

**Roanoke Rapids Graded School
District
Employee Handbook
2025-2026**



**Dr. Thomas Daly,
Interim Superintendent**

INDEX	Page #
Overview	3
Board of Trustees/Central Services Administrative Staff	4
Expectations & Responsibilities	5-6
The Standards of Professional Conduct for NC Educators	7-9
Staff Responsibilities: Child Abuse Reports & Investigations ♦ Discrimination, Harassment, & Bullying ♦ Purchase Obligations Internal Control Procedures	10-11
Employment: Allotments ♦ Employee Health Certificate ♦ Identification Badges ♦ Name Change ♦ Personnel Files ♦ Staffing Categories - Classified Personnel, Licensed (Certified) Personnel, Full-time or Part-time, At-will or Contract ♦ Transfer of Employees: Requirements & Procedures ♦ Resignation ♦ Teachers: Grounds for Dismissal ♦ Resignation & Leave Balances ♦ Exit Interviews ♦ Transfers & Reassignments ♦ Employee Compensation: Salary, Payroll Deduction, Pay Day, National Board Certification, Mentor Pay	12-19
Employee Benefits: Employee Absences ♦ Leave ♦ Annual Leave ♦ Annual Leave Earning Rate ♦ Sick Leave ♦ Extended Sick Leave ♦ Personal Leave ♦ Holiday Leave ♦ Special Leave: Jury Duty, Court Attendance, Family Medical Leave (FMLA), Military Leave, Leave of Absence without Pay, Voluntary Shared Leave, Compensatory Leave ♦ Insurance: State Health Plan, Disability Income, Workers' Compensation ♦ Retirement Benefits: Retirement, Unreduced Benefits, Reduced Benefits, Retiree Health Insurance Coverage, Sick Leave at Retirement, Some Things You Should Remember About Retirement ♦ Social Security, Death Benefits, Procedures for Expectant Mothers	20-28
Health & Safety: Drug-Free & Alcohol-Free Workplace ♦ Bloodborne Pathogens ♦ Inclement Weather Procedures ♦ Closing, Delayed Opening, or Early Dismissal Procedures ♦ Delays	29-31
Licensure & Teacher Support: License Guidelines ♦ Beginning Teacher Support ♦ Orientation ♦ Optimum Working Conditions for Beginning Teachers ♦ Mentor Selection Criteria ♦ Mentor Training & Support ♦ Teacher Ambassadors Selection Process ♦ Observations ♦ Professional Development Plan ♦ Technical Assistance	32-36
Personnel Appraisal Instruments & Procedures: Classified Employees ♦ Licensed Employees (Teachers) ♦ Licensed Employees (Principals & Assistant Principals), Licensed Employees (Central Services)	37

Overview

All employees of the Roanoke Rapids Graded School District are expected to abide by the Code of Ethics and the Code of Professional Practice and Conduct for North Carolina Educators. Every employee is also expected to comply with applicable laws, policies and procedures. Thus, each of us has a duty to familiarize ourselves with district policies and rules.

This Employee Handbook is made available to all employees of the Roanoke Rapids Graded School District to provide helpful information about benefits, policies and procedures. This handbook will not address every issue or question that may arise, but it is intended to be used as a reference manual for employees in our district. This handbook is not a contract for employment and nothing in this handbook grants employment rights beyond that which is granted by state law.

We make every effort to provide accurate up to date information, but please keep in mind that changes do occur from time to time. Questions regarding the information presented in this handbook should be addressed to your immediate supervisor or the Department of Human Resources.

Roanoke Rapids Graded School District's basis of operation is the Roanoke Rapids Graded School District's Board of Education Policy Manual. The policy manual is being updated and we are adding new policies to the manual as they are approved by the Board. Every school has a copy that is available for employees to use. There is also an electronic copy of the manual on our district's website, www.rrgsd.org under the "Documents" tab under Human Resources.

Roanoke Rapids Graded School District

The Board of Trustees establishes general policies in keeping with the needs of the community and the requirements of state law. The board also performs all specific duties imposed by law. The nine members of the Board are elected to serve six-year terms. The Superintendent is appointed by the Board and serves as Secretary to the Board.

Work Sessions and Board meetings are held at Central Services in the boardroom at 6:00 PM. Regularly scheduled Work Sessions are held on the second Tuesday of each month and the Board Meetings are scheduled on the third Tuesday of each month.

Board Members

Dr. Michael Williams, Chairperson
Edward Liverman, Vice-Chairperson
Jeff Kloss
Carol Dean
Jim Whitmire
Henry Ford
Grady Hux (Phil)
Cathy Keeter
Michael Salanik

Central Services Administrative Staff

Dr. Thomas Daly, Interim Superintendent
Lauren Hinnant, Executive Director of Instructional Services
David Cooke, Chief Technology Officer
Andrea Midgette, Chief Finance Officer
Tracy Kidd, Director of Human Resources
Sara Council, Director of Student Support Services
Felicia Few, Executive Director of CTE, Accountability and Testing
Krissy Martin, Director of Exceptional Children and MTSS
-----, Director of Facilities and Operations
Janina Pinnicchia, Director of School Nutrition
Mandy Clark, Public & Student Information Officer

The Roanoke Rapids Graded School District does not discriminate against any person on the basis of race, sex, color, religion, national origin, citizenship status, age, or handicap in any of its educational or employment programs or activities.

Expectations and Responsibilities

Code of Ethics for North Carolina Educators

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

Commitment to the Student

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

Commitment to the School and School System

- A. Utilizes available resources to provide a classroom climate conducive to learning and to promote learning to the maximum possible extent.
- B. Acknowledges the diverse views of students, parents and legal guardians, and colleagues as they work collaboratively to shape educational goals, policies, and decisions; does not proselytize for personal viewpoints that are outside the scope of professional practice.
- C. Signs a contract in good faith and does not abandon contracted professional duties without a substantive reason.
- D. Participate actively in professional decision-making processes and support the expression of professional opinions and judgments by colleagues in decision-making processes or due process proceedings.
- E. When acting in an administrative capacity:
 - Acts fairly, consistently, and prudently in the exercise of authority with colleagues, subordinates, students, and parents and legal guardians.
 - Evaluates the work of other educators using appropriate procedures and established statutes and regulations.
 - Protects the rights of others in the educational setting, and does not retaliate, coerce, or intentionally intimidate others in the exercise of rights protected by law.
 - Recommend persons for employment, promotion, or transfer according to their professional qualifications, the needs and policies of the LEA, and according to the law.

Commitment to the Profession

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

16 NCAC 6C.0602 - The Standards of Professional Conduct for NC Educators

A. The standards listed in this Section shall be generally accepted for the education profession and shall be the basis for State Board review of performance of professional educators. These standards shall establish mandatory prohibitions and requirements for educators. Violation of these standards shall subject an educator to investigation and disciplinary action by the SBE or LEA.

B. Professional educators shall adhere to the standards of professional conduct contained in this Rule. Any intentional act or omission that violates these standards is prohibited.

1. Generally recognized professional standards. The educator shall practice the professional standards of federal, state, and local governing bodies.

2. Personal conduct. The educator shall serve as a positive role model for students, parents, and the community. Because the educator is entrusted with the care and education of small children and adolescents, the educator shall demonstrate a high standard of personal character and conduct.

