



One Vision. One Durham.

Durham Public Schools

Making a Goal a Reality.

Employee Handbook

Online at www.dpsnc.net/staff

Superintendent

Dr. Eric J. Becoats

Board of Education

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Durham Public Schools does not discriminate on the basis of sex, race, color, religion, national origin, age or disability in any of its education or employment programs or activities.

Message *from the Superintendent*

Dear Durham Public Schools Employees:

It is an honor to be the Superintendent of Durham Public Schools, and to work with you to provide excellent education for approximately 33,000 students. The Board of Education, County Commissioners, parents and community members are partners with us in the education process, and we have many resources in this community to assist us in this endeavor.

As an employee of DPS, we want you to have information at your fingertips that will answer questions you may have about employment with the district. That is the goal for this handbook. Much of this booklet summarizes policies that have been adopted by the Board of Education to help guide our work. Please review the policies that most pertain to your employment so you are familiar with them.

Thank you for being a part of DPS and for your service to students.

Sincerely,



Eric J. Becoats, Ed.D.
Superintendent

DPS Vision Statement

The Durham community cherishes its children, and the Durham Public Schools are the daily expression of that care.

We share a vision of our schools where every child succeeds. This vision includes schools so enticing that students want to attend every day, where they find a safe, orderly and culturally diverse environment for learning that nurtures and strengthens the whole child—body and mind. We provide an environment that teaches students to value all people and treat them with respect. In these schools, our students are fully engaged in a rigorous, enriched curriculum, and they graduate with the thinking skills, creativity and technological know-how to meet the demands of post-secondary education and employment. Our graduates embrace ongoing learning as a way of life. They are committed to the highest values of active democratic citizenship and they are ready to lead.

Our vision includes teachers who are caring, highly qualified and who aspire to work at the peak of their profession. We hire and retain the best and the best teachers want to work in Durham Public Schools because they receive the salaries, support, respect and professional training they need to deliver superior, student-centered classroom instruction. While improving students' test scores is critical to the work of our teachers, our vision encompasses so much more. Our schools are places where our children are excited to learn, where they find waiting for them at the door of every classroom a teacher who cares for them, instructs them at the highest level and inspires them to reach their full potential.

Our vision includes administrators who are themselves visionary leaders, who lead with high student achievement at the core of every decision they make. It includes all staff members working hand-in-hand with teachers and administrators to meet the needs of every child.

Parents choose to send their children to Durham Public Schools, and we welcome the participation of our families. Our vision includes open and honest communication with families. We empower our families to be their children's best first teachers and to share their expertise. Our vision includes children with loving families who nourish them, who send them to school with a warm smile every morning, who read to them each night.

We recognize that students succeed because families, school and community members work together. We invite the support of our entire community. Our vision for Durham's children will become real only when each and every one of them has decent housing and excellent health care and a safe neighborhood where the entire community comes together around the needs of every family and every child.

This is our vision. It is a daily challenge to each of us working in Durham Public Schools, and it is a call to our community to join in this difficult but glorious work.

Produced by the Durham Public Schools

Office of Human Resource Services

511 Cleveland St. P.O. Box 30002,

Durham, N. C. 27702

(919) 560-3643 Fax (919) 560-3625

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Introduction

This Employee Handbook will answer many questions about employment-related matters, benefits and compensation. Please read it carefully and keep it for future reference.

It is important to note that the handbook is both selective and general in its coverage of Durham Public Schools' policies and procedures. Employees are expected to review the published policies of the Durham Public Schools Board of Education and to comply with them. Copies of the **Durham Public Schools Board of Education Policy Manual** are accessible to employees on-line and in school media centers or from principals or supervisors. Additional materials, including individual school plans, school improvement plans, safe school plans, and school policies and procedures, are available in school media centers or from principals or supervisors.

Although this handbook summarizes many detailed provisions about employment, benefits, and other related matters, the official policies, regulations and procedures will always govern when questions arise. The Board policy numbers are in parentheses near headings for ease of reference. Complete copies of Board policies are housed in each school's media center and are also available on the Durham Public Schools Website at www.dpsnc.net. Most of the forms referred to in this handbook can be secured from the school principal or treasurer. Some forms are online. Additionally, the contents in this handbook are not intended to create or imply any contract rights.

This handbook offers information about state pay schedules, leave regulations and other benefits. These are offered for illustration purposes and are not meant to confer benefits in addition to those provided by state law and regulation.

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GENERAL POLICIES

EQUAL EMPLOYMENT OPPORTUNITIES

(Policy 5000)

The Durham Public Schools Board of Education is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, disability or national origin. The school system is committed to providing a workplace which reflects the racial, gender and cultural diversity of our county and the children we serve. We are dedicated to equality of opportunity. The school system will make reasonable accommodations upon request to enable any employee with a disability to perform essential job functions.

SEXUAL HARASSMENT *(Policies 4410 and 5125)*

The Board of Education believes that all employees and students are entitled to work and study in environments that are free of sexual harassment. To this end, the Board prohibits employees and students from engaging in sexual harassment and advises employees and students, that when evidence of sexual harassment is established, disciplinary action may be taken, up to and including dismissal (for employees) and suspension (for students).

Examples of sexual harassment include, but are not limited to, deliberate, unwelcome touching; suggestions or demands for sexual involvement accompanied by implied or overt promises or threats; pressure for sexual activity; continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; or the display in the workplace or school setting of sexually suggestive objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient or social interactions or relations freely entered into by an employee or prospective employee or appropriate social interactions between students that do not violate the Code of Student Conduct.

It is possible for sexual harassment to occur at various levels: between peers or co-workers, between supervisors and subordinates, between employees and students, between students or imposed by non-employees on employees and/or students.

Romantic or sexual advances toward students by employees or romantic or sexual relationships between school system employees and students are never appropriate, whether they are consensual or non-consensual or otherwise outside the definition of sexual harassment. Such relationships are prohibited. Employees engaging in inappropriate relationships with students, or who fail to report such relationships to the Superintendent, will be subject to disciplinary action, up to and including dismissal.

Any employee who has knowledge of conduct or circumstances that may constitute sexual harassment must report such to the principal, designee or supervisor. All complaints of sexual harassment shall be promptly and thoroughly investigated. Any employ-

ee who receives from a student a report (oral or written) of alleged sexual harassment shall immediately report the same to the school principal, and the principal shall promptly inform the Superintendent of the allegations. Failure by the employee to do so may subject the employee to disciplinary action.

Any employee who believes that he/she has suffered harassment may report the matter in writing to the Superintendent or Assistant Superintendent of Human Resource Services.

PROHIBITED RELATIONSHIPS WITH STUDENTS

(Policies 4415 and 5130)

All employees, volunteers and student teachers of the Durham Public Schools Board of Education are prohibited from dating, courting or entering into a romantic or sexual relationship with any student while enrolled in Durham Public Schools, regardless of the student's age and regardless of whether the involvement is consensual. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal.

Any employee who has reason to believe that another employee is inappropriately involved with a student as described above, shall report this information to the Human Resources Department. Any employee who fails to inform the Human Resources Department of a reported or suspected inappropriate relationship between an employee and a student may be subject to disciplinary action.

