

BRUNSWICK COUNTY SCHOOLS

Employee Handbook

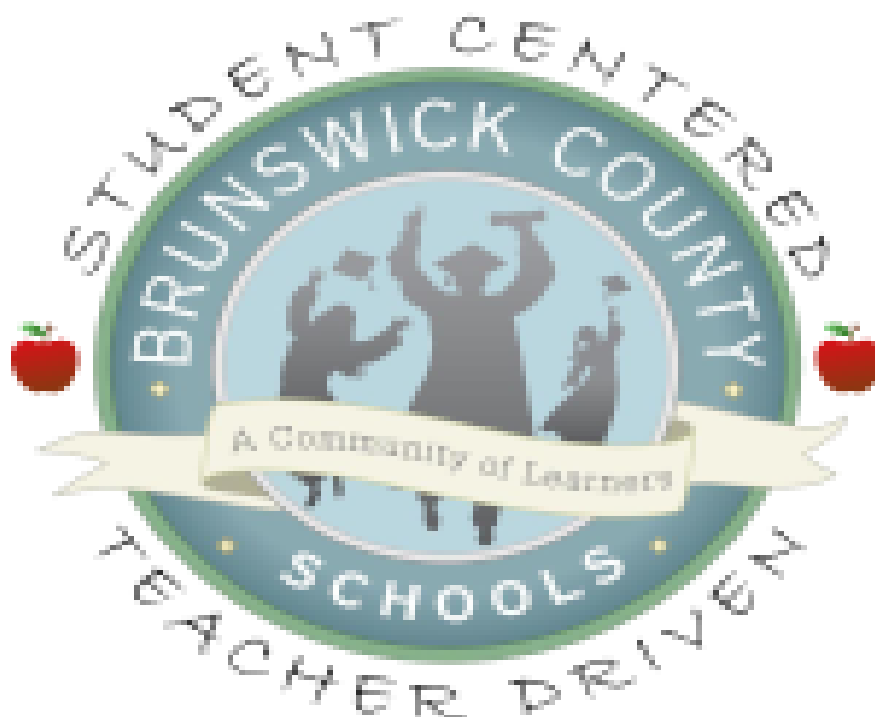


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WELCOME

Dear Brunswick County Schools Family Member,

I would like to take an opportunity to thank you for your commitment in serving our students. You are an integral part in molding the future of Brunswick County, our state, our nation, and our world. Whether you have been with our school system for years, or you are new to Brunswick County Schools, we value your choice to become a member of our family.

It is the goal of the Human Resources Department to ensure that you have a source to which you can refer when questions arise regarding human resource procedures and or policies. However, the contents of this handbook are not an exhaustive list of personnel policies. We encourage you to peruse the Brunswick County Board of Education Policy Manual, which can be found on our website.

It is our expectation that employees familiarize themselves and comply with the contents of this manual. As always, if further clarity is needed, please do not hesitate to call our department for assistance.

Sincerely,

Stephen Foster

Chief Human Resources Officer

CODE OF ETHICS FOR N.C. EDUCATORS

The purpose of this code of Ethics is to define standards of professional conduct.

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

To uphold these commitments, the educator demonstrates a:

Commitment to the Student

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

Commitment to the School and School System

- Utilizes available resources to provide a classroom climate conducive to learning and to promote learning to the maximum possible extent.
- Acknowledges the diverse views of students, parents and legal guardians, and decisions; does not proselytize for personal viewpoints that are outside the scope of professional practice.
- Signs a contract in good faith and does not abandon contracted professional duties without a substantive reason.

- Participates actively in professional decision-making processes and supports the expression of professional opinions and judgments by colleagues in decision-making processes or due process proceedings.

Commitment to the Profession

- Provides accurate credentials and information regarding licensure or employment and does not knowingly assist others in providing untruthful information.
- Takes action to remedy an observed violation of the Code of Ethics of North Carolina Educators and promotes understanding of the principles of professional ethics.
- Pursues growth and development in the practice of the profession and uses that knowledge in improving the educational opportunities, experiences, and performance of students and colleagues.

Prepared by the NC Professional Practices Commission
Adopted by the State Board of Education 1997

DISCLAIMER

This handbook is intended to be a guide for employees regarding the policies and procedures used by Brunswick County Schools. Brunswick County Schools Board of Education reserves the right to unilaterally change, terminate and/or make exceptions to the policies in this handbook at any time at its sole discretion to the extent permitted by law. Nothing in this handbook grants employment rights beyond that which is granted by state law.

This handbook should not be considered an agreement, contract of employment, either express or implied, or a promise of treatment in any particular manner in any given situation. Brunswick County Schools' employees, other than employees covered by North Carolina General Statute 115C-325, or employees who have specific employment contracts, are all recognized as employees at will. This means the employee or Brunswick County Schools has the right to terminate the employment relationship at any time, with or without reason. This school system recognizes the employment at will doctrine thereby enabling the school system to demote, suspend with or without pay, transfer, establish the terms of work, and reduce or increase the pay of all employees deemed to be at will.

This handbook supersedes all prior handbooks and applies to all employees regardless of dates of hire.

Each employee is required to sign the Brunswick County Schools Employee Handbook notification. Your signature on this form acknowledges that you have received information concerning access to the handbook and that you have a duty to familiarize yourself with the information contained in the handbook.

NONDISCRIMINATION STATEMENT

Brunswick County Schools does not discriminate nor make any decision concerning employment, promotion, discharge, pay, providing of fringe benefits, or any other aspect of employment based on an individual's race, religion, color, national origin, gender, age, or disability. A conscientious effort will be made by all supervisory personnel to prohibit discrimination against any individual in employment practices/procedures, including sexual harassment, and to reasonably accommodate employees and applicants with disabilities. The administration will take appropriate action to ensure that all personnel transactions are implemented in a fair and impartial manner.

EQUAL EMPLOYMENT OPPORTUNITY

Brunswick County Schools is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, disability or handicap, gender, marital status, veteran status, sexual orientation, or any other characteristic protected by applicable federal, state or local laws. Our administration is dedicated to this policy with respect to recruitment, hiring placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Brunswick County Schools hires only United States Citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act of 1986.

Brunswick County Schools will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our mission. If you need assistance to perform your job duties because of a physical or mental condition, please contact your principal/supervisor or the Chief Human Resources Officer.

Any employee with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of your principal/supervisor or the Chief Human Resources Officer. Brunswick County Schools will not allow any form of retaliation against individuals who raise issues of equal

employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge.

HANDBOOK GOAL AND CONFIRMATION OF RECEIPT

Our goal for this handbook is to answer your questions concerning employment-related matters, benefits and procedures. Please read it carefully. It is important to note that the handbook is general in its coverage of Brunswick County Schools' policies and procedures. Employees are expected to review the published policies of the Board of Education and to comply with regulations developed by the school system to support these policies. All Board Policies are accessible to employees on the Brunswick County Schools website.

Although this handbook summarizes many detailed provisions about employment, benefits and related matters, the information is subject to change and Board Policies and regulations will always be the governing reference. Most of the forms referred to in this handbook can be secured from our website.

The contents of this handbook are not intended to create or imply any contract rights. This handbook offers information about state pay schedules, leave regulations and other benefits but is not meant to confer benefits in addition to those provided by state law and regulation.

Brunswick County Schools confirms employee receipt through the acknowledgment that each employee has access to the Employee Handbook on the Brunswick County Schools website and the prescribed duty of each employee to become familiar with school system policies, procedures and this handbook.

MISSION, VISION, AND VALUES

Brunswick County Schools Mission

This mission of Brunswick County Schools is to create a safe and secure, student-centered environment where all students achieve a high level of success, develop a positive sense of citizenship and responsibility, and recognize learning as a lifelong process that must occur for students to meet future challenges and opportunities in a technically advanced and socially diverse society.

Vision

Brunswick County Schools will be a community of educational partnerships collaborating to provide the finest instructional programs, highly qualified and motivated employees, supportive volunteers, excellent state-of-the-art facilities, and multiple opportunities for our youth to become responsible, successful, and productive citizens.

Values

- We believe children are our most important asset.
- We believe all students must cultivate critical thinking and informed reasoning skills which are necessary for lifelong learning and personal enrichment.
- We believe teachers are instructional leaders whose primary role is to create quality experiences through lessons that actively engage students in the learning process.
- We believe the home, school, and community must serve and support one another as partners actively engaged in the education of children.
- We believe everyone must foster awareness, knowledge, and understanding, value of self and others, and an appreciation of diverse cultures.
- We believe schools must provide a healthy, safe, orderly and caring learning environment for students and staff.
- We believe schools must be designed and structured to meet the unique learning needs of each student.
- We believe learning for all should be a lifelong process.
- We believe education is the key to a quality life.

Human Resources Mission

The mission of the Human Resources Department is to support the goals of the Brunswick County School System by providing services which promote a work environment that is characterized by fair treatment of all staff, open communications, personal accountability, trust and mutual respect. We will seek and provide solutions to workplace issues that support and optimize the operations of the Brunswick County Board of Education by:

- Recruiting and retaining the very best candidates available for all positions in our district.
- Allocating the human resources of the district in a manner that makes the greatest contribution to the instructional program.
- Encouraging professional development programs that are designed to contribute to the career growth of all employees.

- Administering a personnel evaluation process that contributes to the improvement of the staff's ability to provide a high quality educational program to our students.
- Providing a quality service to all employees regarding benefits, licensure, orientation, induction, compensation, employee relations, and other support programs, including the Employee Assistance Program.

The staff of the Human Resources Department are available to assist individuals seeking employment and employees who need assistance with any matters relating to their employment.

STANDARDS OF PROFESSIONAL CONDUCT FOR NORTH CAROLINA EDUCATORS

The standards listed here represent the professional conduct that shall be the basis for Brunswick County Schools and the North Carolina State Board of Education review for the performance of educators. These standards shall establish mandatory prohibitions and requirements for all educators and employees of Brunswick County Schools (hereby referred to as educators). Violation of these standards shall subject an educator to investigation and disciplinary action by Brunswick County Schools or the State Board of Education. Educators shall adhere to the standards of professional conduct contained and represented by these standards. Any intentional act or omission that violates these standards is prohibited.

Generally Recognized Professional Standards

Educators shall practice the professional standards of federal, state, and local governing bodies.

Personal Conduct

Educators 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.

Honesty

Educators shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties including the following:

- Statement of professional qualifications

- Application or recommendation for professional employment, promotion, or licensure
- Application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit
- Representation of completion of college or staff development credit
- Evaluation or grading of student or personnel
- Submission of information in the course of an official inquiry by Brunswick County Schools or the State Board 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
- 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.

Proper Remunerative Conduct

Educators 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 standard shall not restrict performance of any overtime or supplemental services at the request of Brunswick County Schools; 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.

Conduct with Students

Educators shall treat all students with respect. Educators 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:

- Any use of language that is considered profane, vulgar, or demeaning
- Any sexual act
- Any solicitation of a sexual act, whether written, verbal, or physical
- Any act of child abuse, as defined by law

- Any act of sexual harassment, as defined by law and
- 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.

Confidential Information

Educators 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.

Rights of Others

Educators shall not willfully or maliciously violate the constitutional or civil rights of a student, parent/legal guardian, or colleague.

Required Reports

Educators shall make all reports required by Chapter 115C of the North Carolina General Statutes.

Alcohol or Other Controlled Substance

Educators shall not:

- Be under the influence of, possess, use, or consume on school premises or at a school sponsored activity a controlled substance as defined by North Carolina General Statutes 90-95, the Controlled Substances Act, without a prescription authorizing such use.
- 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
- Furnish alcohol or a controlled substance to any student except as indicated in the professional duties of administering legally prescribed medications.

Compliance with Criminal Laws

Educators shall not commit any act referred to in North Carolina General Statute 115C-332 and any felony under the laws of the United States or of any state.

Public Funds and Property

Educators shall not misuse public funds or property, funds of a school-related organization, or colleague’s funds. Educators shall account for funds collected from

students, colleagues, or parents/legal guardians. Educators shall not submit fraudulent requests for reimbursement, expenses, or pay.

Scope of Professional Practice

Educators shall not perform any act as an employee in a position for which license is required by the rules of the SBE or by Chapter 115C of the North Carolina General Statutes during any period in which the educator's license has been suspended or revoked.

Conduct Related to Ethical Violations

Educators 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 Brunswick County Schools, the State Board, 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 standards.

GENERAL INFORMATION

BEGINNING TEACHER SUPPORT PROGRAM

Teachers with fewer than three years of appropriate service (normally considered to be public school service) are issued Initial Professional License (IPL) licenses in their area of initial licensure. Teachers holding a IPL license after January 1, 1998, are required to participate in the Beginning Teacher Support Program.

Teachers who meet the Beginning Teacher requirement will attend new teacher induction and be assigned a veteran mentor teacher.