3. Honesty. The educator shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties including the following:

- a. Statement of professional qualifications;
- b. Application or recommendation for professional employment, promotion, or licensure;
- c. Application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit;
- d. Representation of completion of college or staff development credit;
- e. Evaluation or grading of students or personnel;
- f. Submission of financial or program compliance reports submitted to state, federal, or other governmental agencies;
- g. Submission of information in the course of an official inquiry by the employing LEA or the SBE related to facts of unprofessional conduct, provided, however, that an educator shall be given adequate notice of the allegations and may be represented by legal counsel; and
- h. Submission of information in the course of an investigation by a law enforcement agency, child protective services, or any other agency with the right to investigate, regarding school-related criminal activity; provided, however, that an educator shall be entitled to decline to give evidence to law enforcement if such evidence may tend to incriminate the educator as that term is defined by the Fifth Amendment to the U.S. Constitution.

4. Proper remunerative conduct. The educator shall not solicit current students or parents of students to purchase equipment, supplies, or services from the educator in a private remunerative capacity. An educator shall not tutor for remuneration students currently assigned to the educator's classes, unless approved by the local superintendent. An educator shall not accept any compensation, benefits, or thing of value other than the educator's regular compensation for the performance of any service that the educator is required to render in the course and scope of the educator's employment. This Rule shall not restrict performance of any overtime or supplemental services at the request of the LEA; nor shall it apply to or restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents, or other persons in recognition or appreciation of service.

5. Conduct with students. The educator shall treat all students with respect. The educator shall not commit any abusive act or sexual exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that educator, as defined below:

- a. Any use of language that is considered profane, vulgar, or demeaning;
- b. Any sexual act;
- c. Any solicitation of a sexual act, whether written, verbal, or physical;
- d. Any act of child abuse, as defined by law;
- e. Any act of sexual harassment, as defined by law; and
- f. Any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The term "romantic relationship" shall include dating any student.

6. Confidential information. The educator shall keep in confidence personally identifiable information regarding students or their family members that has been obtained in the course of professional service, unless disclosure is required or permitted by law or professional standards, or is necessary for the personal safety of the student or others.

7. Rights of others. The educator shall not willfully or maliciously violate the constitutional or civil rights of a student, parent/legal guardian, or colleague.

8. Required reports. The educator shall make all reports required by Chapter 115C of the North Carolina General Statutes.

9. Alcohol or controlled substance abuse. The educator shall not:

- a. Be under the influence of, possess, use, or consume on school premises or at a school-sponsored activity a controlled substance as defined by N.C. Gen. Stat./90-95, the Controlled Substances Act, without a prescription authorizing such use;
- b. Be under the influence of, possess, use, or consume an alcoholic beverage or a controlled substance on school premises or at a school-sponsored activity involving students; or
- c. Furnish alcohol or a controlled substance to any student except as indicated in the professional duties of administering legally prescribed medications.
- d. Compliance with criminal laws. The educator shall not commit any act referred to in G.S. 115C-332 and any felony under the laws of the United States or of any state.

10. Public funds and property. The educator shall not misuse public funds or property, funds of a school-related organization, or colleague's funds. The educator shall account for funds collected from students, colleagues, or parents/legal guardians. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

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

12. Conduct related to ethical violations. The educator shall not directly or indirectly use or threaten to use any official authority or influence in any manner that tends to discourage, restrain, interfere with, coerce, or discriminate against any subordinate or any licensee who in good faith reports, discloses, divulges, or otherwise brings to the attention of an LEA, the SBE, or any other public agency authorized to take remedial action, any facts or information relative to actual or suspected violation of any law regulating the duties of persons serving in the public school system including but not limited to these Rules.

**History Note: Authority G.S. 115C-295.3;
Eff. May 1, 1998.**

Staff Responsibilities

Professional employees must comply with the standard of professional conduct adopted by the State Board of Education. Additionally, all school employees shall:

1. Be familiar with, support, comply and, when appropriate, enforce board policies, administrative procedures, school rules and applicable laws;
2. Attend to the safety and welfare of students, including the need to provide appropriate supervision of students
3. Demonstrate integrity, respect and commitment to the truth through attitudes, behavior and communications with others;
4. Address or appropriately direct any complaints concerning school employees the school program or school operations; and
5. Support and encourage good school-community relations in all interactions with students, parents and members of the community.

Employees shall notify the Human Resources Department if they are arrested and charged with or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) other than a minor traffic violation (i.e., speeding, parking or a lesser violation). Notice must be in writing, must include all pertinent facts and must be delivered to the executive director of human resources no later than the next scheduled business day following the arrest, charge or conviction. Failure by an employee to provide timely notice as described above may lead to disciplinary action up to, and including dismissal.

In addition to other policies, regulations and approved practices that have been established covering specific areas of activity (such as purchasing), the absence of law, policy or regulation covering a particular situation does not relieve an employee from the responsibility to exercise the highest ethical standards at all times. A copy of Board **Policy 7300: Staff Responsibilities** is located in the appendix.

Child Abuse - Reports and Investigations

The board of education supports all employees who in good faith make a report of suspected child abuse, neglect, dependency or death as a result of maltreatment.

Any school employee who knows or had cause to suspect child abuse, neglect, dependency, or death as a result of maltreatment is legally required to report the case of the child to the director of social services. The employee also shall immediately report the case to the principal.

Any doubt about reporting a suspected situation must be resolved in favor of reporting, and the report must be made immediately. Failure on the part of any school employee to report may result in disciplinary action being brought against the employee by the school system or civil action under the law. Employees should see the appendix for the complete version of Policy 4240/7312: Child Abuse - Reports and Investigations.

Discrimination, Harassment and Bullying

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The board prohibits discrimination on the basis of race, color, national origin, sex, disability or age and will provide equal access to the Boy Scouts and other designated youth groups as required by law. The board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs. Employees should make themselves familiar with Policy 1710/4021/7230: Prohibition Against discrimination, Harassment and Bullying. This policy is located in the appendix.

Purchase Obligations Internal Control Procedures

- No school funds shall be obligated by an employee in the Roanoke Rapids Graded School District for the purchase of goods and/or services without the knowledge and prior approval of the Principal or program director in writing through a school purchase order.
- The Principal or program director shall sign all school purchase orders before any and all funds can be obligated.
- Any and all purchase obligations made by an employee on behalf of the school without prior written approval by the school Principal through the purchase order process shall not be the financial responsibility of the school. Such purchase obligations made without prior written approval shall be the financial obligation of the employee.
- The Treasurer and the Principal shall ensure that no disbursements are made from the individual school account unless adequately supported by a prior approved school purchase order and a properly approved invoice for the goods/services purchased.

Employment

Allotments

Student numbers will be determined through PowerSchool to create allotment formulas. Allotments of licensed personnel are determined largely by student enrollment, state regulations, and budget constraints. Licensed personnel are assigned by the Human Resources Department to the respective schools, and every effort is made to assign personnel according to the principal's request and the employee's preference. It is the principal's responsibility to make assignments to grade levels and subject areas.

