



Cabarrus
County Schools

Engaging minds. Shaping futures.



2021-2022 EMPLOYEE HANDBOOK

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Introduction

Dear Fellow Employee:

On behalf of the Cabarrus County Board of Education, the Superintendent, and the Central Office, welcome to the Cabarrus County School System! Each educator, administrator, counselor, assistant, bus driver, child nutrition worker, custodian and support staff member have an important role in accomplishing our mission:

We will value, teach, and empower each student in a culture of educational excellence.

The success of our students depends on the bus driver getting our students to school on time, the child nutrition worker ensuring that children eat properly so they can do their best work, the teacher and assistant engaging students through well-planned instruction, and the counselor and social worker creating a family/community partnership for success. Thank you for playing your part! Our school system is proud of its employees and appreciates each person's efforts in helping our students and making our schools the very best they can be.

This handbook has been prepared to provide each of you with information about benefits, policies, and responsibilities that you may have, depending upon your specific position. Read it carefully and use it as a reference. Your school or office may have other policies and procedures that apply to you as well.

Many of our benefits, policies and procedures originate at the state level, while others are determined at the local district level. Our Human Resources staff is knowledgeable of both state and local benefits and looks forward to assisting you with any questions you may have.

We hope that you will find your work rewarding and satisfying and that it will take you to a well-deserved retirement. Congratulations to you, and best wishes!

Sincerely yours,

Kecia Coln

Kecia Coln
Interim Assistant Superintendent
Human Resources

1-2 Cabarrus County Board of Education

Click on the link for Board of Education information.

[Board of Education](#)

1-3 Executive Administration

Brian Schultz
Interim Superintendent

Kecia Coln Ed.D.
Interim Assistant Superintendent
Human Resources

Crystal Hill, Ed.D.
Assistant Superintendent
Curriculum & Instruction

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HUMAN RESOURCES

Human Resources

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Interim Director of Human Resources

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- Personnel Investigations
- Teacher and Classified Employee Evaluations
- Employee Performance Consultation
- Title II Part A
- Beginning Teacher Support Coordinator
- BT Observations/Evaluations/Licensure
- University Partnership and Internships
- Substitutes
- Oversee Celebrations: POY, TOY, APOY, TAOY

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Employee Benefits and Workers Compensation Manager

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- Employee Safety Training
- Worker's Compensation
- FMLA, LOA, VSL-Voluntary Shared Leave

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- Salaries (certified)
- Contract Questions
- Alternative License Requirements and Praxis Testing
- HRMS Administrator Lead

HUMAN RESOURCES

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- Salaries/Supplements
- Contract Questions
- Connect Ed Staff Information

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- UID-HR Administrator(NC Staff ID System)
- CARE System HR Administrator
- HR Website Administrator Lead
- HRMS Technical Administrator
- HR Technical Specialist
- HR Data Analysis and Reporting
- Teacher Leader Cohort
- National Board Cohort

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- Elementary, SNP, Kids Plus, & Technology
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- FMLA, LOA, VSL-Voluntary Shared Leave
- Benefits Orientations
- Retirement
- Disability
- Bloodborne Pathogens
- Affordable Care Act
- Applitrack Administrator

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- Secondary, Facilities Management, Transportation & Education Center
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- FMLA, LOA, VSL-Voluntary Shared Leave
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- Retirement
- Disability
- Bloodborne Pathogens
- Affordable Care Act

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- Classified Salaries
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- Drug Free Workplace Program/Drug Testing

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- Classified Salaries
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- ID Badges

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- Licensed Applicants
- Substitutes
- AESOP
- Teacher Recruitment Support/Screenings

1-4 Vision of Cabarrus County Schools

Inspiring minds, engaging hearts, and shaping futures.

Mission Statement for Cabarrus County Schools

Empowering students to build their futures.

Vision of the Human Resources Department

The Cabarrus County Schools Human Resources Department is to support the goals and challenges of the district by providing services which promote a work environment that is characterized by fair treatment of staff, open communications, personal accountability, trust, and mutual respect.

Human Resources Department Mission Statement

The Cabarrus County Schools Human Resources Department staff will support the district mission by delivering superior customer service through recruitment, support, and retention of a diverse and highly qualified workforce.

1-5 Policy Manual

The Cabarrus County Board of Education has adopted a number of policies relating to the operation of our schools. These are included in the Cabarrus County Schools Policy Manual which is continuously updated. The Policy Manual is accessible on-line at the [Cabarrus County Schools website](#) for the employee's reference at any time. Employees should be familiar with this manual and its contents and should pay particular attention to those policies that apply directly to their position and situation. Anyone who needs clarification on any policy should refer to this manual.

1-6 Education Center Directory

Click this [link](#) to access the Education Center Directory.

OPEN DOOR POLICY & APPOINTMENTS

The administrative offices of Cabarrus County Schools strive to operate with an "open door" policy for staff that may have needs or concerns. Open communication is extremely important in a school system environment to maintain a positive and smooth operation. There are also times when appointments are necessary to ensure that you can see the person who can best meet your needs, especially in regard to special concerns, finances, and human resources (benefits, retirement, etc.). Making an appointment will help you to have uninterrupted time with the person who can best meet your needs and/or hear your concerns and will ensure that your valuable time is well spent.

1-7 Inclement Weather Plan & Procedures

During periods of inclement weather, the Director of Transportation/staff will survey road conditions and consult with other appropriate agencies. Information regarding road conditions and weather forecasts is discussed with the Superintendent. The Superintendent then makes decisions concerning the dismissal of school or modifications to the school day.

When possible, a decision on school closings will be made during the afternoon or evening prior to the day schools are to be closed. This will be done in time to get the information on the evening news. In the event weather conditions deteriorate during the night, school closing decisions will be made no later than 5:00 a.m.

Information about school openings and closings will be communicated in the following ways:

- Blackboard Connect messages (phone and email) to all parents and staff from the Superintendent
- Status posted on the CCS website and the district's social media sites
- Local media outlets – television and newspaper

All bus supervisors will be notified of school closings by personal telephone calls.

Employees should sign into the CCS district website and visit the Finance Department page for reporting instructions.

IMPORTANT TO REMEMBER:

NO MEDIA ANNOUNCEMENTS MEAN SCHOOLS WILL OPERATE ON A REGULAR SCHEDULE.

Section 2: EMPLOYMENT POLICIES

2-1 Prohibition Against Discrimination, Harassment and Bullying

In keeping with all the requirements of federal and state statutes, this school system prohibits unlawful discrimination, harassment or bullying in all employment practices. To that end, [Policy 1710/4021/7230](#) states:

The board believes all employees and students should be free of unlawful discrimination, harassment, and bullying as a part of a safe, orderly, caring and inviting working and learning environment. The board commits itself to nondiscrimination in all its educational and employment activities. The board prohibits discrimination based on race, color, national origin, sex, gender, gender identity, cultural or economic background, disability, or age and will provide equal access to the Boy Scouts and other designated youth groups as required by law.

The board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs. All forms of prohibited discrimination, harassment, and bullying, except for sexual harassment under Title IX, are subject to this policy.

Any violation of this policy will be considered serious and school officials shall promptly take appropriate action to address the violation.

2-2 Standards of Professional Conduct

All employees should adhere to certain basic standards of professional conduct. Teachers, school administrators and all other employees should adhere to the standards of professional conduct as set forth in [Policy 7205 Standards of Professional Conduct](#).

Failure to follow the standards in this Policy shall subject the teacher or other employee to investigation and possible disciplinary action by the Board and/or State Board of Education. The willful breach of the standards in this Policy shall subject a teacher or licensed employee to license suspension or revocation.

- A. The Board believes all employees should adhere to certain basic standards of professional conduct. The purpose of this policy and the rules contained herein is to define, establish and uphold generally accepted standards of professional conduct for teachers and all other employees, both licensed and classified. These rules shall be binding on all teachers, school administrators and all other employees.
- B. Teachers, school administrators and all other employees shall adhere to the standards of professional conduct contained within this Policy. Failure to follow the standards in this Policy shall subject the teacher or other employee to investigation and possible disciplinary action by the Board and/or State Board of Education. The willful breach of the standards in this Policy shall subject a teacher or licensed employee to license suspension or revocation.

2-3 Professional Standards of Conduct and Performance for Teachers

The board is dedicated and committed to providing all teachers with opportunities and resources to further their growth as professional educators. To that end, the performance of every teacher is assessed, and the teacher is provided with constructive feedback through a formal evaluation and review process targeted to enhance professional growth. In addition, it is the board's expectation that all teachers, regardless of their years of experience, are capable of and must adhere to certain minimum professional standards of conduct and performance as set forth in the [Cabarrus County Schools Policy 7200](#).

2-4 Staff Responsibilities Policy Code 7300

For students to succeed, all staff members must approach their responsibilities conscientiously, always remembering that the ultimate responsibility of the school system is to provide students with the opportunity to receive a sound basic education.

All school employees shall:

1. be familiar with, support, comply with and, where appropriate, enforce board policies, administrative procedures, school rules and applicable laws;
2. attend to the safety and welfare of students, including the need to ensure that students are supervised at all times;
3. demonstrate integrity, respect, and commitment to the truth through attitudes, behavior and dress and communications with others;
4. address or appropriately direct any complaints concerning the school employees, the school program or school operations; and
5. support and encourage good school-community relations in all interactions with students, parents, and members of the community.

All employees must approach their responsibilities conscientiously. Employees must notify Human Resources within 24 hours if they are arrested for, charged with or convicted of a criminal offense (including entering a plea of guilty, prayer for judgment or nolo contendere) other than a minor traffic violation (i.e., speeding, parking, or a lesser violation). If the employee drives a CCS vehicle or bus, traffic violations would need to be reported.

Failure by an employee to provide timely notice as described in [Policy 7300 Staff Responsibilities](#) may lead to disciplinary action up to, and including, dismissal.

2-5 Recruitment and Selection of Personnel: [Policy Code 7100](#)

A criminal history check and a check of sex offender registries will be conducted of all final candidates for employment, volunteering or contracting with the school system. Such positions include substitute teachers, driver training teachers, bus drivers, clerical staff, custodians, teachers, teacher assistants, assistant principals, principals, volunteers, non-faculty coaches, advisors, one-on-one assistants, and others who may have unsupervised contact with students. Criminal history checks will be updated on a regular basis and will be conducted in accordance with state law and any procedures established by the superintendent. School officials shall not require candidates to disclose expunged arrests, charges, or convictions and shall not ask candidates to voluntarily disclose such information without first advising that disclosure is not required. Refusal to consent to a criminal history check is grounds for not hiring or dismissal.

Applicants must notify the Assistant Superintendent of Human Resources immediately if they are arrested, charged with or convicted of a criminal offense (including entering a plea of guilty, prayer for judgment, or *nolo contendere*) other than a minor traffic violation (i.e., speeding, parking, or a lesser violation). Notice must be in writing, must include all pertinent facts and must be delivered to the Assistant Superintendent of Human Resources no later than the next scheduled business day following the arrest, charge or conviction, unless the applicant is hospitalized or incarcerated, in which case the applicant must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the applicant must report the disposition and pertinent facts in writing to the Assistant Superintendent of Human Resources no later than the next business day following adjudication.

If a final candidate for employment, employee, volunteer, or independent contractor is found to have a criminal history, other than for minor traffic offenses, the superintendent or designee must determine whether the individual poses a threat to the physical safety of students or personnel or has demonstrated that he or she does not have the integrity or honesty to fulfill the duties of the position. If the superintendent recommends such a candidate to the board for employment, the board must be notified of the criminal history and the basis for the superintendent's determination. The board has determined that every position with the school system, regardless of whether the position is located in a school or elsewhere, potentially entails contact with students, either on a regular, occasional, or emergency basis. For that reason, no individual who is a registered sex offender subject to the provisions of [Policy 5022](#), Registered Sex Offenders, will be hired for any position with the school system.

2-6 Drug-Free Workplace Environment Policy Code 7240

It is the policy of the board that schools shall be free of the presence of alcoholic beverages or unlawful controlled substances and employees shall perform their job assignments safely, efficiently, and without the adverse influence of alcohol or controlled substances. Also, employees shall not be impaired by the excessive use of prescription or nonprescription drugs. This policy shall govern each Cabarrus County Schools' employee or independent contractor ("Employee") (a) while on any property owned or leased by the board, (b) at any time during which the person is acting in the course and scope of his or her employment with the board, and/or (c) at any other time that the person's violation of this policy has a direct and adverse effect upon the performance of his or her work for the board.

Working under the influence of alcohol or controlled substances may:

1. Create unsafe conditions;
2. Result in unsatisfactory performance and adversely affect the performance of others; and
3. Discredit the Cabarrus County School System ("School System") and cause disrespect for the School System among the students, parents, and other citizens whom we serve.

This policy is not meant to limit the right of the board or administration to manage board employees or to discipline employees in any way. In addition, this policy does not constitute a guarantee or right of employment or continued employment, nor does it create an expressed or implied obligation or contractual right of any kind by the board with respect to any of its employees.

A. Definitions

For the purposes of this policy, the following definitions shall apply:

1. Department of Transportation (DOT)-Regulated Employees

DOT-Regulated Employees are those employees, volunteers, or independent contractors whose duties for the board of education require a commercial driver's license under federal law. This includes anyone who drives school buses or other vehicles with a weight in excess of 26,000 pounds, or which carry more than 16 passengers, or which are placarded for hazardous materials, or which otherwise require a commercial driver's license under [49 C.F.R. 382.107](#). For the purposes of this policy, the Cabarrus County School System includes bus maintenance employees and anyone who regularly or intermittently drives a school bus, activity bus or other vehicle designed to transport sixteen or more people in the rules and procedures applying to DOT-Regulated

employees, including employees who operate vehicles for inspection, service, or maintenance purposes.

2. Illegal Drug

An illegal drug is defined as (1) any alcoholic beverage or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids, counterfeit substances, or any other controlled substance as defined in schedules I through V of section 202 of the United States Controlled Substances Act, at [21 U.S.C. § 812](#), and as further defined in federal regulations at [21 C.F.R. § 1300.01 through § 1300.04](#) and [21 C.F.R. § 1308.11 through § 1308.15](#); (2) any prescription drug or controlled substance when unlawfully obtained or used for non-medically authorized purposes or for which an applicant or employee does not have a valid and current prescription; or (3) other unlawfully used substances which may affect or alter bodily functions, judgment, or perception when used for non-medical purposes, whether or not listed as a controlled substance.