BENEFITS

In addition to good working conditions and competitive pay, it is Brunswick County Schools' policy to provide a combination of supplemental benefits to all eligible employees. These benefits include time-off, such as vacations and holidays, along with insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to meet your present and future requirements.

The next few pages contain a brief outline of the benefits Brunswick County Schools provides for you and your family. Of course, the information presented here is intended to serve only as guidelines.

Brunswick County Schools intends to maintain these employee benefits, and it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

It is the policy of Brunswick County Schools Board of Education to comply with the benefits and employment policies promulgated by the State Board of Education in the most current edition of the North Carolina Public Schools Benefits and Employment Policy Manual. Please reference actual State and Local Board of Education policies for more detail.

[BCS Board Policies](#)

[NC Benefits and Employment Policies](#)

Recognizing that the State updates and revises its policies from time to time, it is the intent of Brunswick County Schools Board of Education to include as a part of its policy all such future modifications by the State Board of Education and the Department of Public Instruction. Accordingly, when the reader is referring to a printed handbook, the reader is advised to confirm that the copy of the handbook tracks the current online version.

In the event that changes to State or Federal law or regulation conflict with current State Board or local board policies, the Brunswick County Board of Education intends that its benefits and employment policies shall be modified to the extent necessary to comply with current law until such time as conforming changes to State Board and/or local board policies are made.

If you have any questions regarding your benefits, please contact a Benefits Representatives in the Human Resources Department.

COBRA

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985. COBRA continuation coverage is a continuation of plan coverage when coverage would otherwise end because of a life event known as a “qualifying event.” After a qualifying event, COBRA continuation coverage must be offered to each person who is a “qualified beneficiary,”

for a predesignated number of months. You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the plan is lost because of the qualifying event. Qualified beneficiaries who elect COBRA continuation coverage must pay for the full cost of the coverage.

Employee Assistance Program

All permanent full-time employees , are eligible to receive a cumulative total of three (3) free visits per fiscal year for confidential short-term counseling services for help in resolving personal and family problems. Immediate family members who reside in the employee's household can be included in the three free visits per fiscal year. All visits are confidential.

To arrange service with the vendor, please contact:

Human Growth and Training Associates

910-791-5719

Please identify yourself as a Brunswick County Schools employee

EPISODE OF VIOLENCE

Any permanent full-time or part-time (regularly scheduled to work four (4) or more hours per day) employee who suffers an injury or disability while engaged in the course of his or her employment shall receive full salary if the injury or disability arose from an episode of violence and the employee did not participate in or provoke the violence. If the employee is requesting to use coverage under the episode of violence, the school system requires the request to be put in writing and provide supporting medical documentation. Generally, Local School Board review of the request is required for approval.

If approved, the benefit shall continue for one year from the date of injury, the continuation of the disability, or the time during which the employee is unable to engage in his or her employment because of the injury, whichever period is shortest. While receiving regular salary under this provision, the employee is not eligible to receive weekly salary benefits under Workers' Compensation. However, the employee may receive medical, hospital, drug and related expense payments from Workers' Compensation, if applicable.

The employee is not required to use any paid leave (sick, annual, personal, etc.) if the absence is approved as an episode of violence.

HEALTH INSURANCE

All permanent full-time employees of Brunswick County Schools are eligible for group health insurance through the State Health Plan. Permanent part-time employees may purchase health insurance if they pay the total premium (employee and employer costs). The insurance provides coverage for hospital and medical expenses.

Employees have a choice of plan options, some of which may qualify at no cost to the employee. Employees may also elect to have their spouse and/or children (up to age 26, unless qualified as disabled) covered by the plan by paying the appropriate monthly premiums. Premiums are collected by pre-tax payroll deduction one month in advance of the coverage month. For employees who are paid in ten (10) month increments, a monthly escrow amount is also deducted in order to cover the cost of the premiums for the summer months.

Changes to coverage elections can only be made at the open enrollment period (generally, during the month of October for the upcoming January 1 effective date), unless a qualifying life status event occurs (marriage, divorce, birth, loss or gain of other coverage

If a change is requested due to a qualifying life status event, the change must be made within 30 days of the event. It is the employee's responsibility to take action.

For more information:

- Contact a Benefits Representative in the Human Resources Department
- Visit the State Health Plan site SHPNC.org
- Call the State Health Plan at 855-859-0966

HIPAA - (Health Insurance Portability and Accountability Act)

The HIPAA is a Federal Law that was passed in 1996, with additional guidelines issued in December 2002. A portion of this law is called the privacy rule, and through the privacy rule the federal government is seeking to protect and keep private an individual's personal health information (PHI). All of Brunswick County Schools' insurance providers and plans that are required to be HIPAA compliant have done so.

LIABILITY INSURANCE

All employees of Brunswick County Schools are covered under the Excess Educators Professional Liability Insurance Policy purchased by the North Carolina Department of Public Instruction. Employees are also covered for certain claims pursuant to the

Brunswick County Board of Education's coverage agreement(s) with the North Carolina School Boards Trust.

LOCAL SUPPLEMENT

Local salary supplements are authorized by the Board of Education to be paid to eligible employees as follows:

- Principals, Assistant Principals and Central Office Administrators receive supplements in monthly payments.
- Teachers receive one-half of supplement in October and one-half in April. Remaining groups receive supplements in monthly payments.
- Amounts are prorated for employees with less than a full year of service.

LONGEVITY

All qualified permanent full-time and part-time employees (20 hours or more per week) are eligible for yearly longevity payments after completing ten (10) years of State of North Carolina service. Longevity payment is calculated according to the scale below. Longevity pay is automatic. Payment is made at the end of the anniversary month.

Employees paid on the certified salary schedules for teachers and instructional support staff have longevity payments built into their salary

Longevity Percentage Rate

-Based upon employee's annual rate of pay on anniversary date

Years of State Service

-Does not include bonuses or pay for extra duties

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%

NC Benefits and Employment Policy 13.1

RETIREMENT SYSTEM

The Teachers' and State Employees' Retirement System (TSERS) is a defined benefit plan that uses a formula to calculate monthly retirement benefits upon eligibility. The employee, the State of North Carolina and the investment earnings on total contributions pay the cost of providing retirement benefits to eligible employees. The

employee's share of the cost is currently 6% of your eligible compensation, and is automatically deducted from your pay on a tax deferred basis.

Vesting

You become vested in TSERS once you have completed a minimum of 5 years of Retirement System membership service. This means you are eligible for lifetime monthly retirement benefits based on the retirement formula in effect at the time of your retirement.

Retirement Formula

The formula used to determine your retirement benefit is based on your average final compensation (the average of your salary during your four (4) highest paid consecutive years and your years and months of creditable service).

Death Benefit

TSERS protects your beneficiary(ies) should you die before retiring with death benefits that include:

- The return of your contribution with interest.
- A lump sum death benefit for active employees - If you die while still in active service after 1 year as a contributing member, your beneficiary will receive a lump-sum payment of one times your annual salary with a minimum of \$25,000 and maximum of \$50,000. This benefit is also paid if you die within 180 days of your last date of employment due to retirement.

Retiree Health Insurance

You are eligible for coverage under the retiree group of the State Health Plan if you contributed to TSERS for at least 5 years. The cost is determined by two factors:

- Which plan option you select
- When you began state employment
 - Hired before October 1, 2006
 - The State will pay for your individual coverage under the non-contributory plan at retirement.
 - Hired after October 1, 2006
 - 20 or more years of retirement service credit
 - The State will pay for your individual coverage under the non-contributory plan at retirement
 - 10 to 20 years of retirement service credit
 - You will pay 50% of the full cost for your coverage
 - 5 to 10 years of retirement service credit

- You will pay the full cost for your coverage

In all cases, the employee must pay their appropriate premium depending on the plan and level selected. If you choose coverage for dependents you must pay the full cost of dependent coverage. When you or your dependents become eligible for Medicare you must elect both parts A and B.

Full Unreduced Benefits

You may retire with an unreduced (full) service retirement benefit after you:

- Reach age 65 and complete 5 years of membership service
- Reach age 60 and complete 25 years of creditable service
- Any age and complete 30 years of creditable service

Reduced Benefits

You may retire early with a reduced retirement benefit after you:

- Reach age 60 and complete 5 years of membership service
- Reach age 50 and complete 20 years of creditable service

All retirements must be effective on the first day of a month.

Refund Request

Once you are vested, if you leave TSERS for any reason other than retirement or death, you can either receive a refund of your contributions and interest, or leave your contributions in TSERS and keep all the creditable service you earned to that date. Please keep in mind that you may be entitled to receive a benefit at a later date once you meet eligibility requirements.

If you leave TSERS before you have 5 years of membership service, the only payment you can receive is a refund of your contributions and interest.

There are many other details of the Retirement System. For more information

- Contact a Benefits Representative in the Human Resources Department
- Visit the Retirement System site MyNCRetirement.com
- Call the Retirement System at 877-627-3287

OPTIONAL RETIREMENT PLANS

401(k)

All full-time employees participating in the State Retirement System are eligible to participate in the 401(k) program administered by the State of North Carolina through Prudential Retirement. Participation in a 401(k) is completely voluntary. Contact a Benefits Representative in the Human Resources Department for information.

403(b)

As an employee of Brunswick County Schools, you may elect to have pre-tax salary diverted to a supplemental retirement investment option known as a 403(b) plan. Similar to a 401(k) plan, it is a tax deferred retirement program that permits you to reduce your compensation on a pre-tax basis and have the contribution deposited into a 403(b) investment. Participation in a 403(b) is completely voluntary. Contact a Benefits Representative in the Human Resources Department for information.

SUPPLEMENTAL INSURANCE OPTIONS

Brunswick County Schools offers several voluntary insurance options to full-time employees. Many of the options allow for dependents to be covered at the employee's expense.

Dental

Each active, full-time employee is covered with dental insurance paid for by Brunswick County Schools, at no cost to the employee. In order to be covered, you must select coverage on the enrollment system.

Vendor - Delta Dental of NC

TPABenefits.com/IMS/logon www.DeltaDentalNC.com

800-426-87391-800-662-8856

Vision

Full-time employees may elect vision coverage. The cost is for the coverage is paid for by the employee.

Vendor - Superior

SuperiorVision.com

800-507-3800

Life Insurance

Each active, full-time employee is covered with \$5,000 of life insurance paid for by Brunswick County Schools, at no cost to the employee. In order to be covered, you must designate a beneficiary on the enrollment system. Please note that this coverage terminates on the last day of the month in which employment ends.

Vendor - Companion Life Insurance Company Colonial Life

Flexible Spending Accounts (FSA)

An FSA is an account that you can contribute to on a pre-tax basis from your pay. The funds can later be used to cover eligible health care or dependent care expenses. FSA's can save you money because you are not paying taxes on the funds being used. Please note that account balances must be used for eligible expenses in the plan year in which they are elected, or they will be forfeited.

Vendor - Interactive Medical Systems

IMSFlex.com

800-426-8739 ext. 5052

Identity Theft Shield and Life Events Legal Plan

This coverage option provides the ability to access legal advice on any matter.

Identity theft protection may also be selected.

Vendor - LegalShield

mcs.legalshield@gmail.com

919-730-0720 Mark Spessard

Colonial Life Products

A variety of supplemental insurance products are offered to full-time employees through Colonial Life. They include:

- Accident
- Disability
- Medical Bridge
- Critical Care
- Cancer
- Basic Term Life free \$5000
- Group Term Life Insurance
- Term Life Insurance
- Universal Life Insurance
- Whole Life Insurance

Vendor - Colonial Life

ColonialLife.com

800-325-4368

WORKERS' COMPENSATION INSURANCE

Provisions of the Workers' Compensation Act are applicable to all paid school employees. Workers' Compensation provides medical benefits and a weekly compensation benefit equal to 66 ⅔% of the employee's average weekly earnings for the year prior to the injury, up to a maximum established by the Industrial Commission each year.

When an employee is injured on the job, he/she must ensure that the principal or supervisor has knowledge of the injury immediately following the accident. The required forms must be completed and sent to Human Resources as soon as possible, preferably within less than 24 hours from the incident. The required forms are available at each location and also on the Brunswick County Schools website.

If an injury requires medical attention, an employee must be seen initially be an approved urgent care facility as indicated in the Workers' Compensation packet of forms. Failure to use an approved facility may result in delayed or denied payments to the unauthorized provider, and the employee may be responsible for medical bills. Any treatment requested after the initial visit must be authorized by the Workers' Compensation insurance carrier. Failure to follow Industrial Commission guidelines could jeopardize eligibility for Workers' Compensation benefits. Unless an obvious emergency situation exists, treatment at a hospital emergency room must be pre authorized by a Brunswick County Schools representative, otherwise the employee may be responsible for the emergency room charges.

Eligible employees receive the Workers' Compensation weekly benefit after the required waiting period of seven (7) calendar days. During the seven day waiting period, the employee may choose to use applicable leave. If the injury results in an absence from work of more than 21 calendar days, the Workers' Compensation weekly benefit is allowed from the date of disability.

