

CUMBERLAND COUNTY SCHOOLS

**2020-2021**

**EMPLOYEE  
HANDBOOK**



**CUMBERLAND**  
COUNTY SCHOOLS



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Policies listed in this handbook may be found by searching the Policy Manual on the North Carolina School Boards Association (NCSBA) Website.

Scan the QR Code or visit the NCSBA Website: <http://tinyurl.com/na83xws>

To find the policy enter the policy code in the search box.

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**Note:** The masculine pronoun “he” and its derivations are used to refer to persons of both genders.

*The Employee Handbook was prepared by the Communications and Public Relations Department of the Cumberland County Schools. Policies and procedures in the printed version of this handbook were current and up-to-date when published. Policies and procedures are subject to change throughout the school year. The most accurate, up-to-date version of this manual can be found on the CCS Intranet Portal. To access the most current policies, visit the CCS' Policy Website at [www.ccsboardpolicy.ccs.k12.nc.us](http://www.ccsboardpolicy.ccs.k12.nc.us).*



## A Message from the Superintendent Dr. Marvin Connelly, Jr.

As we begin the 2020-2021 school year, I want you to know that we are moving forward with the best interests of our staff and students in mind, doing all we can to keep everyone safe and healthy. Although things may look and feel different this year, one thing remains the same: our commitment to providing a safe, positive, and rigorous learning environment to prepare lifelong learners to reach their maximum potential.

Cumberland County Schools (CCS) is blessed to have some of the most hard-working, creative and dedicated employees. We have exceptional talent at every level of CCS, and we appreciate each and every one of you and all you do to support our students.

In March of last year, you did the seemingly impossible. Without hesitation, everyone jumped in to help, working tirelessly to completely overhaul public education. You did this with no time to prepare and very little training. Despite the pandemic, teachers continued to teach. School nutrition workers made sure children were fed. Bus drivers delivered meals. Technology staff ensured students had access to devices.

I'm proud to be a part of this great school district. I know this school year may seem different, but with more than 6,000 dedicated employees, we can and will get through this together. As we start a new year, this employee handbook will ensure consistency across all schools and departments.

Thank you for your continued support as we provide our 50,000+ students with equitable access to engaging learning that prepares them to be collaborative, competitive, and successful in our global world. I wish for all of you much grace, much peace, and that we all give out lots of empathy towards others during this unprecedented time.

Committed to the success of all students,

A handwritten signature in black ink that reads "Marvin Connelly, Jr." in a cursive script.

Dr. Marvin Connelly, Jr.  
Superintendent



# Cumberland County Board of Education

Alicia Chisolm, Chair  
Greg West, Vice-Chair

Deanna Jones	Carrie Sutton
Charles McKellar	Donna Vann
Judy Musgrave	Susan Williams
Joseph Sorce	

Nickolas Sojka, Board Attorney

The Cumberland County Board of Education consists of nine members. Six members are elected by districts; three members are elected at-large. All members are elected for four-year terms.

Regular Board meetings are held on the second Tuesday of each month at the Cumberland County Schools' Central Services Building. Additional called meetings are held when needed. A public forum is held prior to the business portion of the meeting.

The Board sets the policies regulating the operation of schools consistent with public school laws and regulations of the State Board of Education and the U.S. Department of Education. The Superintendent serves as secretary to the Board and is the executive officer charged with the responsibility for operating the schools in accordance with such policies.

All school employees including bus drivers, maintenance personnel, custodians, cafeteria workers, school bus mechanics, office personnel, clerks, teacher assistants, teachers, supervisors, directors, principals, and central office administrators must be approved by the Board of Education.

The Board holds title to all school property in the county including buildings, real estate, contents of school buildings, and activity buses.

The Board is responsible for all assignments of pupils to the schools under its jurisdiction and for establishing basic school rules for the governance of pupils.

The Board grants hearings to persons appealing administrative decisions of the Board's employees and to persons appealing provisions of the Board's policies. Such hearings are conducted in accordance with law and procedural rules adopted by the Board.

The Board prepares a budget for the operation of the school system and submits it to the Cumberland County Board of Commissioners as required by state statute.



# **SECTION I**

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# **Personnel**



## SECTION I – Personnel



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**2020 – 2021**  
**CUMBERLAND COUNTY SCHOOLS**  
**TRADITIONAL 10-MONTH CALENDAR**

DATES	DAYS	EXPLANATION	TEACHER PLANNING DAYS	REQUIRED ANNUAL LEAVE DAYS	HOLIDAYS
August 5,6,7,10,14	Wed, Thurs, Fri, Mon, Fri	Workdays	5		
August 11,12,13	Tuesday - Thursday	Required Workdays	3		
<b>August 17</b>	<b>Monday</b>	<b>First Day for Students</b>			
September 7	Monday	Student/All Staff Holiday			1
October 12	Monday	End of Grading Period			
October 13	Tuesday	Student Remote Learning/Workday	1		
October 14	Wednesday	Student Holiday/Required Workday	1		
November 3	Tuesday	Student Remote Learning/Workday	1		
November 11	Wednesday	Student/All Staff Holiday			1
November 25	Wednesday	Student Remote Learning/Workday	1		
November 26 - 27	Thursday - Friday	Student/All Staff Holidays			2
December 18	Friday	Student Two Hour Early Release/End of Grading Period			
December 21 – January 1	Monday - Friday	Winter Holidays (Student/All Staff) Required Annual Leave		6	4
January 4 - 5	Monday, Tuesday	Student Holiday/Workday	2		
January 18	Monday	Student/All Staff Holiday			1
February 15	Monday	Student Remote Learning/Workday	1		
February 16	Tuesday	Student Holiday/Required Workday	1		
March 11	Thursday	End of Grading Period			
March 12	Friday	Student Remote Learning/Workday	1		
April 2	Friday	Student/Teacher Holiday			1
April 5 - 9	Monday – Friday	Student Holidays/10 Month Required Annual Leave/11 & 12 Month Optional Annual Leave		5	
May 21	Friday	<b>Last Day for Students/Students Two Hour Early Release/End of Grading Period</b>			
May 24 - 27	Monday - Thursday	Required Workdays	4		
May 28	Friday	Workday	1		
May 31	Monday	All Staff Holiday			1
June 1	Tuesday	Workday	1		
<b>Totals</b>			<b>23</b>	<b>11</b>	<b>11</b>

**Schedule of Required Workdays:**

August 11, August 12, August 13, October 14, February 16, May 24, May 25, May 26, May 27

**Additional Workdays:**

August 5, August 6, August 7, August 10, August 14, October 13, November 3, November 25, January 4, January 5, February 15, March 12, May 28, June 1

**Remote Learning Days:**

October 13, November 3, November 25, February 15, March 12

**Make-Up Days if Needed:**

October 14, December 18 (2hr), January 4, January 5, February 16<sup>5</sup>, May 21 (2hr)

**2020 – 2021**  
**CUMBERLAND COUNTY SCHOOLS**  
**A B WILKINS CALENDAR**

DATES	DAYS	EXPLANATION	TEACHER PLANNING DAYS	REQUIRED ANNUAL LEAVE DAYS	HOLIDAYS
August 5,6,7,10,14	Wed, Thurs, Fri, Mon, Fri	Workdays	5		
August 11,12,13	Tuesday - Thursday	Required Workdays	3		
<b>August 17</b>	<b>Monday</b>	<b>First Day for Students</b>			
September 7	Monday	Student/All Staff Holiday			1
October 12	Monday	End of Grading Period			
October 13	Tuesday	Student Remote Learning/Workday	1		
October 14	Wednesday	Student Holiday/Required Workday	1		
November 3	Tuesday	Student Remote Learning/Workday	1		
November 11	Wednesday	Student/All Staff Holiday			1
November 25	Wednesday	Student Remote Learning/Workday	1		
November 26 - 27	Thursday - Friday	Student/All Staff Holidays			2
December 18	Friday	Student Two Hour Early Release/End of Grading Period			
December 21 – January 1	Monday - Friday	Winter Holidays (Student/All Staff) Required Annual Leave		6	4
January 4 - 5	Monday, Tuesday	Student Holiday/Workday	2		
January 18	Monday	Student/All Staff Holiday			1
February 15	Monday	Student Remote Learning/Workday	1		
February 16	Tuesday	Student Holiday/Required Workday	1		
March 11	Thursday	End of Grading Period			
March 12	Friday	Student Remote Learning/Workday	1		
April 2	Friday	Student/Teacher Holiday			1
April 5 - 9	Monday – Friday	Student Holidays/10 Month Required Annual Leave/11 & 12 Month Optional Annual Leave		5	
May 21	Friday	<b>Last Day for Students/Students Two Hour Early Release/End of Grading Period</b>			
May 24 - 27	Monday - Thursday	Required Workdays	4		
May 28	Friday	Workday	1		
May 31	Monday	All Staff Holiday			1
June 1	Tuesday	Workday	1		
Totals			23	11	11

**Schedule of Required Workdays:**

August 11, August 12, August 13, October 14, February 16, May 24, May 25, May 26, May 27

**Additional Workdays:**

August 5, August 6, August 7, August 10, August 14, October 13, November 3, November 25, January 4, January 5, February 15, March 12, May 28, June 1

**Remote Learning Days:**

October 13, November 3, November 25, February 15, March 12

**Make-Up Days if Needed:**

October 14, December 18 (2hr), January 4, January 5, February 16, May 21 (2hr)



**2020-2021**  
**CUMBERLAND COUNTY SCHOOLS**  
**CROSS CREEK, AND CUMBERLAND INTERNATIONAL CALENDAR**

DATES	DAYS	EXPLANATION	TEACHER PLANNING DAYS	REQUIRED ANNUAL LEAVE DAYS	HOLIDAYS
July 27- 31	Monday - Friday	Required Workdays	5		
<b>August 3</b>	<b>Monday</b>	<b>First Day for Students</b>			
September 7	Monday	Student/All Staff Holiday			1
October 2	Friday	End of Grading Period			
October 5	Monday	Student Remote Learning/Workday	1		
October 14	Wednesday	Student Holiday/Required Workday	1		
November 3	Tuesday	Student Remote Learning/Workday	1		
November 11	Wednesday	Student/All Staff Holiday			1
November 25	Wednesday	Student Remote Learning/Workday	1		
November 26 - 27	Thursday - Friday	Student/All Staff Holidays			2
December 16	Wednesday	End of Grading Period			
December 17 – 18	Thursday – Friday	Student Holiday/Workdays	2		
December 21 – January 1	Monday - Friday	Winter Holidays (Student/Teacher)/ Required Annual Leave		6	4
January 4 - 5	Monday - Tuesday	Student Holiday/Workdays	2		
January 18	Monday	Student/All Staff Holiday			1
February 15	Monday	Student Remote Learning/Workday	1		
February 16	Tuesday	Student Holiday/Required Workday	1		
March 5	Friday	End of Grading Period			
March 8 – 12	Monday - Friday	Student Holidays/10 Month Required Annual Leave/11 & 12 Month Optional Annual Leave		5	
April 2	Friday	Student/All Staff Holiday			1
April 5	Monday	Student Remote Learning/Workday	1		
<b>May 18</b>	<b>Tuesday</b>	<b>Last Day for Students/End of Grading Period</b>			
May 19 - 21	Wednesday - Friday	Required Workdays	3		
<b>TOTALS</b>			<b>19</b>	<b>11</b>	<b>10</b>

**Schedule of Required Teacher Workdays:**

July 27, July 28, July 29, July 30, July 31, October 14, February 16, May 19, May 20, May 21

**Additional Teacher Workdays:**

October 5, November 3, November 25, December 17, December 18, January 4, January 5, February 15, April 5

**Remote Learning:**

October 5, November 3, November 25, February 15, April 5

**Make-Up Days if Needed:**

October 14, December 17, January 4, January 5, February 16

**2020 - 2021**  
**CUMBERLAND COUNTY SCHOOLS**  
**CUMBERLAND POLYTECHNIC CALENDAR**

DATES	DAYS	EXPLANATION	TEACHER PLANNING DAYS	REQUIRED ANNUAL LEAVE DAYS	HOLIDAYS
August 3,4,7	Mon,Tues, Fri	Workdays	3		
August 5,6,10,11	Wed, Thur, Mon, Tues	Required Workdays	4		
<b>August 12</b>	<b>Wednesday</b>	<b>First Day for Students</b>			
September 7	Monday	Student/All Staff Holiday			1
October 9	Friday	End of Grading Period			
October 12	Monday	Student Holiday/Workday	1		
October 13	Tuesday	Student Remote Learning/Workday	1		
October 14	Wednesday	Student Holiday/Required Workday	1		
November 3	Tuesday	Student Remote Learning/Workday	1		
November 11	Wednesday	Student/All Staff Holiday			1
November 25	Wednesday	Student Remote Learning/Workday	1		
November 26 – 27	Thursday - Friday	Student/All Staff Holidays			2
December 18	Friday	Student Two Hour Early Release/End of Grading Period			
December 21 – January 1	Monday - Friday	Winter Holidays (Student/Teacher)/ Required Annual Leave		6	4
January 4 -5	Monday, Tuesday	Student Holiday/Workday	2		
January 18	Monday	Student/All Staff Holiday			1
February 15	Monday	Student Remote Learning/Workday	1		
February 16	Tuesday	Student Holiday/Required Workday	1		
March 5	Friday	End of Grading Period			
March 8	Monday	Student Remote Learning/Workday	1		
April 2	Friday	Student/All Staff Holiday			1
April 5 - 9	Monday - Friday	Student Holidays/10 Month Required Annual Leave/11 & 12 Month Optional Annual Leave		5	
<b>May 20</b>	<b>Thursday</b>	<b>Last Day for Students/End of Semester</b>			
May 21, 24	Friday, Monday	Required Workdays	2		
May 25 - 28	Tuesday - Friday	Workdays	4		
<b>TOTALS</b>			<b>23</b>	<b>11</b>	<b>10</b>

**Schedule of Required Teacher Workdays:**

August 5, August 6, August 10, August 11, October 14, February 16, May 21, May 24

**Additional Teacher Workdays:**

August 3, August 4, August 7, October 12, October 13, November 3, November 25, January 4, January 5, February 15, March 8, May 25, May 26, May 27, May 28

**Make-Up Days if Needed:**

October 12, October 14, December 18 (2hr), January 4, January 5, February 16,

**Student Remote Learning:**

October 13, November 3, November 25, February 15, March 8

**2020 - 2021**  
**CUMBERLAND COUNTY SCHOOLS**  
**YEAR-ROUND/FACE TO FACE VIRTUAL CALENDAR**

DATES	DAYS	EXPLANATION	TEACHER PLANNING DAYS	REQUIRED ANNUAL LEAVE DAYS	HOLIDAYS
July 1 - 2	Wed - Thurs	Required Workdays	2		
July 3	Friday	Holiday			1
July 6	Monday	Workday	1		
July 7	Tuesday	Required Workday	1		
July 8	Wednesday	Workday	1		
<b>July 9</b>	<b>Thursday</b>	<b>First Day for Students</b>			
September 7	Monday	Student/Teacher Holiday			1
September 11	Friday	End of Grading Period			
September 14	Monday	Student Holiday/Workday	1		
September 15 – October 2	Tuesday – Friday	Intersession			
October 14	Wednesday	Student Holiday/Required Workday	1		
November 3	Tuesday	Student Remote Learning/Workday	1		
November 11	Wednesday	Student/Teacher Holiday			1
November 25	Wednesday	Student Remote Learning/Workday	1		
November 26-27	Thursday – Friday	Student/Teacher Holidays			2
December 11	Friday	Student Two Hour Early Release/End of Grading Period/Semester			
December 14	Monday	Student Holiday/Workday	1		
December 15-23	Tues – Fri Mon - Wed	Intersession			
December 24, 25, 28	Thurs, Fri, Mon	Holidays			3
December 29–31	Tues – Thurs	Winter Holidays (Student/All Staff) Required Annual Leave		3	
January 1	Friday	Holiday			1
January 4 - 5	Monday - Tuesday	Intersession			
January 18	Monday	Student/Teacher Holiday			1
February 15	Monday	Student Remote Learning/Workday	1		
February 16	Tuesday	Student Holiday/Required Workday	1		
March 17	Wednesday	End of Grading Period			
March 18	Thursday	Student Remote Learning/Workday	1		
March 19–April 1	Friday - Thursday	Intersession			
April 2	Friday	Student/Employee Holiday			1
April 5 - 9	Monday - Friday	Intersession			
May 28	Friday	Student Remote Learning/Workday	1		
May 31	Monday	Student/Employee Holiday			1
June 11	Friday	<b>Last Day for Students/Student Two Hour Early Release/ End of Grading Period</b>			
June 14 – 17	Mon – Thurs	Required Workday	4		
June 18	Friday	Workday	1		
<b>TOTALS</b>			<b>19</b>	<b>3</b>	<b>12</b>

**Schedule of Required Workdays:**

July 1, July 2, July 7, October 14, February 16, June 14, June 15, June 16, June 17

**Additional Teacher Workdays:**

July 6, July 8, September 14, November 3, November 25, December 14, February 15, March 18, May 28, June 18

**Student Remote Learning:**

November 3, November 25, February 15, March 18, May 28

**Make-Up Days if Needed:**

September 14, October 14, December 14, February 16

**2020 – 2021  
CUMBERLAND COUNTY SCHOOLS  
11 and 12 MONTH EMPLOYEE CALENDAR WITH LEAVE TIME**

Administrative Offices will be open Monday through Friday from 8:00 a.m. until 5:00 p.m. Schedule deviations will be announced and posted.

School schedule deviations will be announced and posted at the school. School summer work hours will be announced by the Superintendent.

Schedule of mandatory annual leave and holidays for 2020 – 2021 (includes teachers and school level administrators employed 11 and 12 months):

Holiday	Leave
<b>July 3 – Independence Day</b>	<b>1</b>
<b>September 7 – Labor Day</b>	<b>1</b>
<b>November 11 – Veteran’s Day</b>	<b>1</b>
<b>November 26 – 27 – Thanksgiving</b>	<b>2</b>
<b>December 21 – January 1 – Winter Holidays</b>	<b>6 AL / 4 H</b>
<b>January 18 – Martin Luther King Day</b>	<b>1</b>
<b>April 2 – Spring Break</b>	<b>1</b>
<b>May 31 – Memorial Day</b>	<b>1</b>
<b>TOTAL LEAVE DAYS</b>	<b>6 AL / 12 H</b>

- 1) Designated holidays and mandatory leave days do not require completing a leave request form by school employees.
- 2) Annual leave may be used instead of sick leave. Teachers are excluded.
- 3) Principals will not be granted annual leave on System-wide Staff Development days requiring mandatory attendance of teachers.
- 4) Certificated school level employees will not be granted annual leave on required teacher workdays.

**VACATION LEAVE ACCRUAL RATE**

Years of Service	Monthly Full-time Accrual Rates	12-Month Full-time Accrual Rates
Less than 5 years	1.17 days (9.33 hours)	14 days (112 hours)
5 but less than 10 years	1.42 days (11/33 hours)	17 days (136 hours)
10 but less than 15 years	1.67 days (13.33 hours)	20 days (160 hours)
15 but less than 20 years	1.92 days (15.33 hours)	23 days (184 hours)
20 years or more	2.17 days (17.33 hours)	26 days (208 hours)

Annual vacation leave may be accumulated without any applicable maximum until June 30 of each calendar year. On June 30, any employee with more than 30 accumulated annual leave days shall have the excess leave transferred to sick leave so that only 30 annual leave days are carried forward to July 1 of each year.

## DUTIES OF TEACHERS

(General duties of teachers are spelled out in Public School Laws in North Carolina).

### § 115C-307. Duties of teachers

- a. **To Maintain Order and Discipline.** - It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher assistants when given authority over some part of the school program by the principal or supervising teacher, to maintain good order and discipline in their respective schools. A teacher, student teacher, substitute teacher, voluntary teacher, or teacher assistant shall report to the principal acts of violence in school and students suspended or expelled from school as required to be reported in accordance with State Board policies.
- b. **To Provide for General Well-Being of Students.** - It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher assistants when given authority over some part of the school program by the principal or supervising teacher, to encourage temperance, morality, industry, and neatness; to promote the health of all pupils, especially of children in the first three grades, by providing frequent periods of recreation, to supervise the play activities during recess, and to encourage wholesome exercises for all children.
- c. **To Provide Some Medical Care to Students.** - It is within the scope of duty of teachers, including substitute teachers, teacher assistants, student teachers or any other public school employee when given such authority by the board of education or its designee, (i) to administer any drugs or medication prescribed by a doctor upon written request of the parents, (ii) to give emergency health care when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the pupil, and (iii) to perform any other first aid or life saving techniques in which the employee has been trained in a program approved by the State Board of Education: Provided, that no one shall be required to administer drugs or medication or attend life saving techniques programs.

Any public school employee, authorized by the board of education or its designee to act under (i), (ii), or (iii) above, shall not be liable in civil damages for any such authorized act or for any omission relating to such act unless such act or omission amounts to gross negligence, wanton conduct or intentional wrongdoing. Any person, serving in a voluntary position at the request of or with the permission or consent of the board of education or its designee, who has been given the authority by the board of education or its designee to act under (ii) above shall not be liable in civil damages for any such authorized act or for any omission relating to such act unless the act amounts to gross negligence, wanton conduct or intentional wrongdoing.

At the commencement of each school year, but prior to the beginning of classes, and thereafter as circumstances require, the principal of each school shall determine which persons will participate in the medical care program.

- d. **To Teach the Students.** - It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher assistants when given authority over some part of the school program by the principal or supervising teacher, to teach as thoroughly as they are able all branches which they are required to teach; to provide for singing in the school, and so far as possible to give instruction in the public school music.
- e. **To Enter into the Superintendent's Plans for Professional Growth.** - It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher

assistants when given authority over some part of the school program by the principal or supervising teacher, to enter actively into the plans of the superintendent for the professional growth of the teachers.

- f. To Discourage Nonattendance. - Teachers shall cooperate with the principal in ascertaining the cause of nonattendance of pupils that he may report all violators of the compulsory attendance law to the school social worker in accordance with rules promulgated by the State Board of Education.
- g. To Make Required Reports. - A teacher shall make all reports required by the local board of education. The superintendent shall not approve the voucher for a teacher's pay until the required monthly and annual reports are made.

The superintendent may require a teacher to make reports to the principal.

A teacher shall be given access to the information in the student information management system to expedite the process of preparing reports or otherwise providing information. A teacher shall not be required by the local board, the superintendent, or the principal to (i) provide information that is already available on the student information management system; (ii) provide the same written information more than once during a school year unless the information has changed during the ensuing period; or (iii) complete forms, for children with disabilities, that are not necessary to ensure compliance with the federal Individuals with Disabilities Education Act (IDEA). Notwithstanding the forgoing, a local board may require information available on its student information management system or require the same information twice if the local board can demonstrate a compelling need and can demonstrate there is not a more expeditious manner of getting the information.

Any teacher who knowingly and willfully makes or procures another to make any false report or records, requisitions, or payrolls, respecting daily attendance of pupils in the public schools, payroll data sheets, or other reports required to be made to any board or officer in the performance of their duties, shall be guilty of a Class 1 misdemeanor and the certificate of such person to teach in the public schools of North Carolina shall be revoked by the Superintendent of Public Instruction.

- h. To Take Care of School Buildings. - It shall be the duty of every teacher to instruct children in proper care of property and to exercise due care in the protection of school property, in accordance with the provisions of G.S. 115C-523. (1955, c. 1372, art. 17, ss. 4, 6; 1959, cc. 1016, 1294; 1969, c. 638, ss. 2, 3; 1971, c. 434; 1981, c. 423, s. 1; 1985, c. 642; c. 686, s. 2; 1989, c. 585, s. 4; 1993, c. 539, s. 884; 1994, Ex. Sess., c. 24, s. 14(c); 1997-443, s. 8.29(k); 2000-67, s. 8.18(a).)

**ELIGIBLE RETURNING DATES FOR LEAVE OF ABSENCES**  
**WITHOUT PAY FOR 2020-2021\***

**Year-Round**

September 14, 2020  
December 12, 2020  
February 16, 2021  
First Day – 2021-2022 school calendar

**Traditional**

November 3, 2020  
February 16, 2021  
March 12, 2021  
First Day – 2021-2022 school calendar

\*Returning dates may vary if school calendar is revised.

The following additional leave options are available to eligible/qualifying employees and are discussed in the N.C. Benefits and Employment Policy Manual:

Shared Leave (4.3.1), Short Term Disability (4.5.1; 4.5.2), Long Term Disability (4.5.3), Workers Compensation (9.2.1 - 9.2.6)

### **HEALTH EXAMINATION**

Health examinations are required for all NEW employees. Only N.C. Public Schools Health Exam Certificates will be accepted and are available in the Human Resources Department. All questions included on the form must be completed. Returning Cumberland County School employees with less than 1 year of service with Cumberland County are no longer required by law to have an annual exam. Health examination forms must be completed and submitted to the Human Resources Department before the employee's second payroll check will be released.

## LICENSE RENEWAL – STANDARD PROFESSIONAL II LICENSE

Effective July 1, 2015, teachers of grades K-12 must complete 3 renewal credits in their ACADEMIC SUBJECT areas, including strategies to teach those subjects, during each five-year renewal cycle. Teachers completing the National Board Certification process during their renewal cycle can receive full credit for renewal by submitting their request to the CCS licensure department (request form and National Board letter). If they are completing the National Board Certification renewal process during their renewal cycle, they can receive 1 CEU in Content and 1 CEU in Literacy to be applied towards renewal by submitting their request to CCS Licensure.

Effective July 1, 2017, beginning with licenses that expire on or after June 30, 2019, 2 NC Digital Learning Competency Credits will be required for license renewal.

### **Appropriate Renewal Activities:**

1. College or University Courses - There is no upper limitation to the number of renewal credits per five-year cycle. Courses may be taken through any regionally accredited college or university including technical and community colleges. One-quarter hour of credit is the equivalent of one renewal credit. One semester hour of credit is the equivalent of one and one-half (1.5) renewal credits.
2. Local Courses or Workshops - There is no upper limitation to the number of renewal credits per five-year cycle. Credit may be taken through any North Carolina school administrative unit or approved board on a space available basis with approval of the local superintendent or governing board. Credit is certified by official documentation from administrative unit or governing board.
3. Activities Approved By State Department of Public Instruction - There is no upper limitation to the number of renewal credits per five-year cycle. Credit is established by the Division of Staff Development, State Department of Public Instruction, for activities conducted by the department and for activities conducted by other education agencies.
4. National Board for Professional Teaching Standards Certification - or completion of the National Board for Professional Teaching Standards Certification process (8 units of renewal credit). Renewing National Board for Professional Teaching Standards Certification is awarded 2 units of renewal credit (1 CEU in Content and 1 CEU in Literacy).