3. Impaired/Under the Influence/Intoxicated

Impaired, under the influence, and/or intoxicated as used in this policy mean the use of an illegal drug or having a positive drug or alcohol test. For any employees, an appropriate alcohol test revealing a blood alcohol content of equal to or higher than 0.020 is considered a “positive alcohol test” and therefore impaired.

4. Conviction

Conviction as used in this policy includes the entry in a court of law or military tribunal of: (1) a plea of guilty, *nolo contendere*, no contest or the equivalent; (2) a verdict or finding of guilty; or (3) a prayer for judgment continued (PJC) or a deferred prosecution.

B. Prohibited Acts

1. The board prohibits employees from possessing, using, selling, delivering, manufacturing, or being under the influence of any illegal drug, as that term is defined in this Policy.
2. The board prohibits employees from using or being under the influence of alcohol while acting in the course and scope of the employee’s duties, while at school-sponsored activities or while on school system property.
3. The board prohibits the use of prescription or lawful non-prescription medications by any person (a) while operating a vehicle owned by the School System or (b) at any time during which the person is acting in the course and scope of his or her employment with the Board to the extent that such use

has a direct and adverse effect upon the operation of a vehicle or the performance of his or her work. Employees in Safety-Sensitive Positions may only take prescription medications which are prescribed by a physician who understands the employee's safety-sensitive job. Employees must provide their supervisors immediately upon returning to work with written notification if they are taking any medication with a warning label indicating impairment and/or drowsiness as a possible side-effect.

4. Employees are prohibited from possessing, using, selling, delivering, manufacturing, or being under the influence of a substance containing tetrahydrocannabinol (THC), including cannabidiol (CBD) containing THC at any time this policy is applicable, regardless of whether it constitutes a controlled substance under state or federal law. Employees must not, at any time this policy is applicable, be under the influence of alcohol or be impaired by the use of substances intended to induce exhilaration or euphoria or alter mood or behavior or be impaired by the excessive use of prescription or nonprescription drugs.

C. Duties of All CCS Employees

1. As a condition of initial and continuing employment, all employees shall:

a. Comply with the terms of this Policy and any rules or procedures promulgated hereunder; and

b. In accordance with Policy [7300](#), Staff Responsibilities, notify his or her supervisor and the Assistant Superintendent of Human resources in writing of any charge or conviction pursuant to any criminal drug or alcohol statute no later than the next scheduled business day after such charge or conviction. Within ten (10) days of receiving actual notice of any conviction under any criminal drug statute for an employee whose position is funded in any part by a federal grant, the Assistant Superintendent of Human Resources or designee shall notify the funding agency regarding such a conviction.

2. Any employee who has cause to suspect the Policy has been or is being violated by another employee shall report such information to his or her supervisor or an administrator. In the event the person suspected of violating the Policy is the Superintendent, the employee shall report such information to the Chairperson of the Board. Any employee who makes a report pursuant to this Policy, cooperates with the board in any ensuing inquiry or investigation, testifies in any board proceeding resulting from the report, or otherwise participates in the enforcement of this Policy is immune from any disciplinary action that might otherwise be incurred or imposed for such action provided that the employee was acting in good faith.

3. A supervisor or administrator shall report to law enforcement officials any circumstance or event that gives him or her reason to believe that an employee has violated a criminal or drug statute. Further, the board shall cooperate in any investigations or prosecutions of its employees conducted by state, federal or local law enforcement officials pursuant to a criminal drug or alcohol statute.

4. Any employee involved in an accident during his/her workday or while driving a School System vehicle during non-work hours must notify his/her supervisor immediately.

D. Employees Covered by DOT Regulations

1. Applicability

DOT-Regulated Employees shall be subject to this Section D. and all the other provisions of this Policy.

2. Prohibited Acts

With respect to DOT-Regulated Employees, the board prohibits impairment by alcohol or by a prescription or nonprescription drug, or the use or possession of alcohol while on duty or while operating any motor vehicle. DOT-Regulated Employees will not be permitted to perform safety sensitive job functions and/or vehicle-related duties if evidence of impairment exists. In addition, DOT-Regulated Employees, and their supervisors, must not commit any act prohibited by federal law, including "Controlled Substances and Alcohol Use and Testing" ([49 C.F.R. pt. 382](#), hereinafter referred to as Part 382), or by this policy.

No DOT-Regulated Employee may:

- a) operate any school bus or school activity bus while consuming alcohol or while alcohol remains in the driver's body, in violation of [G.S. 20-138.2B](#);
- b) use alcohol while performing safety-sensitive functions;
- c) perform safety-sensitive functions within four hours after using alcohol;
- d) use alcohol following an accident while operating a commercial motor vehicle;

e) report for or remain on duty requiring the performance of safety-sensitive functions when the driver uses any Schedule I drug or substance; or

f) report for or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance, unless such use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that use of the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.

Safety-sensitive functions include, but are not limited to, inspecting, servicing, or conditioning any commercial motor vehicle; operating any commercial motor vehicle; participating in or supervising the loading or unloading of a commercial motor vehicle; and repairing, obtaining assistance for, or remaining in attendance upon a disabled vehicle.

3. Applicant Inquiry and Testing of DOT-Regulated Employees

The Human Resources office will carry out pre-employment, post-accident, random, reasonable suspicion, return-to-duty and follow-up testing for drugs and alcohol as required by [Part 382](#). School bus drivers and others employed by the board for the primary purpose of operating a commercial motor vehicle will undergo pre-employment testing. A DOT-Regulated employee must immediately notify his/her supervisor of any accident and/or moving traffic violation. Together with other accident testing which may be required for DOT-Regulated Employees, the school system requires that all employees will be given DOT drug and alcohol tests as soon as possible after they are involved in any accident or moving violation while operating a School System-owned vehicle.

All procedures for collection and testing provided in the Federal Highway Administration's "Procedures for Transportation Workplace Drug and Alcohol Testing Programs" ([49 C.F.R. pt. 40](#)) and all requirements in [Part 382](#), including testing, reporting, record retention, training and confidentiality, will be followed. Copies of these federal regulations will be readily available. The superintendent or designee shall develop any other procedures necessary to carry out these regulations.

DOT-Regulated Employees will be given random DOT drug and alcohol tests and will be kept in a random pool that includes only DOT-Regulated Employees. Alcohol testing must occur just before, during, or just after the performance of their covered safety-sensitive duties. DOT-Regulated Employees may also be subject to drug and alcohol testing upon reasonable suspicion.

DOT-Regulated Employees who receive a positive DOT drug or alcohol test result immediately shall be suspended pending an investigation and further disciplinary action per Section G of this policy.

Federal regulations prohibit a driver who is tested under the provisions of this section and found to have an alcohol concentration of at least .02 from performing safety-sensitive functions for at least 24 hours following administration of the test. Drivers who are tested under the provisions of this section and found to have any alcohol in their system are subject to additional discipline under this policy, including dismissal.

All employees subject to this policy, all employees who would become subject to this policy by virtue of a change or expansion of duties, and all applicants who would be subject to this policy if employed will consent in writing to the release of any information gathered pursuant to [Part 382](#) by any previous employers. and must give written or electronic consent to any query by school officials of the federal Commercial Driver's License Drug and Alcohol Clearinghouse ("Clearinghouse").

a. Pre-Employment Inquiry

Before employing any applicant covered by this policy school officials will obtain, pursuant to written consent, all records maintained by the applicant's previous employer regarding violations of [Part 382](#) in the three years prior to the inquiry date. School officials shall also conduct a query of the Clearinghouse, pursuant to the applicant's electronic consent submitted through the Clearinghouse, to obtain any information regarding the applicant's violations of [Part 382](#).

If school officials obtain information from the applicant's previous employer or from the Clearinghouse that the applicant committed a violation of [Part 382](#) and has not subsequently completed the return-to-duty process required under federal law, the applicant may be disqualified from employment.

b. Annual Query

School officials shall conduct a limited query of the Clearinghouse at least once per year for each employee subject to this policy, pursuant to the employee's written or electronic consent, to determine whether information exists about the employee regarding violations of [Part 382](#). If information exists about the employee, school officials shall obtain the information in the Clearinghouse within 24 hours of

conducting the limited query, subject to the employee's electronic consent submitted through the Clearinghouse.

4. Referrals

Each DOT-Regulated Employee who violates acts prohibited by this Policy, [Part 382](#) or [G.S. 20-138.2B](#), other than provisions governing pre-employment testing, will be provided with information concerning resources available for evaluating and resolving drug or alcohol misuse. This information will include names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs.

E. Testing Employees

1. The Superintendent or designee shall establish, by administrative regulation, rules, and procedures for the implementation of this Policy. Included in such rules and procedures shall be specific procedures for requiring and conducting any tests for the presence of alcohol and/or controlled substances authorized by the Policy. These procedures shall be designed so as to protect the privacy of the employee being required to undergo testing and shall require that all tests for the presence of alcohol and/or controlled substances be conducted pursuant to and in full compliance with the Controlled Substance Examination Regulations found in [Chapter 25, Article 20 of the North Carolina General Statutes](#), and for DOT-Regulated Employees with [49 CFR, part 40](#) and [part 382](#).
2. No sample obtained for the purpose of conducting tests for the presence of alcohol and/or controlled substances pursuant to this Policy shall be used to perform any diagnostic examination that would detect any hidden or latent physical or infirmity, disease, or condition. Rather, the analysis of such sample shall be confined to such procedures as are devised to detect the presence of alcohol and/or controlled substances.
3. All information obtained in the course of testing, examining, counseling, rehabilitating, and treating employees pursuant to this Policy and any rules or procedures promulgated thereunder shall be protected as confidential medical information. Documents or data concerning this information shall not be open to inspection by persons other than the affected employee and shall be disseminated only on a need-to-know basis and at the express direction of the Superintendent.
4. Pursuant to this Policy and any rules or procedures promulgated thereunder, the Superintendent or designee(s) shall require the following persons to submit to testing for the presence of alcohol and/or controlled substances:

a. All final applicants for employment, including substitute teachers and student teachers.

b. All current employees who apply for or are given an assignment, promotion, or transfer to Safety-Sensitive Positions. Those positions are:

1) Regular, substitute, and designated drivers of vehicles owned by the School System;

2) Director of Transportation, vehicle mechanic supervisors, and vehicle mechanics;

3) Maintenance Department employees; and

4) Driver Education teachers.

c. Any employee involved in an accident while on duty or on School System premises that results in \$500.00 or more in property damage or necessitates more than on-site first aid.

d. Any employee operating a vehicle owned by the School System, or operating a vehicle on behalf of the School System, who is involved in an accident or is found to have committed a moving traffic violation while operating said vehicle.

e. Any employee when there is reasonable suspicion that he or she has violated this Policy. Reasonable suspicion shall be based on specific, contemporaneous observations concerning the physical, behavioral, speech, and/or performance indicators of drug or alcohol use.

f. Any non-employee, such as a coach or band assistant, who receives a stipend from the School System and operates a commercial motor vehicle or school owned vehicle.

5. The Superintendent or designee shall require employees holding Safety-Sensitive Positions to submit to random testing for the presence of alcohol and controlled substances.

6. Employees who have been determined to have violated the Policy and (a) who currently are participating in or (b) who have completed an alcohol or drug abuse assistance or rehabilitation program pursuant to the Policy and any rules or procedures promulgated thereunder and who have been permitted to return to work shall also be subject to random or unannounced testing.

F. Training and Education

Each commercial motor vehicle operator and supervisory employee, including principals and assistant principals, will be provided with educational materials that inform the employees of drug testing procedures, prohibited acts, consequences and other aspects of [Part 382](#), this policy and any attached administrative procedures. The information also will identify a school system employee who will be responsible for providing information on substance abuse. Each employee will sign a statement certifying receipt of these materials. Each supervisor responsible for overseeing the performance of commercial motor vehicle operators, including principals and assistant principals, will undergo at least one hour of training concerning alcohol misuse and an additional hour of training concerning drug abuse.

G. Consequences for Non-Compliance

Employees who have committed a prohibited act, refused any test required by this policy or otherwise violated this policy and/or [G.S. 20-138.2B](#) or [Part 382](#), will be subject to disciplinary action up to and including dismissal. An employee may also be subject to the requirement that he or she participate satisfactorily in a drug or alcohol assistance or rehabilitation program approved by the board or federal, state, or local health, law enforcement, or other appropriate agency. Information concerning available counseling, rehabilitation, and re-entry programs will be provided to employees. Any non-employee may be prohibited from school grounds.

Any employee who has committed a violation of [Part 382](#) will not be allowed to perform any safety-sensitive functions until the employee has completed the return-to-duty process, including an evaluation by a substance abuse professional, completion of any appropriate treatment designated by the substance abuse professional, and achievement of a negative return-to-duty test. Moreover, if the employee's violation of [Part 382](#) has been reported to the Clearinghouse, the employee may not resume safety-sensitive functions until a query of the Clearinghouse demonstrates that the employee completed the return-to-duty process.

H. Drug-Free Awareness Program

1. The Superintendent or his or her designee shall establish a Drug-Free Awareness Program to inform all employees of the following:
 - a. The dangers of drug abuse in the workplace;
 - b. The board's policy of maintaining a drug-free workplace;

c. Any available alcohol or drug counseling, rehabilitation, and employee assistance programs; and

d. The penalties that may be imposed upon employees for violations of this Policy.

2. All supervisory employees shall receive information on (a) how to detect the use or abuse of alcohol and controlled substances among students and employees and (b) how to implement this Policy and any rules or procedures promulgated thereunder.

3. Any employee who voluntarily seeks assistance for a problem regarding alcohol or drug abuse shall be encouraged to participate in an alcohol or drug abuse assistance or rehabilitation program.

