individual school account unless adequately supported by a prior approved school purchase order and a properly approved invoice for the goods / services purchased.

### REDUCTION IN FORCE (RIF)

Should a Reduction in Force (RIF) become necessary, employees will be informed in advance. The following will be used, in the order given, to bring about a Reduction in Force:

#### **1. Performance Evaluations**

2. Attrition through resignations and retirements
3. Shared jobs or acceptance of part-time employment
4. Seniority, education, training, and special skills
5. Contribution to the total educational program including areas of building level responsibility
6. Special assignments

### UPDATING PERSONAL INFORMATION

If your name or address changes for any reason, please notify the Human Resources Department by completing a "Name and/or Address Change" form. This form may be obtained from the school secretary or from the Human Resources Department. It is the responsibility of the employee to notify personal contacts (doctors, businesses, etc.). When completing official documents, please use your legal name, verify your social security number, and your birth date.

**IMPORTANT: The name on your records should agree with the name on your Social Security card.**

Name changes must be reflected on the teaching license. A form for this purpose may be obtained from the Licensure Specialist in the Central Office.

The retirement system must also be notified of your name change. A Retirement Form 2-C should be completed at the Human Resources Department since duplicate copies and notarization are required.

Beneficiaries of your retirement account may be changed at any time by completing a "Change of Beneficiary" form. This form should be completed at the Human Resources Department since duplicate copies and notarizing are required. To assign someone as a beneficiary, you will need his/her name, address, and date of birth.

Each spring, the State Retirement System provides all members with a report of their retirement contributions and years of service. If you have questions about the figures on this report, you should contact the Retirement System at the address on their form.

North Carolina (NC-4) and Federal (W-4) tax forms may be changed at any time. Forms may be obtained from the school secretary or the Human Resources Department. The completed tax form is sent to the Finance Department for entry and is later filed in your personnel file. Your current federal and state exemptions are located in the bottom right corner of your check stub.

If you would like to update any other personal information, please contact the Benefits Specialist.

## CODE FOR ETHICS FOR NORTH CAROLINA EDUCATORS

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

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

To uphold these commitments, the educator:

### I. Commitment to the Student.

- A. Protects students from conditions within the educator's control that circumvent learning or are detrimental to the health and safety of students.
- B. Maintains an appropriate relationship with students in all settings; does not encourage, solicit, or engage in a sexual or romantic relationship with students, nor touch a student in an inappropriate way for personal gratification, with intent to harm, or out of anger.
- C. Evaluates students and assigns grades based upon the students' demonstrated competencies and performance.
- D. Disciplines students justly and fairly and does not deliberately embarrass or humiliate them.
- E. Holds in confidence information learned in professional practice except for professional reasons or in compliance with pertinent regulations or statutes.
- F. Refuses to accept significant gifts, favors, or additional compensation that might influence or appear to influence professional decisions or actions.

### II. Commitment to the School and School System



- A. Utilizes available resources to provide a classroom climate conducive to learning and to promote learning to the maximum possible extent.
- B. Acknowledges the diverse views of students, parents and legal guardians, and colleagues as they work collaboratively to shape educational goals, policies, and decisions; does not proselytize for personal viewpoints that are outside the scope of professional practice.
- C. Signs a contract in good faith and does not abandon contracted professional duties without a substantive reason.
- D. Participates actively in professional decision-making processes and supports the expression of professional opinions and judgments by colleagues in decision-making processes or due process proceedings.
- E. When acting in an administrative capacity:
  - 1. Acts fairly, consistently, and prudently in the exercise of authority with colleagues, subordinates, students, and parents and legal guardians.
  - 2. Evaluates the work of other educators using appropriate procedures and established statutes and regulations.
  - 3. Protects the rights of others in the educational setting, and does not retaliate, coerce, or intentionally intimidate others in the exercise of rights protected by law.
  - 4. Recommends 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.

**It is the responsibility of the employee to notify his/her immediate supervisor if there is a violation of the code of ethics or situations that result in criminal charges and/or arrest.**

## GENERAL FIRE SAFETY RECOMMENDATIONS

1. In no case shall combustible decorations exceed twenty percent of any individual wall area.
2. The hanging and displaying of decorative material shall be prohibited from acoustical ceiling systems that are part of a fire resistant floor/ceiling assembly.
3. All classroom doors with glass panels must have line of sight into and out of these classrooms.
4. The attachment of combustible decorations to fire-resistant doors, including but not limited to classroom doors, which modifies said door conformity to ASTM E119 relating to its ability to withstand fire exposure is prohibited.
5. All curtains must be constructed of fire retardant material or treated with a fire resistant process.
6. Windows and/or blinds must remain free of combustible material to allow for emergency rescue and egress.
7. Maintain proper housekeeping in all boiler, mechanical, and electrical rooms. This requires the removal of all combustible materials.
8. Extension cords are for temporary use only and should be not used as a substitute for permanent wiring. Extension cords or surge suppressors must be plugged directly into permanent wiring. The practice of plugging one of these devices into another is expressly forbidden.
9. All upholstered furnishings (couches, chairs, etc) shall bear the label of an approved agency confirming compliance with 4302.1 and .2 sections of the NC Building Code relating to heat release and ignition. All non-compliant items are not permitted.
10. Portable electrical, kerosene, etc., heaters are not approved for educational occupancies.

## **Certified Personnel Information**

### DISMISSAL

Details on employee dismissal can be found in the Pitt County Board of Education Policy Manual. Termination of teachers and principals will be handled according to G.S. 115C-325.

### THE STANDARDS OF PROFESSIONAL CONDUCT FOR NC EDUCATORS

- (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 colleagues' 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.