The principal must give prior approval of courses to be used for renewal. Renewal credit shall be directly applicable to the license area(s) and/or professional responsibilities. The State Board Regulations adopted May 4, 1983, call for renewal requirements to be met by June 30 (the expiration date shown on licenses).

Documentation for professional development obtained outside Cumberland County Schools needs to be submitted to the Professional Development Office. Send a COPY (you retain the original) of your certificate of completion and the Certified Non-Cumberland County Schools' Credit Request form to the Professional Development Office, ERC. Any copies of grade reports and/or transcripts or transfer credits from another county should be submitted to the Licensure Office, Human Resources. All credit filed is subject to all rules and regulations established by the State Board of Education for license renewal. Renewal, like licensure qualification, is the responsibility of the educator.

Each individual is responsible for knowing and satisfying the renewal requirements. Failure to renew a license will result in the immediate termination of the teacher's contract. Questions concerning renewal should be first referred to the principal.



## License Renewal – Continuing Licenses

- Credits must be earned during the 5-year Renewal cycle and must be completed by June 30<sup>th</sup> of the license expiration date.
- 1 CEU = 10 contact hours per workshop (credits less than 1 CEU will not count)
- Requirements are based on your license area(s) and current assignment.
- Credit for educator experience is no longer included.

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**REQUIREMENTS effective 7/1/2018, for those expiring 6/30/2019 and beyond G.S. 115C-296 (b) (1) c. iii**

<b><u>Expiring 6/30/2019 and Beyond:</u></b>				
8.0 CEUs TOTAL per 5-year renewal cycle including specific requirements as stated below:				
Educator Category	2 – NC Digital Learning Competencies	3 – Literacy	3 – Content **	3 – Sch Admin
Pre-K Teachers	YES	No	YES	No
ALL Elementary Teachers & School Based licensed personnel including Student Services	YES	YES	YES	No
Middle School & School Based licensed personnel including Student Services	YES	No	YES	No
ALL 9-12 Teachers & School Based licensed personnel	YES	No	YES	No
Student Support Personnel (not school based)	YES	No	YES	No
Speech-Language with NCBOE based license must meet NCBOE <b>yearly</b> requirements	No	No	No	No
SLP + other license areas have 2 sets of renewal requirements: NCBOESLP <b>yearly</b> renewal requirements <b>plus</b> DPI renewal requirements for the other areas on the license	YES	YES if Elem	YES	No
SLP without NCBOE license	YES	YES if Elem	YES	No
School Based Principals/APs and AP Provisional 012 license	YES	No	No	YES
Central Office Educators	YES	No	No	YES
Retiree - – may use the Retiree Renewal Option: GS 115C-296(b) upon retirement IF the license has not expired	Retiree Option (no “banking”)	Retiree Option (no “banking”)	Retiree Option (no “banking”)	Retiree Option (no “banking”)

- **Content** – academic content related to subject on license or student service area currently employed in: EC (all grades), AIG (all grades) and Elementary: Content = Language Arts/Writing, Math, Science, or Social Studies  
Media, Counselors, Psychologists, Social Workers, etc. (school based): Content = your Dept. system-wide annual training Coaching clinics do not count as academic Content for PE teachers
- **Literacy**: shall include evidence-based assessment, diagnosis, and intervention strategies for students not demonstrating reading proficiency. Oral language, phonemic and phonological awareness, phonics, vocabulary, fluency, and comprehension shall be addressed in literacy-related activities leading to license renewal for elementary teachers.
- **NC Digital Learning Competencies (technology)**: Online and face-to-face professional development

NOTE: It is recommended that K-12 positions (to include Media, Counselors, Psychologist and Social Workers) obtain 3 literacy CEU’s in case they are moved to an elementary school during their renewal year.

If you have questions, please contact: Professional Development at ERC 678-2708 **OR** Licensure, Human Resources: jenniferdinner@ccs.k12.nc.us or amandablack@ccs.k12.nc.us

## LICENSE RENEWAL REQUIREMENTS

License renewal credit is required to assure that professional personnel periodically update their professional knowledge and technical competency. North Carolina Continuing Professional licenses are valid for a period of five years and require renewal within each five-year period. This means that all credit to be applied toward renewal must occur within the five years immediately preceding the actual date of expiration of a license. Surplus credit earned cannot be applied to the next five-year cycle. License renewal shall be based on 8.0 continuing education units or five semester hours of renewal credit earned within the current five-year period. One CEU = 10 contact hours. Renewal credit may be counted in increments of no less than one unit of credit. (Smaller units of credit cannot be combined to make one unit.)

Renewal credit must be appropriate to the license area and/or teaching responsibilities of the person involved. North Carolina Public School Systems, authorized to administer staff development programs, shall establish official procedures for planning local in-service courses or workshops and official procedures for recording such credits. Employed personnel in North Carolina Public Schools must contact their designated personnel (Licensure Specialist in Human Resources or the Professional Development office) concerning all renewal questions and recording of credits earned. If a license is designated provisional or lateral entry, the employee must submit proof of course completion and/or meeting test requirements.

**Elementary level teachers must earn three (3.0) renewal credits in LITERACY during each five-year renewal cycle.**

**Note: The EC Department and CCS Licensure recommend that all school-based EC teachers should complete the three (3.0) Literacy renewal credits in case they transfer or get moved into K-5 positions during their renewal cycle.**

**Effective July 1, 2017, beginning with licenses that expire on or after June 30, 2019, 2 NC Digital Learning Competency Credits will be required for license renewal.**

## LICENSING OF TEACHERS

Licensure is the process which establishes eligibility for individuals to perform specific professional services as a public school employee. The basis for licensure rests upon the completion of an approved education program or the equivalent and includes meeting minimum National Teachers Examination/Praxis II Subject Assessment or NC Pearson score requirements.

North Carolina state statutes specify that all professional employees of the public schools shall hold appropriate licensure for the subject, grade level or professional assignment. The statutes further state that the licensure function is the responsibility of the State Board of Education.

There are two specific statutory mandates which under gird many requirements in the licensure process. An understanding of each will prove useful in interpreting the numerous licensure requirements. General Statute 115C-295 (b) reads, "It shall be unlawful for any board of education to employ or keep in service any teacher who neither holds nor is qualified to hold a license in compliance with the provision of the law or in accordance with the regulations of the State Board of Education." Identical language requires that principals, supervisors, and all other professional staff are subject to the same licensure requirement.

General Statute 115C-296 (a) reads in part: "The State Board of Education shall have entire control of licensing all applicants for teaching positions in all public elementary and high schools of North Carolina; and it shall prescribe the rules and regulations for the renewal and extension of all certificates and shall

determine and fix the salary for each grade and type of certificate which it authorizes." Again, the language is forthright, and the legislative intent is clear. Together, these statutes underscore the importance that the General Assembly attaches to the licensure process. Placing total responsibility with the State Board of Education for developing all requirements for licensure and at the same time requiring that all professional employees of local boards of education hold appropriate licensure results in uniform statewide standards that can be and are implemented by decisions made locally.

Establishing licensure and verification of experience credit are matters between the teacher and the Division of Teacher Education and Licensure. The Human Resources Department is glad to be of any assistance possible to the teacher or the Division of Teacher Education and Licensure but can assume no obligation in licensing matters.

### NEW EMPLOYEE ORIENTATION

In compliance with North Carolina laws, all new employees are required to attend an orientation prior to beginning work in the Cumberland County School system. Representatives from Business Operations, Human Resources, Risk Management, and Safety/Security Departments will provide participants with pertinent information regarding their employment with the Cumberland County Schools. Topics will include payroll procedures, employee benefits, safety and security procedures, and other general information to help them start their career with the school system.

New Employee Orientations involving safety issues will be held online using the Safe Schools Online Safety Training Program <http://www.ccs.nc.safeschools.com/login>. Each new employee will receive a username and password which is necessary in order to access the training. All courses must be completed by the date specified once you log-in. If you have any questions or problems with the site, please contact one of the following:

Laura Young

Stephen Rogers

[laurayoung@ccs.k12.nc.us](mailto:laurayoung@ccs.k12.nc.us)

[stephenrogers@ccs.k12.nc.us](mailto:stephenrogers@ccs.k12.nc.us)

910-678-2591

910-678-2345

### SALARY DETERMINATION

Public school employees are paid on a state salary in accordance with their **certificate class level, experience level, and assignment** as teachers, curriculum specialists, program directors, student service personnel, or administrators.

#### **Experience**

##### **Areas of Experience Credit**

***Superintendent:*** Experience earned by serving as superintendent is creditable toward the superintendent rating as well as all other certificate areas.

***Principal:*** Experience earned by service as a principal is creditable toward the principal rating as well as supervisor/director (e.g., curriculum-instructional specialist, exceptional children program administrator), student service areas, and all teaching areas.

***Assistant Principal:*** Experience earned by serving as an assistant principal is creditable to teaching, student service, and supervisor/director (e.g., curriculum-instructional specialist, exceptional children program administrator) areas, but not to the principal area.

**Supervisor/Director:** Experience earned by service as a supervisor/director is creditable toward supervisor, student service, and all teaching areas.

**Student Service:** Experience earned in a student service assignment (e.g., school psychologist, school counselor, school social worker) is creditable toward supervisor/director areas (e.g., curriculum-instructional specialist, exceptional children program administrator), student service areas, and all teaching areas.

**Teacher:** Experience earned by service as a teacher is creditable toward all teaching areas, the supervisor/director (e.g., curriculum-instructional specialist, exceptional children program administrator) area, and all student service areas.

**Calculation of Experience Credit:** Experience credit is calculated and authorized by the North Carolina State Board of Public Instruction.

### **Guidelines for Establishing Experience Credit as a Professional Educator**

**Credit awarded for professional school experience is calculated according to these rules:**

1. Full-time work in a school system for 129 workdays or more within one fiscal year (July 1 through June 30) shall earn one year of experience credit (excluding experience in a one-teacher private school).
2. Part-time work shall require a minimum of 15 hours per week to establish experience credit in a school unit. One year of experience can be earned, if the experience totals six calendar months of full-time experience during a single fiscal year.
3. Partial years of full-time or part-time experience can be combined for experience credit. For example, two years of part-time work (at least 15 hours per week can be combined for one year of experience, if it is equivalent to six months of full-time experience.)
4. Full-time experience of less than six calendar months in a fiscal year can be combined with another partial year of part-time or full-time experience to equal one year of experience credit.
5. Experience credit for a single year served in two or more school administrative units shall be allowed unless the State Board of Education has been advised that the person's contract was willfully breached during the school year.
6. Credit for college teaching shall be calculated based on the number of semester hours spent teaching per term. Six semester hours per term shall be considered part-time teaching and 12 semester hours per term shall be considered full-time teaching.
7. Properly documented service in a private school or out-of-state school unit is creditable under the same criteria as in-state experience.
8. Service as a tutor, clerical paraprofessional or substitute teacher shall not be recognized for professional educator experience. It may be recognized for non-teaching work experience credit if it meets the criteria identified below.

### **Guidelines for Establishing Experience Credit for Related Non-Teaching Work Experience**

For salary purposes, related non-teaching work experience can be credited toward an individual's total licensure experience rating on the recommendation of the designated personnel administrator of the

North Carolina Local Education Agency (NC LEA) which has employed the individual in a professional position.

**An official Job Description must accompany each non-teaching experience form submitted.**

“Related non-teaching work experience” shall be defined as professional work experience in public or private sectors that is directly related to an individual’s

- area of licensure and
- work assignment

Credit for non-teaching work experience is not transferable to other licensure areas for which the experience is not relevant. In addition, to be eligible for credit, such experience must meet the following criteria:

- Is based on a 40-hour week
- Was at least half-time (20 hours or more per week)
- Was completed after age 18
- Did not include on-the-job training; AND
- Was paid and documented

One year of experience credit can be awarded for every two years of full-time relevant non-teaching work experience completed before the individual earned a bachelor’s degree. One year of experience credit can be awarded for every year of full-time relevant non-teaching work experience completed after the individual earned a bachelor’s degree. **Instructional Teaching Assistants qualify under this rule.**

For Class V Career and Technical Trade and Industry Education licenses, one year of experience credit can be awarded for each year of full-time relevant non-teaching work experience after the individual has completed the required training and work experience to qualify for the provisional license. License qualifying experience must meet a one-year minimum of 12 months/52 weeks full-time and cannot be rounded up. (For pay purposes: with an AA degree 2 years work experience is held in escrow with and released if a bachelor’s degree related to area of license is completed. For those whose licenses are based on a high school diploma, 4 years are held in escrow; with 2 years released when the individual completes an AA in a related field and the additional 2 years will be released if the individual completes a bachelor’s in a related field.)

**Military Service:** Teachers and special service personnel who leave public school positions to enter military service for the United States are allowed experience increments for the period of active service. This experience can be credited to individuals only if they leave positions to serve in the military and return to those positions immediately following honorable discharge. Military service should be documented on Form M or military separation form DD214 or the equivalent.

**Note:** Experience credit is not awarded for a period of time designated as a **leave of absence**.

**Effective Date for Experience Changes:** Newly added experience credit is effective for salary determination on July 1 of the fiscal year during which it is received and approved by the Licensure Section. Salary adjustments due to corrections in experience ratings are effective July 1 of the fiscal year in which the correction is made unless otherwise approved by the Licensure Section. The deadline for submitting requests to the Licensure Section to add experience for the fiscal school year is April 15. Forms for verifying experience may be obtained from Cumberland County Schools’ Human Resources Department or by contacting the Licensure Section, N.C. Department of Public Instruction.

## **Class Level and Salary**

## **Graduate Licensure**

Effective July 1, 2014, licensed public school personnel shall be paid on the salary schedule applicable to their assignment. This policy shall apply to all areas, including administration, student services, and teaching.

The area of M licensure for which the salary is established must have been added based on the completion of an approved education program or equivalent.

**NOTE:** Only the following teachers and instructional support personnel shall be paid on the “M” salary schedule, or receive a salary supplement for academic preparation at the six-year degree level or at the doctoral degree level for the 2014-2015 school year and subsequent school years:

1. Certified school nurses and instructional support personnel in positions for which a master’s degree is required for licensure.
2. Teachers and instructional support personnel who were paid on that salary schedule or received that salary supplement prior to the 2014-2015 school year.
3. Teachers and instructional support personnel who (I) complete a degree at the master’s, six-year, or doctoral degree level for which they completed at least one course prior to August 1, 2013, and (II) would have qualified for the salary supplement pursuant to State Board of Education policy TCP-A-006, as it was in effect in June 2013.”

***Please note: Teachers who obtain their masters in administration, but are currently assuming the role of a classroom teacher must also meet one of the above three (3) criteria in order to be paid on the masters, six-year, or doctoral degree level.***

The following restrictions apply:

Effective July 1, 1993, the Licensure Section can authorize salary certification on the class M teacher salary schedule for teachers who hold master’s degrees that are not in teacher education. ***(Provided either (1), (2), or (3) in the “NOTE above are met)***

The following restrictions apply:

1. The master’s or higher degree must be from a regionally accredited institution (The regional accredited agencies are Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges, Northwest Commission of Colleges and Universities, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges.)
2. The master’s or higher degree must be in education or a subject area directly related to an existing area of licensure and current teaching assignment or instructional support responsibilities. (M.Ed. in Adult Education is not eligible.)
3. The educator’s assignment for the majority (50% or more) of the school day must be in the area for which the master’s or higher degree applies.

Form G (Request for Placement on the Graduate, Advanced, or Doctoral Salary Schedule) must be submitted to the Licensure Section for authorization of the graduate salary. This request must come from the Licensure Office of Cumberland County Schools. A DPI processing fee is required.

Teachers should immediately notify the Cumberland County Human Resources Department if they meet the above requirements.

**Advanced and Doctoral Certification**

If an individual in a teaching or student services personnel position is eligible to be paid on an advanced or doctoral license, he/she will receive an additional monthly supplement of:

- \$126 per month for an advanced license and
- \$253 per month for a doctorate license

**Rule:** This rule applies even if the educator is assigned to an area other than the one with the highest-class level.

**Exception:** Salary certification for audiologists, speech-language pathologists, and school psychologists follows procedures in Section D IV of the State Salary Manual 2015-2016.

### **Effective Date of Salary Changes**

Salary changes based on additional academic preparation completed prior to April 1 of the current school year become effective in the same pay period as the license effective date. Class upgrades and salary changes that result from educational requirements completed after April 1 become effective July 1 of the following school year.

LICENSE SERVICE FEES (payable to NCDPI by Visa or MasterCard)

There is a license service fee for the following services (fees are non-refundable):

- Addition of experience
- Adding an area to the license
- Clearing provisions on an expired license
- Extending a SP1 license (if expired)
- Deletion of an area (variation to a license)
- Addition of a provisional area to an existing license
- Initial Graduate Pay Request
- Upgrade in educational level
- Renewal of license
- Renewal of license (if expired)
- Experience review from an individual
- Name change
- Social Security Number changes
- Copies of DPI licensure file
- National Board Certification

## SYSTEM OF EMPLOYMENT FOR PUBLIC SCHOOL TEACHERS

The following excerpt on the conditions of employment and the grounds for dismissal or demotion of teachers is found in North Carolina General Statute 115C-325 (e). This article is copied from Public School Laws of North Carolina published in 2003 and issued by the State Board of Education.

Grounds for Dismissal or Demotion of a Career Teacher:

(1) No career teacher shall be dismissed or demoted or employed on a part-time basis except for one or more of the following:

- a. Inadequate performance.
- b. Immorality.
- c. Insubordination.

- d. Neglect of duty.
- e. Physical or mental incapacity.
- f. Habitual or excessive use of alcohol or non-medical use of a controlled substance as defined in Article 5 of Chapter 90 of the General Statutes.
- g. Conviction of a felony or a crime involving moral turpitude.
- h. Advocating the overthrow of the government of the United States or of the State of North Carolina by force, violence, or other unlawful means.
- i. Failure to fulfill the duties and responsibilities imposed upon teachers by the General Statutes of this State.
- j. Failure to comply with such reasonable requirements as the board may prescribe.
- k. Any cause which constitutes grounds for the revocation of such career teacher's teaching license or the career school administrator's administrator license.
- l. A justifiable decrease in the number of positions due to district reorganization, decreased enrollment, or decreased funding, provided that there is compliance with subdivision.
- m. Failure to maintain his/her license in a current status.
- n. Failure to repay money owed to the State in accordance with the Provisions of Article 60, Chapter 143 of the General Statutes.
- o. Providing false information or knowingly omitting a material fact on an application for employment or in response to a pre-employment inquiry.



## **SECTION II**

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# **Employee Leave**



## SECTION II – Employee Leave



Policies listed in this handbook may be found by searching the Policy Manual on the North Carolina School Boards Association (NCSBA) Website.

To find the policy enter the policy code in the search box.

NCSBA Policy Website: <http://tinyurl.com/na83xws>

Title	Policy Code/Page
2020 Edition of the “Retirement Benefits” Handbook	Page 25
NC Benefits and Employment Policy Manual – DPI Website Link	Page 26
Educational/Professional Leave	7510-R
Eligible Returning Dates for Leave of Absences Without Pay for 2020-2021	Page 26
Leave	7510
Leave Without Pay - Reason 7 Absences (Certified)	Page 26
Leave Without Pay - Reason 7 Absences (Non-Certified)	Page 27
Substitutes Sick Leave Regulations	Page 27
Teacher Absences	Page 28
Workers' Compensation	Page 28

### 2020 Edition of the “Retirement Benefits” Handbook

The 2020 North Carolina Retirement Systems' Retirement Handbooks are now posted on My NC Retirement. Learn about your retirement benefits, beneficiary designations, creditable service, and much more! Visit the Retirement Benefits Handbook page at [www.nctreasurer.com](http://www.nctreasurer.com). This handbook outlines the benefits available to you as a member of the Teachers' and State Employees' Retirement System, including:

- Benefits you will receive at retirement once you meet the service and age requirements
- Benefits you may receive if you become disabled (Disability Income Plan of North Carolina)
- Benefits your beneficiary may receive if you die while you are an active employee or after you retire (death benefits)
- Qualifications for re-employment after retiring

We encourage you to visit the website, [www.myncretirement.com](http://www.myncretirement.com), for retirement resources, and to register on ORBIT, your safe and secure online access to your personal retirement account information. You can also contact the North Carolina Retirement Systems if you have additional questions at 1-877-627-3287. A customer service representative can assist with the status of an application or answer questions about retirement, disability, and death benefits.

Department of State Treasurer

## NORTH CAROLINA BENEFITS AND EMPLOYMENT POLICY MANUAL

Visit <http://www.ncpublicschools.org/district-humanresources/> to see the most current copy of the North Carolina Benefits and Employment Policy Manual on the Department of Public Instruction (DPI) Website.

### ELIGIBLE RETURNING DATES FOR LEAVE OF ABSENCES WITHOUT PAY FOR 2020-2021\*

#### **Year-Round**

September 14, 2020

December 12, 2020

February 16, 2021

First Day – 2021-2022 School Calendar

#### **Traditional**

November 3, 2020

February 16, 2021

March 12, 2021

First Day – 2021-2022 School Calendar

\*Returning dates may vary if school calendar is revised.

The following additional leave options are available to eligible/qualifying employees and are discussed in the N.C. Benefits and Employment Policy Manual:

Shared Leave (4.3.1), Short Term Disability (4.5.1; 4.5.2), Long Term Disability (4.5.3), Workers Compensation (9.2.1 – 9.2.6)

### LEAVE WITHOUT PAY - REASON 7 ABSENCES (Certified)

- I. The Cumberland County Board of Education will not excuse teacher absences for reasons not excused by the State Board of Education. Reason 7 absences should only be used with the principal's approval after all eligible leave has been exhausted.
- II. The Cumberland County Board of Education will approve arrangements made for children when teachers are absent for reasons not excused by the State Board of Education and will absolve teachers of the charge of neglect of duty if provisions made for children in the teacher's absence meet the following criteria:
  - A. For any continuous absence of up to five days where students are involved (including Reason 6 Days), lesson plans will be prepared by the regular teacher and a Substitute suitable to the principal is available continuously to carry out the lesson plans without interruption.
  - B. For continuous absences in excess of five days where students are involved (including Reason 6 Days), a certified teacher must be available who has the competency to teach the particular specialty of the regular teacher to the satisfaction of the principal and the Board's personnel officer.
  - C. In case the teacher is not satisfied with the decision of the principal and the Board's personnel officer, the decision may be appealed to the Superintendent.

- III. When arrangements for children are not approved by the County Board of Education, an absence not excused by the State Board of Education will be suspect of neglect of duty.
- IV. Principals are directed to write a letter for the personnel folder of any teacher absent for a reason not excused by the State Board of Education where prior arrangements for children have not been approved by the Cumberland County Board of Education.
- V. Teachers will be expected to defend by letter directed to their personnel folder any absence not excused by the State Board of Education where prior arrangements for children were not approved by the Cumberland County Board of Education.

LEAVE WITHOUT PAY - REASON 7 ABSENCES  
(Non-Certified)

In lieu of extended sick leave, due to an extraordinary cause, as determined by the immediate supervisor, non-certified employees may be granted 20 days of leave without pay before being required to take a Board-approved leave of absence. Unused leave without pay does not carry to succeeding school years.

SUBSTITUTES SICK LEAVE REGULATIONS

**Bookkeepers**

Dual Substitutes for bookkeepers may be used after the bookkeeper has used five days of sick leave during the school term. The rate of pay for the dual substitute is \$8.00 per hour. If the bookkeeper is to be out on a Board approved leave of absence of one calendar month or more, a dual substitute shall be employed on the same basis as a regular bookkeeper and paid on the appropriate salary schedule.

**Secretaries and Clerks**

Dual Substitutes for secretaries and clerks may be used after 10 days of sick leave during the school term. The rate of pay for the dual substitute is \$7.33 per hour. If the secretary or clerk is to be out on Board approved leave of absence of one calendar month or more, a dual substitute shall be employed on the same basis as a regular secretary or clerk paid on the appropriate salary schedule.

**Teacher Assistants**

Substitutes for Teacher Assistants (TA) may be used after 10 days of sick leave during the school term (except Exceptional Children TAs which require a substitute on first absence). Substitutes for TAs may be secured via Smart Find. The rate of pay for the substitute is \$55 per full day, except for EC TA substitutes which is \$75 per full day. If the teacher assistant is to be out on Board approved leave of absence of one calendar month or more, a dual substitute shall be employed on the same basis as a teacher assistant and paid on the appropriate salary schedule.

**Custodian I**

A substitute for a Custodian I may be used after the custodian has used 10 days of sick leave during the school term. The rate of pay for the substitute is \$7.25 per hour.

### **Custodian II and III**

A substitute for a Custodian II and III may be used after the custodian has been out for three consecutive workdays and/or 10 days of sick leave during the school term. The rate of pay for the substitute is \$8.00 per hour.

**NOTE:** When, due to no accumulated sick leave, a Reason 7 absence is used for sick leave purposes, that Reason 7 absence will count as sick leave in the above regulations.

## TEACHER ABSENCES

Teachers should notify the principal as soon as it is known that absence from school is necessary. Every effort should be made to get the best substitute possible. The teacher's roll book, lesson plans, textbooks, and assignments should be easily accessible. No teacher should procure a substitute without first notifying the principal and getting his/her approval of the arrangements.

- I. The minimum school day for all students in the Cumberland County Schools has been established by the Board of Education. Any day this schedule is abbreviated must be approved by the Board of Education.
- II. Each teacher workday shall be a minimum of seven hours and 30 minutes when students are in session. When students are not in session the workday shall be 8:00 a.m. to 4:00 p.m. with an hour for lunch. Each teacher shall be informed of his workday schedule hours. A longer schedule may be required by the principal.

## WORKERS' COMPENSATION

All school employees are covered by the North Carolina Workers' Compensation Act. In case of an accident while on the job, the following must be done:

1. The employee must inform his/her supervisor immediately.
2. The employee and their supervisor should complete the Accident Investigation and forward to the Office of Risk Management.
3. The responsibility for reporting an accident rests upon the individual injured.
4. All accidents/injuries are subject to investigation.

### **Guidelines for submitting Workers' Compensation Claims**

#### **I. Who is Eligible?**

Any employee who receives an injury from an accident arising out of and in the course of his/her employment.

