

7.3610 CATEGORIES OF EMPLOYMENT, PAY AND BENEFITS

Falls Lake Academy employs personnel in several different categories, each with separate remuneration systems based on level of responsibility and required professional certification.

I. FULL-TIME EMPLOYEES

A. Categories of Full-Time Employment

1. Administrators
 - Principals, Assistant Principals
 - Curriculum Coordinators, designated Program Coordinators
 - Directors
 - Office Manager, Administrative Assistants

2. Instructional personnel
 - Classroom teachers
 - Core subject-area teachers
 - EC program teachers
 - Elective and other non-core subject-area teachers

B. Workday Requirements

1. All full-time employees are FLSA-exempt and are required to be at work every day of the Board-approved school calendar's designated workdays, inclusive of those hours as assigned by their supervisors.

2. All full-time employees are required to attend meetings, workshops, parent conferences, and student events and programs outside the regular school day as assigned by their supervisors.

3. All full-time employees are required to attend and/or coach/direct those extracurricular activities and events assigned by their supervising Principal(s), including all time needed to ensure student supervision and safety before, during, and after such activities and events.

C. Pay and Benefits

All full-time employees shall be paid on a schedule specified in the Board's annual budget resolution. Such salary schedules shall include provision for differentiation of salary amounts according to attained college/university degrees and professional certification as established and recognized by the North Carolina State Board of Education.

Any payment of additional annual salary supplements and/or performance bonuses shall be determined by the Board at the end of each fiscal year.

All full-time employees shall be entitled to participate in the State Health Plan of health care insurance at those rates and provisions as are offered in the Plan each year.

The Board reserves unto itself the right to offer those additional employment benefits as it deems reasonable, appropriate, and affordable. Any additional benefits (other than participation in the SHP) offered by the Board are limited to one fiscal year at a time, subject to annual review and renewal.

II. PART-TIME EMPLOYEES

A. Categories of Part-Time Employment

1. Teacher assistants
2. Non-staff athletic coaches
3. After-school program workers
4. Substitute teachers

B. Workday Requirements

Part-time employees are defined as those who work 36 hours or less during the course of a typical five-day workweek.

Part-time employees are required to work up to the 36-hour-per-week limit as assigned by their supervising Principal(s), but shall not be compelled to work past the 36-hour-per-week limit against their will. Daily work schedules may be inclusive from the time the employee reports to work until his/her work-time assignment is done, or it may be broken up to include specified periods of non-assigned, uncompensated time between periods of assigned work responsibilities each day.

All time worked more than 36 hours in any given week shall be compensated in identical amounts of compensatory time off, scheduled at the mutual convenience of the employee and his/her supervising Principal. The Office Manager shall keep a record of all compensatory time owed and taken by all part-time employees. **[NOTE: this provision does not apply to non-staff athletic coaches.]**

Part-time employees who work in a separate FLA program and/or capacity outside the designated hours of their regular part-time employment shall be paid separately for that work. Time spent at work in these secondary outside capacities does not constitute additional time in their primary assignments and is not eligible for compensatory time off.

C. Pay and Benefits

All part-time employees shall be paid on a schedule specified in the Board's annual budget resolution. Such salary schedules may, but are not required to, include provision for differentiation of salary amounts according to attained college/university degrees and professional certification, at the discretion of the Board.

Any payment of additional annual salary supplements and/or performance bonuses shall be determined by the Board at the end of each fiscal year.

Part-time employees are generally not eligible for compensation benefits. However, the Board reserves unto itself the right to offer those additional employment benefits from time to time as it deems reasonable, appropriate, and affordable. Any benefits offered by the Board to part-time employees are limited to one fiscal year at a time, subject to annual review and renewal.