



2017-2018

EMPLOYEE HANDBOOK

OUR GOAL

By 2020, WCPSS will annually graduate at least 95% of its students ready for productive citizenship as well as higher education or a career.



**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

www.wcpss.net

WAKE COUNTY PUBLIC SCHOOL SYSTEM

EMPLOYEE HANDBOOK 2017-2018

Human Resources

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WCPSS 2017-2018 EMPLOYEE HANDBOOK

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**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

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Dear Colleagues,

Welcome to the 2017-2018 school year! As employees of the Wake County Public School System, we all play a critical role in the success of our students. By working together, we set the standards that determine the quality of our graduates.

We have much to be proud of in our school system. More than 85 percent of our teachers met or exceeded state academic growth standards last year, and the graduation rate of 87.1 percent is the highest in the district's history. Magnet Schools of America placed 27 of our schools among the best in the nation for 2016, and those who work outside the classroom were routinely recognized for quality and efficiency.

This has been accomplished despite enrollment growth that added approximately 2,000 students last year while state and federal funding continued to lag.

Please know that members of the Board of Education greatly appreciate the work you do to help students reach their potential.

Our Vision 2020 Strategic Plan, shaped by the community in 2014, is now a part of every school day. It is built upon the 4 Cs of Communication, Collaboration, Creativity and Critical Thinking and defined in large part by a single goal: *By 2020, WCPSS will annually graduate at least 95 percent of its students ready for productive citizenship as well as higher education or a career.*

This is an ambitious goal, but it is also fitting for a school district where excellence is the standard. If you are new to our district, welcome to Wake County. If you are returning, many thanks for the work you do each day for our students.

I look forward to working with you to make 2017-2018 the most successful school year possible.

Sincerely,

Dr. James G. Merrill
Superintendent
Wake County Public School System

VISION 2020: WCPSS STRATEGIC PLAN

In the spring of 2014, several hundred people gathered to talk about the future of public education in Wake County. That discussion was followed by an online survey that attracted 11,000 participants, a town hall meeting of more than 750 people, and months of dialogue among parents, teachers, students, community leaders and educators. The outcome was a community-driven strategic plan and goal described below:

Vision

All WCPSS students will be prepared to reach their full potential and lead productive lives in a complex and changing world.

Mission

WCPSS will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators, and critical thinkers.

Core Beliefs

- 1) Every student is uniquely capable and deserves to be challenged and engaged in relevant, rigorous, and meaningful learning each day.
- 2) Every student is expected to learn, grow, and succeed while we eliminate the ability to predict achievement based on socioeconomic status, race, and ethnicity.
- 3) Well-supported, highly-effective, and dedicated principals, teachers, and staff are essential to success for all students.
- 4) The Board of Education, superintendent, and all staff, while sustaining best practices, will promote and support a culture of continuous improvement, risk-taking, and innovation that results in a high-performing organization focused on student achievement.
- 5) The Board of Education, superintendent, and all staff value a diverse school community that is inviting, respectful, inclusive, flexible, and supportive.
- 6) The Wake County residents value a strong public school system and will partner to provide the support and resources to fully realize our shared vision, accomplish the mission, and sustain our core beliefs.

Goal

By 2020, WCPSS will annually graduate at least 95% of its students ready for productive citizenship as well as higher education or a career.

VISION 2020: WCPSS Strategic Plan

Learning & Teaching

Provide educators and students with the opportunity to participate in a relevant, rigorous, innovative, and comprehensive learning environment.

MTSS · Progressive Learning Environments · Dynamic Learning Experiences · Adaptive Resources

Achievement

Increase proficiency and growth rates across all groups and eliminate predictability of achievement.

Increased Educational Opportunities · Equity Focused · Expand Non-Academic Supports

Balanced Assessment

Develop and implement a balanced assessment system that accurately reflects students' knowledge of core curriculum standards as well as the ability to collaborate, be creative, communicate, and think critically.

4Cs · Assessment Framework · Digital Portfolio

Human Capital

Identify, recruit, develop, and retain highly effective talent.

Transition from HR to Human Capital · Talent Acquisition · Talent Management

Community Engagement

Foster shared responsibility for student success by building trust, collaboration, and engagement among staff, families, and community partners.

Volunteers · Parent Engagement · School Improvement · Customer Service

VISION 2020 INSTRUCTIONAL BLUEPRINT



VISION 2020 INSTRUCTIONAL BLUEPRINT

WAKE COUNTY PUBLIC SCHOOL SYSTEM

WHAT DO WE WANT STUDENTS TO KNOW AND BE ABLE TO DO?
 Students will be successful **communicators, collaborators, creative and critical thinkers** who have mastered the **NC State Standards and 4Cs**. This will make them ready to graduate as productive citizens and for success in higher education and careers.

How will we help students to achieve the Standards/4Cs?		How will we know students are learning the Standards/4Cs?		How will we respond when students don't learn the Standards/4Cs?		How will we respond when students already know the Standards/4Cs?	
STUDENTS WILL...	ADULTS WILL...	STUDENTS WILL...	ADULTS WILL...	STUDENTS WILL...	ADULTS WILL...	STUDENTS WILL...	ADULTS WILL...
Demonstrate Social-Emotional Learning through setting and achieving goals and displaying confident behaviors to relate to others	Provide instruction and develop relationships that meet the needs of the "whole" child in the classroom	Learn to gather evidence of their learning and present it in a digital portfolio	Guide students in collecting, curating, and presenting their learning in a portfolio	Advocate for and engage in additional learning opportunities	Ensure involvement in increased learning opportunities that target identified achievement gaps (low-income students, students of color, English Language learners, and students with disabilities)	Advocate for and engage in additional learning offerings	Ensure involvement in increased learning opportunities that target identified achievement gaps (low-income students, students of color, English Language learners, and students with disabilities)
Express their understanding of Standards and the 4Cs	Provide classroom instruction and structures that demonstrate deep understanding and application of the Standards and 4Cs	Know how to speak, write, read, and listen, and will have the skills to work well with others	Develop tightly aligned common assessments, with an emphasis on performance tasks and rubrics	Communicate obstacles in their learning path when they arise	Use timely and varied assessment data and the data-based problem solving approach to intervene for students at all tiers	Communicate obstacles in their learning path when they arise	Use timely and varied assessment data and the data-based problem solving approach to intervene for students at all tiers
Exhibit Digital Learning through use of technology resources	Provide instruction which integrates appropriate tools (digital and non-digital) to personalize each student's learning	Use the 4Cs to solve complex problems	Use timely and varied assessment data and the data-based problem solving approach to intervene for students at all tiers	Set learning goals to map out their progress towards success	Set learning goals to map out their progress towards success	Set learning goals to map out their progress towards success	Set learning goals to map out their progress towards success
Access Learner Agency as they reveal their voice and choice in learning	Provide Standards-based instruction to meet the interests and learning styles of students, empowering them to take ownership of their learning	Expand non-academic student supports that promote well being and achievement	Expand non-academic student supports that promote well being and achievement	Access their voice to communicate what non-academic supports they desire or need	Access their voice to communicate what learning supports they desire or need	Access their voice to communicate what learning supports they desire or need	Access their voice to communicate what learning supports they desire or need
Seek involvement and engagement in non-academic activities	Lead culturally responsive instruction with their students						

Multi-Tiered System of Supports (MTSS)

Leadership • Building the Capacity for Implementation • Collaboration and Communication • Data-based Problem Solving • Three-Tiered Instructional Model • Data Evaluation
 By 2020, WCPSS will annually graduate at least 95% of its students ready for productive citizenship as well as higher education or a career.

WCPSS OVERVIEW

The Wake County Public School System is the largest school district in North Carolina, serving more than 161,000 students in 181 schools. Families choose from a variety of schools that offer different calendars, magnet themes, instructional networks, early college options and career academies.

This year WCPSS opens the North Wake College and Career Academy that offers students the chance to earn a high school diploma and college credit from Wake Technical Community College, as well as three new traditional calendar schools: River Bend Middle, Rogers Lane Elementary and Hortons Creek Elementary.

Wake County has 51 magnet/application schools offering kindergartners to seniors the chance to take part in magnet themes such as Academically or Intellectually Gifted, Creative and Performing Arts, Global Studies, International Baccalaureate and Leadership.

The school district created a Science, Technology, Engineering and Mathematics network for 31 schools and Global Schools network for 18 schools. The STEM network offers students content and skills essential to evolving science and technology industries. The Global Schools Network emphasizes language and broadens students' understanding of the world with in-depth historical and cultural contexts.

Wake County partners with other institutions to offer students early college opportunities. These smaller schools provide students in grades 9-13 the chance to complete a high school diploma and earn up to two years of transferable college credit. The district's Leadership Academies emphasize leadership development for men and women in an early college program that begins at grade 6. Students at the Vernon Malone College and Career Academy will be able to complete studies in one of the ten CTE programs, apply earned credits towards an AAS degree, certificate or diploma program at Wake Technical Community College, or prepare to continue on to a four-year university.

Career Academies give high school students hands-on training and access to professionals who assist with internships, résumés and job training. The academies provide school-within-a-school programs in finance, health sciences, environmental sciences, construction, digital media and information technology.

Students in the district benefit from exceptional teachers. The district has more than 2,500 National Board certified teachers, the profession's highest teaching credential.

Wake is the largest county in the Research Triangle Region of North Carolina and is home to the state capital of Raleigh. The Triangle's major research universities are N.C. State in Wake County, UNC-Chapel Hill in Orange County, and Duke University in Durham County. The Research Triangle Park is home to companies that foster a culture of scientific advancement and competitive excellence.

INTRODUCTION TO THE WCPSS EMPLOYEE HANDBOOK

NOTE: *Please check the on-line version on the Internet or Intranet for the most current information*

The Employee Handbook is designed to provide information and address questions regarding required Board of Education policies and procedures so that every Wake County Public School System employee is able to perform his or her job more effectively.

The handbook is divided into ten sections:

- 1) Introduction of the handbook and the school system;
- 2) Definitions and classifications for different types of employees;
- 3) Policies and procedures related to employee conduct;
- 4) Information about the work environment and procedures, including workday hours, timesheets, assignments, evaluations, etc.;
- 5) Information about available leadership opportunities, professional development, and volunteering;
- 6) Employee compensation and benefits;
- 7) Employee leaves and absences;
- 8) Processes for ending employment with the school system;
- 9) Information about the various departments within the school system; and
- 10) Calendars, directories, and listings of frequently called contacts within the school system.

Every employee is responsible for reading and complying with the provisions of the Employee Handbook; and, acknowledge in writing his or her familiarity with its contents. The Employee Handbook is located at <http://www2.wcpss.net/departments/hr/handbook/index.htm> and the acknowledgment/disclaimer form is accessed by searching for “Handbook” at: <http://www2.wcpss.net/forms/index.php>.

It is important to note that the handbook is both selective and general in its coverage of school system policies and procedures. In accordance with Board Policy, **each employee is responsible for knowing and complying with the policies of the Wake County Board of Education.** Copies of the Wake County Board Policies and Regulations and Procedures (R&Ps) are available to employees in school media centers, from principals and supervisors, or on the Wake County Public School System web page at <http://webarchive.wcpss.net/policy-files/>. **Since this handbook only summarizes many detailed provisions about employment and benefits and other related matters, the official policies, regulations, and procedures will always govern when questions arise.** Nothing in this handbook is intended to create or imply any contract rights.

It is the policy of the Wake County Board of Education to comply with the benefits and employment policies promulgated by the State Board of Education and the Department of Public Instruction in the most current edition of the *North Carolina Public Schools Benefits and Employment Policy Manual* located at: <http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

UPDATES FOR 2017-2018

WCPSS is in the process of reviewing and updating all board policies in conjunction with the North Carolina School Boards Association and using a numbering system that aligns with the NCSBA policy manual. This policy update and renumbering should lead to a more streamlined and user-friendly policy manual for the school system. WCPSS Board Policies can be found online either in the OLD Policy manual (for policies yet to be updated) or NEW Policy manual (for policies that have been updated). As of July 1, 2017, most personnel policies can still be accessed in the OLD Policy Manual link. Use the Board Policy link at <http://myworkplace.wcpss.net/index.htm> to access policies.

Affordable Care Act Update:

Provisions of the Affordable Care Act require the school system to review work hours for each employee who does not otherwise have health insurance or who has not declined coverage to determine if they qualify for affordable health care (high deductible health care plan). Employees identified as being newly eligible will receive notification from WCPSS as well as from the State Health Plan. Also, beginning in 2016 and in accordance with IRS regulations, all employees will receive an annual 1095-C "Employer-Provided Health Insurance Offer and Coverage Information Returns" by the end of January. Similar to a W-2 Form, the information on your 1095-C is required to accurately complete your annual income tax return.

Notable Information:

- The Human Resource Department is now composed of three divisions: Talent Acquisition, Talent Management, and Employee Relations. Please see pages 124-129 for more information.
- WCPSS employees who are classified as classroom teachers for any percent of their job assignment will be treated as such in regard to benefit entitlements including but not limited to accrual of personal leave and access to extended sick leave. There may be restrictions on use of annual vacation leave on student days for these employees. A substitute teacher is required for anyone classified as a classroom teacher.
- Employees may not work as a substitute teacher or get paid for additional work from WCPSS on days that are also designated or being used as annual vacation leave days.
- Employees are now eligible to use up to two days of Community Responsibility Leave for volunteer efforts in a 501(c)3 designated organization or event in Wake County. See WCPSS Board Policy, 3800/4800 Supplement § 7.1.1., in the OLD Policy manual using <http://myworkplace.wcpss.net/index.htm> for access.

CLASSIFICATION OF PERSONNEL

For questions related to this section, please contact the appropriate Human Resources staff member. See pages 127-129 or call (919) 533-7200.

EQUAL EMPLOYMENT OPPORTUNITIES

It is the policy of the Wake County Board of Education to provide all applicants for employment with equal employment opportunities and to provide current employees with training, compensation, promotion, and other attributes of employment without regard to race, color, religion, national origin, sex, age, disability, or citizenship status, except where sex, age, or physical requirements are essential occupational qualifications. All candidates will be evaluated on their merits and qualifications for positions.

The Wake County Board of Education also recognizes the educational and professional advantages of racial, sexual, and cultural diversity in the make-up of the employees who serve the students enrolled in the Wake County Public School System. Therefore, the Board is also committed to an employee recruitment program that will result in a staff that reflects the racial, sexual, and cultural diversity of the Wake County community and the students who attend the Wake County Public School System. Further, the school district shall make positive efforts to recruit qualified disabled individuals.

See OLD Policy Manual § 3010/4010: <http://webarchive.wcpss.net/policy.html>

TYPES OF EMPLOYEES

Employee Classifications for Benefits Purposes

This section defines the classification of school system employees to determine certain benefits afforded when employed.

- **Permanent Employee**

A permanent employee is an employee who is employed to fill a position that is to be permanent if needs and funds continue or is employed for at least six full consecutive months either to replace one or more employees who are on an approved leave of absence without pay or to fill a vacancy until a qualified replacement is employed. A person employed for at least six full consecutive months is eligible to receive full or pro-rata benefits. Therefore, the eligibility for benefits must be determined at the time of the initial assignment, or when the assignment status changes.

Permanent employees may be employed full-time or part-time. The regular workweek of a permanent employee must be at least 20 hours per week. Permanent employees who work at least 30 hours per week must be enrolled in the Teachers' and State Employees' Retirement System and must receive employer-paid medical insurance for self.

Permanent employees do not lose permanent status during any period of temporary or interim assignment to another position in the same school system when it is anticipated that the employee will be returned to the permanent position.

- **Part-time Employee**

A part-time employee is an employee who regularly works at least 20 hours per week, but less than the number of hours set as full time for that class of work.

- **Full-time Employee**

A full-time employee is an employee whose regular workweek is the number of hours established as full-time for the class of work assigned, but not less than 30 hours per week. Two or more part-time assignments with the same LEA may be combined to satisfy requirements to become a full-time employee. An employee working in two or more positions may not earn more benefits than those allowed for a single, full-time position.

Unless otherwise specified, all full-time school based personnel are considered to be ten month employees. Any additional assignments or months of employment beyond ten months will be considered special duties which can be eliminated at any time. Any return to a full-time ten month position is not considered a demotion.

- **Temporary Employee**

A temporary employee is a person who is either employed to fill a position whose average work week is less than 20 hours per week, or is employed for less than six full consecutive months of employment. Temporary employees may be classified as full-time or part-time. They are not eligible to earn paid leave and do not participate in the retirement system. They do not receive nor can they purchase health benefits through the State Health Plan. Temporary employees may not use leave earned during any previous employment.

- **Interim Employee**

An interim employee is a person employed to fill a position that is temporarily vacant and is being held for an incumbent who is expected to return.

- **Instructional Personnel**

Instructional personnel are classroom teachers and teacher assistants. Instructional personnel who require substitutes are prohibited from using annual vacation leave on student attendance days, except as provided in Policy.

- **Substitute Employee**

A substitute employee is a person employed to fill in for a permanent employee who is using paid leave. Substitute employees are considered temporary employees and are not eligible to earn leave; do not participate in the retirement system; may not be able to receive or purchase health benefits; and may not use leave earned during any previous employment while assigned as a temporary employee.

See NC Public Schools Benefits and Employment Policy Manual §1.1:

<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

At-Will Employees

Employees who are not required to be employed under contracts or who are not offered contracts by the Board's prerogative are at-will employees. Examples include most non-certified personnel such as custodians, bus drivers, teacher assistants, clerical staff, maintenance supervisors, and transportation coordinators. Administrators not required by statute to be employed under contract are also at-will employees (unless the Board has chosen to offer contracts).

At-will employees serve at the pleasure of the Board of Education. An at-will employee may not be dismissed or demoted for illegal reasons. Appeals of dismissals are available for at-will employees through Board Policy 1750, *Grievance Procedure for Employees*.

See NC Public Schools Benefits and Employment Policy Manual §14.5:
<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

Career Status (Tenured) Teachers

On April 15, 2016, the NC Supreme Court ruled that the 2013 law that proposed to remove tenure status from all currently tenured teachers was unconstitutional. Therefore, the current law in North Carolina provides that tenured teachers will retain their career status.

A current career status (tenured) teacher will lose career status if one of the following occurs:

1. resignation of the employee;
2. a request by the employee to reduce employment to part-time;
3. a request by the employee to be employed in a non-tenured position (this includes waiver of tenure by a career administrator who wishes to be employed under contract as defined in G.S. 115C-287.1);
4. when the teacher no longer performs the responsibilities of a teacher as defined in G.S. 115C-325(a)(6);
5. if a teacher or administrator is convicted, pleads guilty, or pleads *nolo contendere* to a serious offense described in G.S. 115C-296(d); or
6. pursuant to the due process in G.S. 115C-325 for the reasons set forth in G.S. 115C-325(e).

See N.C. Gen Stat § 115C-325, SB 420, NC Public Schools Benefits and Employment Policy Manual Policy § 14.2, or consult a HR Administrator
<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

Renewable Contract Teachers

In accord with current North Carolina law, every full-time teacher in the WCPSS for the 2017-18 school year will be on a 1-year renewable contract unless the teacher has maintained career status (tenure) or is on a terminating contract.

Renewable contract teachers shall not be dismissed, demoted, or reduced to employment on a part-time basis for disciplinary reasons during the term of the contract except for one or more of the provisions specified in N.C.G.S. 115C-325.4. The local board of education, upon recommendation of the local superintendent, may refuse to renew the contract of any renewable contract teacher or to reemploy any teacher who is not under contract for any cause it deems sufficient. However, the cause may not be arbitrary, capricious, discriminatory or for personal or political reasons. A renewable contract teacher whose contract will not be renewed for the next school year must be provided written notice by June 1.

See N.C. Gen Stat § 115C-325.3 & 4, SB 402, NC Public Schools Benefits and Employment Policy Manual § 14.1 and OLD Policy Manual § 3225

<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf> and <http://webarchive.wcpss.net/policy.html>

School Administrators and Administrator Contracts

School administrators (supervisors or directors) and school-based administrators (principals or assistant principals), whose major function includes the direct or indirect supervision of teaching or of any other part of the instructional program, and who are not eligible for career status, must be employed on contracts. The initial contract between the local board of education and a school administrator or school-based administrator must be for two to four years ending on June 30th of the final 12 months of the contract. In the case of a subsequent contract between a principal or assistant principal and the local board of education, the contract shall be for a term of four years. In the case of an initial contract between a school administrator and the local board of education, the first year of the contract may be for a period of less than 12 months provided the contract becomes effective on or before September 1. The local board of education may, with the written consent of the school administrator, extend, renew, or offer a new school administrator's contract at any time after the first 12 months of the contract so long as the term of the new, renewed, or extended contract does not exceed four years. Rolling annual contract renewals are not allowed. Nothing in the statute shall be construed to prohibit the filling of an administrative position on an interim or temporary basis.

During the term of the contract, the school administrator cannot be dismissed or demoted except for the grounds and by the procedures in N.C.G.S. §115C-325 for which a career teacher may be dismissed or demoted. Extensions or renewals of the contract may be offered for a period of up to four years. This policy does not apply to the Superintendent, any Assistant or Associate Superintendent, or any administrator whose major function does not include the direct or indirect supervision of teaching or of any other part of the instructional program.

See, NC Public Schools Benefits and Employment Policy Manual § 14.3, OLD Policy Manual § 2010, and N.C.G.S. §115C-287.1

<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf> & <http://webarchive.wcpss.net/policy.html>

EMPLOYEE CONDUCT

Code of Ethics and Standards of Conduct

All school system employees hold positions of public trust. They are responsible for the education of students and also serve as examples and role models to students. Each employee is responsible for both the integrity and the consequences of his or her own actions. Each employee must exhibit the highest standards of honesty, integrity, and fairness when engaging in any activity concerning the school system, particularly in relationships with vendors, suppliers, students, parents, the public, and other employees. Employee conduct should be such as to protect the person's integrity and/or reputation and that of the school system. An unswerving commitment to honorable behavior by each and every employee is expected. Integrity can accommodate the inadvertent error and the honest difference of opinion; it cannot accommodate deceit or subordination of principle.

Employees shall perform their jobs in a competent and ethical manner without violating the public trust or applicable law, policies, and regulations. It is not practical or possible to enumerate all of the situations that might fall under the guidelines of this Policy. In addition to other policies, regulations, and approved practices that have been established covering specific areas of activity (such as purchasing), the absence of a law, Policy, or regulation covering a particular situation does not relieve an employee from the responsibility to exercise the highest ethical standards at all times. It shall be the employee's responsibility to familiarize him/herself with the rules and procedures associated with this Policy.

Conflict of Interest: The following acts are deemed by state law and/or the Board of Education to be in conflict with the interests of the Wake County Public School System.

