



Caswell County Schools

Employee Handbook

CCS Office of Human Resources
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Welcome

It is our privilege to welcome you to Caswell County Schools. We wish you every success in your new job, and we hope that you quickly feel at home.

About This Handbook

This Employee Handbook is a compilation of personnel policies, practices, and procedures currently in effect in the Caswell County School District. Other means of communication will supplement the handbook at appropriate times throughout the year.

Since 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. The Caswell County Board of Education reserves the right to unilaterally change, terminate, and/or make exceptions to the policies in this handbook at any time to the extent permitted by law. Nothing in this handbook grants employment rights beyond those granted by state laws.

Employees of the Caswell County Board of Public Education are employed according to the terms of their contracts. Those employees who are non-tenured, non-certified, or employed without benefit of a contract are employed at-will, and nothing in this manual or in any verbal statement should be construed to constitute a contract or to modify an existing contract between the Board and any one of these employees.

Board of Education Policies

School district employees and interested individuals may access Board of Education policies via the Caswell County Schools website at www.caswell.k12.nc.us. Once you are at the website, access "School Board," and then, open the link to "BOE Policy Manual."

North Carolina Public Schools Benefits and Employment Policy Manual

You may access the NCPS Benefits and Employment Policy Manual at:
<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

GENERAL POLICIES AND PRACTICES

Equal Employment Opportunity

Caswell County Schools is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including

pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. Our policy reflects and affirms the Caswell County School's commitment to the principles of fair employment and the elimination of all discriminatory practices. Details of our equal employment opportunity policies are further explained below.

Sexual Harassment

Caswell County Schools believes that employees and students are entitled to work and study in school-related environments which are free from sexual harassment. Employees are prohibited from engaging in sexual harassment. If evidence of sexual harassment is established, an employee will be subject to disciplinary action up to and including dismissal.

Examples of sexual harassment include, but are not limited to, the following: deliberate, unwelcome touching; suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats; pressure for sexual activity; continued or repeated offensive sexual flirtations, advances, or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual to describe an individual; or the display in the workplace of sexually suggestive objects or pictures.

Board of Education Policy 745, "SEXUAL HARRASSMENT," and Policy 725 "STAFF COMPLAINTS, CONCERNS, AND GRIEVANCES" are accessible via the school district's web site at www.caswell.k12.nc.us.

Bloodborne Pathogens Exposure Control

The purpose of this policy directive is to limit occupational exposure of employees to blood and other potentially infectious body fluids and materials that may transmit bloodborne pathogens and lead to disease or death.

All employees who could be "reasonable anticipated" as the result of performing required job duties to face contact with blood or other potentially infectious materials are covered by the OSHA Bloodborne Pathogens Standard and by this policy directive. "Occupational exposure" includes any reasonably anticipated skin, eye, mucous membrane, or parenteral (brought in the body through some way other than the digestive tract) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. According to the North Carolina Department of Labor's Occupational Safety and Health Bloodborne Pathogen Standard (printed 5/92), "Good Samaritan" acts such as assisting a co-worker or student with a nosebleed would not be considered "reasonable anticipated occupational exposure." Universal precautions shall be in force at all times as follows: in dealing with the cleaning or decontamination of any blood or body fluid, all blood, body fluid, and potentially infectious material shall be handled as if infected. The agency shall adhere to the program standards for the control of potential exposure to HIV and HBV as outlined

in the proposed OSHA Rule “Occupational Exposure to Bloodborne Pathogens” standard 1910.1030 or the most current standards available.

The Superintendent shall ensure that: 1- All elements of the Exposure Control Plan, including but not limited to, exposure determination, work practice standards, Hepatitis B vaccination procedures, training requirements, and record keeping are met. 2- All employees have access to a copy of Caswell County Public School’s Policy Directive and Exposure Control Plan. 3- This policy is reviewed and updated annually.

An employee who suspects that he has a blood or body fluid exposure may request to be tested at the School System’s expense, provided that the suspected exposure poses a significant risk of exposure as defined in the rules of the Health Services Commission.

The source individual’s test results will be made available to the exposed employee with or without the source individual’s permission, as long as significant risk of exposure has occurred (Communicable Disease Control Measure 15A NCAC 19A.0202(4) adopted by the North Carolina Health Services Commission). The Caswell County Public Schools shall strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions.

The Caswell County Public Schools shall not discriminate against any applicant or employee who has, or is suspected of having HIV infection or AIDS. An employee with HIV infection or AIDS may continue to work as long as the employee is able to satisfactorily perform the duties of the job and there is no medical evidence indicating that the employee’s condition is a health threat to coworkers, students, or the public.

Board of Education Policy 755

Drug-Free Workplace

It is the policy of the Caswell County Board of Public Education that a drug-free workplace shall be maintained. The Board prohibits the unlawful manufacture, distribution, dispensing, possession, or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids, alcohol, counterfeit substances or any other controlled substance as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C.812) and further defined by regulation at 21 CFR 1300.11 through 1300.15. No employee shall be impaired by the excessive use of prescription or nonprescription drugs.

This policy shall govern each employee before, during or after school hours, while on property owned or leased by the Board, at any time during which the individual employee is acting in the course and scope of his employment with the Board, and at any other time that the employee’s violation of this policy has a direct and adverse effect upon the performance of his job.

Board of Education Policy 735

Drug and Alcohol Testing

The Caswell County Public Schools will implement the following alcohol and drug testing program(s):

- All new employees who hold a CDL, and who in any capacity, drive a regular school bus, handicapped school bus, or activity school bus, must satisfactorily pass the school district administered drug screening test before beginning their driving responsibilities.
- All individuals who hold a CDL, and who in any capacity drive a regular school bus, handicapped school bus, or activity school bus must participate in the school district administered post-accident, random, reasonable suspicion, return to duty, and follow up testing program, for both alcohol and drugs, which is held throughout the year.

The Caswell County Public Schools will also require all current employees, who either drive a school or state-owned vehicle, or are paid a monthly stipend in lieu of driving such a vehicle, to pass the initial drug-screening test. They also must participate in the school district administered post-accident, random, reasonable suspicion, return to duty, and follow up testing program for both alcohol and drugs held through the year.

The Caswell County Public Schools will require all current employees, who either drives a school or state-owned vehicle to:

- Submit to an immediate medical examination, including alcohol and/or drug testing where a designee has reasonable cause.
- Submit immediately to alcohol or drug testing if the employee is either involved in an accident while operating a school vehicle which results in personal injury to anyone or in property damage in excess of \$500; or is responsible for maintaining any equipment which malfunctions and results in personal injury or property damage in excess of \$500.

The Caswell County Public Schools will also require any individual who tests between 0.01 and 0.019 on the alcohol breathalyzer test, to be, on the first offense – relieved from driving. Any individual who tests positive for any amount of illegal drugs will be relieved from driving.

In all cases of alcohol or drug use, the employee is subject to termination.