2-7 Health Examination Certificates

All new employees, as well as employees who have been separated from public school employment for more than a year or who have been absent for more than 40 successive school days because of a communicable disease, must provide a fully completed health certificate. Such certificate must be prepared by:

1. A physician licensed to practice in North Carolina; or
2. A nurse practitioner approved pursuant to state law; or
3. A physician's assistant licensed to practice in North Carolina

The board, superintendent or designee may require any employee to obtain a physical examination when deemed necessary. ([Policy Code: 7120 Employee Health Certificate](#)). Legal References: [G.S 115C-323](#)

2-8 Employment Categories

Full-Time Permanent

Employees who work six or more hours per day, or thirty or more hours per week, and whose assignment is to a position which is greater than six months in duration shall be considered as full-time, permanent employees.

Employees in this category shall be eligible for membership in the State Employees' Retirement System, coverage under the State Health Plan, holidays, annual leave, and sick leave according to improved earning rates. Employees in this classification are earning "Aggregate State Service" toward annual leave and longevity pay (See Section 4-5).

Full-Time Temporary

Employees who are filling in during the leave of absence of another employee, or who are hired to complete a school term, and who work six or more hours per day and thirty or more hours per week for a period of less than six months (for whatever reason) are considered full-time, temporary employees. Employees in this category are not eligible for membership in the State Employees' Retirement System, coverage under the State Health Plan, holidays, annual leave, and sick leave, while the employee they are filling in for is still on state payroll. They do not earn "Aggregate State Service" toward annual leave and longevity pay (See Section 4-5). However, if the employee they are filling in for is off state payroll, the full-time temporary employee may be eligible for the State Employee's Retirement System, coverage under the State Health Plan, holiday, annual leave, and sick leave. They do earn "Aggregate State Service" toward annual leave and longevity pay.

If the initial employment period is six months or longer for this employee, the employee is classified the same as full-time, permanent.

Part-Time Permanent

A. 20 to Less Than 30 Hours Per Week

Persons employed for at least four hours per day, or twenty hours per week, but less than six hours per day, or thirty hours per week, who are also initially employed for a duration of six months or longer are considered part-time, permanent employees who are entitled to earn annual leave, sick leave, and holidays on a pro-rata basis. A part-time, permanent employee in this category does not receive retirement and hospitalization coverage. Persons in this category are earning a pro-rata portion of "Aggregate State Service" toward annual leave and longevity pay (See Section 4-5).

B. Less Than 20 Hours Per Week

Persons employed for less than four hours per day, or twenty hours per week, for six months or longer are considered part-time employees, but do not receive sick leave, annual leave, or holiday pay. These employees do not receive hospital insurance or retirement benefits. This classification is not eligible for hospitalization coverage, even if willing to assume full costs. Employees in this classification are not earning "Aggregate State Service."

Part-Time Temporary

Persons employed for less than six hours per day, or thirty hours per week, and for a period of time less than six months are classified as part-time temporary

employees and are not eligible for membership in the State Employees' Retirement System, coverage under the State Health Plan, holiday, annual leave pay, or sick leave. Persons employed in this classification are not earning "Aggregate State Service" toward annual leave and longevity pay (See Section 4-5).

Temporary Employment (Substitutes)

Persons employed on a day-to-day basis and who are replacing regular employees who are absent shall be considered as substitutes. Substitutes are not eligible for membership in the State Employees' Retirement System nor coverage under the State Health Plan, and do not earn sick leave, holidays, or "Aggregate State Service."

Instructional Personnel

Employees who are classroom teachers, media specialists, and instructional assistants are considered Instructional Personnel. Counselors who regularly teach any part of the day will be instructional personnel. In Cabarrus County, substitutes are obtained for classroom teachers, media specialists and sometimes for teacher assistants.

2-9 Teacher Licensure Renewal Information

North Carolina licenses are renewed **every five years**. Each license holder is responsible for knowing and completing the license renewal requirements. Failure to renew a license makes a teacher ineligible for employment.

2016 Budget bill §8.32 Loss of License v. MIP

“Standards for continuing licensure shall include the following:

- “For all teachers employed by a local board of education, evidence of a rating of at least proficient on the most recent annual evaluation to maintain the current license status. A teacher who is unable to satisfy this requirement but has been placed on a mandatory improvement plan may be eligible to receive an initial degree license if that teacher satisfies all other licensure requirements.”

Interpretation: Teachers in their licensure renewal year must be proficient in all standards in order to be issued a continuing license. Teachers not proficient in any standard, but otherwise eligible for continued employment will be placed on a mandatory improvement plan and may be eligible to receive an initial license. Employment is contingent upon licensure.

I. Renewal and Reinstatement Guidelines

During the 2013 session, the General Assembly increased the number of renewal credits required to renew a Continuing license from 7.5 to 8. As a result, the State Board of Education approved the following requirements to renew the Continuing license:

Professional Educators:

*License Expires June 30, 2019 or Later	*K-5 Teacher – 8 CEUs <ul style="list-style-type: none">● 3 Content● 3 Literacy● 2 Digital Learning Competencies *6-12 Teachers <ul style="list-style-type: none">● 3 content● 3 General● 2 Digital Learning Competencies *Student Service Personnel <ul style="list-style-type: none">● 3 Content● 3 General● 2 Digital Learning Competencies
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Administrators:

- 3 credits focused on the school executive's role as instructional, human resources and managerial leader
- 3 general credits (as determined by the LEA, if employed), not to include years of experience
- 2 Digital Learning Competencies

National Board Certification:

- 8 credits for completion
- 2 credits (1 for literacy and 1 for content) for 10-year renewal

Expired Licenses:

All expired licenses shall be invalid until reinstated. To be eligible for reinstatement, an individual must have earned a minimum of 8 units of credit during the five-year period immediately preceding the date of application for reinstatement. A reinstated license

shall be valid for a three-year period that begins from the date of completion of the required credits.

At least 8 renewal credits must be completed during the three years. At the end of the three-year cycle, if all 8 credits have been completed, the license will be issued with a new five-year dating cycle or the license remains expired until all renewal credits have been earned.

Only an employing school system can request reinstatement of a license for a person who holds an expired license. This is not an option for currently employed individuals who have not met the renewal requirements.

II. Renewal criteria:

- A unit of renewal credit is equivalent to one quarter hour or one in-service credit from a North Carolina public school system. A unit reflects ten contact hours.
- The DPI Licensure Section does not accept renewal credits of less than one unit.
- One semester hour is equivalent to 1.5 units of credit.
- For a professional educator's license to remain current, all credit must be earned by the expiration date of the existing professional educator's license.
- **To renew an expired professional educator's license**, 5.3 semester hours or 8 units of renewal credit must be earned within the most recent five-year period.

Activities accepted for renewal credit:

- College or university courses
 - Transcripts are required as documentation; grade reports are not accepted.
- Local in-service courses or workshops
 - The administrative unit certifies credits
- Classes and workshops approved by an LEA
 - Documentation of completion is provided by the agency sponsoring the activity

Keeping records of renewal credit:

- Individuals employed in a public school unit (or a nonpublic school authorized to administer staff development programs) should contact the superintendent, headmaster, or designated staff development coordinator about all renewal questions and recording of credits earned.
- Individuals not currently employed in a public school unit (or a nonpublic school authorized to administer staff development programs) should maintain their own records of renewal credit until it is time to renew their professional educator's licenses. Prior to the time of renewal (late April to early May of the year of expiration) such credits should be submitted to the Licensure Section for renewal.

DOCUMENTATION IS REQUIRED FOR ALL RENEWAL CREDIT

I. Professional Development Guidelines

Professional development is defined as processes that improve the job-related knowledge, skills, and attitudes of school employees. It is our responsibility as school employees to stay abreast of current developments in our respective fields in order to present a quality instructional environment and program based on the latest research that will improve student learning.

In helping teachers become participants in their license renewal process, the following are professional development guidelines for Cabarrus County Schools:

1. For renewal credit to be issued, all professional development must be registered through the NCEES System.
2. CCS designated staff enter proposals for staff development into the NCEES system, request online prior approval for workshops held through the school district, check attendance online, and **may** provide certificates of attendance after each workshop to all participants for their personnel records.
3. Renewal credit for a completed district activity requires an online evaluation before credit is posted.
4. Individuals who participate in staff development outside of the CCS district must obtain prior approval by the program/area director.
5. Prior approval to take an outside workshop does not give budget approval.
6. Documentation must be submitted after attending an outside workshop.
7. Meetings with no formal staff development will not meet the criteria for renewal credit

8. **NOTE:** Even after accrual of 8 CEUs for license renewal, it is critical that all evaluations must be completed to document attendance at conferences and/or district or state-required professional development. Failure to complete NCEES evaluations prevents any record of participation/training from appearing in the HRMS system.

Additional Local Teacher Licensure Information

As of August 1, 2015, the State Board of Education implemented a state-wide online licensing system for educators to access their personal license information and to make any licensing changes necessary. Access the online licensing system at the following site, <https://vo.licensure.ncpublicschools.gov/datamart/loginNCDPI.do> .

Teaching License Renewal: Teachers may view the number of renewal credits they have earned at any time by following the directions located [here](#). A teaching license will not be renewed until the spring of the year it expires. The employee is responsible for completing the Statement of Applicant in the online system and paying the \$35 renewal fee. Once the employee has completed this part the Human Resources Office will take care of renewing the license (if the required hours have been met) without the teacher requesting that it be done. The renewed license will be available to the teacher through the online license system at the beginning of the next school year.

State Board regulations call for the renewal requirements to be met by June 30 (the expiration date shown on the license). Licenses that are expired less than one year when the license holder has taught two or more years in North Carolina within the previous ten years will be renewed as continuing licenses. Expired licenses of individuals who have taken adequate and appropriate renewal credits will be renewed as continuing licenses. All other expired licenses will be renewed as initial licenses dating from the completion date of the last earned credit. All credit for renewal must have been earned within the current five-year period.

Teaching License Name Change: It is the responsibility of any educator whose name has changed to make the change on their NC teaching license. This must be done using the DPI online licensing system. You must have the following documents available to upload online to change your name:

- A copy of a marriage certificate or legal name change documentation.
- Social Security Card with employee's new name
- Driver's license that has been changed to the employee's new name.

The cost is \$60 and can be paid by credit card. Once the name change has been done online, forward a copy of the summary to HR to make the necessary changes with the applicable CCS database systems. **It is very important that the name on the NC teaching license agrees with the name on payroll records and other state systems connected with CCS.**

2-10 Beginning Teacher Induction Program

All teachers meeting the requirements for their first North Carolina professional license and having less than three years of teaching experience receive a Provisional License. Persons holding this license are required to participate in a state-mandated and locally implemented Beginning Teacher Induction Program for three years. A minimum of six consecutive months of participation is required per school year for the “year” to count toward fulfillment of the BTSP requirement.

The Beginning Teacher Induction Program provides for the teacher’s induction into the profession, continuing growth, refinement of skills, peer support, technical assistance, and formative assessment by a support team. The support team consists of the principal or his/her designee, a Lead Mentor who is a master teacher and offers a second level of support and coaching, and an individually assigned peer mentor with at least three years of experience, usually from the same subject area or grade level. Each year of the three-year process, the principal or designee conducts three formal observations during three observation cycles. Additionally, an experienced teacher conducts a fourth peer observation and provides feedback to the Beginning Teacher.

A Continuing License will be granted when the BT has successfully completed the required professional growth as prescribed by the district, licensure requirements, and three years of successful teaching.

Beginning Teachers may access the Beginning Teacher Support Plan at www.cabarrus.k12.nc.us/BT.

2-11(a) Teacher Contracts [Board Policy 7410](#)

The board recognizes the importance of establishing a clear contractual relationship with teachers employed by the school system. All teacher employment contracts entered into by the board will meet the requirements of state law and State Board of Education policy. Nothing in this policy is intended to grant or confer any employment rights beyond those existing in law.

For the purposes of this policy, the term "teacher" is defined as a person who meets the requirements of [G.S. 115C-325.1\(6\)](#). An individual who is employed under a part-time teacher contract (less than 100%) or employed under a temporary teacher contract does

All assignments and transfers to schools are the responsibility of the superintendent. In-school transfers are the responsibility of the principal. The board must be promptly notified of all transfers authorized by the superintendent.

The superintendent may assign school personnel in any manner that he or she deems appropriate, consistent with legal requirements and this policy. Assignments will be based on qualifications, training, competence, fitness, and the needs of the school district. In assigning professional employees to an alternative school, the superintendent shall consider the experience and evaluating ratings of professional employees, as provided in Policy [3470/4305](#), Alternative Learning Programs/Schools.

Voluntary and involuntary transfers or reassignments will be made in accordance with course requirements, fluctuating enrollments, allotment, efforts to improve student performance, and the general welfare of the school system. The interests and aspirations of employees will be considered in making assignments and transfer decisions; however, such interests must be weighed against what is in the best interest of the students, school or school system. Employees will be informed of transfer decisions as soon as possible.

not meet this definition of teacher; however, the board's performance expectations established in this policy apply to such individuals. Policy 7410.

2-11(b) School Administrator Contracts [Board Policy 7425](#)

The board recognizes that an effective staff is critical to the smooth operations of the school system and to creating a learning environment in which students can succeed. The board further believes that students will not excel in performance unless those who most directly affect students, including school administrators, teachers, and other licensed professionals, excel in their performance. For the purposes of this policy, the term "school administrator" is defined as a principal, assistant principal, supervisor, or director whose major function includes the supervision of teaching or any other part of the instructional program.

2-12 Assignments/Reassignments/Transfers Policy Code 7440

A list is kept by the Human Resources Office for permanent, full-time employees who desire to transfer from one school or teaching (work) assignment to another. Any time an employee desires a transfer (whether to shorten travel time, to experience a different assignment, for personal reasons, etc.), a transfer form must be filled out during the allotted time period and sent to the HR department. Then, when principals have vacancies, they are asked to consider the “transfer list.” A request should be activated in the spring of every year until it is granted or no longer sought. Every effort is made to give careful consideration to requests for transfers. Principals will set transfer deadlines.

It should be noted that transfers are not granted automatically when there is a request and a corresponding vacancy. In addition, no transfers of certified personnel for the upcoming school year will be made after the deadline unless they are initiated in the central office. In general, the principal who has the vacancy is required to seriously consider the person requesting a transfer along with the other applicants, and then recommend to the superintendent the person he/she feels best suits the vacancy. On the other hand, the fact that an employee requests a transfer does not necessarily mean that the employee will be transferred automatically without having an opportunity to learn about and discuss the specific vacancy, and possibly withdraw his/her name from consideration. However, the law does provide that superintendents may assign and reassign personnel as needed; furthermore, the Cabarrus County school system has not arbitrarily reassigned personnel without good reason. In the past, many transfers have been accomplished to accommodate the convenience and desire of all.

