



*"Educating the Future"*

# EMPLOYEE HANDBOOK

## 2023 - 2024

201 Jeb Seagle Drive  
P.O. Box 400  
Lincolnton, NC 28092  
704-732-2261  
[www.lincoln.k12.nc.us](http://www.lincoln.k12.nc.us)



P.O. Box 400, Lincolnton, NC 28093  
Phone: (704) 732-2261 Fax: (704) 736-4321

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### **Message from the Superintendent**

***The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates.  
The great teacher inspires. ~William Arthur Ward***

Welcome to the Lincoln County Schools family of employment. We are proud that you have selected Lincoln County Schools to begin or further your teaching career. We are excited about working with you to make Lincoln County Schools one of the most innovative and high performing school districts in the State of North Carolina.

Our school district is known for being teacher-friendly, student-centered and results-oriented. Lincoln County Schools is an environment where creative teaching and hard work are encouraged and valued. Teachers, administrators and support staff work together to inspire children to learn. By working together and sharing common values, Lincoln County Schools has enjoyed a continuous and sustained process of student improvement for many years.

As a community, you will find that Lincoln County is unmatched in its affordability and quality of life as a place to work and live. A low crime rate, recreational activities, a variety of local shopping opportunities, as well as nearby major urban centers, all make Lincoln County a great place to work, live and raise families.

Please take some time to familiarize yourself with this employee handbook, which contains important information regarding salary schedules, vacation and leave policies, and school administrative policies. The handbook contains a wealth of information, as well as contact information for our schools and administrative departments.

Welcome to the Lincoln County School System. I wish you a successful and inspiring year!

**Aaron D. Allen, Ed.D.**  
**Superintendent**

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## Lincoln County Board of Education

<p><b>Heather H. Rhyne, Chairperson</b>          696 Springs Side Drive          Lincolnton, NC 28092          (704) 735-1999  <a href="mailto:heather.rhyne@lincoln.k12.nc.us">heather.rhyne@lincoln.k12.nc.us</a>          District: At Large          Term Expires: 2024</p>	<p><b>Christina H. Sutton, Vice-Chairperson</b>          3843 Lee Moore Road          Maiden, NC 28650          (704) 736-5213  <a href="mailto:christina.sutton@lincoln.k12.nc.us">christina.sutton@lincoln.k12.nc.us</a>          District: 3          Term Expires: 2024</p>
<p><b>Fred E. Jarrett, Jr.</b>          213 Hollow Road          Lincolnton, NC 28092          (704) 740-8926  <a href="mailto:fred.jarrett@lincoln.k12.nc.us">fred.jarrett@lincoln.k12.nc.us</a>          District: 2          Term Expires: 2026</p>	<p><b>Tony A. Jenkins</b>          P.O. Box 1826          Lincolnton, NC 28092          (704) 747-5228  <a href="mailto:tony.jenkins@lincoln.k12.nc.us">tony.jenkins@lincoln.k12.nc.us</a>          District: At Large          Term Expires: 2026</p>
<p><b>Myra H. Heavner</b>          358 Guy Heavner Road          Lincolnton, NC 28092          (704) 473-2429  <a href="mailto:myra.heavner@lincoln.k12.nc.us">myra.heavner@lincoln.k12.nc.us</a>          District: 1          Term Expires: 2024</p>	<p><b>Krista S. Heavner</b>          3908 Channel Point Lane          Denver, NC 28037          (828) 514-1268  <a href="mailto:krista.heavner@lincoln.k12.nc.us">krista.heavner@lincoln.k12.nc.us</a>          District: 5          Term Expires: 2026</p>
<p><b>Mark L. Mullen</b>          P.O. Box 446          Lincolnton, NC 28093          (704) 473-6311  <a href="mailto:markmullen@lincoln.k12.nc.us">markmullen@lincoln.k12.nc.us</a>          District: 4          Term Expires: 2024</p>	<p><b>Board Attorney</b>          Dean Shatley          674 Merrimon Avenue, Suite 210          Asheville, NC 28804          (828) 398-2775</p>

## **Elementary Schools**

### **Battleground (K-5)**

301 Jeb Seagle Drive  
Lincolnton, NC 28092  
Phone: (704) 736-1626

### **North Brook (K-5)**

642 Hwy 274  
Vale, NC 28168  
Phone: (704) 276-2479

### **Catawba Springs (K-5)**

206 N. Little Egypt Road  
Denver, NC 28037  
Phone: (704) 736-1895

### **Pumpkin Center Primary (K-2)**

3970 King Wilkinson Road  
Lincolnton, NC 28092  
Phone: (704) 736-1394

### **G.E. Massey (K-5)**

130 Newbold Street  
Lincolnton, NC 28092  
Phone: (704) 735-2322

### **Pumpkin Center Intermediate (3-5)**

3980 King Wilkinson Road  
Lincolnton, NC 28092  
Phone: (704) 736-1504

### **Iron Station (K-5)**

4207 Hwy 27 East  
Iron Station, NC 28080  
Phone: (704) 736-4292

### **Rock Springs (K-5)**

3633 Hwy 16 North  
Denver, NC 28037  
Phone: (704) 483-2281

### **Love Memorial (K-5)**

1463 Love Mem. Sch. Road  
Lincolnton, NC 28092  
Phone: (704) 735-5649

### **S. Ray Lowder (K-5)**

350 Kennedy Drive  
Lincolnton, NC 28092  
Phone: (704) 735-2741

### **Norris S. Childers (K-5)**

2595 Rock Dam Road  
Lincolnton, NC 28092  
Phone: (704) 736-9610

### **St. James (K-5)**

1799 St. James Church Road  
Denver, NC 28037  
Phone: (704) 736-1958

### **Union (K-5)**

4875 Reepsville Road  
Vale, NC 28168  
Phone: (704) 276-1493

## **Middle Schools**

### **East Lincoln Middle (6-8)**

4173 Hwy 73  
Iron Station, NC 28080  
Phone: (704) 732-0761

### **Lincolnton Middle (6-8)**

2361 Startown Road  
Lincolnton, NC 28092  
Phone: (704) 735-1120

### **North Lincoln Middle (6-8)**

1503 Amity Church Road  
Denver, NC 28037  
Phone: (704) 736-0262

### **West Lincoln Middle (6-8)**

260 Shoal Road  
Lincolnton, NC 28092  
Phone: (704) 276-1760

## **High Schools**

### **East Lincoln High (9-12)**

6471 Hwy 73  
Denver, NC 28037  
Phone: (704) 736-1860

### **Lincolnton High (9-12)**

803 N. Aspen Street  
Lincolnton, NC 28092  
Phone: (704) 735-3089

### **North Lincoln High (9-12)**

2737 Lee Lawing Road  
Lincolnton, NC 28092  
Phone: (704) 736-1969

### **West Lincoln High (9-12)**

172 Shoal Road  
Lincolnton, NC 28092  
Phone: (704) 736-9453

### **Asbury Academy (7-12)**

221 Salem Church Road  
Lincolnton, NC 28092  
Phone: (704) 736-4766

### **Lincoln County School of Technology**

1 Timken Drive  
Lincolnton, NC 28092  
Phone: (704) 732-4084

## **District Office Staff**

### **Administration**

Dr. Aaron Allen, Superintendent

- *Cathy Gates, Administrative Assistant*

### **Support Services/Athletics**

Eric Eaker, Chief Operations Officer

- *Ethel Gaston, Administrative Assistant*

Brian Clary, Chief of Administrative Services &  
County Athletic Director

### **Child Nutrition**

Shelly Rhyne, Chief of Child Nutrition

Lorie Reece, Supervisor

- *Amanda Davis, Business Manager*

- *Sharon Altemose, Production Manager*

- *Amanda Lee, Administrative Assistant*

- *Eric Altemose, Warehouse Manager*

- *Mark Wilkinson, Warehouse Assistant*

### **Exceptional Children**

Kim Davis, Chief of Exceptional Children

Monica Gudger, EC Program Specialist

- *Lyndsay Carpenter, Administrative Assistant*

- *Heather Riddle, Compliance Specialist*

- *Renee Rondeau, EC Testing Coordinator*

### **Finance**

Beth McCraw, Chief Financial Officer

- *Melissa Ballard, Benefits Specialist*

- *Mandi Parker, Benefits/Workers Comp*

- *Sherry Brooks, Lead Payroll Specialist*

- *Laura Phillips, Payroll Specialist*

- *Phyllis Shearin, Accts. Receivable Technician*

- *Linda Matney, Accts. Payable/Receivable*

- *Amber Heafner, Accts. Payable/Receivable*

### **Human Resources**

Diana Carpenter, Chief of Human Resources

- *Juli Burchett, Administrative Assistant*

- *Penni Davis, Administrative Assistant*

- *Suzanne Boyle, Administrative Assistant*

- *Donna Turner, HR Licensure Specialist*

- *Susan Hester, Receptionist*

### **Maintenance**

Ted Ramsey, Maintenance Director

David Willard, Maintenance Coordinator

- *Chelsea Kelly, Administrative Assistant*

### **Curriculum and Instruction**

Dr. Heath Belcher, Associate Superintendent

Heather Myers, Director of Academic Readiness

Dr. Tim Beam, Chief of Federal Programs

- *Jenny Brogden, Administrative Assistant*

Melanie Huss, Chief Academic Officer

- *Kim Walker, Administrative Assistant*

Rusty Saine, Chief of Accountability, Students

- *Cesi Salazar, ESL Parent Facilitator*

- *Sindy Carias-Campos, Administrative Asst*

Heather Myers, Director, High School

- *Tammy Wright, Administrative Assistant*

Kennan Eaddy, Director of Student Support

Kesha Ruppe, Director of Literacy

Karen Dellinger, Public Information Officer

Tammy Strupp, Lead District Data Manager

Chris Kolasinski, Pre-K Coordinator

### **Career & Technical Education**

Dr. Cale Sain, Chief of Post-Secondary Readiness

Natalie Smith, IMC/Work-Based Coordinator

Elizabeth Darling, Workforce Development Coord.