## II. Procedures to Follow for Work-Related Injuries

1. On-the-job injuries shall be reported **IMMEDIATELY** to the employee's supervisor **AND** the Workers' Compensation (WC) Site Contact (bookkeeper, data manager, etc.). In turn, the site contact must inform Risk Management by telephone (910-678-2338) immediately, or as soon as possible, when an injury has occurred.
2. Once the injury has been reported, the **EMPLOYEE** shall complete the Employee Data and Employee Statement sections of the CCS' Accident Investigation and Report of Injury Form located on the CCS' Intranet Portal. Once the employee has completed their portion, their supervisor must complete the remaining sections. This must be done within 24 hours of the occurrence of the injury and PRIOR to the Form 19 being completed.
3. Once the Accident Investigation and Report of Injury Form is completed by both the employee and the supervisor, it must be submitted to Risk Management via fax (910-678-2485) within **24 hours** of the accident or within knowledge of the accident. The forms must be printed and legible. If not, the forms will be returned and need to be redone. The employee shall not seek treatment (unless life threatening) until Risk Management has received both of this document in reference to the injury.
4. The employee's supervisor will then contact Risk Management. Risk Management will direct the injured employee to the approved provider: Next Care Urgent Care located at 217 Glensford Drive Fayetteville, N.C. 28314; 910-483-4647 **or** Fayetteville Ortho located at 1991 Fordham Drive Suite 102 Fayetteville, N.C. 28304; 910-484-4653. Only severe or life-threatening injuries should be treated by EMS personnel or by hospitals. The treatment guidelines for medical treatment are listed below:
  - A. Next Care Urgent Care will treat the following injuries: burns, bites, minor lacerations, eyes and foreign body objects. 8:00 a.m.-5:00 p.m.
  - B. Fayetteville Ortho will treat the following injuries: hips, knees, shoulders, hands, wrists, elbows, feet, back, neck, and head. 8:00 a.m.-5:00 p.m. Monday-Friday
  - C. \*\*\*\*\* Any incident listed above that occurs after 5:00 p.m. will be treated by Next Care Urgent Care regardless of the injury type (5:00 p.m.-8:00 p.m. M-TH; 5:00 p.m.-12:00 a.m. F) Also, any injury that happens over the weekend will be treated by Next Care. Next Care is open on the weekend from 8:00 a.m. - 12:00 a.m.
5. Injured employees **do not** have to pay "out of pocket" expenses for prescribed medication related to a work injury. The employee is responsible for informing the pharmacy when a prescription is related to workers' compensation.
6. Questions related to workers' compensation should be directed to Risk Management at 910-678-2338.

### **Please note:**

Employees insisting on medical treatment from a doctor of their own choice, especially outside the approved provider, should be informed of the following:

- a. The Workers' Compensation Act (97-25) states that the employer (Cumberland County Schools) shall direct the injured employee to the physician of the employer's choice.
- b. Failure to comply with the employer's direction may result in denied payment for medical expenses incurred for unauthorized treatment.

**Note to Sites:**

All injuries must be **IMMEDIATELY** reported to the supervisor **AND** the Workers' Compensation Site Contact even if no medical treatment is required. For non-medical injuries, the Form 19 report will be kept on file and forwarded to CCS' Risk Management.

**III. Waiting Period**

When an employee is injured, he/she may go on workers' compensation leave and receive the workers' compensation weekly benefits after the required waiting period of seven calendar days. (G.S. 97-28) One of the following two options may be chosen during the waiting period.

Option 1: **An employee may elect to take earned sick leave during the required seven-day waiting period.** When and if the claim is approved, the employee will be eligible for indemnity payments as of the eighth day following the injury.

Option 2: **An employee may elect to go on workers' compensation leave with no pay for the required seven-day waiting period.** When and if the claim is approved, the employee will be eligible for indemnity payments as of the eighth day following the injury.

However, if the disability continues more than 21 days, leave charged for the first seven calendar days must be restored to the employee's leave balance. If the injury results in disability of more than 21 calendar days, the workers' compensation weekly benefit shall be allowed from the first day of disability.

**IV. Compensation Payments**

Once a claim has been approved by the appropriate insurance carrier, the employee will receive  $66\frac{2}{3}$  of their average weekly wages, not to exceed an amount established by the North Carolina Industrial Commission. The rate of compensation remains the same during the life of the claim.

In order to provide an income approximately equal to but not to exceed the employee's usual weekly salary, earned sick leave days may be used while an employee is receiving workers' compensation weekly benefits. Sick leave may be used in whole days, half days, or hours (converted to the percent of a day that is not being compensated by workers' compensation) as determined for earning purposes by the local board. Use of sick leave, regardless of the amount charged to use, shall not result in compensation greater than the usual full salary.

**V. Permanent/Partial Disability**



If an employee receives a permanent partial disability (PPD) rating, the doctor will send all documentation to the insurance carrier. Once the required documentation is received compensation agreements will be forwarded to the employer and employee for signature. After compensation agreements are signed and received by the insurance carrier, they are forwarded to the North Carolina Industrial Commission for final approval. Payment is normally received within 60-90 days after the Industrial Commission approves.

**VI. Death Benefits**

A claim for death benefits must be filed within two years of the date of death.

**VII. Points to Remember**

- (a) File a claim as soon as possible following an injury.
- (b) Be sure the doctor or hospital understands the injury is covered by workers' compensation.
- (c) DO NOT file a claim with the State Health Plan for work-related injuries.
- (d) Do not change doctors during treatment unless referred by the attending physician or by the workers' compensation carrier's office.
- (e) Normally, employees receiving benefits under the North Carolina Workers' Compensation Act, and who are out of work for an extended period, do not earn credit with the Teachers' and State Employees' Retirement System of North Carolina.
- (f) Employees are entitled to collect mileage for medical treatment in workers' compensation cases at the rate determined by the Industrial Commission provided they travel 20 miles or more round trip. (Mileage reimbursement forms may be obtained from the Risk Management office.)
- (g) Prescriptions for workers' compensation may be billed by third party. If the employee pays for a prescription, a Form 25P should be completed for reimbursement. Forms may be obtained from the Risk Management office. Please do not pay for workers' compensation prescriptions with personal prescription cards.
- (h) Fraud and/or misrepresentation of a material fact for the purpose of obtaining any benefit or payment is punishable by law.



## **SECTION III**

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# **Payroll**



## SECTION III – Payroll



Policies listed in this handbook may be found by searching the Policy Manual on the North Carolina School Boards Association (NCSBA) Website.

To find the policy enter the policy code in the search box.

NCSBA Policy Website: <http://tinyurl.com/na83xws>

Title	Policy Code/Page
12-Month Option	Page 35
Change in Status Procedures	Page 35
Direct Deposit	Page 37
Direct Deposit Authorization	Page 38
Employee Portal	Page 39
Garnishments	Page 39
Optional 12-Monthly Installment Pay Election	Page 40
Overtime Compensatory Time Sheets	Page 41
Pay Dates and Procedures	Page 42
Pay Schedule	Page 42
Withholdings	Page 42
Workday and Overtime	7500
NC-4 (Employee's Withholding Allowance Certificate - NC)	Page 44
NC-4 (NC Tax Withholding Form NC-4 EZ)	Page 49
W-4 (Employee's Withholding Allowance Certificate)	Page 50

### 12-MONTH OPTION

Twelve-month option allows 10-month employees to spread their salary and many voluntary deductions for benefits over 12-months. Employees will receive 12 equal paychecks. **To sign up for or cancel 12-month option, the appropriate form (included later in this section) must be completed, received, and stamped by Human Resources by noon on August 4, 2020, for traditional calendar and A. B. Wilkins, July 24, 2020, for Cross Creek Early College and Cumberland International Early College, and July 31, 2020, for Cumberland Polytechnic. ONLY employees in permanent positions are eligible for this option. Hourly employees are not eligible (Prime Time, cafeteria workers, bus drivers).**

### CHANGE IN STATUS PROCEDURES

(Procedures to follow upon marriage, divorce, death, birth of a child, medical leave of absence, and resignation/retirement.)

**Birth of a Child** – At least six weeks before the expected date of birth of a child, the employee should contact Pam Edge in Finance if additional health insurance coverage is needed for the child. If the employee already has employee/child or employee/family coverage and wants to cover the baby, the

employee should contact Pam Edge within 30 days of birth with child's name, date of birth, and social security number. Also, at least six weeks before the expected date of birth of a child, the employee should contact Melinda Raynor in Human Resources to discuss Family Medical Leave Act eligibility and rights and leave options available. When a leave of absence must be taken (upon exhaustion of sick leave, extended sick leave, personal leave, and annual leave), the employee must directly pay benefits in order to continue coverage.

**Death** – Upon the death of a family member, an employee should change their beneficiary (through the Human Resources Department) with the retirement system and any life insurance policy purchased through the county. Upon the death of employee or employee's family member covered under the county's life insurance policies, death claims should be filed in the Human Resources Department with Gretchen Adair. Assistance will be provided in completing forms necessary to receive life insurance proceeds or retirement contributions. Also, employees should ask to reduce life insurance coverage upon the death of covered family members.

**Marriage/Divorce** – If an employee gets married or divorced during the year, a new W-4 form, NC-4 EZ, or NC-4 form will need to be completed. An employee who wants to change his/her beneficiary with the Retirement System and any life insurance purchased through the school system should contact Melinda Raynor or Gretchen Adair in Human Resources. Human Resources will, upon request, submit an application for change of name on teaching certificate for female employees. Also, females will need to go to the Social Security Office to change their names on their Social Security Card. Human Resources cannot change an employee's name until a new social security card is presented.

**Medical Leave** – Employees who experience or expect to be absent in excess of five days consecutively should notify Melinda Raynor in Human Resources to discuss Family Medical Leave Act eligibility and rights. Also, employees will be given information on other available leave options including disability, shared leave, and worker's compensation. When a leave of absence must be taken, the employee must directly pay benefits in order to continue coverage.

**Retirees** – Employees who are considering retirement should contact Gretchen Adair in the Human Resources Department up to 90 days before their expected retirement date. Assistance will be given in completing a retirement application. Retirees will be paid for annual leave balances up to 30 days. For eligible employees, they will receive prorated longevity depending on retirement date. Also, information will be given on continuation/conversion of benefits.

**Termination/Transfer/Resignation** – Employees should submit an advance two-week notice of separation to their supervisor and the Human Resources Department. Please contact Melinda Raynor or Gretchen Adair in Human Resources to discuss continuation/conversion of benefits. Also, employee retirement contributions can be withdrawn if desired and if employee does not intend on returning to work in North Carolina as a state employee. Employees may also request annual leave payment for any remaining balance. Leave balances not paid will remain in force for five years.

Supplements are annual, and you must complete your contract to qualify for payment. If working less than full-time and/or a full year, supplements are prorated based on actual time worked.

**Flexible Benefit Plan (Medical or Dependent Reimbursement Spending Accounts, Dental, Vision, Kanawha Cancer or any other pre-tax benefit items except hospitalization)** – Status changes should

be made within 30 days of the event with Pam Edge in Finance. Documentation must be in writing to make these changes per IRS regulations.

## DIRECT DEPOSIT

The Cumberland County Board of Education has approved mandatory direct deposit for the 2020 - 2021 school year. ***All employees are required to be on direct deposit and any new employees will be required to complete a "Direct Deposit Form" upon employment.***

This authorization covers all paychecks issued to the employee by the Cumberland County Schools. Employees are required to complete a Direct Deposit Authorization Form and must include a voided check or document from your bank. The Direct Deposit will become effective by the second paycheck issued after payroll receives the Direct Deposit Authorization. It is the employee's responsibility to notify payroll before changing bank accounts to prevent a delay in receiving a check. To change bank accounts, simply complete a new "Direct Deposit Authorization" form and attach a voided check or document from your bank.

Bank account changes for mid-month paid employees are due to payroll by the end of the month prior to the change. Bank account changes for end-of-month paid employees are due to payroll by the 15th of the month prior to the change. For direct deposit questions or forms, contact Payroll in Finance at 910-678-2360.

# DIRECT DEPOSIT AUTHORIZATION

1) Date: \_\_\_\_\_ Check one: ( ) New Form ( ) Change Form

2) Employee Name: \_\_\_\_\_

3) Employee Phone Number : \_\_\_\_\_

4) Employee ID# or SS#: \_\_\_\_\_

5) School/Department Name: \_\_\_\_\_

6) Bank Name: \_\_\_\_\_

7) Please Check one:

( ) Deposit into my checking account. *A voided check or document from your bank with your name, account type, routing and account number **MUST** be attached to this direct deposit authorization form. (No deposit/withdrawal slips accepted).*

( ) Deposit into my saving account. *A document from your bank with your name, account type, routing and account number **MUST** be attached to this direct deposit authorization form. (No deposit/withdrawal slips accepted.)*

( ) Deposit onto bank card. *A document from your bank with your name, account type, routing and account number **MUST** be attached to this direct deposit authorization form.*

I hereby authorize Cumberland County Schools to initiate direct deposit of my payroll checks to the account listed above. I understand this authorization applies to all payroll checks issued by Cumberland County Schools to me any time during the school year. **If I choose to change my account or my bank, it is my responsibility to notify payroll of such action, in order to prevent a delay in receiving my paycheck. For any change in your direct deposit, please complete a new Direct Deposit Authorization form.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**\*\*Note\*\***- Direct Deposit is **mandatory** for all Cumberland County School employees. Direct Deposit generally becomes effective with the **second** pay check issued after the direct deposit paperwork is received in the Payroll Office. Please verify your pay stub to ensure your paycheck was a direct deposit.

**Please send this form, along with supporting documents, to Payroll via school courier, fax to (910) 678-7005 or hand deliver to 2491 Gillespie St. For questions, call (910) 678-2360.**

Rev 4/2017



## EMPLOYEE PORTAL

The Employee Portal allows CCS' employees to view payroll information online. Each employee can access the program to review the most recent payroll history and have access to W-2 information. The CCS' Finance Department has discontinued the process of mailing direct deposit stubs out to employees. The portal may be accessed at <https://eportal.ccs.k12.nc.us/SunPacEP/UserForms/Login.aspx?ReturnUrl=/sunpacep/default.aspx>. New employees may register by clicking on Register with Employee Portal and completing the registration screen. Employees may also reset their password by clicking Forgot Password and entering their username. A temporary password will be emailed with instructions to reset their password. Employees who become locked out of the portal should contact the payroll department for assistance at 910-678-2360.

## GARNISHMENTS

As mandated by law, the Cumberland County School system deducts child support, taxes, student loan, and other approved garnishment payments as instructed by federal, state, and local agencies.

CUMBERLAND COUNTY SCHOOLS  
OPTIONAL 12-MONTHLY INSTALLMENT PAY ELECTION

Name (Please Print): \_\_\_\_\_  
Last First MI  
Social Security #: \_\_\_\_\_ School #: \_\_\_\_\_  
School Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

G.S. 115C-302.1 (b) provides... "An individual teacher who is not employed in a year-round school may be paid in 12 monthly installments if the teacher so requests on/or *before the first day of the school year*. The request shall be filed in the local school administrative unit, which employs the teacher. The payment of the annual salary in 12 installments instead of 10 shall not increase or decrease the teacher's annual salary nor in any other way alter the contract made between the teacher and the local school administrative unit. Teachers employed for a period of less than 10 months shall not receive their salaries in 12 installments."

ELECTION

I request that my annual salary be paid in 12-monthly installments instead of the 10 months of actual employment effective at the beginning of the next school year. I understand and acknowledge that my monthly salary will be reduced by  $16\frac{2}{3}$  percent each month for the 10 months of employment and that this will be paid in June and July (certified) or July and August (non-certified) of the following year. I also understand that **this election is irrevocable during the year in which I elect to receive 12-monthly installments.** I further understand that this election will continue from year to year unless it is cancelled by one of the following methods.

1. Taking a Board approved leave of absence without pay.
2. Changing assignment or percentage of employment during the school term.
3. Retiring, resigning, or being terminated during the school term.

\_\_\_\_\_  
Signature Date

CANCELLATION

I wish to cancel my 12-month installment option and instead receive my pay over the 10 months of actual employment, **effective at the beginning of the next school year**. I understand and acknowledge that certain insurances will be doubled in order to provide coverage through the summer since I will not receive a paycheck during June and July to deduct insurances.

\_\_\_\_\_  
Signature Date

## OVERTIME COMPENSATORY TIME SHEETS

Compensatory time sheets must be filled out and signed each week by all employees covered by the Fair Labor Standards Act. The following is information for compensatory time sheets:

1. Employees qualifying for protection under the Act include, but are not limited to, the following categories: clerical, custodial, maintenance, teacher assistants, cafeteria workers, bus drivers and Prime Time workers.
2. Employees working in dual capacities fill out and sign only one compensatory time sheet. All time worked for Cumberland County Schools must be recorded on one sheet.
3. Compensatory time sheets must reflect the actual number of hours an employee was physically working on-the-job. Do not include leave time because an employee is not at work when he or she is on leave.
4. Compensatory time sheets must reflect the total hours worked by employees in their capacities as employees, no matter who is paying their wages, e.g., employment of our custodian by the Recreation Department for an on-campus event.
5. Compensatory time is time-and-a-half recorded when the total time worked in the workweek exceeds 40 hours. The supervisor is responsible for ensuring that employees do not work overtime without the supervisor's permission. If extra time is worked, it must be recorded on the compensatory time sheet and the supervisor must initial the time sheet, indicating that the overtime was worked with his/her permission. A calculation for overtime must be shown under the "Compensatory Time" column. The sheets must also reflect the use of compensatory time. Attach approved leave slips to the compensatory time sheets when compensatory time is taken.
6. Employees who are hired at less than 100 percent (100%) earn compensatory time hour for hour until the time worked exceeds 40 hours per week.
7. Each workweek begins at 12:01 a.m. Saturday and runs through Friday midnight. All sheets reflect a seven-day workweek Saturday through Friday.
8. For a week when an employee does not work, he/she must sign the sheet for that week and indicate zero hours worked.
9. When an employee will be paid for overtime or extra time, he/she must show a calculation for overtime under the "Compensatory Time" column, indicate total number of overtime hours paid in the "Compensatory Time Used" column, write the word "Paid," and initial beside the total. A good example of this situation is a teacher assistant who drives a bus and normally works over 40 hours a week.
10. Someone in the school/department must make sure that compensatory time sheets are completed weekly and overtime work is correctly recorded. All compensatory time sheets will be kept exclusively at the schools. The auditors will routinely audit those sheets when they audit other school records.

11. Employees may not elect to waive these provisions. Compensatory time must be taken, and accumulation of large amounts of time should be discouraged. Unused comp time will be carried forward. It may not be erased.

### PAY DATES AND PROCEDURES

The Cumberland County Board of Education has authorized the Payroll Office of the Board of Education to pay 10-month employee (teacher assistant, clerical, custodial, child nutrition and Prime Time) salaries on the 15th day of each calendar month and certified teacher salaries will be paid at the end of the month beginning August 31, 2020. The period of employment is from August 5, 2020, through June 1, 2021. The 10-month employee salaries will be based on a standard 21.5 days of employment regardless of the number of working days per pay period. Twelve-month employees (principals, clerical, custodian, Central Office, YR school employees) will be paid at the end of the calendar month based on the number of working days per month. Bus drivers will be paid on an hourly basis and will follow the pay cycle of their regular assignment. If the driver is a teacher assistant/bus driver, he/she will be paid mid-month. If the driver is a 12-month employee/bus driver, he/she will be paid at the end of the month.

### PAY SCHEDULE

<u>10-Month Classified Employees</u>	<u>10-Month Certified Employees</u> <u>12-Month Employees and Year-Round Employees</u>
September 15, 2020	July 31, 2020
October 15, 2020	August 31, 2020
November 13, 2020	September 30, 2020
December 15, 2020	October 30, 2020
January 15, 2021	November 30, 2020
February 15, 2021	December 17, 2020
March 15, 2021	January 29, 2021
April 15, 2021	February 26, 2021
May 14, 2021	March 31, 2021
June 15, 2021	April 30, 2021
	May 28, 2021
	June 30, 2021

**\* Ten-month certified teachers not electing 12-month option will not be paid on July 31, 2020, and June 30, 2021. Ten-month certified employees are paid 10 months from August 31, 2020, – May 31, 2021. These employees may elect the 12-month option.**

### WITHHOLDINGS

#### **Federal and State Taxes**

The Board of Education is required to withhold federal and state income taxes from the salaries of all school personnel. It is necessary that each employee indicate whether married or single on forms W-4, NC-4 or NC-4 EZ. An employee, whose husband or wife died during the year, is entitled to claim the

status of a married person in that year and the following two years if: (1) The employee's home is maintained as a household that is the principle place of abode of the employee's child or stepchild for whom the employee is entitled to a deduction for an exemption, and (2) the employee is entitled to file a joint return with the deceased spouse in the year of death. Changes to withholdings may be submitted to payroll at any time during the year with the appropriate federal (W-4) and state (NC-4 or NC-4 EZ) withholding forms (included later in this section).

Supplemental wages are compensation paid in addition to the employee's regular wages. They include, but are not limited to bonuses, overtime pay, accumulated annual leave pay-off, retroactive pay increases for current employees, and longevity. In compliance with Internal Revenue Service regulations, the Cumberland County Schools, as your employer, withholds income taxes from supplemental wages as follows:

- Add the supplemental and regular wages for the most recent payroll period this year. Then, figure the income tax withholding as if the total were a single payment. Subtract the tax already withheld from the regular wages and withhold the remaining tax from the supplemental wages.

### **Retirement**

All employees working 30 hours or more in a permanent position will have 6 percent (6%) deducted from all earnings and deposited into the retirement system. For more information about the retirement system, see the Benefits section in this book.

### **Social Security and Medicare**

All employees, including substitutes, are subject to social security. Per Federal guidelines, the Cumberland County School system matches the amount of social security withheld from employees. The FICA and Medicare rates and FICA limit are determined in accordance with Federal guidelines.

# NC-4 Employee's Withholding Allowance Certificate

**PURPOSE** - Complete Form NC-4 so that your employer can withhold the correct amount of State income tax from your pay. **If you do not provide an NC-4 to your employer, your employer is required to withhold based on the filing status, "Single" with zero allowances.**

**FORM NC-4 EZ** - You may use Form NC4-EZ if you plan to claim either the N.C. Standard Deduction or the N.C. Child Deduction Amount (but no other N.C. deductions), and you do not plan to claim any N.C. tax credits.

**FORM NC-4 NRA** - If you are a nonresident alien you must use Form NC-4 NRA. In general, a nonresident alien is an alien (not a U.S. citizen) who has not passed the green card test or the substantial presence test. (See Publication 519, U.S. Tax Guide for Aliens, for more information on the green card test and the substantial presence test.)

**FORM NC-4 BASIC INSTRUCTIONS** - Complete the NC-4 Allowance Worksheet. The worksheet will help you determine your withholding allowances based on federal and State adjustments to gross income including the N.C. Child Deduction Amount, N.C. itemized deductions, and N.C. tax credits. However, you may claim fewer allowances than you are entitled to if you wish to increase the tax withheld during the tax year. If your withholding allowances decrease, you must file a new NC-4 with your employer within 10 days after the change occurs. Exception: When an individual ceases to be "Head of Household" after maintaining the household for the major portion of the year, a new NC-4 is not required until the next year.

**TWO OR MORE JOBS** - If you have more than one job, determine the total number of allowances you are entitled to claim on all jobs using one Form NC-4 Allowance Worksheet. Your withholding will usually be most accurate when all allowances are claimed on the NC-4 filed for the higher paying job and zero allowances are claimed for the other. You should also refer to the "Multiple Jobs Table" to determine the additional amount to be withheld on Line 2 of Form NC-4 (See page 4).

**NONWAGE INCOME** - If you have a large amount of nonwage income, such as interest or dividends, you should consider making estimated tax

payments using Form NC-40 to avoid underpayment of estimated tax interest. Form NC-40 is available on the Department's website at [www.ncdor.gov](http://www.ncdor.gov).

**HEAD OF HOUSEHOLD** - Generally you may claim "Head of Household" filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals.

**SURVIVING SPOUSE** - You may claim "Surviving Spouse" filing status only if your spouse died in either of the two preceding tax years and you meet the following requirements:

1. Your home is maintained as the main household of a child or stepchild for whom you can claim a federal exemption; and
2. You were entitled to file a joint return with your spouse in the year of your spouse's death.

**MARRIED TAXPAYERS** - For married taxpayers, both spouses must agree as to whether they will complete the NC-4 Allowance Worksheet based on the filing status, "Married Filing Jointly" or "Married Filing Separately."

- Married taxpayers who complete the worksheet based on the filing status, "Married Filing Jointly" should consider the sum of both spouses' income, federal and State adjustments to income, and State tax credits to determine the number of allowances.
- Married taxpayers who complete the worksheet based on the filing status, "Married Filing Separately" should consider only his or her portion of income, federal and State adjustments to income, and State tax credits to determine the number of allowances.

**All NC-4 forms are subject to review by the North Carolina Department of Revenue. Your employer may be required to send this form to the North Carolina Department of Revenue.**

**CAUTION:** If you furnish an employer with an Employee's Withholding Allowance Certificate that contains information which has no reasonable basis and results in a lesser amount of tax being withheld than would have been withheld had you furnished reasonable information, you are subject to a penalty of 50% of the amount not properly withheld.

Cut here and give this certificate to your employer. Keep the top portion for your records.

# NC-4 Employee's Withholding Allowance Certificate

**1. Total number of allowances you are claiming**

(Enter zero (0), or the number of allowances from Page 2, Line 17 of the NC-4 Allowance Worksheet)

**2. Additional amount, if any, withheld from each pay period (Enter whole dollars)**

\_\_\_\_\_ .00

Social Security Number _____		<b>Filing Status</b> <input type="radio"/> Single or Married Filing Separately <input type="radio"/> Head of Household <input type="radio"/> Married Filing Jointly or Surviving Spouse		
First Name (USE CAPITAL LETTERS FOR YOUR NAME AND ADDRESS) _____	M.I. _____	Last Name _____		
Address _____		County (Enter first five letters) _____		
City _____	State _____	Zip Code (5 Digit) _____	Country (If not U.S.) _____	

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

I certify, under penalties provided by law, that I am entitled to the number of withholding allowances claimed on Line 1 above.

# NC-4 Allowance Worksheet

# Part I

Answer **all** of the following questions **for your filing status**.

## Single -

1. Will your N.C. itemized deductions from Page 3, Schedule 1 exceed \$13,249? Yes  No
2. Will your N.C. Child Deduction Amount from Page 3, Schedule 2 exceed \$2,499? Yes  No
3. Will you have federal adjustments or State deductions from income? Yes  No
4. Will you be able to claim any N.C. tax credits or tax credit carryovers? Yes  No

If you answered "No" to all of the above, **STOP HERE** and enter **ZERO (0)** as total allowances on Form NC-4, Line 1.  
If you answered "Yes" to any of the above, you may choose to go to Page 2, Part II to determine if you qualify for additional allowances. Otherwise, enter **ZERO (0)** on Form NC-4, Line 1.

