



# Employee Handbook

## About this Handbook

The Randolph County School System Employee Handbook has been prepared for all employees. It is designed to include general information on policies, benefits, and procedures. This handbook is limited in size and scope to those matters which are of immediate and recurring concern to teachers, principals, and other staff members. The intent has been to keep it as brief and concise as possible without impairing its usefulness. Other means of communication will supplement the handbook at appropriate times throughout the year. Other resources such as curriculum guides, school improvement plans, and school policies and procedures are available at the school sites.

This handbook summarizes many detailed provisions about employment, benefits, and other related matters, the official policies, regulations, and procedures which will always govern when questions arise. Additionally, nothing in this handbook is intended to create or imply any contract rights.

The Randolph County School System Board Policy Manual is available online on the Randolph County School System [website](#).

*The Randolph County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies: Marty Trotter, Title IX Coordinator, and Edwina Ashworth, Section 504 Coordinator, 2222-C South Fayetteville St. Asheboro, NC 27205 Phone: 336-633-5000.*

## **Mission Statement for the Randolph County School System**

The mission of the Randolph County School System is to maximize educational opportunities for every student by focusing on continuous improvement and having high expectations for students and staff, while preparing students for multiple options to be competitive in a diverse 21st Century global society.

## **Vision Statement for the Randolph County School System**

The vision of the Randolph County School System is to maximize educational opportunities for every student based on our beliefs that: All students can learn; All students will be taught in a safe and nurturing learning environment; All students deserve a teacher who is qualified and well-prepared; All students deserve access to instructional resources managed in a fiscally responsible manner; and All stakeholders share the responsibility and accountability for student learning.

## **General Policies**

[Staff Responsibilities and Ethics - Policy 7300](#)

[Code of Ethics for North Carolina Educators](#)

[Administration of Medication - Policy 6125](#)

[Bloodborne Pathogens - Exposure Control - Policy 7260](#)

[Communicable Disease - Employee Safety - Policy 7262](#)

[Copyright Compliance - Policy 3230/7330](#)

[Drivers - Policy 6315](#)

[Drug Free and Alcohol Free Workplace - Policy 7240](#)

[Drug and Alcohol Testing - Commercial Motor Vehicle Operators - Policy 7241](#)

[Electronically Stored Information Retention - Policy 5071/7351](#)

[Employee Assistance Program - Policy 7660](#)

[Employee Conflict of Interest - Policy 7730](#)

[Equal Employment Opportunity - Policy 7100](#)

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

[Hearings before the Board - Policy 2500](#)

[Occupational Exposure to Hazardous Chemicals in Science Laboratories - Policy 7265](#)

[Personnel Files - Policy 7820](#)

[Prohibition Against Discrimination, Harassment and Bullying - Policy 1710/4021/7260](#)

[Prohibition Against Discrimination, Harassment and Bullying Procedures - Policy 1720/4015/7225](#)

[Prohibition Against Retaliation - Policy 1760/7280](#)

[Recruitment and Selection of Personnel](#)

[Technology Responsible Use - Policy 3225/4312/7320](#)

[Employee Use of Social Media- Policy 7335](#)

[Smoking and Tobacco Products - Policy 5026/7250](#)

[Teacher Contracts - Policy 7410](#)

[Weather Related Absences - Policy 7550](#)

[Workday and Overtime - Policy 7500](#)

## **Employment Procedures and Responsibilities**

[Assignments, Reassignments and Transfers- Policy 7440](#)

[Confidential Information - Policy 7315](#)

[Criminal Records Checks - Policy 7100 \(Section B\)](#)

[Employee Assistance Program - Policy 7660](#)

[Employee Dress Code and Appearance - Policy 7340](#)

[Employee Political Activities - Policy 7720](#)

[Extracurricular and Non-instructional Duties - Policy 7405](#)

[Health Examination Certificate - Policy 7120 and General Statute 115C](#)

[Money Collected by Employees - Policy 8325](#)

[Re-employment of Retirees - Policy 7450](#)

[Resignations of Employees - Policy 7900/7920/7921](#)

[Reduction in Force - Policy 7920](#)

[Staff Student Relations - Policy 7310](#)

[Substitute Teachers - Policy 7430](#)