Absences for Workers' Compensation shall count as part of the employee's Family and Medical Leave Act (FMLA) entitlement for that year, as appropriate.

NC Benefits and Employment Policy 9.2

BUSINESS EXPENSE REIMBURSEMENT

Employees may be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by your supervisor. Requests for reimbursement must be submitted within 30 days of return from travel or purchase

along with any required receipts. Employees are expected to exercise restraint and good judgment when incurring expenses.

Employee Travel and Other Expense Reimbursement

The Board may reimburse employees for reasonable and necessary travel and other expenses incurred while performing school system business. All employee requests for reimbursement for travel or other expenses are subject to Board Policy. Allowable expenses, applicable forms and procedural guidance can be found on the Request for Professional Leave and Expense Reimbursement forms. Forms can be obtained on the Finance page of the BCS website or through your Administrative Assistant.

Mileage Reimbursement for Use of Personal Vehicle

Employees who are required to use their personal vehicle for travel in the performance of their official job duties will be reimbursed at the rate for state employees for mileage incurred when traveling for job-related activities, subject to budgetary limitations. Further guidance can be found on the Local Travel Reimbursement form located on the Finance page of the BCS website.

Reimbursement of Other Business Expenses

Employees purchasing merchandise or other items on behalf of the school system with personal funds must have prior approval of their supervisor and may be reimbursed for reasonable costs, up to a limit of \$50. Requests for reimbursement must follow the procedures established by the Finance Officer. All request for reimbursement must be accompanied by a statement of the business purpose for the expense and a detailed receipt.

BCS Board Policy 7650/8620

CLASSIFICATION AND PAY PLAN - CLASSIFIED EMPLOYEES

The purpose of this plan is to establish rules for salary administration that will promote a fair, equitable and effective means of attracting and maintaining an effective and responsible workforce. We acknowledge that this pay plan may not address each individual scenario that arises in salary determination. Therefore, in order to attract and retain quality employees, as well as maintain equity within job categories, the Chief Human Resources Officer reserves the right to make recommendations outside of the rules, when appropriate.

Merit Principle

All appointments and promotions will be made solely on the basis of merit. All positions

requiring the performance of the same duties and fulfillment of the same responsibilities will be assigned to the same classification and salary range. No applicant for employment or employee of Brunswick County Schools will be deprived of employment opportunities or otherwise adversely affected as an employee because of such individual's race, creed, color, religion, gender, national origin, non-disqualifying disability, marital status, or age.

Responsibilities

The Chief Human Resources Officer will be responsible for the administration and maintenance of the position classification plan so that it will accurately reflect the duties performed by employees in the classes to which their positions are allocated. Principals and directors will be responsible for bringing to the attention of the Chief Human Resources Officer (1) requests for **new** positions and (2) proposed material changes in the nature of duties, responsibilities, or working conditions that significantly affects a position's job description and/or classification.

Classification of Positions

Proposed new or reclassified positions will require the completion of a New Position/Reclassification form and a comprehensive job description. Once completed, the position will be analyzed and an appropriate salary grade assigned. Once the salary grade assignment is approved by the Superintendent, appropriate parties will be notified in writing. The addition of new positions or reclassification of current positions will occur during the annual budget development process and/or for special circumstances. A committee designated by the Superintendent will review all such requests and make recommendations to the Chief Human Resources Officer for inclusion in the budget request. Positions will be added to and deleted from the position classification plan based on actions of the Board of Education and/or administrative actions to create, delete, or reallocate positions under the authority of the Superintendent.

New Employees

Generally, new employees will be initially placed at the minimum (Step 0) of the pay grade that is appropriate for the position. New employees that sufficiently verify previous permanent full-time (30+ hour week) work experience may receive up to a maximum of fifteen (15) years credit for experience in accordance with the provisions set forth for experience criteria and rules used to determine step placement. New employees assigned to the Bus Driver Salary Schedule that sufficiently verify previous work experience may receive experience credit up to the maximum of the Bus Driver Salary Schedule in accordance with the provisions set forth for experience criteria in this plan. Work experience that is verified within sixty (60) days of employment is considered in

the salary placement and effective retroactively to the employee's hire date. Previous experience that is verified after sixty (60) days of employment is considered in the salary placement but is effective from the first of the month following the day the experience verification is received in Human Resources, not retroactive to the employee's hire date. The Chief Human Resources Officer reserves the right to approve salary recommendations for new employees in order to attract quality employees in a competitive market.

Reinstatement from Leave of Absence

Employees returning to the same position or another position at the same pay grade shall return to the same relative salary as that when previously separated. Employees returning to a position of a higher or lower level shall receive a salary based on the promotion or transfer policy.

Probationary Period

New employees appointed to regular positions shall serve a probationary period of three months. Probationary periods provide an extension of the pre-employment screening process. Supervisors should use the probationary period to closely observe an employee and to assist the employee during this period of indoctrination to the new position and new work environment.

If performance during the probationary period is documented as satisfactory or higher, the appointment will change to a regular appointment. If job performance is documented as unsatisfactory, the employee will be released from employment or an attempt may be made to transfer the employee to a more suitable position. At the request of the supervisor, the probationary appointment may be extended, but not to exceed one year from the date of initial employment.

Progression through the Salary Range

Generally, if approved as part of the annual local budget, employees will advance one step on the assigned salary grade for completion of each year of satisfactory service until he/she reaches the maximum of the salary range. Assuming that legislative action provides for this, experience step increments, when granted, will be effective on the employee's first working day following July 1. Employees meeting the following criteria on July 1 will advance one step on the assigned salary grade. Employees who satisfactorily complete the equivalent of fifty percent of the normal term of employment for the position to which assigned will advance to the next step of the assigned salary grade. (Example: An employee assigned to a 10-month position must complete at least 5 months of satisfactory employment; an employee assigned to a 12-month position

must complete at least 6 months of satisfactory employment.) An exception to this rule would apply in the case of an employee who has transferred from another State agency with no break in service. Such employees would advance one step on the assigned salary grade.

Employees at the maximum of the salary range will maintain his or her current salary level until a time when the salary range is increased.

Pay Rates in Promotion, Demotion, Transfer, and Reclassification

When an employee is promoted, demoted, or transferred, or a position is reclassified, the rate of pay for the employee in the new position will be established as follows:

A promotion is defined as the reassignment of an employee to a position or classification having a higher salary grade than the position or the classification from which the reassignment is made. When a promotion occurs, the employee's salary will be increased to a minimum of 2.5% for each change of pay grade, not to exceed the maximum of the new grade. Previous work experience equivalent to the new position may be submitted for consideration. After verified, the employee should be placed on the step corresponding to the verified experience credit. Consideration should be given to how the employee would place compared to other employees in the same job family and/or grade. The goal is to maintain equity with consideration given to experience levels among all employees within the job family and/or grade.

If an employee is promoted within a classification series (e.g., Mechanic I to Mechanic II), or within a classification code, that employee will be placed on the new grade at the same step as he/she was on the previous grade, if the employee's steps were all earned for time in BCS. Otherwise employees will be given one year experience credit for each one year of work experience, if equivalent.

If an employee is temporarily assigned to perform higher level work of a different position for greater than one month, that employee's rate of pay shall be increased to at least Step 1 of the pay grade assigned the position being occupied or 5% increase if positions does not have a designated pay grade. At the end of the temporary assignment, the employee shall be transferred to the original position and the salary must be reduced to the previous rate or its equivalent if a general increase has occurred while temporarily promoted.

A demotion is defined as the reassignment of an employee to a position or a classification having a lower salary range than the position or the classification from which the reassignment is made. This includes disciplinary demotion, voluntary

reassignment, and involuntary reassignment (administrative transfer). When a demotion occurs, the employee's salary will be decreased a maximum of 2.5% for each grade. In no case shall an employee meeting the minimum requirements of the new position be paid lower than the minimum for the new pay grade. An employee, whose salary exceeds the maximum of a pay grade as a result of a demotion, will not be eligible for an increase until such time as the employee's salary is less than the maximum of the new pay grade.

A transfer is defined as the reassignment of an employee from a position in one class to a position in another class assigned to the same salary range. When a transfer occurs, the employee will continue to receive the same salary. When an administrative transfer is requested by the employee to a lower pay-grade, the employee's salary will be reduced to the pay grade associated to the position with credit given for experience with Brunswick County Schools.

The Chief Human Resources Officer reserves the right to approve recommendations for pay increases when a transfer occurs in order to attract and/or retain quality employees. Consideration should be given as to how such an increase would affect equity within the job family and/or grade.

A reclassification is defined as the reassignment of an existing position from one class to another based on changes in job content. Reclassifications occur only after prior approval via the Human Resources Department of significant job description changes. The administration of upward, downward, and lateral reclassifications, as well as reviews of the pay rate of employees in similar positions and pay grades is conducted by the Chief Human Resources Officer.

Continuing Education Adjustment

When an employee adds a degree or certification, they must provide documentation to Human Resources. Human Resources reviews the information to determine if a salary adjustment is warranted based on State Board of Education policies or Brunswick County Schools policies.

Brunswick County Schools will award classified employees up to 4 pay steps for completing a higher degree from an accredited college or university that is relevant to their area of employment:

- If the position *requires* a bachelor's degree, then no additional step increase will be given.

- If the position requires an Associate's Degree and the employee earns a bachelor's degree, the employee will be awarded 2 steps for completing the bachelor's degree.
- If the position requires a bachelor's degree and the employee earns a master's degree, the employee will be awarded 4 steps or 5 % maximum for completing the master's degree.
- The bachelor's or higher degree that is verified within (60) days of completion is effective retroactively to the employee's graduation date. If the degree is verified after (60) days, it will be effective from the first of the month following the degree verification in Human Resources. The retroactive pay in any circumstance will not go beyond the beginning of the current school year.
- The employee's assignment for the majority (50% or more) of the day must be in the area for which the bachelor's or higher degree was earned.
- The employee must have completed at least one year of employment with Brunswick County Schools prior to making a request for the increase.
- The Chief Human Resources Officer will view all requests with supporting documentation prior to approval and submission to Finance.

Pay Rates in Salary Range Revisions

If the Board of Education approves a change in salary range for a class of positions, the salaries of the employees whose positions are allocated to that class will be affected as follows:

- When a class of positions is assigned to a higher salary range, employees in that class will retain their current step level in the revised salary range.
- When a class of positions is assigned to a lower salary range, the salaries of employees in that class will remain unchanged. If this assignment to a lower salary range results in an employee being paid at a rate above the maximum established for the new class, the salary of the employee will be maintained at his or her current level until such time as the salary range of the class is increased above the employee's current salary.

Pay for Part-Time Work

Compensation for any employee appointed for less than full-time services will be computed on a pro-rata basis for hours worked. These employees will be covered by Workers' Compensation and Social Security, and will receive other fringe benefits as determined by the Board of Education and state law.

COMMUNICATIONS AND COMPUTER SERVICES

The school system's technological resources are primarily provided for school-related purposes only. No right of privacy exists in the use of technological resources, including any communication through network or the internet or while using any school system electronic information resource. School system administrators or individuals designated by the superintendent may review files, monitor all communication, intercept email messages, and search data or email on school system-owned or leased computers, servers or other electronic information resources at any time to maintain system integrity and to ensure compliance with Board policy and applicable laws and regulations. School system personnel shall make reasonable attempts to monitor online activities of minors who access the internet via a school-operated computer.

Brunswick County Schools' policies prohibiting harassment, in their entirety, also apply to the use of Brunswick County Schools' communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, gender, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state, or local law. Since Brunswick County Schools' communication and computer systems are intended for business use, these systems may not be used to solicit for religious or political causes or outside organizations.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited. No employee may access, or attempt to obtain access to, another employee's computer system without appropriate authorization. Violators of this policy may be subject to disciplinary action, up to and including discharge.

BCS Board Policy 3225/7320.

CONDITIONS OF EMPLOYMENT - BACKGROUND CHECKS

Brunswick County Schools requires a criminal records check, including sex offenders registries, on all newly hired employees including substitutes and rehires with more than one year break in service. Applicants for employment will be rejected if the criminal records check reveals a violation of the law that is more severe than a minor traffic violation or indicates a pattern of behavior that is determined unacceptable by the Chief Human Resources Officer. An employee will not be offered employment or will be dismissed if it is determined that he/she did not report a criminal infraction greater than a minor traffic violation or misrepresented their background information on an employment application.

Current employees or independent contractors shall notify the administrator in charge of the department, office or school to which the employee is assigned if they are arrested, cited, charged with or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) except minor traffic violations (i.e., speeding, parking or lesser violations). Notice shall be in writing, shall include all pertinent facts and shall be delivered to the designated administrator no later than the next scheduled business day following the arrest, charge or conviction, unless the employee is hospitalized or incarcerated, in which case the employee shall report the alleged violation within 24 hours after his or her release prior to returning to work. Failure to make a timely disclosure of a criminal arrest, charge, or disposition that is later disclosed by the employee will result in disciplinary action up to and including suspension without pay. If a verified criminal history check or another source shows that an employee has failed to disclose a criminal charge or disposition, then the employee's employment may be terminated.

