

Macon County Schools

Personnel Handbook



In the Best Interest of the Students

2016-2017

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MCS Employee Quick Reference Guide

Macon County Schools Website: <http://www.macon.k12.nc.us>

Unique ID Number (UID) and CEUs: <http://>

www.macon.k12.nc.us then under the Departments tab choose “Personnel” , then click the CEU link at the bottom of the page choose “Continuing Education Renewal Credits. From here, you can view your Continuing Education Credits and look up your UID number.

Colonial Life: www.coloniallife.com Phone: 800-325-4368

Pierce Benefits Group: www.piercergroupbenefits.com

Monica Nixon, Account Executive 1-888-662-7500

State Health Plan: www.shpnc.org Customer Service: 1-888-234-2416

Employee Portal: www.macon.k12.nc.us then choose “Employee Portal” on the lower right corner of screen. Password reset contact: Kelli Keener - Payroll

Retirement: www.myncretirement.com For your personal account information, click the ORBIT tab on the right side of the page and register or login.

Dental Insurance Verification: 1-888-471-2738 Blue Cross Blue Shield Dental Blue Select.

Macon County School Board Policy Manual:

www.macon.k12.nc.us/resources then choose “Policy Manual” under Resources.

N.C. Public Schools Benefits and Employment Manual:

<http://www.ncpublicschools.org/district-humanresources/key-information> then choose “Benefits and Employment Manual”

WELCOME

Welcome to the Macon County School System. This handbook is written for the purpose of providing a quick reference tool to employees and to provide an overview of benefits and personnel matters. This handbook is not an exhaustive reference and does not include every topic. Employees needing additional information outside of the information covered in this handbook should consult the North Carolina Benefits and Policy Manual at: <http://www.ncpublicschools.org/district-humanresources/key-information> then choose “Benefits and Employment Manual”.

SALARIES AND ASSIGNMENT

All certified Macon County School employees will be paid according to the State Salary Schedule. All personnel are employees of the Macon County Board of Education and not a specific school. Assignments will be made by the Superintendent through the Director of Personnel based on the needs of the school system, the needs of a particular school as defined by the Principal, and the qualifications, experience, certification and training of the individual. All full-time salaried employees who are employed on a 10-month basis have the option of electing to be paid on a 12-month basis. Employees must elect the 12-month option with the Payroll Office on or before the first day of school each year.

TRANSFERS

Requests for Transfer can be made at the time an employment vacancy is posted by notifying the Director of Personnel.

EVALUATIONS

The purpose of the North Carolina Educator Evaluation System is to promote and support effective leadership, quality teaching, and student learning. The evaluation instruments are based on the Framework for 21st Century Learning and the North Carolina Standards. The Macon County Board of Education will evaluate all Teachers based upon the North Carolina Teacher Evaluation Process and the NC Professional Teaching Standards to design a plan for professional growth.

REDUCTION-IN-FORCE

The Macon County Board of Education recognizes that circumstances may arise that necessitate a reduction in the number of employees and has established a procedure for reducing the number of licensed employees of the school system. A reduction in force may be implemented when the Board determines that any of the following circumstances has resulted in the need for reduction: (1) System Reorganization including school closure or consolidation; (2) Declining Student Enrollment, and (3) Financial Exigency, including a reduction in the operational budget, decrease or elimination of funding for a particular program, or any insufficiency in funding that would render the Board unable to continue existing programs at current levels. The full Reduction in Force Policy can be found online at the Macon County Schools website under Policy Manual.

GRIEVANCE

It is the policy of the Board of Education, in keeping with the ultimate goal of serving the educational welfare of children, to develop and practice reasonable and effective methods of resolving

difficulties which may arise among employees. The intent is to reduce potential areas of grievances and to establish and maintain recognized channels of communication between staff and administration. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which arise from time to time and affect employees. The complete Grievance Policy adopted by the Macon County Board of Education is outlined in the Macon County School Board Policy Manual and is available online, at the Central Office or from a Principal.

NEW EMPLOYEES

A background check will be conducted for each new candidate recommended for employment and for each person applying for substitute teaching before the recommendation is presented to the Board of Education. All new employees will be verified through the Department of Homeland Security E-verify system and reported to the State of North Carolina as a newly hired employee.