- *Angela Calliope, Administrative Assistant*

### **ITS**

Steven Hoyle, Chief Technology Officer

- *RaShaun Curry, Asst Director of Technology*

- *Kathy Houser, Systems Engineer Supervisor*

- *Bethany Blackwelder, Technician*

- *Preston Gann, Technician*

- *Donna Lichtenwalner, Technician*

- *Charles Lineberger, Technician*

- *Elizabeth Lloyd, Technician*

- *Aaron Mosteller, Technician*

- *Dylan Smith, Technician*

- *Brent Turner, Technician*

- *Logan Ray*

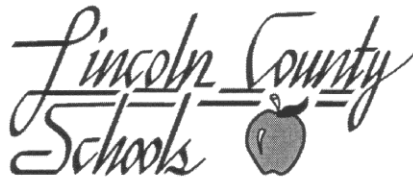
- *John Turney*

### **Transportation**

Leighann Campbell, Transportation Coordinator

Shay Wright, TIMS Operator

- *Kim Gates, Property/Cost Clerk*



## **MISSION**

*Lincoln County Schools will work together with students, families, and the community to ensure a quality, innovative educational program in a safe environment where students become responsible, contributing citizens and lifelong learners.*

## **Core Values**

- Systems Thinking
- Customer Focus
- Leadership
- Management by Fact
- Continuous Process Improvement
- Participatory Management
- Human Resource Development
- Teamwork
- Long-Term Commitment

## **BELIEFS**

- All students learn and are successful in the appropriate learning environment.
- Students learn in a variety of ways.
- Developing confident, self-directed, lifelong learners and productive citizens requires high expectations of all partners.
- We are innovative in our approach to teaching and learning, using all resources to enable each student to achieve in all curricular areas and to be competitive beyond graduation.
- Schools are safe, orderly, inviting and supportive environments where students are actively involved and optimal learning occurs.
- Students, teachers, staff, parents, and the community have a shared responsibility to ensure the successful education of all children in our global society.
- Student learning drives all decisions.



# **HUMAN RESOURCES**

## **Code of Professional Practice and Conduct for North Carolina Educators**

Section .0600 North Carolina Administrative Code, Authority G.S. 115C-295.3, Eff. May 1, 1998

### **Purpose and Applicability**

The purpose of these rules is to establish and uphold uniform standards of professional conduct for licensed professional educators throughout the State. These rules shall be binding on every person licensed by the State Board of Education (SBE), hereinafter referred to as “educator” or “professional educator,” and the possible consequences of any willful breach shall include license suspension or revocation. The prohibition of certain conduct in these rules shall not be interpreted as approval of conduct not specifically cited.

### **Standards of Professional Conduct**

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

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

1. **Generally recognized professional standards.** The educator shall practice the professional standards of federal, state, and local governing bodies.
2. **Personal conduct.** The educator shall serve as a positive role model for students, parents, and the community. Because the educator is entrusted with the care and education of small children and adolescents, the educator shall demonstrate a high standard of personal character and conduct.
3. **Honesty.** The educator shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties including the following:
  - A. statement of professional qualifications;
  - B. application or recommendation for professional employment, promotion, or licensure;
  - C. application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit;
  - D. representation of completion of college or staff development credit;
  - E. evaluation or grading of students or personnel;
  - F. submission of financial or program compliance reports submitted to state, federal, or other governmental agencies;
  - G. submission of information in the course of an official inquiry by the employing LEA or the SBE related to facts of unprofessional conduct, provided, however, that an educator shall be given adequate notice of the allegations and may be represented by legal counsel; and
  - H. submission of information in the course of an investigation by a law enforcement agency, child protective services, or any other agency with the right to investigate, regarding school related criminal activity; provided, however, that an educator shall be entitled to decline to give evidence to law enforcement if such evidence may tend to incriminate the educator as that term is defined by the Fifth Amendment to the U.S. Constitution.

4. **Proper remunerative conduct.** The educator shall not solicit current students or parents of students to purchase equipment, supplies, or services from the educator in a private remunerative capacity. An educator shall not tutor for remuneration students currently assigned to the educator's classes, unless approved by the local superintendent. An educator shall not accept any compensation, benefit or thing of value other than the educator's regular compensation for the performance of any service that the educator is required to render in the course and scope of the educator's employment. This Rule shall not restrict performance of any overtime or supplemental services at the request of the LEA; nor shall it apply to or restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents, or other persons in recognition or appreciation of service.
5. **Conduct with students.** The educator shall treat all students with respect. The educator shall not commit any abusive act or sexual exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that educator, as defined below:
  - A. any use of language that is considered profane, vulgar, or demeaning;
  - B. any sexual act;
  - C. any solicitation of a sexual act, whether written, verbal, or physical;
  - D. any act of child abuse, as defined by law;
  - E. any act of sexual harassment, as defined by law; and
  - F. any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The term "romantic relationship" shall include dating any student.
6. **Confidential Information.** The educator shall keep in confidence personally identifiable information regarding students or their family members that has been obtained in the course of professional service, unless disclosure is required or permitted by law or professional standards, or is necessary for the personal safety of the student or others.
7. **Rights of others.** The educator shall not willfully or maliciously violate the constitutional or civil rights of a student, parent/legal guardian, or colleague.
8. **Required reports.** The educator shall make all reports required by Chapter 115C of the North Carolina General Statutes.
9. **Alcohol or controlled substance abuse.** The educator shall not:
  - A. be under the influence of, possess, use, or consume on school premises or at a school-sponsored activity a controlled substance as defined by N.C. Gen. Stat. § 90-95, the Controlled Substances Act, without a prescription authorizing such use;
  - B. be under the influence of, possess, use, or consume an alcoholic beverage or a controlled substance on school premises or at a school-sponsored activity involving students; or
  - C. furnish alcohol or a controlled substance to any student except as indicated in the professional duties of administering legally prescribed medications.

10. **Compliance with criminal laws.** The educator shall not commit any act referred to in G.S. 115C-332 and any felony under the laws of the United States or of any state.
11. **Public funds and property.** The educator shall not misuse public funds or property, funds of a school-related organization, or colleague's funds. The educator shall account for funds collected from students, colleagues, or parent/legal guardians. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
12. **Scope of professional practice.** The educator shall not perform any act as an employee in a position for which licensure is required by the rules of the SBE or by Chapter 115C or the North Carolina General Statutes during any period in which the educator's license has been suspended or revoked.
13. **Conduct related to ethical violations.** The educator shall not directly or indirectly use or threaten to use any official authority or influence in any manner that tends to discourage, restrain, interfere with, coerce, or discriminate against any subordinate or any licensee who in good faith reports, discloses, divulges, or otherwise brings to the attention of an LEA, the SBE, or any other public agency authorized to take remedial action, any facts or information relative to actual or suspected violation of any law regulating the duties of persons serving in the public school system, including but not limited to these rules.

#### **Completion of New Hire Forms / Payroll Forms**

The following new hire forms, which are completed on-line via OnBoarding/TalentEd, must be completed and returned to the Human Resources Department before the first paycheck will be released.

Tax Withholding Forms: W4, NC4	General Information Form	Drug Screening
Direct Deposit Authorization Form	Waiver & Release	Background Check
Supplement Information Form	I-9 Form	TB Test/Health Exam
Installment Pay Election Form	General Safety Rules	Internet Use Agreement

#### **Email**

All employees are issued 10-digit UID# to access their email account. Please contact the HR Department or the school secretary to receive your 10-digit UID#. Once received, log into <https://my.ncedcloud.org>, select **Claim My Account**. You will enter your **date of birth**, the district code # (**550**) and your **10-digit UID#** to claim your account.