Board of Education Policy 740

Tobacco Free Schools

In an effort to reinforce the teaching of the harmful effects of tobacco use and to provide a healthful working environment for employees, students, and the public, the Caswell County Board of Public Education directs that there be no tobacco use by anyone, in school facilities, on school campuses, and in or on any other school property owned, or operated by the local school administrative unit.

This policy further prohibits the use of all tobacco products by persons attending a school-sponsored event at a location not listed in this subsection when in the presence of students or school personnel or in an area where smoking is otherwise prohibited by law.

This revised policy takes affect when mandated by State Law 115C-407, which is August 1, 2008.

Violation of this policy will result in disciplinary action of Board employees; all others will be asked to refrain from tobacco use or remove themselves from school board property.

Board of Education Policy 736

Health Examination Certificates

All public school employees upon initial employment and those who have been separated from public school employment more than one school year must have on file in the Human Resources Department a completed copy of the Health Certificate before assuming his/her duties.

Employee Evaluation

Employees are evaluated according to regulations established by the Caswell 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 CCS Office of Human Resources for additional information.

Licensed Staff: Beginning teachers and other professional staff completing their first year in Caswell 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. An evaluation using specific performance appraisal instruments will be conducted at year-end. In addition, individual professional development plans

(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.” The year the license expires is called the “on-year” cycle. Specific processes take place during each cycle. An individual PDP is also required during the renewal cycle.

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 action or intervention plan.

Board of Education Policy 770

Personnel Files

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

Access to an employee’s personnel record may be given without the consent of the employee to the following persons: the Superintendent, the immediate superior, a Director or Coordinator in areas in which the employee works, a member of the Board if access relates to specific duties or responsibilities as a Board member, and employees of the Personnel Department.

No other access will be granted without written consent from the employee to release the personnel record or any part of it. The written release must specify the information to be released and to whom. Each request for access will be handled separately, and no blanket permission will be granted.

Each employee may have access to his own personnel record at all reasonable times during regular office hours under procedures established by the Superintendent. Pre-employment references are confidential and will not be made available to the employee. The employee has the right to make objection to any information contained in his personnel record. All such written objections must be signed and dated. The Superintendent or his designee will grant or deny access to personnel records on the basis of these regulations.

Board of Education Policy 765

Internet/Email Use

The Caswell 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.

Conduct of Employees toward Students

The relationship between the staff and the students should be one of cooperation, understanding, and mutual respect. The staff has the responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

All employees are prohibited from dating, courting, or entering into a romantic or sexual relationship with any student while enrolled in the Caswell County Public School System, regardless of the student's age.

Employees engaging in profanity, inappropriate conduct and unprofessional conduct will be subject to disciplinary action, up to and including dismissal.

The staff will strive to secure individual and group discipline, and must be treated with respect by students. The staff shall extend to students the same respect and courtesy which they, as staff members, have a right to demand.

Board of Education Policy 795

Employee Responsibilities

Compliance with Board of Education Policies

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.

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 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 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 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 to his/her immediate supervisor as soon as possible. Failure to do so may result in serious disciplinary action up to and including dismissal.

Employee Dress Code

The Caswell County Board of Education recognizes that teachers and other staff are role models for the students. The manner in which teachers and staff present themselves will be reflected in the conduct of the students and the respect given teachers, staff and the school system by the community. To this end, all staff members must appear neat, clean, and at all times appropriately dressed for a business or professional environment, in accordance with the position held by the employee.

It is required that men wear collared shirts (except that non collared shirts with buttons and turtleneck shirts are allowed) or sweaters and slacks and that women wear skirts, dresses, jumpers, dressy shorts (city shorts), or slacks. Jeans and wind suits are allowed. Sweat pants are not allowed. Clothing for all must be non-distracting in length and fit. The principals or supervisor may approve variations for special situations such as field days, spirit days, and class or team days, work days (when there are no parent conferences or meetings involving the public) or for those individuals whose responsibilities may necessitate an alternate form of dress, such as physical education teachers, vocational education instructors, coaches and auxiliary personnel.

Administrators and administrative support employees are expected to project a professional image. They are to be dressed and be groomed appropriately in accordance with these guidelines.

Determination of the appropriateness of dress shall be left up to the discretion of the principal or immediate supervisor. He or she will counsel the individual employee regarding suitable, appropriate, acceptable, and professional dress.

Reasonable accommodations shall be made by their appropriate supervisor for those employees who because of a sincerely held religious belief, cultural heritage, or medical reason request a waiver of a particular part of this policy for dress or appearance. Refer to Board of Education Policy 796.

Board of Education Policy 796

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 Office of Human Resources for additional information.

Newly licensed, probationary staffs 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 made to either recommend or not recommend a continuing license to be issued. For more information, contact the Coordinator for Teacher Recruitment and Support.

Absences Due to Inclement Weather

On a day that teachers are required to report for a workday but students are not required to attend school due to inclement weather, a teacher may elect not to report due to hazardous travel conditions and to take one of his annual leave days in full or half day increments, or to make up the day at a time agreed upon by the teacher and his Principal. A teacher may also use a personal leave day, if the days have not already been used.

Days missed because of inclement weather must be made up within the annual employment period of teachers and on a day when the Principal is normally at work. The make-up date must be determined at the time of the absence. By state law, teachers are limited to a five-day workweek.

If the day is not made up or an annual leave or personal leave day is not substituted, the teacher will be considered absent without pay.

Board of Education Policy 780

The Workday

A normal day of employment for all full-time, permanent employees is eight hours. (Exception: For some child nutrition positions, full-time, permanent is six hours.) This

excludes lunch for all classified staff other than teacher assistants who are directly involved in the supervision of students during their lunch period. Due to such things as program development, professional growth activities, faculty meetings, bus duty, parent conferences, special help for individual students, and care of school property and equipment, licensed personnel may be required to extend their professional service beyond the normal working hours. Each work site determines its own working hours.

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.

Board of Education Policy 422

Reporting Child Abuse or Neglect

The Caswell County Board of Education recognizes that children do not always receive appropriate care and protection from their parents or other persons acting in loco parentis.

School personnel (teachers, principals, counselors, or other employees of the system) who have reasonable cause to suspect that a child is an abused or neglected child shall report the case to the appropriate county Director of Social Services, in accordance with North Carolina General Statutes.

Local school personnel will be apprised of their duty and responsibility regarding child abuse and neglect. In-service training for school personnel will be provided as arranged by the Superintendent or his designee.

Board of Education Policy 485

Teacher Responsibilities

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

Teacher Assistant Responsibilities

The primary functions of the teacher assistant are to assist with instructional activities and free the teacher from some of the routine duties. Teacher assistants shall also be assigned for the purpose of providing services to meet the unique needs of identified

special needs students. Teacher assistants perform all duties under the supervision of teachers and principals. Additional responsibilities may be assigned by the principal.