CRIMINAL RECORD CHECKS *(Policy 5015)*

The Durham Public Schools Board of Education believes that a safe and secure learning and working environment should be provided for all students and staff. The Board further believes that employees should be role models for students and should positively represent Durham Public Schools in the community. These beliefs reflect the fundamental principle that anyone who directly or indirectly has contact with children is in a unique position of trust in this society.

Criminal dispositions against an applicant or employee may have an impact upon these goals and will be considered in hiring and dismissal decisions.

All applicants must consent to criminal record checks as a condition of consideration for employment. Such consent shall include consent for criminal record checks that may take place after employment. Criminal record checks will be conducted on all newly hired employees, including substitutes. All new employees will be hired conditional upon the review of the individual's criminal record, and the employee shall be considered a conditional employee until final approval.

Information obtained through the implementation of this policy shall be kept confidential as provided in the North Carolina General Statutes. Procedures for implementing this policy will be developed and administered by the Superintendent, including procedures for compliance with the Fair Credit Reporting Act, if appropriate.

COMMUNICABLE DISEASES OR CONDITIONS

(Policy 5200)

It is the policy of the Durham Public Schools Board of Education to attempt to provide a safe and secure environment for all students and employees. In an effort to maintain a balance between the need to protect the rights of students and employees and the need to control the spread of serious communicable diseases and conditions, decisions regarding the employment status of employees with communicable diseases or conditions shall be made on a case-by case basis, in accordance with this policy.

An employee suffering from a communicable disease or condition is encouraged to inform his/her principal or supervisor so that appropriate accommodations may be made and appropriate precautions may be taken.

NORTH CAROLINA HEALTH CERTIFICATE *(Policy 5020)*

Every new employee and any employee who is separated from employment for more than one year shall file a completed health certificate with the Superintendent upon initial employment.

An employee who misses more than 40 successive school days because of a communicable disease must, before returning to work, file a physician's certificate with the Superintendent certifying that the individual is free from any communicable disease.

BLOODBORNE PATHOGENS *(Policy 5205)*

The school system has a Bloodborne Pathogens Exposure Control Plan designed to minimize employee exposure to potentially infectious blood and other bodily fluids. All employees must comply with provisions of the Bloodborne Pathogens Exposure Control Plan. Some employees are classified as occupationally exposed because they can reasonably anticipate coming into contact with blood or bodily fluids in the normal performance of their assigned work duties. These employees will receive appropriate training, be offered the Hepatitis B vaccination free of charge and use specific work precautions to minimize contact with potentially infectious bodily fluids.

Employees designated as occupationally exposed will be notified regarding training and HBV vaccinations. Copies of the Bloodborne Pathogens Exposure Control Plan are available in each school. Questions may be referred to the Durham Public Schools Bloodborne Pathogens contact person in the Risk Management Department.

DRUG-FREE WORKPLACE *(Policy 5135)*

It is the policy of the Durham Public Schools Board of Education that a drug-free workplace shall be maintained. The Board prohibits the unlawful manufacture, transmission, conspiring to transmit, possession, use, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, counterfeit drug, alcohol, other intoxicants of any kind or any other controlled substance as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defines by regulation at 21 CFR 1300.11

through 1300.15. The Board prohibits the possession, use, transmission or conspiring to transmit drug paraphernalia. In addition, no employee shall be impaired by the excessive use of prescription or nonprescription drugs. Employees must not operate equipment while taking prescription drugs that impair/limit their ability to do so.

USE OF TOBACCO PRODUCTS *(Policy 2210)*

The Board of Education recognizes that the use of tobacco products is a health, safety and environmental hazard for students, employees, visitors and school facilities. The Board also acknowledges that adult employees serve as role models for students and that the Board's acceptance of any use of tobacco products implies school approval, if not endorsement, of such use. In addition, the Board recognizes that it has an obligation to promote a healthy learning and working environment, free from unwanted smoke, for the students, employees and visitors in the school system.

No employee or visitor shall be permitted under any circumstances to use tobacco products in or on the grounds of any facility owned or leased or contracted for by Durham Public Schools.

For the purposes of this policy, tobacco product is defined to include cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products.

DRUG AND ALCOHOL TESTING ALL EMPLOYEES

(Policies 5140 and 5145)

As an employer, Durham Public Schools is committed to provide, within its means, a healthy and safe environment and the best possible services to the students. The administration is also committed to maintaining the public's confidence in its employees and to protecting the school system from the economic losses that can occur because of alcohol and drug abuse.

The purpose of drug and alcohol testing is to promote and maintain a drug-free environment in the workplace and to protect employees, students and the public by ensuring that employees of the Board are physically and mentally fit to perform their assigned duties. Employees are expected and required to perform their duties safely and effectively throughout the workday. When there are reasonable grounds to believe that an employee is in violation of the Board's Drug-Free Workplace Policy, the Superintendent may require that the employee be referred to the Employee Assistance Program (EAP) and may be required to submit to a medical examination including a drug or alcohol assessment.

All applicants for bus driver, bus mechanic or other transportation positions which require that the employee has a valid CDL license will be required to submit to a drug assessment prior to final consideration for employment. Once employed, the employee will be subject to drug and alcohol testing during employment under the guidelines set forth in Board policy and the Omnibus Transportation Employee Testing Act.

All employees may be subject to drug or alcohol testing if reasonable suspicion exists that they have used drugs or alcohol on the job or are under the influence of drugs or alcohol on the job.

CORPORAL PUNISHMENT (Policy 4310)

The Board believes that children can be appropriately disciplined without the use of physical punishment such as spanking, paddling, or slapping and prohibits the use of these or other forms of corporal punishment by any employee. No principal, teacher, substitute teacher, voluntary teacher, teacher assistant, student teacher, or staff member may use corporal punishment to discipline a student.

PERMISSIBLE USE OF SECLUSION AND RESTRAINT

N.C.G.S. § 115C-391.1 addresses the proper and permissible use of physical and mechanical restraints and seclusion and isolation.

No physical or mechanical restraint may be used **solely** for disciplinary purposes. Physical and mechanical restraints, when properly used and in special needs students' IEP, 504 plan, or behavior intervention plan (BIP) may be used.

Physical and mechanical restraints may be used by an employee for self defense. An example would be if a student has a weapon and refuses to hand it over.

Seclusion is the confinement of a student alone in an enclosed space, from which the student is physically prevented from leaving by locked hardware or other means, or is not capable of leaving due to physical or intellectual incapacity.

Isolation is a behavior management technique in which the student is placed alone in an enclosed space from which the student is not prevented from leaving. Isolation is permitted as a management technique as long as four conditions are met:

- *The space is appropriately lighted, ventilated, heated, and/or cooled.*
- *The space is free of objects that unreasonably expose the student or others to harm.*
- *The length of isolation is reasonable in light of the purpose of the isolation.*
- *The student is reasonably monitored.*

Seclusion may never be used solely for disciplinary purposes. It may be used if it is specified in a student's IEP, 504 plan, or behavioral management plan provided certain conditions are met.