1. An employee shall not, for personal financial gain, solicit or sell or have any pecuniary (financial) interest in the supplying of any goods, wares, merchandise materials, supplies, services, or equipment to the Wake County Public School System. Approved extended employment shall not be a violation of this.
2. An employee shall not, for personal financial gain, solicit or sell or have any pecuniary (financial) interest in the sale of any goods, wares, merchandise, materials, supplies, equipment, or services to students or employees of this school system at school, on school premises, or any Wake County Public School System facility.
3. An employee shall not act as an agent for any manufacturer, merchant, dealer, publisher, or author seeking to sell any goods, wares, merchandise, materials, supplies, services, or equipment to the Wake County Public School System.
4. An employee shall not receive or accept any gift, reward, gratuity, or other compensation from any manufacturer, merchant, dealer, publisher, or author for influencing or recommending to the school system or any school that it use a seller's goods, wares, merchandise, materials, supplies, services, or equipment.

5. An employee shall not use for personal financial gain, any school facilities, supplies, equipment, or student labor (student labor during regular school hours), in the manufacture, creation, or repair of any goods, wares, or merchandise for sale, or for the providing of services to the general public. However, this provision shall not prohibit the renting of school facilities to school employees in accordance with Community Schools' policies and regulations.
6. Except as allowed by state law (N.C.G.S. §§14-234, 143-58.1), no employee shall use the powers, policies, and procedures of the State's Division of Purchase and Contract or the school system's Purchasing Division to purchase or procure any property or service for private use or benefit.

Nepotism: No employee shall approve any contract with or purchase any goods or services from any immediate family member without disclosure to and approval of the Chief Business Officer. In addition, no employee shall recommend the employment of or directly supervise or evaluate any immediate family member without disclosure to and approval of the Assistant Superintendent for Human Resources. Immediate family includes employee's spouse, parents, children, stepchildren, brothers, sisters, mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law, and sisters-in-law. In addition, for the purpose of this regulation, anyone living in the same household with the employee is considered a member of the immediate family.

Outside Employment: Employees will not engage in outside employment that prevents them from satisfactorily fulfilling their official job duties.

Accounting Records, School System, and Individual School Funds: Employees will not use any school system assets, including cash funds, materials, supplies, equipment, or vehicles for any unlawful or improper purpose. No unauthorized or unrecorded funds will be established. No false or artificial entries shall be made in the financial or non-financial records for any reason whatsoever. No purchase or payment shall be approved or made with the intent that it or any part of it will be used for any purpose other than that described in the supporting documentation. Policy prescribes that all financial and non-financial books, records, and accounts accurately or fairly reflect the transactions and disposition of its assets and other similar activities.

Requests for Information: No employee is to withhold or conceal any appropriate information requested by, or to furnish misleading information to the Board, Superintendent, cabinet, legal counsel, internal auditors, external audit firm (contracted to perform the annual audit), or any persons authorized by the Superintendent or the Finance Officer to receive it. Employees must weigh information that they are knowledgeable of and determine if and when to initiate the submission of additional information that may assist the Wake County Public School System in information gathering.

Testing Code of Ethics: All testing personnel, teachers, and school administrators shall be familiar with the testing code of ethics regarding the statewide testing programs and shall adhere to it in all aspects of the testing programs. Any employee who violates the Testing Code of Ethics is subject to appropriate disciplinary action. The Superintendent shall report testing irregularities that affect the validity of the test results to the Board of Education.

Recruiting (Athletics): No employee shall recruit a student to transfer to or attend another school for athletic purposes. Recruiting includes any communication or means that suggest that a student should transfer to or attend another school to participate in athletics. Staff members who violate this Policy will be subject to disciplinary actions up to and including termination of employment.

North Carolina Code of Ethics and Standards of Conduct for Educators: All professional educators shall be familiar with and comply with the State's Code of Ethics and Standards for Conduct for North Carolina Educators.

See www.ncpublicschools.org/docs/effectiveness-model/ncees/standards/code-of-ethics.pdf

Application of this Policy: While all aspects or implications of this Policy cannot be enumerated, it is the school system's intent that the spirit of the Policy be followed by every employee. If there are any questions or doubts as to what to do or how to handle a particular situation that relates to this Policy, an employee should consult with the next appropriate level of management until the question is satisfactorily resolved.

Responsibility: It is the responsibility of every employee to be thoroughly knowledgeable of Board Policy and to initiate resolution of any potential concern. While the Wake County Public School System monitors employee activity, the responsibility for compliance with Board Policy rests directly on the employee. Failure to comply with Policy could result in disciplinary action, suspension, termination, and/or legal action.

See OLD Policy Manual 2305/3005/4005 and related R&P links:

<http://webarchive.wcpss.net/policy.html>

Gifts to Employees

School system employees shall not accept any gifts except token gifts of insubstantial value. School system employees shall not accept any gift, reward, gratuity, or other compensation from any manufacturer, merchant, dealer, publisher, or author for the purpose of influencing or recommending to the school system or any school the use of a seller's goods, wares, merchandise, materials, supplies, services, or equipment.

See OLD Policy Manual § 3243/4243: <http://webarchive.wcpss.net/policy.html>

Fraud Hotline

The school system will not tolerate fraud or theft. To report incidents of suspected theft of school system property or money; suspected theft of student property or money; suspicion that someone is working together with others to steal or misappropriate money or property; and/or suspicion that someone is tricking or deceiving the school system for personal gain, call the **24 Hour FRAUD HOTLINE at 1-866-674-4872**. The hotline is completely anonymous; callers do not have to identify themselves. The names of any callers who do identify themselves are kept confidential. The school system uses a third-party vendor to maintain confidentiality.

FRAUD HOTLINE

(866) 674-4872

NEW 24 HOUR FRAUD HOTLINE AVAILABLE

Provided by "The Network"

July 2006

Special points of interest:

- Your call is answered by a trained professional at The Network, a national provider of hotline services.
- The whistle blower act 1985 protects you from your employer or supervisor from discriminating against you if you were to turn in any employee for wrongful acts.
- You do not have to identify yourself. Since the call is taken by an independent entity, confidentiality is assured.
- All reports of fraud will be held in strictest confidence.
- Do not use the Fraud Hotline to report complaints or grievances involving wages, working conditions, discrimination, and other personnel issues. These issues should be reported in accordance with board policy.

(866) 674-4872

The Wake County Public School System needs your help in detecting and stopping fraud. Call the HOTLINE to report any theft or fraud involving school system money or property. We need your help.



If you suspect that someone or some company is stealing school system money or student money, call the HOTLINE.



If you suspect that someone or some company is stealing school system property, call the HOTLINE.



If you suspect that someone or some company is tricking or deceiving the school system for personal gain, call the HOTLINE.



If you suspect that someone or some company is working together with others to steal or misappropriate our money or property, call the HOTLINE.

The school system will not tolerate fraud or theft. The school system shall protect public money and property intended for our students. All employees have a responsibility to report any fraud or theft.

The FRAUD HOTLINE assures *anonymity* of the caller and remains *confidential*. You may leave your phone number if you wish.

When calling the HOTLINE, please provide as much information as possible including:

- \$ Who committed the fraud or theft?
- \$ What department is involved?
- \$ What exactly did the suspect do?
- \$ When did it happen?
- \$ How was the fraud or theft committed?
- \$ What is the location of any available evidence (physical evidence or records)?
- \$ Do you know why the person committed the fraud or theft?
- \$ Who else has knowledge of the potential violation?
- \$ Names and telephone numbers of credible witnesses, if available.
- \$ Caller's name and telephone number, if you choose not to remain anonymous.



Technology Responsible Use

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks and all devices that connect to those networks. **Although excerpts of the policy follow, employees are responsible for complying with the full policy and related R&P.**

See NEW Policy Manual § 3225/4312/7320 Policy

See OLD Policy Manual § 2313/3013/4013 R&P

<http://webarchive.wcpss.net/policy.html>

EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students must be trained about appropriate online behavior.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that the school system uses monitoring systems to monitor and detect inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by board policy or procedure.
2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.
5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of themselves or fellow students. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA). Users also may not forward or post personal communications without the author's prior consent.
9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
10. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express permission of the technology director or designee.

11. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
12. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
13. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.
14. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.
15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
16. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.
17. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

PRIVACY

Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will be private. The school system may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate fileserver space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned device.

By using the school system's network, Internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

Employees will

- Where technically possible, use password protected screen savers that are set for less than or equal to 30 minutes
- Manually lock the computer screen, room, and file cabinets when away
- Close or cover CONFIDENTIAL and sensitive files when others visit

- Log off the computer and secure CONFIDENTIAL and sensitive information at the end of each workday
- Shred CONFIDENTIAL and sensitive material before placing in trash or FEED THE BIN
- Send CONFIDENTIAL material through courier rather than e-mail when possible

Employees will not

- Leave a computer unattended when they are logged in
- Store electronic CONFIDENTIAL information on a personal device
- Configure an operating system or application to remember a password to a system or service containing CONFIDENTIAL or sensitive information; unless the Information Security Officer (ISO) has approved the password capture program
- Store CONFIDENTIAL information on a mobile device without approval from the ISO

Passwords

- Must be kept secret since users are accountable for all work done under their user ID (use of password for system access may be tracked and audited)
- May NEVER be shared (unless for obvious reasons such as technical assistance)
- Are required to be changed if it is suspected that someone knows or has used it
- Will be kept secure; NO Post-it ® Notes or similar storage of passwords (Do not post passwords or store in accessible areas such as unlocked desk drawers)
- Where technically possible, will be a minimum of 8 characters in length, contain a mixture of characters and numbers, and expire after no more than 180 days
- May be easier to remember if constructed with a sentence. Examples: backto07School; myDiet89isapain; “at 23 my Hair fell out”

Reporting

Employees are required to report all information security incidents of which they become aware. An information security incident is a real or suspected breach or weakness in data security. For issues where a real or suspected legal or physical harm exists, contact the School Resource Officer (SRO) or the Security Department first.

STOP	-Do not allow further use of the computer -Do not try to fix or explore the problem
SECURE	-Secure the area -Leave the computer as is For example: powered on, logged in, flash drive connected
REPORT	Report the issue to a school principal or a central services supervisor who may then call the Help Desk at 919.664.5700 If involves a lost or stolen equipment (NO MATTER THE VALUE) also report the issue to Cecil Bell, Risk Management, at 919-431-7341, gbell@wcpss.net .

Policy Violations

Violations of this Policy may constitute cause for revocation of access privileges, suspension of access to Wake County Public School System computers, other disciplinary action, dismissal, and/or appropriate legal action.

Users having CONFIDENTIAL and sensitive material on mobile devices that have not yet been secured written permission may incur greater personal liability in the event the device is lost or stolen.

Security Violations

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate suspected security violations to other users. Attempts to log onto any system with escalated privileges may result in cancellation of user privileges and may result in additional disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

Acceptable Use Agreement

The Employee Acceptable Use Agreement Form, developed by the school system, must be signed by every employee to acknowledge appropriate use of electronic communication and technology. An employee’s acceptance of the form is considered a condition of employment and refusal to sign could result in disciplinary action up to, and including, dismissal.

Responsibilities for Data Security and Confidentiality

Wake County Public School System recognizes the importance of data and is committed to protecting the system’s electronic information resources. These resources include computer equipment, networks, software, and data. Employees, in the course of their jobs, are given appropriate access to electronic information resources and are expected to exercise good judgment in utilizing those resources.

Employees should be aware that certain student and personnel information is legally protected. The utmost professionalism, respect for confidentiality, and due care is expected of all employees when accessing protected information. Employees should be aware of their responsibility for helping maintain data security.

Each employee is responsible for the protection and privacy of the district’s data. There are three classifications of data within the Wake County Public School System. Employee due diligence is especially important with CONFIDENTIAL material.

Data Classifications

Public	Internal Use Only	CONFIDENTIAL
Information we want the public to know AND is approved for release	Information that may be public or private and is protected by best practices	Information that is not public by virtue of laws, statutes, or sensitivity
Examples: - school lunch menu - school workday calendars	Examples: - employee handbook - student identification number	Examples: - student Information - Social Security Number (SSN)

The most recent data classification matrix, which includes the district's examples of each classification, can be found on the WCPSS Intranet website under Departments / Information Security.

Each data classification has a defined set of handling, labeling, and destruction procedures. These procedures protect the data throughout its life from electronic, to print, to eventual destruction. These procedures are especially important when the information is CONFIDENTIAL or sensitive in nature. The most recent data handling, labeling, and destruction procedures can be found on WCPSS Intranet website under Departments / Information Security.

CONFIDENTIAL Data on Mobile Devices

Users having a bona-fide business need to store CONFIDENTIAL or sensitive material on mobile devices must place a formal request with the Information Security Officer (ISO). The employee's principal or a senior director or above must first approve the request.

Collection, Use, and Release of Social Security Numbers and Other Personal Identifying Information

In accordance with applicable laws, the gathering or use of social security numbers and other personal identifying information by school system employees is prohibited unless it is expressly authorized by law or is imperative for the performance of the school system's duties. Departments and/or employees who must use social security numbers and other personal identifying information of employees and/or students to perform their job functions must have authorization from the Superintendent or designee to have access to this confidential information. Employees who are granted such authorization are required to take appropriate measures as developed by the school system to provide for the confidentiality, protection, and security of the information in their possession. Employees who fail to follow the regulations developed by the Superintendent in regard to the handling of social security numbers, employee numbers, and other personal identifying information shall be subject to disciplinary action up to and including dismissal.

The collection, use, and release of student social security numbers, personal identifying information, and other confidential records shall also be in accordance with Board Policy 6300 *Maintenance, Review, and Release of Student Records*. In the event of a security breach, the school system will comply with the provisions outlined in N.C.G.S. §75-65.

See OLD Policy Manual § 2315/3015/4015/6315 and related R&P:
<http://webarchive.wcpss.net/policy.html>

Prohibition Against Discrimination, Harassment, And Bullying

The Wake County Board of Education acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. The Board prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, disability, or age and will provide equal

access to designated youth groups as required by law. Any form of unlawful discrimination, harassment, or bullying in any educational or employment activities or programs is against Board policy.

A. PROHIBITED BEHAVIORS

1. Discrimination

The Board prohibits all forms of unlawful discrimination. For purposes of this policy, discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, sexual orientation, pregnancy, religion, age, or disability.

2. Harassment and Bullying

The Board prohibits all forms of unlawful harassment and bullying. For purposes of this policy, harassment or bullying behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that:

- a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits or by adversely altering the conditions of an employee's employment.

"Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching, and visual insults such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

3. Cyber-Bullying and Cyber-Harassment

The Board prohibits cyber-bullying and cyber-harassment. Cyber-bullying and cyber-

harassment are any words, actions, or conduct that meet the definitions of bullying or harassing behavior described in this policy, and are conveyed via e-mail, text message, Internet message boards, interactions on social media, or other electronic media.

4. Sexual Harassment

The Board prohibits unlawful sexual harassment. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress, or completion of a school-related activity;
- b) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or
- c) such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile, or offensive work or educational environment.

Sexually harassing conduct may include, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual assault, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

Sexual harassment does not include personal compliments welcomed by the recipient or social interactions or relations freely entered into by an employee or prospective employee or appropriate social interactions between students that do not violate the Student Code of Conduct. In the case of consensual relations between students, there may be reason to question the consensual nature of the conduct if one or both of the students are very young or there is a large age disparity between the students.

It is possible for sexual harassment to occur at various levels: between peers or coworkers, between supervisors and subordinates, between employees and students, between students, or imposed by non-employees on employees and/or students. Sexual harassment may be committed by members of the same sex or by members of the opposite sex.

Romantic or sexual advances toward students by employees or romantic or sexual relationships between school system employees and students are never appropriate, whether they are consensual or otherwise outside the definition of sexual harassment. Such

relationships are prohibited. Employees engaging in inappropriate relationships with students will be subject to disciplinary action, up to and including dismissal.

5. Gender-Based Harassment.

The Board prohibits unlawful gender-based harassment. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

6. Retaliation

The Board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of reported violations of this policy.

B. APPLICATION OF POLICY

This policy applies to students, employees, volunteers, and visitors. "Visitors" includes persons, agencies, vendors, contractors, and organizations doing business with or performing services for the school system.

This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the authority of school personnel;
and
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

This policy shall not be construed to allow school officials to punish student expression or speech based on an undifferentiated fear or apprehension of a disturbance or out of a desire to avoid the discomfort and unpleasantness that may accompany an unpopular viewpoint.

C. REPORTING AND INVESTIGATING COMPLAINTS OF DISCRIMINATION, HARASSMENT, OR BULLYING

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors, or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment, or bullying. All reports should be made in accordance with policy [1720/4015/7225](#), Discrimination, Harassment, and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

D. CONSEQUENCES

Any violation of this policy is serious and shall result in prompt and appropriate action. Students who violate this policy will be disciplined in accordance with applicable policies and procedures governing student conduct and discipline. Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and/or remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal.

Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with Visitors to the Schools policy.

The actions taken in response to harassment or bullying behavior shall be reasonably calculated to end any harassment or bullying, eliminate a hostile environment if one has been created, and prevent harassment from occurring again. When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide, or school system-wide response is necessary. Such classroom, school-wide, or school system-wide responses may include staff training, harassment and bullying prevention programs, and/or other measures deemed appropriate by the Superintendent or designee.

Nothing in this policy precludes the school system from taking disciplinary action against a student or employee where the evidence does not establish discrimination, harassment, or bullying but the conduct otherwise violates the Code of Conduct.

E. TRAINING AND PROGRAMS

The Board directs the Superintendent to establish training and other programs that are designed to help eliminate unlawful discrimination, harassment, and bullying and to foster an environment of understanding and respect for all members of the school community. The training or programs should (1) provide examples of behavior that constitutes discrimination, harassment, or bullying; (2) teach employees to identify groups that may be the target of discrimination, harassment, or bullying; and (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, on cell phones, and on the Internet. Information about this policy and the related complaint procedure must be included in the training plan.

As funds are available, the Superintendent is also authorized to provide additional training for students, employees, and volunteers who have significant contact with students regarding the Board's efforts to address discrimination, harassment, and bullying, and to create programs to address these issues.

F. NOTICE

The Superintendent is responsible for providing effective notice to students, parents, and employees of this policy and of the procedures for reporting and investigating complaints of discrimination, harassment, and bullying established in policy [1720/4015/7225](#), Discrimination, Harassment, and Bullying Complaint Procedure. The Superintendent or designee must ensure that students, employees, and parents or other responsible care givers are provided effective notice of this policy at the beginning of each school year. In addition, both policies must be posted on the school system website, and copies of the policies must be

readily available in the principal's office, the media center at each school, and the Superintendent's office. Notice of the policies must appear in all student and employee handbooks and in any school or school system publication that sets forth the comprehensive rules, procedures, and standards of conduct for students and employees.

G. COORDINATORS

The Superintendent shall appoint one or more individuals to coordinate the school system's efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating complaints communicated to school officials alleging noncompliance with Title VI or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), the Age Discrimination Act, and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws. The names, titles, and contact information for these individuals will be posted on the district's website and otherwise made publicly available.

H. RECORDS AND REPORTING

The Superintendent or designee shall maintain confidential records of complaints or reports of discrimination, harassment, or bullying. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The Superintendent or designee also shall maintain records of training conducted and corrective action(s) or other steps taken by the school system to provide an environment free of discrimination, harassment, and bullying.

The Superintendent or designee shall report to the State Board of Education all verified cases of discrimination, harassment, or bullying. The report must be made through the Discipline Data Collection Report or through other means required by the State Board.

I. EVALUATION

The Superintendent or designee shall evaluate the effectiveness of efforts to correct or prevent discrimination, harassment, and bullying and shall share these evaluations periodically with the Board.

See NEW Policy Manual § 1710: <http://webarchive.wcpss.net/policy.html>

Discrimination, Harassment, And Bullying Complaint Process

The Wake County Board of Education takes seriously all complaints of unlawful discrimination, harassment, and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied, or harassed in violation of policy [1710/4021/7230](#), Prohibition Against Discrimination, Harassment, and Bullying or policy [1730/4022/7231](#), Nondiscrimination on the Basis of Disabilities. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment, or bullying also should report such violations in the manner provided in this policy. Reports may be made anonymously.

A. DEFINITIONS

1. Alleged Perpetrator

The alleged perpetrator is the individual alleged to have discriminated against, harassed, or

bullied the complainant.

2. Complaint

A complaint is an oral or written notification made by a person who believes he or she is the victim of unlawful discrimination, harassment, or bullying.

3. Complainant

The complainant is the individual complaining of being discriminated against, harassed, or bullied.

4. Days

Days are the working days as set forth in the school calendar. In counting days, the first day will be the first full working day following receipt of the complaint.

5. Investigator

The investigator is the school official responsible for investigating and responding to the complaint.

6. Report

A report is an oral or written notification that an individual, other than the reporter, is a suspected perpetrator or victim of unlawful discrimination, harassment, or bullying.

B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

1. Mandatory Reporting by School Employees

Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed, or bullied in violation of policy [1710/4021/7230](#) or policy [1730/4022/7231](#) must report the offense immediately to an appropriate individual designated in subsection C.1., below. An employee who does not promptly report possible discrimination, harassment, or bullying shall be subject to disciplinary action.

2. Reporting by Other Third Parties

All members of the school community including students, parents, volunteers, and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment, or bullying.

3. Anonymous Reporting

Reports of discrimination, harassment, or bullying may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

4. Investigation of Reports

Reports of discrimination, harassment, or bullying will be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

C. COMPLAINTS BROUGHT BY ALLEGED VICTIMS OF DISCRIMINATION, HARASSMENT, OR BULLYING

1. Filing a Complaint

Any individual who believes that he or she has been discriminated against, harassed, or bullied is strongly encouraged to file a complaint orally or in writing to any of the following individuals:

- a. the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
- b. an immediate supervisor if the individual making the complaint is an employee;
- c. the assistant superintendent of human resources if the alleged perpetrator or alleged victim is an employee of the school system (or the Superintendent if the assistant superintendent of human resources is the alleged perpetrator);
- d. the Title IX coordinator for claims of sex discrimination or sexual harassment (see the district's website or call the central office for name and contact information);
- e. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability (see the district's website or call the central office for name and contact information);
- f. any member of the Board if the alleged perpetrator is the Superintendent; or
- g. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as indicated on the district's website or, if no coordinator is specifically designated, the Superintendent.

2. Time Period for Filing a Complaint

A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated at the discretion of school officials and outside the formal process described in Section D of this policy; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.

