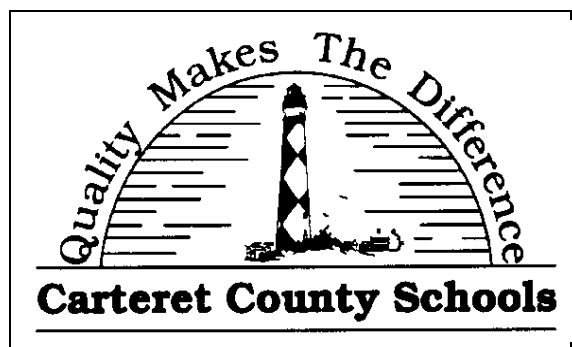


# Employee Handbook

School Year 2011-2012



*The Mission of the Carteret County Public School System is to graduate all students prepared to be productive citizens.*

### **Equal Opportunity Workplace**

Carteret County Public School System will not discriminate against any person or groups of persons because of age, race, creed, country of origin, sex, or physical or other impairment or disability not related to performance of a position.

## Carteret County Board Of Education

Al Hill  
Perry Harker  
June Fulcher  
Adele Collins

Catherine H. Neagle  
David Carr  
Shelley Sylvant

### Administration

Dr. Dan Novey	Superintendent
Mat Bottoms	Assistant Superintendent, Curriculum & Instruction
Dr. Ralph Lewis	Assistant Superintendent, Human Resources
Lisa Kittrell	Director of Elementary Education
Allison Ballou	Math Curriculum Specialist
	Testing and Accountability
Dr. Heather Dietzler	Director of Federal Programs and Grants
Debbie Sewell	Director of Exceptional Children's Program
Regi Clark	Assistant Director of Exceptional Children's Program
Millie Temple	Director of Technology & Media
Harry Smith	Director of Technology Support
Tabbie Nance	Director of Communications
Linda Fairchild	Director of Child Nutrition
Judson Walton	Director of Plant Operations
David Millish	Finance Officer
Ann Joyner	Assistant Finance Officer
Beth Heal	Director of Career & Technical Education
Lloyd Willis	Director of Transportation

For school system contacts and phone numbers, see "Whom To Call When You Need Assistance" at: <http://www.carteretcountyschools.org/directories/WhomToCall10-11.pdf>

**Disclaimer:** *The information contained in this booklet is intended to serve as a general source of reference outlining the major benefits provided to Carteret County Schools' employees. The explanations in this booklet cannot alter or modify the controlling legal documents or statutes in any way, nor can any right accrue by reason of any statement or omission of any statement in this booklet.*

**Document reference key:**

**Policy**= Board of Education [Policy Manual](#)

**BEPM** = NC Public Schools [Benefits and Employment Policy Manual](#)

# School Directory

## Atlantic Elementary School

151 School Dr., P. O. Box 98  
Atlantic, NC 28511  
252-225-3961  
*Catherine Warren*, principal

## Beaufort Elementary School

110 Carraway Drive  
Beaufort, NC 28516  
252-728-3316  
*Vicki Fritz*, principal  
*DeeDee Phillips*, asst. principal

## Beaufort Middle School

100 Carraway Drive  
Beaufort, NC 28516  
252-728-4520  
*Greg Guthrie*, principal

## Bogue Sound Elementary School

3323 Hwy 24  
Newport, NC 28570  
252-393-1279  
*Terrie Beeson*, principal  
*Pam Linton*, asst. principal

## Broad Creek Middle School

2382 Highway 24  
Newport, NC 28570  
252-247-3135  
*Dr. Cathy Tomon*, principal  
*Marylene Vines*, asst. principal

## Croatian High School

#1 Croatan Lane  
Newport, NC 28570  
252-393-7022  
*Joe Poletti*, principal  
*Kim Zimarino*, asst. principal  
*Sara Weinhold*, asst. principal

## East Carteret High School

3263 Hwy. 70  
Beaufort, NC 28516  
252-728-3514  
*April Lilley*, principal  
*Deanna Rosen*, asst. principal

## Harkers Island Elementary School

1163 Island Road,  
Harkers Island NC 28531  
252-728-3755  
*Becky Misner*, principal

## Morehead Elementary School

3316 Arendell Street  
Morehead City, NC 28557  
252-728-1131  
*Dr. Rita Mullins*, principal

## Morehead Middle School

400 Barbour Road  
Morehead City, NC 28557  
252-726-1126  
*Dr. Sue Kreuser*, principal  
*Jenny Bell*, asst. principal

## Morehead Primary School

4409 Country Club Road  
Morehead City, NC 28557  
252-247-2448  
*Wanda Fowler*, principal  
*Terri Brett*, asst. principal