Non-Licensed Staff Responsibilities

Each classified 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.

Employment Policies and Procedures

Employment Contracts

Eligible licensed personnel are issued contracts upon their employment with Caswell County Schools.

Listed below are the types of contracts given to licensed employees.

Probationary Contracts: Newly licensed instructional employees who hold a clear North Carolina license are eligible for a probationary contract for a maximum of four consecutive years. After four consecutive years with a clear license, the employee is eligible to receive a career contract, if approved by the local board of education.

Licensed employees who come to Caswell County Schools having career status from another North Carolina school system must teach for one year on a probationary contract before becoming eligible for a career contract.

Former licensed employees who held career contracts with Rockingham County Schools and who are reemployed in the school system must remain on a probationary contract with a clear license for one year before becoming eligible for a career contract.

To earn credit for a probationary year, a licensed employee must work 120 days (student days and workdays).

Probationary contracts may be non-renewed by the Board of Education at the end of the contract term; however, the employee must receive notice of non-renewal by June 15 of a given contract year.

Contracts for any position requiring licensing are valid only after such certification or licensing has been secured. N.C.G.S. 115C-315

Note: Probationary contracts are issued for one year. The principal makes a recommendation to the Superintendent to offer a contract for the next school year. Teachers must receive notice of a non-renewal by **June 1** of a given contract year.

Interim Contracts: Interim contracts are issued to licensed personnel who fill positions that are temporarily vacant, or short-term for a specific period of time, not to exceed one school year.

Administrative Contracts: Principals, assistant principals, and certain directors and supervisors who are not eligible for career status under the provisions of GS 115C-325 will be issued contracts.

Board of Education Policy 705

At-Will Employment

Employees who are not required to be employed under contracts or who are not offered contracts by local board prerogative are at-will employees.

Example of at-will employees include most non-certified personnel such as custodians, bus drivers, teacher assistants, clerical staff, maintenance supervisors, and transportation coordinators. Administrators not required by statute to be employed under contract are also at-will employees (unless the local board has chosen to offer contracts).

Demotion or Dismissal

At-will employees serve at the pleasure of the local board of education. General Statute 115C-45 gives employees the right of appeal of all decisions made by school personnel to the local board of education.

At-will employees cannot be dismissed or demoted for illegal reasons. An at-will employee is entitled to all the rights afforded by the United States Constitution (e.g. freedom of speech and religion) and by federal laws such as Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act.

At the time of dismissal or demotion, at-will employees have the right to an appeal to the local board of education. Also, at-will employees may request, in writing, a notice outlining the reason(s) for dismissal, demotion, or suspension without pay.

NCDPI Benefits and Employment Policy Manual 2.1

Retention

The Board of Education's intent is to employ and re-employ status those teachers who strive for and have exhibited excellence in their preparation and performance. A rating of "Proficient" on standards in the North Educator Effectiveness System is considered the minimum acceptable standard of performance; however, satisfactory performance

does not assure any teacher of rights to or consideration for employment and re-employment

Changes in Employment Records

Employees should contact the Office of Human Resources for information to make changes in name, address, and telephone number. Actual changes should also be made on LINQ (Timekeeper) by the employee. 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 employee who is seeking a transfer to a different school or position must submit a Transfer Request in writing to the Office of Human Resources by May 1. The request documents the reasons for the desired transfer, the school and/or position sought, and the applicant's qualifications when appropriate. No transfer requests are approved during the current year unless there are extenuating circumstances.

Reduction in Force

The Caswell County Board of Public Education recognizes that if the number of students enrolled in the School System decreases significantly, the number of certified employees needed to serve the public schools might also need to decrease. The funds appropriated by the state, local and federal government may decrease, remain the same or not increase sufficiently to fund all existing positions. The Board also recognizes that it may be necessary, appropriate, or in the best interest of the School System to close, consolidate, or reorganize some schools. The Board also realizes that some programs may have to be eliminated, reduced, or changed. While it is the policy of the Board to first reduce staff through attrition before a reduction-in-force, the occasion may arise when a reduction-in-force is inevitable. However, it is the intention of this Board to continue to provide optimum instruction in all areas, subjects and services provided our students. To this end, all decisions to reduce staff will be judged by this conviction.

Board of Education 720

Retirement

Employees nearing retirement should contact the Office of Human Resources 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.

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 will receive an exit interview form.

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.

Substitute Teachers

Caswell County Schools is committed to making every effort to hire licensed teachers to serve as substitutes. Substitutes may be employed on all workdays, including optional teacher workdays (unless the regular teacher is using annual vacation leave on the optional workday). Substitutes may not be employed on holidays and on annual vacation leave days scheduled in the calendar.

An approved list of substitute teachers will be kept on file in the Human Resources Department. Only those names that appear on the approved substitute list are eligible to be used as substitutes.

Minimum requirements for substitute teaching are as follows:

- High school diploma (Individuals with teacher certification, college training, and/or Effective Teaching Training are preferred.)
- Completed application packet on file in the Personnel Office,
- Current health certificate on file,
- Criminal records background check prior to substitute teacher orientation,
- Substitute teacher orientation, and
- Approval of the Board of Education.

The daily rate of pay for a substitute who currently holds or has held a teaching license is based on 65% of the A00 teacher salary. The daily rate of pay for a substitute teacher not holding a teaching license is based on 50% of the A00 teacher salary. The rate of pay is established by the State Legislature and is subject to change each year.

A principal, who feels it appropriate to do so, may assign a teacher assistant to serve as a substitute teacher. When a teacher assistant acts as a substitute teacher, the salary for the day will be the same as the daily salary of an entry-level teacher with an "A" license.

Employment of substitute teachers will be in units of half-days or full days. If teaching responsibilities are for a half day or less, the deduction for a substitute will be for a half-day.

When a deduction is required to be made from the teacher's salary, the deduction shall be \$50.00 per day, regardless of the substitute used.

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 to keep employees and school communities informed.

Additionally, if staff needs information or clarification about a matter affecting them, they are encouraged to discuss the subject with their supervisor or principal. If the problem cannot be handled by their supervisor, they should contact a Central Office administrator for assistance.

Orientation

System-wide orientation meetings for new employees 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 Suggestions

The school system welcomes employee suggestions and ideas for improvement. You are encouraged to share suggestions with your supervisor or principal.

Resolving Formal Complaints and Grievances

An employee who has a grievance is encouraged to use tact and diplomacy to resolve it in an informal manner with his/her immediate supervisor. However, should such informal process fail to satisfy the employee, a formal grievance process, at the option of the employee, will be initiated and exercised without fear of recrimination. (Please refer to Board of Education Policy Manual Policy 725 for more information and forms.)

All grievances shall be in writing and the written statement of grievance shall remain the same throughout all steps of the grievance procedure.

Board of Education Policy 725

Removal of Information from the Personnel File

Any employee may petition the Caswell 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.