Human Resources may conduct history checks using private contractors on current employees if it determined by the Chief Human Resources Officer that cause exists to complete such a review.

BCS Board Policy 7140

CONFIDENTIALITY

During the course of work, an employee may become aware of confidential information about Brunswick County Schools' business, including but not limited to: information regarding Brunswick County Schools' finances, software and computer programs, suppliers, and knowledge, skills and abilities of personnel. An employee may also become aware of similar confidential information concerning Brunswick County Schools' students. It is extremely important that all such information remain confidential. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of Brunswick County Schools may be subject to disciplinary action up to and including termination.

CONFLICT OF INTEREST

It is Brunswick County Schools' policy that all employees avoid any conflict of interest between their personal interests and those of Brunswick County Schools. The purpose of this policy is to ensure that Brunswick County Schools' honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or

relationships that actually or potentially conflict with the best interests of Brunswick County Schools.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

- Holding an interest in or accepting free or discounted good from any organization that does, or is seeking to do, business with Brunswick County Schools, by any employee who is in a position to directly or indirectly influence either Brunswick County Schools' decision to do business, or the terms upon which business would be done with such organization.
- Holding any interest in an organization that competes in bidding for Brunswick County Schools' business.
- Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with Brunswick County Schools.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the responsibility of the employee to report any actual or potential conflict that may exist between you (and your immediate family) and Brunswick County Schools.

DISCRIMINATION, HARASSMENT, BULLYING AND COMPLAINTS

Students, school system employees, volunteers and visitors are expected to behave in a civil and respectful manner. It is the policy of Brunswick County Schools to prohibit the intentional or unintentional discrimination, harassment or bullying of any student or employee. Employees who violate this policy will be subject to disciplinary action, up to and including dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement if such action is warranted or required by law.

Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct

group or category such as race, ethnicity, gender, religion, age or disability. Discrimination may be intentional or unintentional.

Harassment and Bullying

Harassment or bullying behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or threatening communication that either places a student or employee in fear of personal harm or creates a pervasively hostile work or educational environment. A hostile work or educational environment means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe and pervasive enough that a reasonable person would agree that the conduct creates an abusive, intimidating, hostile or offensive work or educational environment. A hostile work or educational environment must be created by pervasive or persistent harassment or bullying but can also be created by a single incident if that incident is determined to be sufficiently severe.

Harassment and bullying include, but are not limited to negative or antagonistic behavior that appears motivated by an individual's differentiating characteristic such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, physical appearance, or mental., physical, developmental or sensory disability.

Examples of behavior that may constitute bullying or harassment include, but are not limited to:

- Verbal taunts
- Name-calling and put-downs
- Epithets, derogatory comments or slurs
- Lewd propositions
- Exclusion from peer groups
- Rumor spreading
- Extortion of money or possessions
- Implied or stated threats
- Assault
- Impeding or blocking physical movement
- Offensive touching
- Physical interference with normal work or school behavior
- Visual insults such as the creation or display of derogatory posters or cartoons

While it is not easy to define precisely what types of conduct constitute sexual harassment, examples of prohibited behavior include but are not limited to:

- Deliberate unwelcome touching that has sexual connotations or is of a sexual nature
- Suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats
- Sexual grooming
- Continued or repeated offensive sexual flirtations

- Repeated verbal remarks about an individual's body
- Sexually degrading words used toward or to describe an individual
- Sexual assault
- Sexual violence
- The display of sexually suggestive drawings, objects, pictures, or written materials

Acts of verbal, nonverbal or physical aggression, sexual grooming, intimidation or hostility based on sex, which do not involve actual physical sexual activity, may be determined serious enough to create a hostile work or educational environment if determined to be sufficiently severe or pervasive. Should this behavior cause the citizen to view the conduct as bullying or harassment and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassment, then a complaint should be filed.

Reporting

Employees are required to report any actual or suspected violations of this policy concerning students and encouraged to report any situation concerning their own or other employee's suspected discrimination, harassment or bullying. All reports should be made to the employee's immediate supervisor or the Chief Human Resources Officer. Information submitted or gathered will be kept confidential to the extent possible but confidentiality cannot be guaranteed.

Complaints

The Board believes that complaints should be handled as close to their origin as possible and resolved by the individual's closest to the complaint. If the situation cannot be resolved at this level, the claimant shall continue through channels to the Superintendent or designees. It is the Board's intent to provide the means for resolving each complaint in a fair and impartial manner and to seek remedies where appropriate. Persons submitting complaints are advised that complaints and supporting documentation may be considered public records in certain circumstances and may be subject to disclosure to the public. Also, complaints are typically shared with the person or persons against whom the complaint is being filed.

Employees who wish to file a complaint against another employee shall make an effort to discuss and attempt to resolve the problem directly with the employee or their supervisor. If discussion with the supervisor does not resolve the problem or if the complaint is against the complainant's direct supervisor, then the complainant shall discuss and attempt to resolve the problem with that individual's immediate supervisor. The Board prohibits reprisal or retaliation against any person who reports an act of discrimination, harassment, or bullying, or files a complaint.

DRUG AND ALCOHOL FREE WORKPLACE

It is the policy of the Brunswick County Board of Education that a drug-free workplace shall be maintained at all times. The Board prohibits the manufacture, distribution, dispensing, possession, or use of alcohol, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substances, as defined by the North Carolina General Statutes, while on Brunswick County Schools' property, including buses and any other county-owned vehicle and or while attending any school activity, function or event either on or off school grounds.

This policy shall govern each employee (1) during school hours, (2) while on any property owned or leased by the Board of Education, (3) at any time during which the employee is acting in the course or scope of his/her employment with the Board of Education, and/or (4) at any other time that the employee's violation of these requirements has a direct and adverse effect upon the performance of his/her job.

It is a condition of continued employment that each employee shall comply with this policy and shall notify his/her supervisor of any charge, conviction (or plea of guilty, no contest, or "nolo contendere") of any criminal drug or alcohol statute no later than the next business day of any such charge, conviction or plea.

Violation of this policy shall subject an individual to personnel action including, but not limited to, termination of employment or the requirement that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes, or suspension, with or without pay, or conditional continuation of employment, or any combination of these enumerated actions. This does not include the lawful proper use of drugs prescribed by a doctor or over-the-counter medications. However, no employee shall report to work or engage in normal duties, if he/she is visibly and/or knowingly impaired by drugs prescribed by a doctor or over-the-counter medications. Such conduct is considered improper and may result in disciplinary action up to and including dismissal.

Brunswick County Schools reserves the right to test employees who are employed in safety sensitive positions such as bus driver, activity driver, bus mechanic, transportation supervisor, or other employees whose position requires them to hold a commercial driver's license or drive any school vehicle, any time prior to or during employment. Also, the system reserves the right to test any employee upon reasonable suspicion of drug or alcohol use. Any employee who refuses to submit to any diagnostic test to detect alcohol and or drug use or refuses to release diagnostic results of testing to the school system may be suspended immediately pending consideration of a decision to terminate employment.

BCS Board Policy 7240/7241

EMPLOYEE CLASSIFICATIONS

Permanent Employee

A permanent employee is defined as an individual employed with the expectation of ongoing employment if present needs and funds continue.

Temporary Employee

A temporary employee is hired for a specified length of time to perform a specific job. Temporary employees hired for less than six full pay periods does not earn benefits and does not participate in the retirement system.

Full-time Employees

Full-time employees are employed to work at least 30 hours per week and are eligible for full benefits.

Full benefits include:

- All insurance plans offered by the school system
- Leave days accrued for annual, sick, etc.
 - As appropriate for position and years of service
- Paid holidays as indicated on the school calendar
- Employee Assistance Program
- Leaves of Absence
 - As appropriately eligible
- Teachers and State Employees' Retirement System
- Voluntary participation in 401(k) and/or 403(b) retirement savings plans
- Workers' Compensation Insurance
- General Liability Insurance

Part-time Employees

Part-time Employees who work at least 20 hours per week, but less than 30, are eligible for prorated (partial) benefits.

Pro-rated benefits include:

- Health insurance may be purchased by paying the employee and employer's cost
- Leave days accrued for annual and sick
 - As appropriate for position and years of service
 - Prorated based on scheduled hours worked
- Paid holidays as indicated on the school calendar
 - Prorated based on scheduled hours worked

- Employee Assistance Program
- Leaves of Absence
 - As appropriately eligible
- Voluntary participation in 403(b) retirement savings plan
- Workers' Compensation Insurance
- General Liability Insurance

Classified Employees

Classified employees are at will employees. Classified employees may be designated exempt or nonexempt consistent with the Fair Labor Standards Act and may be paid on either an hourly or yearly wage. Classified positions include, but are not limited to: office support, maintenance, bus drivers and transportation support, child nutrition employees, and paraprofessionals.

LICENSED EMPLOYEES

Teacher One-Year Contracts

Teacher who “has been employed by the LEA for less than three (3) years;” or

Teacher who has not “shown effectiveness as demonstrated by proficiency on the evaluation instrument”.

Teacher Two-Year Rolling Contracts

Teacher with at least three (3) consecutive years in the LEA immediately preceding the contract offer who has “shown effectiveness as demonstrated by proficiency on the evaluation instrument”. At the end of year one, if the teacher meets criteria of effectiveness (determined by the local LEA), the board may extend an extra year. The failure to grant an extension “will be considered cautionary notice to the teacher that his or her performance requires improvement”. Any teacher with a one year contract can receive a two year contract in the future if they meet the criteria.

BCS Board Policy 7410

Career Contracts

Career contracts and career status (tenure) will remain in effect if the teacher obtained the status prior to the 2013-14 school year.

Interim Contracts

- Must be in a temporarily vacant position;
- Are short-term for a specific period of time, not to exceed one school year;
- Are less than full-time and do not exceed one school year.

Administrative Contracts

Principals and assistant principals, as well as certain directors and supervisors who have not attained career status under the provision of North Carolina General Statute

115C-325 will be issued initial two-year contracts and are eligible for extensions of four (4) years according to the provisions of North Carolina General Statute 115C-287.1.

If any licensed employee believes that he/she has not been issued the correct contract or the correct number of years of probationary status, it is the employee's responsibility to advise the Chief Human Resources Officer, so that any discrepancy can be reviewed and appropriately resolved.

BCS Board Policy 7425

LICENSURE AND RENEWAL REINSTATEMENT GUIDELINES

Any person employed by a Local Education Agency (LEA) in a professional educator position must hold a professional educator's license. Please go to N.C. State Board policies LICN-001 and LICN-005 for the most current General Licensure and Renewal Requirements. These are governed by G.S. 115C-296.

LICN-001- General Licensure Requirements

https://stateboard.ncpublicschools.gov/policy-manual/licensure/copy5_of_general-licensure-requirements-20161201

LICN-005 - Licensure Renewal Requirements

https://stateboard.ncpublicschools.gov/policy-manual/licensure/copy5_of_licensure-renewal-requirements

Substitute Teachers

Substitute Teachers are employed only on an as needed basis and are not considered to be full-time permanent employees. Substitute teachers are considered at-will employees. This means that either the substitute or Brunswick County Schools has the right to terminate the employment relationship at any time, with or without reason.

Pursuant to North Carolina General Statutes 96-8(10)e, substitute teachers shall not be considered unemployed for days or weeks, including summer months or when school is not in session, when not called to work.

Employee Volunteers

Employees may volunteer to work at school events, provided the work is clearly at the employee's option, is in a different capacity from the employee's regularly-assigned duties and is performed on an occasional or sporadic basis. Classified employees who are nonexempt under the Fair Labor Standards Act shall not be approved to coach on a voluntary basis if the employee's regular duties or responsibilities are the same or of similar nature as the duties of a coach.

EMPLOYEE DRESS AND PERSONAL APPEARANCE

All Employees of Brunswick County Schools serve as role models for the students and as representatives of Brunswick County Schools. Consistent with these roles, all

employees are expected to dress professionally and appropriately relative to their specific job duties and responsibilities.

Employees are expected to project a professional image that sets positive dress and grooming examples for students and will adhere to standards of dress and appearance that are compatible with an effective learning environment.

Supervisors and school administrators are authorized to interpret and enforce this policy, as well as designate any days when reasonable modifications to this policy may be made.

Physical education and wellness teachers are permitted to wear shorts or track suits while involved in athletic or physical education instruction and only in the immediate area where the instruction is being conducted. Acceptable teacher attire should be worn when departing those areas.