## Newport Elementary School

219 Chatham Street  
Newport, NC 28570  
252-223-4201  
*Beth Lanning*, principal  
*Richard Paylor*, asst. principal

## Newport Middle School

500 E. Chatham St.  
Newport, NC 28570  
252-223-3482  
*Mike McKay*, principal  
*Allison Graham*, asst. principal

## Smyrna Elementary School

174 Marshallberg Road.  
Smyrna, NC 28579  
252-729-2301  
*Chris Yeomans*, principal

## West Carteret High School

4700 Country Club Road,  
Morehead City, NC 28557  
252-726-1176  
*Carolyn Heller*, principal  
*Clinton Montford*, asst. principal  
*Sherrill Moravan*, asst. principal  
*Al Roberson*, asst. principal

## White Oak Elementary School

555 W. B. McLean Blvd.  
Cape Carteret, NC 28584  
252-393-3990  
*Roxann Everett*, principal  
*Tara Patterson*, asst principal

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## **JOB STATUS**

The benefits and policies that apply to employees depend on whether the employee is classified or licensed, 215-day or 12-month, part-time or full-time, regular or temporary, at-will or contract, and instructional or non-instructional. Questions about eligibility for certain benefits should be directed to a supervisor or the Department of Human Resources.

[\(BEPM 1.1\)](#)

### **Licensed or Classified?**

**Licensed** personnel must hold a North Carolina teaching or administrative license. Teachers, assistant principals, counselors, media coordinators, principals and many other administrators are licensed. All other positions are **classified**, meaning that they do not require an educational license and that they fall in certain classifications for salary purposes. Most policies apply to everyone. However, certain policies in this handbook apply only to licensed employees or only to classified employees because of their different responsibilities under state law or their roles and relationship to students.

### **215-day or 12-month?**

All employees receive the same holidays. Whether they work for 215 days, 12 months, or somewhere in between affects when they are paid and when they can or must take annual leave. Teachers and many other school-system employees work for 215 days. The 215-day calendar includes 180 student days, 10/11 holidays, 10 annual leave days and 14/15. Bus drivers and hourly food service staff have separate calendars that include 180 student days, 10 holidays and 10 annual leave days.

### **Full-time or Part-time?**

**Full-time** employees work the number of hours set as full-time for their class of work but not less than 30 hours per week. Any permanent employee who works at least 30 hours per week must be enrolled in the state Retirement System and are eligible to receive employer paid medical insurance. These employees are also eligible for other benefits such as annual and sick leave, dental, vision and other optional insurances and annuities. The standard workweek for teachers and teacher assistants is 37½ hours and for all other classified employees, it is 40 hours, unless otherwise specified.

**Part-time** employees who regularly work at least 20 hours per week, but less than the number of hours set as full time for that class, are only eligible for annual leave, sick leave and holiday pay. Employees who work less than 20 hours per week are not eligible for any employment benefits.

[\(BEPM 1.3/1.4\)](#)

### **Permanent or Temporary?**

A **permanent employee** is an employee who is either (a) employed with the expectation of permanent employment to fill a position that is to be permanent if present needs and funds continue or (b) employed with the expectation of at least six full consecutive monthly pay periods of employment to replace one or more employees who are on leave of absence without pay. Eligibility for benefits must be designated at the time of initial employment or upon change of employment status.

[\(BEPM 1.2\)](#)

A **temporary employee** is an interim employee who will be employed less than six full months or an employee whose regular workweek is less than 20 hours per week. A temporary employee is not eligible to earn leave or to participate in the retirement system or receive (or purchase) health benefits. Temporary employees may not use leave earned during any previous employment while working as a temporary employee.

[\(BEPM 1.5\)](#)

### **At-will or Contract?**

**Classified employees** work at the will and pleasure of the school system and are hired on a 90-day probationary period. They may resign from their job at any time and may be dismissed or demoted for any reason at the discretion of the school system. However, the reason may not be arbitrary, capricious, or discriminatory.