USING SECLUSION WITH SPECIAL NEEDS STUDENTS

- *The space is appropriately lighted, ventilated, heated, and/or cooled.*
- *The space is free of objects that unreasonably expose the student or others to harm.*
- *The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the IEP or 504 plan.*

- *The student is monitored by an adult in close proximity who is able to see and hear the student at all times.*
- *The space in which the student is confined has been approved for such use by the Board of Education.*

Seclusion can be used in some of the same circumstances in which both physical restraints and mechanical restraints are permitted.

Aversive procedures are defined as causing significant physical harm or psychological impairment. There are **NO** circumstances in which an employee is permitted to use an aversive procedure on a student.

The Board is required to provide a copy of the legislation and board policies implementing the law to school personnel and parents at the beginning of each school year.

All employees are required to make prompt reports to the principal in the event of the following:

- *Any use of aversive procedures.*
- *Any prohibited use of mechanical restraint.*
- *Any use of physical restraint resulting in observable physical injury to the student.*
- *Any prohibited use of seclusion.*
- *Any seclusion that exceeds 10 minutes or goes beyond the length of time specified in the student's IEP, 504 plan, or behavior intervention plan.*

INTERNET ACCEPTABLE USE BY EMPLOYEES (Policy 5150)

The Durham Public Schools' computer resources are intended to be used for business purposes only. These computer resources are not to be considered a substitute for an employee's personal home computer and/or Internet connection. All electronic data files stored or transmitted on Durham Public Schools' computer resources are considered Durham Public Schools' records.

As a condition of initial and continued employment, all employees shall sign a statement indicating that they understand and will strictly comply with this Acceptable Use policy.

WEAPONS ON CAMPUS (Policy 2200)

The Board of Education practices zero tolerance with respect to weapons on school property. Any person who in violation of state law brings a firearm or other weapons onto school property, possesses a weapon on school property, or encourages or enables another to bring or possess any weapon on school property will be reported to law enforcement authorities. Possession of a concealed handgun permit does not authorize the holder to carry a weapon on school property. For the purpose of this policy, school property includes any public school building, bus, public school campus, grounds, recreational area or athletic field.

EMPLOYEE RESPONSIBILITIES

COMPLIANCE WITH BOARD POLICY

It is the responsibility of all employees to familiarize themselves with the printed policies of the Board. Employees will be held accountable for compliance with those policies and will be apprised of any revisions by the supervisor.

CODE OF ETHICS AND STANDARDS OF CONDUCT

(Policy 5100)

Each employee is responsible for both integrity and the consequences of his or her actions. Each employee must exhibit the highest standards of honesty, integrity and fairness. Employee conduct should be such as to protect the person's integrity and/or reputation and that of the school system. Employees shall perform their jobs in a competent and ethical manner without violating the public trust or applicable laws, policies and regulations.

IDENTIFYING AND REPORTING CHILD ABUSE AND NEGLECT/REPORTING INFORMATION TO OUTSIDE AGENCIES

(Policies 5215.3 and 4420)

Any school employee who has reason to suspect that a child is the victim of child abuse or neglect has a legal responsibility and duty to report the case in accordance with the following procedures:

The employee must promptly report the case to the principal, designee or Supervisor and Central Office. When a principal, designee or supervisor receives a report of suspected child abuse or neglect, the report must be transmitted immediately to the Department of Social Services (DSS) and Central Office contact person. The requirement is mandatory.

In the absence of the principal or designee, or where that authority refuses to comply with the North Carolina Child Abuse and Neglect Reporting Law, a school employee shall make at once an oral report to DSS. Once the suspected abuse or neglect is reported, school employees should refrain from further investigation. If the child needs medical attention, the reporting employee should inform the child protective services investigator when making the report. Information regarding suspected child abuse or neglect should be shared only among appropriate school staff who are asked to assist in the investigation of DSS.

ADMINISTRATION OF MEDICATION TO STUDENTS

(Policy 4400)

The administration of medication to students by employees shall be permitted only upon the proper authorization by a physician and the student's parent or guardian. The Board discourages the practice of students taking medication during the school day. Only in unusual situations and with precise attention to the regulations of the Board policy will students be given medication during the school day. The policy covers over-the-counter medication as well as prescription drugs. Children are discouraged from self-administering medication during the school day. In such cases, Durham Public Schools normally will assume no responsibility.

LICENSE/CERTIFICATION RENEWAL

(Policy 5410)

The North Carolina State Board of Education requires all professional personnel to update professional knowledge periodically. Every professional license is issued with a five-year renewal cycle. Each license holder is responsible for knowing and satisfying license renewal requirements. Failure to renew a license makes an individual ineligible for employment. Renewal or reinstatement of a professional license is based on 15 renewal credits or 10 semester hours earned within the renewal cycle. Renewal credit must be directly related to the licensure areas and/or professional responsibilities.

The policy of the Board is to employ professional personnel who hold or are eligible to hold a clear initial or continuing license in the employment areas. The employee is responsible for obtaining and renewing the appropriate license. In cases where the school system has requested a provisional license, it is the responsibility of the individual to satisfy the provisional requirements of that license within the timeframe established by the North Carolina Department of Public Instruction. Employees may contact Human Resource Services for additional information.

CHANGES IN EMPLOYMENT RECORDS

It is the employee's responsibility to advise Human Resource Services of name, address, and telephone number changes as well as additional educational degrees. Prompt notification will help maintain accurate employment records for pay, leave, salary verification and other purposes.

HIRING OF NEW EMPLOYEES/EMPLOYMENT PACKET

All permanent part-time/full-time employees are required to complete an employment benefits packet. This packet is given once the official offer of employment has been extended. The completed packet must be hand-delivered to the Benefits Office within five days of receipt. This information is necessary for pay purposes.

IDENTIFICATION BADGES

All permanent or interim employees are expected to visibly display, attached to their person, the approved Durham Public Schools photo identification badge while on any property owned or leased by the Board, during school hours or at any time the employee is acting in the course and scope of his/her employment with the Board. Identification badges will be provided by the school district upon employment and remain the property of the Durham Public Schools. Persons who leave employment with the Durham Public Schools are required to turn in their ID badge to their immediate supervisor. ***Replacement of lost badges shall be made at the employee's expense, and can be obtained by calling Human Resource Services (919) 560-3643.***

EMPLOYMENT POLICIES AND PROCEDURES

EMPLOYMENT OF PERSONNEL (Policy 5005)

All candidates for employment must apply for positions through the Human Resource Services Department of Durham Public Schools. The Superintendent will recommend and the Board will hire candidates for employment based on the following factors:

- *Application*
- *Academic qualifications*
- *State licensure*
- *Record of student teaching experience (where applicable)*
- *Record of experience, background information, performance, including references*
- *Personal interviews, and*
- *Criminal record check*

Employment in classified positions shall be on an at-will basis. Persons employed in a position requiring State Board of Education license/certification will be given a contract.

Teachers are employed under contracts as defined by General Statute (G.S.) 115C-325. Principals, assistant principals, supervisors and directors are employed pursuant to G.S. 115-287.1. Employees who are not required to be employed under contracts by the statutes or who are not offered contracts by local board prerogative are at-will employees.