Allotment of classified personnel is determined as follows:

- Custodians- Student enrollment, available funding, and square footage of schools
- Office Support- Student enrollment and available funding
- School Nutrition Workers- Student enrollment and available funding
- Teacher Assistants- Student enrollment and available funding

Other special positions may be allotted on an as-needed basis.

Employee Health Certificate

All public school employees upon initial employment, and those who have been separated from public school employment more than one school year or who have been absent for more than 40 successive school days because of a communicable disease, shall file a completed North Carolina Public Schools "Health Examination Certificate" certifying their freedom from any communicable diseases, including tuberculosis or any disease, physical or mental, which would impair the person's ability to perform his/her job duties prior to reporting to work. The "Health Examination Certificate" must be on a form supplied by the school district and can be signed by a physician, physician's assistant, or nurse practitioner licensed to practice in North Carolina. Additionally, individuals in these same categories with unrestricted licenses in other states can complete the Health Examination Certificate. Health Certificates are available from the Human Resources Department or our website. The local Board or the Superintendent or his/her designee may require any employee to take a physical examination whenever deemed necessary in accordance with N.C. G.S. 115C-323.

Identification Badges

All permanent or interim employees are expected to visibly display, attached to their person, the Roanoke Rapids Graded School District's 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 Roanoke Rapids Graded Schools. Persons who leave employment with the Roanoke Rapids Graded School District are required to turn in their ID badge to their immediate supervisor. Permanent part-time and permanent full-time employees of Roanoke Rapids Graded School District who show a valid employee identification card shall be admitted free of charge to all school events held in our school district. Free admission, based upon the categories described above, will not be honored at play-off, tournament, or endowment contests.

Name Change

Name change requests must be completed in person in the Human Resources Department. Employees must provide appropriate documentation (marriage license, new social security card, court order, etc.) for a name change.

Personnel Files

The Superintendent shall maintain in his office a personnel file for each employee that contains any complaint, commendation, or suggestion for correction or improvement about the employee's professional conduct, except that the Superintendent may elect not to place in a teacher's file (i) a letter of complaint that contains invalid, irrelevant, outdated, or false information or (ii) a letter of complaint when there is no documentation of an attempt to resolve the issue. The complaint, commendation, or suggestion shall be signed by the person who makes it and shall be placed in the employee's file only after five (5) days' notice to the employee. Any denial or explanation relating to such complaint, commendation, or suggestion that the employee desires to make shall be placed in the file. Any employee may petition the local board of education to remove any information from his personnel file that he deems invalid, irrelevant, or outdated. The board may order the Superintendent to remove said information if it finds the information is invalid, irrelevant, or outdated. Personnel files for each employee are maintained in the Human Resources Office. Any employee wishing to review his/her personnel file should call the Human Resources Office to schedule an appointment. Every employee may have access to his/her own personnel file except pre-employment data, during working hours, provided reasonable notice is given to the Human Resources Office. (Reference: North Carolina General Statute 115C-307(e); 115C-325 (b); 115C-319, 320 and 321)

Staffing Categories

Roanoke Rapids Graded School District employees are divided into two categories: classified and licensed (certified).

Classified Personnel

These are positions that do not require a teaching license. Examples of classified personnel include teacher assistants, office support, custodians, and individuals in the maintenance and school nutrition departments not requiring licensure by the Department of Public Instruction. These employees are paid on locally adopted salary schedules. The salary is determined by the position and the years of service to the school system.

Licensed (Certified) Personnel

These positions require a license from the Department of Public Instruction. Examples of licensed personnel include teachers, media specialists, guidance counselors, speech pathologists, principals, assistant principals, and the superintendent. These positions are paid on state adopted salary schedules where the salary is determined by the degree held and the number of years of service in education.

Full-Time or Part-Time

Employees are considered full-time if the regular work week is 30 or more hours. The standard work week for full-time non-licensed/classified employees is 40 hours per week in five eight-hour days.

An employee is considered part-time if the individual regularly works less than 30 hours per week.

If an employee works 20 hours a week or more, the individual is considered part-time/half-time. Permanent employees in this category are eligible for vacation, sick leave, and holiday pay on a pro rata basis. These employees may also enroll in the State Health Plan at their own expense. An employee that works fewer than 20 hours is ineligible for any employment benefits.

At-Will or Contract

Non-licensed employees are employed at the will and at the pleasure of the school system. At-will employees may resign at any time and may be dismissed or demoted for any reason at the discretion of the school system. These employees are entitled to a hearing and to find out the reason for dismissal.

Licensed employees may not be dismissed for any arbitrary, discriminatory, personal, or political reasons.

Transfer of Employees: Requirements and Procedures

Voluntary transfers from current assignments require prior notice to the Human Resource Department. Such Notice will be filed in advance of any vacancy or during the vacancy announcement period. To be considered, the request must be on file in the personnel office no later than the closing date of the vacancy.

Instructional personnel are eligible to transfer into a similar position only between the May 1 through July 31 transfer period. If the transfer/reassignment is a job promotion, the employee will be allowed the change in position, if selected, whenever the current position is filled.

Licensed and Classified personnel will be interviewed among other applicants for position vacancies unless they have been interviewed at the site during the last two years. The best candidate will be chosen to fill all vacancies. Any licensure requirements must be completed prior to the recommendation being submitted.

Recommendations for lateral transfers must be submitted to the Human Resources office ten days before the first day to report for 10-month employees.

To be considered for a transfer, an appropriately submitted application, marked transfer, must be submitted online to be considered.

Resignation

Licensed, professional staff are required to provide a minimum of 30 days written notice (or greater depending on the terms of the employment contract) prior to a resignation. Failure to do so will result in the recommendation to the NC Department of Public Instruction that the employee's license be revoked for failure to meet statutory requirements.

Classified employees are required to submit their written resignation notice at least fourteen (14) calendar days prior to the effective date. Failure to provide sufficient notice will be made part of the employment record, does not reflect positively on the employee, and will harm future reemployment possibilities with the school district. Resignations which occur during the summer months must provide a notice of at least fourteen (14) days prior to the employee group's start date for the next school year. Once a resignation is accepted by the Superintendent or his/her designee, it may not be withdrawn by the employee.

Teachers – Grounds for Dismissal

Career/tenured teachers may be dismissed or demoted as noted in North Carolina General Statute 115C-325. The 15 grounds for dismissal identified in State law are as follows:

- Inadequate performance
- Neglect of duty
- Failure to fulfill the statutory duties of a teacher
- Insubordination
- Failure to comply with reasonable requirements of the Board
- Immorality
- Habitual or excessive use of alcohol or non-medical use of drugs
- Conviction of a felony or a crime involving moral turpitude
- False application information
- Employee's physical or mental incapacity
- Failure to keep a certificate (license) current
- Any reason that is cause for revocation of a teaching certificate (license)
- Failure to repay money owed to the State
- Advocating the overthrow of the government
- Reduction in force

Teachers without career status may be dismissed when their contract ends for any cause deemed sufficient by the Board of Trustees.