3. Informal Resolution

The Board acknowledges that many complaints may be addressed informally through such methods as conferences or mediation. The Board encourages the use of informal procedures such as mediation to the extent possible; however, mediation or other informal procedures will not be used to resolve complaints alleging sexual assault or sexual violence or complaints by a student of sexual harassment perpetrated by an employee. Informal procedures may be used only if the parties involved voluntarily agree.

If an informal process is used, the principal or other designated personnel must (1) notify the complainant that he or she has the option to end the informal process and begin formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. Any informal process should be completed within a reasonable period of time, not to exceed 30 days unless special circumstances necessitate more time.

D. PROCESS FOR ADDRESSING COMPLAINTS OF ALLEGED INCIDENTS OF DISCRIMINATION, HARASSMENT, OR BULLYING

1. Initiating the Investigation

a. Whoever receives a complaint of discrimination, harassment, or bullying pursuant to subsection C.1. shall immediately notify the appropriate investigator who shall respond to the complaint and investigate. The investigator of a complaint is determined as follows.

1) If the alleged perpetrator is a student, the investigator is the school principal.

2) If the alleged perpetrator is an employee other than the assistant superintendent of human resources or the Superintendent, the investigator is the assistant superintendent of human resources or designee.

3) If the alleged perpetrator is the assistant superintendent of human resources, the Superintendent or designee is the investigator.

4) If the alleged perpetrator is the Superintendent, the Board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment, or bullying shall immediately notify the assistant superintendent of human resources who shall immediately notify the Board chair. The Board chair shall direct the Board attorney to respond to the complaint and investigate.)

5) If the alleged perpetrator is a member of the Board, the Board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment, or bullying shall immediately notify the Superintendent who shall direct the Board attorney to respond to the complaint and investigate. Unless the Board chair is the alleged perpetrator, the Superintendent shall also notify the Board chair of the complaint.)

b. As applicable, the investigator shall immediately notify the Title IX, Section 504, ADA, or other relevant coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct the investigation.

c. The investigator shall explain the process of the investigation to the complainant and the alleged perpetrator.

d. Written documentation of all formal reports and complaints, as well as the school system's response, must be maintained in accordance with policy [1710/4021/7230](#).

e. Failure to report, investigate, and/or address claims of discrimination, harassment, or bullying may result in disciplinary action.

2. Conducting the Investigation

a. The investigator is responsible for determining whether the alleged act(s) constitutes a violation of policy [1710/4021/7230](#) or policy [1730/4022/7231](#). In so doing, the investigator shall impartially, promptly, and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); (3) individuals identified as witnesses by the complainant or alleged perpetrator(s); and (4) any other individuals, including other possible victims, deemed likely to have relevant information. The alleged perpetrator shall be notified of the general nature of the allegations. The investigation will include a review of all evidence presented by the complainant or alleged perpetrator.

b. The complaint and investigation will be kept confidential to the extent possible.

Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately and those with a legal right to access the information. Any requests by the complainant for further confidentiality will be evaluated within the context of the legal responsibilities of the school system.

c. The investigator shall review the factual information gathered through the investigation to determine whether, based on a preponderance of the evidence, the alleged conduct constitutes discrimination, harassment, or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age, and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances.

3. Notice to Complainant and Alleged Perpetrator

a. The investigator shall provide written notification to the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:

- 1) reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment, or bullying, and prevent it from recurring;
- 2) as needed, reasonable steps to address the effects of the discrimination, harassment, or bullying on the complainant; and
- 3) as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.

b. Information regarding specific disciplinary action imposed on the alleged perpetrator(s) will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant).

c. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as described in policy [1710/4021/7230](#). If the corrective steps involve actions outside the scope of the investigator's authority, the Superintendent or designee will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.

d. Each alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or Board policies by his or her actions, and what, if any, disciplinary actions or consequences may be imposed upon the perpetrator in accordance with Board policy. The perpetrator may appeal any disciplinary action or consequence in accordance with Board policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate action to address the discrimination, harassment, or bullying.

4. Appeal

a. If the complainant is dissatisfied with the results of the investigation, he or she may appeal the decision to the Superintendent. If the alleged perpetrator is the assistant superintendent of human resources or the Superintendent, the complainant may appeal

directly to the Board in accordance with the procedure described in subsection D.4.b below. The appeal must be submitted in writing within five days of receiving the notice of the results of the investigation. The Superintendent or designee may review the documents, conduct any further investigation necessary, or take any other steps the Superintendent or designee determines to be appropriate in order to respond to the complaint. The Superintendent or designee shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.

b. If the complainant is dissatisfied with the Superintendent's or designee's response or preventative measures, he or she may appeal the decision to the Board in writing within five days of receipt. If the appeal identifies a final administrative decision resulting in an alleged violation of a specified federal law, State law, State Board of Education policy, State rule, or local Board Policy, the complainant shall be entitled to a hearing before the Board of Education pursuant to Policy 2500, Hearings Before the Board. All other appeals will be treated as requests for discretionary review and will be forwarded to the Chair and Vice Chair for consideration. The Chair and Vice Chair will review the request and notify the complainant within ten days from receipt whether the Board will grant discretionary review. If the Chair and Vice Chair do not agree, the request for discretionary review will be allowed. The Board's consideration of discretionary appeals will take place in closed session and will be limited to a review of the written record, without a hearing, unless the Chair and Vice Chair determine that a hearing is necessary. Hearings before the Board will be held within thirty days of receipt of the written appeal or as soon thereafter as is reasonably practicable. The Board will provide a written response within ten days after any appeal has been considered and decided.

E. TIMELINESS OF PROCESS

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation, review, or report. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

Failure by the complainant at any step in the process to appeal a complaint to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the complainant has notified the investigator of a delay and the reason for the delay and the investigator has consented in writing to the delay.

F. GENERAL REQUIREMENTS

1. No reprisals or retaliation of any kind will be taken by the Board or by any employee of the school system against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The Board and school system officials will consider requests to hear complaints from a group, but the Board and officials have the discretion to hear and respond to complainants individually.

4. The complainant may be represented by an advocate, such as an attorney, at any meeting with school system officials. Should the complainant choose to be represented by an attorney, an attorney for the school system may also be present.

5. Should, in the judgment of the Superintendent or designee, the investigation or processing of a complaint require that an employee be absent from regular work assignments, such absences shall be excused without loss of pay or benefits. This shall not prevent the Superintendent or designee from suspending the alleged perpetrator without pay during the course of the investigation.

See NEW Policy Manual § 1720: <http://webarchive.wcpss.net/policy.html>

Prohibited Conduct on School Property and at School Events

In an effort to promote safe schools, good character, and a safe working environment, and to reduce the opportunities for disruption of or interference with school and school-related activities, while preserving the school grounds for their intended purposes and promoting the basic educational mission of the schools, the following conduct shall be prohibited at all times on school grounds and at all school-related events:

1. Profane, lewd, obscene or offensive conduct, including the use of profane, lewd, obscene or offensive language
2. Conduct that creates a material and substantial disruption of school activity or appropriate discipline in the operation of the school or the rights of students
3. Rude or riotous noise or conduct
4. Disorderly or assaultive conduct
5. Defacing public property
6. Commission of any nuisance
7. Threatening the health or safety of others
8. Any other conduct that violates any applicable laws or policies of the Board

Staff or any other individuals who engage in such conduct are subject to immediate expulsion from school property or from a school-related activity. Where appropriate, individuals engaging in such conduct may be subject to arrest and prosecution.

For purposes of this Policy, “school property” shall include school parking lots, auditoriums, gymnasiums, athletic fields, buildings, school buses, and all lands immediately surrounding.

See OLD Policy Manual § 2212/3012/4012: <http://webarchive.wcpss.net/policy.html>

Conduct of Employees Toward Students

All employees of the Wake County Board of Education, student teachers, and contractors hired to perform instructional or professional services are prohibited from dating, courting, or entering into a romantic or sexual relationship with any student enrolled in the Wake County Public School System, regardless of the student’s age. Employees engaging in such inappropriate conduct will be subject to disciplinary action up to, and including, dismissal.

Any employee who has reason to believe that another employee is inappropriately involved with a student, as described above, shall report this information to the Assistant Superintendent for Human Resources. An employee who fails to inform the Assistant Superintendent for Human Resources of a reported or suspected inappropriate relationship between an employee and a student may be subject to disciplinary action.

See OLD Policy Manual § 2321/3036/4036: <http://webarchive.wcpss.net/policy.html>

Student Safety and Supervision

Employees have a duty to provide reasonable supervision of students. Employees shall be alert at all times and, at a minimum, immediately report situations that may pose a threat to the safety of students or any other person on school system property, at school events or any other situation in which students are under the authority of school employees.

Employees with personal knowledge or actual notice of a student altercation are expected to take reasonable measures to maintain a safe school environment. Reasonable measures include but are not limited to issuing verbal directives to end the altercation, immediately reporting the situation to the administration or other appropriate authority, using reasonable force, and removing bystanders from the immediate area. For purposes of this policy, reasonable force is the use of limited physical contact or restraint to the extent necessary to re-establish a safe environment. Employees shall follow any additional instructions or guidance from supervisors in implementing this policy, and comply with Policy 2322, *Use of Seclusion and Restraint*.

See OLD Policy Manual § 2350/3050/4050: <http://webarchive.wcpss.net/policy.html>

All employees who supervise volunteers in the workplace or on field trips must ensure that the volunteers are properly registered through the WCPSS Volunteer Registration System. See <http://www2.wcpss.net/businessapps.htm>. Employees cannot relinquish all supervisory responsibility to volunteers.

Corporal Punishment

Wake County Board of Education prohibits the use of corporal punishment. No principal, assistant principal, teacher, substitute teacher, any other school employee, or volunteer may use corporal punishment to discipline any student. Corporal punishment is all forms of physical punishment including, but not limited to, spanking, paddling or slapping.

See OLD Policy Manual § 6525: <http://webarchive.wcpss.net/policy.html>

Use of Seclusion and Restraint

Wake County Board of Education Board Policy promotes the safety of all students, staff, and visitors in its schools. To further this Policy, school personnel may, in compliance with N.C.G.S. §115C-391.1 and state and local policies and procedures, employ reasonable restraint or seclusion techniques with students. Copies of this Policy and the law will be provided to school personnel at the beginning of each school year. In accordance with the Policy and procedures, school personnel shall promptly notify the principal or principal's designee of any

use of aversive procedures, prohibited use of mechanical restraint, use of physical restraint resulting in observable physical injury to a student, and/or any prohibited use of seclusion or seclusion that exceeds 10 minutes or the amount of time specified on a student's behavior intervention plan. Notification should be by the end of the work day, but must be no later than the end of the next work day. No employee of the Wake County Public Schools System shall retaliate against another employee for making a report alleging a prohibited use of seclusion, restraint, or aversive techniques, provided, however, an employee may be disciplined for making such a report if the employee knew or should have known that the report was false.

See OLD Policy Manual § 2322/3037/4037/6550 and related R&P:

<http://webarchive.wcpss.net/policy.html>

Drug-Free Workplace Environment

It is the policy of the Wake County Board of Education that a drug-free workplace shall be maintained. This policy will govern each employee while on any property owned by the Board, at any time during which an individual employee is acting within the course and scope of his/her employment with the Board, or at any other time that the employee's violation of this Policy has a direct and adverse effect upon the performance of his/her job.

The Board prohibits the unlawful manufacture, transmission, conspiring to transmit, possession, use, or being under the influence of any alcoholic or other intoxicating beverage, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids, counterfeit drugs, other intoxicants of any kind, or other controlled substance as defined in schedules I through V of Section 202 of the Controlled Substances Act. **In addition, no employee shall exude the odor of any alcoholic beverage or controlled substance while acting within the course and scope of his/her employment.** The Board prohibits the possession, use, transmission, or conspiring to transmit drug paraphernalia.

No employee shall be impaired by the excessive use of prescription or nonprescription drugs in the workplace. The proper use of a drug authorized by valid medical prescription from a legally authorized health care provider shall not be considered a violation of this Policy when the drug is taken by the person for whom the drug was prescribed. Any employee with prior knowledge that the use of a prescribed medication under a doctor's direction or an over-the-counter medication could alter the employees' ability to perform the duties and responsibilities of his/her position must notify the appropriate supervisory person. An employee is responsible for finding out from a health care professional the effects of any prescribed drug being taken. Failure to obtain such information will not preclude disciplinary action under this Policy.

If, in the opinion of the employee's supervisor, an employee's action and/or behavior are considered unsafe as a result of the proper use of medication, the employee may be sent home. A conference shall be conducted with the employee prior to the employee's resuming his/her duties. Prior to the employee's returning to work, the employee must provide written assurance that the medication's use has been terminated or the medication has been adjusted/modified to avoid impairment.

Any employee having reasonable grounds to believe that another employee is using or in possession of any illegal drug, or is under the influence of or in possession of alcohol while in the

workplace shall immediately report the facts and circumstances to a supervisor/principal. Any employee who has been convicted of violating any criminal drug statute for activities occurring in the workplace shall notify his/her supervisor within five (5) days of such conviction.

Violation of this policy shall subject an individual to disciplinary action up to, and including, termination of employment and referral for criminal prosecution.

The Board has a strong commitment to assist any employee who voluntarily asks for help. Employees shall be provided information concerning available counseling, rehabilitation, and re-entry programs. It is the employee's responsibility to seek help for drug and alcohol problems before they must be addressed at the workplace or otherwise become apparent as unsatisfactory job performance and/or work habits.

When there are reasonable grounds to believe that an employee is in violation of the Board's Drug-Free Workplace Environment Policy, the Superintendent may require that the employee submit to a medical examination, including a drug or alcohol assessment. If the drug or alcohol assessment is positive and there is no legitimate medical explanation for the results, the employee may be subject to disciplinary action, including termination of employment. Any employee who refuses a drug or alcohol-screening test may be terminated.

See OLD Policy Manual § 2307/3007/4007: <http://webarchive.wcpss.net/policy.html>

Drug and Alcohol Testing of Commercial Motor Vehicle Operators

The purpose of this policy is to help ensure safe operation of school vehicles and to comply with federal law and regulations by establishing a comprehensive program of drug and alcohol testing for school bus drivers and all other commercial motor vehicle operators who volunteer or are employed by the Board of Education. Anyone operating a commercial motor vehicle for the WCPSS is not to be under the influence of alcohol and/or prescription or non-prescription drugs. All commercial motor vehicle operators will be subject to random testing for drugs. Refusal of any test shall be cause for dismissal.

See OLD Policy Manual § 2306/3006/4006: <http://webarchive.wcpss.net/policy.html>

Tobacco Free Environment

The Board of Education believes employees and students of the Wake County Public School System have a right to work and study in a tobacco-free environment. The Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. In addition, the Board recognizes that it has an obligation to promote a healthy learning and working environment, free from unwanted smoke for the students, employees, and visitors of the school system. Accordingly, the Board has adopted this Policy which prohibits the use or display of any tobacco product by any person in school buildings, school facilities or school vehicles; on school campuses; and in or on any other school property owned, operated or contracted for by the school system, except for certain approved instructional, pedagogical or research purposes. This prohibition also applies to the use or display of tobacco products by any person at any other location during a school sponsored event when in the presence of students or school personnel. For the purposes of this Policy, "tobacco product" is defined to include cigarettes, e-cigarettes, cigars, pipes, chewing tobacco, snuff, and

any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products. "Display" is defined as having any tobacco product in a location or position that is visible to students or school personnel.

See OLD Policy Manual § 2308/3008/4008/6430: <http://webarchive.wcpss.net/policy.html>

Weapons Prohibited on School Property

It is the policy of the Wake County Board of Education that all schools and places of employment within the Wake County Public School System shall be free of all unauthorized weapons. No employee or other person shall carry, or encourage another person to carry, whether openly or concealed, an unauthorized weapon as defined below, onto school property at any time. A weapon is defined as any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife (a knife containing a blade that opens automatically by the release of a spring or a similar contrivance), blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on school property.

School property is defined as any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by the Wake County Board of Education.

This policy shall not apply to:

1. A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority, or
2. Firefighters, emergency service personnel, North Carolina Forest Service personnel, and any private police employed by Wake County Board of Education when acting in the discharge of their official duties, law enforcement officers, or any of those persons specifically exempted by G.S. § 14-269 (b).
3. A handgun, possessed by a non-student who holds a valid concealed carry permit, that is stored in a closed compartment or container in the person's locked personal vehicle, or in a locked container securely affixed to the vehicle, provided that the handgun is so stored before the permit holder enters school property and remains so stored until after the permit holder departs school property.

Any employee who is aware that an unauthorized weapon has been carried onto school property must immediately notify the school principal or Superintendent. Violation of this policy may subject the employee to dismissal. The principal shall immediately report violations of this policy to law enforcement.

See OLD Policy Manual § 2302/3002/4002: <http://webarchive.wcpss.net/policy.html>

Criminal Charges and/or Records

The Wake County Board of Education believes that a safe and secure learning and working environment should be provided for all students and staff. The Board further believes that employees should be role models for students and should positively represent the Wake County Public School System in the community. These beliefs reflect the fundamental principle that anyone who directly or indirectly has contact with children is in a unique position of trust in this society. Criminal charges and/or records against an applicant or employee may have an impact upon these goals and will be considered in employment decisions.

Consequently, applicants and current employees shall notify the Assistant Superintendent for Human Resources or designee and a supervisor immediately if they are charged with or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) except minor traffic violations. Applicants and current employees who have been charged or convicted with driving while impaired or driving with a revoked license must immediately notify the Assistant Superintendent for Human Resources.

See OLD Policy Manual § 2303/3003/4003: <http://webarchive.wcpss.net/policy.html>

NOTE: All employees who supervise volunteers in the workplace are responsible for the proper registration of all volunteers through the WCPSS Volunteer Registration System, including a criminal background check. See <http://www2.wcpss.net/businessapps.htm> and click on Volunteer Registration. The registration form is accessible only on the Intranet.

Reporting Information to the Principal and External Agencies

It is the policy of the Board, in serious matters relating to the safety and welfare of students and employees, that certain actions and information is reported to external agencies as required by law or regulation. All school employees, including substitute teachers, student teachers, and volunteers, must immediately report any act of violence or inappropriate use of seclusion and restraint in school, on school property, or at school-sponsored events to the principal or his/her designee. Acts that should be reported are all those known or believed to be violent and/or in violation of corporal punishment guidelines. The principal has other reporting obligations that are outlined in board policy and state law.

See OLD Policy Manual § 2333/3033/4033 and N.C.G.S. §391.1
<http://webarchive.wcpss.net/policy.html>

Reporting Child Abuse

North Carolina General Statute §7B-301 requires all school system personnel who suspect child abuse to report it. Child abuse and neglect are defined and procedures for reporting are explained in detail in Board Policy 6731.1 R&P. In general, the procedures are as follows:

- An employee who knows or suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse or neglect must make an immediate report to the

principal or designee. The employee should not seek permission from an immediate supervisor, but go directly to the principal or designee.

- When a principal or designee receives a report of suspected child abuse or neglect, the principal or designee is required to immediately call Child Protective Services at 212-7000. The principal or designee should place the call and then allow the intake worker to speak with the person who initiated the report.
- After the telephone report is made to Child Protective Services, the principal or designee must document the incident in the Counseling and Student Services database found at <http://cassdb.wcpss.net> or send a completed form 1737 to the Office of Counseling and Student Services within 24 hours. This report will include the names of persons spoken to at Child Protective Services and the disposition of the call.
- Once the suspected abuse or neglect is reported, school employees should refrain from further investigation. The child should not be questioned further by any school employee. Continued investigation is only appropriate when the suspected abuser is a school employee.
- If the suspected abuser is an employee of the Wake County Public Schools, other than a building principal, the principal will pursue a prompt investigation and notify the following parties: The parents of the child; the Department of Human Services (DHS), which will refer the matter to the proper law enforcement agency for investigation; and the Assistant Superintendent for Human Resources or the Assistant Superintendent for Student Support Services.

Additional information regarding the definition of child abuse and neglect, reporting procedures, suspected abuse by a WCPSS employee, what to expect of the investigative procedure, confidentiality, and follow-up procedures are found in Board Policy or by calling the Department of Counseling and Student Services at (919) 694-0599.

See OLD Policy Manual § 6731.1 and related R & P: <http://webarchive.wcpss.net/policy.html>

WORK ENVIRONMENT AND PROCEDURES

WORKDAY HOURS, TIMESHEETS, AND ABSENTEEISM

Fair Labor Standards Act Compliance

It is the policy of the Wake County Board of Education to comply with the wage and hour requirements of the Fair Labor Standards Act (FLSA) for all applicable employees. For purposes of compliance with the FLSA the employee workweek shall be from 12:01 a.m. Monday to 12 midnight Sunday. **In accordance with FLSA, employees are required to report on their timesheets the exact hour and minute that work starts and ends at any point during the workday.**

Overtime

Employees who are not exempt from the provisions of the FLSA shall be entitled to time and a half pay for all hours worked beyond forty (40) in a given work week except as provided in Policy 4100.3/7910.3 (compensatory time). Overtime should not be worked by non-exempt employees except in emergency or extraordinary circumstances and upon prior approval by the Superintendent or designee and the employee's immediate supervisor. Violations of this Policy may result in disciplinary action up to and including dismissal. Supervisors shall make every attempt to modify an employee's schedule to avoid his/her working more than forty (40) hours in a given week. Employees shall maintain accurate daily records of their hours worked on forms provided by the school system. Any employee who falsifies work records will be subject to termination. Teacher Assistants may not be assigned coaching responsibilities without the written approval of the principal and a school's Human Resources Administrator.

Compensatory Time

Employees who are not exempt from the provisions of the FLSA may accrue compensatory time (comp time) at a rate of 1.5 hours for every one hour worked in lieu of receiving overtime pay for hours worked beyond forty (40) in a given work week. **As it is the practice and Policy of the Wake County Public Schools to substitute compensatory time for overtime, comp time will be the first option for compensating an employee for overtime.** Supervisors shall arrange for employees to take comp time within one pay period following the time it is earned if possible. Only with appropriate authorization will a non-exempt employee be compensated for overtime worked at a rate of one and one-half times their regular hourly rate.

An employee may earn a maximum of 240 total comp time hours. Employees must obtain approval from their immediate supervisors before taking comp time. An employee will be required to use earned compensatory time prior to taking other paid leave where consistent with law and Board Policy. The Superintendent or designee may exempt certain employees or categories of employees from this comp time provision when deemed necessary for the proper administration of the school system.

See OLD Policy Manual § 4100/7910: <http://webarchive.wcpss.net/policy.html>

Time Sheets

Time sheets are provided for non-exempt employees who are paid on an hourly basis and for exempt employees who are employed less than 50%. Time sheets are available at the employee's work site location or online. ***The time sheet should be completed on a daily basis. In accordance with FLSA (Fair Labor Standards Act), employees are required to report on their time sheets the exact hour and minute that work starts and ends at any point during the workday.*** For information regarding proper completion of time sheets, go to: <http://www2.wcpss.net/departments/compservices/payroll/timesheet.htm#instructions>.