## Married Filing Jointly -

1. Will your N.C. itemized deductions from Page 3, Schedule 1 exceed \$23,999? Yes  No
2. Will your N.C. Child Deduction Amount from Page 3, Schedule 2 exceed \$2,499? Yes  No
3. Will you have federal adjustments or State deductions from income? Yes  No
4. Will you be able to claim any N.C. tax credits or tax credit carryovers? Yes  No
5. Will your spouse receive combined wages and taxable retirement benefits of less than \$8,250 or only retirement benefits not subject to N.C. income tax? Yes  No

If you answered "No" to all of the above, **STOP HERE** and enter **ZERO (0)** as total allowances on Form NC-4, Line 1.  
If you answered "Yes" to any of the above, you may choose to go to Page 2, Part II to determine if you qualify for additional allowances. Otherwise, enter **ZERO (0)** on Form NC-4, Line 1.

## Married Filing Separately -

1. Will your portion of N.C. itemized deductions from Page 3, Schedule 1 exceed \$13,249? Yes  No
2. Will your N.C. Child Deduction Amount from Page 3, Schedule 2 exceed \$2,499? Yes  No
3. Will you have federal adjustments or State deductions from income? Yes  No
4. Will you be able to claim any N.C. tax credits or tax credit carryovers? Yes  No

If you answered "No" to all of the above, **STOP HERE** and enter **ZERO (0)** as total allowances on Form NC-4, Line 1.  
If you answered "Yes" to any of the above, you may choose to go to Page 2, Part II to determine if you qualify for additional allowances. Otherwise, enter **ZERO (0)** on Form NC-4, Line 1.

## Head of Household-

1. Will your N.C. itemized deductions from Page 3, Schedule 1 exceed \$18,624? Yes  No
2. Will your N.C. Child Deduction Amount from Page 3, Schedule 2 exceed \$2,499? Yes  No
3. Will you have federal adjustments or State deductions from income? Yes  No
4. Will you be able to claim any N.C. tax credits or tax credit carryovers? Yes  No

If you answered "No" to all of the above, **STOP HERE** and enter **ZERO (0)** as total allowances on Form NC-4, Line 1.  
If you answered "Yes" to any of the above, you may choose to go to Page 2, Part II to determine if you qualify for additional allowances. Otherwise, enter **ZERO (0)** on Form NC-4, Line 1.

## NC-4 Allowance Worksheet

### Surviving Spouse -

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Will your N.C. itemized deductions from Page 3, Schedule 1 exceed 23,999?     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Will your N.C. Child Deduction Amount from Page 3, Schedule 2 exceed \$2,499? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Will you have federal adjustments or State deductions from income?            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Will you be able to claim any N.C. tax credits or tax credit carryovers?      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If you answered "No" to all of the above, **STOP HERE** and enter **FOUR (4)** as total allowances on Form NC-4, Line 1. If you answered "Yes" to any of the above, you may choose to go to Part II to determine if you qualify for additional allowances. Otherwise, enter **FOUR (4)** on Form NC-4, Line 1.

## NC-4 Part II

1. Enter your total estimated N.C. itemized deductions from Page 3, Schedule 1 ..... 1. \$ \_\_\_\_\_.
2. Enter the applicable N.C. standard deduction based on your filing status.
 

}	\$10,750 if Single
	\$21,500 if Married Filing Jointly or Surviving Spouse
	\$10,750 if Married Filing Separately
	\$16,125 if Head of Household

 ..... 2. \$ \_\_\_\_\_.
3. Subtract Line 2 from Line 1. If Line 1 is less than Line 2, enter ZERO (0) ..... 3. \$ \_\_\_\_\_.
4. Enter an estimate of your total N.C. Child Deduction Amount from Page 3, Schedule 2 ..... 4. \$ \_\_\_\_\_.
5. Enter an estimate of your total federal adjustments to income and State deductions from federal adjusted gross income ..... 5. \$ \_\_\_\_\_.
6. Add Lines 3, 4, and 5 ..... 6. \$ \_\_\_\_\_.
7. Enter an estimate of your nonwage income (such as dividends or interest) ..... 7. \$ \_\_\_\_\_.
8. Enter an estimate of your State additions to federal adjusted gross income ..... 8. \$ \_\_\_\_\_.
9. Add Lines 7 and 8 ..... 9. \$ \_\_\_\_\_.
10. Subtract Line 9 from Line 6 (*Do not enter less than zero*) ..... 10. \$ \_\_\_\_\_.
11. Divide the amount on Line 10 by \$2,500. Round down to whole number ..... 11. \_\_\_\_\_.  
Ex.  $\$3,900 \div \$2,500 = 1.56$  rounds down to 1
12. Enter the amount of your estimated N.C. tax credits ..... 12. \$ \_\_\_\_\_.
13. Divide the amount on Line 12 by \$134. Round down to whole number ..... 13. \_\_\_\_\_.  
Ex.  $\$200 \div \$134 = 1.49$  rounds down to 1
14. If filing as Single, Head of Household, or Married Filing Separately, enter zero (0) on this line.  
If filing as Surviving Spouse, enter 4.  
If filing as Married Filing Jointly, enter the appropriate number from either (a), (b), (c), (d), or (e) below.
  - (a) Your spouse expects to have combined wages and taxable retirement benefits of \$0 for N.C. purposes, enter 4. (Taxable retirement benefits do not include: *Bailey*, Social Security, and Railroad retirement)
  - (b) Your spouse expects to have combined wages and taxable retirement benefits of more than \$0 but less than or equal to \$3,250, enter 3.
  - (c) Your spouse expects to have combined wages and taxable retirement benefits of more than \$3,250 but less than or equal to \$5,750, enter 2.
  - (d) Your spouse expects to have combined wages and taxable retirement benefits of more than \$5,750 but less than or equal to \$8,250, enter 1.
  - (e) Your spouse expects to have combined wages and taxable retirement benefits of more than \$8,250, enter 0 ..... 14. \_\_\_\_\_.
15. Add Lines 11, 13, and 14, and enter the total here ..... 15. \_\_\_\_\_.
16. If you completed this worksheet on the basis of Married Filing Jointly, the total number of allowances determined on Line 15 may be split between you and your spouse, however, you choose. Enter the number of allowances from Line 15 that your spouse plans to claim ..... 16. \_\_\_\_\_.
17. Subtract Line 16 from Line 15 and enter the total number of allowances here and on Line 1 of your **Form NC-4, Employee's Withholding Allowance Certificate** ..... 17. \_\_\_\_\_.



## NC-4 Allowance Worksheet Schedules

**Important:** If you cannot reasonably estimate the amount to enter in the schedules below, you should enter ZERO (0) on Line 1, NC-4.

### Schedule 1 Estimated N.C. Itemized Deductions

Qualifying mortgage interest	\$	_____		
Real estate property taxes	\$	_____		
Total qualifying mortgage interest and real estate property taxes*			\$	_____
Charitable Contributions (Same as allowed for federal purposes)			\$	_____
Medical and Dental Expenses (Same as allowed for federal purposes)			\$	_____
Total estimated N.C. itemized deductions. Enter on Page 2, Part II, Line 1			\$	_____

\*The sum of your qualified mortgage interest and real estate property taxes may not exceed \$20,000. For married taxpayers, the \$20,000 limitation applies to the combined total of qualified mortgage interest and real estate property taxes claimed by both spouses, rather than to each spouse separately.

### Schedule 2 Estimated N.C. Child Deduction Amount

A taxpayer who is allowed a federal child tax credit under section 24 of the Internal Revenue Code is allowed a deduction for each dependent child unless adjusted gross income exceeds the threshold amount shown below.

The N.C. Child Deduction Amount can be claimed only for a child who is under 17 years of age on the last day of the year.

Filing Status	Adjusted Gross Income	No. of Children	Deduction Amount per Qualifying Child	Estimated Deduction
Single	Up to \$ 20,000	_____	\$ 2,500	_____
	Over \$ 20,000 Up to \$ 30,000	_____	\$ 2,000	_____
	Over \$ 30,000 Up to \$ 40,000	_____	\$ 1,500	_____
	Over \$ 40,000 Up to \$ 50,000	_____	\$ 1,000	_____
	Over \$ 50,000 Up to \$ 60,000	_____	\$ 500	_____
	Over \$ 60,000	_____	\$ -	_____
MFJ or SS	Up to \$ 40,000	_____	\$ 2,500	_____
	Over \$ 40,000 Up to \$ 60,000	_____	\$ 2,000	_____
	Over \$ 60,000 Up to \$ 80,000	_____	\$ 1,500	_____
	Over \$ 80,000 Up to \$ 100,000	_____	\$ 1,000	_____
	Over \$ 100,000 Up to \$ 120,000	_____	\$ 500	_____
	Over \$ 120,000	_____	\$ -	_____
HOH	Up to \$ 30,000	_____	\$ 2,500	_____
	Over \$ 30,000 Up to \$ 45,000	_____	\$ 2,000	_____
	Over \$ 45,000 Up to \$ 60,000	_____	\$ 1,500	_____
	Over \$ 60,000 Up to \$ 75,000	_____	\$ 1,000	_____
	Over \$ 75,000 Up to \$ 90,000	_____	\$ 500	_____
	Over \$ 90,000	_____	\$ -	_____
MFS	Up to \$ 20,000	_____	\$ 2,500	_____
	Over \$ 20,000 Up to \$ 30,000	_____	\$ 2,000	_____
	Over \$ 30,000 Up to \$ 40,000	_____	\$ 1,500	_____
	Over \$ 40,000 Up to \$ 50,000	_____	\$ 1,000	_____
	Over \$ 50,000 Up to \$ 60,000	_____	\$ 500	_____
	Over \$ 60,000	_____	\$ -	_____

## Multiple Jobs Table

Find the amount of your estimated annual wages from your lowest paying job(s) in the left hand column. Follow across to find the amount of additional tax to be withheld for each pay period. Enter the additional amount to be withheld on Line 2 of your **Form NC-4**.

### Additional Withholding for Single, Married, or Surviving Spouse with Multiple Jobs

Estimated Annual Wages		Payroll Period			
At Least	But Less Than	Monthly	Semimonthly	Biweekly	Weekly
0	1000	2	1	1	1
1000	2000	7	3	3	2
2000	3000	11	6	5	3
3000	4000	16	8	7	4
4000	5000	20	10	9	5
5000	6000	25	12	11	6
6000	7000	29	14	13	7
7000	8000	33	17	15	8
8000	9000	38	19	17	9
9000	10000	42	21	20	10
10000	10750	46	23	21	11
10750	Unlimited	48	24	22	11

### Additional Withholding for Head of Household Filers with Multiple Jobs

Estimated Annual Wages		Payroll Period			
At Least	But Less Than	Monthly	Semimonthly	Biweekly	Weekly
0	1000	2	1	1	1
1000	2000	7	3	3	2
2000	3000	11	6	5	3
3000	4000	16	8	7	4
4000	5000	20	10	9	5
5000	6000	25	12	11	6
6000	7000	29	14	13	7
7000	8000	33	17	15	8
8000	9000	38	19	17	9
9000	10000	42	21	20	10
10000	11000	47	23	22	11
11000	12000	51	26	24	12
12000	13000	56	28	26	13
13000	14000	60	30	28	14
14000	15000	65	32	30	15
15000	16000	69	35	32	16
16000	Unlimited	71	36	33	16

# NC-4EZ Employee's Withholding Allowance Certificate

Filing Status (Mark one box only)  Single or Married Filing Separately  Head of Household  Married Filing Jointly or Surviving Spouse

Social Security Number

-   -

First Name

M.I.

Last Name

Address

County (Enter first five letters)

City

State

Zip Code

Country (If not U.S.)

**Instructions.** Use Form NC-4EZ if you:

- Plan to claim the N.C. Standard Deduction
- Plan to claim the N.C. Child Deduction Amount (but no other N.C. deductions)
- Do not plan to claim N.C. tax credits
- Qualify to claim exempt status (See Lines 3 or 4 below)

**Important.** If you plan to claim N.C. itemized deductions or plan to claim other N.C. deductions (other than the N.C. Child Deduction Amount), you must complete Form NC-4. If you are a nonresident alien, you must complete Form NC-4 NRA. In general, a nonresident alien is an alien (not a U.S. citizen) who has not passed the green card test or the substantial presence test. (See Publication 519, U.S. Tax Guide for Aliens, for more information on the green card test and the substantial presence test.)

If you plan to claim the N.C. Child Deduction Amount, use the table below for your filing status, amount of income, and number of children under age 17 to determine the number of allowances to enter on Line 1. For married taxpayers, only one spouse may claim the allowance for the N.C. Child Deduction Amount for each child.

Single & Married Filing Separately		Married Filing Jointly & Surviving Spouse		Head of Household	
Income	# of Children under age 17	Income	# of Children under age 17	Income	# of Children under age 17
1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10	
# of Allowances		# of Allowances		# of Allowances	
0 - 20,000	1 2 3 4 5 6 7 8 9 10	0 - 40,000	1 2 3 4 5 6 7 8 9 10	0 - 30,000	1 2 3 4 5 6 7 8 9 10
20,001 - 30,000	0 1 2 3 4 4 5 6 7 8	40,001 - 60,000	0 1 2 3 4 4 5 6 7 8	30,001 - 45,000	0 1 2 3 4 4 5 6 7 8
30,001 - 40,000	0 1 1 2 3 3 4 4 5 6	60,001 - 80,000	0 1 1 2 3 3 4 4 5 6	45,001 - 60,000	0 1 1 2 3 3 4 4 5 6
40,001 - 50,000	0 0 1 1 2 2 2 3 3 4	80,001 - 100,000	0 0 1 1 2 2 2 3 3 4	60,001 - 75,000	0 0 1 1 2 2 2 3 3 4
50,001 - 60,000	0 0 0 0 1 1 1 1 1 2	100,001 - 120,000	0 0 0 0 1 1 1 1 1 2	75,001 - 90,000	0 0 0 0 1 1 1 1 1 2
60,001 and over	0 0 0 0 0 0 0 0 0 0	120,001 and over	0 0 0 0 0 0 0 0 0 0	90,001 and over	0 0 0 0 0 0 0 0 0 0

1. Total number of allowances you are claiming (Enter zero (0), or the number of allowances from the table above) \_\_\_\_\_

2. Additional amount, if any, you want withheld from each pay period (Enter whole dollars) \_\_\_\_\_ .00

3. I certify that I am exempt from North Carolina withholding because I meet both of the following conditions:  
• Last year I was entitled to a refund of all State income tax withheld because I had no tax liability; and Check Here   
• This year, I expect a refund of all State income tax withheld because I expect to have no tax liability.

4. I certify that I am exempt from North Carolina withholding because I meet the requirements set forth in the Servicemembers Civil Relief Act, as amended by the Military Spouses Residency Relief Act and Veterans Benefits and Transition Act. (See Form D-401, North Carolina Individual Income Tax Instructions, for more information.) Check Here

If an exemption on Line 3 or Line 4 applies to you, enter the year the exemption became effective \_\_\_\_\_  
YYYY

5. I certify that I no longer meet the requirements for an exemption on Line 3  or Line 4  (Check applicable box)  
Therefore, I revoke my exemption and request that my employer withhold North Carolina income tax based on the number of allowances entered on Line 1 and any additional amount entered on Line 2. Check Here

**CAUTION:** If you furnish an employer with an Employee's Withholding Allowance Certificate that contains information which has no reasonable basis and results in a lesser amount of tax being withheld than would have been withheld had you furnished reasonable information, you are subject to a penalty of 50% of the amount not properly withheld.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

I certify, under penalties provided by law, that I am entitled to the number of withholding allowances claimed on Line 1 above, or if claiming exemption from withholding, that I am entitled to claim the exempt status on Line 3 or 4, whichever applies.

# Employee's Withholding Certificate

**2020**

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**  
 ▶ **Give Form W-4 to your employer.**  
 ▶ **Your withholding is subject to review by the IRS.**

<b>Step 1:</b> <b>Enter Personal Information</b>	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ <b>Does your name match the name on your social security card?</b> If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> <b>Single or Married filing separately</b> <input type="checkbox"/> <b>Married filing jointly</b> (or Qualifying widow(er)) <input type="checkbox"/> <b>Head of household</b> (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

**Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

**Step 2: Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ▶

**TIP:** To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

<b>Step 3:</b> <b>Claim Dependents</b>	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____		
	Multiply the number of other dependents by \$500 . . . . . ▶ \$ _____		
	Add the amounts above and enter the total here . . . . .	<b>3</b>	\$ _____
<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .	<b>4(a)</b>	\$ _____
	(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .	<b>4(b)</b>	\$ _____
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .	<b>4(c)</b>	\$ _____

**Step 5: Sign Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ \_\_\_\_\_ ▶ \_\_\_\_\_  
**Employee's signature** (This form is not valid unless you sign it.) **Date**

<b>Employers Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)

## General Instructions

### Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

### Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505.

**Exemption from withholding.** You may claim exemption from withholding for 2020 if you meet both of the following conditions: you had no federal income tax liability in 2019 **and** you expect to have no federal income tax liability in 2020. You had no federal income tax liability in 2019 if (1) your total tax on line 16 on your 2019 Form 1040 or 1040-SR is zero (or less than the sum of lines 18a, 18b, and 18c), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2020 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 16, 2021.

**Your privacy.** If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

**When to use the estimator.** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as the additional Medicare tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

**Self-employment.** Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to figure the amount to have withheld.

**Nonresident alien.** If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

## Specific Instructions

**Step 1(c).** Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

**Step 2.** Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option **(a)** most accurately calculates the additional tax you need to have withheld, while option **(b)** does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option **(c)**. The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



**Multiple jobs.** Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

**Step 3.** Step 3 of Form W-4 provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include **other tax credits** in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

### Step 4 (optional).

**Step 4(a).** Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

**Step 4(b).** Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2020 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

**Step 4(c).** Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b) – Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3
2 Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a
b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b
c Add the amounts from lines 2a and 2b and enter the result on line 2c
3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.
4 Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld)

Step 4(b) – Deductions Worksheet (Keep for your records.)



- 1 Enter an estimate of your 2020 itemized deductions (from Schedule A (Form 1040 or 1040-SR)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income
2 Enter: { \$24,800 if you're married filing jointly or qualifying widow(er); \$18,650 if you're head of household; \$12,400 if you're single or married filing separately }
3 If line 1 is greater than line 2, subtract line 2 from line 1. If line 2 is greater than line 1, enter "-0-"
4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040 or 1040-SR)). See Pub. 505 for more information
5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

**Married Filing Jointly or Qualifying Widow(er)**

Table with 13 columns: Higher Paying Job Annual Taxable Wage & Salary (ranging from \$0-9,999 to \$525,000 and over) and Lower Paying Job Annual Taxable Wage & Salary (ranging from \$0-9,999 to \$110,000-120,000). Rows show corresponding tax amounts for each bracket.

**Single or Married Filing Separately**

Table with 13 columns: Higher Paying Job Annual Taxable Wage & Salary (ranging from \$0-9,999 to \$450,000 and over) and Lower Paying Job Annual Taxable Wage & Salary (ranging from \$0-9,999 to \$110,000-120,000). Rows show corresponding tax amounts for each bracket.

**Head of Household**

Table with 13 columns: Higher Paying Job Annual Taxable Wage & Salary (ranging from \$0-9,999 to \$450,000 and over) and Lower Paying Job Annual Taxable Wage & Salary (ranging from \$0-9,999 to \$110,000-120,000). Rows show corresponding tax amounts for each bracket.





## **SECTION IV**

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# **Employee Benefits**



## SECTION IV – Employee Benefits



Policies listed in this handbook may be found by searching the Policy Manual on the North Carolina School Boards Association (NCSBA) Website.

To find the policy enter the policy code in the search box.

NCSBA Policy Website: <http://tinyurl.com/na83xws>

Title	Policy Code/Page
Additional Health Benefits	Page 57
Cafeteria Plan	Page 57
Continuation of Insurance Coverage	Page 59
NCAE/CCAÉ (Officers/Representatives)	Page 60
Full-Time Employees' (Definition) Benefits	Page 63
Investments	Page 63
Life Insurance	Page 65
Medical Insurance	Page 65
Other Deductions Available	Page 66
Payroll Deduction Chart	Page 67
Salary Deductions	Page 71
State Benefits	Page 71
Summer Insurance Premiums	Page 72
Tax Sheltered Annuity Companies	Page 73
Tax Sheltered Annuity – Deferred Compensation Agreement	Page 75
403(b) Plan Notice 2020	Page 76
403(b) Plan Universal Availability Notice for 2020	Page 77
403(b) Salary Reduction Agreement Form	Page 79

### ADDITIONAL HEALTH BENEFITS

**Disability Plan** – This plan is a group short-term disability policy. The plan provides a designated benefit and has defined waiting periods subject to plan provisions administered by The Health Plan. For more information, contact Olde Fayetteville Insurance and Financial Services, Inc. at 910-483-6210.

### CAFETERIA PLAN

Cumberland County Schools offers as a benefit to all full-time employees currently contributing to the Retirement System an opportunity to participate in the Cafeteria ("Flexible Benefits") Plan. This plan is sanctioned by Section 125 of the Internal Revenue Code and offers significant tax savings (federal, state, and FICA) on payroll deductions made under the Plan. Benefits available to employees under the Plan include:

- Cancer and dread disease insurance
- Dental insurance

- Medical and childcare expense reimbursement
- Vision insurance

In addition to authorizing tax benefits, Section 125 of the Internal Revenue Code stipulates that, except in the case of a change in family status, changes, or cancellations in monthly payroll deductions for the above benefits may only be made during the open enrollment period for effective dates beginning in January of each year. A change in family status is defined as marriage or divorce of the employee, death of the employee's spouse or dependent, birth or adoption of the employee's child, termination of employment (or the commencement of employment) of the employee's spouse, switching from part-time to full-time employment or from full-time to part-time by the employee or the employee's spouse, and taking an unpaid leave of absence by the employee or the employee's spouse. Per IRS guidelines, family status changes must be reported within 30 days of the event. All family status changes should be reported in writing within 30 days of the event to Pam Edge in the Finance Building at 910-678-2321.

**Cancer and Specified Disease Insurance** – Transamerica Insurance for Cancer offers cancer insurances through pre-tax payroll deductions. These cancer insurances are designed to supplement health insurance coverage. These policies pay directly to the employee, is guaranteed renewable for life, pays in addition to other insurance, and can be continued upon separation of employment via direct pay. Cancer claims should be made through Olde Fayetteville Insurance and Financial Services, Inc., at 910-483-6210.

**Dental** – The Health Plan is our Third-Party Administrator (TPA) and administers Cumberland County Schools' self-funded dental plan. The dental plan has a \$50 deductible per participant per year with a maximum of \$150 per family per year. There is a \$1,500 maximum benefit per year per participant for all services except orthodontics. The lifetime maximum benefit per child is \$1,500. The plan pays 100 percent of the allowable charges for diagnostic and preventive services, 80 percent of the allowable charges for basic services, 50 percent of the allowable charges for major services, and some waiting periods exist. Coverage is available for employee only, employee and spouse, employee and one child, or family. The plan is effective each year in January and the waiting periods begin with the plan's effective date for any new plan participant. Upon separation of service, the plan can be continued under COBRA guidelines through Pam Edge in the Finance Building at 910-678-2321.

**Medical/Dependent Care Reimbursement Accounts** - Flexible spending accounts allow employees to reduce taxable income by setting money aside via a pre-tax payroll deduction that can be requested during the plan year to pay for eligible medical (health, dental, vision, hearing) or dependent care expenses not covered by health insurance policies. For 2020, the maximum of \$2,750 can be set aside per year for medical expenses and \$5,000 for dependent care expenses. Every dollar reimbursed from the Dependent Care Spending Account will directly offset the amount of eligible expenses you can deduct under the Federal Child Care Tax Credit. The Health Plan TPA administers the spending accounts and is available for customer service at 1-888-816-3096.

**Vision** – The Health Plan is our Third-Party Administrator (TPA) and administers Cumberland County Schools' self-funded vision plan. The vision plan provides coverage for vision examinations and lenses/frames subject to plan limitations and provisions. Coverage is available for employee only, employee and spouse, employee and one child or family. Upon separation of service, the plan can be continued under COBRA guidelines through Pam Edge in the Finance Building at 910-678-2321.

**Note: The Cafeteria Plan is administered in compliance with IRS regulations.**

### CONTINUATION OF INSURANCE COVERAGE

Continuation of group coverage is available as required by Federal law (COBRA). Persons eligible for Medicare are not eligible for continuation coverage but are eligible for conversion to a non-group plan. When one of the qualifying events listed below occurs, continuation of coverage allows you and/or your dependents to have the same benefits that were available before the qualifying event. Continuation coverage is paid by the member and the rates are two percent (2%) higher than the normal group rates, as allowed by Federal law to cover the additional administrative expense.

<u>Qualifying Event</u>	<u>Length of Continuation Period</u>
• Termination of employment	(*)18 months
• Reduction of hours worked	(*)18 months
• Divorce	36 months
• Legal separation (if the member removes the spouse)	36 months
• Dependent child marries	36 months
• Dependent child ceases to be a full-time student or reaches age 26	36 months
• Dependent child over age 19 ceases to be physically or mentally incapacitated	36 months
• Dependent of active employee loses coverage when employee chooses Medicare as primary	36 months
• Death of employee	36 months

\* The 18-month continuation period may be extended up to 29 months if the member (or eligible dependent) is determined to be disabled under the Social Security Act (Title II, OASDI or Title XVI, SSI) at the time the member (or eligible dependent) became eligible for COBRA due to termination of employment. The disabled member/dependent may apply for extended coverage by submitting the Social Security Administration's Disability Eligibility letter to the State Health Plan within 60 days of the Social Security Administration's determination and prior to the end of the 18-month continuation period.

#### Insurance Products Covered by COBRA

<u>Product</u>	<u>Vendor</u>	<u>Contact Person</u>
• Health Insurance	State Health Plan BCBS-NC-PPO	Pam Edge 910-678-2321
• Dental/Vision Insurance	The Health Plan, TPA	Pam Edge 910-678-2321

***The contact personnel listed above must be notified of a qualifying event in writing within 30 days of the event.***

Continuation coverage will end if:

- Monthly payments are not made.
- Other group insurance without waiting period or limitations is obtained.
- Medicare eligibility is reached. (Non-Medicare family members are eligible for the remainder of the continuation period.)
- The continuation period ends.
- The State of North Carolina ceases to offer its employees group health coverage.