PHYSICAL EXAMS

A Health Certificate Form established by the NCDPI must be completed by a physician for each new employee.

WEATHER

Changes in the school schedule due to inclement weather will be announced at the earliest possible time and will be based on the best information available at the time the announcement is made. On a day when schools are closed due to inclement weather but employees are required to report for a workday, a teacher may elect (a) not to report due to hazardous conditions

and take an annual leave day, or (b) to make up the day at a time agreed upon by the teacher and the teacher's immediate supervisor or principal. The day must be made up by the end of the fiscal year.

On a day when school is closed to employees and pupils due to inclement weather and the missed day is scheduled to be made up in the same week, all teachers and employees shall work on the scheduled make-up day. Please refer to the Macon County Schools Board of Education Policy Manual Inclement Weather Policy.

LICENSE RENEWAL

All certified employees are responsible for meeting the requirements outlined by the NCDPI for license renewal. Initially Licensed Teachers (those with SPI licenses) will follow a formal Professional Development Plan as outlined by the Principal and meet any requirements established by NCDPI. Employees holding Continuing (SPII) licenses are given a 5-year renewal cycle by NCDPI and renewals for June 2016 are required to earn 8 CEUs during each cycle. Renewal requirements for 2016 only shall be as follows:

- 3 renewal credit for literacy
- 3 renewal credit in the specific academic subject area
- 2 general credits, not to include years of experience

Administrators:

- 3 credits focused on the school executive's role as instructional, human resources & managerial leader
- 5 general credits, not to include years of experience

National Board Certification:

- 8 credits for completion

National Board 10-year Renewal:

- 2 credits (1 for literacy and 1 for academic content)

Prior to expiration, all licensed personnel will be sent a “criminal letter” from the Central Office as required by NCDPI. Upon completion of the letter and the CEU requirements, licenses will be renewed by the Personnel Office and will be distributed to teachers in August. Renewal credits may now be viewed online at the Macon County Schools website by clicking the “Personnel” tab, then the “continuing education renewal credits” button at the bottom of the screen.

WORKER’S COMPENSATION

All public school employees are entitled to receive Worker’s Compensation under the North Carolina Worker’s Compensation Act. Employees must have suffered an accidental injury or contracted an occupational disease in the course of employment to be eligible for benefits under this program.

Worker’s Compensation Law provides medical benefits and a weekly compensation benefit of 66 2/3 percent of the employee’s average earnings up to a maximum established by the N.C. Industrial Commission each year. No Worker’s Compensation weekly benefit is allowed for the first seven days of disability unless the injury results in an absence of more than 21 days, and in that case disability will be allowed from the date of injury. During the seven day waiting period, the injured employee may elect to use appropriate earned leave or go on leave without pay. (Extended sick leave may not be used beyond the waiting period.)

While on Worker’s Compensation Leave, an employee may supplement the weekly benefits by using earned sick and annual

leave (full and half days); however, use of sick and annual leave shall not result in compensation greater than the usual full salary. Employees receiving Worker's Compensation benefits are NOT paid for holidays scheduled in the calendar and any salary increases are received upon reinstatement.

WORKER'S COMPENSATION PROCEDURES

When an employee is injured during the course of employment, the employee should be given a Worker's Compensation Authorization/Physician's Report form. This form allows the employee to be seen for medical treatment quickly and provides authorization for treatment to the provider. Employees should be directed to Angel Urgent Care Center for initial treatment, and the injured employee should state that the injury is a Worker's Compensation injury and should NOT use the State Health Plan Insurance. As soon as possible after an injury, the employee's supervisor should complete the Form 19 – First Notice of Injury to Employee. This form is required by law whether or not the employee is treated at a medical facility. The form should be filled out completely including whether or not the employee received treatment, any lost time from work reported, and date and time employee returned to work should be filled in. The Form 19 should be forwarded to the Central Office for filing with the insurance provider. A copy of the filed Form 19 will be sent to the employee along with a Form 18 to be completed and filed with the North Carolina Industrial Commission. The Worker's Compensation Insurance Company will contact the employee about the claim if needed.

