



## **EMPLOYEE HANDBOOK**

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

Many items contain a reference to Board of Education policy, North Carolina General Statute, or the *Employee Salary and Benefits Manual*. The *Asheboro City Board of Education Policy Manual* may be found in all school media centers, the office of the principal at each school, the Asheboro Public Library, the Asheboro City Schools Administrative Office, and online at <http://www.asheboro.k12.nc.us/ForStaff.aspx>. The *Employee Salary and Benefits Manual* is available online at <http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>.

Questions regarding the information contained in this handbook should be addressed to the Executive Director of Human Resources.

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



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### **Our Vision**

Asheboro City Schools will be a community of excellence where each student graduates globally competitive for college, careers, and citizenship.

### **Our Mission**

We are committed to providing rigorous, individualized, and engaging learning opportunities for all students in a safe and inviting environment to ensure our students become successful lifelong learners, prepared for global citizenship.

## **Beginning Teacher Support Program (BTSP)**

The Beginning Teacher Support Program is a three-year program designed to provide beginning teachers direction, support, and feedback during their first years in the classroom. Through BTSP, beginning teachers receive the following:

- a) New Teacher Orientation – three days of training prior to the first teacher workday at full salary prior to the first year of teaching;
- b) Mentor – The services of a mentor during the first and second years of teaching;
- c) Professional Development – Sustained professional development designed specifically to meet the needs of beginning teachers;
- d) BTSP Support Team – The services of veteran educators and/or outside experts, employed at the district level to support beginning teachers. See livebinder for more information <http://www.livebinders.com/play/play?id=902936>.

## **Benefits**

The following benefits are available, depending on employee status:

- Compensation – See Salary
- Asheboro City Schools' Local Salary Supplement – See Salary
- Longevity – See Longevity
- Extended Sick Leave – See Leave
- Family Medical Leave Act – See Leave
- Holiday Leave – See Leave
- Personal Leave – See Leave
- Sick Leave – See Leave
- Annual/Vacation Leave – See Leave
- Voluntary Shared Leave – See Leave
- Beginning Teacher Support – See Beginning Teacher Support Program
- Health Insurance – See Insurance
- Dental Insurance – See Insurance
- Disability Insurance – See Insurance
- Worker's Compensation – See Insurance
- Retirement – See Retirement
- Death Benefit – See Retirement

## **Bloodborne Pathogens**

Employees should be aware of the Universal Precautions for Body Fluid and Bloodborne Pathogens. Employees should avoid contact with blood or other body fluids or should wear gloves when coming into contact with blood or body fluids. The Universal Precaution is: in cases of accident or emergency, any person's blood and body fluid should be handled as if infectious. "Infectious" means that a virus can get into your body if you are exposed to it. Exposure occurs through

the mucous membranes (examples are eyes or mouth) or an opening in the skin's surface (such as a cut or puncture wound).

An employee who suspects that he/she has a blood or body fluid exposure should contact a School Nurse. In the case that a School Nurse is not available, the employee should contact the office of the Executive Director of Human Resources. For more information, see Board of Education Policy 7260 – Occupational Exposure to Bloodborne Pathogens.

### **Conflict of Interest**

Employees are expected to avoid engaging in any conduct that creates, or gives the appearance of creating a conflict of interest with job responsibilities with the school district. Possible conflicts of interest related to financial interests or receipt of gifts is specifically addressed in Board policy, along with specifics related to Non-School Employment.

For more information, see Board Policy 7730 – Employee Conflict of Interest.

### **Copyright**

Employees of Asheboro City Schools shall not infringe on the property rights of copyright owners. Employees and students are prohibited from use or duplication of copyright materials, unless approved by the "fair use" standard sanctioned by the United States Congress.

The "fair use" standard under Federal law is provided in Board of Education Policy 3230/7330 – Copyright Compliance.

### **Discrimination, Harassment and Bullying**

Asheboro City Schools acknowledges the dignity and worth of all employees and strives to create a safe, orderly, caring and inviting work environment. ACS will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs.

For specific definitions of these prohibited behaviors see Board of Education Policies 1710/4021/7230 – Prohibition Against Discrimination, Harassment and Bullying. An employee with a complaint should follow the procedures outline in Board of Education Policies 1720/4015/7225 – Discrimination, Harassment, and Bullying Complaint Procedure.

### **Drug-Free and Alcohol-Free Workplace**

It is the policy of the Asheboro City Board of Education that a drug-free and alcohol-free workplace will be maintained. Employees are prohibited from using or being under the influence of drugs and/or alcohol while acting in the

course and scope of the employee's duties. Violation of the policy will subject an employee to personnel action.