**Licensed employees** may not be dismissed for any reason that is arbitrary, discriminatory, or for personal or political reason. Special conditions may apply to certain situations, and will likely be stated in the employee's contract. Licensed employees may be employed on a contract for a fixed term as a probationary employee, or they may have acquired **career status** (tenure) and be employed on a continuing contract. Non-tenured teachers should note that, in order to attain career status, they must be employed for four consecutive years within Carteret County Schools. A leave of absence or extended illness could break their consecutive years of employment. Teachers previously tenured in another North Carolina School System are eligible

for career status after one full year of employment. The right to career status is detailed in board policy. [\(Policy 7410\)](#)

### **Instructional or Non-Instructional?**

Instructional employees have responsibility for students in a classroom. Teachers, teacher assistants or media coordinators who require a substitute cannot take annual leave on student days or required workdays. All other personnel are considered non-instructional.

[\(BEPM 1.1.7\)](#)

### **Letter of Assurance**

Classified employees who work less than 12 months a year will receive a "letter of assurance" at the end of the school year that states, "Although the budget for this next fiscal year has not been finalized and positions have not been allocated, this letter serves as notice that at this time it is the intent of the Carteret County Schools to continue your employment for this upcoming school year." This letter notifies employees that they may not file for unemployment because they are out of school for the summer. For more information, call the administrative assistant to the assistant superintendent for human resources at (252) 728-4583.

## **WORKPLACE RIGHTS AND RESPONSIBILITIES**

As an employee and representative of the school system, professional and ethical behavior is expected at all times. Basic responsibilities are outlined in a job description. An employee's principal or supervisor may designate specific instructions and has the right to assign tasks as necessary. Do not hesitate to ask questions about what is expected. [\(Policy GBCC\)](#)

### **Staff and Student Relations**

The Carteret County Board of Education expects the relationship between staff and students to be one of cooperation, understanding and mutual respect. All staff members have the responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his or her capacity. The staff is also expected to model the behavior expected of students in staff-student relationships. **All employees are prohibited from dating, courting or entering into a romantic or sexual**

### **relationship with any student enrolled in the school district regardless of the student's age.**

Employees engaging in or attempting to engage in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal, and may be subject to criminal action.

In order to ensure professionalism and confidentiality, particular caution should be exercised when using cell phones, social networking sites, and electronic media. Any employee who has reason to believe that another employee has placed a student in an abusive situation is required to report this information to their immediate supervisor or face the prospect of disciplinary consequences.

[\(Policy 4040/7310\)](#)

### **Reporting Abuse and Improper Activities**

Employees should report to their immediate supervisor if they have evidence of activity by any person on campus, including a school employee, that violates a state or federal law, is fraudulent, involves misappropriation of resources or endangers public health or safety. Reporting such activity in good faith cannot result in an employee being dismissed, demoted or subjected to any form of discrimination for having made the report. Any employee who has reasonable cause to suspect that a child has been subjected to abuse or neglect, regardless of location, should report this to the principal, immediate supervisor, Department of Social Services, or law enforcement

[\(Policy 4240/7312\)](#)

### **Proper Management of Student Behavior**

Each school has a plan for managing student behavior that incorporates effective strategies and procedures. This plan will include positive interventions, how to correct student misbehavior, and parental involvement strategies. No teacher, other employee, or volunteer may use corporal punishment with any student. Reasonable force used to protect oneself or others is not considered corporal punishment. School board regulation 4302-R designates when it is acceptable to use reasonable force, physical restraints, mechanical restraints, seclusion, and isolation. **It is imperative that staff members recognize positive methods for redirecting students and only make physical contact using reasonable force when this is absolutely necessary to protect the staff member, student, or others.**

## Freedom from Discrimination and Harassment

**Discrimination** refers to any act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, religion, and/or disability. **Harassment or bullying** is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that 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. The board believes that all employees and students should be free from unlawful discrimination, harassment, and bullying in their school environments. All persons in the school system are expected to comply with all applicable federal and state laws and regulations regarding nondiscrimination.

All reports should be made in accordance with policy 1720 and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

[\(Policy 1710, Policy 1720\)](#)

## Complaints and Grievances

Many concerns and disagreements can be resolved through informal channels. **Complaints** should be received and addressed at the level closest to their point of origin. For example, a complaint regarding a classroom should be heard first by the teacher. A complaint regarding the school should be addressed first by the principal. If the complainant is not satisfied with the response, the complainant should be informed of the options for further review of the complaint.

A **grievance** is a formal written claim by an employee regarding specific decision(s) made by another employee, alleging that such decision(s) have adversely affected the person making the claim. Grievances should be filed in a timely manner following the steps and procedures outlined in board policy. [\(Policy 1742/5060, Policy 1750/7220\)](#)

## Drug and Tobacco-free Workplace

The use of tobacco products is prohibited in all school district buildings, on school grounds, and on other property under school system jurisdiction. In addition, employees must not possess, use, sell or be under the influence of any alcoholic beverage or prohibited substance while at work or on duty. Prohibited substances include but are not limited to alcohol, speed, ice, Phenobarbital, LSD, Quaaludes,

codeine, heroin, morphine, PCP, steroids, marijuana, cocaine and crack. Employees may use prescription drugs as authorized by a properly licensed medical practitioner. Depending on the seriousness of the violation, an employee could receive disciplinary action ranging from a written reprimand to dismissal from his or her job.