DISABILITY

A Comprehensive short- and long-term disability income plan is provided to all Macon County Schools employees who meet certain service requirements. The short-term disability plan is available to employees with at least one year of contributory retirement service earned within the 36 months preceding the disability. Short-term disability begins on the 61st day of disability and provides monthly income equal to 50 percent of the monthly income based on an annual salary and longevity, normally for up to 12 months with a monthly maximum of \$3,000.00. After exhausting short-term disability benefits, employees with at least five years of contributory retirement service earned within 96 calendar months prior to the end of the short-term disability period are eligible for long-term disability benefits. An employee approved for long-term disability benefits must terminate employment as a permanent employee prior to receiving long-term disability. Disability payments will be reduced by any amounts received for a Worker's Compensation Injury.

HEALTH INSURANCE

All Macon County Schools employees who work at least 30 hours per week are eligible to receive employee health coverage with the North Carolina State Health Plan at no cost to the employee for the Basic Plan (70/30). The employee may choose to enroll additional eligible family members at group rates. Employees who work a minimum of 20 but less than 30 hours per week are eligible to participate in the health plan, but must pay the entire cost of coverage at the group rates for Macon County Schools. New Employees who enroll within 30 days of service are not subject to waiting periods for pre-existing conditions. Employees are

eligible for coverage on the 1st day of the month following date of hire, and coverage will end on the last day of the month of separation.

HEALTH INSURANCE RULES FOR SUMMER RESIGNATIONS

North Carolina General Statute 135-45.12(d)(4) states that an employee who is paid for less than 12 months in a year and who terminates employment during the summer and is not employed by another State-covered employer at the beginning of the next work year will refund the former employer the amount the employer paid for them for coverage on the Plan during the non-paycheck months. Health insurance coverage for a teacher who terminates employment in this manner will be retroactively terminated to the preceding June 30th and will change the departing employee's COBRA effective date to July 1st.

DENTAL INSURANCE

Dental Insurance is available for purchase to all full-time employees. Employees must enroll in the Dental Plan within 30 days from date of hire (or within 30 days of being classified as a full-time employee) or be considered a Late Enrollee. Employees who enroll during the Pierce Benefits Open Enrollment are still considered Late Enrollees and must satisfy double waiting periods for all services except cleanings and preventive care.

SUPPLEMENTAL BENEFITS

Macon County Schools has partnered with Pierce Group Benefits to provide additional benefits to employees at group rates. Examples of policies available include Vision, Life, Cancer, Accident, Supplemental Disability, Intensive Care, Medical Bridge and Criti-

cal illness. Open enrollment occurs each year in November and December and a representative of Pierce Benefits Group will visit each school and present the Supplemental Benefits Program for the upcoming year.

LEAVE OF ABSENCE

Any unpaid leave of absence must be approved by the Board of Education prior to an employee taking leave. During an unpaid leave of absence, the employee on leave must pay for that portion of the health insurance premiums normally paid on the employees' behalf in addition to any premiums normally paid by the employee, or the insurance will be suspended during the leave of absence. In addition, the employee will be responsible for paying for voluntary benefits that the employee has elected. If benefits are suspended during a leave of absence, the plan provider may require a waiting period before restoration of covered benefits for the employee.

PERSONAL LEAVE

Personal leave is earned by classroom teachers and school media specialists who require substitutes. Personal Leave is earned at the rate of 0.2 days for each full month of employment not to exceed two days per year. Unused personal leave may be carried forward from one year to another and may be accumulated without limitation until June 30. On June 30, personal leave in excess of 5 days is converted to sick leave so that a maximum of 5 days of personal leave are carried forward to July 1. Upon retirement, any personal leave may also be converted to sick leave. Teachers using Personal Leave receive full salary less the required \$50 per day substitute deduction.

USE OF PERSONAL LEAVE CHART

1) In accordance with Sec. 5.1.2-Benefits & Employment Policy Manual, (a) Personal leave may be used only upon authorization of the immediate supervisor. (b) Unless approved by principal, a teacher shall not take personal leave on the first day teachers are required to report for school year, on required teacher work-

Calendar Days	Work Days	Personal Leave w/0 Deduction	Personal Leave w/ Deduction	Annual Leave
Instructional	180	No	Yes (1)	No
Protected (2)	5	No	Yes (1)	Yes
Non-Protected Workdays (3-4)	7	Yes (1) (5)	Yes (1)	Yes
Mandatory Workdays (6)	3	No	No	No

days, on days scheduled for State testing, on the last working day before or the next working day after holidays or annual vacation days scheduled in the calendar. (c) On all other days, if the request is made at least five days in advance, the request shall be automatically granted subject to the availability of a substitute teacher. (d) A teacher who requests personal leave at least five days in advance cannot be required to provide a reason. (e) Personal leave may be used on any instructional day or workday except as noted in (b) above.