### PERFORMANCE EVALUATION

**Each licensed employee is evaluated using the performance appraisal instrument adopted by the North Carolina Department of Public Instruction. Probationary licensed employees will receive a minimum of four formal observations (one observation by a peer), a summative evaluation every year and they must complete a**

**professional development plan. Career licensed employees must have a formal observation, two informal observations, and a summative evaluation during their renewal year and two informal observations and an abbreviated summative evaluation during their off-year cycle. Copies of the observations, summative evaluations, and professional development plans will be stored electronically.**

**Professional development plans will be developed yearly. The professional development plan can be individual, monitored, or directed depending on the proficiency of the teacher. Mandatory Improvement Plans, using the Pitt County Schools document, will be developed for those who demonstrated severe deficiencies and monitored by the Human Resources department.**

### **Harassment and Bullying**

- 1. Harassment or bullying behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:
 
  - a. places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or**
  - b. creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.****

**Being asked to perform duties that are within your job responsibilities is not harassment.**

### **RESIGNATIONS**

All licensed employees are required to give a 30-day notice of resignation. A licensed employee who finds it necessary to resign should contact his/her principal and complete a "Separation/Vacancy Notice." A letter of resignation may be attached. No teacher may resign without the consent of the Board of Education except upon a 30-day notice. Giving notice of resignation fewer than 30 days prior to the beginning of the school year constitutes grounds for revocation (at the discretion of the State Board of Education) of the teacher's license for the remainder of the school year. See G.S.115C-325(o).

Contracted:

All contract employees must adhere to the conditions for resignation as stated in the contract.

## **SALARY DETERMINATION**

Salaries of licensed personnel are determined by the State Salary Schedule and any legislative action pertaining to its implementation. Teachers (including social workers, counselors, media specialists, and school psychologists) are placed on the salary schedule according to the level of license and experience showing on the license. Principals and assistant principals have separate salary schedules, which are experience based. Other administrators will be paid on the central office pay schedule.

## **RAISE FOR HIGHER LEVEL LICENSE**

When a teacher earns a higher level of licensure, a new salary is determined based on the level of license and years of experience. Salary changes resulting from academic preparation completed prior to April 1st of the current school year become effective with the first day of the pay period that follows the effective date of the new license. Class updates and salary changes that result from educational requirements completed after April 1st, become effective July 1st, of the following school year.

Pay raises for higher level licenses are effective with the pay period which begins in the same month as the effective date on the certificate. Teachers holding a teaching or student service area beyond the A level (e.g., master's, sixth-year, or doctoral) qualify for placement on the salary schedule at the highest level held. This rule applies for teaching assignments only. (Exception: Licensure at the M level in JROTC and certain vocational areas which are not based on the completion of approved education programs do not qualify.)

## **SUPPLEMENTS**

New teachers to Pitt County School will receive a 2% supplement. The 2% base supplement will be increased to the full 5% once the certified teacher has earned a rating of proficient in all areas of their summative evaluation. The supplement is paid monthly over 10-months. Also, extracurricular activities such as coaching duties are supplemented locally.

## **SUSPENSION WITH AND WITHOUT PAY**

**When an employee is suspended with or without pay, contribution to the retirement system will not occur for the day(s) in which the employee is suspended.**

## LONGEVITY

Longevity is paid to administrators and non-certified permanent, full-time, and half-time (at least 20 hours) employees who have completed ten years of qualifying North Carolina service. This annual payment is a percentage of the yearly base salary, and the percentage increases as years of state service increase. Longevity payments are paid during the pay period following a person's anniversary date. The chart below shows the longevity pay rates:

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

## DEDUCTIONS

The Finance Department will deduct from each employee's check the mandatory deductions for federal and state withholding taxes, social security, and retirement. Other mandatory deductions are tax levies, child support, alimony, bankruptcy, and NC Teacher Assistance Authority payments. All employees should check their paychecks to ensure that retirement is being taken out. It is the employee's responsibility.

Deductions for voluntary contributions (insurance premiums, tax sheltered annuities, cafeteria benefits, United Way, State Employees Credit Union) are made as authorized by the employee.

## TERMS OF EMPLOYMENT

Employees who are employed for 10 months are to follow the 10-month school calendar. Employees in good standing in permanent positions and who are not given an "automatic non-reappointment" status, have reasonable assurance of returning to work each year in August.



## **TEACHER CONTRACTS**

### **One-Year Contracts**

“Teacher” as defined in G. S. 115C-325.1(6) (a)(b)(c) employed by Pitt County Schools shall be issued a contract for a one year term between July 1st and June 30th.

### **Career Contracts**

Licensed employees who earned Career status in Pitt County Schools prior to June 2013 will maintain the status until 2018 according to current legislation.

## **YOUR TEACHING LICENSE**

By law, you are required to hold a valid license for your area regardless if it is teaching, student services or administration.

Your license information is available to you through the State’s online system at <https://vo.licensure.ncpublicschools.gov>. You must register to view your information as well as have access to make changes and certain updates to your license.