Examples of at-will employees include most non-certified personnel such as custodians, bus drivers, teacher assistants, clerical staff, maintenance supervisors and transportation coordinators. Administrators not required by statute to be employed under contract are also at-will employees unless the local board has chosen to offer contracts.

ADVERTISING VACANCIES (Policy 5006)

All vacancies occurring during the school year shall be posted a minimum of five work days before filling of said vacancies, except when circumstances dictate shorter posting time. A vacancy exists only after the Superintendent has completed lateral reassignments.

EMPLOYMENT OF RELATIVES (Policy 5010)

The Durham Public Schools Board of Education will not place any new employee or fill any vacant position with an employee who would be under the direct supervision of a member of that employee's immediate family. An employee's immediate family includes the employee's spouse, child, parent, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, stepmother and stepfather.

Should two employees at a particular site enter into one of the familial relationships listed above when one is in a supervisory or evaluative role over the other, one employee will be reassigned as soon as reasonably possible. Any summative evaluation duties

shall be reassigned immediately. The Board does not discourage relatives of current employees from seeking positions with the school system.

RETENTION AND CAREER STATUS (Policy 5400)

It is the policy of the Board to award career status to teachers or contract extensions to administrators who have demonstrated consistently high standards of performance. The awarding of career status is not an entitlement based upon four consecutive years of service, but a status which may be earned through high performance. Career status will be awarded in accordance with the provisions of state law.

PERSONNEL FILES (Policy 5235)

Personnel files are maintained in the Human Resource Services Department for all personnel who work for Durham Public Schools. All complaints, commendations and suggestions for correction or improvement relating to the employee must be placed in their file. The complaint, commendation or suggestion must be signed by the person who made it, and it may be placed in the employee's file only after a five-day notice to the employee. Any response by the employee to the complaint, commendation or suggestion must also be placed in his or her file. Any employee wishing to review his/her personnel file should call Human Resource Services to schedule an appointment; ***regrettably Human Resource Services cannot accommodate walk-ins.*** Every employee may have access to his/her own personnel file except pre-employment data, during working hours, provided a 24-hour notice is given to Human Resource Services.

THE WORKDAY (Policy 5525)

Exempt Employees: Generally defined as employees who are salaried executive, administrative and professional and/or who may have supervisory responsibilities (i.e., principals, teachers, central office administration, etc.). These positions, basically the leadership of the school system, require that the employee be at his/her workstation, or on official business, the entire length of the workday. The employee is also required to complete other assignments that may go beyond the normal workday as required by the nature of the position.

Teachers: The teacher's minimum workday shall extend from the established time for the particular school until the teacher has completed his/her professional responsibility to the students and the school. Program development, professional growth activities, faculty meetings, bus duty, parent conferences, special help for individual students and care of school property and equipment are examples of the kinds of activities which will require the continuation of professional service beyond the departure of students.

Teacher Assistants: The workweek for assistants shall be five (5) workdays per week, not to exceed forty (40) hours per week.

Other Non-Certified and Central Service Staff: The normal workday shall be eight (8) hours with only those exceptions as specific job assignments may require.

Supervisors are encouraged to honor the 40-hour workweek unless absolutely necessary. ***Prior approval is required for compensatory time or overtime.*** No employee shall work overtime without the express approval of the supervisor. No supervisor shall allow an employee to accumulate more than 40 hours of compensatory time without prior approval of the Superintendent. Employees must be allowed to use compensatory time within a reasonable period after requesting such use.

INCLEMENT WEATHER PROCEDURES FOR ALL EMPLOYEES

When school is closed, the day will automatically become a teacher workday. Our guiding principle is to ensure the safety of our students and employees. Choose accordingly from these options: 1) go to work, 2) take annual leave, 3) make up the time (arrange with supervisor), or 4) take leave without pay. Each school and department will devise a plan for handling this situation. If staff does not work a full day, the time must be made up or covered by one of the above options.

TEACHER RESPONSIBILITIES

The teacher is directly responsible to the principal. The primary functions are to direct the growth and development of students and to assume definite responsibilities toward the efficient operation and the improvement of the total program of the school. Examples of additional responsibilities that may be assigned include, but are not limited to: bus duty, cafeteria supervision, playground duty, supervision of extracurricular activities, and service on committees.

Initially licensed teachers and teachers with 27 or more years of experience are not assigned extra-curricular activities unless they request it in writing, and other non-instructional duties are minimized. [GS 115C-47]

TEACHER ASSISTANT RESPONSIBILITIES

The primary function of the teacher assistant is to provide assistance and support in the instruction of students. Teacher assistants shall also be assigned for the purpose of providing services to meet the unique needs of identified handicapped students. Teacher assistants perform routine duties under the supervision of teachers and principals.

RESPONSIBILITIES OF OTHER NON-CERTIFIED AND CENTRAL OFFICE STAFF

Each employee is directly responsible to a designated supervisor. Each employee has a responsibility for the smooth and efficient operation of the school system. Additional responsibilities may be assigned by the designated supervisor.

ASSIGNMENT, PROMOTION AND TRANSFER OF PERSONNEL (Policy 5030)

Employees who wish to transfer to other positions shall make their interest known by submitting applications for positions as vacancies occur.

Administrative Transfer: The Superintendent has the prerogative to reassign personnel when the reassignment is in the best interest of Durham Public Schools with a written explanation of the reason for the transfer and as much advance notice being given to the employee as possible. The Superintendent shall report reassignments to the Board at its next regularly scheduled meeting.

Employee-Initiated Transfer: Any employee who is seeking a transfer to a different school or position must submit a Transfer Request Form to Human Resource Services. The request documents the school and/or position sought and the applicant's qualifications where appropriate. Transfer requests are not approved during the current year unless there are extenuating circumstances.

Promotion: The Superintendent shall not promote an employee into a principalship or central services administrative position (e.g., specialist, coordinator, etc.) without approval by the Board of Education. For purposes of this policy, a promotion is a reassignment to a higher position carrying a higher salary.

OUTSIDE EMPLOYMENT/CONFLICT OF INTEREST (Policy 5230)

Responsibilities related to employment with Durham Public Schools shall take precedence over any form of outside employment. Outside employment is not allowed when it prevents the employee from performing responsibilities in an effective manner or when it raises any question of conflict of interest should the employee's position in the school system provide access to information or other advantages useful to an outside employer.

An employee of Durham Public Schools shall not engage in selling goods or services to the public school system and shall not engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with duties and responsibilities in the school system. No staff member shall engage in any type of private business during school time or on school property.

Goods Used by the Schools: No school employee may serve as an agent for any manufacturer, merchant, dealer, publisher or author of any merchandise to be used in the Durham Public Schools. No school employee may receive any gift, reward or promise of reward for recommending or procuring the use of any goods by the Durham Public Schools.

Private Business Interest: No staff member shall engage in any type of private business during school time or on school property.

Confidentiality: No school employee may use confidential information obtained in the course of employment for pecuniary benefit or allow another employee to do so.

Gifts: No gifts from any person or group desiring to do business with the school system shall be accepted by a school employee

except for nominally valued instructional products or advertising items that are widely distributed. This is not intended to prohibit the receiving of reasonable or appropriate gifts by school personnel from students and parents.