Transportation personnel who use alcohol or drugs on the job will be recommended for dismissal. School bus drivers, activity bus drivers, driver education teachers and some transportation employees may be tested for drugs and alcohol at any time without cause. **All employees must report any arrest or conviction for an alcohol or drug-related offense to their immediate supervisor within five days from the time of the event.** [\(Policy GBCC\)](#)

## Pre-employment Checks

Before being hired, all persons must show proof of citizenship or resident alien status, submit to a criminal background check, and complete a required health examination. Criminal background checks are required as a condition of employment and may also be conducted at any point during an individual's employment with Carteret County Schools.

[\(Policy GCDB\)](#)

## Personnel Records

All employees have a personnel file in the central office. The employee shall receive a copy of any material placed in his or her Department of Human Resources' personnel file, with the employee maintaining the right to submit a written rebuttal for inclusion in the file. If the employee fails to respond within five (5) calendar days, the document may be placed in the employee's personnel file without the right of further challenge. The following have access to personnel files: superintendent, immediate supervisor, appropriate director or coordinator, employees in the Human Resources and Finance Departments, and Board of Education members if access is related to specific duties of the Board member. Others may also have a right to this file, as granted by law.

**Report changes in name or address to the HRMS data manager, 728-4583.** [\(Policy GBL\)](#)

## Dress Code

Carteret County Schools believes that all employees, while on duty or in attendance at school functions, should dress professionally and appropriately for their job duties and responsibilities. Employees are expected to dress in appropriate

professional attire that distinguishes them from students and to follow basic rules of good grooming and personal hygiene.

### **Conflict of Interest**

Administration, faculty, or staff of the school system may not: a) sell goods or services to the school system; b) engage in or have a financial interest, directly or indirectly, in any activity that conflicts with his or her duties and responsibilities; or c) engage in any type of private business during school time or on school property. Gifts from any person or group desiring or doing business with the school district will not be accepted by a school employee except for nominally valued instructional products or advertising items that are widely distributed.

### **Field Trips and Excursions**

A field trip occurs when one or more students depart school to participate in a school-sponsored activity under the supervision of school employees. Field trips should extend students' educational experiences in a manner consistent with the general goals and objectives of the total school program. Any trip made by students that has not been properly approved shall not be considered a field trip. The principal must approve all field trips. Certain field trips require the approval of the superintendent and Board of Education. [\(Policy IICA\)](#)

### **Lunch**

All full-time employees are entitled to time to eat lunch. Duty-free lunch periods are not counted in the total hours that an employee works unless he or she is required to answer phones or perform some other duty during the lunch hour. Lunch times for most employees are staggered so that there is someone at each work location at all times.

### **Assignment of Family Members**

Unless granted an exception by the superintendent, spouses shall not be assigned to positions or locations which would enable them to supervise or evaluate each other. Neither should other family members be assigned to positions or locations which would enable them to supervise or evaluate each other. [\(Policy GCIA\)](#)

### **Parking**

There is no charge for parking for any school employee. Some schools issue staff parking permits. Staff and visitor parking is designated at each campus. [\(Policy ECD\)](#)

### **Protecting Confidentiality**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information on students and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel; be accessible to a student's parents, legal guardian, or the student in accordance with law; and yet be guarded as confidential information. This extends to giving out addresses and telephone numbers. Information that is divulged to community members about school activities should also protect the confidentiality of student information.

[\(Policy 4700\)](#)

### **Safety Procedures**

Employees can help prevent injury to themselves and others by observing general safety rules:

- Practice regular and thorough hand washing.
- Remove hazards.
- Immediately report any unsafe condition or absence of safety equipment to a supervisor.
- Immediately report any accident (experienced or witnessed) to a supervisor.

Employees should also be familiar with the blood borne pathogens control procedures. All personnel should wear gloves when anticipating contact with blood, body fluids, mucous membranes and/or contaminated surfaces. Hands or exposed skin should be washed with soap and running water as soon as possible after any possible contact with blood or body fluids, with the exposure incident reported to a principal or site supervisor. More information can be found at: <http://www.osha.gov/pls/publications/publication.athr uz?pType=Types&pID=2>. The school system can provide web-based safety training tailored to an employee's job assignment.