If there is a new opening during the school year, employees may apply as an internal applicant in Applitrack at <http://www.applitrack.com/cabarrus/onlineapp/> . If selected for the position and it is a promotion, the employee will be able to move into the new position once their current position has been filled or with HR approval. Lateral moves that are based on a hardship may be considered during the school year, but instructional continuity for students will typically mean waiting until the next school year to make the lateral move. If there is a hardship case the employee would need to talk with their principal and HR to request special consideration.

Building Administrator Selection Process

Assistant Principal

1. HR will post all vacant positions.
2. Applicants will complete an online application through Applitrack, and upload all supporting documents (transcripts, license, and last evaluation). Applicants will also provide the email addresses of three professional references.
3. Leveled directors will screen AP applicants with principals for vacant AP positions.
4. Interviews will take place at the building level with principal, director, and teacher team selected by principal.
5. Recommendations will be made to HR.
6. Superintendent and HR will meet with the recommended applicant prior to any official offer being extended and BOE approval.

Principal

1. HR will post all vacant positions.
2. Applicants will complete an online application through Applitrack, and upload all supporting documents (transcripts, license, and last evaluation). Applicants will also provide the email addresses of three professional references.
3. Applicants screened.
4. HR, leveled director, and select school-based staff conduct initial round of interviews.
5. Select applicants invited to second round with Cabinet Level Evaluators.
6. Select applicants invited to final round with Superintendent.
7. Official offers of employment extended by HR/Superintendent condition upon Board of Education approval.

2-13 Substitute Teacher Regulations

A. General Employment of Substitutes

The school system will employ substitute teachers as deemed appropriate by the administration and in accordance with State Board policies. For the purpose of this policy, a qualified substitute teacher is one who holds at least a high school diploma or its equivalent, is recommended by the principal and has met other qualifications deemed necessary by the board or superintendent. The board recognizes the importance of employing licensed teachers as substitutes. Other areas to be considered for substitute teacher employment include education level, references, past performance as a classroom substitute, and completion of Effective Teacher Training or comparable professional development courses. Teaching experience also will be considered. In hardship circumstances, if a qualified substitute is unavailable, a person not meeting the qualifications of a substitute may be employed upon principal approval and coordination.

A criminal history check will be conducted on applicants for substitute teaching positions in accordance with Policy [7100](#), Recruitment and Selection of Personnel, and administrative procedures.

Substitute teachers must follow the same regulations regarding health certificates, duties, and responsibilities as other teachers. The principal or designee will conduct an orientation for substitute teachers performing duties in the school.

The local board of education makes every effort to hire certified teachers to serve as substitutes in the local system. Individuals who neither hold a current OR EXPIRED teaching certificate must complete Effective Teacher Training in order to be eligible to substitute for the Cabarrus County school system. Substitutes may be employed on all student days. Substitutes cannot be employed on holidays or annual leave days.

Units of Employment

Units of employment of substitute teachers will be in half or full days. If teaching responsibilities are for one half day or less, the employment and deduction for a substitute will be for a half day.

Salary/Deduction Rates

Substitutes are paid on a tiered system, dependent on their credentials and/or type of substitute position

Effective July 1, 2021, substitute rates are as follows:

\$115.00	Current/Valid North Carolina teaching license.
\$110.00	Expired NC license, out-of-state license, four-year degree with Effective Teacher Training
\$90.00	Unlicensed, less than four-year degree, must have Effective Teacher Training
\$80.00	Any substitute filling an EC teacher assistant position
\$69.00	Any substitute filling a teacher assistant position

When a deduction is required to be made from the teacher's salary, the deduction is \$50 per day.

B. Teacher Assistants as Substitutes [Board Policy 7430](#)

A teacher assistant may serve as a substitute teacher in the classroom(s) in which the assistant is regularly assigned and will be paid additional compensation according to state policies.

C. Parental Notification

In accordance with Policy [1320/3560](#), Title I Parent Involvement, school principals shall notify the parent of any child at a Title 1 School who receives instruction for four or more consecutive weeks from a substitute teacher who does not meet the certification and licensure standards for the grade level and subject area to which the substitute teacher has been assigned.

2-14 Staff Identification Card

Procedure Statement

In order to provide a safe and orderly environment for our Students and Staff, the following procedure should be followed to obtain a Cabarrus County Schools Staff Identification Card.

Guidelines:

- All employees must complete a Staff Identification Card Form. The principal/supervisor/cabinet member must sign the completed form before an identification card can be made.
- Staff identification cards can be made at the school, *if the school has the printer and camera*), or they can be made at the technology or education center.
- Identification cards will be made through technology center BY APPOINTMENT ONLY. Appointments can be made by sending an email to jenny.weems@cabarrus.k12.nc.us.
- Please email several appointment times in case your first choice is filled. A 24-hour notice is requested, same day appointments honored under special circumstances. Anyone late for an appointment may be asked to reschedule. A confirmation email will be sent to the employee to confirm the scheduled time.
- In addition to the completed Identification Card Form, the employee will need to present a picture ID in order to get the ID card.
- All identification cards are, and will remain, the property of Cabarrus County Schools. When a person is no longer employed by the school system, the identification card should be turned in to the principal or cabinet member. Shredding should be the manner in which these cards are destroyed.
- Only persons paid by Cabarrus County Schools should be issued an identification card. The only exception is school nurses. Parent volunteers, student teachers, or other personnel not paid by Cabarrus County Schools should not be issued an identification card. These cards are valid forms of identification and can be used to get into school activities and other events reserved only for school employees.
- New employees will receive one free identification card. Replacement cards will cost \$3.00 to cover the cost of the cards and materials.
- Questions regarding this procedure should be sent to the Assistant Superintendent of Technology.

2-15 Reporting of Absences

Frontline Absence Management (formerly AESOP) is an automated system that is used to report absences for all employees and to find substitutes for employees that require a substitute. Absences must first be approved by the supervisor before being entered into the Absence Management system.

Employees create a User ID and password. The Absence Management service is available 24 hours a day, seven days a week and can be accessed through both the Internet (www.aesoponline.com) and an easy-to-use voice-prompted, toll-free dial-in service (800-94-AESOP).

2-16 TimeKeeper/Employee Portal & Essential Payroll Information

TimeKeeper is the electronic timesheet and absence recording system Cabarrus County Schools uses for payroll processing and for compliance with the requirements of the Fair Labor Standards Act (FLSA). The use of TimeKeeper is mandatory for ALL employees. Exact time (hours and minutes) are tracked exclusively for hourly-paid employees as designated by FLSA.

Employees are given an employee number and a pin number and may access TimeKeeper/Employee Portal from anywhere with internet access. Employees may only sign in to work at a networked PC or device in the school system. Signing in at an alternate location other than your designated work site should only occur if the employee is beginning his/her official work hours at that location. Time displayed on the timesheet is TimeKeeper server time, not PC time.

Timesheets **should** be approved daily by the employee. However, timesheets **must** be approved by the employee for the prior week by Monday of the following week. Each employee is responsible for the accuracy of their timesheet, time worked and recorded leave. Discrepancies must be reported immediately to the school treasurer or department contact

Employee Portal

The LINQ employee portal provides electronic access to your personal information, timesheets, paystubs, tax forms and W-2's. The employee portal houses, TimeKeeper, the system's automated system used to electronically account for time, attendance, leave and requests for leave. In the employee portal, employees can

- view and print checks (pay stubs are not mailed)
- view and print W-2's (W-2's are not mailed)
- request changes to personal tax information for federal and/or state withholdings
- view leave balances
- request timesheets adjustments and/or request leave
- view escrow balances for state installment option
- view year to date (YTD) deductions

Employee Portal - First Time Access

Each employee will be provided a TimeKeeper number by their school treasurer or department contact on or before the first day of work. First time users will need to login and create a unique PIN #. The employee is the only one who will know this PIN number. TimeKeeper and PIN numbers allow access to personal and private payroll information. TimeKeeper and PIN numbers are strictly confidential and may not be given to or used by another employee. Employees are solely responsible for the security of their PIN number.

- Step 1 – Log In: Type in Employee # _____ and Enter
- Step 2 – Enter PIN: Type Employee # _____ AGAIN and Enter
- Step 3 – Enter your new PIN # TWICE and Enter
- Step 4 – Confirm your PIN has been changed

[Creating Pin](#)

Federal and State Taxes

Employees should review their current tax information online and consider their options. If you need to change your withholdings, Cabarrus County Schools accepts both federal and state tax changes via our online employee portal.

Many deductions and tax credits that impact North Carolina withholding tax are unavailable beginning on or after January 1, 2014. Under a North Carolina General Assembly tax requirement (House Bill 998), most taxpayers may no longer claim a personal exemption for themselves, their spouse, children, or any other qualifying dependents. Cabarrus County Schools is required to have a new NC4 on file or deduct taxes at "Single" with Zero Allowances.

[Making Tax Changes](#)

[NC4 House Bill 998](#)

Direct Deposit

Direct deposit is mandatory for any Cabarrus County Schools payroll compensation. This includes salary, hourly wages, supplements, longevity (See Section 4-5), disability, contracts, substitute pay and all other forms of paid compensation. Direct deposit vouchers may be viewed and printed through the employee portal and are not mailed.

Cabarrus County Schools takes the privacy, protection, and security of our employees very seriously. Many precautions are enforced to prevent cybersecurity threats and identity theft. Direct deposit forms for additions, changes or deletes will only be accepted through

- a) School treasurer email
- b) Department payroll contact email
- c) In person in the Payroll department
- d) In person in the HR department

Paychecks will not be released without direct deposit information or a completed enrollment form on file.

2-17 Grievance Procedure for Employees [Board Policy 1750/7220](#)

It is the policy of the board, in keeping with the ultimate goal of serving the educational welfare of children, to develop and practice reasonable and effective methods of resolving difficulties which may arise among employees. The intent is to reduce potential areas of grievances and to establish and maintain recognized channels of communications between staff and administration. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which arise from time to time and affect employees.

2-18 Discrimination, Harassment and Bullying Report Procedure [Policy Code 1720/4015/7225](#) Complaint Form Can Found at this [Page](#)

The board takes seriously all complaints of unlawful discrimination, harassment, and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied, or harassed in violation of Policy 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying or Policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities. Individuals who have witnessed or who have reliable information that another person has been subject to unlawful discrimination, harassment, or bullying also should use the process provided in this policy to report such violations to one of the school system officials listed in subsection C.2. In addition, the process in this policy should be used to report a violation of Policy 4040/7310, Staff-Student Relations.

Any report made through the process established in this policy may be made anonymously, except mandatory employee reports. The school system will ensure that institutional interests do not interfere with the impartiality of the process for investigating and resolving complaints established in this policy.

The process set forth in this policy does not apply to allegations regarding or related to the identification, evaluation, educational placement, or free appropriate public education of a student under Section 504 or the IDEA. Such allegations may be raised through the procedures established under Policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities (for Section 504 complaints), or in accordance with the procedures described in the *Parents' Rights Handbook* published by the NC Department of Public Instruction (for IDEA complaints).

2-19 Prohibition Against Retaliation Policy Code 1760/7280

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

2-20 Resignations

A. Professional Employees

Professional employees who intend to resign for any reason are encouraged to indicate their plans in writing at as early a date in the school year as possible, such as when plans become firm and/or the decision to leave the school system is made. A resignation becomes effective at the end of the school year in which it is submitted. A resignation for any other time requires a 30-calendar day notice unless the superintendent consents to a shorter notice period.

If a teacher has not been recommended for dismissal but fails to meet the notice requirements and the superintendent or designee does not consent to a waiver of notice, the superintendent or designee will inform the board and recommend to the board whether or not a request should be made to the State Board of Education to revoke the teacher's license for the remainder of the school year. The superintendent or designee shall place a copy of the request in the teacher's personnel file.

The superintendent or designee must notify the State Board of Education if a teacher's criminal history is relevant to the teacher's resignation, regardless of whether the teacher gave adequate advance notice of resignation.

If a teacher who has been recommended for dismissal under the applicable state law resigns without the written consent of the superintendent, then: (1) the superintendent shall report the matter to the State Board of Education; (2) the employee shall be deemed to have consented to the placement of the written notice of the superintendent's intention to recommend dismissal in the employee's personnel file; (3) the employee shall be deemed to have consented to the release to prospective employers, upon request, of the fact that the superintendent has reported this employee to the State Board of Education; and (4) the employee shall be deemed to have voluntarily surrendered his or her certificate pending an investigation by the State Board of Education to determine whether to seek action against the employee's license.

Upon inquiry from a North Carolina local board of education, charter school, or regional school as to the reason for a teacher's resignation, the superintendent or designee shall indicate if the teacher's criminal history was relevant to the resignation.

B. Classified Employees

To help ensure the smooth operation of the schools, classified employees who plan to resign for any reason are encouraged to provide 30 days' notice whenever possible.

C. All Employees

Resignations for the purpose of separating from employment or retiring must be submitted via the [electronic form](#).

Each employee who is leaving the school system may arrange to meet with any director, supervisor, or administrator to discuss his or her reasons for leaving and to identify any practices or policies which he or she feels are detrimental to the objectives of the school system. To the extent possible, statements made by employees will be confidential. However, should another North Carolina local school board, charter school, or regional school inquire as to the reason for any employee's resignation, the superintendent or designee must indicate if criminal history was relevant to the employee's resignation.

2-21 Terminations

Professional Employees: Demotion and Dismissal [Board Policy 7930](#)

The board recognizes an effective professional staff is critical to the smooth operations of the school system and to creating a learning environment where students can succeed. When a licensed employee is unable or unwilling to meet performance expectations, the supervisor and superintendent or designee should consider whether dismissal or demotion is appropriate.