## **LICENSE RENEWAL**

### **License Renewal**

Educators K-8 Licensure Area are required to have 8 continuing education units (CEUs):

- 3 Content
- 3 Literacy
- 2 General

All Other Educators are required to have 8 CEUs:

- 3 Content
- 5 General

Teachers may also obtain renewal credit for the following activities:

1. College/University Courses
2. Courses or Workshops - sponsored by Pitt County Schools or North Carolina Department of Public Instruction.
3. Other Activities - Renewal credit may be awarded for other activities if credit has been established by an entity empowered to determine credit; independent study activities; or conferences/seminars set up to award CEUs). Generally speaking, 1.0 renewal credit is awarded for each 10 contact hours.
4. National Board for Professional Teaching Standards - Teachers completing the National Board Certification process may earn all 7.5 credits for completion of the process and certification. Those who are in the ten year national board renewal cycle may earn two credits (one for content and one for literacy).
  - a. Renewal National Board for Professional Teaching Standards – completion for 2 credits

#### ADMINISTRATOR CREDITS

School administrators must earn at least 8 continuing education credits during each five-year renewal cycle that meet the following requirements:

- 3 Content - renewal credits that align with the expectations of the North Carolina School Executive Standards 2, 4, and 5, focused on the school executive's role as instructional, human resources, and managerial leader
- 5 General

This requirement for school administrators applies to individuals renewing their licenses on or after July 1, 2015

#### PROCEDURE FOR RECEIVING RENEWAL CREDIT

##### MY LEARNING PLAN

My Learning Plan ([www.mylearningplan.com](http://www.mylearningplan.com)) is a web based system used by Pitt County Schools for certified personnel to request renewal credits. To receive renewal credit, participants are required to register for county sponsored workshop through the District Catalog. Activities from outside sources require prior approval through My Learning Plan. Activities in your academic area(s) should be requested as academic in your request for approval.

In the future, My Learning Plan will be utilized in connection with the substitute calling system (AESOP). My Learning Plan will be required to be used for all professional development activities.

### College/University Courses

Courses completed through a college or university may be used for renewal purposes completed in the current five-year cycle. My Learning Plan has an area for college courses to be submitted for approval. Once completed, a grade report or transcript (official or unofficial) needs to be submitted to the Licensure Specialist for the credit to be awarded.

**THE SCHOOL SYSTEM RESERVES THE RIGHT TO DENY CREDIT FOR ANY ACTIVITY NOT DEEMED APPROPRIATE OR NOT HAVING SUFFICIENT DOCUMENTATION OF COMPLETION.**

### TRACKING RENEWAL PROGRESS

A year before your license expires, the Licensure Specialist will send you a printout showing the courses credited toward your renewal. If your records do not agree, contact the Licensure Specialist. Once you have completed the requirements for renewal, the Licensure Specialist will handle the necessary paperwork. A copy of your new license will be forwarded to you at your school. Frequently, it takes until early fall to process and distribute new licenses.

Keeping careful records of your renewal activities will enable you to know your renewal status. My Learning Plan is used as a tool for registration, prior approval, etc. Activities completed through My Learning Plan will show in your history. For tracking purposes, credits will be posted from My Learning Plan to the Human Resource Management System (HRMS).

From a computer within Pitt County Schools, you are able to access your Credit Renewal History and your licensure information. **THIS CANNOT BE DONE OUTSIDE OF THE PITT COUNTY SCHOOLS FIREWALL.**

Please use the following instructions:

On the Pitt County School Website ([www.pitt.k12.nc.us](http://www.pitt.k12.nc.us)) from a computer at the school you can view your history by clicking on STAFF, then CHECK YOUR CEU CREDITS. You do not need a log in or password. At the top of the left hand column, click LOOK UP MY CEU'S and then put in your social security number.

A request must be sent in writing (may be done through your Pitt County Schools email) to the Licensure Special for a printed copy of your history.

## PROVISIONAL LICENSES

Law requires teachers to be licensed for ALL area they teach. As of June 30, 2006, the State will no longer issue provisional licenses in core academic areas. If you are assigned out-of-field in a non-core academic area, a provisional license will be necessary, and you will be required to complete a minimum six semester hours each year until you have met licensure requirements. Provisional licenses are issued for one year at a time. They are dated to expire June 30; however, holders of provisional licenses are allowed the summer as a “grace” period to complete the minimum six semester hours required to extend the provisional license for another year.

## BEGINNING TEACHER SUPPORT PROGRAM

Beginning Teachers (BT) are issued a Standard Professional 1 license and are required to participate in a three-year induction process known as the Beginning Teacher Support Program. This program is designed to provide teachers direction, support, and feedback during their first three years in the classroom so that their experiences are positive and focused on the knowledge, skills, and dispositions associated with effective teaching.

The Teacher Support Coordinator, District Lead Mentors, and the School Lead Mentor/support team will provide guidance and help during the transition into the profession. The Beginning Teacher Support Plan outlines the specific individual, school, and district support provided to BTs and can be found on PCS Teacher Support Webpage.. Observations and evaluations will be conducted on a specified schedule during this three-year period.

Beginning Teachers must show evidence of professional growth during the three-year period. Effective 2010–2011, beginning teachers must be rated “Proficient” on all five North Carolina Professional Teaching Standards on the most recent Teacher Summary Rating Form in order to be eligible for the Standard Professional 2 License. When the license is converted from the Standard Professional 1 to a Standard Professional 2, teachers begin the five-year renewal cycle during which time they must earn 8 CEUs.

Professional Teaching Standards on the most recent Teacher Summary Rating Form in order to be eligible for the Standard Professional 2 License. When the license is converted from the Standard Professional 1 to a Standard Professional 2, teachers begin the five-year renewal cycle during which time they must earn 7.5 CEUs.

## **STAFF DEVELOPMENT**

Pitt County Schools offers staff development activities for licensed employees primarily to promote their professional growth. In addition to the activities offered by the system and the individual schools, there are other opportunities for professional growth. These opportunities assist in the license renewal process as well.

Professional Learning opportunities are listed in the online catalog My Learning Plan, which can be accessed by visiting <http://www.mylearningplan.com>; please contact your school instructional coach for username and password information.