An employee's dress or appearance may not be so unusual, inappropriate or lacking in cleanliness that it clearly disrupts class or learning activities or violates health and safety standards. The following attire is considered inappropriate for school employees:

- Denim jeans, shorts, skirts, and skorts. Note: special dress days may be designated by the superintendent or school administrator where denim jeans, shorts, skirts, and skorts may be worn.
- Jewelry affixed to an employee's nose, tongue, cheek, lip or eyebrow.
- Clothing that is disruptive, provocative, revealing, profane, vulgar, offensive, obscene, or which endangers the health or safety of the students or others is prohibited.
 - Low necklines, spaghetti-style straps, bare midriffs, and overly tight clothing are not appropriate
- Clothing which promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols, or is of a disruptive nature;
- Clothing and/or body art that contains profanity, nudity, depicts violence or is sexual in nature by words or symbols;
- Rubber flip flops;
- Undergarments worn as an outer garment or any see-through clothing;
- Hats, sweatbands, bandannas, or sunglasses worn inside the building, and;
- Wind suits, jogging suits, sweat suits or similar clothing, unless the employee is in a physical education or wellness position as indicated above.

BCS Board Policy 7340

EMPLOYEE GRIEVANCE

A grievance procedure has been outlined by the Board of Education in order to resolve problems affecting employees, when there has been a violation, misapplication, or misinterpretation of state or federal law or regulation, school board policy or

administrative regulation; and employee has been subject to discrimination on the basis of race, religion, sex, national origin, age, sexual orientation, or disability; or there exists a physical condition which jeopardizes an employee's health or safety, or which interferes with an employee's ability to discharge his or her responsibilities properly and effectively.

Any personnel action resulting from the filing of a grievance is prohibited. During all grievance proceedings an effort will be made to focus on finding a solution rather than on the problem. In addition, grievances should be resolved at the lowest level of administration possible.

BCS Board Policy 7220

EMPLOYEE RELATIONSHIPS

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Brunswick County Schools may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists. In other cases such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment at the discretion of Brunswick County Schools.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a supervisory/subordinate relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual.

EMPLOYMENT RECORDS

In order to obtain a position, an employee provides personal information such as home address and telephone number. This information is contained in your personnel file.

Employees shall keep their personnel file up-to-date by downloading and completing a Change in Address/Name Form indicating any personal information revisions from the Human Resources website. Unreported changes of address, marital status, or name change can affect withholding tax and benefit coverage. Further, an out-of-date emergency contact or an inability to reach an employee in a crisis could cause a severe health or safety risk.

Personnel files for each employee are maintained in the Human Resources Department at the Brunswick County Government Complex. Any employee wishing to review his/her personnel file should call the Human Resources Department to schedule an appointment.

The Superintendent or his designee shall maintain in each personnel file any complaint, recommendation, or suggestion for correction or improvement about the employee's

professional conduct. Pursuant to North Carolina General Statutes 115C-325, the Superintendent may elect not to place in a teacher's file (i) a letter of complaint that contains invalid, irrelevant, outdated, or false information or (ii) a letter of complaint when there is no documentation of an attempt to resolve the issue. The complaint, recommendation, or suggestion shall be signed by the person who makes it and shall be placed in the employee's file only after five days' notice to the employee. Any denial or explanation relating to such complaint, recommendation, or suggestion that the employee desires to make shall be placed in the file. An employee may petition the Board to remove any information from his/her personnel file that he/she deems invalid, irrelevant, or outdated. The Board may order the Superintendent to remove this information if it finds the information is invalid, irrelevant, or outdated.

BCS Board Policy 7820/7821

FACILITIES, EQUIPMENT AND PROPERTY, INCLUDING INTELLECTUAL PROPERTY

Equipment essential in accomplishing job duties is often expensive and difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees shall notify the principal/supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Principals/supervisors can answer any questions regarding an employee's responsibility for maintenance and care of equipment used on the job.

Employees are prohibited from any unauthorized use of Brunswick County Schools' intellectual property, such as audio and video tapes, printed materials and software. Employees must be in compliance with copyright laws.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including dismissal.

Further, Brunswick County Schools is not responsible for any damage to employees' personal belongings unless the employee's principal/supervisor provided advance approval for the employee to bring the personal property to work.

HEALTH CERTIFICATE

All public school employees upon initial employment, and those who have been separated from public school employment for more than 40 successive work days, shall file a completed Brunswick County Schools/North Carolina Public Schools "Health Examination Certificate" certifying freedom from any communicable disease, including tuberculosis or any disease, physical or mental, which would impair the person's ability

to perform his/her job duties prior to reporting to work. The “Health Examination Certificate” can be signed by a physician, physician’s assistant, or nurse practitioner licensed to practice in North Carolina. Additionally, individuals in these same categories with unrestricted licenses in other states can complete the Health Examination Certificate.

The Superintendent or his/her designee may require any employee to take a physical examination whenever deemed necessary.

All efforts will be made to protect students’ and employees’ rights and to control communicable diseases. All decisions regarding the employment status of employees with communicable diseases shall be made on a case-by-case basis. (Reference: NCGS 115C-323)

BCS Board Policy 7120

IDENTIFICATION BADGES

All permanent or interim employees, contractors, and consultants are expected to visibly display, attached to their person, the approved Brunswick County Schools’ photo identification badge while on any property owned or leased by the Board of Education, during school hours or at any time the employee is acting in the course and scope of his/her employment with the Board of Education. Identification badges will be provided by the school district upon employment and remain the property of Brunswick County Schools. Individuals ending employment with Brunswick County Schools are required to turn in their ID badge to their principal or immediate supervisor. Upon loss of an ID badge, employees are required to inform the operations department immediately so the card can be deactivated.

Admission to Athletic Events

Brunswick County Schools extends the courtesy of free admission to all employees and one guest for most athletic events upon presentation of their identification badge. NCHSAA restricts this procedure during playoffs or tournament games.

LEAVE BENEFITS

Brunswick County Schools’ employees are encouraged to utilize available leave benefit options when necessary. However, employees should carefully consider the impact that their absence(s) will have on the overall instructional program and upon the achievement of students. Even the best substitute employee cannot provide the high level of service that is provided by the regular employee. Every employee absence diminishes the overall quality of the instructional program. In addition, unused accumulated sick leave and/or annual leave can significantly enhance an employee’s financial entitlements at retirement.

Please always reference the North Carolina Public Schools Benefits and Employment Policy Manual for more detail on each policy. [NC Benefits and Employment Policies](#)

HOLIDAYS

Full-time employees are eligible to be paid for holidays designated by Brunswick County Schools. Regular part-time employees are eligible to be paid for holidays on a prorated basis according to their regular work schedule.

The following holidays are observed in the school calendar:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day (2 days)
- Christmas (2 to 4 days depending on calendar)

BCS Board Policy 3300

NC Benefits and Employment Policy 2.1

ANNUAL LEAVE

The purpose of paid annual leave is to allow and encourage all employees to renew their physical and mental capabilities and to remain fully productive. All full-time and permanent part-time employees are eligible to accrue annual leave on a monthly basis.

For 10 month employees, the first 10 days of annual vacation leave must be scheduled in the school calendar and must be taken as scheduled. Otherwise, use of annual leave must be preapproved by the employee's supervisor, and must conform to policies established by the State Board of Education and the local Board of Education. These include restrictions on use by instructional personnel who require a substitute. Instructional personnel may not take annual leave at any time that students are scheduled to be in attendance, unless covered by another leave policy such as Family and Medical Leave.

Annual leave may be accumulated without any maximum until June 30 of each year. On June 30, accumulated annual leave in excess of 30 days will be converted to sick

leave so that only 30 workdays of annual leave are carried forward to the next fiscal year.

Upon separation of employment, a maximum of 30 days of annual leave will be paid out to the employee.

Separation Due to Retirement - Annual leave in excess of 30 days will be converted to sick leave, and the sick leave balance will have an impact on the retirement calculation.

Separation Due to Resignation or Other Termination of Employment - Annual leave in excess of 30 days will be frozen and held in a balance up to 60 months from the date of termination of employment. This balance may be reinstated if the employee returns to work at Brunswick County Schools or it can be transferred to another qualified state employer, as long as the reactivation date is within the 60 month period. Beyond 60 months, the excess annual leave cannot be reinstated.

BCS Board Policy 7510
NC Benefits and Employment Policy 3.1

BONUS ANNUAL LEAVE

Occasionally bonus annual leave is awarded to eligible employees by the state or local board of education. When this occurs, bonus annual leave can be used under the same circumstances and provisions as annual leave. Bonus annual leave is tracked separately and carried forward each year until used or paid out at separation of employment.

NC Benefits and Employment Policy 3.4

COMPENSATORY TIME

Because professional employees are expected to fulfill all job duties, compensatory leave should only apply in extraordinary circumstances. Employee who are not exempt from the provisions of the Fair Labor Standards Act may accrue compensatory time (comp time) at a rate of 1.5 hours for every 1 hour worked in lieu of receiving overtime pay for hours worked beyond 40 in a given workweek. Employees may accrue a maximum of 240 hours of comp time before they must be paid for overtime hours.

For the purpose of FLSA compliance, the workweek for school system employees begins at 12:00am on any given Sunday and ends at 11:59pm the following Saturday.

Supervisors shall arrange for employees to take comp time within one pay period following the time it is earned, if possible. The superintendent or designee may exempt certain employees or categories of employees from this comp time provision when deemed necessary for the proper administration of the school system. All employees must obtain approval from their immediate supervisor before taking comp time.

BCS Board Policy 7500/7510
NC Benefits and Employment Policy 9.1

SICK LEAVE

All full-time and permanent part-time employees are eligible to accrue sick leave on a monthly basis, and may be accumulated without any maximum limit.

Sick leave may be used for:

- The employee's personal illness or injury
- Medical appointments
- To care for an ill immediate family member*
- To attend to the issues surrounding the death of an immediate family member*
- Issues covered by the Family and Medical Leave Act

*The length of leave granted for illness or death of an immediate family member is determined by the location administrative unit based on individual employee need.

Immediate family members include:

- Spouse
- Children
- Parents
- Brothers
- Sisters
- Grandparents
- Grandchildren
- Dependents living in the employee's household
- All of the above as step, half and in-law relationships

The employee's supervisor may request a statement from a health care provider that the employee was unable to work due to illness or injury.

Upon retirement, the employee's sick leave balance is applied to the calculation that determines the monthly retirement benefit. Pay for unused sick leave upon separation

of employment for any other reason is not permitted, except when an employee has been approved for long-term disability. Outside of these scenarios, the balance will remain frozen for 60 months in case the employee is reemployed, transfers to another eligible state agency, or retires within this period. Beyond 60 months the sick leave balance cannot be reinstated.

BCS Board Policy 7510
NC Benefits and Employment Policy 4.1

EXTENDED SICK LEAVE

A maximum of 20 days per school year of extended sick leave is available to classroom teachers and media coordinators who require substitutes if they are absent due to their own personal illness or injury and have exhausted all available accumulated sick, annual and bonus leave. Employees in receipt of extended sick leave will receive full salary less the required substitute deduction of \$50 per day. Application of extended sick leave must be handled by Human Resources.

BCS Board Policy 7510
NC Benefits and Employment Policy 4.2

PERSONAL LEAVE

Personal leave is earned by classroom teachers and media coordinators who require substitutes. In order to be eligible, the employee must be in a permanent full-time or part-time position. Employees using personal leave will receive full salary, less the required substitute deduction of \$50 per day.

BCS Board Policy 7510
NC Benefits and Employment Policy 5.1

TRANSFER OF LEAVE

An employee who transfers between local educational administrative (LEA) units or other state agencies, must have all unused accumulated leave transferred to the new LEA or agency. The transaction must occur within 31 days from the date of separation of employment. It is the employee's responsibility to initiate and follow-up on the transaction.

BCS Board Policy 7510
NC Benefits and Employment Policy 3.1 / 4.1

VOLUNTARY SHARED LEAVE

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

Only full-time and part-time permanent employees who have exhausted all available accumulated paid leave (sick leave, annual vacation leave, and bonus leave, if applicable) are eligible to receive donated leave. An employee need not exhaust personal leave and the 20 days of extended sick leave to be eligible for voluntary shared leave. Only employees in permanent (leave earning) status can participate in the voluntary shared leave program.

An employee who is receiving benefits or is eligible to receive benefits from the Disability Income Plan is not eligible to receive donated leave. Voluntary shared leave may be used only during the required waiting period.

BCS Board Policy 7540/7540-R
NC Benefits and Employment Policy 4.3

FAMILY AND MEDICAL LEAVE (FMLA)

The Family and Medical Leave Act allows eligible employees to take up to 12 workweeks of job-protected leave for their own serious medical condition or that of a spouse, parent or child. Also for the birth, adoption or foster placement of a child (note that spouses who are both employed by the school system are limited to a combined total of 12 weeks for the birth or adoption). The employer must maintain any employer-paid health benefits while the employee is on approved FMLA leave, as long as the employee pays their portion of any premiums as appropriate.