For more information, see Board Policy 7240 – Drug-Free Workplace.

### **Employee Dress Code**

Employee dress and appearance is important to the school system's climate and should be professional, and enhance rather detract from that climate. Employee dress shall be appropriate as noted in Board of Education Policy 7340 – Employee Dress and Appearance.

### **Employee Recognition**

As a means of "celebrating our successes" and rewarding exemplary performance, Asheboro City Schools offers the following employee recognitions:

- Building-level and Asheboro City Schools' Teacher of the Year
- Apple of Excellence award to an outstanding first-year teacher
- Building-level and Asheboro City Schools' Instructional Assistant of the Year
- Building-level and Asheboro City Schools' Classified Staff of the Year
- Longevity (for specific employee categories) according to years of service to the State of North Carolina

### **Employee Use of Social Media**

School employees may engage in the use of social media during their personal time. Employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school system employees.

For more information on the use of social media and the expectation of professionalism, see Board Policy 7335- Employee Use of Social Media.

### **Employment Status**

#### **Teachers – Non-Career; Determination of Contract Length**

A new or renewed contract will be for a term of one school year for teachers who have been employed by the board as a teacher for less than three consecutive years. For teachers who have been employed by the board as a teacher for three or more consecutive years and who are in good standing, a new or renewed contract will be for a term of two school years. After a teacher has completed a two-year contract, subsequent contracts will be for a term of four school years if the teacher is in good standing at the time of the contract offer. See Board Policy 7410, Teacher Contracts, for definition of good standing. If renewed, a contract for a teacher who is not in good standing may be for a term of one year only.

## **Teachers – Career**

Teachers who earned Career Status prior to July 1, 2013 will continue to hold career status while employed by Asheboro City Schools. Career status provides specific due process protections during the demotion and/or dismissal process.

## **Classified – At Will**

Classified employees work in positions that do not require a professional license. Employees who are not required to have contracts or professional licenses are at-will employees. At-will employees serve at the pleasure of the local board of education and cannot be dismissed or demoted for illegal reasons.

For more information, see Section 14.5 of the *Benefits Manual* at <http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>.

## **Evaluation of Performance**

The evaluation system describes an employee's performance and is a critical aspect of professional growth and assistance. The evaluation system is designed so that exemplary performance, as well as deficiencies in performance, is clearly identified.

Employees will be evaluated according to the instruments approved by the State for non-career teachers, career teachers, and classified personnel. Also permitted for use in performance evaluation are informal observations, conferences, review of lesson plans and grade books, interactions with the employee, performance growth plans, and any other accurate indications of performance.

For more information, see Board of Education Policy 7810 – Evaluation of Licensed Employees and 7815 – Evaluation of Non-Licensed Employees.

## **Extracurricular Activities/Non-Instructional Duties**

In order to carry out the responsibilities of the school system, teachers and other staff members must perform certain non-instructional and extracurricular duties. The principal has the authority to assign extracurricular and non-instructional duties as necessary to conduct the business of the school, in accordance with Board of Education Policy 7405 – Extracurricular and Non-instructional Duties.

Teachers with initial certification and teachers with twenty-seven (27) or more years of experience are not to be assigned extracurricular activities unless they request the assignments in writing.



Non-instructional duties required of teachers are to be distributed equitably among employees.

### **Inclement Weather**

When inclement weather affects whether or not school will be in session, the Superintendent will make every effort to announce decisions by 6:15 a.m.

On a day that 10-month employees have the option to report for a workday, the following options are available to the employee:

- Report to work;
- Take accumulated vacation leave;
- Take accumulated personal leave (teachers only);
- Take leave without pay;
- Use compensatory leave already accumulated (classified employees only);  
or,
- Make up the time missed.

Note:

- a) If a classified employee elects to make up the time, it must be a mutually-agreed upon between the employee and the supervisor and should be in the same week, or a week when the employee has not physically worked 40 hours.
- b) For certified staff, days may be made up on Saturday's or on days following the last teacher workday of the school year, through June 30.

Regardless of the closing decision, 11-month or 12-month employees may choose to report to work or take annual leave.

### **Insurance**

Health: The State Teachers' and Employees' Health Plan provides coverage for hospital and medical expenses. Two plan options are available and premiums may vary based on plan selected and health care credits you may provide. Spousal and/or dependent coverage may be purchased.

For more information, visit <https://www.shpnc.org/>.

Dental: Asheboro City Schools pays the base amount for individual coverage of any permanent full-time employee wishing to enroll. Spousal and/or dependent coverage may be purchased.

For more information on Dental and other optional benefits, visit <http://www.markiibrokerage.com/asheborocityschoolsnc/>.