Policies for Appealing Administrative Decisions

If an employee disagrees with an administrative decision, or believes they have been harassed or discriminated against in some way, the following policies outline the reporting and appeals process:

Grievance Procedure for Employees	Policy 7220
Title IX Sexual Harassment Grievance Process	Policy 7237
Assignments/Reassignment/Transfers	Policy 7440
Personnel Files	Policy 7820
Professional Personnel Demotion or Dismissal	Policy 7930
Classified Personnel Suspension or Dismissal	Policy 7940
Non-Career Status Teachers Non-Renewal	Policy 7950

Resignation and Leave Balances

Following a resignation, the distribution of leave balances are as follows:

- When an employee resigns and is immediately rehired in another North Carolina school system, sick and annual leave balances must be transferred to the hiring school system. The employing school district must contact our Payroll Department and request the transfer of leave balances.
- When an employee resigns and is not immediately rehired in another state agency or North Carolina school system, the sick leave is kept in a “bank” for up to five (5) years. If the employee returns to a North Carolina school system within five (5) years, the sick leave is returned. If the employee does not return within five (5) years, the sick leave is lost.
- With the exception of immediate rehire in another state agency or North Carolina school system, payment is made to the employee for up to thirty (30) annual leave days.
- Personal leave is transferred only to another employing school district.

Exit Interviews

Any employee who resigns or leaves the Roanoke Rapids Graded School District is eligible for an exit interview with a member of the Human Resources Department. While it is not a requirement that individuals must go through a formal exit interview with the Human Resources staff, exit interviews are helpful because it gives our district a chance to learn the reasons for an employee’s departure. We believe that constructive criticism can be a helpful driver to assess and improve all aspects of the working environment in our school district, which is why employees are encouraged to complete a written questionnaire and/or schedule an exit interview with the Human Resources Department upon separation from employment.

Transfers & Reassignments

The reassignment and transfer of personnel may be necessary under certain conditions. The Superintendent or his designee may initiate transfers in instances where the best interests of students, employees, and/or the school system dictates the transfer. An employee interested in a transfer should submit a written request to the Human Resources Department. The request will be considered by the district administration and the site administrators. Generally, self-initiated transfers will not occur during the school year unless the transfer is considered to be in the best interest of the school district.

Employee Compensation **Salary**

- Teachers and other licensed staff (e.g. media specialists, speech-language pathologists, counselors and social workers) are paid on state-adopted salary schedules based on licensure, years of experience, and degree held.
- Assistant principals are paid on a state-adopted salary schedule based on licensure, years of experience, and degree held.
- Principals are paid on a state-adopted salary schedule based upon years of experience in education, years as a school administrator, and number of state-funded teachers supervised.
- Salaries for all other public school employees are determined by the position.

Salary information is available at www.ncpublicschools.org/salary_admin/salinfo.htm.

Payroll Deduction

All employees will be required to have deductions from their monthly salary as required by law as follows:

- **Federal Social Security (FICA):** Federal Social Security coverage is automatic for all employees in the Roanoke Rapids Graded School District. The amount is determined according to law.
- **Federal Withholding Tax:** Federal Withholding Tax deductions shall be made according to a schedule prepared by the Treasury Department and the amount deducted shall be based upon the number of exemptions claimed by the employee.
- **State Income Withholding Tax:** The amount withheld shall be determined according to a schedule prepared by the state, which takes into consideration the amount of salary and the number of exemptions claimed.
- **Retirement:** The employee and the State pay the cost of providing for retirement benefits. The employee share is automatically deducted from each check.

Employees may select additional voluntary deductions, including the following:

- **Credit Union:** All regular employees and their family members are eligible to join the State Employees Credit Union (SECU). Services include loans, savings, and checking accounts. You may have deductions made from your paycheck for savings or loan payments. SECU's Summer Cash Account provides members who are not paid on a 12-month basis a structured way to save for summer funds. During the working months, a portion of your paycheck, as determined by you, is transferred to the Summer Cash account by Payroll Deduction or Funds Transfer. Funds will be transferred automatically to the checking, money market, or regular share account designated. These transfers will be divided equally between the unpaid months for 10-month employees. An 11-month employee

will be paid the entire balance in one payment. Contact our local Credit Union branch office for information.

- **Health Insurance:** Health insurance premiums are deducted on the basis of the type of coverage requested by the individual teacher (employee/family, individual, employee/child).
- **Cafeteria Benefits Plan:** The Roanoke Rapids Graded School District offers a cafeteria benefits plan. This plan is administered by Pierce Group and offers employees an opportunity to save money by paying for uncovered medical bills, daycare expenses, and dental, vision, and cancer insurance with pretax dollars. Additional information on this program may be obtained from Central Services.

Pay Day

Employees in the Roanoke Rapids Graded School District are paid on the last workday of the month. Effective September 2010, employees began accessing pay stubs online. Individuals should follow these steps in order to access the employee portal:

The timekeeper link has been placed on our website under Menu, Staff Links, and then **Employee Portal**. (If you click on the "Old Employee Portal" link you will be logging into the old system which only has check data thru March 2019.)

TimeKeeper will use a combination of your employee number (a 5-digit number that you can get from your school payroll person or from the central services finance department) and a self-created 4-digit PIN to allow access to the time and attendance/employee portal screens. **The first time you log into TimeKeeper, you will use your Employee Number as your PIN number also.** You will then be prompted to create a 4-digit number as your pin. It **cannot** be a consecutive number (ex. 1111).

National Board Certification

As approved by the state, teachers with certification by the National Board for Professional Teacher Standards receive a 12% salary increase. North Carolina no longer provides reimbursement for the National Board fees, but candidates may apply for a low interest loan. More information about National Board Certification is available at www.ncpublicschools.org/nbpts or call 1-800-228-3224.

Mentor Pay

Mentors are assigned to provide support and assistance to beginning teachers in their first three years. Mentors of first and second year beginning teachers are eligible to receive a stipend of \$100/month for 10 months for the service they provide.

Employee Benefits

Employee Absences and Leave

All employees must notify the appropriate supervisor of his/her inability to report to work by the time and method designated by the supervisor. All teachers, all administrators and the teacher assistants who require a substitute must create his/her absence in SmartFind. Employee guides for using Frontline are located on the district's HR website under "Current Employees". Unexplained absences or leaving the job site without authorization is unacceptable and may be considered sufficient cause for discharge. The appropriate supervisor of the Department of Human Resources may require, at any time, a statement from a medical doctor or other acceptable proof that the employee was unable to work. Such documentation is required for absences of more than five (5) consecutive days.

Annual Leave

Permanent full-time and part time employees earn annual leave. In order to earn leave in a given month, employees must be working or on paid leave during one-half or more of the workday in the pay period (month). Eligible part-time permanent employees earn leave equal to their percentage of full-time employment. Instructional employees (teachers and teacher assistants) and bus drivers may not take annual leave anytime students are scheduled to be in attendance. All use of annual leave must be authorized by the immediate supervisor. Unused annual leave accumulates to a maximum of 30 days. After July 1st of each year, any accumulated annual leave in excess of 30 days are converted to sick leave. When leaving employment of Roanoke Rapids Graded Schools, either by resignation or retirement, employees will be paid for all annual leave

days up to 30. In case of death, the employee's estate will receive payment for any accumulated annual leave up to 30 days.

Annual Leave Earning Rate

Years of State Service	Days Earned Per Month
Less than 5 years	1.17
5 years	1.42
10 years	1.67
15 years	1.92
20 years or more	2.17

Sick Leave

Permanent full-time and part-time employees, who are working or are on paid leave for one-half or more workdays of the month, earn sick leave at the rate of one day per month.