2) G.S. 115C-84.2.(a)(4)-To allow teachers to complete instructional and classroom administrative duties.

3) Non-Protected Workdays-Workdays that are not specified as protected in 115C-84.2(4).

4) 7 of the 15 non-instructional days must be designated as days

that teachers may take accumulated annual leave (optional workdays).

5) Limited to the accrued personal leave balance as of the leave date.

6) Workdays that the local board can designate as mandatory workdays; if not mandatory, non-protected workdays provision applies.

ABSENCE CODES FOR NONCERTIFIED SUBSTITUTES

Absence Codes	Description	Pay Status
1	Sick Leave – Person Illness & Other	No Deduction
3	Absence for Sick Leave – Personal Illness in Excess of Sick Leave Provisions	\$50 Deduction
4	Other Absences with no deduction; Bereavement	No Deduction
6	Personal Leave	\$50 Deduction
7	Absence without Pay	Days Pay Deduction
20	Annual Leave	No Deduction
28	Miscellaneous Pay (Bonus Leave)	No Deduction

ABSENCE CODES FOR CERTIFIED SUBSTITUTES

Absence Codes	Description	Pay Status
11	Sick Leave-Personal Illness and other	No Deduction
13	Absence for Sick Leave-Personal Illness in Excess of Sick Leave Provisions	\$50 Deduction
14	Other Absences with No Deduction	No Deduction
16	Personal Leave	\$50 Deduction
17	Absence without Pay	Days Pay Deduc-

A \$50 rate is the amount charged for absences that require a deduction regardless of the fact a substitute has not been hired.

VOLUNTARY SHARED LEAVE

The purpose of voluntary shared leave is to provide economic relief to employees who are likely to suffer a financial hardship because of a prolonged absence or frequent short-term absences caused by a serious medical condition. Only full-time or permanent part-time employees who have exhausted all paid leave are eligible to receive donated leave. An employee need not exhaust personal leave and the 20 days of extended sick leave to be eligible. While using voluntary shared leave, the employee continues to earn leave.

An employee may make application for shared leave at such time medical evidence is available to support the need for leave beyond the employee's available accumulated leave.

The following must be received with the application:

- A doctor's statement AND
- An authorization for release of medical information

Applications for Voluntary Shared Leave should be submitted to the Personnel Office at the Macon County Schools Administrative Offices.

A non-family member may donate vacation or bonus leave to another employee in the same or another LEA. An employee may also donate up to five days' sick leave to a non-family member, however, a recipient may not receive more than 20 days combined sick leave per year from non-family members. Donors may not reduce their annual/sick leave balances below one-half the amount that is earned per year.

No employee may receive more than 130 workdays of leave (unless extended by the Superintendent). In no event shall the employee receive leave in excess of the period required for treatment and recovery. Any unused donated leave shall be returned to active donors on a pro-rata basis and credited to the leave account from which it was donated. Shared leave is kept confidential. Only individual donors may reveal their donation or receipt of leave.

Unused leave will be returned to donors on a pro-rata basis.

The complete Voluntary Shared Leave Policy is outlined in the Macon County School Board Policy Manual is available online, at the Central office or from a Principal.