School Resources: Employees will not use Durham Public Schools facilities, equipment or materials in performing work outside the school system. Employees will not use expendable school resources for non-work related reasons.

REDUCTION IN FORCE (Policy 5435)

The Board recognizes that circumstances may require the reduction in the number of persons employed by the school system because of district reorganization, decreased enrollment or discontinued funding. When circumstances require such a reduction in the work force, the Board follows the procedures set forth in Board Policy 5435.

EMPLOYEE GRIEVANCES (Policy 5245)

The school system encourages equitable solutions at the most immediate possible level to problems between employees that may arise from time to time. An employee grievance is defined as the formal written claim by a Durham Public Schools employee or group of employees that there has been a violation, misapplication or misinterpretation of federal or state law, or regulation, or Durham Public Schools' policies. The grievance must be filed with the immediate supervisor. The complete grievance procedure is fully described in Board Policy 5245.

ACTION PLANS (Policy 5420)

Any licensed/certified employee who receives a below standard or unsatisfactory rating on an evaluation shall be placed on an action plan to improve the employee's performance, unless the employee is recommended for dismissal or demotion. An action plan also may be used whenever appropriate to address performance concerns. The complete policy on action plans is described in Board Policy 5420.

DISMISSAL (Policies 5430 and 5520)

Licensed employees included within the definition of "teacher" under North Carolina General Statute 115C-325 are subject to the dismissal procedures outlined in that law. Although non-licensed employees are not entitled to the protections of North Carolina General Statute 115C-325, and are considered employees at-will, the school system is committed to fair employment practices that ensure reasonable basis for dismissal or termination. Read policy 5430 and policy 5520 for details.

RESIGNATION

A teacher should not resign without the consent of the Superintendent unless he/she has given at least a 30-day notice. If the teacher does resign without giving at least a 30-day notice, the Board may request that the State Board of Education revoke the teacher's license/certificate for the remainder of that school year. A copy of the request shall be placed in the teacher's personnel file.

EMPLOYEE RELATIONS

COMMUNICATIONS

The school system considers good communication essential in creating a positive work environment that will retain motivated staff who can work together to achieve goals. A number of publications, a staff Website and Channel 4 are produced by the Office of Public Affairs to keep employees and school communities informed.

Additionally, if an employee needs information or clarification about a matter affecting the employee, he/she is encouraged to discuss the subject with his/her supervisor or principal.

EMPLOYEE SUGGESTIONS

The school system welcomes employee suggestions and ideas for improvement. Employees are encouraged to share suggestions with the appropriate supervisor or principal.

RECOGNITION

A variety of employee awards programs to recognize outstanding service or achievement are conducted each year. Those include but are not limited to: Teacher of the Year, Principal of the Year, Bus Driver of the Year, Teacher Assistant of the Year and Staff Appreciation Awards. Additional information can be obtained from a supervisor, principal, or Human Resource Services. In addition, the school system provides service appreciation awards for employees who are retiring.

PERFORMANCE EVALUATION

The personnel evaluation process is designed to improve the quality of work performance. The process is seen as continual. The Superintendent or designee shall monitor this process. The school system will evaluate employees at least once every school year. The Superintendent will develop evaluation schedules for each category of employees.

PROFESSIONAL GROWTH AND DEVELOPMENT OPPORTUNITIES

Durham Public Schools offers employees a variety of professional growth and development opportunities that support student achievement. Employees are encouraged to participate in the opportunities as appropriate to their role in the district. Employees are provided professional growth opportunities aligned to individual, classroom, school, district, and state goals.

A systematic way of planning, managing, scheduling, approving and communicating in regards to professional development through My Learning Plan which can be accessed on the DPS Web site (Staff>Professional Development>My Learning Plan) using the employee network userid/password. Additionally, My Learning Plan tracks Continuing Education Units (CEUs) for North Carolina license renewal.

Professional growth and development opportunities are communicated through principals, curriculum leaders, and My Learning Plan Web site. Employees should register for professional growth and development opportunities on My Learning Plan.

BEGINNING TEACHER SUPPORT PROGRAM (BTSP)

The BTSP provides support services for all teachers who have not attained a North Carolina continuing license - usually those with fewer than four years of public school teaching experience. The program includes a system and building level orientation, mentor support, in-field assignment, limited extracurricular and non-instructional duties, professional development programs targeted to the needs of novice teachers and assistance meeting the performance-based requirements for continuing licensure.

SPECIAL ENRICHMENT PROGRAMS

Information about fellowships and special study programs such as the North Carolina Center for the Advancement of Teachers (NCCAT), the National Board for Professional Teaching Standards (NBPTS), or the Teacher Assistant Scholarship Loan Program is available through Human Resource Services or the North Carolina Model Teacher Education Consortium.

SALARY/COMPENSATION

LICENSED/CERTIFIED EMPLOYEES

Licensed employees are paid according to the licensure level and years of experience determined by the North Carolina Department of Public Instruction (NCDPI) when the license is issued, plus any local supplement approved by Durham Public Schools Board of Education. Questions about pay should be referred to either the Payroll Department or Human Resource Services.

The daily pay rate for substitute teachers is:

- \$90 for individuals who hold a current or expired teaching license from any state. Human Resources Services must have a copy of the license.
- \$69 for individuals who do not hold a current teaching license.

CLASSIFIED EMPLOYEES

Classified (non-licensed) employees are paid according to an approved Durham Public Schools salary schedule. Salary schedules for classified employees are posted on the Durham Public Schools Website at www.dpsnc.net.

EXTRA DUTY

The Board recognizes that implementing the total school program may, on occasion, require the services of teachers in areas of responsibility other than their classroom assignment. These extra duties are kept to a minimum and distributed equitably. Teachers in the Beginning Teacher Support Program (BTSP) and teachers with more than 27 years of experience will not be assigned extracurricular duties unless they request the duty in writing.

Coaching is an example of an extracurricular activity. The assignment of coaching duties is the responsibility of the principal. Any person employed to coach an athletic team in the system should be a regular employee of the system. There may be exceptions when regular employees are not available.

The elimination of coaching duties may result in a reduction of compensation and does not constitute a demotion.

INSTALLMENT PAY

Teachers, teaching assistants, transportation employees, 10-month custodians and 10-month office personnel may receive their pay in 12 equal installments. *The election to receive 11 and 12 month installment pay must be made in writing to payroll by each employee each year prior to the first required workday of the school year. Once the school year starts, your election is irrevocable and cannot be changed until the following school year.* If an employee is currently receiving installment pay, it is not necessary to send in the written request unless he/she takes a leave of absence or goes off the payroll for any reason. No teacher may elect installment pay if his/her license has not been issued and is receiving substitute pay. The employee is ineligible for installment pay after his/her license is issued for that school year.

Teaching assistants, custodians and office personnel whose length of employment is other than 10 months are not eligible for 11 and 12 month installment pay. Extended employment for a 10-month teacher, teaching assistant, custodian or office personnel beyond his/her 10-month assignment does not make the employee ineligible for installment pay.

All year-round teachers and teacher assistants are required to be paid in 12 monthly installments.