#### **Key Cards/ID Badges**

Employees will be issued a key card to obtain access to their school, as well as an Employee ID badge. The first key card and ID badge are issued free of charge and will be replaced one time free of charge. Afterwards, if an employee loses their key card and/or ID badge, the cost is \$5 each for a replacement. In the event an employee loses their key card, please contact Human Resources immediately so that the card can be deactivated in order to prevent unlawful entry into the facility.

### **AESOP vs TimeKeeper (TK)**

Effective August 8, 2016, AESOP will no longer be used for employees that do not require a substitute. This includes all classified staff (teacher assistants, custodians, clerical staff, ALC coordinators), media coordinators, lead teachers, administrators, directors, principals, assistant principals, etc.

Certified staff (10-month teachers) and EC teacher assistants, PK teacher assistants, and child nutrition staff will continue to use AESOP, since a substitute is required. Principals will approve absences in TimeKeeper and AESOP within a reasonable amount of time after the absence has occurred. Daily would be preferred. Please develop a routine to take care of this function. **DO NOT PRINT TIMESHEETS.** All approvals are to be completed in the LINQ/TK system.

Staff that will use TK to sign in and out for time records will be required to approve their time in TK no later than each Monday, or the next day they return to work. Principals will **approve timesheets by Noon each Tuesday**. The school payroll secretary can go into TK and set up an alert to remind the staff (who clock in and out) to approve their timesheet.

Payroll secretaries are not to approve absence requests or timesheets. This is a principal function and should be completed by the principal only. Payroll secretaries are to simply assist other employees in preparing their time records for administrator approval. Timesheets should only be administrator approved once the employee has approved their time.

If an employee or the principal fails to approve the timesheets, Payroll will contact the administrator for an update. Depending on when payroll cutoff is each month, the employee will be at risk to not be paid for the time worked. If the school is responsible for the error, the principal will need to explain to the employee why he/she does not get paid. The school may also be responsible for any payment owed to the employee.

***\*\*If an employee has already submitted an absence in AESOP, do not resubmit. It will duplicate the absence.***

### **Employee Assistance Program (EAP)**

Lincoln County Schools provides an Employee Assistance Program (EAP) to all employees through Atrium Health. This program is a voluntary, confidential professional counseling program to help resolve problems that affect employees. Employees and their families (those living with the employee) are eligible for EAP services. This program will provide an initial visit/evaluation and unlimited outpatient counseling sessions at no cost to the employee. If further counseling is recommended, the employee will be referred to a cost-effective resource professional. Additional costs are the employee's responsibility. To schedule an appointment, call and identify yourself or family member as an **EAP** referral. The 24/7 phone number is **(833) 430.1019** or visit their website at [atrium.resourcesforyourlife.com](http://atrium.resourcesforyourlife.com)

### **Teachers**

- All teachers must submit either the superintendent's copy of a valid N. C. teaching license and affiliate in the online NC licensure system <https://vo.licensure.ncpublicschools.gov/>; **OR** complete the N. C. teaching license online application process (\$85.00 processing fee) and affiliate in the online NC licensure system <https://vo.licensure.ncpublicschools.gov/>.
- All teachers must affiliate with Lincoln County Schools in the online NC licensure system. <https://vo.licensure.ncpublicschools.gov/>
- All educators' contracts are signed electronically in Timekeeper (TK) on an annual basis.

### **Beginning Teacher Licensure Program**

The Beginning Teacher Licensure Program (BT) is a three-year period of support and assessment for novice teachers. At the end of this period, the teacher is either granted or denied a continuing license based on classroom performance. If a continuing license is granted, it is issued with a five-year dating cycle. The fundamental purpose of the BT is to offer support for an individual's professional growth during the first three years of employment. Support consists of the following:

- a mentor
- periodic assessment of skills
- evaluations of performance
- professional development plan
- professional learning community support group at schools and district levels

Participation in the BT is required of teachers with fewer than three years of experience (normally considered to be public school experience). Teachers with three or more years of K-12 public school experience (as determined by the Licensure Section) are normally not required to serve in the BT. The following special service personnel positions do not participate in the BT program:

- student service personnel (media coordinators, counselors)
- administrators
- curriculum-instructional specialists

An out-of-state teacher is not subject to BT requirements, if the teacher:

- has a North Carolina license based on interstate reciprocity or completion of an NCATE-approved education program, and
- have three or more years of experience (as determined by the Licensure Section).

Staff development experiences during the three-year Beginning Teacher Licensure Program are applicable only to the BT period and may not be applied to future renewal cycles.

### **Teacher Evaluation Process**

It is the belief of the Board that quality teaching is of great importance in a sound educational program and that thorough and regular appraisal of teaching performance is crucial to improving the teaching-learning process; therefore, the board provides for annual evaluations of all teachers.

The intended purpose of the North Carolina Teacher Evaluation Process is to assess the teacher's performance in relation to the North Carolina Professional Teaching Standards and to design a plan for professional growth.

## **NC Teacher Evaluation**

### **Comprehensive Evaluation Cycle**

- Probationary status teachers (BT 1, 2, 3) or veteran teachers that have worked less than three years in LEA
- Three observations required; by the principal or a designee (hereinafter "principal")
- One formal observation by a peer
- Summative Evaluation
- Summary Rating Form Instruments used:
  - Professional Development Plan
  - Rubric Standards I, II, III, IV, V
  - Self-Assessment, Reflection, Presentation or artifacts, and classroom demonstration(s)
  - Record of Teacher Evaluation Activities (required by principal)

### **Abbreviated Evaluation Cycle**

- Career status teachers (years 1-4 of renewal cycle) and have worked for LEA prior to tenure being removed
- Two informal observations required; by the principal or designee
- Summary Rating Form (per year)
- Instruments used:
  - Professional Development Plan (annually)
  - Rubric Standards I; IV
  - Self-Assessment, Reflection, Presentation or artifacts, and classroom demonstration(s) (annually)
  - Record of Teacher Evaluation Activities (Required by Principal)

### **Standard Evaluation**

- Career status teachers (year five of renewal cycle) or comprehensive cycle teachers that have been employed in LEA longer than three years
- Three observations (one formal; one informal; by the principal or designee)
- Summative Evaluation
- Summary Rating Form (per year)
- Instruments used:
  - Professional Development Plan (annually)
  - Rubric Standards I, II, III, IV, V
  - Self-Assessment, Reflection, Presentation or artifacts, and classroom demonstration(s) (annually)
  - Record of Teacher Evaluation Activities (required by principal)

### **Late Hire Evaluation** (hired after December 1)

One observation required by the principal or designee (additional observations can be completed at the principal's discretion).

### **Teacher License Renewal**

It is the responsibility of every licensed employee to submit the "Superintendent's Copy" of a valid North Carolina teaching license to the Human Resources Department. If help is needed in obtaining the superintendent's copy, please contact Donna Turner in HR.

North Carolina licenses must be renewed every five years. The renewal process ensures that professional school personnel continually update their professional knowledge and technical competency. Each license holder is responsible for knowing and satisfying license renewal requirements. Failure to renew a license makes one ineligible for employment. Online renewal process <https://vo.licensure.ncpublicschools.gov/>.

### **Renewal credit required to renew a license: (8.00 total renewal credits required)**

License renewal requires 2.00 General renewal credit; 3.00 must be in the Literacy area for K-8 teachers only; and 3.00 must be in the Academic area. For all other Educators, 5.00 license renewal credit required, of these, 3.00 must be in the Academic area.

<b>LICENSURE RENEWAL POLICY RECOMMENDATION</b>	
<b>Credits required for licenses expiring on: June 30, 2017 &amp; June 30, 2018</b>	<b>Credits required for licenses expiring on or after: June 30, 2019</b>
<b>Grades K-8</b> <ul style="list-style-type: none"><li>• 3 Subject Area</li><li>• 3 Literacy</li><li>• 2 General</li></ul>	<b>Grades K-8</b> <ul style="list-style-type: none"><li>• 3 Subject Area</li><li>• 3 Literacy</li><li>• 2 Digital Learning Competencies</li></ul>
<b>Grades 9-12</b> <ul style="list-style-type: none"><li>• 3 Subject Area</li><li>• 5 General</li></ul>	<b>Grades 9-12</b> <ul style="list-style-type: none"><li>• 3 Subject Area</li><li>• 2 Digital Learning Competencies</li><li>• 3 General</li></ul>
<b>Administrators</b> <ul style="list-style-type: none"><li>• 3 Executive's Role</li><li>• 5 General</li></ul>	<b>Administrators</b> <ul style="list-style-type: none"><li>• 3 Executive's Role</li><li>• 2 Digital Learning Competencies</li><li>• 3 General</li></ul>

Course work must be directly related to an individual's professional responsibilities as a public school educator or to his/her area(s) of licensure.