Exit Interviews

Upon separation from employment, employees are sent a survey to complete regarding their employment conditions while working for Caswell County Schools. In addition, any employee desiring to give feedback to the school system will be granted an exit interview. Employees desiring an exit interview should contact the Human Resources Department.

Recognition

Several awards programs are conducted each year to recognize outstanding service or achievement. Those include but are not limited to the following: Teacher of the Year, Principal of the Year, Elementary or Secondary Mathematics Teacher of the Year, and Teacher Assistant of the Year. In addition, the school system provides service appreciation awards for employees who are retiring as well as year of service pins.

Learning and Growth Opportunities

Licensed Staff

Professional personnel, by State Board of Education policy, must periodically update their professional license. Certification of renewal credit is required to assure that professional personnel update their professional knowledge and technical competency.

The North Carolina Professional Educator's Continuing License must be renewed every five years. (The 3-year Professional Educator's Initial License is non-renewable). The renewal process ensures that professional educators licensed as school personnel continually update their professional knowledge and technical competency. Each professional educator's license holder is responsible for knowing and satisfying their license renewal requirements. Failure to renew your North Carolina Professional Educator's Continuing License makes you ineligible for employment.

For more information visit the Caswell County Schools Employment tab or <http://www.ncpublicschools.org/licensure/update/>

Tuition Reimbursement

Reimbursement assistance is available to employees. **Tuition reimbursement is paid at state rates only and applies only to tuition. It does not cover costs for textbooks, fees, or related expenses.** The availability of funds and the number of applicants in a given year determine the percentage of tuition that will be paid. Reimbursement requests should be made immediately following the completion of the class.

For additional information and forms, contact the Licensure Specialist with the Office of Human Resources

Beginning Teacher Induction Program

The Caswell County Schools Beginning Teacher Support Program is a three-year period of support and assessment for teachers who must complete this requirement in order to convert a Standard Professional I License to a Standard Professional II license. The Caswell County Program Plan follows state guidelines and has been approved by the Caswell County Board of Education.

Support consists of the following: A Beginning Teacher Coordinator (Director of Human Resources) for Teacher Retention and Support at the Central Office, a Lead Mentor in each school, trained mentors assigned one-to-one for each Beginning Teacher, site-based support sessions, quality professional development, and required evaluation documents for each of the three years.

After three years, the Beginning Teacher's Standard Professional I license will be converted to a Standard Professional II continuing license based on state requirements. These requirements must be evidenced by the documentation in the Beginning Teacher's official file maintained by the Coordinator for Teacher Retention and Support at the Central Office.

The fundamental purpose of the BT is to offer support for an individual's professional growth during the first three years of employment.

Compensation

Salary

Licensed employees are paid according to their licensure level and years of experience as determined by the North Carolina State Department of Public Instruction (DPI) when the North Carolina license is issued, plus any local supplement approved by the Caswell County Board of Education, if available. Questions about pay should be referred to either the Office of Human Resources or the Office of Finance. Non-licensed and support employees are paid based on the scale and grade assigned to the position they fill and their years of experience.

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

LINQ: 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 Human Resources, for additional information.

Longevity Pay

Teachers, instructional support, assistant principals and principals no longer earn longevity benefits. The General Assembly incorporated these funds into the salary

schedules of these employees to provide higher salaries at each step. Other permanent full and part-time employees 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.

Years of State Service	Longevity Pay Rate
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

The Board of Education adopts the standards embodied in the Fair Labor Standards Act (FSLA) regarding the payment of overtime and/or the awarding of compensatory time. The Superintendent is authorized to determine which categories of support staff are exempt from the Fair Labor Standards Act and which are non-exempt. All certified employees are considered to be exempt employees under the Fair Labor Standards Act.

a. Responsibilities of Supervisors and Non-Exempt Employees - All employees who serve in a supervisory capacity are charged with the responsibility to assure that the provisions of the Fair Labor Standards Act are being met. A primary duty that all supervisors have is to make sure that non-exempt employees are not being allowed to work hours for which they receive no compensation. Each department head shall keep accurate records of the hours worked by each nonexempt employee, including the date on which any overtime is worked and the reason for overtime. The total number of hours worked by an employee during each pay period is to be accounted for on the payroll data sheets. Any waiver of normal hours to be worked, either overtime or absences taken, must be reported to payroll according to the time schedules established by Finance. The Supervisor will attest to the correctness of each payroll data sheet by personally signing it. All employees who are non-exempt from the Fair Labor Standards Act are charged with the responsibility to secure approval from the Superintendent before working additional hours. Failure of either the supervisor or non-exempt employee to meet these requirements may be grounds for disciplinary action.

b. Approval Process for Additional Hours to be Worked - Supervisors are expected to anticipate foreseeable situations which may require additional hours to be worked on a particular day or days and to deal with those whenever possible by revising the work schedule for that week so that additional hours can be worked on the particular day(s) without causing non-exempt employees to work more than forty (40) total hours in a

week. A request for a non-exempt employee to work additional hours must be approved through the Superintendent's office.

c. **Determination of Rate of Pay for Additional Hours Worked** - For the purpose of determining compliance with the Fair Labor Standards Act and computing overtime pay, when applicable, the period used to determine whether a nonexempt employee has actually worked more than forty (40) hours will be from 12:00 am Sunday through 11:59 pm Saturday. Hours shown on timesheets for holidays, annual leave, and sick leave do not count as hours actually worked. A non-exempt employee must actually be performing work on the job site for more than forty (40) hours in a given week before becoming eligible for compensation at the one and one-half (1½) times rate for any additional hours worked. Additional hours worked that are not in excess of forty (40) hours per week are compensated at the straight time rate.

Compensation may take the form of time off rather than additional pay if the time worked is taken within the same pay period that the additional hours were worked. The supervisor shall maintain records of compensatory time for each of the non-exempt employees under his supervision and these records shall be retained for a period of five (5) years. In any given school year a non-exempt employee is not allowed to accumulate more than thirty-nine (39) hours of compensatory time.

d. **Superintendent's Approval for Dual Employment** - Any situation in which a position is proposed for dual employment, and may be working overtime on a consistent basis, requires the advance approval of the Superintendent. Whenever possible, separate employees are to be hired for separate jobs. Usually, dual employment occurs when one of the two jobs involves driving a school bus.

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.

Board of Education Policy 532

Paydays

Employees are paid monthly. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

Leave Information

Holiday Leave

Permanent public school employees receive pay for the same number of legal holidays occurring within the period of employment as those designated by the State Personnel Commission for State employees. Permanent part-time employees are entitled to paid holidays on a pro rata basis. Paid holidays are granted only to employees who are in pay status through the day on which the holiday is scheduled, or in pay status for ½ or more of the workdays in the month. This includes Independence Day for summer employment.

Note: Employees would not earn holidays scheduled before their date of employment or after their date of separation or when the employee is on leave without pay for more than half of the workdays and holidays in the month.