[Suspension, Demotion and Dismissal of Employees \(Certified\) - Policy 7930](#)

[Suspension, Demotion and Dismissal of Employees \(Classified\) - Policy 7940](#)

## **Professional Development and Evaluation**

[Licensure - Policy 7130](#)

[DPI Online Licensure System](#)

[Evaluation of Classified Employees - Policy 7815](#)

[Evaluation of Certified Employees - Policy 7810](#)

[Personnel Files - Policy 7820](#)

[Plans for Growth and Improvement \(Certified Employees\) - Policy 7811](#)

[Professional Development and Assistance - Policy 1610/7800](#)

[Renewal Credits- Renewing your Teaching License](#)

## **Employee Benefits and Compensations**

[Leave - Policy 7510](#)

[Staff Insurance and Benefits Program - Policy 7630](#)

[Family Medical Leave Act \(FMLA\) - Policy 7520](#)

[Continuous Leave of More than 10 days \(Paid or Unpaid\) - Policy 7510](#)

[Annuities 401-k and 403B - Policy 7625](#)

[Retirement - Policy 7910](#)

[Salary - Policy 7600](#)

[Shared Leave - Policy 7540](#)

[Supplement - Policy 7600](#)

[Worker's Compensation - Policy 7630](#)

## **General Information**

### **Duty to Report**

An employee must notify his or her supervisor and the assistant superintendent of human resources in writing of any arrest or charge under any criminal drug statute for a violation. Notification must be given no later than the next scheduled business day after such charge and before reporting to work., in accordance with policy 7300, Staff Responsibilities.

An employee must notify his or her supervisor and the assistant superintendent of human resources in writing of any conviction under any criminal drug statute for a violation occurring within the scope of Section B of this policy. Notification must be given no later than the next scheduled business day after such conviction and before reporting to work.

## **Identification Badges**

The safety of our students and staff is very important. A Randolph County School System picture identification badge is to be worn by all employees when on duty. Staff should report unidentified adults in their school to an administrator.

## **Flexible Benefits Program**

The Randolph County School System offers all full-time employees a comprehensive Flexible Benefits Program. The Flexible Benefits Program allows employees to save money by paying for non-reimbursed medical expenses, day care expenses, vision, dental, and cancer insurance with pre-tax dollars. The open enrollment for flexible benefits is held during the fall of each year. The effective date of coverage is November 1st. Once enrolled NO changes in coverage options may be made for one year unless there is a qualifying event as outlined on your election form for flexible benefits.

## **Death Benefit**

After completing at least one calendar year as a member of the North Carolina Retirement System, eligible employees are automatically covered by a death benefit during employment 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 for \$25,000 and a maximum of \$50,000.

## **Direct Deposit**

After your first paycheck with the Randolph County School System, paychecks will be issued via direct deposit. Employees can access a copy of their paycheck and their W-2 using the [Employee Portal](#).

## **Fair Labor Standards Act Compliance Guidelines**

The Randolph County School System complies with the wage and hour requirements of the Fair Labor Standards Act for all nonexempt employees. For the purposes of compliance with the Fair Labor Standards Act, the employee workweek shall be from 5:01 p.m. Friday to 5:00 p.m. Friday.

Employees working in more than one job classification must complete a separate time sheet for each job/position. Any changes must be initialed by both the employee and the supervisor. Employees should obtain permission from their supervisors prior to working overtime in excess of 40 hours in any workweek. Overtime should not be worked except in emergency or extraordinary

circumstances. Supervisors should make every effort to modify an employee's schedule to avoid his/her working more than 40 hours in a given week. Non-exempt employees who do work more than 40 hours in a workweek will be compensated at a rate of not less than one and one-half hours of compensatory time for each one hour of overtime worked. Employees may be required to use compensatory time within a certain period of time and may be prohibited from using compensatory time on certain days. Compensatory time should be used before using annual leave or sick leave.