- A unit of renewal credit is equivalent to one quarter hour or one in-service credit from a N.C. public school system and generally reflects ten contact hours.
- One semester hour is equivalent to 1.5 units of renewal credit.

Activities suitable for renewal credit:

- College or university courses. (Transcripts are required as documentation; grade reports are not accepted.)
- Local in-service courses or workshops
- Classes and workshops approved by an LEA

It is the employee's responsibility to see that requirements for license renewal are met during each five-year period.



**New Teacher Incentives**

- Two-Day Orientation
- Mentor provided for new teachers in their first and second years to the profession

**Relocation Loan**

An interest-free loan of \$1,000 is available for newly employed teachers who must relocate to Lincoln County. This loan applies only to teachers who are in their initial employment after completing their college education and must be applied for during the first month of employment.

**Conditional Evaluation — Classified Employees**

Classified employees are hired on a 90-day probationary period. After 90-days, a probationary evaluation shall be conducted with the annual evaluation occurring in March of each year.

# **PAYROLL**

### **Payday for Employees**

The payday for all employees shall be established as the last day of each month. Should payday fall on a weekend or holiday, the payday will be moved to the last day immediately prior to the weekend or holiday. The 2023-2024 payroll schedules are listed below.

<b>2023-2024 Payroll Schedule Teachers</b>				
<b>PAYEE</b>	<b>PAY DATE</b>	<b>DATES PAID</b>	<b>ABSENCES PROCESSED</b>	<b>PAYROLL CUT OFF</b> <small>(Includes SD-2, Letterhead, etc.) Will Process at NOON</small>
<b>TCH</b>	<b>07/31/2023</b>	<b>NO PAY</b>	<b>06/11/2023-07/08/2023</b>	<b>07/11/2023</b>
<b>TCH</b>	<b>8/31/2023</b>	<b>8/08/2023 – 9/06/2023(1/2)</b>	<b>07/09/2023- 08/05/2023</b>	<b>08/08/2023</b>
<b>TCH</b>	<b>9/29/2023</b>	<b>09/06/2023(1/2) – 10/05/2023</b>	<b>08/06/2023 – 09/09/2023</b>	<b>09/12/2023</b>
<b>TCH</b>	<b>10/31/2023</b>	<b>10/06/1023 – 11/06/2023(1/2)</b>	<b>09/10/2023 – 10/14/2023</b>	<b>10/17/2023</b>
<b>TCH</b>	<b>11/30/2023</b> <small>(Fall Supplements Paid)</small>	<b>11/06/2023(1/2) – 12/05/2023</b>	<b>10/15/2023 – 11/11/2023</b>	<b>11/14/2023</b>
<b>TCH</b>	<b>12/28/2023</b>	<b>12/06/2023 – 01/04/2024(1/2)</b>	<b>11/12/2023 – 12/09/2023</b>	<b>12/12/2023</b>
<b>TCH</b>	<b>01/31/2024</b>	<b>01/04/2024(1/2) – 02/02/2024</b>	<b>12/10/2023 – 01/13/2024</b>	<b>01/16/2024</b>
<b>TCH</b>	<b>02/29/2024</b>	<b>02/03/2024 – 03/05/2024(1/2)</b>	<b>01/14/2024 – 02/10/2024</b>	<b>02/13/2024</b>
<b>TCH</b>	<b>03/28/2024</b> <small>(Spring Supplements Paid)</small>	<b>03/05/2024(1/2) – 04/03/2024</b>	<b>02/11/2024 – 03/09/2024</b>	<b>03/12/2024</b>
<b>TCH</b>	<b>04/30/2024</b>	<b>04/04/2024 – 05/03/2024(1/2)</b>	<b>03/10/2024 – 04/06/2024</b>	<b>04/09/2024</b>
<b>TCH</b>	<b>05/31/2024</b>	<b>05/03/2024(1/2) -06/03/2024</b>	<b>04/07/2024 – 05/04/2024</b>	<b>05/07/2024</b>
<b>TCH</b>	<b>06/28/2024</b>	<b>Subs Pay only</b>	<b>05/05/2024 – 06/08/2024</b>	<b>06/11/2024</b>

2023-2024 PAYROLL SCHEDULE EOM12 Pay Group				
PAYEE	PAY DATE	PAY PERIOD	PERIOD OF TIME FOR ABSENCES REPORTED IN TIMEKEEPER	PAYROLL CUT OFF (Includes SD-2, Letterhead, etc.) <b>Will process at NOON</b>
EOM12	07/31/2023	July 1 – 31	06/11/2023-07/08/2023	07/11/2023
EOM12	08/31/2023	August 1 – 31	07/09/2023 – 08/05/2023	0808/2023
EOM12	09/29/2023	September 1 – 30	08/06/2023-09/09/2023	09/12/2023
EOM12	10/31/2023	October 1 – 31	09/10/2023-10/14/2023	10/17/2023
EOM12	11/30/2023 (Fall Supplements Paid)	November 1 – 30	10/15/2023-11/11/2023	11/14/2023
EOM12	12/28/2023	December 1 – 31	11/12/2023-12/09/2023	12/12/2023
EOM12	01/31/2024	January 1 – 31	12/10/2023-01/13/2024	01/16/2024
EOM12	02/29/2024	February 1 – 29	01/14/2024-02/10/2024	02/13/2024
EOM12	03/28/2024 (Spring Supplements Paid)	March 1 – 31	02/11/2024-03/09/2024	03/12/2024
EOM12	04/30/2024	April 1 – 30	03/10/2024-04/06/2024	04/09/2024
EOM12	05/31/2024	May 1 – 31	04/07/2024-05/04/2024	05/07/2024
EOM12	06/28/2024	June 1 – 30	05/05/2024-06/08/2024	06/11/2024

\*\*\*Need to notify payroll **IMMEDIATELY** if an employee has a change of status with their employment according to the Dates Paid  
(Change of Status: Resign, Out for 10 consecutive days, Change Job, Change Location, Etc.)\*\*\*  
Flexible Benefits deductions through Pierce Group will start August 2023 and run through May 2024

<b>2023-2024 PAYROLL SCHEDULE</b> <b>12 Month Hourly Pay Group</b>			
PAYEE	PAY DATE	WEEKS PAID (# WEEKS)	PAYROLL CUT OFF (Will Process at NOON)
HRL12	07/31/2023	06/11/2023-07/08/2023 (4wks)	07/11/2023
HRL12	08/31/2023	07/09/2023-08/05/2023 (4wks)	08/08/2023
HRL12	09/29/2023	08/06/2023-09/09/2023 (5wks)	09/12/2023
HRL12	10/31/2023	09/10/2023-10/14/2023 (5wks)	10/17/2023
HRL12	11/30/2023 (Fall Supplements Paid)	10/15/2023-11/11/2023 (4wks)	11/14/2023
HRL12	12/28/2023	11/12/2023 – 12/09/2023 (4wks)	12/12/2023
HRL12	01/31/2024	12/10/2023 – 01/13/2024 (5wks)	01/16/2024
HRL12	02/29/2024	01/14/2024 – 02/10/2024 (4wks)	02/13/2024
HRL12	03/28/2024 (Spring Supplements Paid)	02/11/2024 – 03/09/2024 (4wks)	03/12/2024
HRL12	04/30/2024	03/10/2024 – 04/06/2024 (4wks)	04/09/2024
HRL12	05/31/2024	04/07/2024 – 05/04/2024 (4wks)	05/07/2024
HRL12	06/28/2024	05/05/2024 – 06/08/2024 (5wks)	06/11/2024

\*\*\*Need to notify payroll **IMMEDIATELY** if an employee has a change of status with their employment.  
 (Change of Status: Resign, Out for 10 consecutive days, Change Job, Change Location, Etc.)\*\*\*  
 Flexible Benefits deductions through Pierce Group will start August 2023 and run through May 2024

2023-2024 PAYROLL SCHEDULE EOM11 Pay Group				
PAYEE	PAY DATE	PAY PERIOD	PERIOD OF TIME FOR ABSENCES REPORTED IN TIMEKEEPER	PAYROLL CUT OFF (Includes SD-2, Letterhead, etc.) <b>Will process at NOON</b>
EOM11	07/31/2023	July 1-31	06/11/2023-07/08/2023	07/11/2023
EOM11	08/31/2023	August 1 – 31	07/09/2023 – 08/05/2023	08/08/2023
EOM11	09/29/2023	September 1 – 30	08/06/2023-09/09/2023	09/12/2023
EOM11	10/31/2023	October 1 – 31	09/10/2023-10/14/2023	10/17/2023
EOM11	11/30/2023 (Fall Supplements Paid)	November 1 – 30	10/15/2023-11/11/2023	11/14/2023
EOM11	12/28/2023	December 1 – 31	11/12/2023-12/09/2023	12/12/2023
EOM11	01/31/2024	January 1 – 31	12/10/2023-01/13/2024	01/16/2024
EOM11	02/29/2024	February 1 – 29	01/16/2024-02/10/2024	02/13/2024
EOM11	03/28/2024 (Spring Supplements Paid)	March 1 – 31	02/11/2024-03/09/2024	03/12/2024
EOM11	04/30/2024	April 1 – 30	03/10/2024-04/06/2024	04/09/2024
EOM11	05/31/2024	May 1 – 31	04/07/2024-05/04/2024	05/07/2024
EOM11	06/28/2024	June 1 – 30	05/05/2024-06/08/2024	06/11/2024