The Professional Learning Manual, listing all policies and procedures for professional learning in Pitt County Schools, is available by visiting <https://goo.gl/KN5hHT>

## **MENTOR TRAINING**

Pitt County Schools offers Mentor Training approved by the Department of Public Instruction, Public Schools of North Carolina. For a schedule contact the Beginning Teacher Support Program Coordinator at (252) 695-7990. Teachers will be evaluated using the North Carolina Teacher Evaluation Process. The new instrument has been designed to assess the teacher's performance in relation to the North Carolina Professional Teaching Standards

## **NORTH CAROLINA CENTER FOR THE ADVANCEMENT OF TEACHING**

Through an application and acceptance process, teachers may participate in programs sponsored by the North Carolina Center for the Advancement of Teaching (NCCAT). Although the Center does not offer renewal credit, Pitt County Schools will award 2.0 CEU's for the week-long program if the topic of study is related to the licensure area(s).

## **Classified Personnel Information**

### DISMISSAL

Details on employee dismissal may be found on our website under the Board of Education – Policies and Procedures - Personnel section. The procedure for classified employee dismissal is as follows:

1. The supervisor/principal gives a verbal warning or direction to the employee.
2. A second verbal warning will be given, and a letter will be written to the employee. A copy of the letter will be forwarded to the Human Resources Department. A performance improvement plan will be required.
3. The Human Resources Department will meet with the employee and the supervisor if deemed appropriate.

If performance does not improve, employee will be recommended for dismissal.

Each classified employee is required to sign the Resignation/Separation of Classified Personnel form during the sign up process. This document outlines specific guidelines regarding resignation after notice of misconduct/ineffectiveness that might have led to dismissal.

### PERFORMANCE EVALUATION

New employees are evaluated twice a year; once after the first 90 days and in April of the first school year. Employees who have worked with the system for more than one year will be evaluated at least once annually near the end of their employment term.

Evaluations are conducted by the immediate supervisor with copies available for the employee and supervisor. A copy is kept in the employee's personnel file at the central office. Performance Improvement Plans are available and may be required for employees having difficulty in some areas of their job.

### **Harassment and Bullying**

1. **Harassment or bullying behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:**
  - a. **places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or**

- b. **creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.**

**Being asked to perform duties that are within your job responsibilities is not harassment.**

### RESIGNATION

A two-week notice is required for all classified resignations. Employees who wish to resign should:

1. Discuss resignation with immediate supervisor.
2. Complete a "Separation/Vacancy Notice" form, even if they have submitted a letter of resignation.
3. Give their immediate supervisor the completed paperwork.

### SALARY DETERMINATION

Beginning salaries for classified employees in the Pitt County school system are based on local salary schedules and based within the salary ranges on State Salary Schedules. Experience credit is given to employees coming to the system with previous North Carolina state experience in similar jobs at full credit. Experience credit in similar jobs in non-state experience is granted one year for every 5 years of experience. Experience credit forms for submitting documentation may be obtained in the Human Resources Department. A chart showing specific guidelines is also available in the Human Resources Department.

### SALARY INCREASES

Each year the North Carolina General Assembly acts to determine the salary of state employees. Legislators may decide to grant pay-level increases, percentage increases, a combination of the two or no increase at all. As a rule, salary increases based on legislative decisions are effective July 1 of each year. Each year classified employees who have been employed for more than half the year receive a "bump" of one step on the salary schedule effective July 1. After the third year of employment, employees receive a salary increase with each step. Exceptional Children teacher assistants are paid one step above the regular teacher assistant pay level. Salary increases will only occur when the legislators grant pay level increases.

A salary increase of \$25 per month is granted to educational office personnel holding the Professional Standards Program (PSP) certificate and to teacher assistants holding the Professional Development Plan (PDP) certificate.

## **TWO-FOLD CLASSIFIED POSITIONS**

**It shall be the policy of the Pitt County Board of Education to incorporate in certain classified staff positions the added responsibility of driving a bus. Serving as a bus driver is a condition of employment for these identified positions. Upon beginning to drive a bus on a permanent basis, employees who are in a two-fold classified position will receive incentive pay of one pay level above the pay received in the primary position. Other classified employees may volunteer to drive a bus and will be eligible for the incentive pay when they begin driving a bus a permanent basis.**

## **OVERTIME AND COMPENSATORY TIME**

The Board of Education discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without the express approval of his/her supervisor. The superintendent or his/her designee must approve all overtime work. Principals and supervisors shall monitor employees' work, shall ensure that overtime provisions of this policy and the FLSA are followed and shall ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a work week. Accurate and complete time sheets of actual hours worked during the work week shall be signed by each employee and submitted to the finance department. The finance department and the employee's supervisor(s) will review work records of employees on a regular basis to make an assessment of overtime use.

In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for each one hour of overtime worked, if such compensatory time (1) is agreed to by the employee before the overtime work is performed and (2) is authorized by the immediate supervisor. Employees must be allowed to use compensatory time within a reasonable period after requesting such use.

Non-exempt employees whose work week is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Such employees will be provided overtime pay or compensatory time as provided above for working more than 40 hours in a work week.

## **LONGEVITY**

Longevity is paid to administrators and non-certified permanent, full-time, and half-time (at least 20 hours) employees who have completed ten years of qualifying North Carolina service. This annual payment is a percentage of the yearly base salary, and the percentage increases as years of state service increase. Longevity payments are paid during the pay period following a person's anniversary date. The chart below shows the longevity pay rates:



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

## DEDUCTIONS

The Finance Department will deduct from each employee's check the mandatory deductions for federal and state withholding taxes, social security, and retirement. Other mandatory deductions are tax levies, child support, alimony, bankruptcy, and NC Teacher Assistance Authority payments. All employees should check their paychecks to ensure that retirement is being taken out. It is the employee's responsibility.