Temporary employees are not entitled to paid holidays.

With the exception of Veteran's Day, the local board of education determines when holidays are scheduled in the school calendar

NCDPI Benefits and Employment Policy Manual 2.1

Annual Vacation Leave

All certified instructional personnel, whose absence requires a substitute, cannot take vacation leave when students are scheduled to be in attendance. When vacation leave is granted to instructional personnel who do not require a substitute, the following shall apply:

- A. The primary consideration in deciding whether to grant vacation leave shall be the continuity of the instructional program and school operation. Leave shall be granted in such a manner to ensure the least amount of interruption.
- B. The school Principal shall be responsible for granting vacation leave:
- C. Within any given year, instructional personnel who do not require a substitute may be granted a maximum of five (5) vacation days when students are in attendance. Such days shall not be cumulative.

Full-time or part-time permanent employees who are working or are on paid leave for one-half of the calendar days in a month shall earn annual vacation days. Annual vacation leave is based on length of total state service in North Carolina.

Ten (10) annual vacation leave days, the minimum number of days an employee can earn, shall be scheduled within the calendar(s) of employment for ten-month employees. The Board, each year, also may designate specific scheduled teacher

workdays for required attendance. Such designations, however, will not restrict the opportunity for any employee to take his annual leave earned that calendar year.

Annual leave may be accumulated without any applicable maximum until June 30 of each year. On June 30, any employee with more than thirty (30) days annual leave shall have the excess credited to sick leave balance so that only thirty (30) days are carried forward to July 1.

Upon separation from service (resignation, retirement, death, dismissal, reduction-in-force) an employee shall be paid in a lump sum for accumulated annual vacation leave not to exceed a maximum of thirty (30) workdays.

Vacation Leave Accrual Rate

Years of State Service	Monthly Full-time Accrual Rate	12 Month Full-time Accrual Rate
Less than 5 years	1.17 days (9.33 hours)	14 days (112 hours)
5 but less than 10 years	1.42 days (11.33 hours)	17 days (136 hours)
10 but less than 15 years	1.67 days (13.33 hours)	20 days (160 hours)
15 but less than 20 years	1.92 days (15.33 hours)	23 days (184 hours)
20 years or more	2.17 days (17.33 hours)	26 days (208 hours)

Bus drivers who work less than 20 hours per week and who are not otherwise entitled to earn vacation as described above are entitled to earn one day per year (equal in length to one regular workday for each driver) if:

- a) They are employed to drive a regular daily route (i.e., they are not substitute drivers), and
- b) They were employed as regular drivers the entire previous school year.

A bus driver who is terminated or resigns before taking the leave day is not entitled to compensation for the annual vacation leave day.

Board of Education Policy 730/NCDPI Benefits and Employment Policy Manual 3.1

Sick Leave

Permanent employees who are working or who are paid leave for one-half or more of the workdays in a monthly pay period earn sick leave at the rate of one day per month. Eligible, permanent, part-time employees earn sick leave equal to their percentage of full-time employment. Sick leave may be granted for: (1) personal illness, injury, or other temporary disability, (2) illness in the employee’s immediate family that necessitates the employee’s attendance, (3) death in the immediate family, and (4) medical appointments.

Sick leave may be accumulated indefinitely and is transferable among local school systems. It may be transferred to a state agency, community college, or technical institute if they are willing to accept the sick leave.

The superintendent may require a statement from a medical doctor or other acceptable proof that the employee was unable to work due to personal illness, medical appointment, illness or death in the family, or adoption (NCDPI Employment & Benefits Manual)

NCDPI Benefits and Employment Policy Manual 4.1

Twenty Day Extended Sick Leave

The Caswell County Board of Public Education recognizes that the personal welfare and the professional growth of its employees may require occasional extended absence from duty. The Board is also cognizant that adequate provision for leave of absence is a recognized, desirable personnel practice that is beneficial to the School System, as well as its employees.

Employees may be granted leaves of absence without pay for one (1) year or less for parental leave (including adoption), illness, professional study, or approved special assignments. Leaves involving illness requires doctors' statements supporting the need for absence from work responsibilities.

Approval of leave for professional study is contingent upon documentation of registration as a full-time student (9 semester hours per semester). Leave for professional study is available only to teachers who have attained career status (tenure). Parental leave is available to the parent of a newborn infant and the parent of a newly adopted child under five (5) years of age.

Leaves of absence are normally not to exceed one (1) year in duration. The Board may extend a leave request beyond one (1) year if it deems it to be in the best interest of the employee and the School System.

Should an employee fail to return to work at the end of an approved leave of absence, his failure to return shall be considered his resignation from employment.

The granting of an extended leave of absence to any employee requires Board approval. Once the leave period is determined, it cannot be changed except by agreement of both the employee and the Board.

Other absences using accrued leave are covered in the Employee Benefits Leave Manual.

Board of Education Policy 731

Special Leaves

Leaves of Absence with Pay

Jury Duty

Full-time or part-time public school employees retain full salary when absent from work to serve on a jury. The employee is entitled to regular compensation in addition to payment for jury duty.

Substitutes employed for these absences shall be paid from the same source of funds as the employee's salary (local, federal, or state).

NCDPI Benefits and Employment Policy Manual 7.2

Court Attendance

Attendance by duty or subpoena: Full-time or part-time public school employees retain full salary for absences from school due to court attendance related to their official duty. The employee also will receive full salary when subpoenaed, except as noted in section (b). Out-of-state subpoenas are not binding on North Carolina residents, unless that state and North Carolina have an interstate subpoena agreement.

Attendance for personal reasons: Full-time or part-time public school employees who are absent for appearance in court as plaintiffs, defendants, or witnesses for personal matters, even if subpoenaed, shall not be entitled to receive any salary payment for those days, unless they are using appropriate, approved earned leave. (NOTE: School personnel who are responding to subpoenas for civic responsibilities, such as a witness to a crime, are eligible for paid court attendance leave.)

NCDPI Benefits and Employment Policy Manual 7.3

Military Leave

Leave with pay is granted to members of reserve components of the US 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, normally not to exceed 15 days each calendar year, for annual training.

NCDPI Benefits and Employment Policy Manual 10.1

Personal Leave

Eligibility and Rate of Earning Personal leave is earned by classroom teachers and school media coordinators who require substitutes. In order to be eligible, the teacher must be in a permanent full- or part-time position. Personal leave is earned at the rate of

.20 days for each full month of employment not to exceed two days per year. Part-time personnel earn a pro rata share of the rate for full-time teachers. Unused personal leave may be carried forward from one year to another and may be accumulated without limitation until June 30th. On June 30, personal leave in excess of 5 days is converted to sick leave so that a maximum of 5 days of personal leave are carried forward to July 1. Upon retirement, any personal leave may also be converted to sick leave.