If the 10-month teacher, teaching assistant, custodian or office person goes off pay status for any reason during the school year, 11 and 12 month installment pay status is canceled, and prior deductions will be paid out in full at that time.

COMPENSATORY TIME

Non-licensed employees should not work in excess of assigned hours without permission or knowledge of the supervisor. In accordance with the Fair Labor Standards Act, non-exempt employees will be granted compensatory time off in lieu of compensation for hours worked in excess of 40 hours per work week. This compensatory time will be at the rate of time and one half for any hours over 40 hours in a workweek. ***An employee may not accumulate over 240 hours of compensatory time.*** Supervisors are encouraged to honor the 40-hour workweek unless absolutely necessary. Prior approval is required for compensatory or overtime.

DEFINITIONS OF NON-EXEMPT AND EXEMPT EMPLOYEES

Non-exempt Employees: Generally employees who are non-salaried classified employees who have little or no supervisory responsibilities (i.e., teaching assistants, custodians, clerical, cafeteria, etc.)

Exempt Employees: Generally employees who are salaried executive, administrative and professional and have supervisory responsibilities (i.e., principals, teachers, central office administration, etc.)

FAIR LABOR STANDARDS ACT COMPLIANCE

(Policy 5525)

The workweek extends from Saturday at 12:01 a.m. through Friday at 12 midnight. Employees classified as non-exempt under the Fair Labor Standards Act (FLSA) who work more than 40 hours in a workweek must be paid overtime pay. Compensatory time off in lieu of overtime pay may be given if agreed to by the employee and employer before the performance of the work. Examples of non-exempt employees are bus drivers, cafeteria workers, custodians, maintenance workers, secretaries and teacher assistants. Teachers and certified professional staff are examples of exempt employees.

WORKERS' COMPENSATION

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

LONGEVITY PAY

Longevity Pay: Certified teachers and classified employees with at least (10) years of state service in North Carolina earn longevity on a graduated scale, based on N. C. State Service. Longevity is paid annually on the last working day of the employee's anniversary month. Upon separation, for any reason, longevity is paid on a prorated basis. The following chart shows the percentages for longevity pay:

<i>Years of State Service</i>	<i>Longevity Pay Rate</i>
10 but less than 15 years	1.50 percent
15 but less than 20 years	2.25 percent
20 but less than 25 years	3.25 percent
25 or more years	4.50 percent

LEAVE INFORMATION

HOLIDAY LEAVE

Twelve-month employees observe 11 or 12 holidays per year, dependent on the day of the week for Christmas. Ten-month employees have 10 or 11 holidays yearly depending on the day of the week for Christmas. The Board of Education determines when holidays are scheduled.

Paid holidays occur on these designated days:

Labor Day	New Year's Day
Veterans Day	Martin Luther King Jr.'s Birthday
Thanksgiving (2 days)	Good Friday
Christmas (2 days or 3 days when Christmas falls on Tuesday, Wednesday or Thursday)	Memorial Day

ANNUAL (VACATION LEAVE)

Permanent full- and part-time employees earn vacation leave. To earn vacation leave in a given month, employees must be working or be on paid leave during half or more of the workdays in that month. Eligible part-time employees earn leave equal to their percentage of full-time employment. Instructional personnel and bus drivers are not permitted to take vacation leave on days when students are scheduled to be in class unless the employee's absence is due to catastrophic illness and all sick leave has been exhausted. On June 30 of each year, employees with more than 30 days of accumulated leave will have the excess accumulated leave converted to sick leave so that only 30 days are carried forward to the next fiscal year, which begins July 1. Requests for annual leave must be approved by the employee's supervisor.

Annual leave will be transferred when employees transfer among local educational agencies and may be transferred to state agencies if the state agencies are willing to accept the leave; otherwise, employees leaving the public schools will be paid for up to 30 days of accumulated leave. In case of death, the employee's estate will receive payment for any accumulated vacation leave up to 30 days.

VACATION LEAVE ACCRUAL Effective January 1, 2011

State Service Time	Old Yearly Accrual Rates	New Yearly Accrual Rates	New Monthly Accrual Rates
0-2 Years	11.75 Days	14 Days (112 Hours)	9.33 Hours
2-5 Years	13.75 Days	14 Days (112 Hours)	9.33 Hours
5-10 Years	16.75 Days	17 Days (136 Hours)	11.33 Hours
10-15 Years	19.75 Days	20 Days (160 Hours)	13.33 Hours
15-20 Years	22.75 Days	23 Days (184 Hours)	15.33 Hours
20+ Years	25.75 Days	26 Days (208 Hours)	17.33 Hours

SICK LEAVE

Sick leave is earned by all permanent employees at the rate of one (1) day for each monthly pay period they are working or on paid leave for one-half or more of the work days in the pay period (pro-rated for part-time – 50% or more). ***This leave may be used for personal illness, injury, temporary disability, illness or death in the immediate family, or employee medical appointments.*** For periods of ten (10) working days or less, employees must complete a "Leave Request" form available in the school/department office to request/document the absence. The immediate site supervisor is authorized to approve requests from employees for use of accumulated sick leave for up to ten (10) consecutive days.

The appropriate supervisor or Human Resource Services may require, at any time, a statement from a medical or other acceptable proof that the employee was unable to work. For periods of more than ten (10) working days, employees must complete a "Request for Leave of Absence" form available in the school/department office. Human Resource Services has authority to approve requests from employees for use of accumulated sick leave for a period exceeding ten (10) workdays.

Sick leave must be charged in half-day minimums and taken only within existing guidelines for personal illness, or an illness or death in the immediate family as defined by the State Board of Education. Unused sick leave can be added to length of service for pension computation at retirement. (Reference: NC Benefits and Employment Policy Manual)

TWENTY-DAY EXTENDED SICK LEAVE

Permanent full or part time classroom teachers and media coordinators who require substitutes are eligible for 20 additional days of sick leave each year, less \$50.00 per day, for personal illness. This extended sick leave may be used after all accumulated sick leave has been exhausted. A doctor's statement is required to initiate the use of extended sick leave and should be sent to Human Resource Services for approval. Extended sick leave cannot be accumulated.

VOLUNTARY SHARED LEAVE

The purpose of voluntary shared leave is to provide economic relief for employees, "who by reason of prolonged absence caused by serious medical conditions of self or immediate family," are likely to suffer financial hardship. The serious medical condition must be documented by a medical doctor, and follow the definition and guidelines as set forth in the Family Medical Leave Act of 1993. Only permanent employees who have exhausted all accumulated paid leave (sick leave, annual leave, and if applicable bonus leave) are eligible to receive donated leave. An employee need not exhaust personal leave and the 20 days of extended sick leave to be eligible for voluntary shared leave. Application may also be made by a third party acting on the employee's behalf.

Any eligible employee in the LEA may donate annual vacation leave to any approved employee in the same LEA; and with a coworker's immediate family member who is an employee of a public school,

community college, or state agency. Family members may donate annual vacation leave to an immediate family member in another LEA, community college or state agency.

Sick leave may be donated to an employee of a public school system. 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 nonfamily members shall not exceed 20 days per year.

A donor may not reduce his or her leave balance below one-half of what that person can earn in a year.