SUMMARY OF BENEFITS

Benefits Summary	Employment Status			
	Full Time Perm- (30+)**	Part Time Perm. 20-29.99	Full Time Temp. (30+)	Part Time Temp. Less than 20
Regular Hours Worked per Week				
LEAVE BENEFITS ***				
Vacation (based on state service)*	●	pro rata	X	X
Vacation for Catastrophic Illness	●	pro rata	X	X
Vacation for Newborn, Adoptive or Foster Child	●	pro rata	X	X
Sick (one day per month)	●	pro rata	X	X
Personal (<i>teachers</i>)	●	pro rata	X	X
20 Day Extended Sick (<i>teachers</i>)	●	●	X	X
Paid Holidays	●	pro rata	X	X
Voluntary Shared Leave	●	●	X	X
Sick Leave for Adoption (up to 30 days)	●	●	X	X
Sick Leave Bank	If LEA adopts, if employee participates, etc.			
FMLA (if emp. 1 yr & if 1,250 hrs in last 12 mos)	●	●	●	●
Parental Involvement	●	●	●	●
Episode of Violence	●	X	X	X
Contagious Disease	●	●	●	●
Susp. with Pay (investigation/dismissal)	●	●	●	●
Community Responsibility	●	●	X	X
Meetings for SBE, Gov., etc.	●	●	X	X
Jury Duty	●	●	X	X
Court Attendance (not for personal reasons)	●	●	X	X
Military Leave & Possible Differential Pay	●	●	X	X
Professional/Educational	●	●	X	X
OTHER BENEFITS ***				
Retirement** (& Charter, if Bd of Directors opts for it)	●	X	X	X
Death Benefit	●	X	X	X
Disability	●	X	X	X
Longevity	●	●	X	X
Health Insurance** (& Charter, if Bd of Dirs opts for it)	●		cannot purchase	
Professional Liability Insurance	●	●	●	●
Tenure (<i>teachers</i>)	●	X	X	X
Comp.Time/Overtime (If FLSA non-exempt)	●	●	●	●
Social Security	●	●	●	●
Workers' Comp.	●	●	●	●
Unemployment Insurance	●	●	●	●
●= Yes eligible X = Not eligible				
*Special vacation leave provision for bus drivers who work less than 20 hours per week				
**Permanent employees working at least 30hr/week participate in the retirement system and receive paid health ins for self even if 30 is not FT for the Employees 20 hrs per week in job-sharing positions earn partial (1 yr for 2) retirement and have the option of sharing the cost of the health plan.				
***Charter school employee benefits are determined by the charter school's Board of Directors.				

SICK LEAVE

All permanent, full-time employees working or on paid leave for one-half or more of the workdays in any monthly pay period earn one sick day per month or the number of hours worked daily by a full-time employee in that class of work up to a maximum of eight hours per month. Part-time employees earn leave on a pro rata basis of the amount earned by a full-time employee in that class of work.

Sick leave may be use for personal illness or illness in the immediate family, medical appointments, short-term disability absences, and up to 30 days of earned sick leave may be used to care for a child placed with an employee for adoption. The Superintendent may require a statement from a medical doctor or other acceptable proof that the employee was unable to work due to personal illness, medical appointment, illness or death in the immediate family, or adoption.

EXTENDED SICK LEAVE

Extended sick leave is available to all permanent full-time or permanent part-time classroom teachers and media specialists who require substitutes if they are absent due to their own personal illness or injury in excess of their accumulated sick leave and available vacation leave. Qualified employees may be granted up to 20 workdays of extended sick leave throughout the regular term of employment. Employees on extended sick leave receive full salary less the required deduction of \$50 per day.

JURY DUTY

Full-time or part-time public school employees retain full salary

when absent from work to serve on a jury. The employee is entitled to regular compensation in addition to payment for jury duty.

FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act of 1993 (FMLA) allows eligible employees to take up to 12 work weeks of unpaid job-protected leave for their own serious medical condition or that of an immediate family member (parent, spouse or child), or for the birth or placement of a child with the employee either through adoption or foster care. Employers must maintain any employer-paid health benefits while the employee is on FMLA leave. In order to take leave under FMLA, an employee must work 1,250 hours during the 12 months prior to the start of the leave and must have worked for the employer for 12 months. Employees may choose to substitute accrued leave for unpaid FMLA leave, however the substitution means that the two types of leave run concurrently, with the employee receiving paid leave and protection for the leave under FMLA. If an employee chooses not to substitute paid leave, an employer may require an employee to do so.

More information and complete definitions of covered illness and definitions of immediate family members can be found at www.dol.gov/esa/whd/fmla.