Deductions for voluntary contributions (insurance premiums, tax sheltered annuities, cafeteria benefits, United Way, State Employees Credit Union) are made as authorized by the employee.

## TERMS OF EMPLOYMENT

Employees who are employed for 10 months are to follow the 10-month school calendar. Employees in good standing in permanent positions and who are not given an "automatic non-reappointment" status, have reasonable assurance of returning to work each year in August.

## DAYS WITHOUT PAY

### **10-month teachers, 10-month clerical and custodial:**

Calculate your rate of pay per day by dividing your **10-month** salary by 21.50 days. (Example: \$3,500.00 divided by 21.50 = \$162.79) This daily amount is deducted from your gross pay.

### **11 & 12-month teachers & TA's, and 205-days TA's:**

Calculate your rate of pay per day by dividing your **monthly** salary by 21.50 days. (Example: \$3,500.00 divided by 21.50 = \$162.79) This daily amount is deducted from your gross pay.

### **11 & 12-month administrative positions, clerical, custodial, child nutrition, transportation, facility services:**

Calculate your rate of pay per day by dividing your **monthly** salary by 20, 21, 22, or 23 days based upon number of days (Monday-Friday) in month absence occurs. (Example: absence date 8/26/09 (August has 21 days (Monday- Friday)) \$3,500.00 divided by 21 = \$166.67). This daily amount is deducted from your gross pay.

**205- Day Teacher Assistants (TA's hire date of 8/17/2007 or later)**

Effective beginning in the 2009-10 SY, TAs (205-day teacher assistants) will work ten less days for the SY. (A full SY is comprised of 205 days of employment for a ten-month employee.) TAs with a hire date of 8/17/09 or later will be employed no more than a 7 hour day (35 hours weekly).

**TERMS OF EMPLOYMENT**

Employees who are employed for 10 months are to follow the 10-month school calendar. Employees in good standing in permanent positions, and who are not given an "automatic non-reappointment" status, have reasonable assurance of returning to work each year in August.

**STAFF DEVELOPMENT**

Pitt County Schools offers ongoing career development opportunities to all classified personnel. These opportunities are designed to aid in developing and maintaining skills required to succeed in current positions and to prepare for promotions to other levels of employment.

Six contact hours of career development will be required of all classified employees during a school year. All classified employees are encouraged to go beyond the minimum number of hours required. Career development required by the school system will be held during the regular workday, or the employee will be compensated by time off for the hours beyond the regular workday.

Classified employees who are trained as workshop presenters and who present a workshop will receive credit for the workshop the first time it is presented. Credit will be awarded for courses taken at institutions of higher education, at the school, or through the Pitt County school system course offerings. (This is hour-for-hour credit.)

Classified employees submit their credit hours to their principal, assistant principal or supervisor, and once a year the principal, assistant principal or supervisor records the number of hours earned on the employee's evaluation form.

Information about classified career development courses offered system wide will be publicized at each work site. Employees are encouraged to participate in career development activities at their school.

## A Look at Employee Benefits

### LEAVE BENEFITS

#### HOLIDAYS

The State Personnel Commission determines whether 10 or 11 holidays will be observed during the year, depending on which day of the week Christmas falls. Ten-month employees are granted either 10 or 11 holidays yearly, while 12-month employees are granted 11 or 12 holidays. Local boards of education determine when holidays are scheduled.

#### ANNUAL LEAVE

- Annual leave is accrued based on the length of total state service as follows:

<u>Years of State Service</u>	<u>Days of Leave Earned Per Month of Employment</u>
Less than 5 years	1.17 day per pay period* (*These days will be used on the mandatory built-in ten days of annual leave.)
5 but less than 10 years	1.42 day per pay period
10 but less than 15 years	1.67 day per pay period
15 but less than 20 years	1.92 day per pay period
20 years +	2.17 day per pay period

Annual vacation leave may be accumulated without any applicable maximum until June 30<sup>th</sup> of each calendar school year. On June 30<sup>th</sup> or upon retirement, accumulated annual vacation leave in excess of 30 days will be converted to sick leave so that only 30 annual vacation days are carried forward. Teachers, media specialists and TAs who require a substitute and bus drivers may not take an annual leave day on an instructional day. Certified staff must use annual leave in one-half day or whole day increments. Classified staff may use annual leave in hourly increments.

#### **Leave Guidelines**

(All information given here can be found on the North Carolina Department of Education website ...[www.ncpublicschools.org/docs/fbs/personnel/benefits/policymanual.pdf](http://www.ncpublicschools.org/docs/fbs/personnel/benefits/policymanual.pdf))

All full-time and part-time permanent employees who are employed 20 hours or more per week are entitled to holiday pay, annual leave and sick leave as long as they are employed for one-half or more of the pay period.

## SICK LEAVE

- Employees earn one sick leave day per pay period as long as they are employed for one-half or more of the pay period.
- For certified staff, sick leave must be used in one-half or one whole day increments. Classified staff may use sick leave in hourly increments.
- Sick leave can be accumulated from year to year with no limit on the amount.
- Sick leave may be used for personal illness and medical appointments for the employee. Sick days may also be used for illness in the immediate family and medical appointments related to the illness that necessitates the employee's attendance.
- Immediate family is defined as spouse, children, parents, brothers, sisters, grandparents, grandchildren, and dependents living in the employee's household. Also included are step, half, and in-law relationships.

Sick leave may be accumulated indefinitely and is transferable among school systems.

The superintendent or designee may require a statement from a medical doctor or other applicable proof that the employee was unable to work due to personal or family illness/ medical appointment, adoption, or death in the family.

Sick leave regulations provide for "Voluntary Shared Leave." For details concerning donating and receiving shared leave, contact the Benefits Specialist at the Central Office.