### **Internet and E-mail**

All internet users are expected to behave legally, responsibly and ethically when using the internet. Unacceptable uses of the internet include, but are not limited to, violating copyright laws; plagiarism; illegally copying software; accessing confidential records without authorization; publishing, accessing or sending profane or obscene material; communicating threats; or using another person's password without permission. Employees should not use chat rooms for social conversations while at work.

### **No right of privacy exists in the use of school technology.**

School system administrators or individuals designated by the superintendent may review files, monitor all communications, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor on-line activities of individuals who access the internet via a school-owned computer.

Employees are to maintain an appropriate relationship with students at all times. Employees are encouraged to block students from viewing personal information on employee personal websites or on-line networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. If an employee creates and /or posts inappropriate content on a website or profile and it has a negative impact on the employee's ability to perform his or her job as it relates to working with students, the employee will be subject to discipline up to and including dismissal. This applies to all employees, volunteers and student teachers (interns) working in the school system.

[\(Policy EGAAC\)](#)

### **Use of School Mail and Fax Machines**

The school mail may not be used to distribute advertisements for commercial enterprises, campaign literature for a political candidate or for entirely personal correspondence. If it is determined that a communication violates regulations, the employee sending or receiving the communication will be reminded of this regulation and may be reprimanded or disciplined. Fax machines are intended for conducting school system business. In general, they should not be used for personal business on a regular basis. Fax machines should not be used to communicate indecent language, pictures or symbols or to disparage anyone's religion, gender, age, national or ethnic origin or disability. As a general rule, student record information that is confidential under the Family Educational Rights and Privacy Act and personnel records that are confidential under state law should not be sent by fax unless sent in a secure manner. The school system reserves the right to read all messages created, received or sent over its fax machines.

### **Use of School System Property**

Property belonging to the Carteret County Public School System must be used carefully and responsibly. Wasteful or improper use of school

equipment and materials may be cause for dismissal. Employees who fail to use reasonable care in the protection of school system property may be held financially responsible for its loss or damage. [\(Policy EDC\)](#)

### **Use of School Vehicles**

Employees who drive a school system vehicle may need a Commercial Driver's License (CDL) with certain endorsements. Employees should check with their supervisor if in doubt. If a driver's license is required for a job, the employee must report to his or her immediate supervisor any traffic violation for which he or she has been convicted, **even if the violation occurs on off-duty time or in a personal vehicle.** Such employees must also notify their supervisor immediately if their license is suspended, revoked or cancelled. Employees who drive a school-owned vehicle or work in certain safety-sensitive areas are subject to random testing for drug and alcohol use. [\(Policy GBCC\)](#)

### **Reduction in Work Force**

From time to time employee positions may be lost due to district reorganization, decreased enrollment or decreased funding. At such times, the order in which professional employees are released will be determined based on school board policy and the definitions and procedures established in G.S. 115C-325. The primary consideration for reduction in force is the continuance of a high quality educational program that is consistent with the mission of the school system.

[\(Policies/Regulations 7920 and 7921\)](#)

## **PAY AND BENEFITS**

### **Pay Days**

All teachers and other certified ten-month employees are paid on the last working day of the month. Other employees are paid biweekly on Fridays. State and local funds for disbursing payrolls are not available in the school system's bank accounts until payday. Therefore, it is not possible to deliver paychecks before scheduled pay dates.

### **Supplements**

Licensed employees (excluding principals and administrators) receive a local supplement based upon a percentage of their basic salary set annually by the Board of Education. Half is paid with the

regular November paycheck and half with the regular May paycheck. Classified employees receive a local supplement based upon a percentage of their base salary set by the Board of Education on an annual basis. This supplement is paid each November. ([Policy GCBA](#))

### Twelve-month Optional Pay

All employees hired for the full 215-day calendar may elect to distribute their pay over 12 months. This election must be done by the first day of the 215-day calendar. This election will stay in force until a change is requested at the next beginning day of a 215-day calendar.

### Longevity Pay

Permanent full-time or part-time employees receive annual longevity payments after completing 10 years of qualifying state service. Longevity payments are made no later than the end of the month following the person's anniversary date. The following table reflects the longevity rates. ([BEPM 13.1](#))

Yrs. Of State Service	Rate
10 but less than 15.....	1.50%
15 but less than 20 .....	2.25%
20 but less than 25.....	3.25%
25 or more .....	4.50%

### Substitute Pay

Substitute teachers are paid based on their level of training and certification. When a teacher takes a day of personal leave or extended sick leave, state law requires \$50 to be deducted from the teacher's check even if a substitute is not actually hired. There is no pay deduction for sick leave.