Reporting time not actually worked on a timesheet is considered fraud and theft. This is a violation of the law and Board Policy and may subject an employee to disciplinary action up to and including dismissal. To report incidents where you suspect that someone is falsely

reporting time on time sheets for personal gain, call the 24 Hour FRAUD HOTLINE at 1-866-674-4872.



1-866-674-4872

Teacher Assistant Workday Hours

A principal shall set the workday for teacher assistants, not to exceed 40 hours per week. Teacher assistants shall strictly follow the working hours set by the principal. The workday will begin at least 30 minutes prior to the instructional day for students. The 40-hour workweek includes time spent attending school or school personnel functions, which the employee is requested to attend by his/her supervisor.

See OLD Policy Manual § 4205: <http://webarchive.wcpss.net/policy.html>

Teacher Workday Hours

In order to protect student safety, provide proper supervision, and meet the needs of students and the school, a teacher's minimum workday shall begin at least 30 minutes before the students' instructional day begins. Teachers are expected to remain on campus until their professional responsibilities to the students and school have been completed for the day. Program development, school committees, professional growth activities, PTA meetings, faculty meetings, bus duty, parent conferences, special help for individual students, and care of school property and equipment are examples of professional responsibilities that may occur before or after the regular school day.

See OLD Policy Manual § 3221: <http://webarchive.wcpss.net/policy.html>

Employee Absences

The Board recognizes the vital importance of having a low absentee rate among school personnel in order to provide consistent services and instruction to students. Regular attendance is a duty of employment and an essential function of the job for all school system employees. All employees are expected to comply with all applicable absence procedures, including the reporting of absences.

Any leave taken beyond the amount to which the employee is entitled under state and federal laws and regulations will be considered in assessing the employee's performance. Absences in excess of the entitled legal leave (which does not include donated leave) may result in dismissal from service.

Additional absences beyond the employee's entitled legal leave may be granted if such an allowance is determined to be in the best interest of the school system. However, the additional

leave taken will be considered by the school system when annually assessing the employee's job performance. To the extent permitted by law the school system may consider chronic absences, which do not exceed an employee's legal leave amount in assessing the employee's job performance.

To the extent permitted by law, an employee absent without approval or authorization shall be subject to dismissal.

See OLD Policy Manual § 2281/3801/4801: <http://webarchive.wcpss.net/policy.html>

Procedures for Reporting Absences

An employee should follow his/her supervisor's instructions for reporting absences and should submit a written leave request form no later than his/her first day back to work. Absences of more than three days must be reported to Human Resources for proper leave processing.

An employee who does not call in to report his/her absence in a timely fashion may be subject to disciplinary action. An employee who repeatedly fails to call his/her supervisor in a timely manner when absent jeopardizes his/her job and shall be subject to disciplinary action up to and including dismissal. In an emergency situation beyond an employee's control in which the employee is unable to notify the school of an unforeseen extended absence, the employee's immediate supervisor must be notified by the seventh (7th) day of absence. If an employee is absent for seven (7) consecutive days without notification to the supervisor, the employee may be deemed to have abandoned his/her job and be subject to dismissal.

See NC Public Schools Benefits and Employment Policy Manual § 4.1:
<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

ASSIGNMENT AND TRANSFERS

The principal or other appropriate administrator will make specific assignments in keeping with the qualifications of each employee and the needs of the program. Instructional personnel shall be assigned by the Human Resources Department after considering recommendations of the proposed principal or other immediate supervisor on the basis of training, competence, experience, and the actual needs of the school system. Standards of employment for an individual shall reflect his or her professional status.

See OLD Policy Manual § 3200 and 3210/4201:
<http://webarchive.wcpss.net/policy.html>

Transfers for Support Personnel

An instructional support employee may request a transfer to a different school for the next school year by fulfilling the requirements of the online transfer process. Instructional support employees

may only request a transfer during the school year with the supervisor's approval. See <http://www2.wcpss.net/departments/hr/staffing-operations/transfer-process.htm>.

A non-instructional support employee seeking a transfer should notify his or her supervisor and Human Resources Administrator in writing.

The Superintendent may transfer support personnel from one position to another based on the best interests of the school system.

See OLD Policy Manual § 4312 and 4320:
<http://webarchive.wcpss.net/policy.html>

Transfers for Licensed Employees

A licensed, school-based employee may request a transfer to a different school or position for the next school year by fulfilling the requirements of the online transfer process accessed through the WCPSS Intranet. The transfer request form can be accessed on the Intranet at <http://www2.wcpss.net/departments/hr/staffing-operations/transfer-process.htm> and must be made by the deadline posted on the Intranet. In order to support professional growth, an employee in the Beginning Teacher Support Program is limited to one employee initiated transfer request based on the best interest of the school system. A licensed, school-based employee may request a transfer to a different school or position during the school year only with the immediate supervisor's approval.

A licensed, non-school based employee seeking a transfer should notify his or her supervisor and Human Resources Administrator in writing.

In order to provide consistency for an individual school, the Superintendent or designee may limit or deny transfer requests. Even when the employee does not request a transfer, the Superintendent may, based on the best interests of the school system, transfer any employee, principal or supervisor from one position to another position so long as the transfer does not result in a reduction in salary.

The Superintendent or designee may grant transfers or allow exceptions to the requirements of this policy in the best interest of the school system.

See OLD Policy Manual § 3320 and 3321
<http://webarchive.wcpss.net/policy.html>

TEACHER DUTIES AND RESPONSIBILITIES

Responsibilities and Duties

A teacher's responsibilities may include professional responsibilities, instructional duties, non-instructional duties and extra-curricular duties. It is an essential function of the job for any

teacher assigned a class load to teach classes of students at least 50% of the school day. Please refer to Board Policy for a full explanation of these responsibilities and duties.

See OLD Policy Manual § 3220: <http://webarchive.wcpss.net/policy.html>

Instructional Planning

The likelihood of improved instruction is enhanced when all teachers are given a reasonable amount of time during each student day to plan lessons. Each school improvement plan shall include a plan to provide duty-free instructional planning. All full-time assigned classroom teachers shall be provided duty-free instructional planning time, with the goal of providing at least five hours of planning time per week to the maximum extent that the safety and proper supervision of children may allow during regular student contact hours and insofar as funds are provided for this purpose by the General Assembly. Teachers are required to prepare detailed daily lesson plans and to have detailed plans available for substitutes.

When teachers are on medical or other approved long-term leave, they cannot be required to perform work (i.e. lesson plans, interim reports, grades, IEP meetings, etc.). For long-term situations, if the teacher has not left adequate information for the substitute, the responsibility falls upon the individual teams, department chairs and other staff members to provide the necessary lesson plans.

See OLD Policy Manual § 3222: <http://webarchive.wcpss.net/policy.html>

Duty-Free Lunch Period

School improvement plans shall include a plan to provide all full-time assigned classroom teachers a duty-free lunch period on a daily basis or as otherwise approved by the school improvement team. This period will not necessarily correspond to the length of an instructional or lunch period for students, but shall be of reasonable length. During this period, the teacher shall not be assigned duties on an ongoing, regular basis without his/her consent, except that the principal may assign such duties as from time to time the safety and proper supervision of students shall require.

See OLD Policy Manual § 3224: <http://webarchive.wcpss.net/policy.html>

Tutoring for Pay

Tutoring of students for a fee on school property or with school supplies is prohibited. Any teacher who accepts pay for tutoring students shall provide such tutoring off school property and shall limit her/his practice to students other than those in a school in which she/he teaches. In the case of instrumental music only, the Chief Academic Officer may grant special written permission in extenuating circumstances.

See OLD Policy Manual § 3240: <http://webarchive.wcpss.net/policy.html>

Job Sharing for Certified Employees

For the 2017-18 school year, job sharing is available to certified employees working in school-based assignments. Under the job sharing policy, two employees must split equally a 40-hour per week position that has been deemed a job sharing position by the principal or hiring manager. Job sharing provides two benefits unavailable to non-job sharing 20-hour per week employees: participation in the state retirement system and pro rata health care benefits.

See NC Public Schools Benefits and Employment Policy Manual §17.1 and/or call (919) 854-1744 for further information: <http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

LICENSURE

Licensure for Certified Instructional Personnel

It is the Policy of the Board to employ professional personnel who hold or are eligible to hold a license in their employment areas. All employees in positions requiring licensure are responsible for establishing and maintaining a current license with the North Carolina Department of Public Instruction.

Licensure ensures that students in our school system are served by educators with the knowledge and skills to deliver a sound educational program. Certified employees of the Wake County Public School System are required to hold the appropriate license for the subject, grade level, and/or area of assignment.

It is important to note that the North Carolina State Board of Education dictates licensure requirements, and our school system must comply with the regulations established by the state.

Obtaining a License

All employees hired into licensed positions are required to apply for a license within 30 calendar days of employment. Salary placement may be at the beginning of the teacher scale (or even at the substitute teacher rate) until a completed licensure application packet has been evaluated by the North Carolina Department of Public Instruction. All North Carolina educator license applications must be submitted online in the state's licensing system located at <https://vo.licensure.ncpublicschools.gov/datamart/loginNCDPI.do>.

To successfully submit an application online, you will need to have the following documents available to submit as artifacts in the online system:

- Official transcript(s) or official e-script showing the type of degree and the date awarded. Photocopies of official transcripts or e-scripts are acceptable. Internet transcripts are not acceptable.
- Educator certificates, teacher licenses held in other states, or a Verification by Institution of Higher Education (Form V) indicating completion of a state approved teacher

education program. Please note that earning licensure in another state does not preclude meeting North Carolina requirements.

- Successful completion of required professional testing (Praxis II and/or other state required tests with applicable minimum score(s).) Required testing information can be found at <http://www.ncpublicschools.org/licensure/steps/>.
- Verification of Experience Form(s): K-12 Educator and teacher assistant experience (Form E), Postsecondary Experience (Form CE), or Relevant Non-Teaching Experience (Form NE). Contact your Licensure Administrator (see Assistance with Licensure Issues below) for questions on which form(s) meet your circumstances.

Candidates who are entering the teaching profession through lateral entry or another means of alternative entry licensing must work with the Administrator assigned to your base school to submit an application in the online system.

The NC Department of Public Instruction charges a fee for establishing and updating licenses. See <http://www.ncpublicschools.org/docs/licensure/forms/fees.pdf>

Assistance with Licensure Issues

All licensed personnel with questions pertaining to their licensure requirements and status should contact the Human Resources Administrator assigned to their school. Employees may call 919-858-1768 to be directed to the appropriate administrator or may submit an email to LicensureQuestions@wcpss.net. **It is strongly advised that lateral entry teachers and provisionally licensed teachers maintain regular contact with their licensure administrator to ensure that state licensure requirements are met.**

See Policy 3100: <http://webarchive.wcpss.net/policy-files/series/policies/3100-bp.html>

Praxis Reimbursement

Funds are sometimes available to reimburse WCPSS employees who have taken the Praxis II tests/other required tests in order to maintain their licenses. Employees wishing to add another license area may also be eligible for reimbursement if funding is available. Please see <http://www2.wcpss.net/departments/hr/retention-recruitment/praxis.htm> for additional information and application forms or search “Praxis Reimbursement” on the WCPSS Intranet at <http://www2.wcpss.net>. For additional questions call (919) 854-1690.

Teacher Assistant Experience Credit for Teachers

North Carolina State Board of Education LICN-006, Section 6.20, outlines Non-Teaching Work Experience Credit. One year of teaching experience is awarded for every two years of full-time employment as an instructional teaching assistant completed before an earned bachelor’s degree and one year of teaching experience is awarded for every year of full-time employment as an instructional teaching assistant completed after an earned bachelor’s degree. Teachers who have not received educator license years of experience credit for service as an instructional teacher assistant should contact the WCPSS Licensure Team at LicensureQuestions@wcpss.net.

Non-Teaching Experience Credit for Teachers

Relevant non-teaching experience can be credited towards an individual's total licensure experience through a recommendation of the local employing agency (WCPSS). This recommendation, along with a completed non-teaching experience form (NE) and an official job description signed by the employer, must be sent to the Department of Public Instruction for approval. It is important to note that credit for non-teaching work is not transferable to other licensure areas for which the experience is not relevant. Teachers should work with their Administrator for guidance on adding non-teaching experience to a license. See <http://www2.wcpss.net/departments/hr/downloads/staff-lic.pdf>.

SUBSTITUTE PROCEDURES

In addition to following the procedures established by an employee's school or work site, each employee requiring a substitute teacher needs to abide by the following procedures for using the automated substitute system, **Absence Management**. Please note that registering an absence with Absence Management does not excuse an employee from also contacting his/her school or work site to report an absence

Absence Management - Automated Substitute Placement Service

Wake County Public School System uses an internet/phone based system, Absence Management, to fill teacher and special program teacher assistant absences. Absences may be recorded at any time, 24 hours a day, 7 days a week, up to 365 days in advance, either by logging into the website (www.aesonline.com) or by calling (1-800-942-3767) Absence Management. School administrators and staff can create a list of Preferred Substitutes based on need and preference. Administrators, organizational users, and back-ups for Absence Management can view filled and unfilled jobs, run reports, enter absences, and assign substitutes as needed.

Substitutes are notified either by phone calls from Absence Management or by logging into or calling the system for job availability. Available jobs are visible to substitutes online, 24 hours a day. Substitute teachers are required to remove themselves from a job in Absence Management as well as contact the school if unable to fulfill an assignment.

Substitute Teacher Folder

To enable substitute teachers to provide better services to students during planned and/or emergency absences, all regular teachers must prepare an emergency substitute teacher folder. This folder must be submitted to the principal (or designee) at the beginning of each school semester. **The folder must be updated periodically as necessary.**

Upon arrival to the classroom, if the Substitute Teacher Folder is not available, other school personnel will need to provide the lesson plans and other information necessary to maintain the integrity of the instructional curriculum.

As applicable, the folder should include the following information for each class/group:

- Attendance procedures and an up to date class roster
- Lesson plans along with texts, guides, handouts, equipment, etc.
- Instructions for using electronic equipment such as SmartBoards, etc.
- Daily schedule for students and teacher (pull-out programs, etc.)
- Discipline/management procedures (group and/or individual plans)
- Medical plans and/or procedures for students with physical disabilities
- Lunch procedures, money, student lunch cards, etc. (mainly for elementary)
- Accident procedures, reports
- Any extra duties that the absent teacher may have (carpool, bus, lunch duty)

Employees, including teachers, who are on medical or other approved long-term leave cannot be required to perform work (i.e. lesson plans, interim reports, grades, IEP meetings, etc.). For long-term substitute teachers, if the teacher has not left adequate information for the substitute, the responsibility falls upon the individual teams, department chairs and other staff members to provide the necessary lesson plans, interim reports, grades, IEP meetings, teacher/parent conferences, etc. Substitutes cannot be required to work beyond the regular school hours or on teacher work days.

Employees cannot work as a substitute teacher during regular school hours on days that they are taking annual vacation leave, including any days on their calendar that are designated as annual vacation leave days. Each employee is responsible for knowing which days are designated for annual vacation leave on his/her calendar.

Substitute “Do Not Use” Requests

In the event that a substitute does not work out at a particular school, the school administrator may submit a “Do Not Use” request to the Substitute Office in Human Resources requesting that the substitute’s name be removed from the list of available substitutes for that particular school. The school administrator must inform the substitute teacher of the reasons for the “Do Not Use” request in person or by phone.

If the “Do Not Use” request is approved by Human Resources, the substitute teacher will receive a warning letter. If a second “Do Not Use” request from another school is submitted to Human Resources and approved, the substitute teacher will receive another warning letter stating that his/her continued status as a substitute teacher is in jeopardy, and that receipt of a third “Do Not Use” request can result in termination of employment.

A substitute teacher may submit a letter of rebuttal to the school administrator and Substitute Office for any “Do Not Use” request. The school administrator will consider all rebuttals and inform the substitute teacher if the “Do Not Use” request will be rescinded with Human Resources approval. If a substitute teacher receives a third “Do Not Use” request and is terminated from employment, s/he may submit a written appeal to the Assistant Superintendent for Human Resources or designee within thirty (30) calendar days. A substitute teacher will be blocked from taking additional substitute teaching jobs during the time of such an appeal. While an important action in protecting the integrity of the educational environment for students, “Do Not Use” requests are not common. The vast majority of substitute teachers renew their active status from year to year in good standing.

EVALUATIONS

Evaluation of employees is a mandated duty and responsibility of the administration or supervisors. Improvement of instruction and employee performance are the primary functions of evaluation. The Superintendent will establish procedures for evaluating employees. Support personnel may be evaluated at any time, including at the end of the first three months of employment and annually. A copy shall be placed in the employee's personnel file. An employee should check with his/her principal or supervisor regarding the guidelines for evaluation procedures. Employee evaluations can be found at:

<http://www2.wcpss.net/departments/hr/staffing-operations/evaluation/forms-guidelines.htm>.

See OLD Policy Manual § 3230 and 4230: <http://webarchive.wcpss.net/policy.html>

Teacher Evaluation Process

For teachers, all observations, evaluations, and professional development plans will be completed on-line. The evaluation process is designed to assess the teacher's performance in relation to the North Carolina Professional Teaching Standards and to design a plan for professional growth. Information on individual, monitored, and directed growth plans can also be found on the WCPSS Intranet.

See OLD Policy Manual § 3219: <http://webarchive.wcpss.net/policy.html>

Improvement Plans

Improvement Plans for Non-Certified Employees

Non-certified employees who are not meeting expectations and/or performing below the minimally accepted level of performance may be placed on an improvement plan in conjunction with the conditional evaluation process.

Improvement Plans for Certified Employees

Any certified employee who receives a developing, not demonstrated, below standard or unsatisfactory rating on an evaluation will be placed on an improvement plan, unless the employee is recommended for dismissal, demotion, or nonrenewal. An improvement plan also may be used whenever appropriate to address performance concerns. The improvement plan contains a statement of the employee's performance problem(s) and lists specific expectations for improvement. The supervisor may consider input from the certified employee in developing the plan. If the employee's performance fails to meet expectations stated in the plan, the Superintendent and the employee's supervisor will decide whether to recommend that the employee be dismissed, demoted, or non-renewed. An employee's compliance with the improvement plan is mandatory.

An improvement plan constitutes a warning to the employee that the employee must improve his or her performance in order to continue to work for the school system. Please note that a Monitored Growth Plan and Directed Growth Plan meet the definition of an improvement plan.

Certified Employees in Low-Performing Schools

Certified employees in low-performing schools who are rated developing, not demonstrated, below standard or unsatisfactory on any function of the evaluation that relates to instructional duties shall be placed on an improvement plan as defined in Board Policy. See OLD Policy Manual § 3233: <http://webarchive.wcpss.net/policy.html>

PERSONNEL FILES

Maintenance and Content of Personnel Files

A personnel file is maintained in Human Resources for each employee as provided by law. An employee's personnel file shall be open for his/her inspection and closed to all others without employee consent except as provided by law and Board Policy. Every employee may have access to his/her own personnel file at all reasonable times at the Human Resources office.

Unless otherwise provided in Board Policy, the personnel file shall include, but not be limited to, records and documents collected and retained by the school system relating to an individual's application, selection or non-selection, promotion, demotion, transfer, leave, salary, suspension, performance evaluation, disciplinary action, or termination of employment.

Employees may offer a denial or explanation of any evaluation, commendation, complaint, or suggestion placed in the employee's personnel file; and any such denial or explanation shall become part of the employee's personnel file provided it is signed and dated.

No evaluation, commendation, complaint, or suggestion may be placed in an employee's teacher's personnel file unless it is signed by the person who makes it and dated, and a written copy of the document is provided to the teacher at least five (5) days before it is placed in the employee's personnel file. If the document itself indicates that a copy is to be placed in the personnel file, no separate notice to the teacher shall be necessary and the document may be placed in the personnel file five (5) days after it is issued to the teacher.

All information provided to the Human Resources office by a current employee must be true, accurate, and complete. Employees are required to continuously update their application with current and correct information. Violation of this Policy is grounds for dismissal.

See OLD Policy Manual § 3231/4231: <http://webarchive.wcpss.net/policy.html>

Removal of Information from Personnel File

An employee may petition the Superintendent to remove any information from the employee's personnel file that the employee deems invalid, irrelevant, or outdated. A request for removal of any information from the employee's personnel file shall be made on the petition form available on both the Intranet and the WCPSS website. The request shall set forth the material in question; the basis of the request, including reasons supporting why the material is invalid, irrelevant, or outdated; and any supporting documents or additional information that may be helpful.

The Superintendent may elect not to place all letters of complaint in an employee's personnel file if a letter of complaint contains invalid, irrelevant, outdated or false information or when a letter of complaint does not document attempts to resolve the issue. The Superintendent will refer a

questionable letter of complaint to the Assistant Superintendent for Human Resources for investigation prior to determining whether the letter of complaint should be placed in the employee's personnel file.

Notwithstanding any contrary provisions of the Board's Grievance Policy, the sole means by which an employee may seek removal of information from his/her personnel file is through a petition to the Superintendent.

See Policy 3232/4232: <http://webarchive.wcpss.net/policy-files/series/policies/3232-bp.html>.

EMPLOYEE COMPLAINTS AND GRIEVANCES

Complaints

Employee **complaints or concerns** should first be brought to his/her immediate supervisor. If the complaint cannot be resolved satisfactorily at this level, the employee should then contact the individual who evaluates his/her immediate supervisor. Human Resources - Employee Relations reviews complaints related to violations of Board Policy and/or state and federal laws and regulations.

Grievances

It is desirable for an employee and his/her immediate supervisor to resolve problems through informal communication. However, if the informal process fails to resolve the situation or an employee elects a formal process, a **grievance** may be filed in accord with the Employee Grievance Policy. A grievance is defined as a formal written complaint by an employee or group of employees that a final administrative decision violates, misapplies, or misinterprets a specified federal law, State law, State Board of Education Policy, State rule, Board Policy or administrative regulation and procedure (R&P). No grievance shall be heard unless it has been filed in writing on the appropriate form within thirty (30) calendar days after the act or condition giving rise to the grievance and states with particularity the basis for the grievance and the remedy sought. An Employee Grievance Form is available on both the Intranet and the WCPSS website. See <http://myworkplace.wcpss.net/forms/index.htm>. If an employee concern does not meet the definition of a grievance, it will be reviewed as a complaint by appropriate school system personnel.