NCAE/CCAE  
 Cumberland County Association of Educators  
 559 Executive Place Suite 101  
 Fayetteville, NC 28305  
 Phone: 910.826.6890 Fax: 910.491.1612

CCAE Executive Board  
 2020 - 2021

Carol Stubbs  
 President  
 Educational Resource Center  
 910-987-4999  
 ccaemedia@gmail.com

Lewis Orr  
 Political Action Co- Chairperson  
 Gray's Creek High School  
 252- 626-7610

Linda Silva  
 Secretary  
 Warrenwood Elementary  
 910-568-7579

Patricia Utley  
 Co- Treasurer  
 Sherwood Park Elementary  
 910-568-8483

Heather Kaiser  
 External Communications  
 Chairperson  
 New Century Int'l Elementary  
 910-587-3951

Carrol Olinger  
 Community Organizer  
 Chairperson  
 Associate Member  
 910.494.5320

Wanda Kindell  
 Advocacy Chairperson  
 Lake Rim Elementary  
 910-257-4289

Cherly Boone  
 Vice President  
 Howard Learning Academy  
 910-728-0180

Tina Swann-Binaxas  
 Co- Treasurer  
 Beginning Teacher Program  
 Massey Hill Classical High  
 910-485-8761

NCAE/CCAE Association Representatives  
 2020 - 2021

Max Abbott Middle	Leslie Craig	910-318-5337
Alderman Road Elementary		910-868-2677
Armstrong Elementary	Janet Spearman	910-483-2425
Ashley Elementary	Karen O'Conner / Sherrill Williams	910-875-4381
Loyd Auman Elementary	Norma Apone	910-850-8026
Ed V. Baldwin Elementary	Rebecca Horne	910-424-1114
T. C. Berrien Elementary	Arnetha Davis	910-257-4496
Lillian Black Elementary	Audrey McCoy	910-497-7147
Brentwood Elementary	Karen Harris	910-229-2709
Jack Britt High	Debra Oliver	910-429-2800
Jack Britt High	Delarese Townsend	910-988-2763
Douglas Byrd High	Sharon Bilbrey	910-988-9371
Douglas Byrd Middle	Keith Blackwell	910-483-3101
Cape Fear High	James Dockery	910-423-4291
Elizabeth Cashwell Elementary	Rose Whitehouse	910-426-3790
Anne Chesnutt Middle	Harriett Dingle	910-867-9147
Cliffdale Elementary	Bettina Elliot/Shelda Oliver	910-425-1414

College Lakes Elementary	Mary Blue	910-818-9442
C. Wayne Collier Elementary	Brian Freeman	910-568-8483
J. W. Coon Elementary	Regina Blanding	910-867-8674
Cross Creek Early College	Anyonga Blackwell	910-850-2921
Cumberland International Early College	Anyonga Blackwell	910-221-8462
Cumberland Mills Elementary	Tara Burse	910-424-4536
Cumberland Polytechnic High	Cynthia Rios	910-864-3424
Cumberland Road Elementary	Emily Lennon/ Sandra McKnight	910-485-7171
District 7 Elementary	Rickie Scott	910-738-5145
Alma Easom Primary	Hannah Guinn	910-709-4906
Eastover-Central Elementary	Don'Nisha Ambrose	910-483-8997
Ferguson-Easley Elementary	Carrienne McClellan	910-488-0870
Gallberry Farm Elementary	Cheryl Scott	910-424-1490
Glendale Acres Elementary	Lisa Clay	910-424-8130
Gray's Creek Elementary	Jennifer Watkins	910-483-3352
Gray's Creek High	Kenneth Davis/ William Hurley	910-425-2891
Gray's Creek Middle	Tammy Murphy	770-731-6598
John Griffin Middle	Charles Derrickson	910-497-0133
Howard Hall Elementary	Angelena Owens	910-867-8011
Bill Hefner Elementary	Yogi Hawkins	910-476-6180
E. Melvin Honeycutt Elementary	Karen Callahan	910-213-4045
Hope Mills Middle	Eric Bell /Lisbeth Arboleda	910-424-5159
Howard Learning Academy	Latasha Hicks / Trinahanna Miles	910-723-0515
Ireland Drive Middle	Myra Dunham	910-488-2039
Luther 'Nick' Jeralds Middle	Morcinie Hunter/Debra Melvin	910-494-5706
Lake Rim Elementary	Carolyn Wallace/Henrietta Corbett	910-867-1133
Lake Rim Elementary	Wanda Kindell	910-257-4289
Lewis Chapel Middle	Cynthia Colbert	910-322-4915
Long Hill Elementary	Veronica Stender	910-823-4749
Manchester Elementary	Heather Desorbo	910-366-1857
Ben Martin Elementary	Julius Herring/ Corine Warren	910-864-4843
Massey Hill Classical High	Shearon Miller	919-879-5640
Mary McArthur Elementary	April Braddy	910-461-0695
E.E. Miller Elementary	Quintessa Brooks	910-860-3018
Montclair Elementary	Clyde Carr	910-867-3801
Morganton Road Elementary	Kimberly Wilson	910 261 -9105
New Century International Elementary	Heather Kaiser	910-587-3951
New Century International Elementary	Terry Tillman	910-309-9249
New Century International Middle	David Gilchrist	910-868-8550
William H. Owen Elementary	Terri Knight / Patricia Utley	910-867-4426
Pine Forest High	Bridgette Jones	910-483-5379
Pine Forest Middle	Judith Adkins	910-482 -3324
Ponderosa Elementary	Reva Mollison/ Sonya McLean	910-224-1327
Ramsey Street High	Evelyn Moore/ Marilyn McMillian	910-483-3119
Reid Ross Classical	Andrea Burns	910-488-8415
Reid Ross Classical	James Jones	910-527-8588
Rockfish Elementary	Mary Finch	910-424-5313
Terry Sanford High	Jared Kaiser / Kellie Perkins	910-484-1151
J. W. Seabrook Elementary	Carrie Shaw	910-494-2979
Seventy-First Classical Middle	Denise McAllister	910-893-8100
Seventy-First High	Tina Swann Binaxas	910-867-3116

Sherwood Park Elementary	Chuck Marr	910-875-9227
E.E. Smith High		910-483-0153
E.E. Smith High	Mary Stevens	910-394-1557
Lucile Souders Elementary	Cynthia Taylor	910-822-0688
South View High	Tonya Washington	910-425-8181
Spring Lake Middle	Charles Williams	910-261-5486
Stedman Elementary	Emily Spruill / Rebecca Cristie	910-483-3886
Stoney Point Elementary	Susan Ward / Valerie Sanderson	910-848-5451
Sunnyside Elementary	Betty Johnson	910-483-4319
Vanstory Hills Elementary	Carmen Johnson	910-822-8328
W. T. Brown Elementary	Alicia Starks	910-978-7029
Walker Spivey Elementary	Brittany Roberts / Jennifer Jordan	910-483-5656
Warrenwood Elementary	Linda Silva	910-568-7579
Westarea Elementary	Robin Mitchell/Denise McCourt	910-488-1705
Westover High	Sheila Hannibal /Jennifer Hersherger	910-904-5617
Westover High	Delma Brackins/Tanya Sandidge	910-864-0190
Westover Middle	Darlene Myrick	910-867-3532
Alger B. Wilkins High	Camille Leverette	910-864-5438
Mac Williams Middle	Megan Hardigree	910-483-8222
Margaret Willis Elementary	Sarah Beasley	910-484-9064
Educational Resource Center (ERC)	Carol Stubbs	910-423-0703
Maintenance Operations	Carol Stubbs	910-987-4999
Administration	Dianne Newell	910-678-2300



Most of the benefits available through payroll deduction may be convertible upon separation of employment or continued through bank draft, if not covered by COBRA. See the "Payroll Deductions" spreadsheet in this book for more information about availability upon separation and contact person to call for questions.

### FULL-TIME EMPLOYEES' (DEFINITION) BENEFITS

North Carolina State Board of Education Policy regarding full-time employment and enrollment or re-enrollment in the State Retirement System and Hospitalization Insurance Plan:

1. Teachers and Teacher Assistants are on 7½ hour work schedule per day. Therefore, in order to receive benefits, they must work 30 hours, which equals 80 percent (**80%**) of the regular workweek.
2. Cafeteria workers, custodians, secretaries, clerks, etc., must work 30 hours a week to receive benefits. This equals 75 percent (**75%**) of the 40-hour workweek (8 hr. work schedule per day).

### INVESTMENTS

**Deferred Compensation Plan - 457:** Based on provisions of Section 457 of the Internal Revenue Code, these plans are designed for city, county, and state employees as well as certain employees of non-profit organizations. A 457 Plan will supplement your qualified pension/retirement program and/or Social Security. All dollars to a 457 Plan are deducted from your paycheck before any federal or state taxes are taken. If you would like more information about the 457 Plan, please contact Payroll at 910-678-2361.

Participants who are aged 50 and over are eligible for additional salary reduction contributions. For the year 2020 the deferral permitted is \$19,500. This catch-up amount cannot exceed \$39,000.

**Supplemental Retirement Income Plan of North Carolina - 401(k):** The Legislature has approved a plan designed for employee participation (only employees contributing to the NC Retirement System are eligible) which permits tax sheltering of income until retirement. The 401(k) Plan is designed to provide future retirees with a supplemental income in addition to state retirement. It allows employees to contribute to an investment program with deferred income taxes on both employee investment and income on investment until a later time. The state carrier is Prudential Retirement Services; therefore, these services are available only through Prudential Retirement Services.

401(k) is one of the most popular retirement savings plans available today. In the corporate sector, 401(k) Plans are widely accepted by the employees. In fact, about 90 percent (90%) of all firms with 1,000 or more employees currently provide a 401(k) Plan. When an employee participates in a "PRE-TAX" savings plan, the money that is contributed to the plan is not taxed until the funds are distributed. Earnings also grow tax-free until the time of distribution. As of July 2006, the 401(k) Plan has the ability to allow ROTH contributions to the plan. In these plans, ROTH contributions are made on an after-tax basis. Upon retirement, any withdrawals are not subject to taxation. Please discuss the attributes of this plan with your 401(k) adviser.

401(k) Plans were designed to offer both tax savings and provide additional security during retirement years as a result of saving money regularly through payroll deductions. Both of these benefits (tax savings and accumulated funds for retirement) are appreciated by employees of ALL age groups and by employees of ALL incomes.

A NC 401(k) Plan participant may contribute up to 100 percent (100%) of his/her annual gross salary not to exceed the annual dollar limitation of \$19,500. The IRS has specific dollar limitation rules applicable to employees who participate in multiple tax deferral programs other than the NC 401(k) Plan (i.e. Section 403(b) Tax Sheltered Annuities). The following dollar cap limits apply to individual and multi-plan participants as of December 31, 2020. A plan can permit participants who are age 50 or over at the end of the calendar to also make catch-up contributions. The catch-up contribution limit for 2020 is \$6,500. There is no longer a coordination of deferrals involving Section 475(b) Deferred Compensation Plans.

<b>Individual Plan Participation</b>		<b>Multi-Plan Participation</b>	
401(k)	\$19,500	401(k) + 403(b)	\$19,000
457	\$19,500		
403(b)	\$19,500		

Information services concerning 401(k) may be obtained through the Human Resources Department or Payroll or by calling Prudential Retirement Services direct (1-866-627-5267).

**Tax Sheltered Annuities - 403(b):** A 403(b) plan is a special type of retirement plan available only to employees of public schools and charitable organizations. It is referred to as a “403(b)” plan because that is the section of the Internal Revenue Code containing the rules that apply to these plans. This type of plan is also sometimes called a tax-sheltered annuity or “TSA” plan. This is because most 403(b) plans invest plan contributions in annuity contracts sold by insurance companies. Still, it is also permissible to invest in mutual funds if a bank or similar institution serves as custodian.

The Cumberland County Board of Education will, upon the written authorization of any employee, deduct from the salary of the employee a designated amount to purchase an annuity from any approved company licensed to sell such annuities in North Carolina and approved for payroll deduction. The amount deducted is not subject to federal and state income taxes until the annuity and its earnings are withdrawn for the employee's use. Federal and state taxes are deferred until retirement or such time that the employee removes the deposits from the "tax sheltered" annuity. CCS must approve the vendor to offer these products to employees.

Before you start contributing to a 403(b) plan, make sure you read all sales literature and contracts, and look at all information provided regarding fees and/or surrender penalties.

Employees must complete the Salary Reduction and Deferred Compensation Agreement, which are reproduced in this book. This form should be used to start/stop deductions by sending it to Payroll in the Finance Building or by calling 910-678-2361. Any teacher or other employee interested in a tax-sheltered annuity should talk with a CCS approved 403b vendor for details on this program. A list of CCS approved vendors and agents for tax sheltered 403(b) plans can be found by calling Payroll at 910-678-2361.

CCS has a company to administer the 403b plan to ensure compliance with IRS regulations. TSA Consulting Group, an ING affiliate, is our Third-Party Administrator (TPA) for the 403b plan. You can access TSA on the Internet at the following address: <http://www.tsacg.com>.

**Yearly Maximum Contribution Amounts:**

<u>Year</u>	<u>Participants age 50 or younger</u>	<u>Participants over the age 50 (varies by state)</u>
2020	\$19,500	\$25,000 (contribution + catch-up)

LIFE INSURANCE

**Dearborn National Life** – Cumberland County Schools provides \$10,000 term life coverage through Dearborn to every employee who works 30 or more hours per week in a permanent position. Employees can purchase additional coverage for themselves (\$10-\$150,000) through Dearborn on an age-based after-tax premium. Dependent coverage is also available at a standard after-tax premium. Employees can increase coverage or add coverage on dependents only during enrollment periods or within 30 days of the birth of a child and upon approval of health certificates for each family member. Coverage can be cancelled at any time. Eligible dependents include spouse and children age 15 days to age 19 (age 26 if wholly dependent upon you for support and if enrolled as a full-time student in an accredited school or college). Children with qualifying disabilities continue to be covered with no age limit. In most situations, this policy may be ported when coverage ends due to certain qualifying events to continue current (or lesser) amount of coverage. For more information contact Pam Edge in the Finance Building at 910-678-2321. Death claims should be filed in Human Resources with Gretchen Adair at 910-678-2640.

**Protective Life Insurance Company** – Protective provides universal life insurance. Universal life offers flexible protection, which may also accumulate cash value. Universal life insurance plans are designed to be flexible so they can be tailored to meet your own personal needs. These premiums are after-tax payroll deductions. This deduction is available for prior enrollees only. For questions and death claims, contact Olde Fayetteville Insurance and Financial Services, Inc. at 910-483-6210.

MEDICAL INSURANCE

Employees working 30 or more hours per week in a permanent position are offered medical insurance through the NC State Health Plan. There are no monthly premiums for employee-only coverage in the 70/30 health insurance plan. There are monthly premiums for employees participating in the 80/20 health insurance plan. In both plans, there are monthly premiums if the employee wants to provide coverage for family members. Any applicable premiums are deducted from the employee’s earnings and are on a pre-tax basis unless requested otherwise.

The NC State Health Plan will have open enrollment from October 15 – October 31, 2020. The plan year will be January – December. **This annual enrollment period is the only time during the year when an employee may change their insurance plan and add or delete dependents without meeting the State requirements.** Employees that desire to make a change in their plan must complete the necessary enrollment. During the year, if there are any changes or questions that need to be made or answered, please contact Pam Edge, Health Benefits Representative (HBR) at 910-678-2321.

## OTHER DEDUCTIONS AVAILABLE

**Dues** - NCAE (North Carolina Association of Educators), PENC (Professional Educators of North Carolina), NCATA (North Carolina Association of Teacher Assistants) and SEANC (State Employees Association of North Carolina) dues are available for payroll deduction. Contact your school representative (a list is included later in this section) or Pam Edge in Payroll at 910-678-2321 for more information.

**Horace Mann (Automobile Insurance)** – Horace Mann offers insurance on automobiles for employees at special group rates and discounts. Customer service (Monday – Saturday and on weekday evenings), 24-hour claim reporting, and payroll-deducted premiums are a few benefits offered. Free, no-obligation quotes are given over the phone for comparison by contacting Jane Roberts at 217-789-2500 ext. 3512. This product can be continued upon separation of employment via bank draft.

**Metropolitan Property and Casualty Insurance Company (Automobile & Homeowner's Insurance)** – MetPay offers insurance on automobiles, homes, boats, recreational vehicles, rental dwellings, condominiums, mobile homes, fire, and personal excess liability. Special group rates and discounts, customer service Monday – Saturday and on weekday evenings, 24-hour claim reporting, and payroll-deducted premiums are a few benefits offered. Free, no-obligation quotes are given over the phone for comparison (1-800-438-6381). This product can be continued upon separation of employment via bank draft.

**State Employees' Credit Union (SECU)** - Through payroll deduction, employees can have money sent to the SECU for loan payments or into a savings account. Contact SECU for assistance in establishing, changing or canceling this deduction.

**CUMBERLAND COUNTY SCHOOLS - PAYROLL DEDUCTION CHART 2020-2021**

PAYROLL DEDUCTION CODE	TYPE OF DEDUCTION	VENDOR	ENROLLMENT OR CANCELLATIONS	ELIGIBILITY CRITERIA	PAYROLL DEDUCTIONS	AVAILABLE UPON SEPARATION	PRETAX DEDUCTION	DEDUCTION FOR MONTH	PLAN YEAR	CCS CONTACT PERSON	COMMENTS
A118 A128 A159 A141 A148 A191	Tax Sheltered Amnities (403B Plans) Supplemental Retirement Plan	Various Companies For list, see your handbook.	Can Change Anytime	None	10 Times If You Are A 10 Month Employee Whether or Not You Are On 12 Month Option.  12 Times If You Are A 12 Month Employee	See Agent	Yes	Current	N/A	Erika George  Payroll 678-2361	To Enroll/Cancel Must Complete CCS Form (available in teacher handbook) In Addition To Agent's Form.  TSA, is our Third Party Administrator (TPA) for the 403b plans.  The Agency That Require These Deductions, Notifies CCS When To Stop Taking The Deductions.
G200-G400	Tax Garnishments, Student Loans, Child Support, Assorted Garnish.	Various	Mandatory Not Voluntary	N/A	Taken From Every Monthly Payroll Check Received: Not From Bonuses	N/A	No	N/A	N/A	Kristen White Human Res. 678-2334	
HA4XX	NC State Health Plan (Before Tax)	BCBS	Enrollment available at open enrollment period Oct 1-31 ea yr	Retirement	12 Times Double If You Receive 10 Paychecks	Yes-COBRA	Depends On The Coverage You Selected	Next	Jan-Dec Plan Year  Enroll during open enrollment	Pam Edge Finance 678-2321	Must Complete Change Forms When Adding or Dropping Dependents or Employee Coverage. Plans Can Only Be Changed During the Enrollment Period. Effective Jan. 1 ; Premiums Are Deducted The Month Before Coverage Begins
HA4XX	NC State Health Plan (After Tax)	BCBS	Enrollment available at open enrollment period	Retirement	12 Times Double If You Receive 10 Paychecks	Yes-COBRA	Depends On The Coverage You Selected	Next	Jan-Dec Plan Year  Enroll during open enrollment	Pam Edge Finance 678-2321	Must Complete Change Forms When Adding or Dropping Dependents or Employee Coverage. Plans Can Only Be Changed During the Enrollment Period. Effective Jan. 1 ; Premiums Are Deducted The Month Before Coverage Begins
I560-I575	Term Life Insurance	KMG	Enroll During New Hire Process Only Cancel-Anytime	Retirement	12 Times Double If You Receive 10 Paychecks	Convert	No	Current	Jan-Dec	Pam Edge Finance 678-2321  Gretchen Adair Human Res. 678-2640	Beneficiary Changes anytime Convertible @ Resignation, Retirement Or LTD/IS, Death Claims Contact Gretchen Adair
I530	Transamerica Cancer	Transamerica	Enroll During Open Enrollment Only Cafeteria Plan****	Retirement	10 Times For All	Yes	Yes	Next	Jan-Dec	Pam Edge Finance 678-2321	Can only be canceled during open enrollment
I531	Transamerica Univ Life	Transamerica	Enroll During Open Enrollment Only Cafeteria Plan****	Retirement	10 Times For All	Yes	No	Next	Jan-Dec	Pam Edge Finance 678-2321	To cancel contact Olde Fayetteville Insurance

**CUMBERLAND COUNTY SCHOOLS - PAYROLL DEDUCTION CHART 2020-2021**

PAYROLL DEDUCTION CODE	TYPE OF DEDUCTION	VENDOR	ENROLLMENT OR CANCELLATIONS	ELIGIBILITY CRITERIA	PAYROLL DEDUCTIONS	AVAILABLE UPON SEPARATION	PRETAX DEDUCTION	DEDUCTION FOR MONTH	PLAN YEAR	CCS CONTACT PERSON	COMMENTS
<b>I583</b>	Universal Or Term Life Insurance	Protective Life	<b>No longer offered</b> Still PR Deducting for existing employees	Retirement	12 Times For All Double if You Receive 10 Paychecks	Yes	No	Current	Jan-Dec	Pam Edge 678-2321	Cancel with Old Fayetteville Insurance
<b>I587</b>	Short Term Disability Ins.	Oldie Fayetteville Ins. @ 483-6210 The Health Plan	Enroll During Open Enrollment Only Cancel-Anytime	>20 hours	10 Times For All	No	No	Current	Jan-Dec	Pam Edge 678-2321 Laura Young 678-2335	To Cancel Send Request In Writing To Pam Edge Disab. Claims Contact Laura Young
<b>I589</b>	Texas Life	Metropolitan-Mark III @ 1-800-552-1044	Enrollment Only Cancel-Anytime	Retirement	10 Times For All	Yes	No	Next	Jan-Dec	Pam Edge 678-2321 Gretchen Adair 678-2640	Cancel through Old Fayetteville Insurance Death Claims Contact Gretchen Adair
<b>I590</b>	Critical Illness	Continental American Insurance (AFLAC)	Enroll During Open Enrollment Only Cancel - Anytime	Retirement	10 times for all	Yes	yes	Current	Jan - Dec	Pam Edge Payroll 678-2321	Cancel only during open enrollment
<b>I592</b>	Accidental Life	Continental Accidental Life Insurance (AFLAC)	Enroll During Open Enrollment Only Cancel - Anytime	Retirement	10 times for all	Yes	yes	Current	Jan - Dec	Pam Edge Payroll 678-2321	Cancel only during open enrollment
<b>I594</b>	Vision Insurance	The Health Plan Group #01809341	Enroll During Open Enrollment Only Cafeteria Plan*****	Retirement	12 Times Double If You Receive 10 Paychecks	Yes-COBRA	Yes	Current	Jan-Dec	Pam Edge Finance 678-2321	The Health Plan 1-888-816-3096
<b>I595</b>	Dental Insurance	The Health Plan Group #01809340	Enroll During Open Enrollment Only Cafeteria Plan*****	Retirement	12 Times Double If You Receive 10 Paychecks	Yes-COBRA	Yes	Current	Jan-Dec	Pam Edge Finance 678-2321	The Health Plan 1-888-816-3096
<b>I599</b>	Life ins	American National Insurance Company ANICO	Enroll Anytime	Retirement	12 Times Must have 12 paycks to enroll (No doubling)	Convert	No	Current	Jan-Dec	Pam Edge Finance 678-2321	Oldie Fayetteville Ins. 483-6210
<b>M619</b>	Savings Or Loan Payments	State Employee's Credit Union	Anytime	Must Be Employed >20 Hrs Per Week	10 Times For 10 Month Employees Whether or Not 12 Month Option. 12 X For 12 Month Employees	Yes	No	Current	N/A	Kristen White 678-2334 Human Res.	Contact State Employee's Credit Union @ 483-6124 To Set Up Or Cancel
<b>M627</b>	Voluntary Contribution	United Way	Fall Enrollment	None	9 Times For All Employees Jan-Dec Each Year	Yes	No	N/A	N/A	Pam Edge Finance 678-2321	Must Complete Authorization For Payroll Deductions. Each School Or Work Location Has A Representative.