ANNUAL LEAVE

All full-time and part-time permanent employees who work or are on paid leave (including paid holidays and workers' compensation) for one-half or more of the monthly workdays in a monthly pay period are entitled to earn annual vacation leave at the same rate as for state employees. Leave for a part-time em-

ployee is computed on a pro rata basis of the amount of leave earned by a full-time employee in the same class of work. A single employee working in two or more positions may not earn more than the benefits allowed for one full-time position. The rate of earning is based on the length of state service as follows:

<u>Years of Service</u>	<u>Days of Leave per Month</u>
Less than 5 years	1.17
5 but less than 10 years	1.42
10 but less than 15 years	1.67
15 but less than 20 years	1.92
20 years or more	2.17

Bus Drivers who work less than 20 hours per week and are not otherwise entitled to earn leave as described above are entitled to one day per year (equal in length to one regular workday for each driver) if:

- They are employed a regular daily route (substitute drivers not eligible), and
- They were employed as regular bus drivers the entire previous school year.
- A bus driver who resigns or is terminated before taking the leave day is not entitled to compensation for the annual vacation leave day.

BEREAVEMENT LEAVE

At the local level, the county provides three days' leave to employees for a death in the immediate family, defined as: spouse, children, parents, brothers, sisters, grandparents and grandchildren. Also included are the step, half, and in-law relationships.

COMPENSATORY TIME

When workload necessitates that a non-certified employee work more than the designated time per day, the Supervisor is encouraged to give time off during the same week so as not to exceed a total of forty (40) hours worked for the week. The time off should equal the overtime worked on an hour per hour basis.

HOLIDAYS

Paid holidays are granted in accordance with the Department of Public Instruction. The school calendar which is issued each year gives the dates the paid holidays shall be observed

LONGEVITY

All permanent full-time or part-time employees working 20 or more hours per week who have at least 10 years of qualifying state service are eligible for longevity payments. Longevity payments are automatic and payment shall be made not later than the month following the monthly pay period in which the employee has satisfied all eligibility requirements.

The amount of the payment is a percentage of the employee's salary on the anniversary date and does not include bonuses or pay for extra duties. The amount is determined based on the length of total state service as follows:

10 but less than 15 years	1.50 percent
15 but less than 20 years	2.25 percent
20 but less than 25 years	3.25 percent
25 or more years	4.50 percent

RETIREMENT

Membership in the North Carolina State Retirement System is automatic and is mandatory. Each full-time employee (working a minimum of 30 hours per week for at least nine months per year) contributes 6% of all salaries and wages. The cost of the plan is borne by employees and by the State. The Macon County Schools' rate of matching contribution to the System for 2015-16 is 15.32%.

An employee becomes vested in the Retirement System after completing a minimum of five years of contributing service. Contributions to the Retirement System cannot be withdrawn for any reason except separation from service and there are no loan provisions for the retirement system. Benefits eligibility is based on the following ages and service requirements:

Full Benefits:

- Age 65 with 5 years* of membership service.
- Age 60 with 25 years of creditable service.
- Complete 30 years of service at any age.

*Under current law, if you were first hired prior to **October 1, 2006**, and retire with five or more years of State System membership service, the State will pay either all of most of the cost for health insurance coverage, depending on the plan chosen. If you were first hired **on or after October 1, 2006**, in order to receive individual coverage at no cost, you must retire with 20 or more years of retirement service credit. If you have 10 but less than 20 years of retirement service credit, you will have to pay 50% of the cost of your coverage, and with five but less than 10 years, you will have to pay the full cost for your health insurance

coverage. In all cases, the full cost of dependent coverage must be paid by the individual.

Reduced Benefits:

- Age 50 with 20 years of creditable service
- Age 60 with 5 years of service

Information about how benefits are calculated and the complete benefits handbook are available at www.myncretirement.com choose the Teachers and State Employees Handbook. An employee may set up a log-in and password to the ORBIT system at the same website. In the ORBIT website, an employee can view Personal Information, Account Summary, Account History, View Annual Benefits Statements, and View and Create Benefits Estimates.

Employees nearing retirement may send in a request for Benefits Estimate (Form 309) to the Retirement System to get an estimate of the monthly retirement benefit. Information pertaining to sick leave and annual leave balances must be filled out by the Central Office and included on this form before mailing to the Retirement System. Form 309 also includes a “Retirement Countdown” form with a checklist to guide an employee through the retirement process beginning 1-3 years prior to retirement.