\*\*\*Need to notify payroll **IMMEDIATELY** if an employee has a change of status with their employment according to the Dates Paid  
(Change of Status: Resign, Out for 10 consecutive days, Change Job, Change Location, Etc.)\*\*\*  
Flexible Benefits deductions through Pierce Group will start August 2023 and run through May 2024

<b>2023-2024 PAYROLL SCHEDULE</b> <b>10 MONTH HRL Pay Group</b>			
PAYEE	PAY DATE	WEEKS PAID (# WEEKS)	PAYROLL CUT OFF (Will Process at NOON)
HRL10	07/31/2023	06/11/2023-07/08/2023 (4wks)	07/11/2023
HRL10	08/31/2023	07/09/2023-08/05/2023 (4 wks)	08/08/2023
HRL10	09/29/2023	08/06/2023-09/09/2023 (5wks/4wks Bus/CN)	09/12/2023
HRL10	10/31/2023	09/10/2023-10/14/2023 (5wks)	10/17/2023
HRL10	11/30/2023 (Fall Supplements Paid)	10/15/2023-11/11/2023 (4wks)	11/14/2023
HRL10	12/28/2023	11/12/2023 – 12/09/2023 (4wks)	12/12/2023
HRL10	01/31/2024	12/10/2023 – 01/13/2024 (5wks)	01/16/2024
HRL10	02/29/2024	01/14/2024 – 02/10/2024 (4wks)	02/13/2024
HRL10	03/28/2024 (Spring Supplements Paid)	02/11/2024 – 03/09/2024 (4wks)	03/12/2024
HRL10	04/30/2024	03/10/2024 – 04/06/2024 (4wks)	04/09/2024
HRL10	05/31/2024	04/07/2024 – 05/04/2024 (4wks)	05/07/2024
HRL10	06/28/2024	05/05/2024 – 06/08/2024 (5wks/3 wks Bus/CN)	06/11/2024

\*\*\*Need to notify payroll **IMMEDIATELY** if an employee has a change of status with their employment.  
 (Change of Status: Resign, Out for 10 consecutive days, Change Job, Change Location, Etc.)\*\*\*  
 Flexible Benefits deductions through Pierce Group will start September 2023 and run through June 2024

<b>2023-2024 PAYROLL SCHEDULE Substitutes</b>	
<b>PAY DATE</b>	<b>PERIOD OF TIME FOR ABSENCES REPORTED IN SPEED</b>
<b>08/31/2023</b>	<b>NO PAY</b>
<b>09/29/2023</b>	<b>08/06/2023- 09/09/2023</b>
<b>10/31/2023</b>	<b>09/10/2023 – 10/14/2023</b>
<b>11/30/2023</b>	<b>10/15/2023 – 11/11/2023</b>
<b>12/28/2023</b>	<b>11/12/2023 – 12/09/2023</b>
<b>01/31/2024</b>	<b>12/10/2023 – 01/13/2024</b>
<b>02/29/2024</b>	<b>01/16/2024 – 02/10/2024</b>
<b>03/28/2024</b>	<b>02/11/2024 – 03/09/2024</b>
<b>04/30/2024</b>	<b>03/10/2024 – 04/06/2024</b>
<b>05/31/2024</b>	<b>04/07/2024 – 05/04/2024</b>
<b>06/28/2024</b>	<b>05/05/2024 – 06/08/2024</b>

### **Salary Schedules**

To view State Salary Schedules, visit [www.ncpublicschools.org/stateboard/](http://www.ncpublicschools.org/stateboard/)



### **Mandatory Direct Deposit**

The Lincoln County Board of Education has approved mandatory direct deposit of payroll checks for all employees. This action is an effort toward saving the school district approximately \$10,000 a year in costs associated with conventional payroll procedures. This is the only method of payment that is used. If your banking institution should change during the school year, please contact the Payroll Department.

### **Installment Pay (MANDATORY FOR ALL CERTIFIED 10 MONTH EMPLOYEES)**

Certified ten-month employees are automatically placed on twelve payments rather than ten providing the employee started on the first work day of the new school year. Installment pay will remain in effect unless the employee would be off payroll without pay for at least ten consecutive days.

### **State Employees' Credit Union**

The State Employees' Credit Union allows permanent employees to invest and borrow money, which can be payroll deducted. Other available benefits include, but not limited to, the Summer Cash Account.

### **Local Supplement**

Permanent full-time and part-time employees receive a local supplement based on an adopted schedule and position for each fiscal year. The supplement is earned on a monthly pro rata basis and paid in two equal installments (November and March). Should employment terminate prior to the end of the school year, the employee's earned salary to date will be garnished to reimburse the school system for its pro rata share of the unearned supplement.

### **Supplemental Pay for New Teachers**

Upon initial employment, any newly employed teacher who has earned no teaching experience the previous year in another location, may, upon submission of written justification, request an issuance of the first semester supplemental pay during their beginning month of employment. It is the sole intent of this policy to provide teachers, in their initial year of employment, some access to immediate revenues to defray moving, housing, and subsistence costs prior to receiving their first paycheck. ***This policy applies only to teachers who are in their initial employment.***

### **Travel and Subsistence Reimbursement**

Travel and subsistence reimbursement will be paid for expenses incurred in the discharge of official duty. Private car mileage is reimbursed at the state rate (subject to change on January 1 yearly). State rates for subsistence reimbursement are listed below. Travel reimbursement forms may be accessed by logging in to the LCS website with your UID #. Once logged in, point to **DEPARTMENT** then click **FINANCE AND BUSINESS SERVICES** and then click **FINANCE & BUSINESS/BENEFIT FORMS**. Scroll down until you see the appropriate form listed under the heading **TRAVEL & MILEAGE**.

	In-State	Out-of-State
Breakfast	\$8.60	\$8.60
Lunch	\$11.30	\$11.30
Dinner	\$19.50	\$22.20
Hotel	\$75.10	\$88.70

# BENEFITS

Ref: Benefits & Employment Policy Manual, Division of Human Resource Management,  
North Carolina Department of Public Instruction  
<http://www.ncpublicschools.org/humanresources/district-personnel/key-information>

The following information is intended only as an overview of employee benefits.  
Please refer questions not covered in this section to the Benefits Specialist.

## LEAVE

### **Holiday Leave**

The Board of Education determines when holidays are scheduled. Twelve-month employees observe 12 holidays per year while ten-month employees observe 11 holidays per year.

### **Vacation Leave**

Permanent full-time and part-time employees earn vacation (annual leave). To earn vacation leave in a given month, employees must be working or on paid leave during half or more of the work days in that month. Eligible part-time permanent employees earn leave equal to their percentage of full-time employment. State regulations and local policies govern when vacation leave may be taken. Unused vacation leave can be accumulated and a maximum of 30 days carried forward to the next fiscal year, which begins on July 1. On June 30 of each year, any accumulated days of vacation leave in excess of 30 days are converted to sick leave days. Vacation leave will be transferred when employees transfer among local educational agencies and also may be transferred to state agencies if they are willing to accept the leave; otherwise, employees leaving the public schools will be paid for up to 30 days of accumulated leave. In case of death, the employee's estate will receive payment for any accumulated vacation leave up to 30 days. Annual leave must be accrued before it can be used. The following chart shows the number of days of vacation earned each month based on years of state service.

#### **Vacation Leave Earning Rate**

<b>Years of State Service</b>	<b>Days Earned</b>	<b>Hours Earned 6.0</b>	<b>Hours Earned 7.5</b>	<b>Hours Earned 8.0</b>
Less than 5	1.1666	7.00	8.75	9.333
5 but less than 10	1.417	8.50	10.625	11.333
10 but less than 15	1.667	10.00	12.50	13.333
15 but less than 20	1.917	11.50	14.375	15.333
20 years or more	2.166	13.00	16.25	17.333

Classroom teachers, school media specialists, and teacher assistants who require a substitute, cannot take annual vacation leave at any time that students are scheduled to be in attendance, except as provided in cases of catastrophic illness, to care for a newborn child, or a child placed with the teacher for adoption or foster care, or if qualified for Family Medical Leave.

### **Sick Leave**

Permanent employees who are working, or on paid leave for half or more of the work days 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. Sick leave also may be transferred to a state agency, community college, or technical institute if they are willing to accept it.

