

Camden County Schools



2018-2019

Personnel Handbook

Camden County Schools

PERSONNEL HANDBOOK

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- II. BENEFITS, LEAVE AND HOLIDAYS

- III. SALARY, COMPENSATION, CONTRACTS,
AND PROFESSIONAL LICENSURE

- IV. LOCAL POLICIES/LEGAL COMPLIANCES

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Section I

Administrative Organization

ADMINISTRATION AND ORGANIZATION

Phone: 252-335-0831

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Dr. Joe Ferrell		SUPERINTENDENT
Anita Cuthrell	Ext. 231	ADMINISTRATIVE ASSISTANT
Yolanda Anderson	Ext. 230	CHIEF ACADEMIC OFFICER
Billie Berry	Ext. 236	CHIEF HUMAN RESOURCES OFFICER
Vallerie Jacocks	Ext. 247	CHIEF DATA MANAGEMENT OFFICER
Ina Lane	Ext. 246	CHIEF STUDENT SERVICES OFFICER
Larry Lawrence	Ext. 243	CHIEF OPERATING OFFICER
Faye Perry	Ext. 245	CHIEF FINANCE OFFICER
Keisha Dobie	Ext. 233	DIRECTOR OF EC AND SPECIAL PROGRAMS
Andrea Lee	Ext. 249	DIRECTOR OF CHILD NUTRITION
Marvella McPherson	Ext. 229	TESTING/ACCOUNTABILITY COORDINATOR
Britton Overton	Ext. 238	DIRECTOR OF TRANSPORTATION
Carol Overton	CCHS	CTE/TECHNOLOGY COORDINATOR
Joe Passante	Ext. 248	DIRECTOR OF TECHNOLOGY

North Carolina Public Schools and each Local Education Agency are assigned numbers which are used for reporting purposes. Listed below are the school numbers for the Camden County Schools.

CAMDEN COUNTY SCHOOLS Dr. Joe Ferrell, Superintendent	150
CAMDEN COUNTY HIGH SCHOOL Amber Davis, Principal	304
CAMDEN EARLY COLLEGE HIGH SCHOOL Amber Davis, Principal	700
GRANDY PRIMARY SCHOOL Timothy Lazar, Principal	308
CAMDEN INTERMEDIATE SCHOOL Monique Hicks, Principal	310
CAMDEN MIDDLE SCHOOL LeVar Mizelle, Principal	312

Section II

Benefits, Leave, and Holidays

Camden County Schools

BENEFITS

Upon employment, enrollment in the benefits programs is handled by the personnel office when new employee paperwork is done. Changes or updates of information are handled by the Personnel Office. Benefits handbooks and claim forms are available in the Personnel Office. *Cafeteria Benefits information and claim forms are available at ccsnc.org under LINKS.*

STATE HEALTH PLAN Camden County Schools pays for the 70/30 state health plan for employees. Employees may purchase the Enhanced 80/20 Plan and/or additional insurance for children and/or a spouse.

RETIREMENT Employees are enrolled in the Teacher and State Employees Retirement System. Employees contribute approximately 6% of their monthly salary and the state contributes approximately 13%. After one year, beneficiaries are eligible for a death benefit at a minimum of \$25,000 and maximum of \$50,000. Disability coverage is also included in the retirement plan. Employees enrolling after August 1, 2011, are vested when they complete 10 years of service.

FLEXIBLE BENEFITS Employees may purchase insurances such as dental, vision, cancer, dependent care and/or flexible medical expenditures under the cafeteria benefits plan.

WORKER'S COMPENSATION Camden County Schools strive to provide a safe working environment for all employees. However, employees who suffer an accidental injury shall be eligible for medical payments, compensation for lost salary, or death benefits under this program.
When injuries occur, the supervisor must be notified immediately and the proper paper work must be processed immediately.

LEAVE AND HOLIDAYS

All employees should check with their supervisor when requesting leave. The Guide to Leaves and Absences or the State Benefits Manual should be used for more specific information.