DEATH BENEFIT

After completing one year of contributing service in the Retirement System, employees become eligible for a death benefit equal to the highest consecutive 12 months of salary during the 24 months preceding death, with a minimum benefit of \$25,000 and a maximum benefit of \$50,000. Employees must be in active service (contributing to the Retirement System) or within 180

days of effective termination date (the last day for which the employee received compensation subject to contributions.) The beneficiary for the Death Benefit is designated on the same form as the beneficiary for Retirement Contributions. Employees may view beneficiary information for both Retirement System Contributions and the Death Benefit at www.myncretirement.com and logging into the ORBIT system.

Macon County Schools also provides a \$10,000 death benefit for full-time employees through AETNA at no charge to the employee.

PAYROLL DEDUCTIONS – MANDATORY

Federal Withholding, State Withholding, Social Security and Medicare taxes as scheduled by the appropriate governing authority at the current rates, based on the number of exemptions chosen by the employee on the latest W-4 and NC-4 Tax Withholding Forms. Retirement is deducted at 6% of gross pay and is withheld on a pre-tax basis.

PAYROLL DEDUCTIONS – VOLUNTARY

Supplemental Benefits are offered through Pierce Benefits Group and elected during open enrollment by the employee. Premiums for health or dental insurance chosen by the employee will be deducted and shown on the employee's paystub. Additional premiums for employees paid on a 10-month basis may be withheld to cover health and dental insurance premiums during the months of June and July when no paycheck is issued. These deductions will be shown on the paystub as "ADDINS" for health insurance and "ADDDEN" for dental insurance. In addition, deductions will be shown for contributions to 401(k), deferred

compensation or annuity plans voluntarily chosen by the employee. Deductions may also be made for savings or additional services provided by the credit union. Contact the credit union directly or by visiting www.ncsecu.org

DIRECT DEPOSIT

All MCS employees are paid by direct deposit to the bank of their choice. Banking information is provided at the time of hiring and any changes to banking information should be sent to the Finance Office as soon as possible.

COUNSELING SERVICES AVAILABLE TO EMPLOYEES

Macon County Schools will assist employees experiencing problems related to alcohol or other drug use in securing counseling from local health providers. Services available include counseling for the individual or family, on an outpatient and occasionally inpatient basis. Programs of rehabilitation are also available. Referral for services may be made by school officials, law enforcement officers and physicians. Employees may also refer themselves for services. Payment for services is the responsibility of the employee. The Counseling Center fee schedule is based on the income and number of dependents of the employee.

DRUG-FREE WORKPLACE POLICY

It is the policy of the Macon County Board of Education that a drug-free workplace shall be maintained. The Board prohibits the unlawful manufacture, distribution, dispensing, possession, or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids, alcohol, counterfeit substances or any other controlled substance as defined in sched-

ules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 CFR 1300.11 through 1300.15. No employee shall be impaired by the excessive use of prescription or non-prescription drugs. This policy shall govern each employee, school visitor, or student before, during or after school hours, while on property owned or leased by the Board, or at any time during the course of employment.

It is a condition of both direct and indirect employment on any federal grant that each individual shall comply with this policy and shall notify his Supervisor in writing of his conviction of any criminal drug statute for a violation occurring in the circumstances set out in paragraph two of this policy. Notification shall be made no later than five (5) calendar days after such conviction.

Violation of this policy shall subject an employee to personnel action by the Board which could result in nonrenewal or termination of employment with Macon County Schools, or the requirement that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by the Board, a Federal, State, or local health, law enforcement, or other appropriate agency. Information concerning available counseling, rehabilitation and re-entry programs shall be provided to employees.

The proper use of a drug authorized by valid medical prescription from a legally authorized health care provider shall not be considered a violation of this policy when drug is taken by the person for whom the drug was prescribed.

Each employee, including those engaged either directly or indirectly on a federal grant, shall have available a copy of this policy.

Consequences for violation of this policy by a student shall be governed by the Principal's and/or Superintendent's disciplinary decision.

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MISSION

Macon County Schools will challenge all students to achieve their academic potential and be successful in the 21st Century. We will achieve this mission in a safe and caring environment in partnership with parents, staff, and the community.

Revised July 2016