### **Twenty-Day Extended Sick Leave**

Teachers who require a substitute are provided up to 20 days extended sick leave each year for prolonged illness, less the mandatory substitute deduction, even if a substitute is not employed. This leave may be used after all accumulated sick leave has been exhausted, but cannot be accumulated. All extended sick leave must be approved by the superintendent or designee. Unused extended sick leave does not carry over to the next school year.

### **Voluntary Shared Leave**

Voluntary shared leave is intended to help employees who face financial hardship because of absences for serious medical conditions. Permanent full-time and part-time employees are eligible to receive donated leave. The employee must exhaust all available leave before using donated leave. Employees who are approved by the superintendent to receive donated leave may receive annual leave and/or sick leave from any employee in their own school system. With the approval of the superintendent, annual leave and/or sick leave may be received from an immediate family member in any school system. Limitations apply for givers and receivers. Contact the Benefits Specialist for information regarding these limits.

## **LEAVE OF ABSENCE WITH PAY**

### **Community Responsibility**

Upon approval of the supervisor, full-time or part-time public school employees may be granted leave to represent the school or administrative unit at community functions, such as the funeral of a school child or his/her parent.

### **Jury Duty**

When permanent school employees are absent from work to serve on a jury, no deduction is made from their regular salaries. Employees are entitled to their regular compensation plus any fees received for jury duty.

### **Court Attendance**

When permanent employees are absent from work to attend court in connection with their official duty, or because they were subpoenaed for civic responsibilities (witness to a crime), no salary deduction is made. Any fees received when serving in an official capacity as a witness must be returned to the local school system. If, however, an employee is a defendant or a plaintiff in a case for personal reasons and must be absent from work, no salary will be received unless that time is charged to annual leave or personal leave.

### **Military Leave**

Leave with pay is granted to members of Reserve Components of the U.S. Armed Forces for certain periods of active duty training. Leave with pay is extended to full-time or part-time permanent school employees for up to 15 working days during the federal fiscal year (October 1-September 30). For active state duty in excess of 30 days, employees shall be entitled to military leave with differential pay between military pay and regular pay if the military pay is less than the employee's regular pay. The employee must give advance notice to the employer of absence for military service and apply for reemployment following leave of more than 30 days. The notice

and application may be either written or verbal. The school system may request that the employee submit a copy of the orders or other appropriate documentation of required military duty.

### **Personal Leave**

Permanent full or part-time teachers who require a substitute earn .20 days of personal leave each month for a total of 2.0 days during the ten-month school term, less the required substitute deduction with a few exceptions. These days can be accumulated to a maximum of five days and are transferable among school systems. Personal leave is granted upon authorization of an employee's immediate supervisor. A reason for the leave is not required if the request is made five (5) days in advance. Unless approved by the principal, a teacher shall not take personal leave on the first day teachers are required to report for the school year, on required teacher workdays, or on the last working day before or the next working day after holidays or annual vacation days scheduled in the calendar.

## **LEAVE OF ABSENCE WITHOUT PAY**

### **Parent Involvement in Schools**

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 (4) hours of unpaid leave per fiscal year to attend or otherwise be involved at his or her child's school.

### **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 to care for a newborn child or a newly adopted child. The employee may elect to use appropriate earned leave during the time of the leave. For the purposes of educational continuity, with the approval of the board, the unpaid leave of absence may be extended for the remainder of the school year when the leave would otherwise end in the latter half of the school year. Whenever possible, an employee should give advance notice of request for leave of absence.

### **Family and Medical Leave Act (FMLA)**

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 Family Medical Leave. Particular provisions of this federally mandated act may be obtained from the Wage and Hour Office of the U.S. Department of Labor.

### **Leave of Absence**

Public school employees may be granted leaves of absence without pay for periods determined by the local administrative unit. This leave should be requested in advance and must comply with regulations adopted by the school system. Contact the Benefits Department for assistance with the proper procedures for applying for a leave of absence.

## INSURANCE

### **State Health Plan**

The State Health Plan, currently administered by Blue Cross and Blue Shield of North Carolina, provides coverage for hospital and medical expenses. The employer pays the base amount for the individual coverage of any permanent full-time employee wishing to enroll. Health coverage for dependents may be added at the employee's expense. Questions concerning health insurance should be directed to the Health Benefits Representative in the Finance Department.

### **Unemployment Insurance**

Public school employees are entitled to unemployment insurance. Benefit amounts are based on a percentage of a person's earnings, up to the allowable maximum.

### **Disability Income Plan**

The Disability Income Plan of North Carolina is administered by the North Carolina Department of the State Treasurer and the Board of Trustees of the Teachers' and State Employees' Retirement System within the terms and conditions of the Plan as set forth in the North Carolina General Statutes.

Short term disability is available to employees with at least one year of contributing membership service with the Teachers' and State Employees' Retirement System, earned within 36 calendar months preceding the disability.

Short term disability is available to employees with at least five years of contributing membership service with the Teachers' and State Employees' Retirement System, earned within 96 calendar months prior to the end of the short-term disability period.

For additional information, please contact the Benefits Department.

### **Workers' Compensation**

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

## RETIREMENT BENEFITS

### **Retirement**

Permanent, full-time employees must be enrolled in the North Carolina Teachers' and State Employees' Retirement System (TSERS). Employees contribute 6% of their monthly salary with Lincoln County Schools also making a contribution to the Retirement System. Employee contributions are paid with pre-tax dollars; thereby reducing current state and federal income taxes. For you to receive a retirement benefit, you will have to be vested (complete 5 years of membership service) in the System and meet certain age/service requirements. The following are the requirement for reduced or unreduced benefits:

#### **Service Retirement**

##### **(Unreduced) Benefits are available:**

- *At any age with 30 years of creditable service*
- *At age 65 with 5 years of membership service*
- *At age 60 with 25 years of creditable service*

#### **Early Retirement**

##### **(Reduced) Benefits are available:**

- *At age 60 with 5 years of membership service*
- *At age 50 with 20 years of creditable service*

If you leave the system before retirement, you may be entitled to receive a deferred benefit at a later date, once you meet eligibility requirements after you have completed five (5) years of membership service, provided you do not withdraw your contributions. If you have less than five (5) years of membership service, you may receive a refund of your contributions.

### **Death Benefit**

Upon your death, while still in active service (while being paid salary) and after one year as a contributing member, your beneficiary will receive a single lump sum payment equal to your highest salary for 12 consecutive months during the 24 months before your death. The lump-sum payment will be at least \$25,000 but no more than \$50,000 and is also paid if your death is within 180 days of the last day of service. The death benefit is in addition to any other benefits to which your beneficiary(ies) may be entitled.

### **Tax-Sheltered Plans**

Through insurance companies, Lincoln County Schools offers fixed and variable annuities and enrollment in a State-sponsored 401(k) plan. Tax-sheltered plans allow a portion of an employee's income tax to be deferred until retirement. Contact the Finance Department for more detailed information about these plans.

## SOCIAL SECURITY

School employees are members of the Federal Social Security system and contributions are made by both employees and employer. Benefits include retirement income, disability payments, and survivor's insurance. Social Security contributions are made up of two parts: Social Security and Medicare.

## LONGEVITY PAY

All permanent full-time or part-time (20 hours per week or more) employees who have at least 10 years of total qualifying state service are eligible for longevity payments. Principals, assistant principals, teachers and instructional support are no longer eligible for longevity. The amount of annual longevity pay is a percentage of the employee's annual rate of pay on the employee's anniversary date. The percentage is determined by the length of total state service as follows:

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

## OTHER BENEFITS

### **Flexible Benefits Plan**

In addition to the previously listed state benefits, Lincoln County Schools offers a Flexible Benefits Plan to its permanent full-time employees. You are eligible to participate in the plan if you normally work at least 30 hours per week. If you are an existing employee, you must sign up during the annual enrollment period. New employees are eligible the first of the month following their date of employment.

Supplemental Insurance Plans	
Pre-Tax	Post-Tax
Cancer, Heart, and Stroke	Critical Illness
Medical Bridge Indemnity	Disability
Dental	Life (Term, Universal, Whole)
Accident	
Vision	
Flexible Spending Accounts	

### **Group Term Life Insurance**

All permanent full-time employees automatically qualify for \$10,000 of term life insurance at no cost upon the completion of the required enrollment form. Additional coverage is available for employees and their dependents at a minimal cost.



# SCHOOL BOARD POLICIES

Administrative policies governing Lincoln County Schools may be found in their entirety in the *Lincoln County Board of Education Policy Manual* at [www.lincoln.k12.nc.us](http://www.lincoln.k12.nc.us) under the *Board of Education* tab. Although it is the responsibility of all employees to be familiar with policies contained in the *Policy Manual*, this handbook includes **portions** of some policies that may be of particular interest.