**CUMBERLAND COUNTY SCHOOLS - PAYROLL DEDUCTION CHART 2020-2021**

PAYROLL DEDUCTION CODE	TYPE OF DEDUCTION	VENDOR	ENROLLMENT OR CANCELLATIONS	ELIGIBILITY CRITERIA	PAYROLL DEDUCTIONS	AVAILABLE UPON SEPARATION	PRETAX DEDUCTION	DEDUCTION FOR MONTH	PLAN YEAR	CCS CONTACT PERSON	COMMENTS
M634	Professional Dues	NCAE	Enroll Aug.-Sept Cancel-Anytime	None	Oct-May (8) Oct-Nov (1 or 2) Nov-April (6) Sept. (1)	Yes	No	N/A	N/A	Pam Edge Finance 678-2321	Must Complete Authorization For Payroll Deductions. Each School Or Work Location Has A Representative.
M637		NCATA									
M645		PENC SEANC									
M665	Supplemental Retirement Plan (457 Plan)	ING	<b>No longer offered</b> Still PR Deducting for existing employees	Retirement	12 Times If 12 Checks 10 Times If 10 Checks	Yes	Yes	Current	N/A	Erika George 678-2361	Must Enroll With Agent-
M667	Investment Account	American Amicable-Benefit Enrichment System 1-800-525-3160	<b>No longer offered</b> Still PR Deducting for existing employees	Retirement	10 Times For All Employees	Yes	No	Current	N/A	Pam Edge Finance 678-2321	Must Enroll With Agent- Cash Return First Year
M669	Auto & Home Insurance	Metropolitan 1-800-438-6381	Anytime Transitioning to Bank Drafts versus PR deducts	Retirement	10 Times For All Employees	Yes	No	Current	N/A	Pam Edge Finance 678-2321	Call 1-800-438-6381 For Rates & To Enroll
M670	Auto & Home Insurance	Horace Mann	Anytime Transitioning to Bank Drafts versus PR deducts	Retirement	10 Times For All Employees	Yes	No	Current	N/A	Pam Edge Finance 678-2321	Jane Roberts, Horace Mann Call (217) 789-2500 ext. 6512 For Rate & To Enroll
M688	457 Contribution ROTH After Tax	Prudential 1-866-627-5267	Anytime	Retirement	12 Times If 12 Checks 10 Times If 10 Checks	Yes	No - Contrib. No-Payback	N/A	N/A	Erika George 678-2361	Must Complete 457 Form & Return Form Directly To Prudential To Set Up Or Make Changes 1-866-627-5267
M689	457 Payback	Prudential 1-866-627-5267	Anytime	Retirement	12 Times If 12 Checks 10 Times If 10 Checks	Yes	Yes-Contrib. No-Payback	N/A	N/A	Erika George 678-2361	Must Complete 457 Form & Return Form Directly To Prudential To Set Up Or Make Changes 1-866-627-5267
M690	457 Contribution Before Tax	Prudential 1-866-627-5267	Anytime	Retirement	12 Times If 12 Checks 10 Times If 10 Checks	Yes	Yes-Contrib.	N/A	N/A	Erika George 678-2361	Must Complete 457 Form & Return Form Directly To Prudential To Set Up Or Make Changes 1-866-627-5267
M691	401K Contribution ROTH After tax	Prudential 1-866-627-5267	Anytime	Retirement	12 Times If 12 Checks 10 Times If 10 Checks	Yes	No-Contrib. No-Payback	N/A	N/A	Erika George 678-2361	Must Complete 401K Form & Return Form Directly To Prudential To Set Up Or Make Changes 1-866-627-5267
M692	401K Contribution Before Tax	Prudential 1-866-627-5267	Anytime	Retirement	12 Times If 12 Checks 10 Times If 10 Checks	Yes	Yes-Contrib. No-Payback	N/A	N/A	Erika George 678-2361	Must Complete 401K Form & Return Form Directly To Prudential To Set Up Or Make Changes 1-866-627-5267
M693	401K Payback	Prudential 1-866-627-5267	Anytime	Retirement	12 Times If 12 Checks 10 Times If 10 Checks	Yes	Yes-Contrib. No-Payback	N/A	N/A	Erika George 678-2361	Must Complete 401K Form & Return Form Directly To Prudential To Set Up Or Make Changes 1-866-627-5267
M696	Medical Reimburse	The Health Plan	Sept-Oct	Retirement	10 Times If 10 Checks	No	Yes	Current	Jan-Dec	Pam Edge	All Expenses Must Be Incurred

**CUMBERLAND COUNTY SCHOOLS - PAYROLL DEDUCTION CHART 2020-2021**

PAYROLL DEDUCTION CODE	TYPE OF DEDUCTION	VENDOR	ENROLLMENT OR CANCELLATIONS	ELIGIBILITY CRITERIA	PAYROLL DEDUCTIONS	AVAILABLE UPON SEPARATION	PRETAX DEDUCTION	DEDUCTION FOR MONTH	PLAN YEAR	CCS CONTACT PERSON	COMMENTS
M697	Dependent Reimbu.	1-866-347-3640	Enroll or Cancel**** Cafeteria Plan***** Must sign up Each Year.		12 Times If 12 Checks					Finance 678-2321	During The Plan Year And Submitted No Later Than 90 Days After The Plan Year Ends. Changes Can Be Made During The Plan Year "ONLY" If They Qualify By The Federal Laws Of Family Status Change Rules.
M725	Miscellaneous	Purchasing Power	Enroll Anytime	Age ≥ 18 12 mts Full Time Salary ≥ 16,000 Have Bank Acct	10 deductions from purchase date	Direct bill from vendor	N/A	Current	N/A		Enroll via website at <a href="http://www.CumberlandPurchasingPower.com">www.CumberlandPurchasingPower.com</a> or call 1-800-903-0801

\*\*\*\*Part of The Cafeteria 125 Plan -- (I594-Vision, I595-Dental, I598-Cancer, M696-Medical, M697-Dependent)

**Note:** The Cafeteria plan benefits cannot be discontinued during January-D January - December unless you have a change in your family status. A family status change occurs due to particular events: Marriage, divorce, Legal Separation, Birth/Adoption/Death of a family member, or change in work status. If a status occurs, you must submit proof of such event in writing to Pam Edge. **The Cafeteria Plan is administered in compliance with IRS regulations.**



## SALARY DEDUCTIONS

All voluntary payroll deductions must have written authorization. Once a deduction has been authorized, it will continue to be deducted unless canceled in writing. The only exception to this rule is the medical and childcare reimbursement plans which require re-enrollment every year prior to January 1. Automatic deductions shall be made for income tax, retirement and related areas mandated by federal or state laws. (N.C. Gen. Stat. 115C-302 et seq.) All cancellations of voluntary payroll deductions must be requested in writing in accordance with established guidelines.

The Board of Education shall only be responsible for making approved salary deductions as requested in writing by an employee of the Board. Under no circumstances will special arrangements be made as to the commencement or termination of salary deductions. The spreadsheet included earlier in this section summarizes all payroll deductions available to employees.

## STATE BENEFITS

### **Death Benefit**

If an employee with at least one year of contributions to the state retirement system dies while in active service, his/her beneficiary receives a single lump sum payment based on the employee's highest consecutive 12 months of salary during the 24 months prior to the employee's death; however, the payment will be no less than \$25,000 and no more than \$50,000. This benefit extends 180 days beyond the last date of employment. For questions and assistance with death claims, contact Gretchen Adair at 910-678-2640 in the Human Resources Department.

### **Disability Income Plan**

This plan provides income for eligible State employees ( $\geq 30$  hrs/week) who become temporarily or permanently disabled for performance of duties prior to retirement. Employees are eligible for short-term (one year) benefits after one year of contribution to the retirement system and for long-term (indefinite duration) benefits after five years (must have been on short-term disability first). The plan requires a 60-day waiting period before benefits begin.

An employee who has been approved for benefits but is not yet in receipt of benefits due to lump-sum payouts of vacation, bonus, and sick leave and who has five or more years of contributing retirement service with an employing unit of a State-supported retirement system is eligible for non-contributory State Health Plan coverage.

For questions and assistance with the application, contact Melinda Raynor at 910-678-2335 in the Human Resources Department.

### **Retirement System Information**

Vesting period for Teachers State Employee Retirement System (TSERS) retirement benefit eligibility for vested deferred, early, and service retirements is five years of full-time service.

The State's retirement system (non-optional participation) is a benefit for permanent full-time ( $\geq 30$  hrs/week) employees, with costs shared by the employee six percent (6%) and the State (set by the Legislature; subject to change). Deductions are on a pre-tax basis.

At retirement, employees can receive monthly payments for life (based on salary, age, and years of creditable retirement service) or can receive a contributions refund. Employees can also request a contributions refund upon employment separation, which will be subject to taxes and penalties. Contributed funds earn four percent (4%) interest after five years of employment.

### SUMMER INSURANCE PREMIUMS

For those 10-month employees who have not elected the 12-Month Installment Pay Option, certain insurance premiums listed below must be deducted before the end of the school year in order for the insurance to remain in force over the summer:

- State Health Insurance - Parent/Child and Family
- Dearborn National Life - all coverages
- Protective Life Insurance - all coverages
- ANICO Life- all coverages
- Dental Insurance - all coverages
- Vision Insurance - all coverages

If you have any questions about Summer Insurance Premiums, contact Pam Edge in Finance at 910-678-2321.

CUMBERLAND COUNTY SCHOOLS  
TAX SHELTERED ANNUITY COMPANIES  
2020-2021

<b>Annuity Company</b>	<b>Agent</b>	<b>Contact Number</b>
1. AXA Equitable (A118)	Marty Bullard	919-954-1545
	Derrick Oliphant	440-251-9953
	Andrew Martin	252-450-5612
	Wade Reaves	252-903-5755
2. Horace Mann (A128) (M663)	Warren Williams	910-592-3118
	Amber Pope	910-485-3800
	Sarah Lanier	910-485-3800
	Sandy Beasley	910-485-3800
	Steve Smith	910-485-3800
3. VOYA (Northern Reliastar) (A159) (M664)	Steve Graham	910-423-2198
	John Bonner	919-631-0228
4. National Life Group aka LSW (A141) (M664)	Tom Benton	910-295-3751
	Phronsie Stoppie	919-523-9514
	Terry Keith	910-585-0865
	Don Britton	704-616-1851
	Sam Reavis	704-491-1573
	Ryan Locklear	910-733-8897
	Nicholas Maynor	910-785-2768
	Ernie Freeman	910-978-7090
	Steve Graham	910-423-2198
	John Bonner	919-631-0228
5. Midland National (A148)	Gary Weller	910-223-7665
	Bradley Walworth	910-818-9574
	Tom Benton	910-295-3751
	Steve Graham	910-423-2198
	John Bonner	919-631-0228
6. Putman (A191)	Tony Belin	910-868-9825
	Gary Weller	910-223-7665
	Carl Anthony	910-423-2222
	Tommy Crump	336-362-4052

CCS approved 403b plan provider list.

## **TSA Consulting Group**

You can request approvals for disbursements such as loans, hardships, transfers and more, please contact TSA Consulting Group:

Third Party Administrator (TPA) Website is <http://www.tsacg.com>.

Customer Support Call Center:

Toll-free 1-888-796-3786 Option 4

**Cumberland County Schools, NC  
Participation Agreement for Internal Revenue Code  
Section 457(b) Deferred Compensation Program**

Name of Company—457(b) Product Provider

Employee's Name	Social Security Number	
Address	Phone Number	Work Location

**Original Agreement**

With respect to services rendered by the Employee hereafter, the Employer and the Employee hereby agree the Employee's compensation for such services shall be reduced by:

Equal amounts of \$ \_\_\_\_\_ per pay period beginning the \_\_\_\_\_, 20\_\_ pay period.

**Amendment Agreement - Type of Change Desired**

Increase from \$ \_\_\_\_\_ per pay period to \$ \_\_\_\_\_ beginning the \_\_\_\_\_, 20\_\_ pay period.

Decrease from \$ \_\_\_\_\_ per pay period to \$ \_\_\_\_\_ beginning the \_\_\_\_\_, 20\_\_ pay period.

Suspend \_\_\_\_\_ Effective Date of Suspension \_\_\_\_\_, 20\_\_

NAME OF COMPANY

The undersigned hereby agrees to the terms and conditions of the Cumberland County Schools, NC Deferred Compensation Plan ("Plan") as such Plan now exists or is hereinafter amended and a copy of the Plan has been made available to them. This election shall continue until the undersigned makes a subsequent election as provided by the Plan. The employer hereby authorizes on the provider company to issue an annuity contract or custodial arrangement for the benefit of the participant without the signature of the employer provided that the owner of the annuity contract or custodial arrangement is designated as the employer's 457 Deferred Compensation Plan.

I (the Employee) understand and agree to the following:

My deferrals cannot begin sooner than the month following Participation Agreement approval. My accumulated deferrals will be held in trust by the Cumberland County Schools, NC for the exclusive benefit of participants and their beneficiaries until paid to me under the rules of the Plan. I realize I may not assign or transfer my rights under the Plan.

I am responsible for the accuracy of the excludable amounts stated in this Agreement. Any overstatement of the amounts excludable as a salary reduction in this agreement, or any other violation of the requirement of IRS Code Section 457 could result in additional taxes, interest, and penalties to the Employee.

I hereby authorize my Employer to reduce or suspend any deferrals established by this agreement, if in its opinion, the total annual deferral would exceed the maximum allowable limit in any calendar year. Should my deferral exceed the maximum limit, I authorize my Employer to disallow deferral of the excess amount and direct these amounts to be refunded to me.

**Release of Liability** - The Employee agrees that the Employer and its agents shall have no liability whatsoever for any and all losses suffered by me with regard to my selection of the annuity and/or custodial account, its terms, the selection of the insurance company, custodian, or regulated investment company, the financial condition, operation of or benefits provided by said insurance company, custodian, or regulated investment company, or my selection and purchase of shares of regulated investment companies.

The employer hereby authorizes on the provider company to issue an annuity contract or custodial arrangement for the benefit of the participant without the signature of the employer provided that the owner of the annuity contract or custodial arrangement is designated as the employer's 457 Deferred Compensation Plan.

Earnings, if any, will be applied to my accumulated deferrals in accordance with the Company and product I have selected. Neither the Employer, nor Trustees, nor agencies of the Employer shall be liable for the performance of the Companies or products selected by the Employee.

**Any change to this Agreement must be in writing to the Employer and becomes effective upon the execution of this Agreement by Employee and Employer.**

This Agreement may be terminated by either the Employer or Employee upon thirty (30) days notice to the Company and to the Employer or Employee as applicable.

**Designation of Beneficiary** - The beneficiary for each annuity contract or certified account to which contributions are allocated shall be determined in accordance with the terms of that specific contract or account.

Effective Date of this Agreement \_\_\_\_\_, 20 \_\_\_\_.

Cumberland County Schools, NC

\_\_\_\_\_  
AGENT / REPRESENTATIVE

\_\_\_\_\_  
EMPLOYEE

By: \_\_\_\_\_  
EMPLOYER REPRESENTATIVE

DATED \_\_\_\_\_, 20 \_\_\_\_

DATED \_\_\_\_\_, 20 \_\_\_\_

**Important Notice** - A copy of the account application must accompany this agreement and the following ownership and beneficiary designations must be used:  
Owner - "Cumberland County Schools, NC 457(b) Plan FBO (participant's name)"

Beneficiary - Any single or multiple beneficiaries named by the participant. (Do not list Cumberland County Schools, NC as a beneficiary)

Cumberland County Schools  
403b Plan Notice 2020

**Dear 403b Annuity Participant:**

Re: TSA Consulting Group, Inc.

As you are aware, Cumberland County Schools offers a retirement program for the benefit of its employees. It is the intent of Cumberland County Schools to protect your information and administer the 403b Annuity Plan in accordance with applicable laws and regulations. To assist us, we are utilizing the tsacg.com system to facilitate administration of the 403b Annuity Plan and our compliance with the 403(b) regulations by tracking information received via encrypted electronic data files over secure internet channels.

You can access tsacg.com on the internet at the following address: <http://www.tsacg.com>. There is a Transaction Routing request form posted on the page that will provide the details needed for the transactions.

TSA is a third-party administrator service that makes available to you many features to help accessing your plan easier. *You can request approvals for disbursements such as loans, hardships, transfers, and more, all online at your convenience.*

If you have any questions regarding TSA Consulting Group, please contact Erika George in Payroll at 910-678-2361.

Cumberland County Schools 403 Plan  
Universal Availability Notice for 2020

This notice provides important information regarding the Cumberland County Schools 403(b) Plan which you are eligible to participate.

You may want to take this opportunity to either (1) begin making a pre-tax 403(b) elective deferral contribution or (2) review your current elections and decide if you want to make changes. Before making any initial election or changes, you should consult with an approved CCS vendor as per the attached list.

**When Can I enroll?**

You are eligible to enroll immediately upon your date of hire. You can choose your initial elective deferral rate by completing the appropriate application and any other necessary forms including a Salary Reduction Agreement. The CCS 403(b) plan has a \$10 minimum monthly contribution to participate in the plan. Your CCS vendor representative can provide forms and assistance.

This contribution will continue unless it is modified or revoked in the future by a new Salary Reduction Agreement.

**Can I change or stop my elective deferral contributions?**

You may change your elective deferral contributions monthly during the plan year by completing a new Salary Reduction Agreement. You are permitted to revoke your election at any time during the plan year by completing a Salary Reduction Agreement.

**When are my elective deferral contributions effective?**

After completing a Salary Reduction Agreement and upon receipt in Finance, your elective deferral contributions will begin on the next pay period or as soon as administratively possible.

**What is the maximum amount that I can contribute?**

The Internal Revenue Code limits the annual contribution you can make to a 403(b) plan and the limits are adjusted each year. The 2020 limits are as follows:

- Elective Deferral Limit \$19,500
- Age 50 Catch-Up \$ 6,500
- 15 Years of Service Catch-Up \$ 3,000 (see note)

Note: The 15 years of service catch-up contribution applies before the age 50 catch-up contribution and is based on a formula that takes into account all past contributions to the plan and the employee's total years of service to the employer. The maximum allowable for the 15 years of service catch-up is \$3,000 per year up to a \$15,000 lifetime benefit, but an employee's actual catch-up may be lower than the maximum. Your CCS vendor representative can provide any assistance.

**Will my employer make additional contributions?**

No. There are no employer contributions to the 403(b) plan.

**Whom do I contact for additional information?**

To learn more about 403(b) plans, please visit <http://www.irs.gov> and search for Publication 571. If you have any questions about how the plan works or your rights and obligations under the plan, please contact a CCS vendor representative as per the attached vendor list.

You may submit your Salary Reduction Agreement as follows:

Cumberland County Schools  
Erika George, Payroll  
2491 Gillespie Street  
Fayetteville, NC 28306



**Cumberland County Schools, NC  
Salary Reduction Authorization for 403(b)  
Annuity Contract or 403(b)(7) Custodial Account**

<b>Name of Company</b>	
<input type="checkbox"/>	<b>No Load Account</b> (No agent signature Required)

Employee's Name	Social Security Number	
Address	Phone Number	Work Location

**Original Agreement**

With respect to services rendered by the Employee hereafter, the Employer and the Employee hereby agree the Employee's compensation for such services shall be reduced by:

Equal amounts of \$ \_\_\_\_\_ per pay period beginning the \_\_\_\_\_, 20\_\_ pay period.

The amount elected above shall result in a total ANNUAL REDUCTION not to exceed the maximum allowable contribution calculation. The Employer agrees that it will remit the amount of such reduction for the 403(b) Tax Sheltered Annuity or 403(b)(7) custodial account offered by the Company listed above.

**Amendment Agreement - Type of Change Desired**

Increase from \$ \_\_\_\_\_ per pay period to \$ \_\_\_\_\_ beginning the \_\_\_\_\_, 20\_\_ pay period.

Decrease from \$ \_\_\_\_\_ per pay period to \$ \_\_\_\_\_ beginning the \_\_\_\_\_, 20\_\_ pay period.

Suspend—Name of Company \_\_\_\_\_

**Effective Date of Change** \_\_\_\_\_, 20\_\_

I have read the above and understand the proposed change. I hereby request that such change be effected. I realize that if the change results in decrease or elimination of reduction under the 403(b) T.S.A. program, that this reduction or elimination cannot be "made up" in the future unless it falls within the allowable limits for that year.

This Agreement shall be legally binding and irrevocable with respect to amounts earned while the Agreement is in effect, and any termination of this Agreement shall be effective only with respect to amounts not yet earned at the time of said termination. It is provided that this reduction does not exceed the Employee's statutory limits under Section 402(g) or the limitation of Section 415 of the Internal Revenue Code. This limits the total allowable salary reduction to all Companies to which salary reduction contributions can be made. It is understood that the amount specified will be forwarded to the Company listed above, provided that the Employee has sufficient earnings during the immediately preceding pay period to accommodate the requested reduction. In the event that the calculations provided by the District are lower than the calculations provided by the company / representative, the District's calculation shall prevail.

I hereby authorize my Employer to reduce or suspend any contributions established by this agreement, if in its opinion, the total annual contributions would exceed my Maximum Allowable Contribution in any calendar year.

The Employee is responsible for the accuracy of the excludable amounts stated in this Agreement. Any overstatement of the amounts excludable as a salary reduction in this agreement, or any other violation of the requirement of Section 403(b) could result in additional taxes, interests, and penalties to the Employee.

It is the intent of the parties that the non-forfeitable retirement deferred annuity or custodial contract pursuant to this Agreement shall qualify for the Federal Income Tax benefits provided for in Section 403(b) of the Internal Revenue Code. **Any change to this Agreement must be in writing to the Employer and becomes effective upon the execution of this Agreement by Employee and Employer.**

This Agreement may be terminated by either the Employer or Employee upon thirty (30) days notice to the Company and to the Employer or Employee as applicable.

**Effective Date of this Agreement** \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
AGENT/REPRESENTATIVE NAME      AGENT/REPRESENTATIVE PHONE NUMBER      Cumberland County Schools, NC

\_\_\_\_\_  
EMPLOYEE      EMPLOYER

Dated \_\_\_\_\_, 20\_\_      Dated \_\_\_\_\_, 20\_\_



## **SECTION V**

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# **Accounts Payable**



SECTION V – Accounts Payable



Policies listed in this handbook may be found by searching the Policy Manual on the North Carolina School Boards Association (NCSBA) Website.

To find the policy enter the policy code in the search box.

NCSBA Policy Website: <http://tinyurl.com/na83xws>

Title	Policy Code/Page
Accounts Payable	Page 83
Employee Reimbursements	Page 83
Expense Reimbursement	7650/8620-R
Forms Available on the CCS' Intranet Portal	Page 84
Mileage Reimbursement Procedures	Page 84
Mileage Reimbursement Form (Schedule of Local Travel)	Page 86
Travel/Professional Development/Professional Allotment Check Request Form	Page 87
Travel/Professional Development/Professional Allotment Check Request Instructions	Pg 88

ACCOUNTS PAYABLE

Employees should complete the check request form in this section in accordance with the guidelines on the following pages. The completed form along with attached documentation should be approved by your principal/supervisor and mailed to Accounts Payable via the school courier. For CCS vendors, Accounts Payable writes checks twice a week as follows:

Received in A/P No Later Than	Accounts Payable Process Period	Write Checks	Checks Mailed/ Available for Pickup
Thursday 5:00 p.m.	Friday–Monday	Tuesday p.m.	Wednesday after 2:00 p.m.
Monday 5:00 p.m.	Tuesday–Wednesday	Thursday p.m.	Friday after 2:00 p.m.

Items that involve purchase orders/invoices or direct payments should be submitted promptly and completely to ensure payment to vendors on a timely basis. Due to positive pay requirements, checks can only be released after 2:00 p.m. on Wednesdays and Fridays.

EMPLOYEE REIMBURSEMENTS

In 2020-2021, employee reimbursements will be direct deposited to your bank account. The approval process will remain the same as in prior years. The reimbursement checks will be available for review using the Employee Portal. The Employee Portal used to view payroll checks allows employees to view any recent reimbursements checks.

Employee reimbursements will be processed weekly. Items must be received by Friday of the prior week and will be processed by Friday the following week. Any reimbursements received after the due date will be processed with the next direct deposit pay cycle. These dates may be subject to change due to the end of the month or holidays.

<b>Received in A/P No Later Than</b>	<b>Direct Deposit Process Period</b>	<b>Funds Deposited</b>
Friday (Week 1) 5:00 p.m.	Tuesday (Week 2)	Thursday (Week 2)

FORMS AVAILABLE ON THE CCS' INTRANET PORTAL

**Visit the CCS Portal**

**<http://ccsportal>**

**Click on Forms and then select the Business Operations Folder**

<b>Name of Form</b>	<b>Information on Form</b>
2020 Federal Tax Withholding (W-4)	2020 Federal Tax Withholding (W-4)
2020 NC Tax Withholding Form (NC-4)	2020 NC Tax Withholding Form (NC-4)
2020 NC Tax Withholding Form (NC-4 EZ)	2020 NC Tax Withholding Form (NC-4 EZ)
Bonus Leave Request	Classified Employees Only
CCS Schedule of Local Travel 57.5c	Effective 1/2020
CCS Schedule of Local Travel 57.5c (2-pages)	Effective 1/2020
CCS Travel Check Request 57.5cc	Effective 1/2020
CCS Travel Check Request Out-Of-State	Effective 1/2020 (pdf)
CCS Schedule of Local Travel 57.5c	Effective 1/2020 (Excel 2003 format)
Daily Leave Request	Daily Leave Request
Hourly Leave Request	Hourly Leave Request
Instructions for Travel Staff Development	Instructions on how to complete form
Professional Allotment Check Request	
Reason 4 or 5	

MILEAGE REIMBURSEMENT PROCEDURES

Mileage will be reimbursed based on local travel policy for all persons normally required to make more than one scheduled stop per day, excluding in-service meetings. Mileage will be paid only after arriving at the first scheduled stop through the last scheduled stop at the end of the day. No reimbursement will be paid for in-service county travel for persons who normally receive mileage reimbursement unless attendance at these meetings is mandatory. Any questions concerning first scheduled stop will be determined by supervisors. For the 2020-2021 school year, reimbursement will be made at the current IRS mileage cents per mile (see form later in this section). The current rate is 57.5 cents per mile. Reimbursement amount and rates are subject to change.

You may access the mileage reimbursement form and travel reimbursement form for Cumberland County Schools on the Intranet Portal at <http://ccsportal>. You will find the forms under the heading “Business Operations Forms.” Complete the form and print out a copy to send to Accounts Payable.

**Schedule of Local Travel  
Cumberland County Schools**

**Period Covered**

**Work Location to Send Check**

**Payee**

**Employee Number**

**Official Travel Information**

Day	From	To	Purpose of Travel	Miles Traveled

0	x 0.575	\$0.00
Total Miles	Current Rate Per Mile	Total Travel Expenses

**PAYEE CERTIFICATION: This is a true and accurate statement of expenses incurred in discharging official business duties.**

\_\_\_\_\_  
Payee

\_\_\_\_\_  
Date

**APPROVAL: I certify that the above expenses are necessary, proper, just and reasonable, and were paid as such.**

Supervisor/Director Initials \_\_\_\_\_

Budget Code \_\_\_\_\_





## Instructions

1. Please complete purpose, meeting place, and date(s) of travel, if applicable. This information is necessary to verify mileage, meal reimbursement and to properly code expenditures. Place all \$0.00 totals LAST.
2. CCS will follow all county policies regarding travel reimbursements (mileage reimbursement, car-pooling, per diem rates, etc.)
  - a) Mileage reimbursements are calculated from the school/work to the location and not from home to the location. Schools cannot reimburse individuals for mileage and meals.
  - b) When 2 or more are traveling to the same location, **car-pooling** and **room sharing** are required when appropriate.
  - c) Record round-trip miles of employees who use personal vehicles for official school business. CCS pays the lesser of airfare versus car mileage for out-of-state trips.
  - d) Attached documentation must be provided detailing actual airfare costs. Penalties/charges resulting from cancellation/changes of airline reservation shall be the employee's responsibility if cancellation or change is due to personal benefit.
  - e) Attached documentation indicating actual cost of registration and professional dues is required.
  - f) Attached documentation indicating actual cost of lodging is required with a breakdown of lodging and tax.
  - g) Please indicate number of meals using the following applicable per diem rates:

In-State: Breakfast	\$8.60	Out-of-State: Meal Rates:	Based on federal
Lunch	\$11.30		per diem rates available in accounts
Dinner	\$19.50		payable office.

In order for meals to be reimbursable on days of departure or return the following time guidelines must be adhered:

Breakfast:	Depart prior to 6:00 a.m.
Lunch:	Depart prior to 10:00 a.m. or return after 2:00 p.m. <i>(Note: Lunch is only reimbursable for overnight travel.)</i>
Dinner:	Return after 8:00 p.m.

***Meal allowance should not be claimed if it is included in registration fee, airline fare, etc... The per diems are inclusive of gratuities.***

- h) Parking fees, tolls, and storage fees are reimbursable. Receipts are required for fees in excess of \$3.00 per day. Reimbursement of expense for airport parking is limited to 96 hours with receipt required. Fares for commuting are reimbursable. Receipts are required for one way trips which exceed \$20.00.
  - i) Please provide description and attach documentation for other expenses.
3. Local staff development is administered through the central office and this form must be routed through the appropriate department before being sent to finance. Federal programs and athletic requests should be routed through the director's office for approval before being sent to finance. Professional allotments are limited to school and central office administrators. Other types of expenditures not listed should be described so that expenditures will be properly coded.
4. Claimant is individual making request. If payee is other than claimant (i.e. you desire us to pay the hotel directly or have the school reimbursed) please indicate and reflect correct address. All employee and school reimbursements will be mailed to work locations.
5. Approval for payment must be signed by supervisor authorizing/verifying expenses incurred by claimant. Signature indicates that this form has been completed properly with attached documentation and correct totals. Please provide a Budget code to prevent delays in processing.