([Policy GCE](#))

### Direct Deposit

All paychecks are directly deposited into a bank account. To access a deposit history from a school computer, go to [www.cartercountyschools.org](http://www.cartercountyschools.org) and click on the lighthouse picture.

### Deductions

Deductions are automatically withdrawn from employee pay for FICA taxes and state and federal income taxes. Employees eligible for membership in the retirement system have 6 percent deducted for retirement, which is sheltered from state and federal income taxes. Payroll deductions also will be made if employees select family medical or dental insurance,

additional life insurance, or any of the flexible benefits. ([Policy GCBA](#))

### Health Insurance

All permanent employees employed for 30 or more hours per week are eligible for health insurance through the NC State Health Plan. Links to more specific information, including PPO plan coverage and rate comparisons, can be found at the State Health Plan's website, <http://www.shpnc.org/>. At that site, employees can also locate doctors and access employee wellness information. Call the State Plan at 1-800-422-4658 for more information.

### Optional Insurance

Other optional benefits include cancer, dental, vision, and other supplemental insurance plans. Information is disseminated at the beginning of the school year.

### Disability Insurance

A disability income plan is provided by the state at no cost for full-time regular employees. To be eligible for short-term benefits, employees must have one year of contributing service to the Retirement System when the disability begins and must be disabled more than 60 consecutive calendar days. The plan provides 50 percent of the employee's basic salary, up to \$3,000 a month, for one year. Employees with five or more years of service with the school system are eligible for long-term benefits after the short-term benefits expire. Long-term benefits are 65 percent of the employee's basic monthly salary, up to \$3,900, reduced by the benefits received from other plans. Benefits are payable until the disability ceases or the employee is eligible for full retirement benefits.

([BEPM 4.5](#))

### Workers' Compensation

**Employees must immediately report any occupational injuries or illnesses to their supervisor.** All employees are covered under workers' compensation laws when accidentally injured or having contracted an occupational disease during the course and scope of employment. Qualifying individuals may receive payment for medical expenses and partial income. It is the employee's responsibility to claim compensation. Employees must immediately report any occupational injuries or illnesses to a supervisor and lead secretary. ([BEPM 9.2](#))

## **Episode of Violence**

Any permanent full-time employee who suffers an injury or disability while engaged in the course of his or her employment can receive full salary if the injury or disability arose from an episode of violence, as defined by General Statute 115C-338, and the employee did not participate or provoke the violence. Salary compensation continues for one year, the continuation of the disability, or time during which the employee is unable to engage in his or her employment because of the injury, whichever period is shortest. While receiving the benefit, an employee is not eligible to receive workers' compensation income benefits. However, the employee may receive medical, hospital, drug, and related expense payments from workers' compensation. The employee is not required to use paid leave for absences due to an episode of violence. ([BEPM 9.3](#))

## **Retirement**

Retirement is based on years of service to the state as designated in North Carolina Statutes. Employees who leave the school system can withdraw personal contributions in a lump sum payment, plus interest in some cases, but less tax and penalties. A link to the state manual is one of many documents that can be located from the finance page of the school system's website. ([Policy GCPC](#))

## **HOLIDAYS AND LEAVE**

### **Holidays**

School employees receive the same number of holidays as state employees, but not necessarily on the same days. Paid holidays include New Year's Day, Martin Luther King Jr.'s birthday, Easter Monday, Memorial Day, Independence Day (12-month employees), Labor Day, Veterans Day, Thanksgiving (two days) and Christmas (two or three days). An employee may be absent for no more than two days in a school year for bona fide religious holidays not scheduled as vacation or holidays in the school calendar. The employee's principal or supervisor, must approve the absence in advance. ([BEPM 2.1.1](#))

## **School Cancellation**

Given inclement weather, it may become necessary to close schools. A decision to close schools will affect all schools throughout the Carteret County Public School System. Announcements of school closings or delays will be made on local radio and television stations and through the electronic emergency notification system. The decision to cancel school will be made by 6:00 a.m. by the Superintendent with the input of the Director of Transportation. Information can be obtained by calling 252-728-4583; checking television stations Channel 12, 9, 7 or Time Warner TV 10; or tuning into radio stations 107.3FM, 103.3FM, or checking the internet at [www.carteretcountyschools.org](http://www.carteretcountyschools.org).