See NEW Policy Manual § 1750: <http://webarchive.wcpss.net/policy.html>

EMPLOYEE ASSISTANCE PROGRAM

The Wake County Board of Education is committed to maintaining and strengthening its most important resource - its employees. The Board recognizes that many kinds of personal problems that affect job performance can be readily resolved if they are properly identified, diagnosed, and treated. To accomplish this goal, the Board has made available the Deer Oaks Employee Assistance Program to provide confidential short-term counseling and referral services for

eligible employees and their immediate family members. The establishment of this program reflects the Board's concern for its employees, as well as its dedication to the effective accomplishment of the objectives of the school system.

For more information about this confidential program, please see the Intranet home page and click on the Employee Assistance Program link in the Resources section. The website is <http://www.deeroaks.com>. Employees may also call the Deer Oaks Employee Assistance Program 24 hours a day at **1-866-327-2400**. See next page for additional details.

See OLD Policy Manual § 2309/3009/4009: <http://webarchive.wcpss.net/policy.html>

Deer Oaks EAP Services Fact Sheet



The Deer Oaks Employee Assistance Program is a free service provided for you and your dependents by your employer. This program offers a wide variety of counseling, referral, and consultation services, which are all designed to assist you and your family in resolving work/life issues in order to live happier, healthier, more balanced lives. These services are completely confidential and can be easily accessed by calling the toll-free Helpline listed below. Deer Oaks EAP is a resource you can trust.

Eligibility: All employees and their dependents are eligible. This includes employees who have recently separated from their employer (within 6 months of the end of employment).

Face-to-Face Counseling and Assessment: A network of over 12,000 trained EAP specialists throughout the U.S. and Canada.

Telephone Counseling and Assessments: Trained EAP specialists conduct comprehensive assessments by phone and provide supportive counseling in order to identify and resolve issues quickly.

Legal and Financial Consultation: Free initial 30-minute consultation with an in-plan attorney or financial planner; twenty-five (25) percent reduction in fees for subsequent visits with the same attorney or planner; discounted mediation services; free simple will kit; and six page legal document review.

Referrals and Community Resources: EAP specialists provide referrals to community resources, legal resources, and child care/elder care services.

Online Tools and Resources: Log on to www.deeroaks.com to access an extensive topical library containing health and wellness articles, downloadable presentations, child care and elder care resources, and work/life balance resources. The Deer Oaks website also includes a wealth of information for supervisors with topics covering conflict resolution, leadership, motivation, and more.

Prevention and Education Newsletters: Employees and supervisors receive monthly e-newsletters covering a variety of topics including health and wellness, work/life balance issues, conflict resolution, leadership, and more.

Work/Life Services: Tools, tips, and online articles for balancing work and family. These tools will help you to become better organized and to make the most out of your family time.

Parents at Work (PAW) Program: This program is for mothers and fathers who are adjusting to being new parents. An EAP specialist will encourage and support new mothers and fathers through the challenges, stress, and anxiety often experienced with returning to work.

Disaster Assistance Program: Educational articles on how to help children cope with disasters; consultation to Employer Group Management Personnel regarding disaster readiness; and tools for developing workplace violence prevention plans.

Tele-Language Services: Deer Oaks has the ability to translate any document or provide therapy in a language other than English if requested. Services are available for telephonic interpretation in over 150 of the most commonly spoken languages and dialects.

Find-Now Child and Elder care Program: The Find-Now Child care and Elder care program is a feature to assist you in the search for licensed and inspected child and elder care facilities in your area.

Take the High Road: Deer Oaks remains concerned about the safety of its EAP participants. Therefore, Deer Oaks will reimburse participants for their cab fares in the event that they are incapacitated due to impairment by a substance or extreme emotional condition. This service is available once per year per participant.

Critical Incident Stress Management: Traumatic events can be extremely disruptive to the well-being and productivity of employees and is an enormous threat to the retention of an organization's staff. Deer Oaks will respond quickly when asked to provide Critical Incident Stress Debriefings for any major company incident.

www.deeroaks.com • 1-866-327-2400 • eap@deeroaks.com

EMERGENCY PROCEDURES

Procedures for Adjusting Schedules

Each year there is the possibility of weather conditions creating unsafe traffic conditions. When such conditions exist, the schools may be:

1. Closed for one or more days,
2. Opened later than the normal beginning time, or
3. Dismissed earlier than the normal closing time.

Decisions on adjusting schedules are usually made after consulting the weather service, traffic agencies, and others. Roads, streets, and highways in various areas of the school district are checked in addition to the above sources of information. In some situations action must be based on forecasts by meteorologists.

If it becomes necessary to close schools for the day or begin later than the normal opening time, major news media in the area will be notified as soon as possible. Principals will also be notified of the decision separately. Drastically changing weather may change the decision at any time.

When it becomes necessary to dismiss school earlier than the normal closing time, each school will be called through the internal communication network. In addition, the news media will be notified of the change in dismissal time as far in advance as it is practical.

The days that schools are closed as a result of inclement weather will be made up in accordance with the Board adopted calendar. The Board adopts an instructional calendar that includes make up days, in the order in which they will be used, based on when the closing occurs. The teachers' calendar may not be adjusted to exceed the annual employment period.

There are several procedures at the individual school level which must be observed.

1. An early morning notice will be received through news media, voice mail, and email. Adjustments which are announced during the school day will be called to the schools through the internal communication network.
2. Early dismissals and late openings will be announced in terms of regular dismissal and opening time. For example, "schools will open one hour later than normally scheduled" will be used instead of saying "schools will open at 9 a.m." This method of stating adjustments is meant to avoid confusion for staff and community.
3. It is advisable to make every effort to keep walks and outside steps around the schools cleared of ice and snow on every school day. Each principal should make sure the school possesses the proper hand tools and supplies to accomplish this goal. In some cases, areas that have not been cleared should be declared "off limits" and "policed" as such.

4. It is very important that buses be allowed to depart the campus of each school promptly on early dismissal days. Access to and from bus parking and loading areas should be kept clear of congestion and other vehicular traffic until buses have departed.
5. The following adjustments will be implemented for all student activities and athletic games and/or practices:
 - When school is closed for the day or dismissed early due to inclement weather all student extracurricular activities and athletic games and/or practices for the day shall be canceled.
 - Athletic games canceled due to inclement weather will be rescheduled according to North Carolina High School Athletic Association (NCHSAA) rules.
 - On Saturdays when inclement weather conditions exist, the determination of whether to play scheduled games or to practice will be made by the Superintendent.
 - On days when school opens later than normal, student extra-curricular activities, athletic games and/or practices may be canceled, held as normally scheduled, or alternatively scheduled depending on local weather conditions and other pertinent factors. A delayed opening does not automatically cancel an event. The principal and other local school personnel who are normally involved in scheduling these events shall work out the schedules for days affected by delayed openings.
6. Community schools, which operate during the evening hours, will be announced separately, but generally follow the same closing schedule as the schools. Any change in their schedules will be announced separately from the regular school notice.
7. If school is delayed one hour or more, breakfast may be served, but the final decision is the responsibility of the principal. On days of early dismissal, lunch may be served, but the final decision is the responsibility of the principal. Principals recognize that school meals are a primary source of nutrition for many students and will make decisions accordingly. Prior to an abbreviated school day, the principal will alert parents and CNS staff through local school communications about the availability of school meals.
8. The following adjustments will be followed for the Before-School and After-School programs:

WCPSS After School Programs

- If Wake County cancels school due to inclement weather, the After School Program will not operate. The program will operate on the make-up day(s) designated by the Board of Education.
- If Wake County cancels after school activities due to inclement weather, the After School Program will not operate. Parents are to pick up their children at dismissal time.

- If Wake County closes school early due to inclement weather, the After School program will not operate. Parents are to pick up their children at dismissal time.

WCPSS Before School Programs

- If Wake County delays the opening of school due to inclement weather, the Before School program will be delayed by the same amount of time that the opening of school is delayed.
- If Wake County cancels school due to inclement weather, the Before Program will not operate. The program will operate on the make-up day(s) designated by the Board of Education

When school is closed for the day, employees in year-round schools should not report to work. The day(s) missed will be made-up on Saturday(s) as designated by the Board.

Procedures for Reporting Employee Absences

When schools are closed for one or more days, employees may take an annual leave day, make up the day on a whole day or piecemeal basis, or take a non-paid leave day.

1. Teachers and other exempt professional staff who elect to make up the day on a whole day or piecemeal basis must make up the day within the annual employment term at the time mutually agreed upon by the employee and principal or supervisor. The time must be made up when the principal or supervisor is normally scheduled to be at work or on an approved alternative schedule.
2. Non-exempt staff and teacher assistants who work 40 hours per week and report hours on a timesheet may elect to make up the day on a whole or piecemeal basis if time allows. Days missed due to inclement weather must be made up within the workweek (See Board Policy 4100/7910). According to the Fair Labor Standards Act, (See Board Policy 4100/7910) any hours worked by non-certified employees over 40 hours in a workweek must be compensated at time and half; therefore, it would be impossible to make up the time in future weeks without incurring overtime. If there are an excessive number of inclement weather days, additional directions will be provided.
3. Non-exempt staff and teacher assistants who work less than 40 hours per week may elect to make up the day on a piecemeal basis not to exceed 40 hours per week as agreed upon by the principal or supervisor. For example, a teacher assistant working 37 1/2 hours per week may make up the 2 1/2 hours a week for three weeks.

For non-exempt employees who report to work at their regular start time when schools are closed and are subsequently sent home, compensatory time may be given for the period of time worked.

Procedures for Emergency Operations Plan

All schools and administrative facilities must be prepared to respond to an emergency or traumatic event in an organized and timely manner so that students and staff can continue to function effectively without additional trauma or the development of additional emergencies.

a. The District, all schools, and all administrative facilities must have a comprehensive Emergency Operations Plan. The Superintendent shall be responsible for establishing an Emergency Response Team for the District which will be responsible for reviewing and updating the District plan annually. All school principals and building managers for administrative facilities will be responsible for establishing Emergency Response Teams which will be responsible for reviewing and updating their site Emergency Operation Plans annually. An electronic copy of the Site Specific Information must be submitted to the WCPSS Security Department by October 1 each school year.

In support of the Emergency Operations Plan, each school should also have:

1. Classroom Emergency Red Bag Kit
2. Critical Incident Response Kit
3. Emergency Weather radio

b. All Emergency Operation Plans shall be NIMS compliant to include implementation of the Incident Command System.

c. Emergency Teams will be responsible for conducting or coordinating training for staff on the Emergency Operations Plan and emergency procedures.

d. Annually all schools and administrative buildings shall conduct a minimum of two (2) emergency practice drills and one (1) table-top exercise. The minimum drills will consist of one lockdown drills and one severe weather drill.

e. Prior to conducting the first emergency lockdown drill, each school and/or administrative building must receive basic and advanced lockdown procedures training from the WCPSS Security Department.

f. In addition to the lockdown trainings all Emergency Team Members shall complete the following to ensure they have the minimum level of emergency preparedness training: (1) Emergency Operations Plan training & (2) Incident Command System 100 and 200.

g. Upon completion of a lockdown or severe weather drill the event must be documented within the WCPSS online reporting tool for drills. Following an actual incident, a WCPSS Security Department After Action Review form must be completed.

h. The Security Department will conduct a security review of every campus on an annual basis.

See OLD Policy Manual § 2311/3011/4011 and related R & P:

<http://webarchive.wcpss.net/policy.html>

HEALTH RELATED WORKPLACE PROCEDURES

Bloodborne Pathogens Exposure

In accordance with the regulations established by the United States Department of Labor pursuant to the Occupational Safety and Health Act and the North Carolina Occupational Safety

and Health Bloodborne Pathogens Standard, WCPSS has in effect a Bloodborne Pathogens Exposure Control Plan. The plan is designed to eliminate or minimize employee exposure to potentially infectious bodily fluids and bodily secretions.

For employees with occupational exposure to blood and bodily fluids, the plan includes appropriate training, provision of Hepatitis B vaccinations, and specific work practice precautions to minimize contact with potentially infectious bodily fluids. Employees with "occupational exposure" shall refer to those employees who are reasonably anticipated to come into contact with blood and bodily fluids in the normal performance of their assigned work duties. Employees who perform "good Samaritan" acts at work that are not within their required job duties shall not be considered to have occupational exposure.

A copy of the Bloodborne Pathogens Exposure Control Plan is accessible to all employees at <http://www2.wcpss.net/departments/hs/bbp/> or at each school unit or department. It shall be the duty of each employee to familiarize himself or herself with the provisions of the Bloodborne Pathogens Exposure Control Plan and to comply with its provisions.

Employees with questions should contact their principal, supervisor, or the WCPSS Health Services Director.

See OLD Policy Manual § 2332/3032/4032 <http://webarchive.wcpss.net/policy.html>

Contagious Diseases

When a director of a county health department, in order to control the spread of contagious disease or to protect the health of an employee, orders an employee to leave his or her work environment, the local superintendent shall:

- Reassign the employee to a safe work environment under conditions agreed to by the director of the county health department, or
- Place the employee on leave with pay for the period of time set by the medical director. Leave shall not be charged to the employee's sick leave or other available paid leave. A substitute employed for this reason shall be paid from the same source of funds as the employee (local, federal, or state).

See OLD Policy Manual § 3031: <http://webarchive.wcpss.net/policy.html>

Administration of Medicine to Students

The administration of medication to students by employees shall be permitted only upon the proper authorization by a physician and the student's parent or guardian. For further information, see <http://www2.wcpss.net/departments/hs/medication/index.htm>

See OLD Policy Manual § 3260/4260: <http://webarchive.wcpss.net/policy.html>

TRAVEL PROCEDURES

For questions related to this section, please contact the appropriate Human Resources staff member. See pages 127-129 or call (919) 533-7200.

Employees of the school system may have their travel expenses reimbursed subject to the limitations as outlined in the Finance Manual. Under no circumstances may duplicate reimbursement be made for that portion of an employee's expenses paid or reimbursed from another local, state, and/or federal source. Any employee aware of another employee's request for duplicate reimbursement is required to report the incident to his/her supervisor or the Fraud Hot-line at 1-866-674-4872. All travel procedures, regulations, etc. are available online at: <http://www2.wcpss.net/departments/administrative/downloads/finance-manual.pdf>. Scroll to the General Table of Contents, search for the Accounting section and click on Travel.

GIFTS TO THE SCHOOL SYSTEM

All gifts shall be reported electronically by authorized school personnel logging in to <http://gifts.wcpss.net/index.php/user/login> or going to the WCPSS Intranet, and clicking on Business Applications at the top of the page. For more information, please contact Lisa Richardson (919-694-0312, lwrichardson@wcpss.net) or Terri Beresid (919) 694-0329, tberesid@wcpss.net) in Financial Services.

While it is recognized that the practice of giving public gifts to schools embraces an amount of commendable spirit, such activity may contain inherent complications and problems for the schools. Therefore, administrators shall examine seriously any such offers and refer any such areas of question to the Superintendent or designee for action or recommendation. Any offer of gifts to a school or schools, or to the school system, shall be reviewed by the Superintendent, or designee, who shall then submit a summary of the findings to the Board for action.

Guide Lines:

- A summary of gifts to the system is presented to the Board of Education each month for their approval. School secretaries or school bookkeepers are a school's manager for receipting donations and logging gifts/donations for their school. Gifts/donations must be reported in a timely manner so that acknowledgement can be made to the donor. Donors generally need verification for tax purposes.
- Donations should be receipted following Fund 6 guidelines. Donations under \$25 should be tallied monthly and entered as a one-time miscellaneous donation for that particular month. For example, two donations of \$24.99 should be entered as a one-time miscellaneous donation of \$49.98 for the month of August. Schools do not report the miscellaneous donation total for that period more than once. Names and addresses of donors with miscellaneous donations are not required. Donations \$25 or higher must be entered to reflect the individual donor.
- Central Services Departmental secretaries or administrators may also log gifts/donations to their departments by requesting login authorization from WCPSS Administrative Services.

- If special installation of equipment, such as playground equipment, is necessary, the WCPSS Director of General Services must first give approval before the gift can be submitted for processing. Schools may be asked to bear special costs for installation and maintenance.
- All vehicles donated to a school for road use require approval from the WCPSS_Director of General Services and the WCPSS Director of Risk Management before the gift can be submitted for processing. Vehicles require a transfer of title, license plate, and insurance coverage as specified by Risk Management.
- The principal is responsible for science equipment and materials coming into a school. All equipment and supplies must be fully described for the school, including information such as the manufacturer, model type, size, age, condition, and previous use record. A teacher who is planning to use the material must inspect the materials. If a safety problem is foreseen, the gift must be declined.
- No chemicals shall be accepted in a container that has been opened. When chemicals are offered to a school, the donor shall supply the principal and WCPSS Academics Department with a complete inventory of the chemicals to be donated. The inventory shall include the complete name and quantity of the chemical in each container. All containers must be labeled and safety approved. Upon approval of the principal and the WCPSS Academics Department, the donated materials shall be submitted for processing and Board approval.
- All computer donations must meet the current standards for donated equipment as specified by the WCPSS Technology Department and must meet a need at the school site or in the school system. Older computer donations are not recommended, and may be declined.

eSchoolSolutions (eSchools)

is an internet-based registration and transcript tracking software. It empowers all WCPSS employees to track their own professional development. It is the official software used to track all credits earned by certified staff who renew their licenses every 5 years.

A personalized *Profile* is created in eSchools for all new employees on the first Monday after they have started work. From then on, employees can register for, evaluate, and track their professional development on-line.

With proof of completion (e.g. an official transcript), employees may have course credits from colleges/universities and from previous districts transferred onto their transcript in eSchools.

Employees can access eSchools from the “Staff Link” on the bottom of the WCPSS Internet home page. Every School and Central Services Department has at least one staff member who is certified as an ERO manager and can assist employees in using ERO.

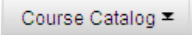
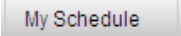
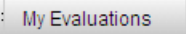
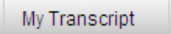
ID = Your 6-digit WCPSS employee number

PIN = Defaulted to last 4 digits of your social security number. You may change your PIN once logged in by clicking on "My Profile"

First time user?
If you have been assigned an ID and do not have a PIN, click the "Don't have a PIN?" link or call the system at 1 (877) 453-3443 to register and create a PIN.

Don't have a PIN? | Forgot your PIN?

Using eSchools employees can:

- Search and register for professional development activities offered in WCPSS by clicking on 
- Track their current training schedule or drop training for which they are registered by clicking on 
- Evaluate professional development activities by clicking on 
- Maintain their professional development transcript by clicking on 

SEARCH THE COURSE CATALOG AND REGISTER FOR AVAILABLE TRAINING

Curriculum (e.g. arts, math, reading, science, healthful living, leadership, safety, finance, etc.)

Credit type (e.g. Academic Subject Area, Reading/Literacy, Technology, Teacher Recruitment & Retention, etc.)

LEADERSHIP AND PROFESSIONAL DEVELOPMENT

The Office of Professional Learning (OPL) operates within the Academics Division to promote a district-wide culture of learning through the support and development of professional learning systems for employees. Areas of responsibility include:

- A. Support for District and School-based Professional Learning Systems
 - PLT Support, Coaching, and Co-Teaching
- B. Support for District and School-based Leadership Development
- C. District Administration of eSchoolSolutions
- D. Management of the Webster Professional Development Center @ Crossroads II

Registration for professional learning opportunities is available through eSchools (see previous page) and many workshops may be customized for specific groups upon consultation with OPL staff. For specific workshops, please review the Office of Professional Learning newsletter at <https://sites.google.com/a/wcpss.net/opl-newsletter/newsletter2> or on the intranet at <http://www2.wcpss.net/departments/pl/index.htm>.

DISTRICT AND SCHOOL-BASED PROFESSIONAL LEARNING SYSTEMS SUPPORT

Professional Learning Teams

These learning opportunities provide participants with the time and space to self-reflect on the purpose, structures, products, and benefits of effective professional learning teams. Staff from the Office of Professional Learning can meet with school and/or department leaders to assist in planning learning for professional learning teams.

Coaching

Coaching learning opportunities support school-based and district-based coaches in WCPSS. Participants are provided support for coaching others and the time and space to self-reflect on their role as instructional coaches.

Co-Teaching

Participants spend time with their co-teaching partner to learn about the six different co-teaching models and how and when to use these models in the classroom. Participants also see the co-teaching models demonstrated live or via video and spend time role-playing the models. Other learning topics include parity, co-planning, and building the co-teaching relationship. Administrator attendance is recommended.

On-Line Learning

OPL supports the development of online learning for employees. The goal of this work is to increase opportunities for media-rich learning in the workplace and to provide more flexible delivery options.

Team Building and the Collaborative Process

These learning opportunities allow participants to network with colleagues as we work to develop a collaborative working culture in all divisions. Team-building experiences and a focus on working with adults provide time for self-reflection on customer service.

Consulting

Staff from the Office of Professional Learning can meet with school and/or department leaders to assist in the planning of meetings or retreats. Please contact our office directly.

DISTRICT AND SCHOOL-BASED LEADERSHIP DEVELOPMENT SUPPORT

Exploring Your Leadership Styles

The learning opportunities in this area provide leaders with the time and space to self-reflect on their own strengths and styles of leadership.

Building Effective Team Cultures

Many teams live in cultures of collegiality rather than true collaboration. The learning opportunities in this area focus on understanding how team culture and relationship dynamics impact effectiveness. Customized opportunities and programs for specific teams are available.

Designing and Facilitating Effective Meetings

Meetings, often seen as a distraction to our “real” work, can become places where collaborative power is focused on critical issues. These learning opportunities will focus on the best practices in design and facilitation to increase meeting effectiveness.

Aligning Priorities for Greater Productivity

Leadership is strengthened by aligning daily work with your most important goals. The focus in this area is developing skills and processes for identifying and planning for your priorities.

All these learning opportunities are in eSchools under the *Leadership* Curriculum Category.

National Board Certification

The Wake County Public School System remains a national leader in the number of National Board Certified Teachers (NBCTs) and guidance counselors who have achieved this distinction. The National Board for Professional Teaching Standards (NBPTS) was created in 1987, establishing a system of advanced certification for teachers based on high and rigorous standards. It identifies five core propositions that describe the knowledge, skills, and dispositions that characterize accomplished teaching. NBPTS created, where none existed before, professional standards for the nation's K-12 teachers. It provides a means for teachers, media specialists, and guidance counselors, like professionals in other fields, to achieve distinction by demonstrating, through a demanding performance assessment, that they meet high and rigorous standards for what accomplished teachers should know and be able to do. For more information on the NBPTS, visit their website at: <http://www.boardcertifiedteachers.org/>.

