

CITY EMPLOYEE SUPPORT FOR EDUCATION

The Newton City Council commits its support of education through the participation and involvement of city employees. The purpose of establishing this policy is to make available existing City human resources who may have the credentials or experience to work with the Catawba County, Hickory City, and Newton-Conover schools on a voluntary basis. The intent of these guidelines is to allow City employees to be involved with the school systems.

In addition, the City of Newton recognizes that education in the Catawba County, Hickory, and Newton-Conover schools is an important factor in our future quality of life and economic growth. This policy solicits interest and cooperation among our employees for school-related activities in hopes of creating an environment that promotes a higher quality of learning.

There are four areas included: (1) Parent-Teacher Conferences and School Support Activities, (2) Tutorial Programs, (3) Guest Lecturer, and (4) Substitute Teaching. Administrative procedures affecting this policy are entirely at the discretion of the City Manager.

(1) Parent-Teaching Conferences and School Support Activities:

Employees may schedule parent-teacher conferences or other school support activities during work time and may use accrued benefits to avoid loss of income. In order to meet these obligations, the City will share in the need for employees to use accrued annual or compensatory hours by donating up to a maximum of four (4) hours during a calendar year. These donated hours do not accumulate, and unused hours will not carry over from year to year. There is no entitlement for this additional benefit during employment or in the event the employee leaves the City.

Employees are eligible for this program at the end of their probationary period. This policy also applies to children who are in a certified preschool or an accredited private school setting.

Since organization needs may take precedence over personal needs, employees must have prior approval from the department head or supervisor before attending school conference or other school activities during normally scheduled work hours. Department heads are also authorized to require validation of attendance at conferences, if deemed necessary, before approving the use of any benefit time. Abuse of this policy will be grounds for dismissal.

(2) Tutorial Programs

Employees who have credentials, disciplines, or unique experiences that may be helpful in the field of education are invited to contact the school system and volunteer assistance with tutoring programs. Examples of these services are computer science, mathematics, language, social studies, chemistry, biology, physics, and reading skills. The same policy described in (1) Parent-Teacher Conferences and School Support Activities is applicable to employees volunteering services except that the City's will match half the required time away from work. The City's donated time for tutorial programs is limited to a maximum of eight (8) hours during a calendar year. Thus, one-half of the time away from work will be employee annual or compensatory hours while the remaining time will be matched by the City.

(3) Guest Lecturer

Employees may register with the "speakers bureau" administered by the school system of their availability to lecture on special interest topics.

(4) Substitute Teaching

Employees who qualify with the school system to teach may offer their services to substitute teach on an as-needed basis. Employees will be expected to use accrued vacation or normally scheduled days off for any time away from the job. To ensure proper coverage for the work unit, employees must have prior approval before committing to substitute teach.