### **4.3 – Voluntary Shared Leave**

#### **4.3.1 Purpose**

The purpose of voluntary shared leave is to provide economic relief for employees who are likely to suffer financial hardship because of a prolonged absence or frequent short term absences caused by a serious medical condition.

NOTE the underlined provisions in Section 4.3.4 address legislation that becomes effective January 1, 2011; consequently, these changes are effective on and after that date.

#### **4.3.2 Eligibility**

Only full-time and part-time permanent employees who have exhausted all available accumulated paid leave (sick leave, annual vacation leave, and bonus leave, if applicable) are eligible to receive donated leave from employees of the same LEA, a different LEA, a community college or a state agency as identified in Section 4.3.4. An employee need not exhaust personal leave and the 20 days of extended sick leave to be eligible for voluntary shared leave.

An employee who is receiving benefits or is eligible to receive benefits from the Disability Income Plan and elects to use paid leave is not eligible to receive donated leave. Voluntary shared leave may be used only during the required waiting period. The superintendent shall approve or deny all requests for receipt of donated leave.

#### **4.3.3 Application for Voluntary Shared Leave**

An employee who, due to a serious medical condition of self or of his or her immediate family (see Section 1.1.12), faces prolonged or frequent absences from work may apply to the superintendent of the LEA for donated leave. Application may also be made by a third person acting on the employee's behalf, if the employee is unable to make application.

An employee may make application for shared leave at such time as medical evidence is available to support the need for leave beyond the employee's available accumulated leave.

The following items must be included in the application:

1. A doctor's statement, and
2. An authorization for release of medical information signed by the person who is suffering the medical condition (or parent or guardian of a minor). This release may also be signed by any legally authorized party.

#### **4.3.4 Donation and Receipt of Leave**

NOTE the underlined provisions in Section 4.3.4 address legislation that becomes effective January 1, 2011; consequently, these changes are effective on and after that date.

**(a) Annual vacation leave:** Any eligible employee in the LEA may donate annual vacation leave to any approved employee in the same LEA. Family members may donate annual vacation leave to an immediate family member (see Section 1.1.12) in another LEA, community college or state agency. Employees of another LEA, community college or state agency may donate annual vacation leave if a co worker's immediate family member is eligible for donated leave and works in a LEA, state agency, or community college. (See Section 1.1.12) Bonus leave may also be donated. (See Bonus Leave, Section 3.4.)

There is no provision for public school employees to donate or receive annual vacation leave from employees or family members in county agencies of mental health, public health, social services or emergency management including those covered by the State Personnel Act.

A donor may not reduce his or her annual vacation leave balance below one-half of what that person can earn in a year.

**(b) Sick leave:** Sick leave may be donated only to an employee of a public school system (LEA). A public school employee shall not donate more than five days of sick leave per year to any one non family member. who is an immediate family member (see Section 1.1.11) of the donor. Sick leave may be donated to an immediate family member in the same or another LEA, community college or state agency (See Section 1.1.12).

There is no provision for public school employees to donate or receive sick leave from employees or family members in county agencies of mental health, public health, social services or emergency management including those covered by the State Personnel Act.

The combined total of sick leave donated to a recipient from non family members shall not exceed 20 days per year.

A donating family member donor may not reduce his or her sick leave balance below one-half of what that person can earn in a year.

Donated sick leave shall not be used for retirement purposes

Employees who donate sick leave shall be notified in writing of the State retirement credit consequences of donating sick leave. That is, the sick leave balance provides an income safety net while employed. Sick leave also has value at retirement. At retirement a member of the Teachers' and State Employees' Retirement System with an earned sick leave balance receives an additional month of service credit in TSERS for each 20 days, plus one additional month if there is a remainder. The additional service credit increases the retirement benefit for the remainder of the life of the retiree.

(c) Approved LEA employees may receive sick leave from only from immediate family members in LEAs community college institutions and state agencies.

Approved LEA employees may receive vacation leave from immediate family and their coworkers LEAs in community college institutions and state agencies (see Section 1.1.12). Public school employee may also receive sick leave from non family members employed in public school systems. The combined total of sick leave received from non family members shall not exceed 20 days per year.

(d) All leave donations must be to a designated employee approved by the superintendent for receipt of donated leave and may not be made to a pool or bank.

(e) All donations must be in writing and must be signed by the donating employee. The employee receiving the leave must be named and the amount and type of leave donated must be specified.

(f) For the purposes of voluntary shared leave, all leave donated will be credited to the recipient's sick leave account.

(g) The minimum amount of leave donated must be one-half of a day.

(h) The donating employee may not receive compensation in any form for the donation of leave. Local boards shall adopt policies stating that acceptance of remuneration for donated leave will result in dismissal.

#### **4.3.5 Length of Leave**

(a) The superintendent of the LEA will determine the length of the leave. The leave granted may not exceed the maximum described below in (b). Under no circumstances may the use of voluntary shared leave exceed the employee's period of treatment and recovery.

(b) An employee may normally receive no more than 130 workdays of donated leave, either continuously or for the same condition on a recurring basis. After 130 workdays have been used, the superintendent may extend this limit on a month to-month basis until the maximum number of working days occurring between the

first day of use of donated leave and twelve months have been used. (This provision is only available for those that are not eligible for short term disability).

#### **4.3.6 Earning Leave While Using Voluntary Shared Leave**

(a) Holidays occurring while the employee is using donated leave will be paid. Annual vacation and sick leave will continue to be earned by the employee while he or she is using donated leave. Available earned leave accrued during this period must be used by the employee prior to continued use of any voluntary shared leave.