IF YOU HAVE ANY QUESTIONS CONCERNING THIS FORM PLEASE CONTACT:  
ACCOUNTS PAYABLE AT (910) 678-2373

# **SECTION VI**

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# **Safety**



## SECTION VI – Safety



Policies listed in this handbook may be found by searching the Policy Manual on the North Carolina School Boards Association (NCSBA) Website.

To find the policy enter the policy code in the search box.

NCSBA Policy Website: <http://tinyurl.com/na83xws>

Title	Policy Code/Page
Accidents	Page 91
Bloodborne Pathogens	Page 93
Fire Drills and Building Inspections	Page 96
Procedures for Unannounced Fire Drill	Page 98
Fire Prevention, Life Safety, and Occupational Safety & OSHA Violations	Page 99
Hazard Communication Plan	Page 101
Lockdown Procedure	Page 103

### ACCIDENTS

The safety and welfare of students is of the utmost importance in all aspects of school life. All school personnel are to respond immediately and appropriately to student injuries and illnesses. Teacher and principal judgment is imperative in determining the services needed in such cases. Please submit an Accident Investigation and Report of Injury Form to the Risk Management Office as soon as practical. Consultation with the school nurse is always helpful, if available. This policy is intended to give support to children, teachers, principals, and other school personnel.

#### **Emergency Care of Injuries**

An emergency information card shall be on file in the principal's office for each student enrolled. The following first-aid supplies should be available in each school:

- Air splints or regular splints with padding material
- Triangular bandage, 36" x 36" x 55"
- Cloth strips, 3" x 2' x 4'
- Band-Aids, 1" x 3"
- Cotton balls, cotton tips, or Q-Tips
- 4" x 4" sterile compresses
- 4" x 4" surgically clean (non-sterile) compresses
- 1" x 2" roller bandages
- 1" adhesive tape
- Stretcher, blanket, pillow
- Bed or cot
- Oral thermometer
- Soap (antiseptic or cleansing)
- Snake bite kit (optional)

First-aid supplies shall be readily available in the health room or in the office, and in workplace areas where physical hazards exist to teachers and students. Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

At least two people in each school will be in charge of school first aid, the principal and at least one other person to be designated by the principal.

### **Emergency Care of Sudden Illness**

No sick child should remain at school unless either a parent or another responsible adult cannot be found to care for him/her. If a responsible adult cannot be contacted and the child appears violently ill, then the principal or person in charge should make arrangements for medical help. Continuous efforts will be made to contact parents or another responsible adult. School personnel shall stay with the child until the parent or a responsible adult arrives.

If under exceptional circumstances a child is required to take oral medication during school hours, and the parent cannot be at school to administer the medication, the Board of Education requires the administration of any drugs or other medication provided for students to be under the supervision and direction of a person duly licensed to prescribe or administer such drugs or medication (for example: school nurse, medicine clerk, secretary, or any other licensed employee).

It is the responsibility of the parent to have the Physician's School Medication Form filled out and signed by the physician prescribing the medication. This form must be updated each school year and/or each time a student's medication changes. The parent/legal guardian must fill out and sign the bottom portion of the form. This form is available on the Intranet. Parents are responsible for transporting medication to the school in the original container, with the original label, prepared by the pharmacist.

It is the responsibility of the principal to store medication in a secure location and to designate appropriate school personnel to assume responsibility for security and/or administration of the medication. The principal must also ensure that documentation of medication administration is kept up to date.

**NOTE:** In the event a child has to take medication for a short term illness, i.e., colds, influenza, ear or throat infections, etc., the principal may accept a note from the physician which includes the information asked for on the Physician's Medication Form, together with written instructions from the parent, in lieu of the Physician's School Medication Form. Medication must be in the original container with the student's name and prescription directions clearly stated.

### **Minor Injury or Illness**

In case of minor injury or illness, the teacher is expected to monitor the student's condition at regular intervals throughout the school day. If, at any point, the condition requires that the student cease regular school activity or be absent from class, or causes the student to experience swelling, bleeding, or prolonged pain, the teacher is to notify the principal/designated first-aid contact person.

If, in the judgment of the teacher, principal or first-aid contact person, the aforementioned conditions exist, the parent will be notified by telephone of the accident. If the school is unable to

reach the parent, the school will follow the instructions listed on the Emergency Card filed in the school office by the parent. If the parent or other responsible persons (as listed on the Emergency Card) cannot be reached, and in the judgment of the school officials, immediate medical attention is necessary, the child will be transported to the nearest appropriate medical facility.

School officials may use a private vehicle to transport the student if the injury/illness is not considered to be of a critical nature as defined in the Emergency Plan for Cumberland County Schools. The school will continue its efforts to contact the parents. Based on Emergency Card authorization, the parent assumes financial responsibility for all related medical expenses. In the event a student or staff member is transported to the hospital either by ambulance or private vehicle, the Safety-Security Office must be contacted immediately (910.678.2488).

### **Serious Injury or Illness**

In case of serious injury or illness, procedures as outlined in the "Serious Injury or Illness" section of the **Emergency Plan for the Cumberland County Schools** shall be followed.

Serious injuries are those involving suspected fractures, loss of consciousness, convulsive or seizure disorders, and heavy bleeding. The principal or his/her representative for all serious injuries should contact parents. It is advisable for victims with serious injuries to be moved from the scene by emergency medical personnel attendants only.

If the parents cannot be reached, the principal or person in charge will follow the instructions given on the emergency information card. As a last resort, the principal or person in charge will take the child to the appropriate medical facility and wait until the responsible person arrives.

In the event of life-threatening illness or injury, emergency life-saving procedures should be administered immediately.

Written reports of all injuries should be kept on file in case questions arise at a later date. For a student injury, you can report it utilizing this link: <https://tinyurl.com/y4t889r4>. The Accident Investigation and Report of Injury Form needs to be completed for any employee injuries. The Visitor Accident Report needs to be completed for any visitor accidents. These forms are available on the Intranet Portal under Forms. The completed forms should be forwarded to the Risk Management Office immediately.

## BLOODBORNE PATHOGENS

The N.C. Department of Labor (OSHA) has adopted a standard designed to protect employees from bloodborne pathogens. Bloodborne pathogens are viruses and certain other causes of disease that are ordinarily present in the blood of persons who are infected with the viruses. Examples of such viruses are the human immunodeficiency virus, or HIV, which is the cause of AIDS, and the hepatitis B virus, or HBV, which can be severe and even fatal.

OSHA regulations require that employers identify the jobs that have a higher risk of exposure to bloodborne pathogens as an element of the employee's job description. Employees who have jobs classified as being in the "at risk" category will receive training to prevent exposure to bloodborne pathogens. The following job classifications have been identified as being in the "at risk" category:

- Athletic Trainers
- Self-Contained EC Teachers and Teacher Assistants who serve students diagnosed as: Traumatic Brain Injured; Autistic; TMD; EMD; BED; Multiple-Handicapped; Preschool Handicapped; Severe and Profound Orthopedically Impaired
- EC Bus Drivers and Driver Assistants
- School Nurses
- Health Occupations Teachers
- Custodians
- Two individuals per school as First Aid Responders
- Adaptive P.E. Teachers
- Plumbers
- School Psychologists
- P. E. Teachers
- Homebound Teachers
- Safe School Coordinators
- Speech Pathologists
- Coaches (Football, Basketball, Soccer, Wrestling)
- Pre-Kindergarten Teachers and Assistants
- Classroom Teachers and Assistants
- School Social Worker
- Guidance Counselor

New employees and employees returning after a lapse in employment will need to complete the online training. Existing employees will receive refresher training yearly at their assigned school. The guidelines distinguish between "occupational exposure" and what is defined as a "Good Samaritan Act" such as assisting a co-worker or a student with a nosebleed. All CCS' employees should follow/practice the concept of Universal Precautions as a preventive measure against possible infection.

All schools have procedures for handling spills of body fluids (vomit, feces, urine, and blood). Since body fluids may contain a variety of germs (bacteria and viruses), it is important for all school personnel to know how to clean them up properly to prevent the spread of infection to students, school personnel, and to themselves. As a result, all new CCS' employees will receive training to prevent exposure to bloodborne pathogens and existing employees will receive refresher training.

While body fluids often contain various germs, it is unusual for illness to be spread in this manner when ordinary hygiene practices are observed. In order to cause disease, a germ must find its way to the part of the body it infects through a specific route (the mouth, nose, or break in the skin). It must also enter in sufficient numbers to cause infection. Most body fluids contain too few germs to cause infection unless they are placed directly into the blood stream or people fail to wash their hands after contamination and place their hands or contaminated food or objects into their mouths. Although this is unlikely to occur, it is important for all blood and body fluid spills to be regarded as potentially infectious since many germs may be carried in the body without symptoms (e.g., Hepatitis A and B, AIDS Virus, Cytomegalovirus, Salmonella). Therefore, these guidelines should be followed in all cases regardless of whether or not the source is known. By following a few simple steps, cleanup can be an effective and safe procedure.



1. Disposable gloves should be worn when cleaning up blood, feces, vomit, and urine. This is to be done in addition to, not as a substitute for, hand washing.
2. Hands should be washed thoroughly as soon as it is practical following exposure to body fluids (including blood, vomit, feces, urine, saliva, nasal and other respiratory secretions). Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for at least 10 seconds.
3. Manual removal of body fluids is an essential step and may be carried out using disposable paper products, e.g., paper towels. Drying or sanitary absorbent agents (AbsorbAide\*) may be used with large volumes of body fluids, e.g., vomit. They are not, however, disinfectants. They and disposable paper towels should be disposed of in the black plastic bag found in the Bloodborne Pathogens Clean-Up Kit and placed in the regular trash. Items contaminated with blood, to exclude clothing, should be placed in the red bio-hazard bag and placed in the designated HazMat container. Non-disposable items (e.g., dust pans and brooms) should be cleaned with disinfectants listed below.

\*Brand names used only for example and should not be considered an endorsement of specific product.

4. Hard surfaces (e.g., desks, walls, floors) should be washed with one of the following disinfectants:
  - a. Phenolic germicidal detergent solution (follow the product label for use and dilution).
  - b. Sodium hypochlorite (household bleach) at least 100 ppm available chlorine (e.g., diluted 1:10 with water or 1/2 cup household bleach in one gallon of water, freshly prepared each time it is used.
5. Carpets stained with body fluids should be cleaned by manual removal of body fluids followed by shampooing with commercially available rug shampoos.
6. Clothing or throw rugs contaminated with body fluids should have the fluids removed by a paper towel initially, followed by routine laundering.

#### RESPONSIBILITIES OF THE EMPLOYEE FOR BODY FLUID CLEAN-UP

Body fluids which contain a variety of germs (bacteria and viruses) that may cause infection and disease include blood, vomitus, feces, urine, saliva, nasal and respiratory fluids.

#### CLASSROOM PROCEDURES TO FOLLOW FOR CLEAN UP

1. Person responsible for classroom will do initial clean up using the Bloodborne Pathogens Clean-Up Kit provided.
2. Use disposable gloves provided in the Bloodborne Pathogens Clean-Up Kit.

3. Remove body fluids with disposable paper towels; with large amounts use absorbent agent provided in Bloodborne Pathogens Clean-Up Kit.
4. Disinfect surface areas with germicidal wipe provided in Bloodborne Pathogens Clean-Up Kit.
5. If there is no visible blood, dispose of body fluids, paper towels and disposable gloves in a sealed plastic bag in the regular trash. Items contaminated with blood, to exclude clothing, should be placed in the red bio-hazard bag and placed in the designated HazMat container.
6. Wash hands with soap and running water for 10 seconds.
7. Have a custodian come and complete sanitizing the area and properly dispose of the sealed plastic black and/or red biohazard bag. Red bio-hazard bags should be placed in the designated HazMat container.
8. Contact the Safety & Security Office at **910-678-2488/7006** to pick up the red bio-hazard bag or filled sharps container.

#### RESPONSIBILITIES OF THE SUPERVISOR/PRINCIPAL

1. Ensure proper clean up procedures have been followed by custodial staff in addition to school personnel.
2. Ensure school personnel complete the initial bloodborne pathogens clean-up using the Bloodborne Pathogen Clean-Up Kit provided. Items contaminated with blood, to exclude clothing, should be placed in the red bio-hazard bag and placed in the designated HazMat container.
3. Ensure custodial staff has been notified and exposed surfaces have been properly sanitized after initial clean-up has been completed by school personnel.
4. Ensure the Safety & Security Office is notified immediately **910-678-2488/7006** if bio-hazard containers/bag need to be picked up.

Employees should immediately report any exposure incident (contact with blood or body fluid with blood) to their supervisor and to the Safety/Security Office at 910-678-2552/2488. Employees should seek medical care/first aid as appropriate. For further information on CCS' Bloodborne Pathogens Exposure Control Plan, a complete copy of the plan can be located in every school's office, media center, and teacher's lounge.

#### FIRE DRILLS AND BUILDING INSPECTION

The following is an excerpt from the Public School Laws of North Carolina:

"115C-288(d) - It shall be the duty of the principal to conduct a fire drill during the **first week** after the opening of school and thereafter at least one fire drill each school month, in each building in

his/her charge, where children are assembled. Fire drills shall include all pupils and school employees, and the use of various ways of egress, to simulate evacuation of said buildings under various conditions, and such other regulations as shall be prescribed for fire safety by the Commissioner of Insurance, the Superintendent of Public Instruction, and the State Board of Education. A copy of such regulations shall be kept posted on the bulletin board in each building."

"It shall be the duty of each principal to inspect each of the buildings in his/her charge at least twice each month during the regular school session. This inspection shall include cafeterias, gymnasiums, boiler rooms, storage rooms, auditoriums, and stage area as well as all classrooms. This inspection shall be for the purpose of keeping the building safe from the accumulation of trash and other fire hazards."

"It shall be the duty of the principal to file two copies of a written report once each month during the regular session with the superintendent of his/her local administrative unit, one copy of which shall be transmitted by the superintendent to the chairman of the local Board of Education. This report shall state the date the last fire drill was held, the time consumed in evacuating each building, that the inspection has been made as prescribed by law, and such other information as is deemed necessary for fire safety by the Commissioner of Insurance, the Superintendent of Public Instruction, and the State Board of Education." This report is to be based on a calendar month.  
**Principal's Monthly Fire Drill and Inspection Reports must be filed with the Safety Office.**

"115C-525 - DUTIES OF PRINCIPALS REGARDING FIRE HAZARDS - The principal of every public school in the state shall have the following duties regarding fire hazards during periods when he/she is in control of a school:

- (1) Every principal shall make certain that all corridors, halls and tower stairways that are used for exits shall always be kept clear and that nothing shall be permitted to be stored or kept in corridors or halls, or in, or under stairways that could in any way interfere with the orderly exodus of occupants. The principal shall make certain that all doors used for exits shall be kept in good working condition. During the occupancy of the building or any portion thereof by the public or for school purposes, the principal shall make certain that all doors necessary for prompt and orderly exodus of the occupants are kept unlocked."
- (2) Every principal shall make certain that no electrical wiring shall be installed within any school building or structure or upon the premises and that no alteration or addition shall be made in any existing wiring, except with the authorization of the superintendent. Any such work shall be performed by a licensed electrical contractor or by a maintenance electrician regularly employed by the Board of Education and approved by the Commissioner of Insurance.
- (3) Every principal shall make certain that combustible materials necessary to the curriculum and for the operation of the school shall be stored in a safe and orderly manner.
- (4) Every principal shall make certain that all supplies, such as oily rags, mops, etc., which may cause spontaneous combustion, shall be stored in an orderly manner in a well-ventilated place.

- (5) Every principal shall make certain that all trash and rubbish shall be removed from the school building daily. No trash or rubbish shall be permitted to accumulate in a school attic, basement, or other places on the premises.
- (6) Every principal shall cooperate in every way with the authorized building inspector, electrical inspector, county fire marshal, or other designated person making the inspections required by G.S. 115C-525 (b).

"It shall further be the duty of the principal to bring to the attention of the local superintendent of schools the failure of the building inspector, electrical inspector, county fire marshal, or other person to make the inspections required by G.S. 115C-525 (b). It shall further be the duty of the principal to call to the attention of the Superintendent of Schools all recommendations growing out of the inspections, in order that the proper authorities can take steps to bring about the necessary corrections."

You will note above that a fire drill must be held during the first week of school and monthly thereafter. These drills should be carefully planned and directions clearly understood by all children and teachers. Speed is important, but of greater importance is the quiet, orderly exit and return. The master plan should be posted on bulletin boards and specific plans posted in classrooms, library, cafeteria, and other areas. Drills should be planned for different hours of the day in order that children may know the proper procedures for all parts of the building. Care should be taken not to frighten young or nervous children. The electrical inspector is required to inspect all school buildings every four months, and inspections must be at least 90 days apart. The Cumberland County Electrical Inspections Department is responsible for making such inspections. The inspection office is in the Cumberland County Courthouse and their telephone number is 910-321-6648/321.6656. All schools located inside the city limits will be inspected by the Fayetteville City Fire Department (910-433-1730).

#### PROCEDURES FOR UNANNOUNCED FIRE DRILL

It will be administrative procedure of the Cumberland County Board of Education to authorize a completely unannounced, successful fire drill by the county or city fire marshal in every school once each school year. In order to avoid confusion or panic, the following rules shall apply:

1. A county or city fire marshal may enter any school once a year to conduct an unannounced fire drill without advance notice.
2. The fire marshal will make the announcement personally only to the principal or assistant principal in charge. The principal or assistant principal may deny the fire drill request in the event testing or a special program is in progress.
3. The principal or assistant principal will immediately sound the fire alarm and then notify emergency services (911) that a practice announced fire drill is in progress.
4. The school will be evacuated as under normal planned fire drill procedures.

5. A follow-up report of the drill will be made to the Superintendent or his designee by the fire marshal and by the principal.

FIRE PREVENTION, LIFE SAFETY, AND OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION  
(OSHA) HAZARDS AND VIOLATIONS

1. Fire and smoke doors (as required for compartmentation based upon the maximum allowable square footage of a building) must close when activated. Please check all fire doors during your monthly fire drill/fire alarm test to ensure that they are in proper working order. Place a work order to repair any deficiencies. **Fire doors must never be blocked in the open position using any type of wedge! Remove all wedges from your facility.**
2. Operate your fire alarm system each month during your monthly fire drill so occupants will become familiar with the unique audible sound.
3. The improper storage of flammable and combustible liquids, chemicals, and other combustible items continues to be a problem. These items must be stored in an Underwriters Laboratory listed and approved container or cabinet (depending upon the quantity) or in an outside storage building. (It is understood that storage continues to be a problem at all of our facilities.) Use the Flynn Scientific Guide to properly store chemicals for use in labs and science classrooms. Maintain your Safety Data Sheets (SDS) book.
4. **DO NOT use mechanical, air-handler, electrical panel, and electrical shut-off, boiler, and water heater rooms for storage.** If there is a fire or malfunction in these rooms, flammable and combustible materials (plastics, paper, cardboard, etc.) will become a perfect fuel source and allow a fire to quickly grow out of control. The smoke produced is deadly and can hamper the occupants' ability to safely exit the facility. Storage in these rooms is a violation of the Fire Prevention Code, the Electrical Code, the Mechanical Code and constitutes an extremely dangerous hazard.
5. **Practice good housekeeping techniques everywhere, especially in designated/approved storage areas and rooms. Clean up, throw out, or turn in materials that you no longer use. Inspect filters in HVAC systems, cooking equipment, and clothes dryers for cleanliness. Clean and/or replace often.**
6. No more than 50 percent of any classroom wall, or 20 percent of hallway wall surfaces may be used for the display of combustible materials (artwork, teaching materials, etc.). Exceeding the 50 percent classroom walls or 20 percent hallway walls rule is a fire hazard, and a violation of the Fire Prevention Code and our insurance carrier requirements. You are responsible for compliance in your school and classrooms. **Do not exceed the 50 percent classroom wall or 20 percent hallway wall rule. Remember, you could be issued a citation for the violation of this Fire Code requirement during Fire Prevention Inspections.**
7. Remove all items hanging from ceilings, acoustical ceilings, lay-in ceilings, ceiling tracking and light fixtures. This is a violation of the Fire Prevention Code. Replace missing or

damaged ceiling tiles. (Certain informational signs have been approved by the Fire Marshal; always check with him/her first.)

8. All wiring must comply with the requirements of the National Electrical Code. Extension cords are approved for short-term use only and are not intended for use as a substitute for permanent wiring. Extension cords must be the heavy-duty type and only power one piece of equipment. Power cords must have a negative ground. Power cords cannot be placed under carpets, or doors, through walls or hung over nails. UL listed surge protected power strips are approved for multi-appliance/equipment use.
9. Fire Extinguishers must be inspected monthly (by someone at the school or facility, usually the custodians) and serviced annually. Make sure the extinguisher is rated for the appropriate class of fire potential in the area you are protecting.

Class A: Ordinary combustible materials such as wood, paper, cloth, etc.

Class B: Flammable and combustible liquids such as gasoline, kerosene, grease, paint thinner, etc.

Class C: Energized electrical equipment such appliances, office equipment, computers, power tools, etc.

Class K: After June 30, 1998, fire extinguishers that provide protection for cooking appliances that use cooking media (vegetable or animal oils and fats) shall be labeled for Class K fires. Maintenance/Custodial Services will replace existing extinguishers for Class K extinguishers in kitchens as they are used.

Fire extinguishers that weigh 40 pounds or less can be mounted no higher than five (5) feet above the floor. Extinguishers weighing more than 40 pounds can be mounted no higher than three and one half (3½) feet. Remove discharged or damaged extinguishers.

10. All exit ways and exit doors must be unlocked, unblocked, unobstructed, and available for full instant use while a building is occupied. You can provide security from the outside into the building; but you can never compromise occupants' ability to exit a building to safety.
11. All fire protection and emergency equipment must be checked, maintained, and serviced as required by the manufacturers' instructions and in accordance with Fire Codes and OSHA regulations (e.g., fire alarm systems, portable fire extinguishers, fire suppression systems, emergency lights, and exit lights). We must know that they will operate properly in the event of a fire or other emergency. Check all emergency equipment monthly.
12. Everyone (students, parents, faculty, staff, and administration) is a member of the CCS' Safety Team. Everyone must be the eyes, ears, and hands for safety in everything we do, every day. Together, we can create a safer and healthy environment in which to learn and work.
13. We are routinely inspected by many enforcement agencies including our fire marshals, fire inspectors, health inspectors, electrical inspectors, building inspectors, OSHA inspectors, and Department of Public Instruction fire insurance inspectors. They are here to help us recognize hazards and to reduce our potential for liability. Please welcome them into our

schools and facilities. Be courteous, open and honest with them. When we fail to comply with their requirements, we will have to make changes, corrections, and sometimes have to pay fines. They are only doing their jobs; inspections are not a personal affront to anyone. These inspectors have dedicated their lives to helping others help themselves. Remember this when they visit and count on the Safety/Security Office to be your liaison to them.

#### 14. "THINK SAFETY AND ACT SAFELY"

FOR MAINTENANCE CONCERNS CALL 910-678-2560 OR 910-678-2568. FOR QUESTIONS CONCERNING FIRE PREVENTION, LIFE SAFETY, AND OSHA REGULATIONS CONTACT THE SAFETY/SECURITY OFFICE AT 910-678-2488 OR 910-678-7006.

### HAZARD COMMUNICATION PLAN

#### **Chemicals in the Workplace**

Approximately 590,000 workers -- about one in four in the North Carolina workforce -- are exposed to one or more chemical hazards. There are an estimated 575,000 existing chemical products in the nation, and hundreds of new ones are being introduced annually. This poses a serious problem for exposed workers.

Chemical exposure may cause or contribute to many serious health effects such as heart ailments, kidney and lung damage, sterility, cancer, burns, and rashes. Some chemicals may also be safety hazards and have the potential to cause fires, explosions, and other serious accidents.

Because of the seriousness of these safety and health problems and the lack of information available to many employees and employers, the Occupational Safety and Health Administration (OSHA), has issued a final standard entitled "Hazard Communication." The goal of the standard is to reduce the incidence of chemical source illnesses and injuries.

The purpose of the State Hazard Communication Standard is to establish uniform requirements to make sure that the hazards of all chemicals produced, imported, or used in North Carolina are evaluated, and that this hazard information is transmitted to affected employees. Chemical manufacturers and importers must convey hazard information to downstream employers by means of labels on containers and Safety Data Sheets (SDS). In addition, employees will be provided the information by means of container labeling and other forms of warning, SDS, and training (Right to Know).

This will ensure that all employees receive the necessary hazard information so they can participate in, and support, the protective measures instituted in their workplaces.

#### **Labels and Other Forms of Warning**

Chemical manufacturers, importers, and distributors must be sure that containers of hazardous chemicals leaving the workplace are labeled, tagged or marked with the identity, appropriate hazard warnings, and the name and address of the manufacturer or other responsible party.

In the workplace, each container must be labeled, tagged or marked with the identity of hazardous chemicals contained therein, and must show hazard warnings appropriate for employee protection. The hazard warning can be any type of message, words, pictures, or symbols, which conveys the hazards of the chemical(s) in the container. Labels must be legible, in English (plus other languages, if desired), and prominently displayed. Several exemptions to in-plant individual container labels are given:

- Employers can post signs or placards, which convey the hazard information if there are a number of stationary containers within a work area that have similar contents and hazards.
- Employers are not required to label portable containers, into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who makes the transfer.
- Employers are not required to label pipes or piping systems.

### **Safety Data Sheets (SDS)**

Chemical manufacturers and importers must develop Safety Data Sheets for each hazardous chemical they produce or import. Employers are responsible for obtaining or developing a SDS for each hazardous chemical used in their workplaces.

The following summarizes the SDS section in the standard. Each SDS must be in English and include information regarding the specific chemical identity of the hazardous chemical(s) involved and their common names.

Beyond the identity information, the SDS must provide information on the physical and chemical characteristics of the hazardous chemical; known acute and chronic health effects and related health information; exposure limits; whether the chemical is considered to be a carcinogen; precautionary measures; emergency and first aid procedures; and the identification of the organization responsible for preparing the sheet.

Copies of the SDS for hazardous chemicals in a given work site are to be readily accessible to employees in that area. As a source of detailed information on hazards, they must be located close to workers, and readily available to them during each work-shift.