ANNUAL LEAVE Annual leave is earned at the rate of 1.17 day per month with ten days pre-determined by the ten-month school calendar for the winter and Spring break. The leave earning rate increases with years of experience as shown in the chart. All annual leave requires prior approval on the Leave Request Form. Annual leave may also be used for catastrophic illness. Local and state policies must be followed in the use of all leave. Only available AL may be taken. AL may not be taken in advance or prior to earning, except for the winter and Spring breaks.

Days Earned Each Year (Based on 8-hour days)

<u>Years of Service</u>	<u>Days Earned per Month</u>	<u>10 mo. Employees</u>	<u>11 mo. Employees</u>	<u>12 mo. Employees</u>
Less than 5	1.17	11.70	12.87	14.04
5 < 10	1.42	14.20	15.62	17.04
10 < 15	1.67	16.70	18.37	20.04
15 < 20	1.92	19.20	21.12	23.04
20 or more	2.17	21.70	23.87	26.04

SICK LEAVE Permanent employees earn sick leave at the rate of one day per month cumulative. A doctor's note may be required by the supervisor and should be provided for 5 consecutive days of sick leave. Sick leave may be applied to retirement credit at the rate of one month for each twenty days.

EXTENDED SICK Up to twenty extended sick leave days are available for classroom teachers in one school year. A deduction, to offset the cost of a substitute, is taken from the teacher's check. Extended sick leave is for personal illness and must be requested in writing to the Superintendent, with a doctor's note, and approved by the Superintendent.

VOLUNTARY SHARED LEAVE Annual leave and/or Sick leave may be donated to other employees in the case of a serious medical condition. Paperwork must be filed in the personnel office to start the process.

LEAVE WITHOUT PAY Leave without pay should not be a regular occurrence. It requires the approval of the Superintendent on student days. A leave request form must be filled out and signed by the employee, supervisor and Superintendent at any time an employee has exhausted all of their regular annual and/or sick leave and needs to take leave without pay. A doctor's note may be required.

PERSONAL LEAVE Classroom teachers and media specialists who require a substitute earn personal leave at the rate of .2 days per month accumulative to five days per year. The deduction to offset the cost of a substitute is taken from the teacher's check for this type leave, except on teacher workdays. All personal leave requires prior approval on a Leave Request Form by the principal.

FAMILY & MEDICAL LEAVE Federal legislation provides the employee with family and medical leave without pay for up to 12 weeks with paid health insurance. Family and medical leave must be requested in writing, accompanied by a doctor's note for illness, and a leave of absence request form. Additional Leave is available for Military Personnel and Immediate family members of Military Personnel.

TRANSFER OF LEAVE All annual leave, sick leave, and personal leave is transferable from one NC school system to another. Employees who have balances in other school units should advise the personnel office so that the balances can be requested.

PROFESSIONAL LEAVE Permanent employees are eligible for educational/professional leave. A Prior Approval Form must be submitted through your supervisor and the Staff Development Office prior to the activity and must include proper documentation.

HOLIDAYS Permanent employees receive pay for the following legal holidays, as designated by the State Personnel Commission:

New Year's Day, Martin Luther King, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving (2), and Christmas (3).

Section III

Salary, Compensation, Contracts, and Professional Licensure

SALARY

ADMINISTRATORS	Administrators are placed on a salary schedule for their position, based on degree and experience. Education and position will determine the classification.
TEACHERS	Teachers are placed on the N. C. State Salary Schedule based on their degree and experience, as determined by the State Department of Public Instruction Division of Licensure. The entry level salary for teachers is A-0.

SALARY AND PAY DATES

SUPPLEMENTS	Teachers in the Camden County Schools receive an annual supplement based on bachelor's or master's degree. Speech Pathologists receive a separate supplement. Athletic Supplements are awarded to coaches and are based on the sport coached and coaching experience, as determined by the Athletic Director and Principal.
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PAY DAY	All employees in Camden County Schools use direct deposit for pay and have electronic check stubs. The <u>LINQ Payroll System</u> can be used to view check stubs or leave balances and is located on the Camden County Schools website on the links page.
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Ten month employees. Dates are set each year for the 28th of the month following the first day of school for teachers. **The last (10th) pay date is May.**

Ten-month employees are paid in advance. It is important to coordinate absences or the last day of employment with supervisors and payroll to avoid overpayments.