### **Prohibition Against Retaliation — Policy Code 1720/4015/7225**

Board members and employees are expected to be honest and ethical in the performance of their duties and to comply with applicable federal, state, and local laws, policies, and regulations. The board encourages employees to report possible financial improprieties, ethical violations, and other illegal practices and intends that employees who report such matters in good faith will not be subject to retaliation or other adverse employment consequences.

If an employee reasonably believes that (1) there has been a violation of federal, state, or local law, policy, or regulation, public policy, or an individual's ethical duties and (2) the violation is due to a practice, policy, act, or omission of the board of education, an individual board member, a school system employee, or an entity/person with whom the school system has a business relationship, the employee should report that matter in accordance with policy 1750/7220, Grievance Procedure for Employees, or policy 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure. Any complaint alleging a violation by the superintendent or the board should be filed with the board chair for investigation. The board chair will report the complaint to the board, and the board will authorize a prompt and thorough investigation or other action as necessary.

The board prohibits and will not tolerate any form of reprisal, retaliation, or discrimination against any employee who (1) in good faith, has made or intends to make a report of wrongdoing described in this policy; or (2) has refused to carry out a directive which may constitute a violation of federal, state, or local law, policy, or regulation, or poses a substantial or specific danger to public health and safety.

To be protected by this policy, employees who report violations or suspected violations must be acting in good faith based on a reasonable belief that the reported information represents an unlawful activity, policy, or practice. The protection extends to those whose allegations are made in good faith but prove to be mistaken. The board reserves the right to discipline employees who know or have reason to believe that the report is inaccurate. Further, except as otherwise required by law, the provisions of this policy apply only to those situations in which an employee brings the alleged unlawful activity, policy, or practice to the attention of school officials or the board and provides school officials or the board with a reasonable opportunity to investigate and correct the alleged unlawful activity. If necessary, school officials or the board may specify reasonable steps to protect the complaining employee from retaliation.

Each employee will receive a copy of this policy upon initial employment and will sign a statement verifying his or her receipt and understanding of this policy.

### **Grievance Procedure for Employees Policy Code 1750/7220**

It is the policy of the Board, in keeping with the ultimate goal of serving the educational welfare of children, to develop and practice reasonable and effective methods of resolving difficulties that may arise among employees. The intent is to reduce potential areas of grievances and to establish and maintain recognized channels of communication between staff and administration.

A grievance is a formal written claim by an employee against another employee or the school district that:

- (a) there has been a violation, misapplication, or misinterpretation of state or federal law or regulation, school board policy, or administrative procedure;
- (b) an employee has been subject to discrimination on the basis of race, religion, sex, national origin, age or disability; or
- (c) there exists a physical condition which jeopardizes an employee's health or safety, or which interferes with an employee's ability to discharge his/her responsibilities properly and effectively.

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems that arise from time to time and affect employees.

#### **Prohibition Against Discrimination, Harassment & Bullying - Policy Code 1740/4010**

The board believes that all employees and students should be free of unlawful discrimination, including harassment, as a part of a safe, orderly and inviting working and learning environment. Discrimination is the failure to treat all persons equally where no reasonable distinction can be made between those favored and those not favored. Discrimination may include treating persons as members of groups rather than on the basis of individual capacities or merits. Discrimination prevents individuals from achieving their full potential.

The board commits itself to non-discrimination in all its educational and employment activities. The board expressly prohibits unlawful discrimination or harassment on the basis of race, color, national origin, gender, pregnancy, religion, age or disability. The board also prohibits retaliation against an employee or student who has exercised any rights made available through state or federal law. Any violation of this policy is considered a serious violation and appropriate action will be taken in response to a violation.

#### **Harassment Defined**

Harassment can be a type of unlawful discrimination. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited, to epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassing behavior. The hostile environment can be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe. It is possible for harassment to occur at various levels; between fellow students or co-workers, between supervisors and subordinates, between employees and students, or imposed by non-employees, including visitors, on employees and/or students.

#### **Sexual Harassment Defined**

The board believes that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. To this end, the board prohibits employees and students from engaging in sexual harassment. When evidence of sexual harassment is established, disciplinary action may be taken, up to and including dismissal for employees or long-term suspension for students.

Sexual harassment is one form of harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress or completion of a school-related activity; or
2. submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the individual's performance within a course of study or other school-related activity; or
3. such conduct is sufficiently severe, persistent or pervasive so that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance; limiting a student's ability to participate in or benefit from an educational program or environment; or creating an abusive, intimidating, hostile, or offensive work or educational environment.

Examples of sexually harassing conduct include, but are not limited to, deliberate unwelcome touching of a sexual nature or that takes on sexual connotations; 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 or to describe an individual; and the display of sexually suggestive objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient or social interactions or relations freely entered into by an individual.

It is possible for sexual harassment to occur at various levels: between fellow student and co-workers; between supervisors and subordinates; between employees and students; or imposed by non-employees, including visitors, on employees and/or students. In addition, sexual harassment can occur between members of the opposite gender or the same gender.

Romantic sexual advances toward students by employees or romantic or sexual relationships between school district employees and students are never appropriate, regardless of whether such relationships are consensual or outside the definition of sexual harassment. Such relationships are prohibited. Employees engaging in inappropriate relationships with students will be subject to disciplinary action, including dismissal and criminal prosecution.

Employees who feel they have been subjected to harassment should report concerns to their immediate supervisor or the appropriate Human Resources official.

### **Staff Responsibilities**

All staff members will be expected to carry out their assigned responsibilities with conscientious concern. Essential to the success of school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Regular and prompt attendance at work.
2. Support and enforcement of Board policies and administrative regulations in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward their own and the school system's legal responsibility for the safety and welfare of students, including the need to assure that students are under supervision at all times.

### **Employee Dress and Appearance**

The board believes that the appearance and the conduct of its faculty are of supreme importance in establishing a positive image for education in the community and for presenting a good example for students. Therefore, the board affirms its expectation that all personnel will be professionally, neatly and appropriately attired for the work to be done. An employee's dress must not disrupt or distract from the educational process and must be in accordance with health and safety standards. The superintendent shall develop and communicate to employee's guidelines for appropriate dress and appearance. Such guidelines may authorize the principal or department supervisors to develop specific dress or appearance requirements for each school or department.

Administrative and supervisory personnel shall set a good example in personal appearance and good manners and shall encourage and expect employees to dress in accordance with the board's expectations. An employee's supervisor will make an initial determination of whether an employee's dress or appearance is inappropriate. In making this determination, the supervisor will consider the following factors:

1. the nature of the work;
2. whether the dress is consistent with a professional environment;
3. health and safety factors;
4. the nature of the employee's public contact and the normal expectations of outside parties with whom the employee will work;
5. the employee's interaction with students;
6. the prevailing practices of other workers in similar jobs; and
7. any properly established guidelines for dress or appearance.

If the supervisor determines that the employee's dress or appearance violates the established guidelines or is hazardous to the health or safety of the employee, fellow employees or students, the supervisor shall counsel the employee regarding attire that is consistent with this policy and shall determine whether the employee is allowed to remain at work or must leave work to change his or her dress. Any failure to follow the supervisor's directive and/or blatant or repeated violations of this policy will subject the employee to disciplinary action up to, and including, dismissal.

### **Fitness for Duty**

It is the intent of the Lincoln County Schools that work environments must be free of the presence of illegal drugs and alcohol and that employees perform their tasks safely and efficiently without the influence of illegal drugs or alcohol. The school system recognizes the use of drugs and/or alcohol or the dependency thereon as a serious health, safety, and security problem; therefore, employees are prohibited from possessing, using, manufacturing, dispensing, distributing or being under the influence of illegal drugs or alcohol while on duty, on or off the premises of the Lincoln County Schools.

All persons with a CDL license and/or involved with the transportation of pupils will be required, upon initial employment, to have a drug assessment scheduled by Lincoln County Schools to demonstrate freedom from the presence of illegal drugs. An annual random test of up to fifty percent (50%) of these employees will also be given throughout the year.

In addition, it is the responsibility of the employee to instruct his/her supervisor if there is any prescribed medication or physical condition (such as fatigue) which may impede his/her discharge of the responsibilities or duties of his/her job.

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

The Board of Education recognizes that reducing drug and alcohol abuse in the workplace improves the safety, health and productivity of employees. It is the policy of the board of education that a drug-free and alcohol-free workplace will be maintained and that employees perform their tasks safely and efficiently without the influence of illegal drugs or alcohol. This policy is distributed to all employees upon initial employment.

### **Prohibited Activities**

Employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids, alcohol, counterfeit substances, designer drug 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 C.F.R. §1300.11 through §1300.15. No employee will be impaired by the excessive use of prescription or non-prescription drugs.