Evaluators of licensed employees are expected to follow Policy [7810](#), Evaluation of Licensed Employees, Policy [7820](#), Personnel Files, and Policy [7811](#), Plans for Growth and Improvement of Licensed Employees. Evaluators should provide the superintendent or designee with carefully documented evidence concerning a person's inadequacies and lack of competencies when such inadequacies or lack of competencies has led to the recommendation and contemplation of dismissal or demotion. These documents also should show ways in which the evaluator has endeavored to help the employee become a more effective professional. In the interest of students and the welfare of the school system, dismissal or demotion may be pursued regardless of whether the evaluator has met these expectations, and regardless of whether the employee has first been placed on a growth plan or mandatory improvement plan, so long as the legal grounds for seeking dismissal or demotion can be sufficiently demonstrated.

All legally required procedures, including those prescribed in the applicable state law, will be followed in the dismissal or demotion of employees.

Nonrenewal of Employee [Board Policy 7950](#)

The board may decline to renew the contract of any non-career status teacher for any cause it deems sufficient, so long as the cause is not arbitrary, capricious, discriminatory, prohibited by state or federal law, or for personal or political reasons Under this policy.

Classified Personnel: Suspension and Dismissal [Policy Code 7940](#)

Classified positions are critical to the effective operation of the school system. The board encourages open communication between classified employees and their supervisors. When performance problems arise, supervisors are encouraged to clearly communicate in oral or written form the nature of the deficiencies and to provide a reasonable opportunity to improve. Any written notices or reprimands will be included in the employee's central office personnel file. All employees are expected to meet job requirements and to seek clarification and guidance when needed to fulfill these requirements.

A. SUSPENSION

The superintendent or designee may suspend an employee without pay as a disciplinary sanction. The superintendent will provide written notice of the suspension without pay to the employee. This notice will be placed in the personnel file. The suspension without pay may begin immediately. An employee has ten calendar days from the date of receiving written notice of the superintendent's decision to suspend to request an appeal before the board regarding the decision to suspend without pay. If an appeal is not made within the ten calendar days, an appeal is deemed to be waived.

Upon receiving a request for an appeal, the chairperson may designate a panel of three board members to review the decision. The chairperson of the board or the panel may establish rules for an orderly and efficient hearing. The employee will be notified in writing of the decision of the board to uphold, reverse or modify the superintendent's decision. An employee will receive back pay for any period of suspension without pay that is not upheld by the board.

B. TERMINATION

As "at will" employees, employees in classified positions may be terminated on any basis that is not unlawful, including but not limited to, inadequate performance, misconduct, failure to follow board policies or a reduction in staff. All terminations to reduce staff will be in accordance with Policy [7921](#), Classified Personnel Reduction. All other terminations will be made pursuant to this policy. The superintendent has the authority to terminate at-will employees. The superintendent should provide written notice to the employee and the board of the decision to terminate. An employee has 15 calendar days from the date of receiving notice to request an appeal of the decision to the board. The termination is effective during the period of appeal.

Upon receiving a request to appeal the superintendent's decision to terminate, the chairperson may appoint a panel of three board members to review the decision. The employee has the burden of establishing that the termination was unlawful. The superintendent may offer evidence to substantiate that the dismissal was for a nondiscriminatory reason that is not unlawful, such as prior warnings or remedial efforts.

The hearing procedures established in Policy [2500](#), Hearings Before the Board, will be followed. The chairperson will provide written notice of the decision to the employee and the superintendent as soon as practicable after reaching a decision. The board may uphold the superintendent's decision or reinstate the employee for any reason it deems proper, so long as the board's reason is not discriminatory.

Any employee who has been dismissed for cause will be ineligible for reemployment.

Upon inquiry from a North Carolina local board of education, charter school, or regional school as to the reason for an employee's dismissal, the superintendent or designee shall indicate if the employee's criminal history was relevant to the dismissal.

2-22 Unemployment

What is the purpose of unemployment insurance?

The purpose is to provide financial assistance to individuals who are unemployed through no fault of their own. As such, it is a true insurance program in that it helps provide financial assistance over a fixed period of time for individuals who are unexpectedly unemployed and actively seeking work.

Who administers the program?

The unemployment insurance fund is administered by the State and Federal Governments and is supported by taxes on employers. The amount of tax is recomputed annually for each employee on a sliding scale which is based on the amount of unemployment insurance collected by former employees. Employees pay no part of this tax.

Who is eligible and what are the benefits?

Eligibility and amount of benefits for each individual applying for unemployment insurance are determined on a case-by-case basis. Claimants and former employers are given the opportunity to indicate the reason for separation from work. Should there be a discrepancy between the claimant and the employer's explanation, a hearing is held to determine the facts and a judgment made by an Employment Security Commission Adjudicator. Benefit amounts are based on the claimant's earnings during a given year.

2-23 Retirement System

(Portions of the information in this section were excerpted from the [Teachers' and State Employees' TSERS Retirement System Handbook](#) as published by the NC Retirement Systems Division)

All permanent full-time teachers or employees of a State-supported Board of Education must join the Retirement System. The member's share of the cost, which is 6%, is automatically deducted from their pay; in turn, the State also contributes to the system for each member. Members leaving employment may request a refund of their payments with interest; however, the State will immediately withdraw its matching funds. Members are advised NOT to withdraw their funds from the Retirement System. However, anyone who is considering doing so should consult with the Human Resources Department concerning the advantages and disadvantages of this action.

Coverage Includes:

Death Benefit

After one year as a contributing member to the NC Retirement System, should an employee die in active service (at any age), his/her beneficiary would be paid a single lump sum payment. The payment equals the highest 12 months of salary in a row during the 24 months before death, but no less than \$25,000 and no more than \$50,000. If the employee should die within 180 days after the last day for which he/she received a salary payment, the death benefit would be payable. In case of resignation or termination, the last day of actual service is the last day actually worked; in all other cases, it is the date on which sick and annual leave expire. This benefit is over and above any other retirement benefit to which the beneficiary may be entitled.

Vested Right

After five (5) years of membership service, an employee is eligible to apply for lifetime monthly retirement benefits based on the retirement formula in effect at the time of your retirement. (See the section on health coverage for information on individual coverage eligibility under the State insured plan.)

Service Retirement (Unreduced Benefits) Requirements

- Age 65 and completion of five (5) years of creditable service
- Age 60 and completion of twenty-five (25) years of creditable service
- Any age with 30 years of creditable service

Early Retirement (Reduced Benefits) Requirements

- Age 50 and completion of twenty (20) years of creditable service
- Age 60 and completion of five (5) years of creditable service

Health Coverage

If an employee hired prior to October 1, 2006 retires with five or more years of State System membership service, the State will pay for the employee's individual coverage under the regular State insured plan (currently 70/30) at retirement.

A person first hired on or after October 1, 2006, who retires with:

- Twenty (20) or more years of retirement service credit is eligible to receive individual health coverage at no cost;
- Ten (10) but less than twenty (20) years of retirement service credit will pay 50 percent of the cost for your coverage;
- Five (5) but less than ten (10) years will pay the full cost for coverage.

In all cases, the full cost of dependent coverage, if elected, must be paid by the employee.

A person hired on or after January 1, 2021, will not be eligible to receive retiree medical benefits.

Survivor's Alternate Benefit

After twenty (20) years of creditable service or five (5) years of membership service and a minimum age of 60, should an employee die in service, the principal beneficiary designated to receive a return of that employee's contributions plus interest may choose to receive a monthly benefit for life instead of a refund of contributions. This would be the same monthly benefit to which the employee would have been entitled under Option 2 had he/she retired on the first of the month following his/her death. Anyone who does not wish his/her beneficiary to have this choice should so indicate, in writing, to the Retirement System.

Cost of Living Adjustment (COLA)

After retirement, one may become eligible for automatic cost-of-living increases that become a permanent part of his/her retirement benefits.

Questions regarding retirement may be addressed to the Cabarrus County Schools Human Resources Office or to:

NC Department of State Treasurer
Retirement Systems Division
3200 Atlantic Ave
Raleigh, North Carolina 27604
(877) 627-3287

www.myncretirement.com

Other Information Regarding the Retirement System:

Any time an employee wishes to change his/her beneficiary, he/she should call Human Resources to schedule an appointment to complete the necessary forms.

It is important that the Retirement System be notified of any change of name. The employee should contact Human Resources for help in completing the required paperwork.

In addition to retirement benefits, the employee and his/her employer are also contributing to the employee's social security benefits. These benefits are in addition to retirement benefits. Benefits under both the retirement system and the social security benefits are not automatically payable—the employee or the beneficiary must apply for them. The social security contribution rate for both employer and employee is 7.65%.

Section 3: LEAVES OF ABSENCE

3-1 Family and Medical Leave Act (FMLA) Policy [7520](#)

All eligible employees will be provided with leave as required by the federal Family and Medical Leave Act of 1993 (FMLA) and applicable state laws and State Board of Education policies. The FMLA allows eligible employees to take job-protected, unpaid leave, or to substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 12 workweeks (26 weeks in certain cases) in any 12-month period for certain qualifying conditions or events. The employee may continue to participate in the school system's insurance plan while on FMLA leave.

The board strictly prohibits interfering with, restraining or denying the ability of any employee to exercise any right provided by the FMLA. The board also strictly prohibits any type of discrimination against or discharge of an employee who has filed a complaint in regard to the FMLA. A copy of this policy will be provided to any employee who has requested FMLA-eligible leave.

A. Definitions

1. Instructional Personnel

As defined in this policy "instructional personnel" means all teachers as defined by [G.S. 115C-325 \(a\) \(6\)](#), with the exception of supervisors, and non-teaching principals, assistant principals, social workers, counselors and psychologists. Instructional personnel and teacher assistants who require substitutes are prohibited from using annual vacation leave on student attendance days, except for certain approved FMLA leaves.

2. Serious Health Condition

A serious health condition is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

3. Continuing Treatment

Subject to certain conditions, the continuing treatment requirement in the above definition of “serious health condition” may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment or incapacity due to pregnancy or a chronic condition. Other conditions may meet the definition of continuing treatment.

4. Other Terms

Unless otherwise noted, all terms in this policy must be defined in accordance with [29 C.F.R. pt. 835](#).

B. Eligibility

Employees are eligible for unpaid FMLA leave if they have been employed by the school system for at least 12 months (but not necessarily consecutively); and worked at least 1,250 hours during the previous 12 months.

C. Qualifying Conditions

1. The birth and first-year care of a child of the employee;
2. The placement of a child with the employee for adoption or foster care;
3. A serious health condition of the employee or the employee’s spouse, child or parent;
4. A qualifying exigency arising out of the fact that the spouse of a son, daughter or parent of the employee has been deployed, or is on notice of an impending deployment to a foreign country as a member of the regular Armed Forces on active duty or as a member of the National Guard or Reserves under a federal call or order to active duty; or
5. To care for a covered service member (as defined by federal law and/or regulation) who has incurred a serious injury or illness, or aggravated an existing illness or injury, in the line of duty while on active duty in the Armed Forces, which may render the family member medically unfit to perform his or her office, grade, rank or rating. An employee who is a spouse, son, daughter, parent or next of kin of the service member may take leave for a period of up to 26 workweeks under this provision

The 12-month period for the Family Medical Leave entitlement will be a rolling year, defined as the 12 months immediately preceding the employee’s leave request.

D. Entitlement of Leave

Eligible employees may take leave as follows:

1. Medical leave for serious health conditions: a combined total of 12 workweeks during a 12-month period. The leave may be taken intermittently or on a reduced leave schedule as is medically necessary.
2. Family leave for pregnancy, birth of a child or placement of a child for foster care or adoption: a combined total of 12 consecutive workweeks during a 12-month period. Eligibility for FMLA leave expires 12 months from the birth, foster care placement or adoption of the child. Leave must be used in a single block of time unless the board agrees to another arrangement
3. Military service exigency: a combined total of 12 workweeks during a 12 month-period. Leave may be intermittent or on a reduced schedule
4. Leave to care for injured service member: a combined total of no more than 26 workweeks during a single 12-month period. Leave may be taken intermittently or on a reduced leave schedule. If combined with other types of FMLA leave, the total leave taken in a single 12-month period still may not exceed 26 weeks
5. Spouses employed by the school system: Spouses who are both employed by the school system and eligible for FMLA are limited in the amount of family leave they may take for the birth and care of a newborn child, for the placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 workweeks (or 26 workweeks if leave is to care for a covered service member with a serious injury or illness is also used).

E. Structure of Leave

When leave is taken for the adoption or birth of a child, an employee may take leave for only a continuous period of time unless the board agrees to another arrangement. For a situation involving an employee's serious health condition or that of a family member, the employee may take leave continuously or on an intermittent or reduced leave schedule as is medically necessary.

Instructional personnel may be required to continue leave through the end of the school semester if any of the following conditions exist:

- The leave is beginning more than five weeks before the end of the term; the leave will last at least three weeks; and the employee will be returning to work in the last three weeks of the academic term;
- The leave is for a purpose other than the employee's own serious health condition or for a military exigency; the leave would begin in the last five weeks of the term; and the employee would be returning to work during the last two weeks of the academic term; or

- The leave is for a purpose other than the employee's own serious health condition or for a military exigency; the leave would begin in the last three weeks of the term; and the leave would last at least five days.

If instructional personnel are required to take leave until the end of the academic term, only the period of leave until the employee is ready and able to return to work will be charged against the employee's FMLA entitlement.

F. Instructional Personnel – the following special rules apply to instructional personnel

- Instructional employees may use intermittent or reduced schedule leave only when the employee and the school system have reached an agreement on how the leave will be used
- Instructional employee requests intermittent or reduced schedule leave for more than 20 percent of the working days of the duration of a leave due to medical treatment, the school system may require the employee to take continuous leave for up to the entire duration of the scheduled leave or to transfer to an alternative position with equivalent pay and benefits for the period of leave.
- Instructional employees taking intermittent or reduced schedule leave that constitutes 20 percent or less of the working days during the period are not subject to transfer to an alternative position.