Employees may not give or receive compensation for donated leave. Acceptance of compensation in any form may result in dismissal. For additional information contact Human Resource Services.

LEAVE OF ABSENCE WITH PAY

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

Court Attendance: When permanent employees are absent from work to attend court in connection with their official duty or because they were subpoenaed or directed by proper authority to appear as a witness for another individual, no salary deduction is made. Any fees received when serving in an official capacity as a witness must be returned to the local school system. If, however, an employee is a defendant or a plaintiff in a case and must be absent from work, no salary is to be received unless that time is charged to vacation or personal leave where applicable.

Military Leave: Leave with pay is granted to members of reserve components of the U.S. Armed Forces for certain periods of active duty training and for state military duty. Leave with pay is extended to full- or part-time permanent school employees normally not to exceed 15 days each calendar year, for annual training and military maneuvers. Military leave without pay can be granted for one enlistment period of active service, not to exceed four years plus 90 days.

Personal Leave: Personal leave is earned by classroom teachers and school media coordinators who require substitutes. In order to be eligible the employee must be in a permanent full- or part-time position. Personal leave is earned at the rate of .20 days for each full month of employment not to exceed two days per year. Unused personal leave may be carried forward from one year to another and may be accumulated without limitation until June 30th. On June 30th personal leave in excess of 5 days is converted to sick leave so that a maximum of 5 days of personal leave are carried forward to July 1st. Upon retirement, any personal leave may also be converted to sick leave.

Personal leave may be used only upon the authorization of the immediate supervisor.

A teacher shall not take personal leave on the first day the teacher is required to report for the school year, on a required teacher workday, on days scheduled for State testing, or on the day before or the day after a holiday or scheduled vacation day, unless the request is approved by the principal.

A teacher who requests personal leave at least five days in advance shall be automatically granted the request subject to the availability of a substitute teacher and will not be required to explain a reason.

Teachers using personal leave receive full salary less the required substitute deduction (\$50.00), except for teachers using personal leave on non-protected teacher workdays.

Short-term Professional Leave: Professional leave for participation in workshops and meetings is available if approved by the principal or supervisor. Teachers should check with the principal and/or specific program coordinators about the availability of funds to pay for substitutes for professional leave purposes. When paid substitutes are provided, the leave form should be sent to the budget manager who will sign and add the appropriate budget code.

LEAVE OF ABSENCE WITHOUT PAY

Education Leave: Long-term professional leave of up to two years for educational purposes may be requested by certified employees. Long-term professional leave is non-paid. Educational leave is intended to enhance an individual's knowledge, ability, skills, and/or professional growth in a field of education or employment related to the employee's duties or responsibilities in the Durham Public Schools. Requests are subject to approval by the principal or supervisor, Human Resource Services, the Superintendent and the Board of Education. Requests for Educational Leave should be made by April 15th prior to the effective date of the Educational Leave.

Family and Medical Leave Act of 1993 (FMLA): FMLA allows eligible employees to take 12 workweeks of unpaid, job protected leave for their own serious medical condition or that of an immediate family member. In addition the FMLA allows eligible employees to take the same job-protected leave for the birth of a child or the placement of a child with the employee through adoption or foster care. Employers must maintain any employer-paid health benefits during the 12 week FMLA leave.

All full-time permanent or part-time permanent employees may take a leave of absence without pay for up to one calendar year from the date of birth or adoption to care for a newborn child or newly adopted child.

To be eligible for this leave, an employee must be employed by the school district for at least 12 months (need not be consecutive) and must have worked at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

An employee on non-paid leave is responsible for paying for health and other benefit payroll deductions on a self paid basis. If insurance benefits are canceled or terminated while on a leave of absence, it is the employee's responsibility to come to the Benefits Office to re-enroll as soon as she/he returns to work. Employees do not receive pay for holidays or vacation days scheduled on the calendar during their non-paid leave. If an employee elects not to use accumulated leave while on a leave of absence, that election may not be changed once the leave of absence without pay has begun.

Tenured employees approved for a leave of absence retain tenured status upon return from the authorized leave. If a Probationary teacher in a full-time permanent position does not work for at least 120 workdays in a 215 day school year because the teacher is on leave, that school year shall not be deemed to constitute a consecutive year of service for the teacher.

Human Resource Services should be notified of any employee who has been absent 10 days or more. Any employee requesting a medical leave of 10 days or more must complete the Application for Leave of Absence Form (PER-16) and have his/her physician complete the Certification of Health Care Provider Form. For family leave requests, employees must provide documentation to verify that the leave requested is among those permitted by federal statute.

Durham Public Schools will continue to pay its portion of health insurance coverage for employees taking family or medical leave, provided the employee continues to pay for any dependent premiums and returns to work after the 12- week period. If an employee is out longer than 12 weeks, he/she is billed for the matching part of his health insurance. Human Resource Services can provide more information.

If an employee is absent to care for a family member, the employee must complete the Application for Leave of Absence Form and get the family members physician complete the Certification of Health care Provider for Family Members Serious Health Condition.

BENEFITS

EMPLOYEE ASSISTANCE PROGRAM

Employees face personal problems from time to time. Most of the time, these problems are solved without seriously affecting a person's health and family life. Unfortunately, some are not so easy to solve. If such problems are left unresolved, they may do a greater deal of damage to a person's health, family life and work performance.

Durham Public Schools provides an Employee Assistance Program (EAP) service to permanent employees and their family members. This benefit provides easy access to confidential, professional counseling to help resolve personal problems that are affecting the employee, the employee's family, or work. For additional information, contact Value Options at 1-800-435-1986 or Human Resource Services at (919) 560-3643.

HEALTH INSURANCE

Health insurance coverage is provided for full-time permanent employees with dependent coverage available. Permanent part-time employees are eligible for coverage on a self-paid basis. More detailed information is provided in the employee benefit package. Employees are responsible for being knowledgeable of their health benefits regulations. Questions about health insurance may be directed to Human Resource Services.

DENTAL INSURANCE

The system offers dental insurance for permanent, full-time employees and permanent part-time employees who work 20 hours or more per week with dependent coverage available. Employees may enroll for coverage during the first thirty (30) days following the hiring date. After that time, employees and/or dependents may enroll only during the annual enrollment period. Employees who enroll in the dental plan during the enrollment period will be subject to waiting periods.

VISION INSURANCE

The system offers vision insurance for permanent, full-time employees and permanent part-time employees who work 20 hours or more per week with dependent coverage available. Employees may enroll for coverage during the first thirty (30) days following the hiring date. After that time, employees and/or dependents may enroll only during the annual enrollment period.

FLEXIBLE BENEFITS PLAN

Durham Public Schools offers all full-time employees a comprehensive Flexible Benefits program. The Flexible Benefits program allows employees to pay for certain insurance premiums, child-care and unreimbursed medical expenses before taxes are taken out of the paycheck. Paying for these benefits in this method reduces the employee's taxes and increases take-home pay. The Flexible Benefits program offers supplemental health insurance programs including cancer, intensive care, accident/disability and short-term disability. The plan year extends from January 1 through December 31. Annual enrollment periods are held each year. New employees must attend a new hire orientation with a Mark III Benefits counselor.