## **Sick Leave**

Employees earn one day of sick leave for each month of employment. Sick leave may be accrued indefinitely. Sick leave may be used for personal illness, injury, pregnancy or medical appointments, and for the illness or death of an immediate family member. Employees should provide as much advance notice as is reasonably possible. Employees are not paid for unused sick leave when they leave the school system, and this leave is forfeited unless they either return to employment or retire within five years of resignation or dismissal. Upon retirement, accumulated earned sick leave is converted into retirement credits, with each 20 sick leave days equaling one month's service. Another month is allowed for any part of 20 days that is left over. Classroom teachers who have exhausted their earned sick leave may, with certain restrictions, receive an extension of sick leave for personal illness, injury or disability. ([BEPM 4.1](#))

## **Shared Leave**

Extended illness can cause financial hardship when an employee's sick leave and annual leave are exhausted. Under certain circumstances employees can "share" (that is, donate) excess leave time to another employee. An employee who needs leave donations must gain prior approval from the Department of Human Resources.

Effective January 1, 2011, it became possible for non-family members to donate sick leave to non-family members, with two restrictions: (1) a non-family member shall not donate more than five sick leave days per year to any one non-family member, and (2) the combined total of sick leave donated to a

recipient from non-family members shall not exceed 20 days per year.

The recipient of leave donations must have exhausted all available accumulated paid leave. In addition, donors must be aware that sick leave provides an income safety net while they are employed, and that, upon retirement, their sick leave balances yield an additional month of service credit for each 20 days, plus one additional month if there is a remainder. (BEPM 4.3)

### Annual (Vacation) Leave

Annual vacation leave accrued monthly is based on the length of state service as follows: (BEPM 3.1)

Yrs.Service	Days earned
0 to 5 years .....	1.17
5 but less than 10 years .....	1.42
10 but less than 15 years .....	1.67
15 but less than 20 years .....	1.92
20 years or more .....	2.17

### Educational/ Professional Leave

Long-term leaves must be recommended by the superintendent and are subject to approval by the Board of Education. Such leaves are granted for a term of no more than one year except in extraordinary circumstances. Long-term leaves without pay may be granted for:

- Further education, graduate work or professional activities to enhance employee skills in a field related to an employee’s position. This type of leave may not be used to explore other career opportunities.
- Travel for professional growth and short-term paid leave may be granted for up to 15 days if approved by the principal and superintendent. The leave must enhance an individual’s educational knowledge or professional growth.

Written leave requests should be submitted to the superintendent or designee, with a copy to the school principal or supervisor. Typically, at least 30 working days notice should be provided.

(BEPM 6.1/6.2, Policy G CBD)

### Family Medical Leave Act

Family and medical leave provides up to 12 weeks of leave per school year (July 1 – June 30) for the:

- birth or adoption of a child or placement of a foster child;
- care of a sick spouse, child or parent; or

- care for the employee’s own serious medical condition lasting 5 or more consecutive days.

To be eligible, the employee must have been employed by the school system for 12 months and for at least 1,250 hours during the 12-month period immediately preceding the leave. An application form can be downloaded from:

<http://www.cartercountyschools.org/hr/>

(BEPM 8.2)

### Personal Leave

Teachers may earn two days of personal leave each year and can accumulate up to five days. Personal days may be used in whole or half-day units on student or professional days. A \$50 deduction is taken from the teacher’s pay. Requests to use personal leave should be made at least five days in advance. Teachers do not have to provide a reason for taking personal leave. Personal leave normally is not granted on the day before or after a holiday or on required teacher workdays.

(BEPM 5.1)

### Court Appearances

Employees who are a party or witness in a case that arises from their employment with the school system will be granted leave with full pay to attend the proceedings. If subpoenaed as a witness in a case that is not related to employment with the school system, the employee will be granted leave with pay. Employees must surrender any fees received to the school system. If an employee is a party (plaintiff or defendant) in a case that is not related to employment with the school system, he or she may request a personal day, annual leave day (except instructional employees) or leave without pay.

(BEPM 7.3)

### Jury Duty

Employees receive temporary leave with full pay if called for jury duty.

(BEPM 7.2)

### Military Leave

Employees may have temporary leave with full pay for up to 15 days if they are called for annual training with a military reserve or National Guard unit. If called to active duty, they will receive leave without pay and credit for such service. If military pay is less than the employee’s regular pay, the employee will receive differential pay while on active military duty. Employees who cannot normally take annual or personal leave on instructional days may take up to five days of leave if an immediate family member is

leaving for, returning from, or on a temporary leave from active military duty in a combat zone.