Eligible permanent part-time employees earn sick leave equal to their percentage of full-time employment. Sick leave may be granted for the following:

- Personal illness, injury, or disability of the employee
- Illness in the employee's immediate family that necessitates the attendance of the employee
- Death in the immediate family
- Medical appointments

Sick leave may be accumulated indefinitely and is transferable among local school systems and may be transferred to other state agencies. Upon retirement, accrued sick leave will be applied toward additional state service at the rate of 20 days equals an additional month of service. If an employee separates service prior to retirement and does not go to another NC school system or state agency that will accept sick leave, sick leave will be held for 60 months and restored to the employee if they return to state service prior to that time.

Extended Sick Leave

Classroom teachers are provided up to 20 days each year of extended sick leave if they are absent due to their own personal illness or injury in excess of their accumulated sick leave and annual leave. Extended leave can only be used after an individual's sick and annual leave are exhausted. A \$50 deduction is required for extended leave to help defray the cost of a substitute.

Personal Leave

Teachers in permanent positions earn two days of personal leave during the ten-month school year (.2 days a month). Personal leave accumulates to a maximum of five days. When personal leave is used, a \$50 deduction is charged. Personal leave must have the supervisor's approval and cannot be taken on the first day of school, a required workday, the day before or after a holiday or scheduled annual leave day.

Holiday Leave

Twelve-month employees normally observe 11 holidays per year and 10-month employees normally observe 10 holidays per year. When Christmas falls on a Tuesday, Wednesday, or Thursday, an additional day of holiday leave is provided. The Board of Education determines when holidays will be observed each year when they approve the next year's school calendar.

Special Leave

Jury Duty

Full-time and part-time employees retain full salary when absent from work to serve on a jury. If you are released from jury duty early, per instructions of the judge, employees are to return to work.

Court Attendance

When employees are absent from work to attend court in connection with their official duties or because they were subpoenaed as a witness to a crime, no salary deduction is made. If, however, an employee must be absent from work as a defendant, plaintiff, or witness in a case for personal matters, no salary is received unless the employee uses appropriate annual leave or personal leave.

Family Medical Leave

The Family Medical Leave Act (FMLA) provides employees that have been employed with Roanoke Rapids Graded Schools at least 12 months the opportunity to take up to 12 weeks of leave for the birth or adoption of a child; to care for a spouse, son, daughter, or parent who has a serious medical condition; or a serious medical condition of the employee. During the 12 weeks, the employer paid portion of the health benefits will be maintained. The 12 weeks of FMLA leave is not in addition to parental leave

without pay. It is part of this leave if requested and approved. An employee may use any accumulated leave during their approved FMLA leave. If feasible, an employee should submit a written request to the Human Resources Department 30 days prior to the date the leave is to begin along with supporting documentation from the employee's physician. Anytime an employee is absent 10 days consecutively, an FMLA leave request must be submitted.

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-time or part-time permanent school employees, normally not to exceed 15 working days during the federal fiscal year (October 1st - September 30th), for training and military maneuvers. Military leave without pay can be granted for one enlistment period of active service, not to exceed five years plus 90 days.

Leave of Absence Without Pay

Employees may be granted a leave of absence without pay for up to one year for parental leave or other reasons at the discretion of the Superintendent. An extended leave must be approved by the Board of Education. The written request and any supporting documentation must be submitted 60 days in advance of the leave, unless in the case of an unforeseen event.

Voluntary Shared Leave

Voluntary shared leave is intended to provide economic relief for employees who face financial hardship due to a prolonged absence or frequent short-term absences caused by a serious medical illness. Permanent full-time and part-time employees are eligible to receive donated leave with the approval of the Superintendent. The employee must exhaust all available leave - sick, annual, personal, etc. before using donated leave. Employees desiring to be approved for donated leave must request that they be approved for donated leave by sending the Personnel Office a written statement explaining the condition and that they would be suffering a financial hardship if they are not approved for donated leave. A statement from the employee's physician must accompany the request describing the medical condition. Once approved by the Superintendent, employees may donate earned leave, with certain restrictions, to the employee.

Compensatory Leave

Only employees classified as nonexempt under the Fair Labor Standards Act (FLSA), who work more than 40 hours in a workweek, are eligible for compensatory leave. All

employees who are nonexempt from the Fair Labor Standards Act are responsible for securing permission from their supervisor before working additional hours. The Superintendent is authorized to determine which employees are exempt and which are nonexempt. Most licensed employees are considered to be exempt.

Roanoke Rapids Graded Schools awards compensatory (comp) time for all hours over 40. In order to qualify for comp time, the employee must have prior approval of the supervisor. A request for an employee to work overtime must be approved through the employee's direct supervisor, the department head, and the School Finance Officer before being worked, except in an emergency.

INSURANCE

State Health Plan

The State Health Plan (Blue Cross Blue Shield of North Carolina) administered by the State Health Benefits Office provides coverage for hospital and medical expenses. The State Health Plan offers a wide range of health benefits to all eligible state employees. The goal of the State Health Plan is to offer more affordable health care, as well as more choices. The employer pays the coverage for the employee (for those working 30 hours or more per week). If the employee wishes to add full family or a child to the base insurance, the employee must pay the additional premium. See <http://statehealthplan.state.nc.us/>.

Disability Income

The Disability Income Plan of North Carolina provides short-term and long-term disability benefits, at the employer's expense, for permanent employees who are members of the Teachers' and State Employees' Retirement System and who meet qualifying requirements. Short-term disability benefits are available to disabled employees with at least one year of contributory service. Short-term usually begins on the 61st day of the disability and with the completion of all required paperwork. The benefit is 50% of one-twelfth of the annual salary for up to 365 calendar days to a monthly maximum of \$3,000. After exhausting short-term disability benefits, employees with at least five years of contributory service may be eligible for long-term disability income benefits. Long-term disability benefits continue until the end of the disability or the earliest date a person becomes eligible for unreduced retirement benefits. Both short-term and long-term disability applications are submitted to a medical review board to determine if the application will be approved for benefits. See www.nctreasurer.com for additional information.

Workers' Compensation

Roanoke Rapids Graded School District employees are entitled to receive worker's compensation under the North Carolina Workers' Compensation Act. An employee must have suffered an accidental injury or contracted an occupational disease in the course of their employment to be eligible for medical payments, compensation for lost salary or death benefits. Employees that get injured or hurt at work should:

- Report any work-related injury or illness to the supervisor as soon as it happens. Failure to report any work-related injury or illness in a timely manner may result in denial of worker's compensation benefits.
- See the school secretary in order to complete a Form 19 immediately after the injury.
- If medical treatment is necessary, call Sue Allen (519-7105) to report the injury. If treatment is necessary, you will be sent to ECU Heath Urgent Care at 210 Smith Church Road.
- Following any work-related injury, the employee must provide a written doctor's note for any temporary work restrictions. Give this note to your supervisor and to Sue Allen at Central Services.
- If the employee is injured during working hours, he/she must report back to work after receiving medical treatment, unless otherwise instructed by the doctor or the supervisor.
- If the employee is seen by the doctor after working hours on the day an injury occurs, he/she must report to work the next day at the normal time, unless otherwise instructed by the doctor or the supervisor.
- Employees must follow any physical restrictions the doctor's orders.
- Employees must continue to provide written doctor's notes for any changes in physical restrictions. Employees must give copies of all doctor's notes to the supervisor and to Sue Allen at Central Services.