NCDPI Benefits and Employment Policy Manual 5.1

Voluntary Shared Leave

Permission for an employee to receive shared leave will be granted by the Superintendent or his designee in response to a request from the employee, which includes an explanation of the serious medical condition(s) substantiated by a doctor's statement. The desire of an employee to donate leave to another employee with an approved request for voluntary shared leave is to be communicated to the Superintendent by a letter, memorandum, or form signed and dated by the donating employee. The Superintendent or his designee will provide authorization to the Payroll Department for the transfer of leave if the donating employee meets the appropriate criteria as listed in the Department of Public Instruction Employee Benefits Manual.

Board of Education Policy 733

Professional Leave of Absence

Permanent public school employees who have professional responsibilities or who need to attend meetings of professional associations may be absent with pay minus a salary deduction for substitute teachers. Such absences must be approved by the immediate supervisor and will be allowed for a period not exceeding three successive days for in-state meetings or five successive days for out-of-state meetings.

NCDPI Benefits and Employment Policy Manual 6.2

Medical Leave of Absence

Family and Medical Leave

The Family and Medical Leave Act of 1993 (FMLA) allows eligible employees to take 12 workweeks of unpaid, job-protected leave for their own serious medical condition or that of an immediate family member. In addition, the FMLA allows eligible employees to take the same job-protected leave for the birth of a child or the placement of a child with the

employee through adoption or foster care. Employers must maintain any employer-paid health benefits while the employee is on FMLA leave.

An eligible employee is entitled to a total of 12 workweeks, paid or unpaid, leave during any 12-month period: An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the employer's normal leave policy.

Advisory Note: Spouses who are eligible for FMLA leave and are employed by the same employer are limited to a combined total of 12 weeks during any 12-month period with the exception of leave needed to care for a child with a serious health condition. In this case, spouses may each take 12 weeks of FMLA leave if needed to care for their newborn child with a serious health condition, even if both are employed by the same employer, provided they have not exhausted their entitlements during the applicable 12-month FMLA leave period.

Military Caregiver Leave (Covered Service Member Leave) – An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of up to 26 workweeks of leave during a single 12-month period (commencing on the on the date the employee first takes leave) to care for a covered service member who has a serious injury or illness incurred in the line of duty while on active duty for which he or she is undergoing medical treatment, recuperation or therapy; or otherwise in outpatient status; or on the temporary disability retired list. Qualifying events are serious illnesses and injuries, incurred in the line of duty, for which the service member has received treatment within the past 5 years.

If an eligible employee does not take all of his or her 26 workweeks of leave entitlement to care for a covered service member during this "single 12-month period," the remaining part of his or her 26 workweeks of leave entitlement to care the covered service member is forfeited. The 26-workweek entitlement is to be applied as a per-covered service member, per-injury basis such that an eligible employee may be entitled to take more than one period of 26 workweeks of leave if the leave is to care for different covered service members or to care for the same service member with a subsequent serious injury or illness. 8.2.6 Determining the 12 or 26 weeks of leave Paid or Unpaid Leave - All approved periods of paid leave and periods of leave without pay (including leave without pay while drawing short-term disability benefits) count towards the 12 (or 26, as appropriate) workweeks to which the employee is entitled. This includes leave taken under the Voluntary Shared Leave Policy. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the employer's normal leave policy. Holidays occurring during a FMLA period of a full week count toward the FMLA leave entitlement. Holidays occurring during a partial week of FMLA leave does not count against the FMLA leave entitlement, unless the employee was otherwise scheduled and expected to work during the holiday.

During the single 12-month period, an eligible employee shall be entitled to a combined total of 26 workweeks of leave.

An LEA may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. The LEA's policy regarding such reports may not be discriminatory and must take into account all of the relevant facts and circumstances related to the individual employee's leave situation.

If an employee gives unequivocal notice of intent not to return to work, the LEA's obligations under FMLA to maintain health benefits (subject to COBRA requirements) and to restore the employee cease. However, these obligations continue if an employee indicates he or she may be unable to return to work but expresses a continuing desire to do so.

Workers' Compensation Leave - If an employee is out on workers' compensation leave drawing temporary total disability, the time away from work is considered as a part of the FMLA entitlement.

Intermittent Leave or Reduced Work Schedule

Leave may be taken intermittently or on a reduced schedule for the following:

(1) When medically necessary, to care for the employee's child, spouse, or parent who has a serious health condition, or because the employee has a serious health condition. (This would also apply to next of kin to care for a service member.)

(2) Because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty.

(3) When leave is taken after childbirth or for adoption/foster care, the employee may take leave intermittently or on a reduced schedule only if the LEA agrees.

There is no minimum limitation on the amount of leave taken intermittently; however, the LEA may not require leave to be taken in increments of more than one hour.

More information is available on the Internet at <http://www.dol.gov/esa/whd/fmla/>

NCDPI Benefits and Employment Policy Manual 8.2

Parental Leave

All full-time permanent or part-time permanent employees may take a leave of absence without pay for up to one calendar year from the date of birth or adoption to care for a newborn child or a newly adopted child.

NCDPI Benefits and Employment Policy Manual 8.1

Fitness-For-Duty Certifications

Agencies may enforce uniformly-applied policies or practices that require all similarly-situated employees who take leave to provide a certification that they are able to resume work. An LEA may require that the certification specifically address the employee's ability to perform the essential functions of the employee's job. Where reasonable job safety concerns exist, an LEA may require a fitness-for-duty certification before an employee may return to work when the employee takes intermittent leave.

NCDPI Benefits and Employment Policy Manual 8.2.22

Employee and Benefits Protection

Reinstatement

The employee shall be reinstated to the same position held when the leave began or one of like pay grade, pay, benefits, and other conditions of employment. The LEA may require the employee to report at reasonable intervals to the LEA on the employee's status and intention to return to work. The LEA may require that the employee provide certification that the employee is able to return to work.

Reinstatement is not required if an employee is reduced in force during the course of taking FMLA leave. The LEA has the burden of proving that the reduction would have occurred had the employee not been on FMLA leave.

Benefits

The employee shall be reinstated without loss of benefits accrued when the leave began. All benefits accrue during any period of paid leave; however, no benefits will be accrued during any period of leave without pay.

NCDPI Benefits and Employment Policy Manual 8.2.23

Parental Involvement in Schools Leave

Eligibility and Rate of Earning

In accordance with G.S. 95-28.3, any employee who is a parent, guardian or person in loco parentis may take up to four hours per fiscal year to attend or otherwise be involved at his or her child's school.

There is no requirement that the employer pay an employee while taking this leave. However, the local school district may allow the employee to use eligible accrued leave in lieu of non-paid parental involvement leave. Consistent with 16 N.C.A.C. 6C.0405 and any rules adopted by the local board of education, a superintendent may grant a public school employee a leave of absence without pay in his discretion.