### ***Employee Information***

- Operations in the work area of most teachers do not involve hazardous chemicals with the exception of science instruction.
- **Under no circumstances should chemicals be stored under sinks or in cabinets accessible to students.**
- The Safety Office will maintain the CCS' written Hazard Communication Plan. The Secondary Education Science Curriculum Specialist will maintain the CCS Chemical Hygiene Plan.



- The science supervisor will maintain lists of hazardous chemicals and the required SDS utilized in the science classroom. The cafeteria manager will maintain a list of hazardous chemicals and the required SDS utilized in the school's cafeteria. The head custodian will maintain a list of hazardous chemicals and the required SDS utilized by the school's custodial staff. The principal will maintain a master list of all hazardous chemicals and the required SDS utilized in the school.
- All employees are required to report workplace hazards to their supervisor and use Personal Protection Equipment (PPE) if required. Unusual odors, unknown substances, and exposure to hazardous chemicals should be reported immediately.

## LOCKDOWN PROCEDURE

### *General*

When a crisis occurs that calls for the halting of all school activity, for at least a period of time, then that fact must be conveyed in *simple, easily understood, non-ambiguous language*. You want everyone to know that you are stopping the normal school day activity because there is a situation that needs your immediate attention. You want every staff person, substitute teacher, parent volunteer, itinerant teacher, educational aide and, most importantly, **every student**, to know what is expected of them during this "crisis" period. To avoid any confusion, it is recommended that you do not use a code word, but rather say plainly: **Students and Staff, we have a Lock Down**. It is *absolutely essential* that everyone working in, or attending school, know what he or she is to do in the event of a lockdown. This means these procedures **MUST** be practiced and revised to make necessary improvements. Also, drills should be conducted at different times during the school day, i.e., during lunch, class changes, and boarding buses.

### CODE YELLOW

**A Code Yellow is a medium alert status used when there is a possible threat to the student body, but not in the immediate area. For example: an escaped prisoner in the county, bank robber at large or a fugitive seen in the area, but not on your campus.**

**Please adhere to the following procedure in the event of a Code Yellow:**

1. Make the announcement that the school is in a Code Yellow status
2. Call the Safety & Security Office (678-2488/7006). The Safety & Security Office will maintain contact with Law Enforcement / Emergency Personnel to monitor the situation and advise schools on appropriate security levels.
3. Crisis team members should report to the office for specific details
4. Classroom activities should continue as normal with classroom doors locked
5. All outdoor activities should be suspended

6. All exterior doors are locked and checked periodically
7. Crisis team members, duty free educators and support staff members should rotate duty stations. The perimeter of the school as far as 1,000 feet from the building should be monitored until the Code Yellow is suspended

**\*\*Code Yellow calls for locking of exterior doors to require escorted entry/exit of the building, supervised movement within the building, supervised movement of students outside the building and vigilant observation.**

#### **Dismissal Procedures while under a Code Yellow:**

**Walkers** – Should not be allowed to leave the premises unless a parent or caretaker picks them up.

**Bus Riders** – Depending on the circumstances for the lock down the decision to release bus riders will be made by the principal, Associate Superintendent of Auxiliary Services, Executive Director of Transportation, Safety/Security Office and the School Board Attorney.

#### **CODE RED**

**A Code Red is a high alert status used when there is an immediate danger in your school or on the property. For example: an armed unauthorized person on your campus.**

There are three options during a **CODE RED** Lockdown.

They are: **Hide, Run or Fight**

The standard lockdown procedure is to remain in a secured classroom, or to find one quickly and go into the lockdown protocol. However, if you are alone or have no other alternative, you should be aware of the other options of evacuating yourself and students to safety, or, *as the very last resort*, fighting to protect them and yourself.

**As an added feature to the security posture, the “Nightlock Lockdown Barricade device” has been attached to several doors throughout the school system. The Nightlock Barricade handle is stored in a “wall box” adjacent to the door where the device is installed for quick access to the handle in case of a lockdown event. The handle is red for easy visual locating.**

#### **Please adhere to the following procedures in the event of a Code Red if possible.**

1. Call **911**, and call the Safety & Security Office (910-678-2488) as soon as possible.
2. Make the announcement that the school is in a **CODE RED** status.
3. Turn off the Bell System.
4. The Principal will report to the pre-determined command center with the Black Box.
5. All classroom teachers will (a) “cautiously” check the hall and gather all unsupervised students into their class. (Sneak & peak) (b) teachers or staff members that have the “Nightlock Lockdown Barricade” device on their door will,(b) remove the “Nightlock Lockdown Barricade” handle from the wall box and insert the handle into the door plate

and ensure the handle engages the floorplate. Once the all clear has been given the teacher/staff member will remove the "Nightlock Lockdown Barricade" latch and place back in the wall box.

6. Teachers who have classes out-of-doors will keep them there *unless instructed otherwise*. (seek cover and concealment)
7. **HIDE:** is the recommended action to take in a CODE RED Lockdown incident. **If evacuating is not possible**, then you and your students (or staff) should find a place to hide where the Active Shooter is less likely to find you. You may be at the school or on the sports field, or you may be on a field trip. Your hiding places should: 1) be out of the Active Shooter's View, 2) Provide protection/concealment if shots are fired in your direction, 3) Be away from the doors and windows, as bullets can pass through these easily. 4) Do not trap yourself or restrict your options for escape if that is possible.
8. If an Active Shooter is nearby, to prevent an Active Shooter from entering your hiding place, you should: 1) Lock the door. 2) Blockade the door with heavy furniture. 3) Silence cell phones. 4) Turn off any source of noise, such as radios and televisions. 5) Hide behind large items such as cabinets and desks. 6) Remain quiet and ask those around you to also remain quiet. *If evacuation and hiding are not possible*, then: Remain calm and dial 911 if possible, in order to alert police to the Active Shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen to what is happening.
9. Use cardboard or other material to cover door window (window covering should be stored on the wall next to the door). **If there is an emergency in the room, use the RED CARD ONLY. PLACE CARD IN THE DOOR WINDOW, OR SLIDE IT UNDER THE DOOR AND PLACE ONE IN AN EXTERIOR WINDOW (IF AVAILABLE). A RED CARD SIGNALS THE NEED FOR EMERGENCY ASSISTANCE.**
10. **RUN:** *Typically, students and staff should only deviate from the practiced lockdown procedure when instructed to do so by law enforcement officers, or other first responders that it is safe to do so.* However, in an extreme case, when there is no other option and the threat is imminent and unavoidable, the situation may dictate that you "run". If it is safe to do so, you should seek to evacuate the premises, telling your students which route to take, where they should go, and moving them well away from the school to a safe location. **You should be sure to:** 1) Have an escape route and plan in your mind before you start to move. 2) Ensure you account for all of the students, having a teacher's aide (if available) lead the students out, while you check the last student out of the room area, if possible. 3) Leave your belongings behind, telling students to do the same. 4) If necessary, break windows to escape if you are on the ground floors, clearing away glass and laying mats or clothing over the windowsill to prevent injury. 5) You should have an adult climb out first to help students exit the window safely if this is possible. 6) Keep your hands visible if police officers are outside. 7) Follow the instructions of Law Enforcement. 8) DO NOT attempt to move wounded people. 9) Call 911 when you are safe. 10) Listen for special instructions over the intercom.
11. **FIGHT:** *As the very last resort, and only when your life or the lives of those around you are in imminent danger, you may decide to attempt to disrupt or incapacitate the Active Shooter by attacking or distracting them.* Some options may include: 1) Throwing items

and improvising weapons such as a chair, a phone, laptop, tablet, stapler, file, book, or another easily accessible object. 2) Yelling or shouting at the aggressor in order to distract or frighten them. 3) Seeking control of the aggressor's hands in order to limit their ability to use a weapon. 4) Briefing the students to escape while you are attacking or distracting the Active Shooter.

12. **All students and school staff must remain in a safe place until emergency personnel give authority and jurisdiction of the school back to the principal.**

**\*\*\*\*REMEMBER\*\*\*\***

**When approaching Law Enforcement Officers – Keep your hands visible and follow their instructions.**

**Dismissal Procedures while under a Code Red:**

**No students, faculty members, volunteer, etc. will be allowed to leave the premises until after an “All Clear”\* is given and control of the school is returned to the school principal. The school’s procedure for release will then be followed.**

\*Definition of “All Clear” --- When law enforcement has concluded their investigation and has released all authority and jurisdiction back to the school principal.

\*\*In the event of a **law enforcement escorted evacuation**, a secondary staging area must be used in order to account for all students.

## **SECTION VII**

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# **Technology**



## SECTION VII – Technology



Policies listed in this handbook may be found by searching the Policy Manual on the North Carolina School Boards Association (NCSBA) Website.

To find the policy enter the policy code in the search box.

NCSBA Website: <http://tinyurl.com/na83xws>

Title	Policy Code/Page
Acceptable Use Policy	Page 109
Approved Social Media Sites for Employee Use	7335-R
Employee Technology Acceptable Use Agreement	3225/4312/7320-R1
Employee Use of Social Media	7335
Internet Safety	3226/4205
Network Security	6524
Responsibilities of Staff Members	Page 109
Technology Responsible Use	3225/4312/7320
Technology in the Educational Program	3220

### ACCEPTABLE USE POLICY

The Cumberland County Schools (CCS) has an Acceptable Use Policy (AUP) that is called the Technology Acceptable Use Policy. It is posted on the CCS' Website (Policy Code: 3225/4312/7320). Each year, students and their parents are required to sign the AUP prior to their use of the Internet. The AUP is also published in the student handbook and is available in printed (NCE) form from the Print Shop.

An Internet/Intranet Publishing Agreement is established to inform content contributors of their responsibility to efficiently, ethically, and legally utilize network resources and to ensure proper conduct when using the district's network capabilities.

### RESPONSIBILITIES OF STAFF MEMBERS

It is expected that faculty members in the Cumberland County Schools will use the Internet for instructional purposes. Faculty members should maintain the highest ethical behavior in using the Internet and should promote that behavior among students.

Staff members will:

1. Make every attempt to maintain the curricular focus of Internet use by locating and directing students toward worthwhile sites on the Internet.
2. Supervise student use.

3. Ensure that all student users have signed permission slips from a parent or guardian.
4. Model and provide instruction in the ethical and appropriate use of the Internet in a proper school setting as provided in the Technology Responsible Use Policy (3225/4312/7320).
5. Follow the same criteria for internet resources that are operable for all instructional materials under the Technology in the Educational Program Policy (3220).
6. Ensure that all student and teacher technology devices are maintained and secured according to guidelines set forth in the Network Security Policy (6524).



## **SECTION VIII**

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# **Instruction and Other School-Related Information**





SECTION VIII – Instruction and Other School-Related Information

Policies listed in this handbook may be found by searching the Policy Manual on the North Carolina School Boards Association (NCSBA) Website.

To find the policy enter the policy code in the search box.

NCSBA Policy Website: <http://tinyurl.com/na83xws>

Title	Policy Code/Page
Administering Medicines to Students	6125
Americans With Disabilities Act	Page 114
Attendance	4400
Authority of School Personnel	4301
Child Abuse – Reports and Investigations	4240/7312
Class Rankings	3450
Collection and Receipt of School Money	Page 114
Collections, Solicitations and Fundraising	5220
Community Use of Facilities	5030
COVID-19 Health Services Manual for a Healthy Return	Page 115
Equal Educational Opportunities	4001
Evaluation of Student Progress	3400
Field Trips	3320-R
Goals and Objectives of the Educational Program	3000
Graduation Requirements	3460
Grouping for Instruction	3130
Immunizations and Health Requirements for School Admission	4110
Investigations and Interview of Students	4245
Lesson Planning	3120
Media Protocol	5040-R
No Fail Procedure and Grade Conversion Procedure	3400-R
Non-Discrimination Statement	Page 116
Parent Organizations	5010
Participation in Graduation Ceremonies	4304
Personal Use of Equipment, Materials, and Supplies	6521
Procedures for Administration of Medication in the Schools	6125-R
Requirements to Report Child Abuse and Threats to Child Safety	Page 116
Responding to Complaints	1742/5060
School Calendar and Time for Learning	3300
School Plan for Management of Student Behavior	4302
School Trips	3320
School Volunteers	5015
Students At-Risk of Academic Failure	3405
Student Insurance	4220-R

Student Promotion and Accountability	3420
Student Records	4700
Testing and Assessment Program	3410
Testing Code of Ethics	Page 117
Visitors to the Schools	5020

## AMERICANS WITH DISABILITIES ACT

### ANNUAL PUBLICATION NOTICE

#### - SECTION 504 - 1973 REHABILITATION ACT TITLE II -

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of Cumberland County Schools. Qualified disabled students are entitled to a free appropriate public education. Cumberland County Schools will endeavor to locate and identify handicapped persons ages three through 20; a free appropriate public education will be provided to qualified handicapped individuals. Compliance with requirements of Section 504/ADA is coordinated by the Executive Director of Student Services, Cumberland County Schools, P.O. Box 2357, Fayetteville, North Carolina, 28302; phone 910-678-2433.

## COLLECTION AND RECEIPT OF SCHOOL MONEY

1. All money received in the name of the school must be double-receipted in Cumberland County Schools staff receipt books and SFO accounting program before being deposited in the school account.
2. All money collected by any person in the name of the school, e.g., field trips, fees, donations, charges, fines, instructional supplies, etc., (other than money collected for lunch) must be receipted by that person and a copy of the receipt given to the student or appropriate person.
3. The money and receipt book must be given to the bookkeeper and a principal's receipt issued by the bookkeeper.
4. Students in school sponsored organizations raising money in the name of the school must receive a receipt from the sponsor for all money received, and then the bookkeeper should receipt the sponsor of that organization.

GENERAL STATUTE 115C-445 requires that:

Each officer, employee and agent of a local school administrative unit or individual school whose duty is to collect or receive any taxes or other monies shall deposit his collections and receipts daily with the school bookkeeper. The bookkeeper will make a deposit whenever the amount collected exceeds or equals \$250.00, or at the end of each school week. A deposit will also be made on the last business day of the month for all monies on hand.

- NOTE: (a) Receipts should always be prepared in duplicate with the original (yellow copy) given to the person from whom the money was received and the carbon copy duplicate (pink copy) retained in the receipt book.
- (b) When issuing a receipt, the following information should be completed: (1) Date of receipt, (2) Name of person from whom the funds were received, (3) Composition of money collected (cash, coin, check), (4) Amount received written in words, (5) Purpose for which the funds were received, (6) Fund or account to which the funds should be recorded, (7) Amount of the receipt, and (8) Signature of the person receiving the money.
- (c) If a mistake is made in writing a receipt, the original and the duplicate should be marked "void" and both copies retained in the receipt book.
- (d) **The Cumberland County Board of Education requires money to be deposited daily. However, if the amount on hand is less than \$250.00, daily deposits are encouraged, but not required. (Policy Code 8325).** In any event, all money collected must be deposited at the end of each school week and on the last business day of the month, regardless of the amount held. In the presence of the person turning in the money, the bookkeeper will verify the amounts turned in with the amounts received in the teacher receipt book. An original principal receipt will be issued and attached to the last corresponding receipt in the teacher receipt book. The total of the principal receipts attached in the book should equal the amount of the teacher receipts issued from the teacher receipt book. Any differences should be fully explained.

## COVID-19 – HEALTH SERVICES MANUAL FOR A HEALTHY RETURN

The guidance contained in the COVID-19 Health Services Manual for a Healthy Return (<https://bit.ly/30tAWYA>) is based on current, available data about COVID-19. This manual will be updated as guidance from the state, and local officials become available.

COVID-19 is a mild to severe respiratory illness that is caused by a coronavirus. It is transmitted chiefly by contact with infectious material (such as respiratory droplets) or with objects or surfaces that are contaminated by the virus. It is characterized by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure.

Specifically, COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms (asymptomatic) may be able to spread the virus.

Scientists and health professionals are still learning about how the virus spreads and the severity of the illness it causes. Research is underway for the development of a vaccination; however, until immunization and treatment are approved and available, Cumberland County Schools, in collaboration with state and local officials, will publish COVID-19 guidance to ensure a safe and healthy learning and work environment. Everyone is at risk of getting COVID-19 if they are exposed to the virus.

***COVID-19 DISCLAIMER: All Cumberland County Schools district-level and school-based communications or guidance (e.g., handbooks, websites, social media communications, etc.) are subject to change at any time due to changing COVID-19 conditions and related health or safety guidance.***

### NON-DISCRIMINATION STATEMENT

The Cumberland County Schools does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, gender identification, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Name and/or Title: Classified Employee Supervisor  
Address: Human Resources, P. O. Box 2357  
Fayetteville, NC 28302  
Telephone No.: 910-678-2328

### REQUIREMENTS TO REPORT CHILD ABUSE AND RELATED THREATS TO CHILD SAFETY

A school employee, contractor or volunteer who suspects or has knowledge of any of the following situations described below is required to immediately report these situations, either personally or through their supervisor, to the following authorities:

#### **Local Law Enforcement:**

- (1) any sexual offense against a child (any offense that relates to inappropriate sexual contact with a child);
- (2) an offense that inflicts serious bodily injury or serious physical injury upon the child by nonaccidental means;
- (3) an attempt, solicitation, or conspiracy to commit either offense described above, or aiding and abetting either offense; or
- (4) misdemeanor child abuse, which occurs when a parent or any other person providing care or supervision to a child who is under the age of sixteen (1) inflicts or allows to be inflicted physical injury to the child by nonaccidental means or (2) creates or allows a substantial risk of physical injury to the child by nonaccidental means. The employee, contractor, or volunteer also shall immediately report the case to the principal.

#### **Director of Social Services:**

- (1) a parent, guardian, custodian, or caretaker of a child has caused the child to be abused, neglected, or dependent;

(2) that a child has died as a result of maltreatment or been a victim of human trafficking, involuntary servitude, or sexual servitude by any person;

**Department of Health and Human Services (DHHS) and Division of Child Development and Early Education (DCDEE):**

A child in a childcare facility has been maltreated by a caregiver or has died as a result of maltreatment occurring in a childcare facility.

**Policy and Statutory Requirements:**

The employee, contractor, or volunteer shall immediately report the case to the principal or supervisor. Any doubt about reporting a suspected situation must be resolved in favor of reporting, and the report must be made immediately.

A school employee, contractor, or volunteer is immune by statute from any civil and/or criminal liability when making a report in good faith under this Section. An employee who fails to report or who prevents another person from making a report is subject to disciplinary action by the school system and civil and criminal action under the law. A volunteer or contractor who fails to report or prevents another person from making a report may be restricted from school property or lose the privilege of volunteering for or contracting with the school system and is subject to civil and criminal action under the law.

TESTING CODE OF ETHICS

Testing Code of Ethics (16 NCAC 6D .0306)

**Introduction**

In North Carolina, standardized testing is an integral part of the educational experience of all students. When properly administered and interpreted, test results provide an independent, uniform source of reliable and valid information, which enables:

- *students* to know the extent to which they have mastered expected knowledge and skills and how they compare to others;
- *parents* to know if their children are acquiring the knowledge and skills needed to succeed in a highly competitive job market;
- *teachers* to know if their students have mastered grade-level knowledge and skills in the curriculum and, if not, what weaknesses need to be addressed;
- *community leaders and lawmakers* to know if students in North Carolina schools are improving their performance over time and how the students compare with students from other states or the nation; and
- *Citizens* to assess the performance of the public schools.

Testing should be conducted in a fair and ethical manner, which includes:

### ***Security***

- assuring adequate security of the testing materials before, during, and after testing and during scoring
- assuring student confidentiality

### ***Preparation***

- teaching the tested curriculum and test-preparation skills
- training staff in appropriate testing practices and procedures
- providing an appropriate atmosphere

### ***Administration***

- developing a local policy for the implementation of fair and ethical testing practices and for resolving questions concerning those practices
- assuring that all students who should be tested are tested
- utilizing tests which are developmentally appropriate
- utilizing tests only for the purposes for which they were designed

### ***Scoring, Analysis and Reporting***

- interpreting test results to the appropriate audience
- providing adequate data analyses to guide curriculum implementation and improvement

Because standardized tests provide only one valuable piece of information, such information should be used in conjunction with all other available information known about a student to assist in improving student learning. The administration of tests required by applicable statutes and the use of student data for personnel/program decisions shall comply with the *Testing Code of Ethics* (16 NCAC 6D .0306).

## .0306 TESTING CODE OF ETHICS

(a) This Rule shall apply to all public school employees who are involved in the state testing program.

(b) The superintendent or superintendent's designee shall develop local policies and procedures to ensure maximum test security in coordination with the policies and procedures developed by the test publisher. The principal shall ensure test security within the school building.

(1) The principal shall store test materials in a secure, locked area. The principal shall allow test materials to be distributed immediately prior to the test administration. Before each test administration, the building level test coordinator shall accurately count and distribute test materials. Immediately after each test



administration, the building level test coordinator shall collect, count, and return all test materials to the secure, locked storage area.

(2) "Access" to test materials by school personnel means handling the materials, but does not include reviewing tests or analyzing test items. The superintendent or superintendent's designee shall designate the personnel who are authorized to have access to test materials.

(3) Persons who have access to secure test materials shall not use those materials for personal gain.

(4) No person may copy, reproduce, or paraphrase in any manner or for any reason the test materials without the express written consent of the test publisher.

(5) The superintendent or superintendent's designee shall instruct personnel who are responsible for the testing program in testing administration procedures. This instruction shall include test administrations that require procedural modifications and shall emphasize the need to follow the directions outlined by the test publisher.

(6) Any person who learns of any breach of security, loss of materials, failure to account for materials, or any other deviation from required security procedures shall immediately report that information to the principal, building level test coordinator, school system test coordinator, and state level test coordinator.

(c) Preparation for testing.

(1) The superintendent shall ensure that school system test coordinators:

(A) Secure necessary materials;

(B) Plan and implement training for building level test coordinators, test administrators, and proctors;

(C) Ensure that each building level test coordinator and test administrator is trained in the implementation of procedural modifications used during test administrations; and

(D) In conjunction with program administrators, ensure that the need for test modifications is documented and that modifications are limited to the specific need.

(2) The principal shall ensure that the building level test coordinators:

(A) Maintain test security and accountability of test materials;

(B) Identify and train personnel, proctors, and backup personnel for test administrations; and

(C) Encourage a positive atmosphere for testing.

- (3) Test administrators shall be school personnel who have professional training in education and the state testing program.
- (4) Teachers shall provide instruction that meets or exceeds the standard course of study to meet the needs of the specific students in the class. Teachers may help students improve test-taking skills by:
  - (A) Helping students become familiar with test formats using curricular content;
  - (B) Teaching students test-taking strategies and providing practice sessions;
  - (C) Helping students learn ways of preparing to take tests; and
  - (D) Using resource materials such as test questions from test item banks, testlets and linking documents in instruction and test preparation.

(d) Test administration.

(1) The superintendent or superintendent's designee shall:

- (A) Assure that each school establishes procedures to ensure that all test administrators comply with test publisher guidelines;
- (B) Inform the local board of education of any breach of this code of ethics; and
- (C) Inform building level administrators of their responsibilities.

(2) The principal shall:

- (A) Assure that school personnel know the content of state and local testing policies;
- (B) Implement the school system's testing policies and procedures and establish any needed school policies and procedures to assure that all eligible students are tested fairly;
- (C) Assign trained proctors to test administrations; and
- (D) Report all testing irregularities to the school system test coordinator.

(3) Test administrators shall:

- (A) Administer tests according to the directions in the administration manual and any subsequent updates developed by the test publisher;

- (B) Administer tests to all eligible students;
- (C) Report all testing irregularities to the school system test coordinator; and
- (D) Provide a positive test-taking climate.

(4) Proctors shall serve as additional monitors to help the test administrator assure that testing occurs fairly.

(e) Scoring. The school system test coordinator shall:

- (1) Ensure that each test is scored according to the procedures and guidelines defined for the test by the test publisher;
- (2) Maintain quality control during the entire scoring process, which consists of handling and editing documents, scanning answer documents, and producing electronic files and reports. Quality control shall address at a minimum accuracy and scoring consistency.
- (3) Maintain security of tests and data files at all times, including:
  - (A) Protecting the confidentiality of students at all times when publicizing test results; and
  - (B) Maintaining test security of answer keys and item-specific scoring rubrics.

(f) Analysis and reporting. Educators shall use test scores appropriately. This means that the educator recognizes that a test score is only one piece of information and must be interpreted together with other scores and indicators. Test data help educators understand educational patterns and practices. The superintendent shall ensure that school personnel analyze and report test data ethically and within the limitations described in this paragraph.

- (1) Educators shall release test scores to students, parents, legal guardians, teachers, and the media with interpretive materials as needed.
- (2) Staff development relating to testing must enable personnel to respond knowledgeably to questions related to testing, including the tests, scores, scoring procedures, and other interpretive materials.
- (3) Items and associated materials on a secure test shall not be in the public domain. Only items that are within the public domain may be used for item analysis.
- (4) Educators shall maintain the confidentiality of individual students. Publicizing test scores that contain the names of individual students is unethical.
- (5) Data analysis of test scores for decision-making purposes shall be based upon:
  - (A) Disaggregation of data based upon student demographics and other collected variables;
  - (B) Examination of grading practices in relation to test scores; and

(C) Examination of growth trends and goal summary reports for state-mandated tests.

(g) Unethical testing practices include, but are not limited to, the following practices:

- (1) Encouraging students to be absent the day of testing;
- (2) Encouraging students not to do their best because of the purposes of the test;
- (3) Using secure test items or modified secure test items for instruction;
- (4) Changing student responses at any time;
- (5) Interpreting, explaining, or paraphrasing the test directions or the test items;
- (6) Reclassifying students solely for the purpose of avoiding state testing;
- (7) Not testing all eligible students;
- (8) Failing to provide needed modifications during testing, if available;
- (9) Modifying scoring programs including answer keys, equating files, and lookup tables;
- (10) Modifying student records solely for the purpose of raising test scores;
- (11) Using a single test score to make individual decisions; and
- (12) Misleading the public concerning the results and interpretations of test data.

(h) In the event of a violation of this Rule, the SBE may, in accordance with the contested case provisions of Chapter 150B of the General Statutes, impose any one or more of the following sanctions:

- (1) Withhold ABCs incentive awards from individuals or from all eligible staff in a school;
- (2) file a civil action against the person or persons responsible for the violation for copyright infringement or for any other available cause of action;
- (3) Seek criminal prosecution of the person or persons responsible for the violation; and
- (4) In accordance with the provisions of 16 NCAC 6C .0312, suspend or revoke the professional license of the person or persons responsible for the violation.





# CUMBERLAND COUNTY SCHOOLS

Cumberland County Schools  
2465 Gillespie Street  
Fayetteville, NC 28306

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