Retirement Benefits

Retirement

Permanent full-time employees are covered by the North Carolina Teachers' and State Employees' Retirement System. Employees and employers contribute to this system. Employees contribute 6% of their salary. The General Assembly sets the percentage for employer contributions each year.

An employee becomes vested in the Retirement System after five years (hired before August 1, 2011 or ten years for those hired after August 1, 2011) of contributory service and will receive a benefit when they obtain the age of 60.

Employees who are involuntarily terminated or resign after 5 or more years of membership may withdraw their retirement contributions, plus any statutory interest earned. Employees who voluntarily resign with less than 5 years of membership may withdraw only the funds contributed by the individual.

Unreduced Benefits

- 30 years of service any age
- 25 years of service and 60 years of age
- 5 years of service if employed prior to August 1, 2011 and 65 years of age
- 10 years of service if employed after August 1, 2011 and 65 years of age

Reduced Benefits

- 20 years of service and 50 years of age
- 5 years of service if employed prior to August 1, 2011 and 60 years of age
- 10 years of service if employed after August 1, 2011 and 60 years of age

(Service must be contributory service to the Retirement System)

Retiree Health Insurance Coverage

If you are eligible for a monthly benefit from the retirement system (any of the above) you are eligible for coverage under the State's Health Plan as a retirement benefit. Under current law, the State pays the full amount for the individual retiree's coverage. The retiree must pay any additional coverage. Employees hired after October 1, 2006 must be employed for a minimum of 20 years to receive free health insurance as a retirement benefit. Those employed from 10 to 19 years must contribute 50% of the health insurance premium.

Sick Leave at Retirement

North Carolina allows members of the Retirement System to use any and all accumulated sick leave to count when calculating the retirement benefit. At retirement, 20 will be divided into the employee's total number of accumulated sick leave days. That amount will count as extra months of service just as if the employee had worked. For example, if an employee has 201 sick leave days accumulated, that will convert to 11 more months of employment. There is no limit to the number of months that may be added this way. You are reminded that after you have accumulated 30 annual leave days, those above 30 are moved to sick leave in July. It is certainly in an employee's best interest to miss as few days as possible so they will receive a higher benefit at retirement.

Some Things You Should Remember About Retirement:

- Plan ahead. The major factor in the formula for calculating benefits is the average of your salary during the four highest-paid years in a row. Most, or all, or your retirement benefits are taxable income when you receive them.
- Make an appointment with the Benefits Administrator at the Central Services **120 days** prior to the planned retirement date.
- Fill out retirement applications and insurance applications for a retired insurance group.
- You will receive a letter confirming the application has been received in Raleigh.
- You will receive an estimate of your monthly benefits from the Teacher and State Employment Retirement System of North Carolina and a 6-E Form, which is an election of benefits form.
- At this point, the employees should make an appointment with the Central Services to choose an option plan and to complete the necessary paperwork. You will be required to submit a letter of resignation to the Superintendent.
- Retirement checks are issued on the 25th of each month from Raleigh.
- For more information, Log into ORBIT. (Online Retirement Benefits Through Integrated Technology). This technology system grants you 24-hour online access to your retirement account which can be reached at the following link. <https://orbit.myncretirement.com/orbit/Common/Pages/BPASLogin.aspx>
To acquire a unique user ID and secure password. Orbit provides the ability to review account history, calculate a benefit estimate, request a counseling session and much more.

Social Security

All employees of the school system are covered by Social Security. You may retire at age 65 to 67 (depending upon your birth date) with full benefits or elect to retire earlier with reduced benefits. Social Security also provides payments to you if you are proven disabled, and to your dependents if you become disabled or die. Contributions to Social Security cannot be withdrawn. Additional information is available through the Social Security Administration.

Death Benefits

The designated beneficiaries are entitled to receive a lump sum payment equal to the employee contributions plus interest in the member's account at the time of death. If the member dies while in active service (while being paid a salary or within 180 days from the last day of service) and if the member designated only one principal beneficiary; has attained at least 20 years of membership service, regardless of age; or was at least age 60 with five (5) or more years of membership service, the designated beneficiary may elect, in lieu of the lump sum return of contributions plus interest, a monthly benefit for life.

In addition to the return of contributions, members are covered by a death benefit if death occurs while in active service (while being paid salary or within 180 days from the last day of service) if the member has completed at least one calendar year as a member of the Retirement System. Upon the death of an active member, the beneficiary will receive a lump sum payment equal to the member's highest 12 month's salary in a row during the 24 months preceding death subject to a minimum of \$25,000 and a maximum of \$50,000.

Supplemental Retirement Plans

State-sponsored or private supplemental plans are offered to employees. Employees are encouraged to research the plans available and select a plan that best suits their needs. Contact the Finance Department for more information.

Procedures for Expectant Mothers

- Generally, an expectant mother works until the due date. However, an expectant mother may take sick leave a week prior to the due date. Any more time than a week prior to delivery should be verified by a doctor's statement and approved by the principal.
- Pregnancy, by law, is treated as a "temporary disability". In the benefits manual, there is no leave called "maternity leave," therefore, the rules which apply to other types of leaves or sickness, also apply to maternity (with a few exceptions).
- Because pregnancy is considered a temporary disability, the mother may take a maximum of six weeks of sick leave after the birth of a child. This means six calendar weeks after the birth date. After this six-week period, you must have a doctor's statement in order to use sick leave because you are not considered sick or temporarily disabled after this time. Any request for an extension must be accompanied by a doctor's statement and must be approved by the principal and the Human Resources Director.
- With the regular six-week period address in #3, the mother may take sick leave earned up to that point and may apply for the 20 days of *extended* sick leave. *Extended* sick leave must be for personal "illness" only and substitute pay will be deducted. Employees do not need a doctor's statement to apply to use *extended* sick leave within the six weeks period.
- A new mother may use *advanced* sick leave prior to using extended sick leave with permission of the superintendent, but we do not advise it. *Advanced* sick

leave is the sick leave an employee generates throughout the remainder of the school year. Sick leave may be taken for sickness other than the employee (like the new baby). If an employee uses all advanced sick leave, they will have to take days without pay for a sick baby, since extended sick leave can be used only for personal illness. Employees may want to save advanced sick leave for when they return to work and the baby is sick.

- After the six-week period, an employee may use personal days or vacation days if they have them.
- An employee must provide lesson plans for the substitute teacher as long as they are on the payroll as the teacher.
- After exhaustion of days described above, (earned and extended sick leave, personal leave and vacation days), an employee must go on a leave of absence without pay. This leave must be approved by the Board of Education and may be for up to one year. The first twelve weeks of leave without pay may be Family Medical Leave. Employees need to submit a letter to the Human Resources Director in order to request any leave of absence.
- An employee may choose to take a leave of absence before exhausting all vacation days and/or sick days. Employees do not have to provide lesson plans while on a leave of absence without pay.

Employees need to work closely with the office support at school and Payroll Department at Central Services to determine their schedule.