Employees are prohibited from using or being under the influence of alcohol while acting in the course and scope of the employees' duties. This policy does not apply to an employee's consumption of alcoholic beverages that are served at a reception or other similar function that occurs outside the regular workday and that the employee is authorized or required to attend as a part of his or her employment duties.

This policy is not violated by an individual's proper use of a drug lawfully prescribed for that individual by a licensed health-care provider. It is the responsibility of the employee to inform his/her supervisor if there is any prescribed medication or physical condition (such as fatigue) which may impede his/her discharge of job responsibilities and duties.

**Applicability of Policy**

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

**Notification Requirements**

An employee must immediately notify his/her supervisor in writing of any arrest under any criminal drug statute for a violation occurring within the scope of the preceding paragraphs of this policy. Notification must be given as soon as possible, but not later than five calendar days after such conviction, or the employee will be subject to disciplinary action up to, and including, dismissal. Within ten (10) days of receiving a notice of conviction by an employee who is employed under a federal grant, the funding agency will be notified by the district with respect to the drug-free violation occurring in the workplace.

**Drug Testing**

Pursuant to policy 7241, Drug and Alcohol Testing of Commercial Motor Vehicle Operators, all persons who are required to hold a commercial driver's license (CDL) to perform any of the duties or responsibilities of their positions and/or who drive any school vehicle that transports students will be tested for drugs and alcohol pursuant to legal requirements.

When there is reason to believe that any employee, regardless of the category of employment, is under the influence of alcohol or illegal drugs, the responsible supervisor may require the employee to submit to an immediate medical examination, including a drug or alcohol assessment. If the presence of drugs or alcohol is confirmed, the employee will be subject to discipline up to and including termination and/or referral to an appropriate rehabilitative program. The progress of employees referred to these programs will be closely monitored. Drug testing may be required during and following the completion of the program. If an employee refuses to cooperate with the rehabilitative program or refuses to submit to a drug assessment, he/she will be subject to discipline up to and including termination.

**Consequences**

Violation of this policy will subject an individual to personnel action by the board of education which could result in non-renewal or termination of employment with the school district or the requirement that the employee participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved by the board of education. The school district is willing to provide assistance for drug, alcohol or personal problems. Information concerning available counseling, rehabilitation and re-entry programs will be provided to employees through the superintendent's office or Human Resources.

### **Pre-Employment Drug Screening**

The Lincoln County Board of Education ("Board") has adopted the following policy and Testing Procedures, for all newly hired employees. The use of illegal drugs is a continuing problem in the United States and North Carolina. The Board recognizes that this problem has the potential of creating safety hazards for students, faculty and staff. The Board also acknowledges that the faculty and staff serve as role models for our students and allowing employees to perform their duties while under the influence of an illegal substance is not in the best interests of our students. Accordingly, the Board enacts the following policy regarding pre-employment drug screening:

### **Affected Individuals**

All final applicants for employment by the Board are subject to this policy. The cost of **the** test shall be borne by the district. The Board shall furnish every final applicant with appropriate written notice of this policy, which each final applicant shall sign and return to the school. The written notice shall include:

- a) The reason for pre-employment drug screening;
- b) The consequence of a positive drug screening test result; and
- c) The consequences of refusing to undergo a drug screening test.
- d) Consent form indicating final applicant agrees to undergo pre-employment drug screening.

Testing shall be a final requirement and condition for employment with Lincoln County Schools. All final applicants will be required to sign a consent form releasing the test results from the laboratory to the appropriate school board officials. Any final applicant refusing to undergo the pre-employment drug screening will be denied employment with the Lincoln County School System. The Human Resources official, in his/her discretion, may waive the drug screening requirement in cases of temporary or part-time employment. Volunteers in the school system are not required by this policy to undergo any drug screening.

### **Testing Procedures**

1. Board and personnel shall perform all testing in compliance with North Carolina Statute §95 Article 20.
2. All screening of final applicants under this policy shall be in the form of a urinalysis test.
3. A certified toxicologist or medical review officer of the approved laboratory will determine the threshold level of each substance needed to determine whether an employee has consumed or is under the influence of a drug.
4. Human Resources official may require testing for any other controlled substance as defined in N.C.G.S. §90-87(5).
5. The Board shall only utilize laboratories which meet the definition of an approved laboratory under North Carolina General Statute §95-231.
6. The collection of specimens shall be done away from the school site at a certified laboratory and examined by a medical review officer. The school system and laboratory shall preserve individual dignity and sanitary conditions to the best extent practicable when collecting specimens.
7. An approved laboratory shall confirm a sample that produces a positive result by administering a second examination as prescribed in N.C.G.S. §95-232(c1).
8. The Human Resources official shall work with the approved laboratory in establishing a chain of custody to ensure proper handling, record keeping and identification of the specimen.
9. The examinee shall have the right to retest the confirmed positive sample at the same or another approved laboratory.



## **RESPONSIBILITY OF BOARD EMPLOYEES**

**Superintendent** — The superintendent is responsible for ensuring that all Lincoln County Schools employees follow this policy.

**Human Resources** — The Human Resources official shall oversee that all final applicants for employment have received written notice of the policy and signed a consent form to undergo the drug screening. Further, the Human Resources official shall oversee the maintenance of any records produced through the drug screening. Any information regarding drug screening will be held in confidence by the Human Resources official and may only be communicated by the Human Resources official to the proper authority on a need-to-know basis.

**Principals/Supervisors** — All principals/supervisors shall act in cooperation with the Human Resources official to ensure that all final applicants receive notice of the policy and sign the appropriate consent and release forms. The principals/supervisors will also be responsible for following through with the proper application of the testing procedure and any appropriate subsequent actions.

### **Consequences of Positive Results**

A final applicant testing positive for an illegal substance shall be denied employment by the Board. Such final applicant may be reconsidered for employment after a one-year period.

### **Prescription Drugs**

Before screening, a final applicant may provide the school and laboratory a list of all prescription drugs the final applicant is currently taking under a doctor's order. Testing positive for a legal and prescribed substance is not a bar to employment with Lincoln County Schools. However, if test results show that a final applicant has been misusing legal drugs and the final applicant fails to offer proof of a prescription, the final applicant may be denied employment.

It is at the discretion of the Human Resources official, under advisement from a certified toxicologist or Medical Review Officer, to determine which legal substances (i.e. painkillers, valium, etc.), if abused by a final applicant, are such that would affect the job performance of the final applicant or the safety of students and other employees.

### **Smoking and Tobacco Products**

The board of education promotes the health and safety of **all** students and staff and the cleanliness of all school facilities. To this end, the board prohibits or restricts smoking and the use of tobacco products as follows:

1. The use of tobacco products at any time by any person in any indoor facility owned, leased or contracted by the Lincoln County Board of Education and used to provide educational services to children, is prohibited.
2. The use of tobacco products on school grounds is prohibited.
3. School district employees while on duty, either on or off school grounds, may not display or use tobacco products in the presence or possible visibility of students. The prohibition of the display of

tobacco products shall not extend to display that has a legitimate pedagogical or instructional purpose.

4. The administration will consult with the county health department and other appropriate organizations to provide employees with information and access to support systems and programs to encourage employees to abstain from the use of tobacco products. The school district will, from time to time, provide free non-smoking clinics to be offered to employees in the schools, after the regular school day.
5. Nothing in this policy is intended to prohibit the legal use of tobacco products by individuals who are merely spectators at school-sponsored events at which use of tobacco by the general public is otherwise permitted.

For purposes of this policy, "tobacco product" is defined to include cigarettes, cigars, pipes, chewing tobacco, snuff and any other items containing tobacco or tobacco products.

#### **Absences Due to Inclement Weather**

On a day that employees are required to report for a workday due to inclement weather, but students are not required to attend school, an employee may elect not to report due to hazardous travel conditions and to take an annual leave day in **full** or half day increments, or to make up the day at a time agreed upon by the employee and his/her principal. This decision must be communicated to the principal immediately on the day school is not held due to inclement weather. An employee 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 and on a day when the principal is normally at work. The make-up date must be determined at the time of the absence. If the day is not made up or an annual leave or personal leave day is not substituted, the employee will be considered absent without pay.

#### **Dual Employment Positions**

The Board of Education may enter into an agreement with a classified employee to create a "dual employment position" whereby the employee serves a dual role during the school day (bus driver/cafeteria, bus driver/custodian, bus driver/teacher assistant, etc.). When an employee enters into such an agreement for a position, failure to fully perform or any refusal to fully perform the assigned duties in either of the areas will result in dismissal and/or leave of absence without pay for both components of the dual position. An employee may not resign one portion of the agreed upon position without resigning the other portion, unless special permission is granted by the superintendent's office. In order to meet the needs of the school system as a whole, the superintendent or designee may assign persons employed in dual employment positions to drive a school bus as necessary and/or required by the school system and to assign that person to any school site.