([BEPM 10.1](#))

## **PROFESSIONAL GROWTH**

### **Job Openings and Transfers**

Applications are accepted using an online application system. The school system's list of vacancies is updated regularly on the school system's web site at [www.carteretcountyschools.org](http://www.carteretcountyschools.org). Transfers may be made into positions or subject areas for which applicants are highly qualified. In order to qualify for a transfer, applicants should have an Employee Transfer Request Form signed by their principal and submitted to the Department of Human Resources prior to March 1. Transfer requests will only be approved during the time period between March 1 and the date occurring eight weeks prior to the first student day of the next school year. The Department of Human Resources will notify the principal(s) of the school(s) to which the applicant has requested a transfer. Principals may schedule interviews with transfer applicants anytime after a transfer request has been submitted. The principal may request an interview at his or her discretion.

([Policy GCAA/GCI](#))

### **Staff Development**

Staff development opportunities are offered both system wide and at the school level.

- System wide workshops are offered during some reserved staff development days on new curriculum, multicultural differences, teaching methodology, technology, and other topics.
- Each school offers at least 10 hours of staff development workshops (one unit of credit) on professional days or beyond the school day designed to meet the needs identified in the school improvement plan.
- Other community agencies may offer programs that carry staff development credit. Information about workshop opportunities is sent to all principals.

([Policy IIAC](#))

### **Tuition Reimbursement**

Lateral entry teachers are reimbursed the full tuition for required classes leading to licensure. An Application for Reimbursement is required, along

with the paid receipt and grade report for the class. A written commitment from the employee of at least two years of employment in Carteret County Public School System should be on file.

## **National Board Teacher Certification**

National Board Certification is offered by the National Board for Professional Teaching Standards. The certification process is based on high and rigorous standards that evaluate teaching practices through performance-based assessments. This typically takes the better part of a school year to complete, involving a total of 200-400 hours of work outside the classroom. Candidates complete a portfolio of classroom practice that includes samples of student work and videotapes of teacher instruction, and an assessment of content knowledge that is administered at a computer-based testing center. The attainment of National Board Certification is an honor that also results in increased pay for classroom teachers. Further information can be found at:

<http://www.ncpublicschools.org/recruitment/nationalboardcertification/>

## **Professional Development Plan**

At the beginning of the evaluation year teachers must develop or revise a web-based professional development plan based on a self-assessment and other data, located at <https://mxweb.media-x.com/main.php>. Specific goals, strategies, resources, assessment strategies and target dates for completion of each goal are included in the plan.

([Policy GCQE](#))

## **Evaluation**

As a general rule, the Carteret County Public School System uses evaluation instruments approved by the State Board of Education for licensed personnel. Local instruments may be used to supplement the state instrument or for positions for which there is no state instrument. All licensed personnel may be evaluated at any time as deemed appropriate by their immediate supervisor, department head or superintendent.

([Policy GCD](#); [Policy GDN](#))

## **LICENSURE**

### **Probationary and Initially Licensed Personnel**

Teachers who hold a probationary contract are observed formally a minimum of three times each year by the principal or assistant principal and once by a mentor/peer teacher. The mentor/peer observation should occur in conjunction with one of the principal's or assistant principal's evaluations.

official paperwork must be submitted to ensure that it is properly posted. Employees need to keep a list of workshops attended with a copy of their license. Questions about the status of a license should be directed to the licensure specialist at 252-728-4583. ([Policy GCQE](#))

### **Career Licensed Instructional Personnel**

Career personnel are comprehensively evaluated once every five years. A teacher rated below proficient in any function will be evaluated annually until his or her performance in all functions is proficient or above. Career teachers will be observed every year. All observations between evaluations may be used in evaluating performance. **Career teachers forfeit career status when they work less than full-time.**

### **License Renewal**

**License renewal is the employee's responsibility. Failure to comply with requirements resulting in an expired license is sufficient reason for employee dismissal.** Effective July 1, 2011, the number of renewal credits for a North Carolina Standard Professional II educator's license was reduced from 15 to 7.5. Carteret County Board policy will need to be revised to reflect this change. The State Board also could adjust the amount of credit given for experience. Current policy provides that a unit of credit is equal to one-quarter hour or two-thirds of a semester hour of IHE credit, ten clock hours of professional development, or one school year of teaching experience.

Employees should fill out the attendance and certificate of credit forms available at each workshop. Prior approval from the staff development department is required for license renewal credit offered outside the school system. Upon completion of the workshop or course, the