There is a loan from the state available for initial candidacy fees. Details can be found on the DPI website at: <http://www.ncpublicschools.org/nationalboardcertification/>.

Teachers who complete initial National Board candidacy earn one complete renewal cycle of credits to renew a North Carolina teaching license, whether certification is achieved or not. These credits can be used for the current cycle or banked for one renewal cycle. Teachers who renew their National Board certification earn 2 renewal credits which must be used in the current cycle. To apply for National Board renewal credits, please submit a copy of your NBPTS score report (for initial candidacy) or decision letter (for renewing Board certification) and a request form located at http://www2.wcpss.net/departments/hr/national_board_certification/index.htm to Carolann Wade at Crossroads I by courier.

WCPSS offers a program for beginning teachers to prepare to pursue their boards during their third year of teaching. The Beginner to Board-Certified program is a national model for teachers in their early years of teaching, providing a career trajectory from entering the profession to accomplished teacher leadership.

WCPSS offers support with a National Board Certified Teacher coordinating the program. The coordinator offers information sessions and organizes cohorts led by NBCT coaches. There are Saturday workdays where candidates come for a quiet place to work, to collaborate with other candidates, and to meet one-on-one with NBCT coaches for feedback on their work.

Guidelines for application, eligibility for a state loan for initial National Board candidacy, and details on the 12% National Board pay differential are available at: <http://www.ncpublicschools.org/nationalboardcertification/>.

For additional information on National Board certification, National Board certification renewal, or North Carolina teaching license renewal credits for National Board participation, contact Carolann Wade at cwade@wcpss.net or 919-533-7219.

Wake Education Partnership

WakeEd Partnership (WakeEd) provides educators with community and business support so they can focus on helping their students succeed in a global economy. As an independent, nonprofit organization comprised of business and community leaders, we exclusively work with the Wake County Public School System to improve and advocate for excellent educational opportunities for all students.

Our programs, detailed below, align with Vision 2020 and are designed to increase educators' effectiveness in the classroom, support their professional development and bolster their career in education. We give money directly to educators to improve classroom instruction, provide professional development to create real-world classroom experiences, and place volunteers in classrooms to help supplement daily instruction.

- *World Café* – An annual, one-day opportunity for educators from STEM and Global Studies schools to collaborate with area professionals. In 2016, World Café connected more than 70 schools and businesses to create countless projects. Learn more at <http://www.wakeed.org/world-cafe>

- *SummerSTEM*– An eight-day professional development experience that includes instruction in project-based learning in conjunction with community college instruction, immersion experiences with STEM companies and professionals, and coaching in lesson design and leadership. Learn more at <http://www.wakeed.org/summerstem>
- Teacher Innovation Grants – WakeEd awarded more than \$50,000 to WCPSS teachers in 2016 to create breakthrough instructional programs that integrated the four C’s (collaboration, creativity, communication and critical thinking) into the curriculum. Applicants may receive up to \$7,500 to enable project-based learning that supports the objectives of the WCPSS Strategic Plan. Learn more at <http://www.wakeed.org/tigapplication>
- Partners Read – Places mentors into WCPSS elementary schools. Mentors are paired with first and second grade students with the goal of increasing confidence and enjoyment of reading in these developing readers. Students add the books that they have read with their mentors to their personal libraries.
- WAKE Up and Read – WakeEd is a leading member of this collaborative organization comprised of several community organizations. As a part of the collaborative, WakeEd supports the importance of childhood literacy and hopes to increase access to literacy resources and opportunities for all Wake County children.

See <http://www.wakeed.org/>, and let us know how we can support you. You can also contact WakeEd Partnership at 706 Hillsborough Street, Suite A, Raleigh, NC 27603; 919-821-7609.

Special Education Advisory Council (SEAC)

The SEAC meets monthly with the Assistant Superintendent for Special Education Services to promote better programming for all children with special needs, collaborate regarding issues related to services and to share information between the district and stakeholders. Council members include:

- * parents of children with special education needs who are affiliated with a member agency or organization
- * representatives/employees of non-profit member agencies or community organizations that provide services to students with special education needs
- * a teacher, school staff person and/or principal from WCPSS appointed by the Assistant Superintendent of Special Education
- * representatives/employees of member agencies or community organizations that contract with WCPSS to provide services to students receiving special education services
- * representatives from WCPSS Central Services Special Education staff, including, but not limited to the Assistant Superintendent, Senior Director(s), and Director(s)

For further information, contact Special Education Services at 919-431-7334.

Community Schools

Lifelong Learning with Community Schools

Seven convenient locations provide a variety of quality curriculum and continuing education *evening* classes for students ages 16 and older and adults at affordable prices. Courses are offered through independent instructors, Wake Technical Community College, NC State University, Gardner-Webb University, and other outside agencies. Teacher Renewal Credit classes are included in course offerings each spring, summer, and fall session. Classes cover many disciplines and interests and vary each trimester. The program's mission is to offer quality education classes at affordable prices in convenient locations. Contact 919-694-0557 or lifelonglearning@wcpss.net for more information on how you may participate as an instructor or student.

Lifelong Learning with Community Schools conducts class at the following schools: Athens Drive High School, Holly Springs High School, Leesville Road High School, Millbrook High School, Reedy Creek Middle School, Sanderson High School and Wake Forest High School. For the current listing of sites and class offerings, dates, and times, contact Lifelong Learning with Community Schools at 919-694-0559 or go to: <http://cs.wcpss.net/lifelonglearning>.

School Improvement Planning

The WCPSS school improvement planning process involves four steps: Plan, Implement, Monitor, and Evaluate. The process allows schools to assess their current reality by looking at where they have been in order to determine where they need to go.

All schools complete a Comprehensive Needs Assessment (CNA) using data based problem solving. The problem solving process is aligned with the framework of the multiple tier support system used in the district (TIPS). A root cause analysis/hypothesis is completed by examining instruction, curriculum, environment, and the learner (ICEL). The SIP team examines multiple measures of data such as student achievement, process, demographics, and perception trend data as they complete the CNA.

Components of the school improvement plan are aligned to district objectives and state goals and should include the following:

- Mission, Vision, and Core Beliefs;
- Comprehensive Needs Assessment.
- Targeted SMART goals;
- Research- based key processes/strategies for improving instructional strategies;
- Action steps for implementation of the strategies/instructional practices;
- Measureable process checks that indicate the data that will be collected to determine the fidelity of implementation and the impact on student performance throughout the year;
- Timeline for the action steps and the person(s) accountable for the identified task;
- Professional Development Plan identifying professional development focus areas;

The SIP team monitors the fidelity of the school improvement work during their quarterly reviews which allows for midcourse corrections based on data.

The “Plan” Phase

- Understand the (school mission, vision, and current state)
- Establish priority areas of concern and set targeted goals
- Identify root causes using ICEL and validate using multiple measures of data
- Complete the Master Plan design

The “Implement” Phase

- Execute strategies, appropriate professional development, and action steps
- Define ownership and ensure appropriate data collection

The “Monitor” Phase

- Gather and analyze to measure progress
- Identify and make changes based on results, or lack of results

The “Evaluation” Phase

- Compare planned outcomes to actual outcomes
- Identify lessons learned
- Apply lessons to the future plans (beginning of CNA)

TUITION ASSISTANCE

Tuition assistance for college course work is sometimes available on a limited basis to active full-time and part-time licensed employees. Applicants should read detailed procedures and eligibility requirements on the WCPSS Intranet site. Application forms are also available online on the Intranet at: <http://www2.wcpss.net/departments/hr/retention-recruitment/tuition-asst.htm> or, by visiting the school system’s Intranet site and typing “tuition assistance” into the search box. Contact dclifton@wcpss.net for more information.

COMPENSATION AND BENEFITS

The Compensation Services Department is part of the Financial Services Division and is comprised of three teams that focus on specific areas relating to compensation and benefits - Payroll Processing, Report Processing, and Benefits Processing.

✓ *Additional meaningful information and materials regarding the Compensation Services Department can be found at:*

- Intranet: www2.wcpss.net/departments/compservices/
- Internet: <http://www.wcpss.net/departments/compensation.html>

EMPLOYEE COMPENSATION

Compensation Services primary purpose is to ensure appropriate wage payments to WCPSS employees. They work closely with other departments, including Human Resources, Accounting, and Budget to support best practices and accurate payroll payments.

Compensation Services provides assistance to employees with understanding the following:

- Employee Calendars, including Pay Date and Pay Cycles
- Employee Self Service, including Direct Deposit, Address Changes, and Tax Status
- Pay Summaries, including Pay Stubs, Statement of Earnings, and Net Pay Calculator
- Payroll Deductions, including State Retirement Contributions and other Pay Deductions
- Employee Benefits, including Plan Documents and Enrollment Process
- Employee Account Audits, including Compensation and Benefits
- Summer Saving Account with the State Employees Credit Union

General inquiries can be answered using the below methods or an appointment can be arranged for more complex questions.

- Email: payroll@wcpss.net or benefits@wcpss.net
- Fax: (919) 431-7517
- Online Request Form
- Location: 5625 Dillard Drive, Cary, NC 27518

Pay Dates

Payroll payments and statements are released on the last workday of each month. Pay dates are subject to change due to holiday fluctuations. December payroll will be released prior to the winter break. Employees are encouraged to enroll in Direct Deposit however most employees' first payroll payment will be mailed as a check to the employee's address on file.

✓ *Employees are encouraged to validate their address via the Employee Self-Service link.*

NOTE: Even though payroll payments are released at the end of each month, pay periods are staggered across the months and directly related to employees specific work calendars.

✓ *All employees are advised to print their specific work calendar and become familiar with the pay periods as well as the pay dates.*

To assist with determining your estimated payroll amount, including deductions, employees can visit the ‘**Net Pay Calculator**’ link available on the intranet under Compensation Services.

Direct Deposit

WCPSS policy requires that all employees receive their pay distribution via direct deposit. Employees without a direct deposit account will have a check printed and mailed to the address on record with a release date in accordance with the pay date schedule. Employees can enroll in Direct Deposit via their secure Employee Self Service Account or submit Form #1616.

- ✓ *Closing or making changes to your direct deposit account can cause a delay in receiving your payroll payment. Changes made, via the Employee Self Service, by the 5th of the month will be effective that month. Please plan accordingly.*

Electronic Pay Stub

Employees’ payroll information is available up to eleven (11) months via the electronic ‘Pay Stub’ link on either the intranet or internet. Wages paid by check are not stored under the pay stub link and employees should retain their paper stub as necessary for record.

To access your **Pay Stub** account you will need:

- Your six (6) digit employee number
- Numbers less than six (6) digits must be preceded by zeroes

To request a **Statement of Earnings** please:

- Email request to payroll@wcpss.net
- Fax request to (919) 431-7517
- Proof of identification will be required prior to releasing information

To request assistance with your account please:

- Contact the Help Desk at 919-664-5700 or
- Wait 24 hours and retry for locked accounts
- Neither Payroll nor the Help Desk can reset a locked form

W-2 Tax Forms

All WCPSS forms can be found on both the internet and intranet sites. W-2 forms and other tax documents are mailed to the employee’s address on record within Oracle.

- ✓ *Addresses can be updated within the Employee Self-Service link.*

To request a **reprint** of a W-2 tax form please:

- Complete a Duplicate W-2 Request Form and either
- Email request to payroll@wcpss.net or
- Fax request to (919) 431-7517
- Include your full name and employee number
- Allow 5-7 business days for processing

Federal and State Withholding

Employees must complete both the W-4 Tax Withholding Form for Federal tax withholdings as well as a NC-4 Tax Withholding Form for State tax withholdings. Non-specified tax withholdings will default, according to IRS requirements, as SINGLE and ZERO for both Federal and State withholding purposes.

- ✓ *All WCPSS employees have the ability to change their existing personal state and federal tax withholding information online using Employee Self-Service link.*

FICA Withholding *As of January, 2015*

	Social Security	Medicare
Rate:	6.2%	1.45%
Wage Base:	\$118,500	Unlimited
Maximum Tax:	\$7,347.00	Unlimited

Upon reaching the maximum tax limit, no further deductions will be taken for that calendar year.

State Employees' Credit Union

The credit union is available to all employees. The Board of Education has authorized WCPSS to allow voluntary payroll deductions for financial arrangements made with the credit union. This may include a payroll deduction for checking accounts, savings accounts, or loan accounts.

Payroll Deductions

Payroll deductions are allowed only with vendors approved by the Board of Education:

- Voluntary deductions are arranged directly with the financial institution or organization
- Involuntary deductions are taken whenever there are earned wages

NC State Retirement Contributions

Full time permanent employees are mandated to contribute 6% of their gross wages (pretax) towards their retirement with the Teachers' and State Employees' Retirement System.

Summer Cash Savings Account

WCPSS does not currently offer alternative wage payment plans; however, employees receiving less than twelve (12) monthly wage payments per school year may contact their financial institution regarding a summer cash savings account.

- A portion of each wage payment may be withdrawn and saved

- Savings provides availability to funds during summer non-working months
- Employees determine the amount of wages to be withdrawn
- Available to employees who begin work late in the school year
- Interest is earned on savings
- Credit Union payroll deduction is available

The Credit Union is authorized by the Board of Education for voluntary payroll deductions. Employees requesting a payroll deduction for a summer cash account should make financial arrangements directly with the Credit Union.

Net Pay Calculator is an online program provided by the school system that is available for the purposes of estimating a monthly "take-home" or net pay.

- ✓ *WCPSS recommends that 10 and 11 month employees consider visiting their financial institution to establish a summer cash savings account.*

EMPLOYEE INSURANCE BENEFITS

Insurance benefits are offered to eligible employees and/or their “dependents” in accordance with the Department of Public Instruction and Board of Education policy: 2280/3800/4800

The Benefits Team can assist employees with:

- Insurance enrollment
- Plan transfers or changes
- Qualifying life events
- Insurance related payroll deductions

Insurance Providers can assist employees with:

- Plan ID Cards
- Insurance Claims
- Coverage Types
- Investment Options

- ✓ *Insurance claims are not processed through this office.*

General inquiries can be answered using the below methods or an appointment can be arranged for more complex questions.

- Email: benefits@wcpss.net
- FAX (919) 431-7517
- Location: 5625 Dillard Drive, Cary, NC 27518

Employee Obligation

Employees and/or their dependents are required to notify the Benefits Team specifically when:

- They or their dependents change their eligibility status
- They or their dependents become Medicare or Medicaid eligible
- They have a co-existing insurance plan (exception ACA Marketplace)
- They have any legal or court ordered obligations

Insurance Changes

Updates and changes to ancillary benefits should be requested at <https://wcpss.hrintouch.com>.
Requests approved after the 5th of the month will be processed on the next month's payroll.

Cafeteria Benefit Plans

WCPSS, IRS Section 125 Cafeteria Plans are administered by The NC State Health Plan (Medical), Ameritas (Dental), and The Pierce Group (all others including Vision)

Pre-tax Programs (qualified plans)

•Dependent Care – Flexible Spending Accounts (FSA)	•Medical, Dental & Vision
•Health/Medical – Flexible Spending Accounts (FSA)	•Cancer Insurance Plan / Intensive Care

Post-tax Programs (non-qualified plans)

• Accident Insurance	• Supplemental Disability Insurance
• Critical Illness Insurance	• Medical Bridge / Hospital Indemnity
• Term & Universal Life Insurance	

Insurance Benefits Eligibility

Employees contributing to the NC State Retirement System are eligible to participate in:

	Employee	Dependent Coverage	Annual Enrollment	Late Enrollment	FMLA Non-Paid Leave
NC State Health Plan (pre-tax)	Full Time / Job Share/Part time	Available	October (As offered by the State Health Plan)	Yes: Qualifying Events only	Only with direct payment to WCPSS
Dental Plan (pre-tax)	Full Time / Job Share	Available	September – November (as offered by Provider)	Qualifying Events only	Only with direct payment to WCPSS
FSA - Dependent Care and Health/Medical (pre-tax)	Full Time / Job Share	May file claim for legal dependent	September – November (as offered by Provider)	Qualifying Events only FSA Medical- Only during Annual Enrollment	Employees Account Closed / Suspended
Life Insurance	Full Time /	Available		Dependent on	Direct Pay

(post-tax)	Job Share (After 90 days)			medical history review	to vendor: MetLife
Vision Plan (pre-tax)	Full Time / Job Share	Available	September – November (as offered by Provider)	Qualifying Events only	Direct Pay to vendor: Superior Vision Cobra
Ancillary Benefits (pre/post-tax)	Full Time / Job Share	Each insurance product may vary	September – November (as offered by Provider)	Qualifying Events only	Direct Pay to vendor: Colonial Life
401(k) Retirement Saving Plans (pre/post tax)	Full Time / Job Share	Not Applicable	Open	Open	-Not Available
403(b) or 457 Retirement Saving Plans (pre/post tax)	All Employees	Not Applicable	Open	Open	Not Available

✓ *Eligibility does not guarantee employer contribution towards premiums.*

Qualifying Events

Eligible employees and/or dependents may enroll or make changes within thirty (30) days of hire date or due to a qualifying event:

- Change to legal marital status
- Birth, death or adoption
- Termination or commencement of employment
- Change to hours of employment involving loss or addition of insurance benefits
- Dependents cease or commence to satisfy requirements due to age
- Dependents cease or commence to satisfy requirements due to student status
- Eligibility for Medicare or Medicaid
- Extended leave of absence or military leave
- Gaining or losing other coverage (exception ACA Marketplace)
- Court order enforcing insurance provisions

COBRA Benefits

The COBRA offers an employee and their dependents an opportunity to continue participating in the following insurance plans at group rates:

- State Health Plan – Cobra Health Insurance
- Ameritas – Cobra Dental Plan
- Superior – Cobra Vision Plan
- The Pierce Group– Ancillary Benefit Plans

Qualifying Event	COBRA Eligibility	Coverage Continuation
Separation of employment	Employee and dependents	18 months

Legal separation or divorce	Spouse	36 months
Age limitation	Dependent children	36 months
Student eligibility	Dependent children	36 months
Medicare eligibility	Dependent w/Medicare as primary insurance	36 months
Death of employee	Dependents	36 months

Employee Insurance Benefits Quick Reference Guide

Provider	Products	Customer Service	Web
NC State Health Plan	Health Insurance	(888)234-2416	shpnc.org ❖ online services
Benefit Focus	Benefits Enrollment	(855-859-0966)	https://wcpss.hrintouch.com/
CareMark	State Health Plan Pharmacy	(888-321-3124)	caremark.com ❖ online services
Ameritas	Dental Insurance	(877) 647-6683	ameritas-dental.prismisp.com
Superior Vision	Vision Insurance	(800) 507-3800	superiorvision.com ❖ online services
Pierce Group Benefits	Colonial Products & Flex Accounts	(919) 577-0700	piercergroupbenefits.com
MetLife	Group Universal Life Insurance	(800) 438-6388	metlife.com/mybenefits
Prudential	401(k) Supplement	(866) 624-0151	retirement.prudential.com
VOYA	403(b) Annuity & 457 Deferred Compensation	(919) 789-7100	voyaretirementplans.com
NC State Treasurer	Defined Benefit Retirement Plan	(877) 627-3287	nctreasurer.com ❖ ORBIT online services

Summary of Benefits

- Dental summary of benefits is provided by WCPSS
- All other insurance vendors should provide a summary to each enrolled employee

Insurance Cards

- Provided by the insurance vendor where applicable

Updates to Benefits or Premiums and other information

- Available on both WCPSS internet & intranet sites

LONGEVITY

All permanent full-time or part-time (20 hours per week or more) employees, except teachers and instructional support personnel paid on the teacher salary schedules, who have at least 10 years of qualifying North Carolina state service, are eligible for annual longevity payments.

Earning North Carolina State Service

Eligible permanent full-time or part-time (20 hours per week or more) employees receive a month of state service credit for each pay period in paid status (including paid leave, workers' compensation, or authorized military leave) for one-half or more of the regularly scheduled workdays and holidays in that pay period. Eligible employees who work the full school year (i.e., 10 months) earn one year of state service credit for longevity purposes. Credit for a partial year is given on a month-for-month basis.

An eligible employee may not earn more than one year of State service in a 12-month period. If an eligible employee did not earn a full year of State service credit during a 12-month period, summer school employment will be included in state service credit for longevity purposes provided that the employee was employed at least part-time (20 hours per week or more). Please see Board Policy 3800/4800 §13.1.3 to determine what is counted as creditable service.

Payment of Longevity Pay

Longevity pay is received during the month following the monthly pay period during which the eligible employee has satisfied eligibility requirements. The amount of annual longevity pay is a percentage of the employee's annual rate of pay on the eligible employee's anniversary date and does not include bonuses, pay for extra duty/extended employment, or overtime. The longevity percentage used to calculate the amount of annual longevity pay is determined by the length of state service as follows:

Years of State Service	Longevity Pay Rate
10 but less than 15 years	1.50 percent
15 but less than 20 years	2.25 percent
20 but less than 25 years	3.25 percent
25 or more years	4.50 percent

Leave Without Pay and Longevity Pay

Eligible employees on short-term disability or military leave are paid a pro rata amount of longevity earned at the beginning of the leave. An eligible employee on workers' compensation is paid longevity as if he or she is actively working. All other eligible employees on leave without pay receive longevity upon return and after they have completed a full year of eligibility. Please note that leave without pay often causes a change in the employee's anniversary month.

An eligible employee separating from employment shall be paid the amount of longevity pay earned up to termination of employment. Eligible employees taking a leave of absence to work in a charter school may be paid their accumulated longevity at the time they leave the school system.

See NC Public Schools Benefits and Employment Policy Manual §13.1:
<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

New Employees Longevity Credit

New WCPSS employees who have previous service with a creditable North Carolina state government agency must have their most recent NC state government employer complete a *Transfer of State Service and Leave Balances* form so that this service is counted toward longevity pay credit. Employees should submit their completed Transfer of State Service Credit and Leave Balances form to WCPSS Human Resources within the first thirty days of their employment. Late submission of this form may result in late or missed longevity payments.

See NC Public Schools Benefits and Employment Policy Manual §13.1:
<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

LEAVES AND ABSENCES

For questions related to this section, please contact the appropriate Human Resources staff member. See pages 127-129 or call (919) 533-7200.

VACATION AND MISCELLANEOUS LEAVES

All employees must submit the appropriate paperwork for use of any leave benefits. This includes vacations, attending training opportunities, workshops, or other professional or educational activities.

Annual Vacation Leave

All full-time and part-time permanent employees who work or are on paid leave (including paid holidays and workers' compensation) for one-half or more of the workdays in a monthly pay period are entitled to earn annual vacation leave at the same rate provided for state employees. Leave for a part-time employee is computed on a pro rata basis of the amount earned by a full-time employee in that class of work. A single employee working in more than one position may not earn more than the benefits allowed for one full-time position, regardless of whether the separate positions the employee holds are part-time or full-time.