(b) An employee eligible for workers' compensation may use donated leave during the required waiting period and to supplement the workers' compensation as provided in Section 9.2 of this manual.

#### **4.3.7 Unused Leave**

At the expiration of the period approved for voluntary shared leave as determined by the superintendent of the LEA, any unused donated leave must be returned on a pro rated basis to the donors.

### MATERNITY LEAVE

Pitt County Schools adheres to the Family Medical Leave Act of 1993 (FMLA). FMLA allows eligible employees to take up to 12 weeks of leave time to care for a newborn or adopted child within the first year of life or placement in the home. To qualify for FMLA, the employee must have worked with Pitt County Schools for at least 1250 hours the preceding year. During the 12 weeks, an employee will continue to have insurance coverage paid by the employer (employee only coverage-dependent coverage will still be maintained by the employee) and the employee will have job security. Forms to complete for maternity leave can be obtained from the school secretary. Questions relative to maternity leave should be directed to the benefits office.

Regardless of the amount of leave you have accumulated, six weeks after delivery is the time frame allowed for maternity leave. Eight weeks after delivery will be allowed for C-sections. Any additional time requested will require a doctor's statement.

You should notify the Human Resources Department approximately 30 days prior to the projected leave date by completing the Separation/Vacancy Notice form. Also, you should contact the Benefits Specialist to make an appointment.

### EXTENDED SICK LEAVE

**Extended sick leave is available to classroom teachers and media specialists 'who require a substitute' if they are absent due to their own personal illness or injury in excess of their accumulated sick leave days. **Extended leave is not available for Remediation teachers, Reading Recovery teachers, ESL teachers or Behavior Specialists.** This leave is not to be used for illnesses of family members or anyone other than the teacher. Those qualifying use of extended sick leave days are allowed extended**

sick leave of up to 20 workdays throughout the regular term of a school year. In order for a newly hired employee to be eligible for use of extended sick leave, he or she must have reported to work. There is a \$50.00 mandatory deduction per day whether or not a substitute is employed. Extended sick leave days must be used in one-half or whole day increments. Unused extended sick leave days do not carry forward to succeeding school years.

#### LEAVE OF ABSENCE (Family, Medical, or Educational)

A public school employee, male or female, may be granted a leave of absence without pay for up to one calendar year for the birth or adoption of a child. (See Appendix for details on the Family and Medical Leave Act - FMLA - of 1993.) Teachers may also use accumulated annual leave or personal leave to care for a newborn or a child placed through adoption or foster care during the first 12 months following the arrival of the new child.

Employees may be granted a medical or educational leave of absence without pay for periods determined by the local administrative unit. This leave should be requested in advance. For information on applying for a leave of absence, contact the Benefits Specialist.

#### PARENTAL INVOLVEMENT LEAVE

Eight hours of leave per year will be granted to any full-time employee who is a parent, guardian, or person standing in loco parentis of a school-age child in order that the employee may attend or otherwise be involved in that child's school. Part-time employees, four or more hours per day, will receive leave on a pro rated basis. (For details about parental involvement leave, consult the policy manual or the Benefits Specialist.)

#### PERSONAL LEAVE

Classroom teachers and media specialist who require a substitute are entitled to accrue personal leave. It is accrued at .20 days per pay period for a total of 2.00 days per school year. A maximum of 5 personal leave days can be carried forward to the next SY. On June 30<sup>th</sup> accumulated personal leave days in excess of 5 days will be converted to sick leave so that only 5 personal leave days are carried forward. Upon retirement any accumulated personal leave shall be converted to sick leave for creditable service towards retirement. Personal leave may be used on an instructional day or workday as long as the request is submitted 5 days in advance and approved by your principal. Personal leave days require a \$50.00 per day deduction if a substitute is employed. The leave must be used in one-half or whole day increments.



**There are '2 exceptions' to the \$50.00 per day substitute deduction:**

- (1) If no substitute is employed, the \$50 deduction will not be charged.
- (2) Classroom teachers and media specialists using personal leave on non-protected workdays shall receive full salary and may use up to their accrued amount of personal leave in accordance with paragraphs a, b, c, d, and e below without the \$50.00 deduction per school year.
  - (a) Personal leave may be used only upon the authorization of the immediate supervisor.
  - (b) 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 vacation day, unless the request is approved by the principal.
  - (c) A teacher who requests personal leave at least five days in advance shall be automatically granted the request subject to the availability of a substitute teacher. A teacher making the request cannot be required to provide a reason for the request if the request is made at least five days in advance.
  - (d) Personal leave may be used on any instructional day or workday except as noted in paragraph (b) above.
  - (e) Teachers using personal leave receive full salary less the required substitute deduction, except for teachers using personal leave on teacher workdays. Teachers using personal leave on teacher workdays shall receive full salary. Teachers may use up to their accrued amount of personal leave on teacher workdays in accordance with paragraphs a, b, c and d above.

**PROFESSIONAL LEAVE**

Professional leave may be granted to public school employees who have professional responsibilities or who need to attend professional meetings or staff development activities. Professional leave must be approved in advance by the principal/supervisor. Detailed regulations can be found in Employee Leave Policies.

**JURY DUTY**

When a permanent employee is absent to serve on a jury, no deduction is made from the regular salary. The employee is entitled to regular compensation plus any compensation awarded for serving on jury duty.

### 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 as a witness for another individual, no salary deduction is made. Any fees received when serving in an official capacity as a witness must be returned to the local school system. If, however, an employee is a defendant or a plaintiff in a case not connected with official duties and must be absent from work, no salary is to be received unless that time is charged to accumulated leave.