Eleven month employees are paid on the ten-month calendar and on the 28th of the month. All eleven month employees work August 1 through June 30 and receive additional pay for extra days worked in August and June.

Twelve month employees. Pay dates are scheduled for the 28th of the month. Employees are paid for the first day through the last day of each month.

INSTALLMENTS

Ten-month employees may elect to receive their ten-month salary in twelve monthly installments. This will reduce the ten-month salary by approximately 33%. To be eligible, you must make this request prior to the start of the school year AND be at work on the first day of the ten-month school calendar. Ten month employees must sign up yearly for installments. Forms are in Finance and distributed at the school prior to the beginning of the school year.

AUTOMATIC PAYROLL DEDUCTIONS

If ten-month employees elect twelve checks, deductions will continue through the summer month checks.

If ten-month employees elect ten checks, any purchased insurances or automatic deductions will be doubled for two months in April and May to cover the summer payments.

PROFESSIONAL CONTRACTS

A new or renewed contract will be for a term of one school year for teachers who have been employed by the board as a teacher for less than three years. For teachers who have been employed by the board as a teacher for three years or more, a renewed contract will be for a term of four years, unless the superintendent or board determines that a shorter contract is justified on the basis of criteria established by the board or by the superintendent and approved in advance by the board. In no case, however, may a teacher be recommended for a contract with a term longer than one school year unless the teacher has received a rating of at least "proficient" on all standards on the two most recent annual evaluations preceding the contract offer.

Contracts are signed with the Superintendent after employment. Two original copies are issued so that employees and the personnel file have original copies with original signatures.

PROBATIONARY

Teachers and other licensed employees are issued Probationary Contracts for one year.

TEMPORARY

Temporary contracts are issued when a teacher starts on a day other than the first day of school or when a professional employee is hired in interim status to replace a teacher or professional employee that is out for an extended leave of absence.

PROFESSIONAL LICENSURE

The personnel office is available to assist with the teacher licensure process for Camden County Schools. However, any updates or renewals to a professional license must be submitted by the employee. All application forms, experience credit forms, name change forms, etc. are available online.

NORTH
CAROLINA

North Carolina colleges recommend licensure to the State Department of Public Instruction for students graduating from an approved teacher education program.

INITIAL
LICENSE

An initial license may be awarded for a period of three years to any teacher who:

- 1) Has completed an approved education program
- 2) Meets Highly Qualified requirements

CONTINUING
LICENSE

A continuing license may be awarded for a period of five years to any teacher who:

- 1) Has completed at least 3 years of teaching
- 2) Has had 4 observations & a summative evaluation annually
- 3) LEA recommendation
- 4) Meets the CEU requirement prescribed by LEA
- 5) Praxis Test, National Certification, **or** Documentation of ability to impact student learning.

A Beginning Teacher (BT) must be Proficient or higher on all Standards on their last Summary Evaluation before a Continuing License will be issued.

BTs

Beginning teachers, with less than three years experience, are required to participate in the Beginning Teacher Support Program. BTSP is a three-year process, during which time the beginning teacher will be assigned a mentor and attend BT meetings. Beginning Teachers are issued an Initial license.

BTs should earn renewal credits, as outlined by their Professional Development Plan, Principal and/or BT Coordinator, each year during the BT process in order to obtain a Continuing license. Beginning teachers should focus their Professional Development Plan on the Teacher Evaluation Self Assessment Process and the Professional Teaching Standards.

After three successful years of teaching, BTs will be issued a Continuing license with a new five-year cycle, upon the completion of the three-year Beginning Teacher Support Program.

FIVE-YEAR
CYCLES

All licenses are issued on five-year cycles. Effective in 2011-12, teachers must earn 8 Continuing Education Units within the five-year cycle to renew their license.