NCDPI Benefits and Employment Policy Manual 8.3

Other Leave

Compensatory Leave (FLSA)

Employees classified as nonexempt under the Fair Labor Standards Act (FLSA) who work more than 40 hours in a workweek must be paid overtime pay. Compensatory time off in lieu of overtime pay may be given if agreed to by the employee and employer before the performance of the work. Note that hours paid may include holidays, sick leave, and vacation and may not equate to hours worked.

Examples of nonexempt employees are bus drivers, cafeteria workers, custodians, maintenance workers, secretaries, and teacher assistants. Teachers and certified professional staff are examples of exempt employees

When compensatory time off is used in lieu of overtime pay, it must be at the rate of one and one-half hours of compensatory time for each hour of overtime worked.

Compensatory leave may be accumulated to a maximum of 240 hours (160 hours actually worked). When hours of compensatory leave have accrued to the maximum of 240, all additional overtime hours worked must be paid at the overtime rate.

Upon termination of employment, a nonexempt employee must be paid for unused compensatory time earned at a rate not less than:

- (a) The average regular rate received by such employee during the last three years of the employee's employment, or
- (b) The final regular rate received by the employee, whichever is higher.

Board Policy 532/ NCDPI Benefits and Employment Policy Manual 9.1

Workers' Compensation Leave

Purpose

The purpose of this policy is to ensure that employees injured on the job are provided compensation in accordance with the North Carolina Workers' Compensation Act and to provide consistent application of these rules and regulations. Further, the purpose is not only to provide swift and certain remedy to an injured employee, but also to ensure a limited and determinant liability for the employer.

Responsibility of Employee and LEA

Responsibility for claiming compensation is on the injured employee. A claim must be filed within two (2) years from the date of injury or knowledge thereof. Otherwise, the claim is barred by law. The local unit must submit the Form 19 as directed by the Insurance Section no later than (5) days after knowledge of injury.

Benefits

A. Under G.S. 97-28 the state paid (in full or in part) employees receive 66 2/3% of their average weekly salary from the state workers' compensation fund which is paid directly to the employee.

B. In order to provide an income approximately equal to, but not to exceed, the employee's weekly salary, earned sick leave days may be used while an employee is receiving workers' compensation weekly benefits. Use of sick leave for this purpose is governed by conditions in Section 4.1.1 (c)

Return to Work

When an employee, who has been injured on the job and placed on workers' compensation leave, has been released to return to work by the treating physician, there are three possible returns to work situations.

Full Duty Return

When an employee has reached maximum medical improvement and has been released to full duty return to work by the treating physician, the agency shall return the employee to the original position he/she held prior to workers' compensation leave.

Transitional Return

When an employee has not reached maximum medical improvement and is ready to return to limited work duty with approval of the treating physician, but retains some disability which prevents successful performance in the original position, the employer will provide transitional work suitable to the employee's capacity which is both meaningful and productive, and advantageous to the employee and the employer. This work reassignment shall be a temporary assignment and shall not exceed 9 months, unless otherwise directed by the treating physician.

Return To Work With Permanent Restriction

When an employee has reached maximum medical improvement and has been released to return to work by the treating physician, but has received a disability which prohibits employment in his/her previous position, the employer shall place the employee in another position suitable to the employee's capacity which is both meaningful and productive, and advantageous to the employee and the employer. This work placement may be a permanent assignment or either a part-time or temporary assignment until a permanent assignment is found.

NCDPI Benefits and Employment Policy Manual 9.1

Contagious Disease

When a director of a county health department, in order to control the spread of contagious disease or to protect the health of an employee, orders an employee to leave his or her work environment, the local superintendent shall:

- (a) Reassign the employee to a safe work environment under conditions agreed to by the director of the county health department, or
- (b) Place the employee on leave with pay for the period of time set by the medical director. Leave shall not be charged to the employee's sick leave or other available paid leave. A substitute employed for this reason shall be paid from the same source of funds as the employee (local, federal, or state).

NCDPI Benefits and Employment Policy Manual 9.4

Suspension with Pay

If a superintendent believes that cause may exist for dismissing or demoting any employee covered by G.S. 115C-325 or G.S. 115C-287.1, the superintendent may suspend the employee with pay for a reasonable period of time not to exceed 90 days if:

- a) Additional investigation of the facts is necessary, and
- (b) Circumstances are such that the employee should be removed immediately from his or her duties.

A person employed to replace the suspended employee shall be paid a salary based on the replacement's certification and shall be paid from the same source of funds as the individual suspended.

The superintendent must notify the Office of Financial and Personnel Services, Division of School Business Services, of the suspension and the replacement person employed.

NCDPI Benefits and Employment Policy Manual 9.5

Other Leaves without Pay

An employee may be granted a leave of absence without pay at the discretion of the superintendent and subject to rules and regulations adopted by the local board of education. With the exception of military leave, the local board of education may determine the beginning and/or ending date of such leaves based on a consideration of the welfare of the students and the need for continuity of service.

NCDPI Benefits and Employment Policy Manual 9.6

Employee Benefits

Income Tax Withholding Forms

Federal (Form W-4) and state (Form NC-4) forms may be obtained from the school office or Finance Office for the purpose of changing income tax withholding information. Changes in exemptions and deductions may be made at any time during the year. Employees claiming exempt status or who complete Form W5-Earned Income Credit must complete a new form each year.

Health Insurance

All permanent, full-time employees of Caswell County Schools are eligible for group insurance. Enrollment is not automatic. Employees may elect to have their spouses and/or children covered by the same plan by paying a set, monthly premium. This premium is collected by payroll deduction. For employees who are paid in 10 installments, additional premiums are deducted in April and May to cover the summer months. Permanent, part-time employees working a minimum of 20 hours per week may purchase health insurance if they pay the total premium.

The State Health Plan of North Carolina, currently administered by Blue Cross and Blue Shield of North Carolina, provides coverage for hospital and medical expenses.

Contact the Human Resources Office for more information.

Dental Insurance

All permanent, full-time employees of Caswell County Schools are eligible to purchase dental coverage. Employees may elect to purchase coverage for their dependents at an additional cost.

Employees who are paid on 10 month installments will have two additional premiums deducted from their May check to cover the summer months.

Changes in coverage can be made only during an open-enrollment period or within 30 days of a documented “qualifying event.”

Cobra dental will be offered for up to 18 months when an employee retires or terminates employment.

Contact the Human Resources Office for more information.

Vision Insurance

All permanent, full-time employees of Caswell Rockingham County Schools are eligible to purchase vision coverage. Employees may elect to purchase coverage for their dependents at an additional cost.

Employees who are paid on 10 month installments will have two additional premiums deducted from their May check to cover the summer months.

Changes in coverage can be made only during an open-enrollment period or within 30 days of a documented “qualifying event.”

Contact the Human Resources Office for more information.

Please contact the CCS Human Resources Office within 31 days of your resignation for options to continue 18 months of “Cobra” coverage.