Health and Safety

Drug-Free and Alcohol-Free Workplace

The Board of Education recognizes that reducing drug and alcohol abuse in the workplace improved the safety, health and productivity of employees. It is the policy of the board of education that a drug-free and alcohol-free workplace must be maintained. See the appendix for Policy 7240: Drug-Free and Alcohol-Free Workplace in its entirety.

Bloodborne Pathogens

Employees should be aware of the Universal Precautions for Body Fluid and Bloodborne Pathogens. Employees should avoid contact with blood or other body fluids or wear gloves when coming into contact with blood or body fluids. The Universal Precautions is: in case of an accident or emergency, any person's blood and body fluids should be handled as if infectious. An employee who suspects that he/she has a blood or body fluid exposure should contact the school nurse. For more information, see the appendix for Policy 7260: Occupational Exposure to Bloodborne Pathogens.

Inclement Weather Procedures

In maintaining a sound instructional program and with concern for the health and welfare of our students and employees, the superintendent has the authority to dismiss school on those days when weather conditions become disruptive to the normal operations of the schools.

Each staff member must make his or her own responsible decision when weather conditions are hazardous. The worst consequence of choosing not to travel would be the loss of a day's pay. This is a small price to pay for safety and continued healthy service. If no announcement is made, the school will be open as usual. Employees should use this guide and good judgment to determine their individual course of action.

Closing, Delayed Opening, or Early Dismissal Procedures

At the earliest hour that severe weather conditions, including freezing rain, snow, tornadoes, or other hazardous weather, raises the possibility of school closings, delayed openings, or early dismissal, the superintendent or designee will notify the following:

1. RRGSD Automated Calling System: In the event the daily schedule is altered, a mass communication message will be sent out through our district messaging system. Make sure that your telephone number is always current so that you will receive these messages.
2. Website Posting: www.rrgsd.org
3. Facebook Posting: Roanoke Rapids Graded School District

All schools in the Roanoke Rapids Graded School District will be affected by the decision unless otherwise announced.

Employees and parents may obtain timely information from the appropriate media and by ensuring schools have current telephone contact information. All school activities will be canceled when school is canceled because of hazardous weather conditions.

Unless otherwise stated, any delay in school opening is for students only. School delays will be announced as one-hour, two-hour, three-hour or canceled. Breakfast will not be served any time school is delayed.

Schools will operate on a normal schedule when no announcement is made.

In the case of school cancellation or early dismissal due to inclement weather, it is important that staff members clearly understand the options related to the workday.

When school is closed for teachers and students due to inclement weather, 10 and 11 month employees do not have the option to report to work. The day then becomes one of the remaining ten scheduled annual leave days in the school calendar for teachers and all 10 and 11 month employees.

When school is closed due to inclement weather, all 12 month employees may choose from the following options:

- Report to work
- Take annual leave
- Be absent from work and make up the time missed at a time approved by the immediate supervisor
- Take leave without pay

When school is closed for students and an optional annual leave is declared, employees who decide to work will report to work at their regular reporting time. Employees who report to work after that time may be allowed to make the time up or take a half-day of available leave. If an employee cannot report to work, he/she has the following options:

- Take annual leave (the employee must have an annual leave balance in excess of the number of designated annual leave days in the calendar)
- Take personal leave (teachers only)
- Be absent from work and make up the missed time as approved by the immediate supervisor. Classified employees who choose to make up the time missed must do so in a workweek where the total time worked does not exceed forty hours.
- Take leave without pay

When school is in session and employees are unable to report for work, all regular leave policies apply.

All schools shall have short day schedules to deal with early dismissals and delayed openings. The abbreviated schedule shall provide coverage for all instructional classes. Teachers and other school based employees may be dismissed by the principal after all buses have departed and arrangements have been made for the welfare of any

students who have not been picked up. Central Services personnel, including maintenance and transportation, may be dismissed at the discretion of the superintendent or designee.

Delays

An announced school delay applies to all students and employees except Senior Central Services Administrators, principals and designated essential staff. Employees who work on modified schedules should observe the regular work hours unless otherwise instructed.

WHEN AN EMPLOYEE IS IN DOUBT WITH REGARD TO THESE PROCEDURES, HE/SHE SHOULD CONTACT THEIR IMMEDIATE SUPERVISOR FOR CLARIFICATION.

Licensure & Teacher Support

License Guidelines

State law requires all employees in “licensed” positions to hold appropriate licensure for their subject, grade level or professional assignment. “Appropriate” can mean a regular 5-year license, or a “provisional” license good for just the school year in question. The maintenance of a valid license in the area of assignment is the individual responsibility of the individual, not the school district and failure to maintain a valid license is a basis for dismissal. Employees who hold licenses which expire during a particular year must furnish documentation to the Human Resources Office that the required renewal credits, Praxis Test scores, semester hours of coursework, etc. have been completed.

The holder of the expiring license must provide information on whether or not he/she has been convicted of a felony or crime other than a minor traffic offense since his/her first N.C. license was issued. The state mandated form providing this information must be completed and on file for the license extension to be valid.

Licensed employees must document 8.0 or more units of renewal credit during each five-year cycle to renew or extend their license. Continuing Education Units must be earned by completing approved staff development activities that are relevant to the assignment and/or license area. Credit may be earned for attending locally sponsored workshops, college/university/community college offerings, activities offered by various outside entities, and locally approved “independent study” activities. Prior approval is required to earn renewal credit for all activities which are offered by any entity other than the Roanoke Rapids Graded School District, including colleges, State Department of Public Instruction, universities, technical schools and community colleges. “Prior

Approval” means that an employee desiring renewal credit for a particular activity must request approval before the ending date of the activity.

Individuals teaching Pre-Kindergarten through twelfth grade must complete activities which address the State Board of Education policy on literacy methods.

All teachers, PK-12, must earn CEUs in the subject they are teaching. For elementary teachers and Pre-K and other teachers of multiple subjects, the credits may be earned across the various teaching areas for which the teacher is licensed or assigned to teach during the renewal cycle.

Principals and assistant principals are required to earn 4.0 CEUs in approved School Leadership training that focuses on the principal's role in teacher effectiveness, teacher evaluations, teacher support programs, teacher leadership, teacher empowerment, and teacher retention.

Effective July 1, 2024, The North Carolina State Board of Education approved a change in licensure renewal requirements for all educators with a Standard Professional II Educator’s license.

	Content	Lit.	Digital	Leader.	General	Total
PK-5 Teachers	3.0	3.0	0.0	0.0	2.0	8.0
6-12 Teachers	4.0	0.0	0.0	0.0	4.0	8.0
Administrators	0.0	0.0	0.0	4.0	4.0	8.0

Beginning Teacher Support

In North Carolina, teachers are considered to be beginning teachers for the first three years of their teaching career. These years are also known as the induction period when beginning teachers are introduced into the teaching culture of their school and district and assisted through various forms of support. The Roanoke Rapids Graded School District’s Beginning Teacher Support Program is a formal, comprehensive, structured induction program, with a purpose to train, support and retain new teachers. The Human Resources Department shall have the responsibility to implement, monitor, and evaluate the Beginning Teacher Support Program in the Roanoke Rapids Graded School District.