G. Employee's Responsibility When Requesting Leave

To ensure that employees receive proper notification of their rights and responsibilities and that leave is properly designated, all employees requesting any type of leave must make the request to the Assistant Superintendent, Human Resources, or designee

1. Employee's responsibility when leave is unforeseeable:
 - a. Employee must provide 30 days' advance notice of the need to take FMLA when the need is foreseeable. If this amount of notice is not possible, the notice must be given as soon as practicable;
 - b. Employee must provide sufficient information for the school system to reasonably determine whether the FMLA may apply to the leave request and the time and anticipated timing and duration of the leave;
 - c. If employee does not provide 30 days' notice and there is no reasonable justification for the delay the FMLA may be delayed until at least 30 days after the employee provides notice of the need for leave

- d. If an employee fails to give required notice of a foreseeable leave for an intermittent or reduced leave schedule, the employee may be required to take leave continuously for the duration of the treatment or be temporarily transferred to an alternative position for which the employee is qualified and that has the same benefits.
2. Employees responsibility when leave is NOT foreseeable:
- a. employee must comply with the usual school system procedures for notifying their HR Benefits Administrator of the absence and request for leave. If the employee fails to do so, the leave may be delayed or denied.
 - b. employee must inform the HR Benefits Administrator if the requested leave is for a reason for which FMLA leave was previously taken
 - c. employee must notify the Assistant Superintendent, Human Resources, or designee of the need for FMLA leave as soon as practicable.
 - d. all employee responsibilities in the FMLA for notice, medical certification, fitness for duty certification and notice of intent to return to work apply as specified in this policy.

H. School System's Designation and Notice to Employee

It is the responsibility of the Assistant Superintendent, Human Resources, or designee to ask any questions necessary of the employee in order to make a determination of whether the leave is FMLA-eligible. The Assistant Superintendent, Human Resources or designee may require notice of the need and the reason for leave.

The Assistant Superintendent, Human Resources or designee shall provide all legally-required notices to the employee within five days of receiving this information or otherwise learning that an employee's leave may be for an FMLA –qualifying reason, unless there is a justifiable delay, such as a delay for documentation. Notices must indicate whether the employee is eligible under the FMLA. If the employee is eligible, the notice must specify any additional information required from the employee as well as the employee's rights and responsibilities under the FMLA. If the employee is not eligible, the notice must provide a reason for the ineligibility. The required notices also must state whether the leave will be designated as FMLA-protected and, if so, the amount of leave counted against the employee's leave entitlement.

Leave may be designated as both FMLA-eligible and as leave under the school system's paid leave policy [7510](#) if paid leave has been substituted. Such leave would be counted towards the 12 weeks entitlement. In addition, the assistant superintendent of human resources may designate an absence (taken as paid or unpaid leave) that meets the criteria for an FMLA-qualifying absence as part of the employee's total FMLA entitlement, whether or not the employee has requested FMLA leave.

I. Certification

The school system reserves the right to require employees to provide certification of any FMLA-qualifying event or condition of the employee or the employee's spouse, child, parent or next of kin, including certification for military exigency leave. The school system will not request more medical certification than that allowed by the FMLA and the Americans with Disabilities Act. The assistant superintendent of human resources may request a second or third verification at the school system's expense if there is reason to doubt the validity of the medical certification. The school system may require periodic recertification to support the leave, as permitted by law.

An employee requesting intermittent or reduced leave time for medical treatment of a serious health condition shall be required to give the reasons for the intermittent or reduced leave schedule and the schedule for treatment. Normally, employees also would be expected to discuss scheduling with their immediate supervisor prior to scheduling any medical treatment in order to accommodate the work schedule.

J. Return to Work

Before returning to work from FMLA leave for a serious health condition, the employee will be required to present a Health Verification Form ("fitness-for duty") that states that the employee is able to return to work. This requirement does not apply to an employee taking intermittent leave unless the employee's condition presents a reasonable safety concern.

The school system may require an employee to periodically report on his/her status and intent to return to work. Any employee who is taking leave through the end of an academic semester will be required to report on his/her intent to return to work no later than four weeks before the end of the academic semester. In addition, the school system may require the employee to report on his/her intent to return to work on a regular basis while on FMLA leave.

K. Substitution of Paid Leave

The school system will substitute appropriate paid leave, including sick leave, personal leave, and vacation time for unpaid, FMLA leave to the extent allowed by law and policy, giving proper notice to the employee that the leave is designated as FMLA. If an employee has exhausted his or her accrued paid leave but an FMLA-qualifying reason for absence continues, the school system will designate resulting absences as protected FMLA leave until the employee has used all allowable FMLA leave. Such absences will be unpaid.

When an employee has an absence (taken as paid or unpaid leave) that meets the criteria for an FMLA-qualified absence, the school system may, with proper notice to the employee, designate the absence as part of the employee's total annual FMLA entitlement. If the absence continues for more than 10 days, all employee responsibilities in the FMLA to provide notice for foreseeable and unforeseeable leave, medical certification, fitness for duty certification and notice of intent to return to work apply as specified in this policy and Policy [7510](#).

An employee must not be permitted to exhaust paid leave before beginning FMLA leave if it has been determined that the reason for using paid leave meets the FMLA eligibility requirements.

L. Restoration to Equivalent Position

Employees, except "key" employees, will be restored to an equivalent or the same position upon return from FMLA leave provided the employee can perform the job functions with reasonable accommodations.

The equivalent position will have virtually identical pay, benefits and working conditions, including privileges, perquisites, and status, as the position held prior to the leave. The position also must involve substantially similar duties and responsibilities, which must entail substantially equivalent skill, effort, responsibility, and authority. All positions within the same job classification are considered to be "equivalent positions" for purposes of this policy, so long as these conditions are met. For licensed employees, all positions with the same salary and licensure requirements also will be considered equivalent positions, so long as these conditions are met.

Key employees do not have the right to be restored to the same or equivalent position upon return from FMLA leave. Key employees are salaried FMLA-eligible employees who are among the highest paid 10 percent of all employees. If restoring a key employee would result in substantial and grievous economic injury to the school system, then the school system has no obligation to restore the employee to the same or an equivalent position.

Key employees will be informed at the time leave is taken if they are considered key employees and will be informed once a determination is made that the employee will not be restored to the same or an equivalent upon return from FMLA leave. A key employee who has been informed that he or she will not be restored still has the right to health benefits for the full period in which he or she is eligible for FMLA leave.

M. Continuation of Health Benefits

Health care coverage and benefits will be continued for the duration of FMLA leave on the same conditions as would have been provided if the employee had continued working. This includes key employees who have been notified that they will not be restored to an equivalent position. The health care benefits will be the same as if the

employee were continuing to work. Employees do not have the right to the accrual of earned benefits during FMLA leave. If an employee takes intermittent or reduced leave, he or she has the right to maintain the same health care benefits, but earned benefits may be reduced in proportion to hours worked where such a reduction is normally based upon hours worked.

The school system may recover from the employee the cost of health insurance premiums paid on behalf of the employee while an employee was on unpaid FMLA leave if the employee does not return to work after leave, so long as the reason for not returning does not relate to a serious health condition or to circumstances beyond the employee's control.

N. Posting Requirement

The superintendent or designee will ensure that notices of FMLA provisions and information on procedures for filing complaints are posted in places that are readily accessible to employees and applicants.

O. Record-Keeping Requirement

The Human Resources Department shall maintain records of the following information for at least three years: basic payroll and identifying employee data; dates (or hours) of FMLA leave taken by each employee and premium payments of employee benefits. Medical information, such as that relating to medical certifications, also will be maintained in the Human Resources Department in confidential medical records.

The Human Resources Department will maintain for at least three years copies of employee notices, including general and specific notices, as well as any other documents describing employee benefits or policies and records of disputes between the school district and any employee regarding designation of FMLA leave.

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30-day notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information: 1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division WHD Publication 1420 Revised January 2009

Disability Income Plan of North Carolina

(Portions of the information in this section were excerpted from the Teachers' and State Employees' Retirement System Handbook as published by the NC Retirement Systems Division)

[The Disability Income Plan of North Carolina \(DIPNC\)](#) provides monthly replacement to you in the form of short-term, extended short-term and long-term disability benefits if you become disabled while you are a permanent employee and meet certain eligibility requirements.

Coverage under the Plan is automatic for all teachers and State employees who are members of the Teachers' and State Employees' Retirement System and who have been in, or have entered into, service since January 1, 1988. The Plan has a sixty-day waiting period before any benefits are payable. During this waiting period, the employee may exhaust accumulated sick or vacation leave.

3-2 Short-Term Disability Benefits

After the sixty-day waiting period, the disabled employee moves into a short-term disability period, which lasts up to 365 calendar days. The employee must have completed 365 days of membership service prior to the beginning of the short-term disability period. The monthly short-term benefit is equal to fifty percent of 1/12th of the annual base rate of compensation (including local supplement, if applicable) last payable to the employee prior to the beginning of the short-term benefit period, to a maximum of \$3,000 per month reduced by monthly payments for Worker's Compensation to which the employee may be entitled.

3-3 Long-Term Disability Benefits

At the completion of the short-term disability period, long-term disability benefits are payable for as long as the employee is permanently disabled but not after he/she becomes eligible for an unreduced service retirement, provided:

- The employee has five (5) years of contributing membership service in the Retirement System earned within 96 calendar months prior to becoming disabled or upon cessation of continuous salary continuation payments,
- The employee makes application for long-term benefits within 180 days after the conclusion of the short-term disability period;
- The employee is certified by the Plan's Medical Review Board to be mentally or physically disabled for the further performance of his/her usual occupation;
- The employee's disability has been continuous, is likely to be permanent, and incurred at the time of active employment.
- The employee terminates employment as a permanent full-time teacher or State employee, and
- The employee is not eligible to receive an unreduced retirement benefit from the Teachers' and State Employees' Retirement System.

Benefit Amount

If a member had **five (5) or more years of membership service as of July 31, 2007**; during the first 36 months of the long-term disability period, the monthly long-term benefit will equal 65% of 1/12th of annual base rate of compensation that was last payable to the employee, to a maximum of \$3,900 per month, with a reduction for any monthly payments he/she receives for Workers' Compensation and by any primary Social Security benefits he/she may be receiving.

The employee is permitted earnings during this period, but with certain stipulations. After the first 36 months, the benefit is calculated as above, except that it is reduced by an amount equal to a primary Social Security disability benefits to which the employee might be entitled had he/she been awarded Social Security disability benefits. Again, the employee is permitted earnings with certain stipulations.

If a member **had less than five (5) years of membership service as of July 31, 2007**, long-term benefits and State Health Plan coverage will end after you received 36 long-term disability payments unless you have been approved for Social Security disability benefits.

The employees monthly long-term benefit shall be reduced during the first 36 months of the long-term period for an amount equal to the monthly primary Social Security retirement benefit to which they may be entitled to should they become age 62 during the first 36 months.

When a person receiving long-term disability, benefits reaches the age and/or service requirements to qualify for an unreduced service retirement allowance from the Retirement System, the benefits payable from the Plan will cease and the person will commence retirement under the Retirement System. A person in receipt of benefits under the Plan is considered to be in service and covered under the Death Benefit Plan; under the Survivor's Alternate Benefit provisions; and covered under the Teachers' and State Employees' Comprehensive Major Medical Plan (if employee has five years of contributing membership service at the time of disability, the state pays the employer's share of the premium; if less than five years, the employee may continue coverage by paying the full premium required).

Restrictions

A person in receipt of benefits from the Plan is not permitted to receive a refund of accumulated contributions from the Retirement System. Further, a person is also not permitted to commence retirement benefits from the Retirement System while you are receiving monthly DIPNC benefit payments.

Note: a state teacher or state employee is not covered under the provisions of the plan during any period while on leave of absence without pay. Therefore, no benefits are payable for any period of disability that begins while an employee is on leave without pay.

Social Security

Social Security is the Nation's basic method of providing a continuing income when family earnings are reduced or stop because of retirement, disability, or death. Both employees and employers make appropriate contributions to this program. (In 2007, the rate is 7.65% for both the employee's deduction and the employer's matching payment.

3-4 Parental Leave of Absence

The natural parents of a newborn infant and the parents of a newly adopted child under five years of age may request leave without pay for a period of up to twelve months. The period of twelve months may, with the approval of the local board of education, be extended for the remainder of the school year when this leave would otherwise end in the latter half of the school year. A family leave shall generally be requested in writing to the Human Resources Department at least thirty (30) days before the leave is to begin.

3-5 Professional Leave

No deductions shall be made from the salary of a person when absent from school for attendance at meetings and/or the performance of assignments as a member of the State Board of Education, the Board of Governors of the Governor's School, the State Textbook Commission, or for required attendance at a case manager's hearing. Employees appointed to a commission or committee by the Governor, State Superintendent, State Board of Education or authorized by the General Assembly shall receive full salary. A substitute employed for this reason shall be paid from state funds.

Employees who have professional responsibilities or who need to attend meetings of professional associations may be absent with pay minus the salary deduction for a substitute teacher. The deduction is mandatory whether or not a substitute is employed. Upon the recommendation of the superintendent, the board may grant leave with pay for elected officers of professional organizations, provided the organization pays the full salary and all benefit costs for the employee on leave.

3-6 Military Leave Policy [Board Policy 7530](#)

An employee will be eligible for all considerations of military leave in accordance with State Board of Education policy and the federal Uniformed Services Employment and Reemployment Act of 1994 (USERRA), and [Article 16 of Chapter 127A of the North Carolina General Statutes](#).

Employees are encouraged to schedule short periods of required active duty during vacation periods so as not to interfere with regular duties of the individual's employment. If it is impossible to schedule short-term military duty in this manner, an employee may request to be absent to meet this obligation. The employee must provide to the superintendent advance written or oral notice, except in cases of emergency assignment or other conditions that make notice impossible or unreasonable. For leave periods exceeding 30 days, the employee must also provide either written documentation evidencing performance of military duty or identify the military command in order for the school to verify the request.

If the individual reapplies following separation from military duty, his or her reemployment and related rights are governed by the provisions of USERRA (for members of reserve components of the U.S. Armed Forces, including members of the North Carolina National Guard returning from active federal duty) or [Article 16 of G.S. 127A](#) (for members of the North Carolina National Guard returning from active state duty).

Under certain circumstances, an employee may receive teaching experience credit and retirement credit for service in the military, in accordance with State Board regulations.

3-7 Child-School Involvement Leave

All employees may take up to four hours of unpaid leave per year to attend or otherwise be involved in the school of a child for whom the employee is a parent, guardian or person standing *in loco parentis*.