Disability: The Disability Income Plan provides short-term and long-term disability benefits for permanent employees who are members of the Teachers' Retirement System and who meet certain State service requirements.

Information about the Disability Plan is available from the Retirement System. See <https://www.nctreasurer.com/retirement-and-savings/Managing-My-Retirement/Pages/default.aspx>.

Worker's Compensation: All public school employees are entitled to receive Workers' Compensation under the North Carolina Workers' Compensation Act. Employees must have suffered an accidental injury or contracted an occupational disease in the course of employment to be eligible for medical payments, compensation for lost salary or death benefits.

An employee who is injured in the course of employment should contact the Human Resources Office.

### **Internet Use**

The Internet is available to employees to be used in teaching the North Carolina Standard Course of Study and to meet the educational goals of the district. Employees must comply with all relevant Board of Education policies in using the Internet.

School personnel are responsible for monitoring use of the Internet by students, preventing access to chat rooms and/or personal email accounts. Security of any computer and computer system is a high priority. Breaches of security are strictly prohibited.

School personnel shall not disrupt the use of the network. Uploading, creating or transmitting malicious or destructive software, and hacking and gaining unlawful entry into the school's network is prohibited. Software purchased by a staff member can be installed on a computer only with the approval of school personnel.

For more information, see Board Policy 3225/4312/7320 – Technology Acceptable Use.

### **Leave**

Extended Sick Leave: Extended Sick Leave is available to classroom teachers and media specialists who require substitutes if they are absent due to their own personal illness or injury in excess of their accumulated sick leave and vacation leave. Up to 20 days of Extended Sick Leave may be granted during a school year at the request of the principal. Employees on Extended Sick Leave earn full salary less \$50 per day.

Extended Sick Leave is covered in Section 4.2 of the *Benefits Manual*, available at <http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>.

Family Medical Leave Act (FMLA): FMLA is Federal legislation that provides eligible employees with family and medical leave with or without pay (based on available leave) for up to 12 weeks for:

- a) the birth of a child;
- b) the care of a spouse, son, daughter, or parent who has a serious medical condition; or,
- c) the employee's own serious medical condition.

The law also provides job protection to eligible employees for up to one calendar year. See Section 8.2 of the *Benefits Manual* – <http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>.

Holiday Leave: Full-time, 10-month employees earn Holiday Leave for 10 or 11 days per year. When Christmas falls on a Tuesday, Wednesday, or Thursday the eleventh day of leave is provided. Full-time, 12-month employees earn one additional day of Holiday Leave for the July 4<sup>th</sup> holiday. Holiday Leave is designated annually in the Asheboro City Schools district calendar.

Sick Leave: Permanent full-time and part-time employees who are working, or are on 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 reasons listed in Section 4.1 of the *Benefits Manual*. See <http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>.

Sick Leave may be accumulated and upon retirement, accrued Sick Leave may be applied toward creditable state service. If an employee separates from service prior to retirement, Sick Leave will be held for 60 months.

Annual Leave: Permanent full-time and part-time employees earn Annual Leave (also known as vacation leave). To earn Annual Leave, an employee must be working or on paid leave during one-half or more of the workdays in a monthly pay period.

Annual Leave may be granted according to Section 3.1 of the *Benefits Manual*. See <http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>.

On June 30<sup>th</sup> of each year, accumulated days of Vacation Leave in excess of 30 are converted to Sick Leave.

Voluntary Shared Leave: This leave is intended to provide economic relief for employees who face financial hardship due to a prolonged absence caused by a serious medical condition. Voluntary Shared Leave is applicable when an employee does not have accumulated leave to cover absences from work. Permanent full-time and part-time employees are eligible to receive donated leave with the approval of the Superintendent or designee.

More information about Voluntary Shared Leave is available in Section 4.3 of the *Benefits Manual* - <http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>.

## **Licensure**

A professional employee must hold at all times a valid North Carolina license appropriate to the position for which he/she is employed. **Licensure is the responsibility of the individual, not the school district.** Failure to maintain a valid license is a basis for dismissal. The online license system can be accessed at <https://vo.licensure.ncpublicschools.gov>

For more information, see Board Policy 7130 – Licensure.

## **Longevity**

Permanent full-time or part-time (20 hours per week or more) employees (excluding teachers and instructional support) receive annual longevity payments after completing 10 years of qualifying State service. Longevity payments are made not later than the end of the month following a person’s anniversary date.

For more information, see Section 13.1 of the *Benefits Manual* – <http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>.

## **Money Collection by Employees**

All monies collected or received by an employee of the school district will be deposited daily in accordance with Board of Education Policy 8325 – Daily Deposits.