C.E.U.s

All Continuing Education Units must be turned in to the personnel office. Teachers are responsible for turning in copies of any credit received from out-of-system workshops or college courses. ***Please keep the original certificate, and forward a copy to the personnel office. Once the CEU's are entered, the copy will NOT be maintained in your personnel file.***

C.E.U. information is available at ccsnc.org on the Teacher Support page of the Employment Section under "**Lookup My CEUs.**"

RENEWAL

Teaching licenses will be automatically renewed at the end of the five-year cycle if all appropriate renewal credits have been earned. All renewal credit must be earned by June 30, the last year of the cycle, and turned in to the personnel office. The State Department of Public Instruction does not allow extensions for five-year cycle renewals.

Teachers must sign a statement that they have not been convicted of a felony or crime other than a minor traffic violation to renew their license at the end of the five-year cycle.

NAME
CHANGES

All system records must match the name on the social security card and teaching license. Forms are available in the personnel office for name changes. Social security cards should be updated first, then changes on licensure and benefits (retirement, medical, life, dental, etc.) should also be made.

Section IV

Local Policies and Legal Compliances

LOCAL POLICIES/LEGAL COMPLIANCES

Camden County Schools' Policies can be found in Section 7000 Personnel. These policies have been developed to promote better understanding and respect for the professional rights and responsibilities of the administrative and teaching staff and employees.

Local policies are designed to conform to and/or supplement the General Statutes of North Carolina and federal policies and regulations.

The policy manual is on the school system website at ccsnc.org. Select "Board of Education" on the Tab; then "Policy Manual" under the information tab.

The policies listed below are included in this handbook to ensure that all employees are aware of important policies and legal issues.

- 7260-Occupational Exposure to Bloodborne Pathogens
- 7230-Prohibition of Discrimination, Unlawful Harassment, and Bullying
- 7310-Staff-Student Relations
- 7240-Drug and Alcohol Free Workplace
- 7241-Drug Testing
- 7250-Smoking and Tobacco Products
- 7335-Employee Use of Social Media
- 7320-Technology Responsible Use
- 7315-Confidential Information
- POWERSCHOOL Acceptable Use Policy
- Employee Assistance Program

All new employees must receive an orientation of the personnel handbook and policies.

The Employment Section of the ccsnc.org website has additional information regarding policies and benefits, including FMLA.

This handbook is a guide and does not replace or override local policies or state law which may be subject to change during a school year.

Section V

EVALUATIONS

EVALUATIONS

The Camden County Board of Education recognizes that all employees play an important role in student learning and the continuous improvement of the school system. A system of evaluations that is positive, growth oriented and objective has been developed for all staff.

All teachers are evaluated on the North Carolina Professional Teaching Standards with the electronic Teacher Evaluation System approved by the State Board of Education.

The Unique ID is the user name to sign in to the North Carolina Educator Effectiveness System (True North Logic). This log in can be completed through the North Carolina Education Cloud.

Beginning Teachers will receive three observations by an administrator, one by a peer, and a final summary evaluation by the principal.

Probationary teachers, with at least three (3) years' experience will receive three observations during their first year with Camden County Schools by an administrator.

All teachers will complete a self-assessment and professional development plan annually.

Non-certified personnel are evaluated annually on forms appropriate for their position.

A copy of the appropriate evaluation forms for teachers and non-certified personnel are available under TEACHER SUPPORT on our website.

Camden County Schools Personnel Handbook Verification Form

My signature below indicates that I have received and reviewed the Personnel Handbook electronically, which covers the following policies: (All Camden County policies may be found on our school's website. *At the home page, go to **ABOUT**, then **BOARD OF EDUCATION**, then **INFORMATION** and lastly, **POLICY MANUAL**.*

- 7260-Occupational Exposure to Bloodborne Pathogens
- 7230-Prohibition of Discrimination, Unlawful Harassment, and Bullying
- 7310-Staff-Student Relations
- 7240-Drug and Alcohol Free Workplace
- 7241-Drug Testing
- 7250-Smoking and Tobacco Products
- 7335-Employee Use of Social Media
- 7320-Technology Responsible Use
- 7315-Confidential Information
- POWERSCHOOL Acceptable Use Policy
- Employee Assistance Program

I have also reviewed the information on benefits, leave, including FMLA, evaluations and salary in this handbook.

Signature

(Print)

Date