3-8 Civil Duty Leave

No deduction shall be made from the salary of an employee who is absent from work to serve on a jury; to attend court in connection with his/her official duties; or to attend court under a subpoena or court order. The employee is entitled to keep any fees provided for jury duty, but any fees received by an employee serving in an official capacity as a witness must be returned to the school district. If the employee reports for scheduled jury duty and is dismissed by the court, or if the employee is scheduled to serve only a portion of a day, the employee is expected to report to work for any portion of the day for which he/she is regularly scheduled to work. Any exceptions to returning

for work on partial days must be determined and approved by the employee's supervisor.

Attendance in court as plaintiffs, defendants, or witnesses for personal matters, even if pursuant to a subpoena, does not entitle the employee to salary or legal duty leave and shall be without pay unless the employee uses other appropriate, approved leave.

3-9 Workers' Compensation

State employees are covered under the North Carolina Workers' Compensation laws ([G.S.115C-337](#)). These laws provide payment for lost time and medical attention for a job-related injury or occupational illness. In the event of an illness or disease, in order to be eligible for Workers' Compensation, an employee must show that such illness or disease arose out of and in the course of employment and must report the problem to the Cabarrus County Schools Workers' Compensation Administrator.

It is the employee's responsibility to file claims for workers' compensation. Employees should report an accident or occupational disease to their supervisor or workers' compensation designee (ex: school treasurer) immediately. The workers' compensation designee (school treasurer) will provide forms for any claim filed. The designee at the school will also contact the Workers' Compensation Administrator for Cabarrus County Schools.

3-10 Contagious Disease

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

- (a) Reassign the employee to a safe work environment under conditions agreed to by the director of the county health department, or
- (b) Place the employee on leave with pay for the period of time set by the medical director. Leave shall not be charged to the employee's sick leave or other available paid leave. A substitute employed for this reason shall be paid from the same source of funds as the employee (local, federal, or state). As defined in NCDPI [Benefits Manual](#) 9.4.1 – Contagious Disease section.

Section 4: COMPENSATION

Cabarrus County Schools seeks to create and maintain an attractive, market competitive and internally equitable salary plan to reward our employees. Our salary plan contains state salary schedules plus a Cabarrus County supplement for licensed employees. The salary for other employees is assigned to pay a grade classification according to state and local guidelines.

4-1 Salary Schedules

Copies of the current year "A" and "G" pay schedules for teachers are available at the [NCDPI Financial Business Services website, shown below](#). The General Assembly passes the salary schedule for state government employees each year.

Pay day occurs on a monthly basis, and checks are issued on the last working day of each month. Teachers are paid on ten installments from August-May. Please note that some days are prepaid; therefore, the last check is received on the last working day in May.

4-2 Local Supplement

In addition to a regular monthly salary, Cabarrus County pays an annual supplement. We are very pleased that Cabarrus County ranks in the top 25 (out of 130) school systems in North Carolina in the amount of local supplement paid to teachers. For the last several years, our local Board of Education has improved our local supplement each year.

A local supplement is paid to certified employees in two payments. Certified staff are paid half in November and half in June. For anyone who serves as an interim teacher or takes a leave of absence for part of the school year, the supplement is prorated, based on the percentage of the ten-month period work, and issued soon after completion of employment for the school year.

4-3 Grade Classification

[NCDPI Salary tables](#) contain applicable pay grades for employees whose positions do not require an educational license.

4-4 Experience Credit

"How much experience do I have?" is a commonly asked question. The answer is, "It depends on the kind of experience one is asking about." Following is a description of the different kinds of experience one may earn.

Teaching Certificate

If a person teaches (receiving full pay) as much as six months during the year, he/she earns a year of experience based on the teaching certificate and, thus, on the teachers' salary schedule. If a person teaches in a fifty percent position for ten months, he/she can earn the equivalent of five months on his/her certificate and will not earn the increment annually. Two part years of experience can be added together for teaching certificate rating, but one can never earn more than one year of experience during a twelve-month period of time. Teaching in summer school can be counted, on a prorated basis, toward a year of experience on a person's teaching certificate unless specifically exempted by legislation for that summer.

Unlike many states, North Carolina allows year-for-year experience credit for teachers coming from out of state. Sometimes work experience outside education will count toward a directly related teaching area; this is common with vocational teachers. Also, sometimes experience as a teacher assistant (once one qualifies for a teaching certificate) can be counted on a 2:1 basis on one's teaching certificate. The Human Resources Department can assist those who have questions regarding these situations.

Aggregate or Total State Service

This is work experience with the State of North Carolina, not just in the public schools. This service record follows the employee from one state agency to another. It is the basis on which one earns annual (or vacation) leave and longevity pay (See Section 4-5). Work experience of twenty or more hours per week counts the same as full-time experience. Each month in which a person works half or more of the workdays in the month counts as a month of State Service. Even if a person has withdrawn retirement funds, he/she can still count this work experience on a month-for-month basis.

Retirement System Service Credit

Each month that one contributes (i.e., has money withdrawn from his/her check as a contribution) to the [North Carolina Retirement System](#), he/she earns a month of service credit in this System. After five years of service credit, the person is "vested" and can draw retirement benefits at some point in the future. A person can buy retirement system service for many different reasons. The 1992 Session of the General Assembly enacted legislation that will allow employees to buy up to six months of retirement credit for maternity leave.

Experience for earning annual leave days, sick leave days, and personal leave days (teacher only), and for health insurance.

Employees must be on the payroll half or more of the days in the month in order to earn any of the preceding benefits for the month.

4-5 Longevity Pay

(Frequently asked questions listed on DPI website)

What happened to longevity?

Teachers and instructional support no longer earn longevity benefits. The General Assembly incorporated these funds into the salary schedules to provide higher salaries at each step.

Do principals and assistant principals still receive longevity benefits?

No.

How do I calculate the number of months that longevity should be paid?

The longevity pay amount shall be calculated using the salary as of the last day worked. This is prorated by an amount equal to the proportion of the year worked toward the annual eligibility date.

What rate is used for longevity?

The rate is based on the years earned at the time of payout EXCEPT if an employee has a fraction of a year toward the next higher percentage rate. If that is the case, the payment would be based on the higher rate. For example, if an employee has 19 years and 3 months service, the payment would be 3.25% rather than 2.25%.

Division of School Business NC Department of Public Instruction August 27, 2014

Section 5: BENEFITS

5-1 Health Insurance Plans

All permanent full-time teachers and state employees who are in permanent job positions on a recurring basis and who work 30 or more hours per week for nine or more months per calendar year are eligible for health insurance coverage through the State Health Plan, administered by Blue Cross/Blue Shield of North Carolina.

[The State Health Plan](#) offers [two Preferred Provider Organization \(PPO\) health insurance plans](#). These plans offer the freedom of choice among in-network providers, lower out-of-pocket costs, and a strong emphasis on preventive health.

80/20 PPO Plan:

This plan has higher premiums in exchange for lower co-payments, coinsurance, and total out-of-pocket costs.

[2021 80/20 Plan Summary of Coverage](#)

[2021 Plan Rates](#)

70/30 PPO Plan:

This plan has lower premiums in exchange for higher co-payments, coinsurance, and total out-of-pocket costs.

[2021 70/30 Plan Summary of Coverage](#)

[2021 Plan Rates](#)

5-2 Dental Insurance Plan

Ameritas Dental offers employees a choice of a [Passive PPO](#) and a [PPO dental plan](#). Both plans cover routine cleanings every six months in full. Minor procedures are covered at 80% and major procedures at 50% after a \$50 deductible. Participants on the **Passive PPO** may use the dentist of their choice. Participants on the **PPO** plan are strongly encouraged to use in-network providers.

5-3 Vision Insurance Plan

[Community Eye Care vision plan](#) offers employees a vision plan that covers a routine eye exam for \$20 and provides an allowance of \$150 for glasses or contacts once per year per person enrolled on the employee's coverage.

5-4 Supplemental Insurances Plans

[Manhattan Cancer plan](#) offers employees coverage should you or your covered dependents be diagnosed with cancer or 29 specified diseases and can help cover the costs of specific treatments and expenses as they happen. Terms and conditions for each benefit will vary. The plan also pays a \$100 wellness benefit per calendar year per covered person on your plan.

[AFLAC Group Accident plan](#) will pay if a covered person receives treatment for specific injuries such as dislocations, eye injuries, broken teeth, paralysis, burns, lacerations, comas, surgical procedures, skin grafts, fractures and brain concussions sustained in a covered accident. The plan also pays a \$60 wellness benefit per calendar year per covered person on your plan.

[AFLAC Hospital Indemnity Plan](#) provides cash benefits directly to you (unless otherwise assigned) that help pay for some of the costs – medical and non-medical associated with a covered hospital stay due to a sickness or accidental injury.

[American United Life \(AUL\) Short-Term Disability](#) is a voluntary short-term disability policy you may purchase in addition to short-term disability offered by the State of North Carolina. This policy has an elimination period meaning a period of time a disabled employee must be out of work and before weekly benefits begin; (7) consecutive days for a sickness and zero (0) days for an injury. Employees can choose a maximum benefit duration period of thirteen (13) weeks and up to 70% of your covered basic monthly earnings to a maximum monthly benefit of \$2,000.

[American United Life \(AUL\) Long-Term Disability](#) is a voluntary long-term disability policy designed as a continuation of the AUL short-term disability. An employee can choose to insure up to 60% of their monthly earnings to a maximum monthly benefit of \$2,000. Benefits will be payable up to 5 years if disabled prior to age 61, or if disabled after age 61, please refer to table in the plan summary that is linked to this paragraph.

[AFLAC Critical Illness with Cancer Rider](#) and [without Cancer Rider](#) plans can reduce the financial stress of a major illness by putting money directly into your pocket when you need it the most. If you are diagnosed with a covered illness such as heart attack, stroke, kidney failure, major organ transplants and cancer if you purchased the additional cancer rider. You can receive a check for the benefit amount that you elected upon initial enrollment. The plan also pays \$100 wellness benefits per calendar year per covered person on your plan.

[Texas Life Whole Life](#) is a permanent life insurance plan specifically designed for our employees and their families. Employees are able to apply for up to \$100,000 whole life insurance coverage by answering only 3 health questions. Spouses may be covered for up to \$50,000 coverage if you also apply. You are also able to apply for coverage on your child(ren) and grandchild(ren). This whole life insurance plan is portable so you can take it with you should you leave employment with Cabarrus County Schools.

5-5 Flexible Spending Accounts

[Flexible Spending Accounts](#) (FSA) are authorized by Section 125 of the Internal Revenue Code. They offer a unique way to help pay for some of your health care expenses and dependent care expenses. Participation in an FSA allows a portion of the employee's salary to be redirected before taxes to provide reimbursement for these types of expenses. Each participant will be given a FLEX Card. The FLEX Card is a debit card for participants to use at the time of service, and the funds will be automatically deducted from the flexible spending accounts.

Medical Spending Account allows you to pay for your uninsured medical expenses with pre-tax dollars. With this account, you can pay for your out-of-pocket medical expenses for yourself, spouse and all or your dependents for medical services that are incurred during the plan year. The minimum you can elect is \$250 and the maximum is \$2,750 per year.

Dependent Care Account allows you to pay for daycare expenses for your dependents with pre-tax dollars. Under current IRS regulations, the minimum you can elect is \$250 and the maximum allowed is \$5,000 if you are married (\$2,500 if you are married and file a separate tax return).

5-6 Group Term Life Insurance

[Lincoln National](#) provides all full-time employees of the Cabarrus County Schools a \$5,000 term life insurance policy at no cost. Employees may purchase additional term life insurance for themselves and their dependents.

5-7 Supplemental Retirement Income Plans

[The NC 401\(k\) Plan](#) is a retirement savings plan available exclusively to North Carolina public employees who are actively contributing to one of the North Carolina Retirement Systems. There are flexible ways to contribute. Employees can choose one or both the traditional pre-tax 401(k) or the after tax Roth 401(k).

The 403(b) and 457(b) Plans are valuable retirement savings options available through Cabarrus County School and Prudential. Plan administration services for the 403(b) and 457(b) plans are provided by [TSA Consulting Group, Inc](#) and [Prudential](#).

Both Prudential and TSA Consulting Group, Inc are responsible for managing plan documents, enrollments, distributions, exchanges or transfers, loans, and rollovers.

5-8 Insurance Customer Service Lines

The State Health Plan	1-855-859-0966
Ameritas Dental	1-800-487-5553
Community Eye Care	1-888-254-4290
Manhattan Cancer	1-800-845-7519
AFLAC Accident	1-800-433-3036
AFLAC Critical Illness	1-800-433-3036
AFLAC Hospital Indemnity	1-800-433-3036
AUL Short-term Disability	1-800-553-5318
AUL Long-term Disability	1-800-553-5318
Lincoln National Life Insurance	1-800-423-2765
Texas Life Whole Life	1-800-283-9233
Flexible Spending/Dependent Care Accounts	1-800-437-3539
NC 401(k) Plan	1-866-627-5267
403(b) & 457(b) Plans	1-888-796-3786

Section 6: VACATION, SICK, SHARED, PERSONAL & HOLIDAY

The board believes that it is important for employees to have leave available to attend personal, civic, and professional matters as well as to meet family commitments. This need for leave is to be balanced with the need to provide an effective instructional program for students. **An employee may take any type of leave in increments of hours unless otherwise specified in this policy.** No employee will be discharged, demoted, or otherwise subjected to adverse employment action for taking leave in accordance with board policy [7510 Leave](#). [NC Public Schools Benefits and Employment Policy Manual](#)

6-1 Annual Leave

The primary purpose of paid vacation is to allow and encourage all employees to renew their physical and mental capabilities and to remain fully productive. Employees are encouraged to request leave during each year in order to achieve this purpose. Instructional personnel that require a substitute may not take annual leave on days students are scheduled to be in attendance.

All full- and part-time permanent employees who work at least twenty hours per week earn annual leave. To earn annual leave during any month, an employee must be at work or on paid leave on a pro-rata basis equated to his/her percentage of employment if employed over twenty hours per week. The number of days of annual leave earned each month increases as years of "Aggregate or Total State of North Carolina Service" increase. State regulations along with local school policies govern when annual leave may be taken, but it can never be taken without the approval of one's immediate supervisor. Annual leave is advanced to employees on a month-by-month basis.