### MILITARY LEAVE

Leave with pay is granted to members of reserve components of the U.S. Armed Forces for certain periods of active duty training and for state military duty. Leave with pay is extended to full- or part-time permanent school employees, normally not to exceed 96 hours (12 days) each calendar year for annual training and military maneuvers. Military leave without pay can be granted for one enlistment period of active service.

## **Insurance Benefits**

### HEALTH INSURANCE

Employees have several choices of Blue Cross Blue Shield of NC PPO Plans. Pitt County Schools pays for individual coverage for full-time employees wishing to enroll in the BCBS 70/30 PPO Plan. Individuals who enroll in plans other than 70/30 may be required to pay an additional premium. Coverage for dependents and part-time employees may be added at the employee's expense through payroll deduction.

Employees who work at least half of the workdays in the pay period in which they terminate will have their coverage continued for one calendar month after the month in which they terminate. If they work less than half of the workdays, their coverage will end on the last day of the month during which termination occurs.

Employees on approved leave of absence may continue their health insurance by paying the entire premium to Pitt County Schools by the 1st of each month.

### DENTAL INSURANCE

Dental insurance is provided for all full-time and permanent part-time employees through Ameritas. The employee must pay the full amount of the premium for this coverage. Eligible employees may also insure their dependents. Dental insurance must be applied for at the time of employment; it is not available at a later date unless the company grants a period of open enrollment.

Questions concerning health and dental insurance should be directed to the Benefits Specialist at the Central Office.

### UNEMPLOYMENT INSURANCE

School employees are entitled to unemployment insurance. Eligibility is determined individually, and benefit amounts are based on a percentage of a person's earnings up to the allowable limit.

### DISABILITY INCOME

A comprehensive short-term and long-term disability income plan is provided at the employer's expense for permanent employees who are members of the Teachers' and State Employees' Retirement System and who meet certain state service requirements. For more information, contact the Benefits Specialist.

## WORKERS' COMPENSATION

All Pitt County School employees are covered under the Workers' Compensation Act. As defined under the North Carolina Workers' Compensation Act "an injury is covered under workers' compensation if it was caused by an accident or incident, which arose out of and in the course of your employment."

When an incident occurs, school employees are responsible for notifying his/her principal immediately. Employees at the central office, transportation, and facility services notify their immediate supervisor. If medical treatment is necessary, the employer directs that care. In regard to an occupational disease, an employee must give notice to the employer when the employee is first informed by a competent medical authority of the nature and work-related cause of the illness. The principal/supervisor completes the Report of Injury Form to file the workers' compensation claim. The completed form is then forwarded to the Risk Management Specialist at the Central Office.

If time away from work is necessary after the incident, the employee will continue to earn sick leave, annual vacation leave (maximum-1 year accrual) and, if applicable, personal leave. The employee will continue to earn longevity credit if applicable. While on workers' compensation leave you do not receive retirement service credits. Teachers do not earn experience credit while on workers' compensation, except when they are using sick leave, extended sick leave, personal leave, or any other available paid leave. However, the employee will continue to earn longevity credit, if applicable.

## **Retirement Benefits**

### **RETIREMENT**

Permanent full-time employees are covered by the North Carolina Teachers' and State Employees' Retirement System. Employees contribute 6% of their monthly salary; effective July 1, 2015, employers will contribute 15.21%.

- Employees may retire with unreduced benefits if they: (1) reach age 65 and have completed at least five years of service, (2) reach age 60 with 25 years of service, or (3) have 30 years of service at any age.
- Employees may retire with reduced benefits if they: (1) reach age 50 and have completed 20 years of service or (2) reach age 60 with 5 years of service.
- When an employee resigns or is terminated, the accumulated EMPLOYEE contributions, plus any interest earned, may be withdrawn if employee is vested (5 years) with the State Retirement System. Members with less than five years may withdraw contributions only. Members with five or more years of service may leave contributions in the retirement system and receive future retirement benefits.

For additional information on retirement records/change of beneficiary, see section on "Updating Personal Information."

### **DEATH BENEFIT**

After one year of membership in the retirement system, employees are automatically covered by a death benefit. Upon death, the beneficiary will receive a lump sum equal to the employee's salary for the previous 12 highest months in a row during the last 24 months before the employee's death, with a minimum of \$25,000 and a maximum of \$50,000.

### **SOCIAL SECURITY**

Employees are members of the Federal Social Security System, and contributions are made by both employee and employer. The current contribution rate is 7.65% for employees and 7.65% for employers.

## **Other Benefits**

Employees may choose to participate in a flexible benefits plan whereby certain insurance, health care, and child care expenses can be paid for on a pre-tax basis. The Benefits Specialist can answer specific questions about this plan.

### CREDIT UNION

Permanent public school employees are eligible for membership in the State Employees' Credit Union. In Greenville, the State Employees' Credit Union locations are 300 West First Street, 2296 Charles Street, 2211 Hemby Lane in Greenville, NC and 135 Davenport Farm Rd Winterville, NC. The Credit Union offers savings accounts, checking accounts, credit cards, loan services, and direct deposit of paychecks.

### LIABILITY INSURANCE

Pitt County Schools provides liability insurance (errors and omissions/general liability) protection to school employees. For further details, contact the Assistant Superintendent of Financial Services.

### TAX SHELTERED ANNUITIES

Pitt County Schools offers a 403(b) and 457 tax sheltered annuity (TSA) retirement savings plan to employees. Employees can contribute a portion of their wages on a monthly basis into a TSA plan on a pre-tax basis. This provides the employees a tax-advantage retirement savings plan.

All employees are eligible to participate in the 403(b) and 457 TSA programs. See Appendix A for the Pitt County Schools list of approved TSA providers. For more information concerning these programs please contact the benefits office at 830-4213.

## **Policy Highlights**

[POLICY MANUAL](#)