LIFE INSURANCE (Minnesota Life)

The system provides \$1,000 of basic life insurance on each full-time employee. Additional coverage may be purchased at minimal cost through Minnesota Life Insurance company for employees and their family members.

RETIREMENT

Permanent, full-time employees are covered by the North Carolina Teachers and State Employees Retirement System. Employees contribute six (6) percent of their monthly salaries, and employers contribute a percentage of employee wages to the Retirement System. Employee contributions are paid with pre-tax dollars, thereby reducing current state and federal income taxes. Employees who are involuntarily terminated or who resign after five or more years of Retirement System membership may

withdraw their retirement contributions, plus any statutory interest they have earned. Persons who involuntarily resign with less than five years of membership in the Retirement System may withdraw only the funds they contributed. *Persons leaving public school employment may elect to leave their contributions in the Retirement System.*

Employees may retire with unreduced benefits if they (1) have 30 years of service regardless of age, (2) reach age 60 with 25 years of service, (3) reach age 65 and have at least five years of membership service. Employees may also retire with reduced benefits if they (1) reach age 50 and have 20 years of service or (2) reach age 60 and have at least five years of membership service. For more detailed information, visit the Web site, www.myncretirement.com. Employees nearing retirement should contact Human Resource Services for assistance at least 60-90 days prior to the anticipated retirement date.

SOCIAL SECURITY

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

DEATH BENEFIT

After completing at least one calendar year as a member of the Retirement System, eligible employees are automatically covered by a death benefit while they are being paid a salary and up to 180 days after the last day for which a salary is paid. Upon death, the beneficiary will receive a lump sum payment equal to the employee's salary during a 12-month period, with a minimum of \$25,000 and a maximum of \$50,000.

SUPPLEMENTAL RETIREMENT INCOME PLAN OF NORTH CAROLINA 401(K)

Participation is available in the North Carolina 401(K) Plan. Prudential Retirement is the state administrator of the plan. For more information, contact Human Resource Services. Payroll deductions are available for plan contributions and plan loan repayments. It is the employee's responsibility to contact Prudential Retirement to request an increase/decrease to his/her contract. If an employee becomes ineligible for 401(K) due to a decrease in percentage employed for any other reason, it is the employee's responsibility to contact Prudential Retirement.

TAX-SHELTERED ANNUITIES 403(B)

Tax-sheltered annuities are available for interested employees. Employees are provided payroll deduction for the purchase for a tax-sheltered annuity from any vendor on the Board's approval list.

457 DEFERRED COMPENSATION PLAN

All permanent employees are eligible to participate in the 457 Deferred Compensation Plan administered by The Alford Group and AIG VALIC. A 457 plan is similar to a 403(b) plan where contributions are made through payroll reduction, occur on a pre-tax basis and accumulate tax-deferred until withdrawn. Investment options include stock funds, bond funds and short-term investment funds. The deferral dollar limit will be adjusted for inflation in \$500 increments. During each of the three years prior to retirement, there is a special catch-up limit that is generally twice the deferral limit. In addition, there is an age 50+ catch-up provision which allows employees to contribute an additional \$2,000 into the plan. For example, the maximum contribution for someone at least 50 years of age in 2003 is \$14,000. The standard 457 catch-up and the age 50+ catch-up cannot be used in the same year with the 457 plan. The 457 plan maximum deferral limit is not reduced by deferral made to another type of retirement plan such as 401(k) or 403(b). Therefore, a participant covered by a 457 plan and a 401(k) plan could defer the maximum into each plan.

Reasons why you might participate in a 457 plan even if you already have a 403(b) plan are threefold:

- you have already reached the annual elective deferral limit in the 403(b) plan and want to make additional pre-tax contributions;
- there is no 10% penalty on distributions taken prior to age 59; and,
- there is no recurring administrative charge or surrender charge on withdrawals taken due to death, disability, separation from service or an unforeseen emergency.

US SAVINGS BONDS

Employees have the opportunity to invest in savings bonds through www.TreasuryDirect.gov. This is a secure web-based system that allows employees to purchase, manage and redeem electronic (paperless) savings bonds from home.

CREDIT UNION

Durham Public Schools allows voluntary monthly deductions from permanent full or part-time employees' payroll checks for financial obligations incurred with the State Employees' Credit Union. Credit Union payroll deductions may be made for savings, checking, and/or loan accounts. Direct deposit services are also available through the Credit Union.

DIRECT DEPOSIT

Effective January 2011, Durham Public Schools has mandated direct deposit for all employees.

Elementary South Tier I & II

HR Administrator
560-3779, Ext. 21449
HR Tech/Admin
560-2098, Ext. 21991

Bethesda
Burton
CC Spaulding
Fayetteville Street
Spring Valley
WG Pearson Elem
YE Smith

Elementary South Tier III & IV

HR Administrator
560-3671, Ext. 21671
HR Tech/Admin
560-3681, Ext. 21681

Creekside
Hope Valley
Lakewood
Oak Grove
Parkwood
Pearsontown - YR
RN Harris
Southwest

Elementary North

HR Administrator
560-2421, Ext. 21421
HR Tech
560-3737, Ext. 21737

Club Blvd
Easley - YR
Eastway
EK Powe
Eno Valley
Forest View
George Watts
Glenn
Hillandale
Holt - YR
Little River
Mangum
Merrick Moore
Morehead
Sandy Ridge

Middle Schools

HR Administrator
560-9120, Ext. 21050
HR Tech
560-3615, Ext. 21615

Brogden
Carrington
Chewning - YR
DSA
Githens
Lakewood Montessori
Lowes-Grove
Neal
Rogers-Herr - YR
Shepard
WG Pearson Middle
EC Facilitators
HI Teachers
Homebound
Hospital School
OT/PT
Pre-K
Psychologists
SLP
VI Teachers
EC
Social Workers

High Schools

HR Administrator
560-3676, Ext. 21051
HR Tech
560-3682, Ext. 21682

City of Medicine
Early College
Hillside
Hillside New Tech
Holton
Jordan
Lakeview
Middle College
Northern
PLC
Riverside
Southern
Southern SOE
Behavior Support Asst

Classified/Central Office

HR Administrator
560-2011, Ext. 21011
HR Tech
560-3620, Ext. 21622

Athletics
Child Nutrition
Community Ed
Construction
Education Technology
Elem C&I
Facility Support
Financial Services
Human Resources
Information Technology
Maintenance
Off-Duty Officers
Operational Services
Public Affairs
RDA
Records Center
Secondary C&I
Student Services
Superintendent's Office
Support Services
Temporary Employees
Transportation Central
Transportation Northern
Transportation SW
Transportation SE

Principals and Administrative Staff

HR Administrator
919 560-2353, Ext. 21353
HR Tech/Admin Asst.
919 560-2548, Ext. 21548

Support Staff

Leave	919-560-2549
Benefits	919-560-3643
HRMS Specialist	919-560-9122
Licensure	919-560-3674



Office of Human Resource Services

511 Cleveland St. P.O. Box 30002

Durham, N. C. 27702

(919) 560-3643 Fax (919) 560-3625

www.dpsnc.net/staff