Beginning Teachers must have graduated from a teacher education program at an accredited college or university or be eligible through a residency program. Beginning Teachers are issued a Standard Professional I License. After successful completion of the three-year Beginning Teacher Support Program, beginning teachers are issued a Standard Professional II license. Residency teachers are issued residency licensure with the requirement of completing a licensure program within a three-year period. The

Beginning Teacher Support Program does not include media specialists, guidance counselors, school psychologists, speech pathologists, or instructional specialists.

Orientation

The Ex. Director of Instructional Services and the Director of Human Resources are responsible for coordinating a three-day orientation prior to the first day of school for our first year beginning teachers. If teachers are employed during the school year, an orientation will be coordinated by the Director of Human Resources and building level administrators within the first ten days of employment.

In addition, a school-based orientation is scheduled so that the beginning teacher can become familiar with the school's policies, procedures, resources, and expectations. This school-based orientation provides the new teacher insight into the school's culture. The beginning teacher's assigned mentor takes part in the school-based orientation.

Residency teachers are required to attend training as designated by the district or their principal and by the State Board of Education to participate in 80 hours of training. In addition to the topics covered during the Beginning Teacher Orientation, focus for residency teachers will include curriculum and instruction with a strong emphasis on unit and lesson planning, classroom management, working with diverse learners, best instructional practices, and assessment.

Optimum Working Conditions for Beginning Teachers

To ensure that beginning teachers have the opportunity to develop into effective teachers and as specified in SBE policy TCP-A-004, the Director of Human Resources will work collaboratively with school administrators regarding the process for support and outline the optimum working conditions for beginning teachers. Those conditions include:

- Teaching assignment in the area of licensure
- Mentor assignment in the same licensure area and in close proximity
- Opportunity to attend an orientation that includes state and local expectations
- Limited preparations
- Assignment of a limited number of exceptional children
- No extracurricular activities will be assigned unless requested in writing by the beginning teacher

Mentor Selection Criteria

Roanoke Rapids Graded School District is committed to identifying, training, and assigning accomplished teachers as mentors. Teachers interested in becoming mentors will be identified by principals and will participate in state mandated mentor

training. The Roanoke Rapids Graded School District assigns mentors using the following guidelines outlined in SBE policy TCP-A-004:

a) Successful teaching in the area of licensure

- Appraisal ratings among the highest in the school (regardless of instrument/process used);
- Strong recommendations from principal and peers;

b) Commitment

- Willingness to serve as a mentor;
- Willingness to participate in on-going annual professional development related to mentoring

c) Other

- Preference for career status teachers who have experience in the district norms, culture, and mission, as well as the State's goals (ABC's), strategic priorities, and standard course of study; and
- Preference given to those who have successfully completed a minimum of 24 contact hours of mentor training.

Mentor Training and Support

In addition to demonstrating successful teaching and a commitment to the teaching profession, mentors will be required to complete North Carolina Mentor Training. This twenty-four training will provide quality instruction in the knowledge, skills, and attitudes necessary for effective mentoring of beginning teachers. Beginning in 2011-2012, veteran mentors are required to participate in training that consists of a thorough review of the Beginning Teacher Support Program and an update that includes the North Carolina Professional Teaching Standards, revised standards for mentors, the beginning teacher evaluation process, and the development of the beginning teacher's professional development plan.

Teacher Ambassadors Selection Process

Teachers at each school selects a teacher to serve as their Teacher Ambassador for the respective year. After a teacher has been selected from each school, the Teacher Ambassador Committee at Central Services conducts interviews with each one of them to determine who will represent the RRGSD as its Teacher Ambassador for that year.

Observations

In compliance with G.S. 115C-333, each beginning teacher in the Roanoke Rapids Graded School District is observed annually at least three times by a qualified school administrator. A peer who has received training and who is not the beginning teacher's mentor conducts the fourth observation. These observations will be conducted on the following schedule:

Observation One	By November 20th
Peer Observation	May 15th
Observation Two	By January 29th
Observation Three	By March 15th

Each observation shall last at least forty-five minutes or an entire class period and will be followed by a post-conference within ten (10) school days. At least one observation each year must include a pre-conference. A summative evaluation conference is held by the principal with the beginning teacher on or before May 1.

Professional Development Plan

A Professional Development Plan must be submitted by each beginning teacher. The beginning teacher, their mentor, and administrator will collaborate to complete the Professional Development Plan. The plan must include goals, strategies, and assessment of the beginning teacher's progress in improving skills. Conferences will be conducted three times during the year to assess the beginning teacher's progress. The plan should:

- Begin with a self-assessment of the beginning teacher's knowledge, dispositions, and performances.
- Be based on the North Carolina Professional Teaching Standards
- Assist the beginning teacher in meeting licensure requirements
- Be monitored throughout the year
- Be updated on an annual basis, each year of the Beginning Teacher Support Program

Technical Assistance

Beginning teachers and mentors shall submit requests for technical assistance to their school administrators and/or the Director of Human Resources. Technical assistance may come from a variety of sources which include, but are not limited to:

- Mentors
- Collaborating Around Student Achievement (CASA) Teams
- Instructional Planning for Student Achievement (IPSA) Teams
- Central services personnel
- School administrators
- District level "teacher talk" sessions
- Institutions of Higher Education
- N.C. Department of Public Instruction Consultants

Personnel Appraisal Instruments and Procedures

Classified Employees

Roanoke Rapids Graded School District places a high priority on hiring the most competent personnel available and on assisting them to develop throughout their employment in the district. Classified employees, who are at-will employees, should be evaluated a minimum of once each year. Additional appraisals may be conducted at any time deemed necessary by the employee's supervisor.

Licensed Employees (Teachers)

Roanoke Rapids Graded School District adheres to G.S. 115C-333, TCP-C-004 from the North Carolina State Board of Education and Roanoke Rapids Board Policy 7810 to evaluate certified employees. If the employee is a teacher as defined under G.S. 115C-325(a)(6), either the principal or the assistant principal who supervises the teacher shall conduct the evaluation. If the employee is a school administrator as defined under G.S. 115C-287.1(a)(3), either the superintendent of the superintendent's designee shall conduct the evaluation.

Licensed Employees (Principals and Assistant Principals)

Principals are evaluated to assess their performance in relation to the North Carolina Standard for School Executives. At the beginning of the school year, the superintendent will conduct a group orientation with all of the district principals. Then principals will complete a self-assessment using the North Carolina School Executive: Principal Evaluation Rubric. Principals will meet individually with the superintendent to discuss the results of self-assessment, preliminary performance goals and the evidence and

data to be gathered for the evaluation process. The principal and superintendent will agree on the data, evidence and artifacts necessary to complete the evaluation process and confirm the principal's level of performance.

Principals will meet individually with the superintendent at the middle of the year to discuss the principal's progress toward achieving his or her annual goals. The principal and superintendent will meet at the end of the year to discuss the self-assessment, consolidated assessment and superintendent's summary evaluation of the principal.

The assistant principal(s) will follow the same procedure with their principals.

Licensed Employees (Central Services)

The Superintendent evaluates licensed employees at Central Services with a narrative performance review that is tied to the individual's job description. The Board of Education evaluates the Superintendent using the North Carolina Superintendent Evaluation Instrument.