Any employee who experiences an absence for a qualified reason of more than 10 business days, including a recurring pattern of absences, must contact Human Resources to determine if the absence qualifies for FMLA coverage. Leave may be taken in intermittent segments as necessary and supported by medical documentation.

Family and Medical Leave also applies to a qualifying military exigency when a member of any branch of the armed forces is deployed or called to active duty in a foreign country. Also, an employee who is a spouse, son, daughter, parent or next of kin acting as the caregiver of a covered service member who has a serious injury or illness incurred in the line of duty.

Brunswick County Schools requires that employees approved for FMLA use their accrued sick and annual leave during the absence period, as allowed by the FMLA.

It is the employee's responsibility to notify their supervisor, administrator or Human Resources of their need for leave. Upon notification, the required documentation will be provided to the employee.

BCS Board Policy 7520
NC Benefits and Employment Policy 8.2

MEDICAL LEAVE

Employees who are not eligible for Family and Medical Leave, may request to be approved for a medical leave of absence when necessary due to their own serious health condition or that of an immediate family member. Proper supporting documentation for the absence is required even though the leave cannot be covered by FMLA.

SHORT-TERM, EXTENDED SHORT-TERM AND LONG-TERM DISABILITY

If you become disabled while a permanent employee under TSERS, and you meet certain eligibility requirements, the Disability Income Plan of North Carolina (DIPNC) provides you with monthly replacement income in the form of short-term, extended short-term and long-term disability benefits. Benefits under the DIPNC may begin after a mandatory 60 calendar day waiting period.

Short-term disability provides monthly income (before any offsets) equal to 50% of 1/12 of your annual base salary, including longevity and local supplements, to a maximum of \$3,000, and are payable up to 365 calendar days.

Extended short-term disability may provide additional period(s) of disability (up to an additional 365 days) provided that the Medical Board determines that your condition is a temporary, not permanent, disability.

Long-term disability benefits are payable if you meet all of the eligibility requirements at the end of the short-term disability period, and can provide a monthly income (before any offsets) equal to 65% of 1/12 of the annual base salary that was last payable to you prior to the beginning of the short-term period, including longevity and local supplements, to a maximum of \$3,900.

MyNCRetirement.com

NC Benefits and Employment Policy 4.5

WORKERS' COMPENSATION LEAVE

Please see Workers' Compensation Insurance under the Benefits section.

MILITARY LEAVE

Short-Term - Full-time and part-time permanent employees who are members of reserve components of the U.S. Armed Forces are eligible for leave with pay during period of active duty training. Leave with pay shall be granted for up to 15 work days during the federal fiscal year (October 1 to September 30).

Extended Active Duty - Leave without pay shall be granted for periods of active duty in the U.S. Armed Forces for a period not to exceed five years

For both short-term and long-term absences, the employee must give advance notice and provide supporting documentation of the need for leave to Human Resources.

BCS Board Policy 7510/7530
NC Benefits and Employment Policy 10.1

JURY DUTY LEAVE

Full-time and part-time employees will retain full salary when absent from work to serve on a jury, in addition to payment for jury duty.

BCS Board Policy 7510
NC Benefits and Employment Policy 7.2

COURT ATTENDANCE LEAVE

Attendance by duty or subpoena - Full-time and part-time employees retain fully salary for absences due to court attendance or when subpoenaed related to their official duty.

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

BCS Board Policy 7510
NC Benefits and Employment Policy 7.3

COMMUNITY RESPONSIBILITY LEAVE

Upon approval from the employee's supervisor, full-time or part-time employees may be granted leave to represent the school at community functions such as the funeral of a student or his/her parent. Employees absent for such reasons shall retain full salary during the days absent.

NC Benefits and Employment Policy 7.1

PARENTAL INVOLVEMENT IN SCHOOLS

Any employee who is a parent, guardian or person in loco parentis may take up to four hours per fiscal year to attend or otherwise be involved in his/her child's school. There is no requirement that the school pay an employee while taking this leave, however, an employee may use appropriate accrued leave.

NC Benefits and Employment Policy 8.3

INCLEMENT WEATHER

On a day that employees have the option to report for a workday, but students are not required to attend school due to inclement weather, employees have the following options:

- Report to work
- Take accumulated annual leave
- Take accumulated personal leave (teachers and media coordinators only)
- Take leave without pay
- Use accumulated compensatory time
- Make up the time missed (per policy directives)

When the school system is closed to staff and students due to inclement weather or other emergency, the Board will consider options within the requirements of law for addressing the missed days. Employees shall work on scheduled make-up days designated by the Board.

BCS Board Policy 7550

RELIGIOUS OBSERVANCE

Absence from work for a bona fide religious holiday may be allowed for a maximum of two (2) days within any one school year with prior approval from the Chief Human Resources Officer. Days may not be already scheduled as vacation or other holidays in the school calendar. An employee desiring leave for bona fide religious holiday(s) shall file a written request with the Chief Human Resources Officer Department at least 5 business days in advance.

LEAVES WITHOUT PAY

There are several reasons that eligible employees may be granted a leave of absence without pay. All unpaid leaves of absence must be approved by the local Board of Education. With the exception of military leave, the local Board of Education may determine the beginning and/or ending date of such leaves based on a consideration of the welfare of the students and the need for continuity of service. Please note that when an employee is on an unpaid leave, they will be responsible for the full cost of their benefits coverage (employee and employer cost). Please contact Human Resources for assistance with all unpaid leave requests.

Educational

Full-time and part-time permanent employees are eligible for educational leave in order to fulfill requirements for degree completion for a maximum of one year. The employee must submit the request for educational leave to the local Board of Education for review and approval. Educational leave is an unpaid leave, no accrued leave time may be applied to the absence period.

The following is an exception to unpaid Educational Leave.

According to NC General Statute 115C-269.30, teacher assistants engaged in internships to become teachers shall continue to receive their salary and benefits while interning in the same local school administrative unit where they are employees as a teacher assistant as long as they meet the requirements. If the Statute is altered prior to the beginning date of the approved leave, the revised Statute will be adhered to.

Parental

Full-time and part-time permanent employees may take an unpaid leave of absence for up to one calendar year from the date of birth or adoption to care for a new child. Spouses who are both employed by the school system are limited to a combined total of 12 months during the year following the birth or adoption.

Personal

Employees may be granted an unpaid leave of absence for reasons that must be approved by the local Board of Education. In determining the length of absence, due and proper consideration shall be given by the Board to the welfare of the students as well as the employee.

Leave will not be granted for such reasons as engaging in non-school related business, taking vacation trips or accepting another position of employment.

All unpaid personal leaves of absence shall be for a period not to exceed one calendar year. The employee is responsible for the full cost of any benefit deductions. Reemployment cannot be assured in the same position held prior to the leave, except as may be required otherwise by law.

BCS Board Policy 7510
NC Benefits and Employment Policy 6.1 / 8.1 / 9.6

OPERATION OF VEHICLES/CELLULAR PHONES

All employees authorized to drive Brunswick County Schools' owned or leased vehicles or personal vehicles in conducting Brunswick County Schools business must possess a current, valid North Carolina driver's license or a Commercial Driver's License if the position requires it. Any change in license status or driving record must be reported to the principal/supervisor immediately.

A valid driver's license must be in the employee's possession while operating a vehicle off or on Brunswick County Schools' property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate and model safe driving habits at all times.

Brunswick County Schools-owned or leased vehicles may be used only as authorized by supervisory staff.

Safety must come before all other concerns. All employees, including bus drivers, must refrain from using phones while driving during working hours. Regardless of the circumstances, including slow or stopped traffic, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, the employee should advise the called that he/she is unable to speak at that time and will return the call shortly. Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since employees are not required to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of a phone while driving will be solely responsible for all liabilities resulting from such actions.

A Motor Vehicle Record (MVR) check will be completed for all new employees who operate a vehicle as a condition of employment with Brunswick County Schools (i.e., bus drivers, instructors for driver's education, teacher assistants, coaches, operations employees, etc.) For existing employees in positions that require the operation of a BCS vehicle, a random sampling of MVRs will be checked on an annual basis. Additionally, MVRs will be checked for anyone involved in an accident.

The following guidelines establish the driver standards criteria:

- Based on accident/violation history, an individual's driver record becomes unacceptable if one or more of the following exists:
 - Two or more at-fault accidents in the last three years.
 - One or more major violations in the last three years.
 - Any combination of at-fault accidents and minor violations which equal three or more in the last three years.
- Designation of major and minor violations are based on the North Carolina Department of Motor Vehicles point system. Violations receiving the higher number of points are classed as Major. These are considered serious in nature.

Major violations include:

- Driving under the influence of alcohol (no points awarded-automatic revocation)
- Driving under the influence of drugs (no points awarded-automatic revocation)
- Negligent homicide arising out of the use of a motor vehicle
- Using a motor vehicle for the commission of a felony
- Aggravated assault with a motor vehicle
- Permitting an unlicensed person to driver
- Reckless driving
- Speed contest/Racing
- Hit and Run
- Speeding 20 mph or more over the speed limit
- Operating a vehicle without a valid driver's license

Minor violations:

- All moving violations not listed as major violations.

Drivers whose MVRs exceed the established criteria will not be permitted to operate a Brunswick County School vehicle and may be subject to disciplinary action up to and including dismissal.

PERFORMANCE IMPROVEMENT PLANS

Licensed Employees

A performance improvement plan refers to any written strategy designed to help an employee improve or gain greater competence. North Carolina General Statute

115C-333, North Carolina Board of Education Policy and Brunswick County Schools Board Policy require the implementation of either a Monitored Growth Plan, a Directed Growth Plan or a Mandatory Improvement Plan for any licensed employee who receives a substandard rating on the performance evaluation, unless the Superintendent recommends dismissal, demotion, or nonrenewal.

BCS Board Policy 7811

Classified Employees

Any classified employee who receives a performance rating below “satisfactory” level on any function of his/her performance evaluation must participate in an Improvement Plan designed to improve the employee’s performance in the deficient area(s).

PERFORMANCE REVIEW

Depending on the position and classification, Brunswick County Schools endeavors to review employee performance annually at a minimum. However, please understand that a positive performance evaluation does not guarantee an increase in salary, promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of the school system. In addition to these formal performance evaluations, the school system encourages employees, principals/supervisors to discuss job performance on a frequent and ongoing basis.

Evaluation of Classified Employees

Brunswick County Schools places a high priority on both engaging the most competent personnel available and on assisting employees to develop throughout the term of employment. Classified employees, who are at will employees, should be evaluated no less frequently than once each fiscal year. Additional appraisals may be conducted at any time deemed necessary by the evaluator. The evaluator and the employee should sign to indicate that the employee has read the completed evaluation form.

BCS Board Policy 7815

Evaluation of Licensed Employees

Brunswick County Schools attaches a high priority in securing the most competent personnel available and in assisting them in their professional growth and development. The performance evaluation is a continuing process used for the purpose of identifying individual strengths and weaknesses and for improving the overall quality of work.

Specific procedures which comply and are consistent with North Carolina laws and State Board of Education regulations and local policy regarding the evaluation of licensed personnel will be followed.

BCS Board Policy 7810

PERSONAL VISITS AND TELEPHONE CALLS

Disruptions during working time can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and only be made or received after working time, or during lunch or break time. Unless it is an emergency situation, personal calls should never be made during instructional time with students.

For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in BCS facilities other than the reception areas unless that individual has been checked in with the school office or with a principal/supervisor.

PUNCTUALITY AND ATTENDANCE

Employees are hired to perform an important function at Brunswick County Schools. As with any group effort, operating effectively takes corporation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow employees, students, and principal/supervisors. BCS expects excellent attendance from each employee. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

It is recognized, however, that there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify the principal/supervisor as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Teachers needing substitutes must use the substitute teacher's procedures established by Brunswick County Schools.

CONTRACT RENEWAL PROCESS FOR LICENSED PERSONNEL

Brunswick County Schools acknowledges that the most important aspect of attaining excellence in education is providing students with high quality teachers and administrators. In order to strive for such excellence, BCS intends to employ, and reemploy those teachers and administrators who possess, have exhibited, and continue

to strive for excellence in preparation for, performance of, and contribution to the educational process.

Satisfactory performance shall be considered the minimum acceptable standard of performance for teachers and administrators in our school system; however, satisfactory performance shall not constitute any assurance to any teacher or administrator of rights to or consideration for employment, or reemployment. BCS holds all personnel accountable for striving for excellent performance.

Appraisals of preparation for, performance of, and contribution toward the educational process and the needs of the school system shall be considered by the school system when making decisions to employ, and reemploy teachers and administrators.

Basis for Nonrenewal

The Board of Education, upon the Superintendent's recommendation, may refuse to renew the contract of any teacher, under a one year contract or to reemploy any teacher who is not under contract, for any cause it deems sufficient; provided, however, that the cause may not be arbitrary, capricious, discriminatory, or for personal or political reasons, or because the teacher engaged in activities that are protected by the United States Constitution or the North Carolina Constitution.