#### Hours worked:

- All the work an employee is required or permitted to do by the employer based on the job hired to perform, or related to the job is considered to be hours worked.
- The reason extra hours are worked or whether or not the extra work was scheduled, is not relevant.
- Time traveled between job sites during the normal workday is considered hours worked.
- Lunch time (must be a minimum of 20 minutes) does not count for hours worked. Employees should sign out while taking their lunch break. If the employee is given less than 20 minutes for lunch, the lunch time does count toward hours worked. If an employee continues to fulfill job responsibilities while on lunch break, the time does count toward hours worked.
- If an employee is required to work from home, the time spent working counts toward hours worked. (This should only happen if the employee is responsible for calling substitutes)
- If an employee runs errands for the school or school system during the lunch break, the time counts toward hours worked.
- If an employee arrives early or stays late voluntarily to perform his/her work duties, the time counts toward hours worked.
- Training time counts toward hours worked, if required by the employer.

#### Volunteer Work

Non-exempt employees may volunteer to work at school events/activities, only if the work is clearly voluntary and if different from the capacity of the employee's regularly assigned duties. Employees **may not** volunteer to perform the same duties/responsibilities they are employed to perform for the school system.

## **Holidays**

Twelve-month employees receive 11 paid legal holidays per year and ten-month employees receive 10 paid legal holidays per year in accordance to the State Personnel Act. The local board of education determines when the holidays are scheduled.

## **Income Tax Withholding**

Federal (Form W-4) and state (Form NC-4) forms may be obtained from the school office or the Finance Office for the purpose of changing income tax withholding information. Changes in exemptions and deductions may be made at any time during the year.

## **Insurance after Separation from RCSS**

Continuation of group health insurance coverage is available to an employee, spouse and/or dependents under the Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Public Health Services Act (PHSA) as required by federal law. For more information concerning the COBRA regulations, please contact the Insurance Specialist at Central Services.

## **Life Insurance**

The Board of Education provides to all permanent, full-time employees basic group life insurance coverage in the amount of \$5,000.00 upon employment. Employees may elect to purchase additional coverage up to \$200,000.00 for themselves at a minimum cost and coverage for family members with premiums being payroll deductible. Coverage will cease at termination of employment. Terminating employees can call Mark III Brokerage at 1-800-532-1044 to get a conversion price quote if they want to keep the coverage.

## **State Employees' Credit Union**

The Randolph County School System allows voluntary monthly deductions from permanent full-time or part-time employees for financial obligations incurred with the State Employees' Credit Union. State Employees' Credit Union payroll deductions may be made for savings, checking, summer cash and/or loan accounts.



## Where to Call if you have questions about....

<b>Board of Education</b>		<b>336-633-5100</b>
Board Policy		336-633-5140
Student Transcripts		336-633-5048
Student Transfers/Assignments/Tuition		336-633-5123
<b>Administrative Services</b>		<b>336-633-5100</b>
Athletics		336-633-5123
School Nutrition		336-633-5133
Facilities/Construction		336-633-5183
Maintenance		336-633-5096
OSHA	336-633-5136	or 336-633-5102
Print Shop		336-633-5173
Transportation - Students		336-633-5145
<b>Instructional Support/School Improvement/Operations</b>		<b>336-633-5100</b>
Academically Gifted		336-633-5158
Career and Technical Education		336-633-5062
Cultural Arts		336-633-5027
Drivers Education		336-633-5025
Elementary Education Programs		336-633-5031
Employee Assistance Program		336-633-5110
ESL/LEP		336-633-5092
Exceptional Children's Program		336-633-5060
Grants		336-633-5027
High School Programs		336-633-5041
Homebound Instruction		336-633-5123
Media and Technology Services		336-633-5086
Middle Grades Programs		336-633-5029
PowerSchool		336-633-5038
Preschool Program	336-633-5031	or 336-633-5060
Student Teachers		336-633-5104
Testing/Accountability		336-633-5044
Title I Programs		336-633-5031
<b>Financial Services</b>		<b>336-633-5100</b>
Accounts Payable		336-633-5021
Hospital/Dental/Life Insurance	336-633-5142	or 336-633-5069
Payroll		336-633-5115
School Facility Rental		336-633-5183
Worker's Compensation		336-633-5102

**Human Resources**

Beginning Teacher Program	336-633-5104
Bus Drivers	336-633-5145
Disability	336-633-5102
Employment Verification	336-633-5110
Leave of Absence	336-633-5102
Licensure	336-633-5043
Recruitment	336-633-5104
Renewal Credits	336-633-5043
Retirement	336-633-5043
Substitute Teachers	336-633-5103