The rate of earning is based on the length of total State service as follows:

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

Bus drivers who work less than 20 hours per week and who are not otherwise entitled to earn vacation as described above are entitled to earn one day per year (equal in length to one regular workday for each driver) if they are employed to drive a regular daily route (i.e., they are not substitute drivers) and they were employed as regular drivers the entire previous school year.

A bus driver who is terminated or resigns before taking the leave day is not entitled to compensation for the annual vacation leave day.

Use of Annual Vacation Leave

- For 10-month and 11-month employees, the first 10 days of annual vacation leave must be scheduled in the school calendar and must be taken as scheduled. Requests for annual vacation leave are to be submitted to the immediate supervisor and approved prior to the vacation. An employee should not call in to say that he/she has decided to take vacation that

day. (Exception: Emergency or illness in which employee elects to use annual vacation leave in lieu of some other form of leave if eligible.) Absences for which an employee has not received approval in advance may be grounds for dismissal. Leave forms can be found online at http://myworkplace.wcpss.net/forms/request_for_leave-print.pdf.

- Leave is to be used in one-half or whole day units. An employee who is absent less than one-half day shall be charged with the use of one-half day of leave; if an absence is more than one-half day but less than one full day, one day of leave shall be charged.
- Leave earned in a full-time position may only be used in the full-time position. Leave benefits earned in the full-time position may not be applied to any current or subsequent part-time position.
- Annual vacation leave shall not be used to extend the term of employment.
- ***Use by instructional personnel*** - Instructional personnel, including teacher assistants, who do not require a substitute may take annual vacation leave on any day school is in session with their supervisor's prior approval. All instructional personnel, including teacher assistants, who require a substitute and work 11 or 12 months in year-round schools, may take annual vacation leave on days students are in attendance with the prior approval of the principal. Other instructional personnel who require a substitute, including teacher assistants, may not take annual vacation leave at any time that students are scheduled to be in attendance except as provided in Board Policy 3800/4800 § Section 3.2 (Catastrophic Illness), or Section 3.3 (Leave for New Parents).

Annual vacation leave may be used in lieu of sick leave; however, instructional personnel who require substitutes are subject to the restrictions set forth above.

Employees may elect to use annual vacation leave for absences due to adverse weather conditions only on days when students are not required to attend school due to the adverse weather conditions.

- ***Disability*** - Employees may elect to exhaust annual vacation leave during the 60-day waiting period or in lieu of short-term disability benefits. Instructional personnel who require substitutes may use this leave only on days that students are not scheduled to be in regular attendance or in accordance with the provisions of Board Policy 3800/4800 § Section 3.2 (Leave for Catastrophic Illness, p. 92), or Section 3.3 (Leave for New Parents, p.91). This election does not extend the 365-day duration of short-term disability.
- ***Interim or temporary employees*** who had previously earned annual vacation leave may not use this leave while employed in an interim position of less than six months, a temporary position, or a position of less than 20 hours per week except as provided in Board Policy 3800/4800 § 1.1.2.
- ***Summer employment*** - Any employee who earned annual vacation leave in the regular school term will continue to earn annual vacation leave during the summer if employed at least 20 hours per week in the same school system. The rate will be pro rata if the summer

employment is less than full-time. Annual vacation leave may be used under the same conditions as during the regular term.

- ***Leave Deficit*** - An employee who has neither earned nor will earn sufficient annual vacation leave to cover any scheduled vacation day in the school calendar will be placed on leave without pay.
- ***Scheduling annual vacation leave and workdays in the calendar*** - Local calendars must be designed to allow all employees an opportunity to take annual vacation leave earned during the period of employment. However, teachers may be required to forfeit annual vacation leave to attend required workdays. This applies to summer school calendars as well as calendars for the regular term. Days not scheduled in the calendar for student attendance, holidays, annual vacation leave, or optional workdays may be designated by the Board as mandatory workdays.
- ***Annual vacation leave days are not track out days*** – Employees are expected to know the difference in their own calendar between track out days and annual vacation leave days. Employees are not allowed to be paid for additional work for the school system, including substitute teaching, during regular school hours, if they are already receiving pay from an annual vacation leave day.

Accumulation/Conversion of Annual Leave to Sick Leave

Annual vacation leave may be accumulated without any applicable maximum until June 30th of each calendar year. On June 30th or upon retirement, accumulated annual vacation leave in excess of 30 days will be converted to sick leave so that only 30 workdays of annual vacation leave are carried forward.

Upon separation in order to retire, annual vacation leave over 30 days may be converted to sick leave for creditable service toward retirement.

Upon separation from service due to service retirement, resignation, dismissal, reduction in force, or death, an employee shall be paid in a lump sum for accumulated annual vacation leave not to exceed a maximum of 30 days. Employees going onto disability may exhaust annual vacation leave rather than be paid in a lump sum.

Transfer of Leave

- ***Between school systems*** - Unused annual leave must be transferred between local school administrative units. Leave to be accepted by a school system must not result in leave being accrued at a greater rate than the rate set forth in Board Policy 3800/4800 §3.1.2.
- ***To and from other state agencies*** - Annual leave may be transferred in whole or in part to and from a state agency, institution, community college, technical institute, or position covered by the State Personnel Act in county agencies of mental health, social services, or emergency management, if the receiving agency is willing to accept the leave. Leave to be accepted by a school system must not result in leave being accrued at a greater rate than the rate set forth in Board Policy 3800/4800 §3.1.2. If a receiving agency refuses to credit the

employee with the unused annual vacation leave or any portion thereof, the employee must be paid in a lump sum for up to 30 days or 240 hours of accumulated annual vacation leave.

- ***Within 31 calendar days*** - When an employee transfers between LEAs or to a state agency, if the new employment is obtained within 31 calendar days from the date of separation, the leave balances will transfer rather than being paid out.

Separation from Employment and Annual Leave

- ***Lump sum payment*** - An employee must be paid in a lump sum for accumulated annual vacation leave, not to exceed a maximum of 30 days or 240 hours, upon separation from service. Separation from service includes resignation (unless the employee is transferring to another LEA, or State agency), dismissal, reduction-in-force, death, service retirement, beginning long-term disability benefit, or change to temporary status.
- ***Leave deficit*** - If an employee separating from service is overdrawn with respect to annual vacation leave, a deduction in the appropriate amount must be made from the employee's final paycheck.
- ***Retirement*** - A deduction for retirement must be made from all lump-sum payments of annual vacation leave. Receipt of lump-sum leave payment and retirement benefits is not considered to be dual compensation.
- ***Claims on behalf of deceased employee*** - In the case of a deceased employee, unused annual vacation leave up to a maximum of 30 days or 240 hours must be paid to the deceased employee's administrator or executor upon the establishment of a valid claim. The claim must be made to the Clerk of Superior Court in the county of the deceased employee's residence.
- ***Accounting procedure*** - When an employee separates from service, payment for leave may be on the regular payroll or on a supplemental payroll. The number of leave days and amount of payment must be specified. Payment must be charged to the annual vacation leave budget codes provided for this purpose and from the same source of funds and in the same pro rata amount from which the employee's salary is paid (local, federal or state funds).

Bonus Vacation Leave

The purpose of the bonus vacation leave is to provide a leave benefit to employees whom the General Assembly designated in the 2002-2003, 2003-2004, and/or 2004-2005 fiscal years. Bonus vacation leave was received in three special distributions. For the 2002-2003 fiscal year, only full-time and part-time permanent employees who were eligible to earn leave on September 30, 2002, were eligible to receive bonus vacation leave. School employees who received salary increases based on the salary schedules approved in the 2001 modified budget (S.B. 1115) were not eligible for bonus vacation leave. For the 2003-2004 year, additional bonus vacation leave was awarded to certain employees (those eligible to earn paid leave that were not paid from a teacher or administrator salary schedule).

In each of the three distributions, eligible employees in permanent full-time 12-month positions received the full amount of bonus vacation leave or on a pro-rata basis if employed less than full-time and/or less than 12-months. The bonus vacation leave balance is tracked separately and carries forward each year until used or paid out at retirement or separation. (It is not included in the 30-day limit of the annual vacation leave, which can be carried forward on June 30 each year and does not roll into sick leave.) For the purposes of Voluntary Shared Leave, bonus vacation leave is treated the same as annual vacation leave and may be donated accordingly.

Transfer of Bonus Leave

An employee who transfers between local administrative units or to or from a state agency must have all unused bonus vacation leave transferred to the new school system or state agency. If the new employment at another LEA or state agency is obtained within 31 calendar days from the date of separation, the bonus leave balance will transfer rather than being paid out.

See NC Public Schools Benefits and Employment Policy Manual § 3.4.

<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

Holiday Leave

Paid Legal Holidays

Permanent public school employees receive pay for the same number of legal holidays occurring within the period of employment as those designated by the State Personnel Commission for State employees. Permanent part-time employees are entitled to paid holidays on a pro rata basis. Temporary employees are not entitled to paid holidays. Paid holidays are granted only to employees who are in pay status through the day on which the holiday is scheduled, or in pay status for one-half or more of the workdays in the pay period. This includes Independence Day for summer employment. Employees do not earn holidays scheduled before their date of employment or after their date of separation.

The local board of education determines when holidays are scheduled in the school calendar. Some examples include:

- New Year's Day
- Good Friday
- Independence Day
- Veteran's Day
- Christmas:
- Martin Luther King, Jr.'s Birthday
- Memorial Day
- Labor Day
- Thanksgiving - Two days

Two days if on Friday, Saturday, Sunday, or Monday.

Three days if on Tuesday, Wednesday, or Thursday.

See NC Public Schools Benefits and Employment Policy Manual § 2.1 and page 130:

<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

Bona Fide Religious Holidays

Absence from school for bona fide religious holidays may be allowed for a maximum of two days within any one school year with prior approval from the local superintendent or designee. Days designated may not be already scheduled as vacation or other holidays in the school calendar. Absence for these religious holidays will be with full pay.

The employee must agree to make up the amount of time for which his or her absence has been excused. The time must be made up at a time agreed upon by the employee and his or her immediate supervisor or principal.

See NC Public Schools Benefits and Employment Policy Manual § 2.2:

<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

Civil Responsibility Leave

Community Responsibility

Upon approval of the supervisor, full-time or part-time public school employees may be granted leave to represent the school or administrative unit at community functions such as the funeral of a school child or his parent. Employees absent for these reasons shall retain full salary during the days absent. Proper provision shall be made for the continuation of the employee's regular work by making satisfactory arrangements within the system or by employment of a substitute. Substitutes employed for these absences shall not be paid from state funds.

WCPSS employees are now eligible to take up to two days of paid Civil Responsibility Leave per year for volunteer activities in Wake County on days upon which annual vacation leave is able to be used.

Jury Duty

Full-time or part-time employees retain full salary when absent from work to serve on a jury. Employees are entitled to their regular compensation plus any fees received for jury duty.

Court Attendance

If court attendance is for school business, the employee receives full salary. If court attendance is for civic responsibility for which the employee is a disinterested third party, such as an eyewitness to a crime, and/or is compelled to be there (e.g. by subpoena), the employee receives full salary.

If court attendance is for personal reasons for which the employee has a personal stake in the outcome, then the employee will not receive full salary, even if subpoenaed. An employee may take appropriate earned leave or leave without pay. Out-of-state subpoenas are not binding on North Carolina residents, unless that state and North Carolina have an interstate subpoena agreement. Any fees except travel reimbursement received by a school employee serving in an official capacity as a witness shall be returned to the school system to be credited to the same fund from which the employee is paid.

Elected Officials

Full-time or part-time public school employees serving as elected government officials may, with their supervisor's approval, choose to use appropriate earned leave to attend to the responsibilities of their elected office.

See NC Public Schools Benefits and Employment Policy Manual § 7:

<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

Educational Leave

Only full-time and part-time permanent employees are eligible for educational leave which can be used for **workshops, staff development, departmental meetings, or extended leaves**. This is not considered to be professional leave.

In-Service School Projects

Permanent public school employees assigned by the local superintendent to participate in in-service school projects conducted by the school system or school site retain full salary for such absences. This includes leave taken for the purpose of fulfilling ILP requirements and observations. Proper provisions must be made for the continuation of the employee's regular work either by the employment of a substitute (to be paid from the same funds supporting the employee's salary) or by making satisfactory arrangements within the school.

State-Sponsored Staff Development Activities

Permanent public school employees attending staff development activities sponsored by the state and for which state funds have been budgeted for substitutes will retain full salary for these days.

North Carolina Center for Advancement of Teaching (NCCAT)

Employees may be allowed to attend NCCAT seminars with pay upon the approval of the local superintendent. Pay for substitutes must be provided by the Center.

Other Educational Leave

An employee who otherwise meets eligibility criteria is eligible to request non-paid educational leave after successful completion of four consecutive years of service in the Wake County Public School System. Earlier consideration for educational leave may be given if the education or credential sought is related to an area of critical need in the system. Educational leave may not exceed one year in duration except for participation in the Principal Fellows Program, which can extend for two years. A person granted educational leave must be responsible for obtaining information and making necessary individual arrangements for continuation of retirement, hospitalization and benefits during the leave of absence. The school system will continue to make monthly matching contributions to the State Retirement System for an employee on approved leave under this Policy, but only if the employee makes a request in writing to the Assistant Superintendent for Human Resources before the leave begins.

Notification and Reinstatement: Application for educational leave must be approved by the immediate supervisor and submitted to Human Resources prior to May 15 of the school year preceding the proposed leave. By May 15th of the year in which leave is taken, the employee must notify Human Resources of his/her intent to return.

Employees enrolled in the Principal Fellows Program must notify Human Resources of their continued enrollment by May 15th. Additionally, by May 15th of their second year, they must notify Human Resources of their intent to return to the school system.

Educational leaves of shorter duration require thirty (30) calendar days written notice of the employee's interest to return. If appropriate written notification is received, reemployment will be assured following the leave. However, while employment is guaranteed upon the employee's

return, it may not necessarily be the same position, school or grade level. Please refer to Travel Procedures on page 63 of this Handbook.

See NC Public Schools Benefits and Employment Policy Manual § 6.1:

<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

Professional Leave

Only full-time and part-time permanent employees are eligible for professional leave, which is limited to meetings and duties as described in this policy. Professional Leave should not be used for attendance at workshops or trainings not specified below.

Professional Leave with Deduction

Permanent certified public school employees who have professional responsibilities or who need to attend meetings of professional associations may be absent with pay minus a salary deduction for substitute teachers. The deduction is mandatory whether or not a substitute is employed. Such absences must be approved by the local superintendent or designee and will be allowed for a period not exceeding three successive days for in-state meetings and five successive days for out-of-state meetings. Absences for this purpose may not exceed ten days for the school year. The limitation shall not apply to a person who is a local or district president or president-elect, state or national officer of a professional education association, or a person selected as the National Teacher of the Year.

Professional Leave without Deduction

Permanent public school employees attending meetings or performing duties as a member of the State Board of Education, the State Textbook Commission, the Board of Governors of the Governor's Schools, or required attendance at a case manager's hearing shall receive full salary. Permanent public school employees completing assignments for, or serving on a commission or committee appointed by the Governor, the State Superintendent, the State Board of Education, or the General Assembly shall receive full salary.

Officers of Professional Organizations

Upon the recommendation of the local superintendent, the local board may grant leave with pay for elected officers of professional organizations, provided the organization pays the full salary and all benefit costs for the employee on leave. During such leave with pay, the employee will earn sick, personal, and annual vacation leave and receive paid holidays. Employees will be eligible to use leave as they would when in active status with the school system. Please refer to Travel Procedures on page 63 of this Handbook.

See NC Public Schools Benefits and Employment Policy Manual § 6.2:

<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

Military Leave

Short-term military leave with pay

This leave is granted to members of reserve components of the U.S. Armed Forces for certain periods of active duty training and for state military duty. Leave with pay is extended to full- or part-time permanent school employees, normally not to exceed 15 days each federal fiscal year,

for annual training and military maneuvers. If paid leave is not available, and the military pay is less than the LEA or charter school pay, then the employee is eligible for differential pay.

Military leave for extended active duty

This leave can be granted without pay, not to exceed five years plus any period of additional service imposed by law. An employee may not use paid military leave for extended active duty. There are specific regulations related to differential pay and requirements that must be met by those employees eligible for differential pay. Contact the appropriate Human Resources Administrator for more information.

See NC Public Schools Benefits and Employment Policy Manual §10:

<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

Other Leaves Without Pay

An employee may be granted a leave of absence without pay for good cause at the discretion of the local superintendent and subject to rules and regulations adopted by the local board of education. With the exception of military leave, the local board of education may determine the beginning and/or ending date of such leaves based on a consideration of the welfare of the students and the need for continuity of service.

Discretionary Leave

Employees requesting a non-paid leave of absence must submit a leave form and a written explanation of the need for non-paid leave to their supervisor and Human Resources.

Effect on Career Status

Tenured employees approved for a leave of absence retain career status upon return from the authorized leave.

Continuation of Health Insurance

If an eligible employee goes on approved, non-paid leave of absence, the employee may retain medical insurance provided the employee pays both the employer's and the employee's portions of the insurance premium. **Notification must be given to compensation services in advance of starting leave.**

See NC Public Schools Benefits and Employment Policy Manual § 9.6:

<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

Compensatory Leave (FLSA)

As indicated in the section referring to Fair Labor Standards Act Compliance, employees who are not exempt from the provisions of the FLSA are entitled to earn compensatory time. An employee may be required to use earned compensatory leave prior to taking other paid leave where consistent with law and Board Policy. Please refer to the Fair Labor Standards Act compliance section starting on page 44 of this Handbook for further details.

It is the practice of Wake County Public Schools to not allow the transfer of compensatory time. Any employee who transfers to another school/department and has a compensatory time balance on the date of transfer must be paid out for this balance.

See NC Public Schools Benefits and Employment Policy Manual § 9.1 & OLD Policy Manual § 4100/7910: <http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf> and <http://webarchive.wcpss.net/policy.html>

Parental Involvement in Schools Leave

In accordance with G.S. 95-28.3, any employee who is a parent, guardian or person in loco parentis may take up to four hours per fiscal year to attend or otherwise be involved at his or her child's school. There is no requirement that the employer pay an employee while taking this leave. WCPSS employees may use eligible accrued leave in lieu of non-paid parental involvement leave. Please see page 83 for use of annual leave for instructional personnel.

Employees wishing to take parental involvement leave must provide a written request at least 48 hours in advance. The employee may be required to furnish written verification from the child's school of his/her participation in a school function or other involvement at school.

See NC Public Schools Benefits and Employment Policy Manual § 8.3:
<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

MEDICAL LEAVES

For questions related to this section, please contact the appropriate Human Resources staff member. See pages 13-131 or call (919) 533-7200.

Sick Leave

Eligibility and Rate of Earning

- ***Full-time employees*** - all permanent, full-time employees working or on paid leave (including paid holidays and workers' compensation) for one-half or more of the workdays in any monthly pay period earn one sick day per month or the number of hours worked daily by a full-time employee in that class of work up to a maximum of eight hours.
- ***Part-time employees*** - all permanent, part-time employees working or on paid leave (including paid holidays and workers' compensation) for one-half or more of the workdays in any monthly pay period earn sick leave computed on a pro rata basis of the amount earned by a full-time employee in that class of work. Permanent, part-time employees previously employed in a full-time position retain the balance of sick leave earned in the prior position upon transferring to a part-time position.

- ***Units*** - Sick leave must be used in one-half or whole day units. An employee who is absent less than one-half day shall be charged with the use of one-half day of leave; if an absence is more than one-half day but less than one full day, one day of leave shall be charged. Only sick leave taken on an employee's workday shall be deducted from the employee's sick leave balance.
- ***Accumulation*** - Sick leave may be accumulated indefinitely.

Purposes for Which Sick Leave May Be Used

1. **Any actual period of temporary disability caused by or contributed to by personal illness or injury** that prevents an employee from performing required duties on any workday or student day, including the first day an employee reports to work. Sick leave may be used during the 60-day waiting period for short-term disability, or in lieu of short-term disability or worker's compensation benefits to maintain 100% salary.

Sick leave due to pregnancy, miscarriage, abortion, childbirth, or postnatal recovery must be treated in the same manner as any other temporary disability. There is a presumptive temporary disability period of 30 workdays (i.e., six weeks) for maternity leave beginning from the date of birth of the child. Longer periods may be granted, although medical documentation is required. Up to 30 days of earned sick leave may be used to care for a newborn child or for a child placed with the employee for adoption. These days should be consecutive and used within the first six weeks after birth or placement of the child, unless otherwise agreed upon by the employee and administration.

When teachers are on medical long-term leave, they cannot be required to perform work (i.e. lesson plans, interim reports, grades, IEP meetings, etc.). For long-term situations, if the teacher has not left adequate information for the substitute, the responsibility falls upon the individual teams, department chairs and other staff members to provide the necessary lesson plans.

2. **Medical appointments of the employee.**
3. **Illness in the immediate family and related medical appointments** that necessitates the employee's attendance. Immediate family defined for using sick leave includes the employee's spouse, children, parents, siblings, grandparents, grandchildren, and dependents living in the employee's household. Step, half, and in-law relationships are also included.
4. **Death in the immediate family.** See #3 above for list of immediate family members. The length of leave granted for illness or death in the immediate family is normally from three (3) to five (5) days; however, individual circumstances may dictate shorter or longer leaves for this purpose. It is the responsibility of the employee to communicate with his/her supervisor regarding the need for this leave and its length.

Whenever possible, employees should give 30 days advance notice of plans to take sick leave for elective medical or surgical procedures or for childbirth and/or adoption.

Verification of Need for Sick Leave

The Superintendent or designee may require a statement from a medical doctor or other acceptable proof that the employee was unable to work due to personal illness, medical appointment, illness or death in the family or adoption. Unless waived by the employee's supervisor, absences of more than three (3) days duration must be supported by a physician's statement or other acceptable proof that the employee was unable to work due to personal illness, medical appointment, illness, or death in the immediate family.

Procedure for Reporting Absences for Sick Leave

Sick leave usually cannot be requested in advance. An employee should follow his/her supervisor's instructions for reporting absences and should submit a request for leave form immediately upon returning to work. If the sick leave is for a scheduled appointment, it should be requested by a Request for Leave Form as far in advance as possible. Whenever possible, employees should give thirty (30) days advance notice of plans to take sick leave for purpose of elective medical or surgical procedures, including childbirth and/or adoption. Please refer to page 39 for more information regarding Reporting Absences and Employee Absences.

When an employee calls in or otherwise reports his/her absence, the supervisor or leave processor should contact Human Resources, when appropriate, to determine if the absence is for an FMLA qualifying reason. This includes when an employee is out more than three days consecutively or if there is an ongoing medical situation that requires periodic absences.