## **Payroll**

Beginning with the 2005-06 school year, all 10-month employees will be employed for 215 days per year. The initial pay date for teachers shall be no later than August 31 and shall include a full monthly payment. Teachers and non-certified employees will be paid on the end-of-month payroll.

By Board of Education approval, all permanent employees and substitutes will be required to be paid by Direct Deposit. Payroll deductions are available to assist employees in managing their financial affairs and meet State and Federal requirements. A list of payroll deductions approved by the Board of Education is located in Board Policy 7620/8515 – Payroll Deductions. Inquiries about payroll should be made to the Business Office.

## **Personnel Files**

As required by North Carolina General Statute 115-C, personnel files must be maintained for all employees. Personnel files are housed in the administrative offices of Asheboro City Schools. Evaluations, commendations, complaints or suggestions for correction or improvement are maintained, as are application forms, employee's academic records, professional licenses, and other pertinent records or reports.

An employee has the right to inspect his/her file, provided that three days notice is given to the personnel office. All personnel information that is classified as public records may be disclosed in accordance with applicable laws. An employee who feels that information in the personnel file is invalid, irrelevant, or outdated, may petition the board of education to remove the information.

For more information, see Board of Education Policy 7820 – Personnel Files.

## **Political Activity**

The employee's right of citizenship will not be infringed upon due to employment with Asheboro City Schools; however, Board of Education Policy places limits on the effect of political activity on employment. These political activities will not:

1. Take place during school time;
2. Involve school monies or materials; or,
3. Make use of an official school position to encourage or coerce students or other employees of the district to support in any way a political party, candidate, or issue.

For more information, see Board Policy 7720 – Employee Political Activities.

## **Professional Development**

Professional development is essential to help employees gain the skills and knowledge needed to meet State standards related to improving student performance. There exists a strong relationship between continued professional development and improved quality of instruction. Quality professional development opportunities will be provided by Asheboro City Schools and schools will consider professional development to be an integral part of their School Continuous Improvement Plans.

Certified employees are responsible for completing professional development needed to renew his/her teaching license.

Procedures related to approval, enrollment, and posting of credit related to professional development are provided in Board Policy 1610/7800 – Professional and Staff Development. Absences for professional development require the prior approval (electronic form) of the immediate supervisor.

## **Resignation, Retirement, Separation from Employment**

Resignation: Employees who intend to resign for any reason should indicate their plans in writing to their immediate supervisor. The notice of intent to resign should be presented at as early a date as possible. Complete the Resignation/Retirement Form or provide a written letter of resignation to include the purpose, an effective date, and a signature.

By Board policy, resignations by a certified employee at any time other than the end of the school year require a 30-day notice or otherwise approval of the Superintendent. Resignations by non-certified employees are requested to include a 30-day notice whenever possible.

See Board Policy 7900 – Resignation.

Retirement: An employee who anticipates retirement should notify the Business Office and Executive Director of Human Resources at least 120 days prior to the intended retirement date.

See Board Policy 7910 – Retirement.

Separation from Employment: Prior to leaving employment, employees are encouraged to contact the Business Office to discuss decisions related to salary, benefits, and retirement.

## **Retirement System/Benefit**

Permanent full-time employees are covered by the North Carolina Teachers' and State Employees' Retirement System. Employees contribute six percent of their salary and employers contribute 18.67 percent of employee wages to the Retirement System. (Employer contribution is subject to change annually.)

Employees who are involuntarily terminated or resign after five or more years of membership may withdraw their retirement contributions, plus any statutory interest earned. Employees who voluntarily resign with less than five years of membership may withdraw only the funds contributed by the individual.

Death Benefit: Designated beneficiaries are entitled to receive a lump sum payment equal to the employee contributions plus interest in the member's account at the time of death. In addition, members are covered by a death benefit if death occurs while in active service.

To contact the Retirement System, see

<https://www.nctreasurer.com/Retirement-and-Savings/Managing-My-Retirement/Pages/Benefits-Handbooks.aspx>.

## **Salary**

Employees are paid according to State Salary Schedules based on licensure, years of experience, and degrees held. Salary information is available at <http://www.dpi.state.nc.us/fbs/finance/salary/>

**Local Supplement:** In addition to salary from the State, a local salary supplement is provided by Asheboro City Schools. Local supplements are provided as follows:

- 6.5 percent of salary -- Licensed employees with Bachelor's degree;
- 7.5 percent of salary -- Licensed employees with Master's degree;
- 3.5 percent of salary -- Non-certified employees.