Notice for Nonrenewal

If the Board of Education has decided that it will not renew the contract of a teacher for the following school year, the Superintendent shall notify the teacher of this fact in accordance with state statute.

RESIGNATION

The Superintendent or designee shall be authorized to accept resignations from employees on behalf of the Board of Education.

When it becomes necessary for a licensed employee to cancel his/her contract, or terminate employment, a Brunswick County Schools' resignation form should be used and should be submitted to the principal/supervisor at least thirty (30) calendar days prior to the effective date in accordance with North Carolina General Statute 115C-325(0). Beyond harming future reemployment possibilities, failure to provide such notice may constitute grounds for license revocation. Resignations which occur during the summer months should provide a notice of at least thirty (30) days prior to the start date for the employees for the next school year.

Classified employees should also submit a BCS resignation form to their supervisor. A two-week notice is requested.

Resignation forms can be found on the Department of Human Resources website under “HR Forms and Documents - Current Employees.”

BCS Board Policy 7900

SALARY ADMINISTRATION

In addition to the State Teacher’s Salary Schedule, locally adopted salary schedules exist for positions established by the Board of Education. The school system recognizes experience as the basis for pay increases within the established pay range.

Hiring Rate/Starting Salary/Salary Adjustments

All employees paid on the teacher and/or state salary schedules are placed on the schedule and step certified by the North Carolina Department of Public Instruction based on years of experience and degree held. BCS also provides a local supplement.

Employees are encouraged to monitor their pay in order to assure proper placement on the appropriate salary schedule. Errors in salary placement (underpayments and overpayments) will be corrected upon discovery. Salary adjustments will be effective, retroactively, to the date the error occurred, up to three (3) years prior.

An employee overpayment can be repaid through payroll deduction. Repayment period can be spread out over three (3) months, if requested. Longer repayment periods must be approved by the Finance Officer.

[Progression Through the Salary Range](#)

Pay for Part-Time Work

Compensation of any employee appointed for less than full-time service (30 hours per week) shall be computed on a prorated basis for hours worked. Part-time employees will be covered by Workers’ Compensation and Social Security, and will receive other fringe benefits as determined by the Board of Education and State law. Part-time employees are not eligible for 401(k) or 403(b).

Extra Duty/Extended Employment

Only employees classified as exempt from the overtime provisions of FLSA are eligible to be employed for extra-duty/extended employment such as coaching or extracurricular activities. A “Summer Assignment” form must be completed by the individual’s principal/supervisor for each extra assignment.

Pay Days

Ten month instructional, eleven month, and twelve month employees are paid monthly on the last work day of the month for time worked during that pay period, with the exception of the months of June and December when payroll is run earlier. Ten month non-instructional employees and summer extra duty pay are paid semi-monthly. Itemized deductions are made from gross earnings and by law, the school system is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered and federal student loan garnishments. All payroll deductions may be viewed through the employee portal which is available on the Brunswick County Schools website.

If an employee believes there is an error in pay, the employee should bring the matter to the attention of the school treasurer immediately to resolve the matter quickly and amicably. Brunswick County Schools requires all employees to be paid through direct deposit. Forms authorizing electronic transfer are available from the Payroll Department. The school system does not permit advances on paychecks.

Overtime

The Board of Education discourages overtime work by all non-exempt employees other than bus drivers. Non-exempt employees shall not work overtime without the expressed approval of their supervisors except in when acting in the capacity of bus driver.

In lieu of overtime compensation, nonexempt employees (other than bus drivers, who shall be paid in accordance with the FLSA for overtime) may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for each one hour of overtime (time worked past 40 hours in any given workweek) worked, if such compensatory time (1) is agreed to by the employee before the overtime work is performed and (2) is authorized by the supervisor. Employees must be allowed to use compensatory time within a reasonable period after requesting such use (See policy 7510). Employees must use compensatory time prior to taking annual or sick leave. Employees may accrue a maximum of 240 compensatory time hours before they must be provided overtime pay at the appropriate rate. All accrued compensatory time will be paid at the appropriate rate for hours earned in excess of forty hours at the end of each fiscal year. In addition, upon leaving the school district, an employee must be paid for any unused

compensatory time at the rate of not less than the higher of (1) the average regular rate received by the employee during his/her last three years of employment or (2) the final regular rate received by the employee.

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

BCS Board Policy 7900

Classified employees must take a lunch break for a minimum of 30 minutes or in accordance with their supervisor's directive. Teacher assistants work with students during lunch and, therefore, do not clock out for that time. For purposes of calculating overtime for nonexempt employees, the workweek begins on Sunday at 12:00am and ends on Saturday at 11:59pm.

Income Tax Forms

Federal (form W-4) and state (form NC-4) forms may be obtained from the Finance Office webpage on the Brunswick County Schools website. Staffing forms for the purpose of changing income tax withholding information, changes in exemptions and deductions may be made at any time during the year.

SCHOOL CALENDAR

The Brunswick County Schools Board of Education adopts a school calendar annually. The calendars for the current school year may be viewed on the Brunswick County School website.

SCHOOL CLOSINGS

In case of school cancellation, delayed opening and/or early dismissal of school due to emergency and/or hazardous conditions, the following procedure shall govern all employees. Official closing will be posted on the Brunswick County Schools website, social media, and with local media. The system will also activate its emergency call notification system. When school is cancelled for the day(s), because of hazardous conditions, the cancelled day(s) will be rescheduled in the school calendar by the school system's calendar committee at the direction of the Superintendent.

If school is **cancelled for students with an optional (undesignated) workday for staff**, staff must report to work at the normal start time **or** select one of the following options:

- Take comp time or annual leave, if available
- Take personal leave (licensed instructional personnel only), or
- Take leave without pay

If one of the stated options is selected, the principal/supervisor must be informed of the employee's intentions. The student makeup day will be scheduled in the school calendar by the Board.

If school is **cancelled for students and staff, ten month employees** shall make up the day as scheduled by the Board.

If school is **cancelled for students and staff, twelve month employees** shall select one of the following options:

- Take comp time or annual leave, if available
- Take leave without pay

Delayed Openings

If **school opening is delayed for students only**, staff shall report to work as scheduled. If **school opening is delayed for students and staff**, employees should adjust their start time in alignment with the length of the delay. Brunswick County Schools shall not require time to be made up or leave to be used because of delayed openings. (North Carolina General Statute 115c-316). Classified staff will be provided the same number of hours, as determined by the superintendent, as forgiven time (prorated for part-time employees).

SEPARATION FROM EMPLOYMENT

Employees who terminate employment with Brunswick County Schools must return all system property, including but not limited to, keys and key fobs, security cards, parking passes, laptop computers, tablets, phones, and other technology devices, uniforms, etc., at separation.

Employees must also return all Brunswick County Schools confidential information upon separation. To the extent permitted by law, employees may be required to repay

Brunswick County Schools (through payroll deduction, if lawful) for any lost or damaged property.

SOCIAL MEDIA

Brunswick County Schools respects the right of any employee to participate in the use of social media. However, to protect Brunswick County Schools interests and ensure employees' focus on job duties, employees must adhere to the following rules:

- Employees may not post on a social media site during work time or with Brunswick County Schools equipment or property unless the social media site is directly related to administrative or instructional activities.
- All rules regarding confidential information apply in full to the social media site. Employees shall not post confidential information about students, employees or school system business.
- Postings shall not libel or defame the Board of Education, individual Board members, students, or other Brunswick County Schools employees. Any mention of Brunswick County Schools must specifically note that the opinion expressed is the employee's personal opinion and not Brunswick County Schools position.
- Any conduct which under the law is impermissible if expressed in any other form or forum is impermissible if expressed through a social media site.
- All communication between employees and students should be appropriate in nature and shall follow all policies and ethical standards established for the proper communication between an employee and a student. An internet posting on a personal social media website intended for a particular student will be considered a violation of this policy. Employees shall not accept current students as "friends" or "followers" or otherwise connect with students on personal social sites except to the extent that the employee and student have a family relationship or other type of appropriate relationship that originated outside of the school setting.
- All materials that employees post on social media sites that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and their parents/guardians or impair the employee's ability to serve as a positive role model for students.
- Employees shall use the BCS provided email account as the professional e-mail contact for all official or school system related pages. Do not use the BCS email as a username or contact for personal use or personal contacts.

SOLICITATION and DISTRIBUTION

To avoid distractions and minimize disruptions, solicitation by an employee of another employee is prohibited while either employee is on work time. "Work time" is the time an employee is engaged, or should be engaged, in performing his/her work tasks for Brunswick County Schools.

BCS Board Policy 7331

STAFF DEVELOPMENT

Brunswick County Schools encourages all employees to seek ways to improve skills continually through available opportunities for professional development. The school system offers employees a variety of professional growth and development opportunities that support student achievement. All employees are encouraged to participate in the opportunities as appropriate to their role in the school system. Employees are provided professional growth opportunities aligned to individual, classroom, school system and state goals.

Professional growth and development opportunities are communicated through principals, instructional leaders and the website. Brunswick County Schools offers several district initiatives in which registration through TNL (True North Logic) is imperative. BCS also offers professional development days for which a shared catalog of sessions will be provided to select from and register for through TNL. Online modules can be found on the TNL professional development tab of the BCS website.

For any professional conferences you attend, submit a hard copy of your certificate of completion with the CEU credit form that can be found on the Professional Development homepage.

BCS Board Policy 1610/7800

STATEMENTS TO THE MEDIA

All media inquiries regarding Brunswick County Schools and its operation should be referred to the Public Information Office. Only the Superintendent or Executive Director of Community Engagement is authorized to make or approve public statements pertaining to Brunswick County Schools or its operations. No employees, unless specifically designated by the Superintendent or Executive Director of Community Engagement, are authorized to make statements. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of Brunswick County

Schools must first obtain approval from their principal/supervisor and the Executive Director of Community Engagement.

STUDENT AND EMPLOYEE RELATIONSHIPS

The Brunswick County Schools Board of Education expects the relationship between employees and students to be one of cooperation, understanding and mutual respect. The Board believes that all employees have a responsibility to provide students with an atmosphere conducive to learning.

All employees are prohibited from dating, courting or entering into a romantic or sexual contact with any student enrolled in the school system regardless of the student's age. Consent is not a defense to this prohibition. Employees engaging in or attempting to engage in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal, and may be subject to criminal action as provided in North Carolina General Statute 14-202.2 and 14-27.7.

Any employee who has reason to believe another employee is violating this policy or has placed a student in an inappropriate situation is required to report this information to their immediate supervisor. An employee who fails to inform their immediate supervisor may be in violation of State Law and Board Policy 1720/4015/7225 concerning sexual harassment and may be subject to disciplinary action, up to and including dismissal.

Listed below are activities that can lead to claims of sexual harassment or sexual misconduct and should be avoided.

- Being alone with a single student in an isolated, non-public area of the school campus
- Allowing personal visits from a student during planning periods or other non-class time
- Offering students rides in personal vehicles
- Buying gifts for students or giving individual students "special treats" and or school privileges
- Repeated hugging of students or any kissing of students
- Engaging in talk, including jokes, containing sexual innuendo or banter with students
- Taking students to dinner or movies or interacting with students socially outside of school or engaging in any peer-like behavior
- Dressing provocatively, instead of professionally

- Talking with students about the student's or employee's personal and relationship issues - refer student issues to the school counselor
- Personal, non-educational email, cell phone, and/or text messaging between staff and students
- Getting "too close" to parents; offering to babysit for students
- Taking students to employee's home to do yard work or household chores
- Taking an overall, undue interest in a child or becoming a "substitute parent"
- Sharing inappropriate material, especially pornography, with students

BCS Board Policy 4040/7310

SUSPENSION OR DISMISSAL OF CLASSIFIED STAFF

Brunswick County Schools may suspend, demote or dismiss a classified employee for reasonable cause including, but not limited to, the following:

- Absence without notification
- Abuse of leave privileges
- Violation of the district's drug free workplace policy
- Discourteous, offensive, racial, discriminatory or abusive conduct or language toward other employees, students or the public
- Dishonesty or theft
- Intentional violation of school system policy or conviction of a felony
- Falsifying any information supplied to the school system including, but not limited to, information supplied on application forms, employment records or any other school system records
- Inefficiency in the performance of duties
- Insubordination including, but not limited to, refusal to do assigned work, or failure to follow a reasonable request made by the employee's principal/supervisor
- Unexcused absence or tardiness
- Failure to possess a valid driver's license when it is a requirement of the position
- Classified employees required to hold North Carolina commercial driver's licenses who have a verified positive test for a controlled substance or who have an alcohol test result of greater than 0.04 or upon presenting reasonable suspicion, and refuse to be tested for alcohol or controlled substances

Classified employees being disciplined for reasonable cause will be given verbal and written indications of unsatisfactory performance which could result in suspension in sufficient time to permit correction of the unsatisfactory performance unless the

employee's performance leads to immediate suspension without pay and a recommendation to the Board of Education for termination. Prior to suspension, the employee will be given an opportunity to meet with his or her immediate supervisor upon request. At this meeting, the principal/supervisor will explain the reason for suspension. This meeting will be informal in nature and is intended to serve only as an initial check against mistaken decisions.