Cafeteria Benefits Plan

Caswell County Schools offers all full-time employees a comprehensive Cafeteria Benefits Program. The Cafeteria Benefits Program allows employees to save money by paying for non-reimbursed medical expenses, day care expenses, vision, dental, and cancer insurance with pre-tax dollars. The open enrollment for cafeteria benefits is held during the spring each year. The effective date of coverage is July 1. Once enrolled, NO changes in coverage options may be made for one year unless there is a qualifying event as outlined on your election form for cafeteria 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 and employers contribute a percentage set by the state of the employee wages to the

Retirement System. Employee contributions are paid with pretax dollars, thereby reducing the current state and federal income taxes. Employees who are involuntarily terminated or resign after five or more years of retirement system membership may withdraw their retirement contributions plus any interest they have earned. Persons who voluntarily resign with less than five years of membership in the Retirement System may withdraw only the funds they contributed. Persons leaving public school employment with five or more years of membership credit in the Retirement System may elect to leave their contributions in the Retirement System and receive future retirement benefits.

Full, unreduced retirement benefits may be received at

- any age with 30 years of service,
- age 60 with 25 years of service, or
- age 65 with 5 years of service.

Early, reduced benefits may be received at

- age 50 with 20 years of service or
- age 60 with 5 years of service.

All retirements are effective the first day of the month; applications must be received in Raleigh by the last day of the preceding month.

Change of retirement beneficiaries is possible at any time prior to retirement and under certain option provisions after retirement. Refund of accumulated contributions is also possible after the employee terminates employment with the state as an alternative to a monthly pension.

Life Insurance

The Board of Education provides to all permanent, full-time employees basic group life insurance coverage in the amount of \$10,000 upon employment. Employees may elect to purchase additional coverage for themselves at a minimum cost and coverage for family members with premiums being payroll deductible. Coverage will cease at termination of employment. Terminating employees can call the CCS Human Resources Department for more information.

Death Benefit

A death benefit is payable to a designated beneficiary after an employee has completed one year as a contributing member of the Teachers' and State Employees' Retirement System. The amount paid is determined by the employee's annual salary. Employee retirement contributions are also paid to the designated beneficiary. Contact the CCS Human Resources Department for more information.

Employee Disability

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

The Short-Term Disability Plan: This plan is available to disabled employees with at least one year of contributory retirement service. It begins on the 61st day of disability and provides monthly income equal to 50 percent of one-twelfth of the annual base salary and longevity for up to 365 calendar days, with a maximum of \$3,000 per month. Short-term disability benefits may be extended for as many as 365 days beyond the original short-term period if approved by the State Medical Board. Employees must have at least five years of membership service in order for the school system to continue paying the employee's portion of their hospital insurance.

The Long-Term Disability Plan: This plan begins after the short-term plan ends for the totally and permanently disabled permanent full-time employee with five years of contributory retirement service. The benefits provide monthly income equal to 65% of one-twelfth of the annual base salary and longevity, up to \$3,900 per month until the employee qualifies for unreduced retirement benefits. Long-term benefits, however, are coordinated with Social Security disability payments and Workers' Compensation benefits. Employees interested in applying for disability need to contact the Finance Department for forms.

Supplemental Retirement Income Plan of NC (401K)

Participation is available in the 401(K) Supplemental Retirement Income Plan of North Carolina. Prudential Retirement is the state administrator of the plan. For information, contact the Finance Department.

Tax-Sheltered Annuities (403b)

Tax-sheltered annuities are available for interested employees. Employees are provided payroll deduction for the purchase of a tax sheltered annuity from approved vendors.

457 Plans

457(b) deferred compensation plan is available for interested employees. Employees may complete the appropriate enrollment materials for payroll deduction to defer compensation and divert it to the approved vendor.

Direct Deposit

Direct deposit services are available for payroll. Employees may contact the Finance Office for enrollment forms. New employees will receive their monthly salary electronically. Each new employee will need a checking account, saving account, or a credit union account to facilitate the deposit of their monthly salary.

State Employees Credit Union

Caswell County Schools allows voluntary monthly deductions from permanent full-time or part-time employees for financial obligations incurred with the State Employees' Credit Union. State Employees' Credit Union payroll deductions may be made for savings, checking, and/or loan accounts.

Miscellaneous

Where to Call if You Have Questions About...

Board of Education

Board Policy	336-694-4116 ext. 1
PowerSchool	336-694-4116 ext. 67
Student Transcripts	336-694-4116 ext. 0
Student Transfers/Assignments/Tuition	336-694-4116 ext. 1

Administrative Services

Child Nutrition	336-694-4116 ext. 96
Maintenance	336-694-4116 ext. 94
Transportation	336-694-4116 ext. 90
Student Services	336-694-4116 ext. 12

Instructional Support & School Improvement

Academically Gifted	336-694-4116 ext. 32
Alternative Program	336-694-4212
Bloodborne Pathogens	336-694-4116 ext. 97
Career & Technical Education	336-694-4116 ext. 34
Drivers Education	336-694-4212
Elementary Programs (K-5)	336-694-4116 ext. 32
Preschool Program	336-694-4116 ext. 71
Middle & Secondary Programs	336-694-4116 ext. 34
ESL/LEP	336-694-4116 ext. 83
Exceptional Child Program	336-694-4116 ext. 75
Field Trips	336-694-4116 ext. 1
Homebound Instruction	336-694-4116 ext. 75
Media & Technology	336-694-4116 ext. 67
Staff Development	336-694-4116 ext. 12

Testing/Accountability/Federal Programs	336-694-4116 ext. 11
Financial Services	
Accounts Payable	336-694-4116
Payroll	336-694-4116 ext. 40
Purchasing/Fixed Assets	
Worker's Compensation	336-694-4116 ext. 40
School Facility Rental	
Human Resources	
ID Badges	336-694-4116 ext. 20
Beginning Teacher Support Program	336-694-4116 ext. 21
Licensure	336-694-4116 ext. 20
Recruitment	336-694-4116 ext. 21
Continuing Education Units (CEUs)	336-694-4116 ext. 20
Substitute Teacher(s) Personnel Approvals	336-694-4116 ext. 20
Health Benefits/Retirement	336-694-4116 ext. 20
National Board Certification	336-694-4116 ext. 21

Reference(s):

Caswell County Schools Board of Education Policy Manual,

NC Department of Public Instruction Benefits and Employment Policy Manual, and

NC General Statutes 115C 325

Acknowledgement of Receipt of Caswell County Schools Employee Handbook

I acknowledge that I have received a copy of the Caswell County Schools Employee Handbook (“Handbook”). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as other policies and procedures of the Company.

I also understand that the purpose of this Handbook is to inform me of the Caswell County Schools’ policies and procedures, and it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any employee, nor is it intended to create contractual obligations of any kind. I understand that the Caswell County Schools has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgement and return it to Human Resources. Retain a second copy for your reference.

Employee Copy

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