**Lead Mentor Teacher Pay:** Trained mentor teachers assigned to provide support to an initially-licensed teacher may be eligible for compensation at a rate of \$100 per month for 10 months.

**National Board Certification:** As approved by the State, certification by the National Board of Professional Teaching Standards (NBPTS) may result in a 12 percent salary increase.

For more information about National Board Certification, see <http://www.ncpublicschools.org/nationalboardcertification/>.

## **School Safety**

Safe schools are critical to creating an environment where students can learn. All employees share in the responsibility to create and maintain safe schools. As a result, all employees are expected to:

1. Supervise students while in the care and custody of the school system;
2. Take reasonable precautions to assure the safety of students before, during, and after school;
3. Care for school buildings and grounds to prevent unsafe conditions and to identify any potential hazards;
4. Understand and act according to the Safe Schools Plan at the school site;
5. Report domestic issues/concerns to their immediate supervisor, including, but not limited to, filing a 50B against their spouse or significant other.

## **Smoking and Tobacco Products**

Asheboro City Schools is a "100 percent tobacco free" school district. To promote the health of all students, staff, and general public, smoking and the use of tobacco products by employees, students, or visitors to school campuses is prohibited. The prohibition does not extend to displays that have a legitimate instructional purpose.

For more information, see Board Policy – 7250 Smoking and Tobacco Products.

## **Staff Responsibilities**

For students to succeed, all staff members must approach their responsibilities conscientiously, always remembering that the ultimate responsibility of Asheboro City Schools is to create the opportunity and environment where students can learn. These specific responsibilities include, but are not limited to, being familiar with and complying with all Board policies.

Employees shall notify Human Resources if they are arrested for, charged with or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) other than a minor traffic violation (i.e. speeding, parking or a lesser violation). Additional notification requirements are outlined in this policy.

Specific responsibilities are listed in Board of Education Policy 7300 – Staff Responsibilities.

## **Staff – Student Relations**

Employees have the responsibility to provide an atmosphere conducive to learning and are expected to model the behavior expectations of students. 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. Additionally, there are prohibitions and/or restrictions on electronic communications with students one-to-one.

For more information, see Board of Education Policy 4040/7310 – Staff-Student Relations.

## **Student Information**

Employees have an absolute duty to maintain the confidentiality of records as required by law. By nature, employees are exposed to confidential information which should be repeated or discussed with only those who have a right to it.

Only directory information may be released as described in Board of Education Policy 4700 – Student Records. No other information may be released to any party without parent permission or proper legal authority. Violations will result in disciplinary action.

## **Teacher – Statutory Duties Of**

The duties of a teacher are explicitly stated in North Carolina General Statute 115C-307. They are:

- To provide order and discipline;
- To provide for the general well-being of students;
- To provide some medical care to students;
- To teach the students;
- To enter into the Superintendent's plans for professional growth;
- To discourage nonattendance;
- To make required reports; and,
- To take care of school buildings.



## **Teacher – Grounds for Dismissal**

Career status teachers may be dismissed or demoted as noted in North Carolina General Statute 115C-325. The 15 grounds for dismissal identified in State law follow:

- Inadequate performance;
- Neglect of duty;
- Failure to fulfill the statutory duties of a teacher;
- Insubordination;
- Failure to comply with reasonable requirements of the Board;
- Immorality;
- Habitual or excessive use of alcohol or non-medical use of drugs;
- Conviction of a felony or crime involving moral turpitude;
- False application information;
- Employee's physical or mental incapacity;
- Failure to keep a certificate (license) current;
- Any reason that is cause for revocation of a teaching certificate (license);
- Failure to repay money owed to the State;
- Advocating the overthrow of the government;
- Reduction in force.

Non-career status teachers who do not meet performance or other standards of the Board, the standards of state law or the State Board of Education, or the terms of the employment contract may be subject to demotion or dismissal, as provided in policy 7930, Professional Employees: Demotion and Dismissal, or to nonrenewal, as provided in policy 7950, Non-Career Status Teachers: Nonrenewal.

## **Workday and Overtime**

The length of the day for employees varies for certified and non-certified staff.

- a) For certified (licensed) staff, the workday will be a minimum of eight hours and will continue until professional responsibilities are completed.
- b) Non-certified staff members are subject to the Federal law, Fair Labor Standards Act. Employees may work more than 40 hours in a work week only with the approval of the immediate supervisor. Work permitted in excess of 40 hours in a work week may be compensated by one and one-half hour of compensatory time.

For more information, see Board Policy 7500 – Workday and Overtime.

## **Index of Board of Education Policies**

All Board of Education Policies are located online at <http://www.asheboro.k12.nc.us/BoardPolicies.aspx>.

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