Recommendations for suspension, demotion or dismissal may originate with any administrator in the school system and will be reviewed with the Chief Human Resources Officer. Classified employees are not terminated from their position by their immediate supervisor but will be suspended with or without pay pending either a continued effort to review the employee's actions or a recommendation for termination to the Board of Education or the Superintendent.

All classified employees are considered at will employees.

TIMEKEEPING PROCEDURES

Non-exempt classified employees must record the time their work begins and ends, as well as the beginning and ending time of any departure from work. This is accomplished by signing in and out of TACS (electronic timekeeping system).

Classified employees may not begin work until the scheduled starting time and may not work beyond their scheduled ending time unless approved by the principal/supervisor.

Classified employees must sign a physical copy of the time record to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to the principal/supervisor.

Certified employees must record the time their work begins by signing into TACS. This is necessary for attendance verification and safety precautions in the case of an emergency.

Time Exception forms must be used to document work time if the network is down. Manual timesheets should be used when working away from school system facilities. Forms can be found on the Finance page of the BCS website, or from your Administrative Assistant.

Altering, falsifying or tampering with time records is prohibited and may subject the employee to discipline, up to and including dismissal.

TOBACCO USE

The use of tobacco products on or in any school property, or at any school-sponsored activity or event (regardless of location), is prohibited.

BCS Board Policy 7240

TRANSFER PROCESS

The Brunswick County Schools Board of Education has established that the Superintendent is responsible for the assignment and transfer of all personnel employed by the school system. This process is based upon the following principles:

- Personnel are employed by the Board of Education to serve the school system and not a particular school; therefore, an expectation of continued assignment to a particular school shall not be implied, inferred or intended by any action of the Board, its agents or employees.
- Assignment means the placing of any employee in a particular position in a specific school or department.
- Transfer means the transfer of an employee to a new position in which the employee may perform the same duties in a different location, different duties in the same location, or different duties in a different location.
- Transfers may be classified as voluntary (granted in response to an eligible employee's request) or involuntary (employer directed based on administrative necessity).
- Transfer does NOT mean a change in class assignment, grade level, course offering or room assignment at the same school to which the employee is currently assigned. Additionally, a transfer request does not guarantee the approval of a transfer.
- Notice of transfer decisions shall be given to the employee by the Office of Human Resources.
- If a transfer request is approved, the actual date of transfer must be agreed upon by the losing and gaining administrators. If the transfer is a promotion, the move should take place within fourteen (14) calendar days after approval.

- Employee transfer by the Superintendent or designee may not be formally grieved by the employee.

Transfers may be initiated by an eligible employee's request or by administrative action according to the procedures listed below. It should be noted that it is inappropriate for a principal or supervisor to contact directly or indirectly any employee in order to encourage him or her to transfer.

Voluntary Transfer

A voluntary transfer results from an eligible employee's request to perform his or her same or similar duties in a different location, different duties in the same location, or different duties in a different location. An eligible employee may request a voluntary transfer during the transfer process period. Voluntary transfers of licensed employees and teacher assistants will not occur during the school year and outside of the transfer process, except under limited conditions.

Procedures for Voluntary Transfer of Licensed Personnel and Teacher Assistants

- An employee who desires a voluntary transfer shall submit an Employment Intent Form to BCS Human Resources department beginning February of each school year.
- The request must be submitted no later than the last work day in February for each school year the employee wishes to request a transfer.
- The Human Resources department will develop a confidential list of employees requesting a transfer to be utilized by principals and directors.
- The principals/directors with vacancies will give consideration to all eligible employees who have requested a transfer. The principal/director must first consult with the employee's current principal/director before deciding to accept a transfer candidate.
- The decision to accept a transfer rests solely with the receiving principal/director.
- All voluntary transfer requests must be received by the last work day in February to be given consideration.

Administrative Transfer

An administrative transfer occurs when the Superintendent or designee directs that an employee perform his or her same or similar duties in a different location, different duties in the same location or different duties in a different location. The salary impact of the transfer of a classified employee will depend on whether the move is a promotion, lateral transfer or a move to a lower or higher pay grade.

The administrative transfer of employees may result from, but is not limited to, one of the following conditions or circumstances:

- A school closing
- An enrollment decline
- A need to reduce class size
- A change in the curriculum
- A change in the school system's organizational structure
- The opening of a new school
- The implementation of a new program, an amendment to an existing program or termination of a program
- A reduction in the school system's budget, and
- The determination that interpersonal relationships are deemed detrimental to school or department

The decision to administratively reassign employees will be based on the following:

- Prior administrative transfer
- Certification (if appropriate) and/or specialized skill set
- Service at a particular school
- Total system service in current capacity
- Performance level
- Maintain a school's percent of career status employees at 60% or above

For the purpose of this procedure, "service" is defined as regular permanent employment in the particular job category.

Brunswick County Schools does not discriminate on the basis of race, religion, national/ethnic origin, age, gender or disability (except when necessary to make a reasonable accommodation for an employee with a disability) with regard to assignments or transfers.

WORKING HOURS AND SCHEDULE

Workweek Defined

Working hours for all non-exempt employees under the Fair Labor Standards Act (FLSA), to include but not limited to support associates, teacher assistants, child nutrition, custodians, maintenance, etc., shall conform to federal and state regulations. The Chief Human Resources Officer shall ensure that job positions are classified as exempt or nonexempt and that employees are made aware of such classifications. For purposes of FLSA compliance, the workweek for school district employees shall be Sunday, 12:00 am through Saturday, 11:59pm.

Workday Defined

The length of the work day for licensed and professional staff will be a minimum of 7 hours and 30 minutes, and will continue until all professional responsibilities are completed. Hours beyond the stated minimum may include, but are not limited to administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities. The length of the work day for all other full-time employees shall be 8 hours unless otherwise defined by the Superintendent or his/her designee. Principals and other designated site supervisors are authorized to and responsible for setting work start and stop times for all employees under their supervision and monitoring compliance.

Overtime

Overtime work by non-exempt employees is discouraged, except when acting in the capacity of a bus driver. A nonexempt employee shall not work overtime without approval of his/her supervisor, except when acting in the capacity of a bus driver. Approval should be given only if overtime funding is budgeted or the employee agrees to receive compensatory time (see Compensatory Time below). Administrators shall monitor employee's work and ensure that overtime provisions of this procedures and the FLSA are followed. Administrators may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek.

Non-exempt employees whose workweek is less than 40 hours shall be paid at the regular rate of pay for additional time worked up to 40 hours. Such hours should be approved only if budgeted funds are available to cover the expenditures.

Compensatory Time

In lieu of overtime compensation, nonexempt employees (other than bus drivers, who shall be paid in accordance with the FLSA for overtime) may receive compensatory time

off at a rate of not less than one and one half (1.5) hours for each hour of overtime worked, if such compensatory time (1) is agreed to by the employee before the overtime work is performed and (2) is authorized by his/her supervisor. Employees must be allowed to use compensatory time within a reasonable period after requesting such use. Employees can accrue a maximum of 240 compensatory time hours before they must be provided overtime pay at the appropriate rate. All accrued compensatory time will be paid at the appropriate rate for hours earned in excess of 40 at the end of each fiscal year. In addition, upon leaving the school district, an employee must be paid for any unused compensatory time at the rate of not less than the higher of (1) the average regular rate received by the employee during his/her last three years of employment (2) the final regular rate received by the employee.

Attendance Expectations

All employees are expected to be present during all working hours. Absence without prior approval, chronic absences, habitual tardiness, or abuses of designated working hours are all considered neglect of duty and shall result in disciplinary action up to and including dismissal.

Timesheets

Accurate and complete timesheets of actual hours worked during the workweek shall be signed by each employee and approved by his/her supervisor. The Finance Department shall issue timesheet procedures and shall review the timesheets on a rotating schedule to ensure leave and time reported matches the time sheet.

Employee Volunteers

Employees are not allowed to volunteer to perform their regular or similar work duties without compensation. Employees volunteering must do so of their own free will and sign an agreement to that effect. Fees paid to volunteers are nominal and are proffered to serve as a reimbursement of expenses only. Non-instructional staff may volunteer solely at the employee's option for activities that are occasional and sporadic. All employees that elect to volunteer must acknowledge their intent to volunteer by completion of the volunteer agreement form.

Compensation for Employees Working During Declared Disasters

All non-exempt employees who are required to work during declared disasters at either a shelter site or the Emergency Operations Center are to be compensated at a rate equal to 1.5 times their hourly rate for every hour worked. If working a 24 hour period, 8 of those hours will be paid at straight time.

Exempt employees assigned by the Superintendent to work during a declared disaster a minimum of 4 hours per day in a shelter or Emergency Operations Center shall receive a daily stipend of \$100. Additionally, exempt staff shall receive a trade-day for shelter or EOC hours worked beyond the regular work day.

BCS Board Policy 7500

WORKPLACE CONDUCT

Brunswick County Schools endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge and is at the Brunswick County Schools sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

- Obtaining employment on the basis of false or misleading information.
- Stealing, removing or defacing school system property or coworker's property.
- Disclosure of confidential information, including student or other employee information.
- Completing another employee's time records.
- Dishonesty.
- Violation of safety rules and policies.
- Violation of Brunswick County Schools Drug and Alcohol-Free Workplace Policy.
- Fighting, threatening or disrupting the work of others.
- Insubordination or disobedience of a lawful directive from a principal/supervisor.
- Use of foul or inappropriate language.
- Loitering or loafing during work time, or leaving a work area without the permission of the supervisor/principal.
- Gambling on Brunswick County Schools property.
- Willful or careless destruction or damage to Brunswick County Schools assets or to the equipment or possessions of another employee.
- Wasting work materials.
- Performing work of a personal nature during working time.
- Violation of the Solicitation and Distribution Policy.

- Violation of the Brunswick County Schools Harassment or Equal Employment Opportunity.
- Violation of the Network and Internet Access Policy.
- Unsatisfactory job performance.
- Any other significant violation of Brunswick County Schools policy.

Obviously, not every type of misconduct can be listed. Brunswick County Schools will endeavor to utilize progressive discipline in all cases but reserves the right in its sole discretion to terminate an employee at any time.

WORKPLACE HEALTH AND SAFETY

The health and safety of employees and students are of critical concern to Brunswick County Schools. Brunswick County Schools intends to comply with all health and safety laws applicable to our mission. To this end, employees shall ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards.

Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on Brunswick County Schools premises, or in a product, facility, piece of equipment, process or business practice for which the system is responsible should be brought to the attention of management immediately.

Periodically, Brunswick County Schools may issue rules and guidelines governing workplace safety and health. Brunswick County Schools may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident or illness must be reported to the employee's principal/supervisor or administrator as soon as possible, regardless of the severity of the injury or accident.

BCS Board Policy 7271/9201

WORKPLACE VIOLENCE

Brunswick County Schools is strongly committed to providing a safe workplace. Our goal is to minimize the risk of personal injury to employees and damage to Brunswick County Schools and personal property.

Brunswick County Schools does not expect employees to become an expert in psychology or to physically subdue a threatening or violent individual. Instead, employees are specifically discouraged from engaging in any physical confrontation with a violent or potentially violent individual. However, employees are expected and encouraged to exercise reasonable judgement in identifying potentially dangerous situations and to notify the principal/supervisor of suspected problems.

Experts in the mental health profession state that prior to engaging in acts of violence, trouble individuals often exhibit one or more of the following behaviors or signs:

- Over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur.
- Sudden and significant decline in work performance.
- Irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior reacting to questions with an antagonistic or overtly negative attitude.
- Discussing weapons and their use and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Brunswick County Schools policies and procedures
- Personality conflicts with co-workers; obsession or preoccupation with a coworker or supervisor; attempts to sabotage the work or equipment of a co-workers.
- Excessively blaming others for mistakes and circumstances; demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by an Brunswick County Schools employee WILL NOT BE TOLERATED. A threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees, students and visitors are prohibited from carrying weapons onto any Brunswick County Schools premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to the principal/supervisor. Reports of threats are confidential to the extent maintaining confidentiality does not impede the system's ability to investigate and respond to the complaints. All threats will be promptly investigated. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this guideline.

If Brunswick County Schools determines, after an appropriate good faith investigation, that someone has violated this policy, Brunswick County Schools will take swift and appropriate corrective action.

Employees who are the recipient of a threat made by an outside party, should follow the steps detailed in this section. It is important for Brunswick County Schools to be aware of any potential danger in its schools or worksites. Ultimately, our system's goal is to take every effective step it can to protect everyone from the threat of a violent act by an employee, a student or by anyone else.

BCS Board Policy 1510/4200/7270