Employees may accumulate unused annual leave and carry a maximum of 30 days to July of the next fiscal year. Annual leave accumulated beyond 30 days will roll over to sick leave. In case of death, the employee's estate will receive payment for any accumulated leave. If, upon separation from employment or at the end of the fiscal year, an employee is overdrawn with respect to annual leave, a deduction in the appropriate amount will be made in his/her final paycheck.

Years of Service	Days earned per month	10 Month Employees	11 Month Employees	12 Month Employees
less than 5 years	1.17	11.70	12.87	14.04
5 but less than 10 years	1.42	14.20	15.62	17.04
10 but less than 15 years	1.67	16.70	18.37	20.04
15 but less than 20 years	1.92	19.20	21.12	23.04
20 years or more	2.17	21.70	23.87	26.04

"Aggregate or Total State of North Carolina Service" counts toward annual leave. Whatever month is your anniversary month is the month in which your annual leave earning rate will increase as you move into higher earning rates. Each school treasurer will be able to answer many of the questions about annual leave; other questions about annual leave should be directed to the Human Resources Office. Also, paycheck stubs and Timekeeper will show an employee's annual leave balance, as of the payroll cut-off date. An employee will be allowed to have a negative annual leave balance until the last month of the fiscal year; at that time, salary will be deducted from the paycheck to cover any days taken but not earned.

6-2 Sick Leave

Sick Leave Earned

Permanent full-time employees, working or on paid leave for one-half or more of the workdays in any monthly pay period shall earn one sick day per month. Permanent part-time employees who work at least twenty hours per week shall earn sick leave on a pro rata basis.

Use of Sick Leave: Sick leave may be used in hourly increments and may be used for:

- (a) Actual period of temporary disability caused or contributed to by any personal illness, injury, or other temporary disability which prevents an employee from performing his or her usual duties. Sick leave due to pregnancy, miscarriage, abortion, childbirth, and postnatal recovery shall be treated in the same manner as any other temporary disability.
- (b) Medical appointments of the employee.

- (c) Illness in the employee's immediate family and medical appointments related to the illness that necessitates the employee's attendance. Immediate family includes the employee's spouse, children, parents, brothers, sisters, grandparents, grandchildren, and dependents living in the employee's household. Also included are the step, half, and in-law relationships.
- (d) Death in the immediate family includes the employee's spouse, children, parents, brother, sister, grandparents, grandchildren; also included are the step, half, and in-law relationships.
- (e) The length of leave granted for illness or death in the immediate family is determined by the local administration and based on individual employee needs.

Limitation on Sick Leave

Sick leave may not be used while an employee is on leave without pay or on holidays and annual leave days scheduled in the school calendar. Also, leave previously earned may not be used when an employee is in a temporary or less than part-time position.

Extended Sick Leave and Amount of Deduction

Permanent full- or part-time instructional personnel (excluding teacher assistants) who are absent due to personal illness or injury in excess of their accumulated sick leave, shall be allowed extended sick leave of up to twenty workdays throughout the regular school year. In order for a new employee to be eligible, he/she must have reported to work. The superintendent may require a doctor's certificate or other acceptable proof of illness. Employees on extended sick leave receive full salary less \$50.00 per day.

Exhaustion of Sick Leave

Upon the exhaustion of sick leave including the extended twenty days (if applicable), the employee may be placed on leave without pay for a period of up to twelve calendar months. This may be extended beyond one year as approved by the local Board.

Sick Leave Upon Separation

In the event the employee separates from service before earning all sick leave used, deductions will be made from the final salary check for the total unearned sick leave used. Pay for unused sick leave is not allowed when an employee separates from employment or a status in which sick leave can be earned.

Transfer of Sick Leave

Unused sick leave must be transferred between local school administrative units. Sick leave may be transferred in whole or in part if the receiving agency is willing to accept the leave, to and from a State agency or institution community college, technical institute or positions covered by the State Personnel Act in county agencies of mental health, public health, social services, or emergency management. Leave to be accepted by a school system must not have been earned at a greater rate than the rate at which the system's employees had been eligible to earn.

Notice and Planning

Whenever possible, employees should give a thirty-day advance notice of plans to take sick leave for purposes of elective medical or surgical procedures, including notice of sick leave attributable to childbirth. Teachers should provide guidance to substitutes by having outlines and/or frameworks for the period of absence ready prior to planned sick leave unless the teacher is mentally incapacitated, or the principal approves the substitute's providing these services. Complete, detailed substitute plans for the initial week of absence should be provided prior to a planned absence. The teacher may choose to provide lesson plans and/or complete grading during the period of absence, or such plans/grading may be completed by the substitute, PLC members, or others as deemed appropriate by the school principal.

Accumulation

Sick leave may be accumulated indefinitely.

Reinstatement Following Sick Leave

When the period of temporary disability does not exceed thirty working days, the employee shall be reinstated in his/her position at the termination of the period of temporary disability. When the period of temporary disability exceeds thirty (30) working days, the local superintendent shall determine when the employee is to be reinstated based on a consideration of the welfare of the students and the need for continuity of instruction.

Reinstatement of Accumulated Sick Leave

A former employee shall be credited with all sick leave accumulated up to the time of separation from a school system, State agency or institution, community college, technical institute, or county agency of mental health, public health, social services, or Emergency Management, provided that the employee is reinstated as a permanent employee within sixty (60) calendar months from the date of separation.

Accumulation During Summer Employment

Any employee who earned sick leave during regular school term continues to earn it, pro rata, while employed during the summer school session.

6-3 Voluntary Shared Leave Policy [Board Policy 7540](#)

The purpose of voluntary shared leave is **"to provide economic relief for employees who, by reason of prolonged absence or frequent short-term absences, caused by serious medical conditions, are likely to suffer financial hardship."** Voluntary shared leave enables employees to donate earned leave to a fellow employee who has exhausted all earned leave and continues to be absent due to serious medical conditions.

Donations made pursuant to this policy are voluntary. No employee should feel pressured or coerced to participate. The donating employee may not receive compensation in any form for the donation of leave.

Sick leave:

Sick leave may be donated only to an employee of a public school system (LEA). A public-school employee shall not donate more than five days of sick leave per year to any one nonfamily member. Sick leave may be donated to an immediate family member in the same or another LEA, community college or state agency.

The combined total of sick leave donated to a recipient from non-family members shall not exceed 20 days per year.

Annual leave:

Any eligible employee in the LEA may donate annual vacation leave to any approved employee in the same LEA. Family members may donate annual vacation leave to an immediate family member.

Bonus leave may also be donated.

6-4 Personal Leave

Personal Leave Earned

Personal leave is earned by classroom teachers and school media specialists who require substitutes and are classified as permanent employees.

Use of Personal Leave

All personal leave shall be upon the authorization of the immediate supervisor. It shall not normally be granted on the first day teachers are required to report for the school year, on a required teacher workday, on days scheduled for State testing, or on the day after a holiday or vacation days scheduled in the calendar. The immediate supervisor may make exceptions to these days when necessary. A teacher who requests personal leave at least five days in advance shall not be required to provide a reason.

Limitations on Personal Leave

- (a) Personal leave shall not be allowed in excess of the number of days earned and should be used with due and proper consideration given to the welfare of the students and teachers alike.
- (b) Summer school: Personal leave shall not be used during summer school.
- (c) When an employee is no longer eligible to earn personal leave, due to reassignment, that employee may not use accumulated personal leave.

Personal Leave Increments

Minimum units for which personal leave can be taken are one-half day increments.

Accumulation

Personal leave may be accumulated for a maximum of five days. Personal leave in excess of 5 days rolls to sick leave each June 30.

Deduction for Substitute

Employees receive full salary less \$50.00 for substitute pay.

Transfer of Personal Leave

Personal leave is to be transferred between local administrative units.

Reinstatement of Personal Leave

A former employee shall be credited with all personal leave accumulated up to the time of reassignment or separation provided that the employee is reinstated as an eligible permanent full or part-time employee within sixty calendar months from the date of separation.

6-5 Holiday Leave

Paid Legal Holidays: Permanent public school employees will receive pay for the same, or an equivalent number of, legal holidays as those designated by the State Personnel Commission for State employees. Permanent part-time employees shall be entitled to paid holidays on a pro rata basis. Paid holidays are granted only to employees who are in the position on the day on which the holiday is scheduled. Note: This includes Independence Day for summer month's employment. Temporary employees are not entitled to paid holidays.

The following are holidays designated by the State Personnel Commission: Labor Day, Veteran's Day, Thanksgiving (2 days), Christmas (3 days), New Year's Day, Martin Luther King Jr.'s Day, Good Friday, Memorial Day, and Independence Day.

Observance of Bona Fide Religious Holidays: Any employee who observes religious holidays not covered above should contact the Human Resources Office or his/her principal for more information.

Section 7: OTHER BENEFITS

7-1 Employee Assistance Program

McLaughlin Young Group
[Employee Assistance Program \(EAP\)](#)

How to access EAP: 800-633-3353 or 704-529-1428.

SERVICES FOR EMPLOYEES

McLaughlin Young offers you and your immediate household members' unlimited access to:

- Free, confidential help with personal or work-related concerns
- Referrals to other sources for assistance
- 24-hour emergency coverage

How EAP Works:

You are offered a needs assessment by an experienced, licensed counselor. If it is determined that the concern can be resolved through problem-solving sessions, the employee assistance professional will assist in resolution. If it is determined that a referral is needed for ongoing support, the EAP will connect you with the most cost-effective resources for care.

**CORPORATE HEADQUARTERS / MCLAUGHLIN YOUNG GROUP
5925 CARNEGIE BLVD / SUITE 350 / CHARLOTTE, NC 28209**

An employee assistance professional may assess your situation prior to scheduling an appointment to ensure that you are receiving the most appropriate care.

7-2 State Employees' Credit Union

(Portions of the information in this section were excerpted from the State Employees' Credit Union website as published by the State Employees' Credit Union)

What is SECU?

A credit union is a cooperative financial institution owned by and operated for the benefit of its member-owners. These members share a common bond—in our case, state and public school employees and their family members. Credit unions are not-for-profit organizations that allow a group of individuals to pool their money, lend it to one another at fair rates of interest, earn reasonable rates of return on their deposits and receive other financial services at low costs. All this is done with the focus squarely on improving the economic and social condition of the member-owners. Credit unions are unique in the financial services sector, not so much in what we do, but rather in how and why we do it. There are several broad areas which outline the differences between a credit union and a for-profit financial institution. These include—ownership and control; not-for-profit orientation; volunteer involvement; capital formation and social function.

As a not-for-profit cooperative, State Employees' Credit Union operates solely for the benefit of its membership. Member benefits are typically measured by the cost of financial services provided; by the range of financial products offered; and by the convenience of access to those services and products. The Credit Union continually invests and reinvests in member service.

As a federally insured, state chartered financial institution, State Employees' Credit Union is obligated to meet the rigorous requirements of a highly regulated industry. Safety and soundness in all operations are paramount. As a fiduciary on which our membership relies, State Employees' Credit Union must be operated with unquestionable fidelity to the principles of honesty, integrity, prudence, and equity.

SECU strongly believes that in order to build a sound organization you need the support of the members and community. We truly believe that our organization was built on the principle of "People Helping People." The membership always comes first at the Credit Union!

State Employees' Credit Union, a not-for-profit financial cooperative owned by its members, was founded June 4, 1937 with 17 members and \$437 in assets. It was initially operated on a part-time basis from the basement of the Agriculture Building in Raleigh. Over the years, SECU has grown in services, membership, and assets. As of March 2012, SECU serves 1.7 mil members with just under \$25 billion assets through 242 branches, 1,100+ ATMs, six Contact Centers open 24/7, a voice response telephone service and an interactive website.

In 2004, SECU chartered the SECU Foundation to promote local community development primarily through high impact projects in the areas of housing, education,

health care and human services. Foundation projects include scholarships for NC public high school and community college students, NC teacher housing initiatives, SECU Family House at UNC Hospitals, among others.

The Credit Union offers a wide variety of products and services such as Salary Advance Loans to combat predatory payday lending; various mortgage options aimed at helping members who have become victims of subprime mortgage practices; "green" mortgages and "green" vehicle loans; youth accounts including FAT CAT and Zard to promote financial literacy; and Summer Cash and Holiday Cash Accounts to assist members in budgeting their finances. Automated services continue to expand with popular options such as online BillPay, Financial Calculators and Assessments and SECU's Car Buying Service available through the secure Member Access section of the website.

As a financial institution, the Credit Union is committed to making a financial difference in the lives of all members. Founded on the philosophy of "People Helping People," SECU strongly believes that in order to build a sound organization, you need the support of the members and community. [SECU Website](#)

7-3 [KIDS:PLUS Program](#)

(Kids in Day School: Possibilities for Learning and Understanding with Students)

The Cabarrus County Schools, in an effort to better meet the needs of the community and to provide quality school-age child care, operates before and after school care for children in grades K-5 through the [KIDS:PLUS Program](#). This program also operates full-day care on select non-school days at limited locations and full-day care in the summer.

All elementary schools have a five-star rated childcare facility on campus. The before care program operates from 6:15 a.m. until students are allowed to go to the cafeteria or to their classrooms. The after care program operates from the time of school dismissal until 5:45 p.m. Our two middle school before care programs are at JN Fries and Winkler Middle. They operate from 6:30 am- until students are allowed to go to the cafeteria or to their classrooms.

Supervised enrichment activities such as visual arts, crafts, organized games, and 4-H Clubs are included. The daily schedule includes teacher-directed activities, free-play, homework time, center time, relaxation, as well as a nutritional snack. These programs are planned and supervised by North Carolina Division of Child Development and Early Education-qualified childcare providers.

All sites are licensed by the North Carolina Division of Child Development. Not only does this assure the quality of the program, but it allows the program to accept subsidized care vouchers for families who may be eligible through the Department of Social Services.

Please see the Cabarrus County Schools website for more information.

Payments are collected by the site director each Monday. Payments can be made weekly, bi-weekly, or monthly in advance via check or money order; online payment options are also available.

KIDS:PLUS, employees should consult their *Operational Policies and Procedures Handbook* for information about the *KIDS:PLUS* Special Day calendar (planning days, school breaks and holidays), inclement weather days, summer camp employment, taking annual leave, etc.



Cabarrus County Schools

Engaging minds. Shaping futures.

2021-2022 EMPLOYEE HANDBOOK

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Concord North Carolina
28025

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