Limitations on Sick Leave

Sick leave may not be used while on leave without pay or on holidays and annual vacation leave days scheduled in the school calendar. An absence covered by workers' compensation is not considered to be a leave without pay. Sick leave may not be used on inclement weather days, in lieu of vacation, or for anything other than those reasons outlined above.

An employee who had previously earned sick leave may not use this leave while employed in an interim position of less than six months, a temporary position except as provided in Board Policy 3800/4800 § 1.1 or a position of less than 20 hours per week.

Reinstatement Following Sick Leave

When the period of temporary disability does not exceed 30 working days, the employee shall be reinstated to his or her position at the termination of the period of temporary disability.

When the period of temporary disability exceeds 30 working days, the local superintendent shall determine when the employee is to be reinstated based on a consideration of the welfare of the students and the need for continuity of instruction.

Sick Leave Upon Separation

In the event an employee separates from service before earning sick leave, which has been advanced, a deduction will be made from the final salary check for the total unearned sick leave used. Pay for unused leave is not permitted, except when an employee has been approved for long-term disability.

Accumulated sick leave counts as creditable service towards retirement. One month of credit is allowed for each 20 days of unused sick leave upon retirement. One more month is allowed for any part of 20 days left over. Sick leave converted from excess annual vacation leave is also considered creditable service time.

From the date an employee resigns or moves to a temporary position, the sick leave balance is retained for 60 or 63 months. If the person is re-employed in a full-time or part-time permanent position, or retires within this 60 or 63 months, the sick leave balance is reinstated. After this point, the sick leave balance cannot be reinstated.

Transfer of Sick Leave

Between school systems - Unused sick leave must be transferred between local school administrative units. Leave to be accepted by a school system must not result in leave being accrued at a greater rate than the rate set forth in Board Policy 3800/4800 § 4.1.1.

To and from other state agencies - Sick leave may be transferred in whole or in part to and from a state agency, institution, community college, technical institute, or position covered by the State Personnel Act in county agencies of mental health, social services, or emergency management if the receiving agency is willing to accept the leave. Leave to be accepted by a school system must not result in leave being accrued at a greater rate than the rate set forth in Board Policy 3800/4800 § 4.1.1.

If the government agency refuses to accept sick leave earned by a school system employee, there is no lump-sum payout to the employee.

Reinstatement of Accumulated Sick Leave

Within or between LEAs – A former employee must be credited with all sick leave accumulated up to the time of separation from an LEA provided the employee is reinstated as a permanent employee within 60 calendar months from the date of separation.

From other state agencies – Sick leave may be reinstated from a state agency or institution, community college, technical institute or position covered by the State Personnel Act in county agencies of mental health, public health, social services or emergency management when an individual is employed within 60 calendar months of separation from one of these. Leave to be accepted by the school system must not result in leave being accrued at a greater rate than the rate at which the school system employees earn leave.

Payout of Sick Leave

There is only one payout of sick leave allowed. Prior to receiving long-term disability benefits, an employee approved for long-term disability must be paid in lump sum for any accumulated, unused sick leave. No other payout of sick leave is allowed. At retirement, unused sick leave is credited to retirement service but there is no payment.

See NC Public Schools Benefits and Employment Policy Manual § 4.1:

<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

Voluntary Shared Leave

The purpose of voluntary shared leave is to provide economic relief for employees who are likely to suffer financial hardship because of a prolonged absence or frequent short-term absences caused by a serious medical condition.

Eligibility of Voluntary Shared Leave

Only permanent employees who have exhausted all compensatory time and available accumulated paid leave (sick leave, annual vacation leave, and bonus leave, if applicable) are eligible to receive donated leave from employees of the same LEA, a different LEA, a community college, or a state agency as defined in Board Policy 3800/4800 § 1.1.10. An employee need not exhaust personal leave and the 20 days of extended sick leave to be eligible for voluntary shared leave.

An employee who is receiving benefits or is eligible to receive benefits from the Disability Income Plan is not eligible to receive donated leave. Voluntary shared leave may be used only during the required waiting period. Similarly, an employee who has exhausted accumulated leave and is eligible for voluntary shared leave may use donated leave during the required waiting period for workers' compensation. At the end of the waiting period, should there still be a balance of voluntary shared leave, only 40 hours of the remaining balance may be applied to supplement the workers' compensation benefit. Anything over 40 hours must be returned pro-rata to the donors as noted below.

Application for Voluntary Shared Leave

An employee who faces prolonged or frequent absences from work due to the employee's serious medical condition or that of an immediate family member may apply to Human Resources for voluntary shared (donated) leave. Applications are available in the Human Resources office or online at <http://www2.wcpss.net/forms>. A third person acting on the employee's behalf may submit an application if the employee is unable to do so. Employees should not solicit, coerce, give or receive compensation for voluntary shared leave days. After completing an application, an employee may send a written request to the immediate supervisor asking that other employees at the work site be notified of the application for donated leave.

An employee may make application for shared leave at such time as medical evidence is available to support the need for leave beyond the employee's available accumulated leave. The following items must be included in the application: a doctor's statement and an authorization for release of medical information signed by the person who is suffering the medical condition (or parent or guardian of a minor). Any legally authorized party may also sign this release. The Superintendent or designee shall approve or disapprove all requests for receipt of donated leave.

Donation of Leave

- ***Annual vacation leave*** – Any eligible employee in the school system may donate annual vacation leave to any approved employee in the same school system. Family members may donate annual vacation leave to an immediate family member in another LEA, community college, or state agency. Employees of another LEA, community college or state agency may donate annual vacation leave to a co-worker's immediate family member if a coworker's immediate family member is eligible for donated leave and works in a LEA, state agency, or community college. Bonus leave may also be donated. A donating employee may not donate more annual vacation leave than he or she could earn in one year. Additionally, the amount donated must not reduce the donor's annual vacation leave balance below one-half of what that person can earn in the year.
- ***Sick leave*** – Sick leave may be donated to an employee of a public school system (LEA). A public school employee shall not donate more than five days of sick leave per school year to any one nonfamily member. Sick leave may be donated to an immediate family member in the same or another LEA, community college or state agency. A donor may not reduce his or

her sick leave balance below one-half of what s/he can earn in a year. The combined total of sick leave donated to a recipient from nonfamily members shall not exceed 20 days per year.

- All leave donations must be to an approved, designated employee and may not be made to a pool or bank. All donations must be in writing, on the appropriate forms, which may be obtained from the Human Resources Office, and signed by the donating employee. The employee receiving the leave must be named and the amount and type of leave donated must be specified. For the purposes of voluntary shared leave, all leave donated will be credited to the recipient's sick leave account. The minimum amount of leave donated must be one-half of a day. The donating employee may not receive **any** compensation for the leave donation.

Length of Leave

The Superintendent or designee will determine the length of the leave. The leave granted may not exceed 130 workdays unless specifically extended by the Superintendent or designee on a month-to-month basis until the maximum number of working days occurring between the first day of use of donated leave and twelve months have been used. Under no circumstances may the use of voluntary shared leave exceed the employee's period of treatment and recovery.

Earning Leave While Using Voluntary Shared Leave

Holidays occurring while the employee is using donated leave will be paid. Annual vacation and sick leave will continue to be earned by the employee while he or she is using donated leave. Available earned leave accrued during this period must be used by the employee prior to continued use of any voluntary shared leave.

Unused Leave

At the expiration of the period approved for voluntary shared leave as determined by the Superintendent, any unused donated leave must be returned on a pro rata basis to the donors.

See Policy 3800/4800 § 4.3 & 1.1.10:

<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) allows eligible employees to take 12 workweeks of unpaid, job-protected leave for their own serious medical condition or that of an immediate family member. In addition the FMLA allows eligible employees to take the same job-protected leave for the birth of a child or the placement of a child with the employee through adoption or foster care. Employers must maintain any employer-paid health benefits while the employee is on FMLA job protected leave. FMLA runs concurrently with an employee's paid leave and may be applied retroactively.

Family and Medical Leave Act (FMLA)

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.

Eligibility for FMLA Leave

To be eligible for FMLA benefits, an individual must be employed by Wake County Public Schools for at least 12 months (not necessarily consecutive), and work at least 1,250 hours during the 12-month period immediately preceding the commencement of FMLA leave.

1. If an employee is eligible for FMLA leave, he/she may take a total of 12 weeks of FMLA leave during any 12-month period for the following reasons:
 - the birth and care of a newborn child,
 - the placement with the employee of a child for adoption or foster care,
 - to care for the employee's spouse, son, daughter, or parent with a serious health condition,
 - the employee's own serious health condition that makes the employee unable to perform the functions of his/her job, or
 - a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is on active duty in the armed forces (or has been notified of an impending call or order to active duty).

The 12-month period is measured forward from the date the first FMLA leave begins. Leave may be taken continuously, intermittently, or on a reduced schedule when medically necessary or related to a qualifying exigency arising out of active duty service.

2. Additionally, an eligible employee may take up to 26 weeks of FMLA leave during a single 12-month period to care for a spouse, son, daughter, parent or next of kin who is a service member suffering from serious injury or illness incurred while on active duty. An eligible employee is entitled to a maximum combined total of 26 weeks of FMLA leave.

Exhausting Other Leave

To the extent permitted under Board Policy, the employee must use, and if necessary, exhaust earned compensatory time, sick leave, including extended sick leave or voluntary shared leave (if eligible), available vacation leave, and personal leave before going on unpaid leave. Any accrued compensatory time will be used first. The FMLA entitlement will run concurrently with paid and non-paid leave as applicable. Instructional personnel must take earned vacation leave in lieu of other paid or non-paid leave on days in the school calendar as vacation days.

Notice of Need for FMLA Leave

The employee must provide at least 30 days advanced notice to an immediate supervisor before FMLA leave is to begin. If a 30 day notice is not practical under the circumstances, or the need for leave is not foreseeable, the employee must give notice as soon as practicable. The employee must tell his/her supervisor whether he/she needs continuous or intermittent leave, or a reduced schedule. Failure to provide proper notice may result in the delay or denial of FMLA leave. When planning medical treatment, the employee must consult with his/her supervisor and make a reasonable effort to schedule leave so as not to unduly disrupt school operations.

It is the employee's responsibility to provide the appropriate medical certification within fifteen (15) days of the absence. The employee should work with the school's HR Administrator who

will facilitate the placement of an employee on FMLA immediately upon notification of the employee's medical situation.

Medical Certification

The employee will be required to furnish medical certification of a serious health condition from a licensed health care provider and may be required to provide recertification every 30 days while remaining on FMLA leave. The employee will also be required to furnish a fitness for duty certificate prior to being restored to employment if FMLA leave is taken for personal serious illness. The employee may also be asked to report periodically on his/her status and intent to return to work while on FMLA leave.

While on FMLA leave, the school system must maintain any employer-paid health benefits during any period of unpaid leave under the same conditions as if the employee continued to work. During any period of unpaid FMLA leave, the employee is responsible for any premium payments normally deducted from their paycheck for extended benefits. It is the employee's responsibility to make necessary arrangements through the compensation services department to continue these benefits.

Reinstatement following FMLA Leave

The employee is entitled to be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on his/her return from leave. This does not mean that the employee will be restored to the same job position held before the leave, nor to a position at the same worksite. Instructional employees who begin leave near the end of an academic term may be required to continue taking leave until the end of the term. The school district is not required to reinstate employees following FMLA leave if the employee:

1. Fails to provide a requested fitness-for-duty certification to return to work. The school system may delay reinstating the employee until a certificate is submitted.
2. Fails to report periodically on his/her status and intent to return when asked to do so.
3. Employee fraudulently obtains FMLA leave.

If the employee does not return to work following FMLA leave for a reason other than the continuation, recurrence, or onset of a serious health condition which would entitle him/her to FMLA leave, or other circumstances beyond the employee's control, he/she may be required to reimburse the school system for their share of health insurance premiums paid on the employee's behalf during his/her FMLA leave.

Confirmation of FMLA Leave

The school system will provide the employee with written confirmation when it is counting leave as FMLA leave.

Additional Description of FMLA Rights

This statement is an overview of the employee's rights and responsibilities under FMLA. See Board Policy 3800/4800 § 8.2 for a complete description or consult an HR Administrator.

See NC Public Schools Benefits and Employment Policy Manual § 8.2

<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

Leave for New Parents

For questions related to this section, please contact the appropriate Human Resources staff member. See pages 127-129 or call (919) 533-7200.

Employees, including teachers, may use annual vacation leave, personal leave if applicable, or leave without pay to care for a newborn child or for a child placed with the employee for adoption or foster care. Use of annual vacation leave for this purpose is not limited to days when students are not scheduled to be in attendance. The leave must be for consecutive workdays during the first 12 months after the date of birth or placement of the child, unless the employee and local board of education agree otherwise. Leave under this section will run concurrently with FMLA consistent with Policy.

An employee may use up to 30 days of earned sick leave to care for a newborn child or for a child placed with the employee for adoption. Appropriate certification of birth or adoption is required.

See NC Public Schools Benefits and Employment Policy Manual § 3.3
<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

Parental Leave without Pay

All full-time permanent or part-time permanent employees may take a leave of absence without pay for up to one calendar year from the date of birth or adoption to care for a newborn child or a newly adopted child. The employee may elect to use appropriate earned leave during the time of leave. A husband and wife who are both employed by the school system are limited to a combined total of 12 months of parental leave during the year following the birth or adoption.

Tenured employees approved for a leave of absence retain career status upon return from the authorized leave. Probationary teachers must begin a new probationary period if a leave of absence, paid or unpaid, prevents the probationary teacher from completing four consecutive years of 120 workdays in each year in the same school system. Unless the probationary teacher in a full-time, permanent position did not work for at least 120 workdays in a 215 day school year because the teacher was on sick leave, disability leave or both, that school year shall not be deemed to constitute (a) a consecutive year of service for the teacher, or (b) a break in the continuity in consecutive years of service for the teacher.

See NC Public Schools Benefits and Employment Policy Manual § 8.1:
<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

Annual Vacation Leave for Catastrophic Illness

Instructional personnel who require substitutes and bus drivers may take annual vacation leave at a time when students are scheduled to be in attendance if the leave is due to a catastrophic illness of the employee and if all of the employee's available sick leave has been exhausted. This leave is available only for the employee's personal illness, and may run concurrently with FMLA where consistent with Policy. The local superintendent or designee shall determine whether an illness is catastrophic by considering such factors as:

1. the debilitating nature of the condition,
2. the life-threatening potential of the condition,
3. the duration of the condition,
4. the monetary hardship incurred because of the condition,
5. the expected length of leave, and
6. other options available to the employee, such as state disability.

See NC Public Schools Benefits and Employment Policy Manual § 3.2

<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

LEAVES FOR TEACHERS ONLY

Personal Leave

Personal leave is earned by classroom teachers who require substitutes and media specialists. In order to be eligible, the employee must be in a permanent full- or part-time position. It is earned at the rate of .20 days for each full month of employment not to exceed two days per year. Part-time personnel earn a pro rata share of the rate for full-time employees. Unused personal leave may be carried forward from one year to another and may be accumulated without any applicable maximum until June 30 of each year. A teacher may carry forward to July 1 a maximum of five days of leave; the remainder of the teacher's personal leave shall be converted to sick leave on June 30. At the time of retirement, a teacher may also convert accumulated personal leave to sick leave for creditable service towards retirement.

Use of Personal Leave

Personal leave may be used only upon the authorization of the immediate supervisor and only in one-half or whole day units. Personal leave may be used on any instructional day or workday except for the first day teachers are required to report for the school year, required teacher workdays, days scheduled for state testing, or on the last working day before or the next working day after holidays or annual vacation days scheduled in the calendar, unless approved by the principal.

A teacher who requests personal leave at least five days in advance must be automatically granted his/her request, subject to the availability of a substitute teacher, and cannot be required to provide a reason for the request. Personal leave must be transferred between local administrative units.

An employee must be credited with all personal leave accumulated up to the time of reassignment or separation provided that the employee is reinstated as an eligible employee within 60 calendar months from the date of separation or reassignment.

Limitations on Personal Leave

Personal leave should be used with due and proper consideration given to the welfare of the students and teachers alike and shall not be advanced. Personal leave may not be used during summer employment. When an employee is no longer eligible to earn personal leave, that employee may not use previously accumulated personal leave. When an employee resigns or separates from service, personal leave cannot be paid out in lump sum, but may be used towards retirement as provided above.

Salary Deduction for Personal Leave

Teachers using personal leave receive full salary less the required substitute deduction of \$50 per day, unless the personal leave is approved for a teacher workday. If a substitute teacher is unable to fill the position for the day, the salary deduction shall be refunded to the teacher.

See NC Public Schools Benefits and Employment Policy Manual § 5.1 and N.C. Gen. Stat. § 115C-302.1. <http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

Extended Sick Leave

Eligibility and Rate of Earning Extended Sick Leave

Extended sick leave is available to classroom teachers who require substitutes and media specialists if they are absent due to their own personal illness or injury in excess of their accumulated sick leave and available vacation leave. In order to be eligible, the employee must be in a permanent full- or part-time position. Those qualifying are allowed extended sick leave of up to 20 workdays throughout the regular term of employment.

Use of Extended Sick Leave

Extended sick leave must be requested (it is not extended automatically), and the request must be accompanied by a physician's statement verifying the medical necessity. Unlike sick leave, extended sick leave cannot be used to attend to a child's or spouse's illness, etc., nor can it be used during a leave for adoption. Accumulated sick leave must be exhausted before extended sick leave is granted. Extended sick leave days do not have to be used consecutively. Unused extended sick leave days do not carry forward to succeeding school years.

Employees on extended sick leave receive full salary less the required substitute deduction. The deduction is mandatory whether or not a substitute is employed. The standard deduction is \$50 per day. Central Services personnel, including centrally based teachers, are not eligible for extended sick leave or personal leave.

See NC Public Schools Benefits and Employment Policy Manual § 4.2
<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

Leave For Teachers Employed in Charter School

A teacher, who makes a written request for a leave of absence in order to teach in a charter school, may be approved for one (1) year. In order to be entitled to a leave of absence or an extension of the leave to teach at a charter school, a teacher must submit a timely, written leave request to the Assistant Superintendent for Human Resources as follows:

Requests for an initial leave or extension of leave for the purpose of teaching at a charter school *in its initial year of operation* shall be submitted at least 45 calendar days prior to the first day the teacher otherwise would be expected to report for duty for the start of the upcoming school year at the teacher's WCPSS assigned school.

Requests for an initial leave or extension of leave for the purpose of teaching at a charter school *that has been in operation for more than one year* shall be submitted at least 90 calendar days prior to the first day the teacher otherwise would be expected to report for duty for the start of the upcoming school year at the teacher's WCPSS assigned school. The Board of Education is not required to grant a request for a leave of absence or a request to extend or renew a leave of absence for a teacher who previously has received a leave of absence for the purposes of teaching in a charter school while employed with the WCPSS.

The WCPSS will allow a career teacher on charter school leave to return with career status to a teaching position at the end of the leave of absence, or upon the end of employment at the charter school, if the teacher notifies Human Resources in writing of his or her intent to return and an appropriate position is available. If an appropriate position is unavailable, then the teacher's name will be placed on a list of available teachers, and the teacher will receive priority consideration on all positions for which he or she is qualified in accordance with G.S. 115C-325(e)(2). Non-tenured teachers interested in leave for teaching in a charter school should contact Human Resources for more information

See OLD Policy Manual § 3800/4800 § 9.6.1 Supplement
<http://webarchive.wcpss.net/policy.html>

Leave for Teachers on Loan

A teacher, who makes a written request for a leave of absence in order to become a "teacher on loan" to the Department of Public Instruction, may be approved for one (1) year. In order to be entitled to a leave of absence to be a "teacher on loan", the teacher must submit a timely, written leave request to the Assistant Superintendent for Human Resources. Requests will be reviewed on a case-by-case basis and must include justification for the leave as well as explanation of how the leave will benefit the school system. In order to be eligible for leave to be a teacher on loan, the teacher must have already achieved career status, and been employed by the school system for five (5) consecutive years. Requests for an extension of a leave must be submitted in writing by May 15. Approvals of such requests are based on the best interests of the school system.

See OLD Policy Manual § 9.6.1 Supplement:
<http://webarchive.wcpss.net/policy.html>

DISABILITY AND WORKERS' COMPENSATION LEAVE

Disability Income Plan

For questions, contact the WCPSS Disability Office at 919-533-7230.

The Disability Income Plan of North Carolina provides short-term disability, extended short-term disability, and long-term disability benefits at the employer's expense for permanent full-time employees of WCPSS who meet certain state service requirements.

The North Carolina Department of the State Treasurer and the Board of Trustees of the Teachers' and State Employees' Retirement System administer the Disability Income Plan of North Carolina within the terms and conditions of the Plan as set forth in the North Carolina General Statutes. Detailed information on the Disability Income Plan is available in the booklet *Your Retirement Benefits* at <http://www.myncretirement.com>.

An eligible employee may choose to apply to go out on short-term disability. Employees should work with the WCPSS Human Resources contact for disability to submit the request. If approved following a review of all provided medical documentation to substantiate the request, the employee will then need to work with the state's HR Disability and Retirement Administrator, who may be contacted at 919-533-7230.

Workers' Compensation Leave

For questions, contact the Workers' Compensation Office at 919-533-7206.

All public school employees are entitled to receive workers' compensation under the North Carolina Workers' Compensation Act. Employees must have suffered an accidental injury or contracted an occupational disease in the course of employment to be eligible for medical payments, compensation for lost salary or death benefits under this program. Employees who suffer lost time as a result of a workers' compensation claim receive a weekly compensation benefit equal to 66 2/3% of the employee's average earnings up to a maximum established by the North Carolina Industrial Commission each year.

Process for Filing a Workers' Compensation Claim

An employee who has been injured while on the job performing work functions is responsible for reporting his/her injury within 24 hours of the accident. The employee must submit an "Employee Statement of Injury" form to the Workers' Compensation Office via facsimile (919-854-1747) or email to workerscomp@wcpss.net at the time of the injury. The form must be filled out entirely, including a complete description of the injury, and signed by the supervisor. See http://www2.wcpss.net/forms/forms/employee_statement_of_injury.pdf.

If the employee will be out of work for seven (7) days or longer as a result of the injury, the employee or the work site supervisor must complete a leave form to indicate that the employee is out of work on workers' compensation leave and submit it to one's Human Resources Administrator with a copy to the Workers' Compensation Office. There is a seven (7) day waiting period during which the employee can elect to use appropriate accumulated leave, voluntary shared leave, or elect to go on leave without pay. All medical documentation must be

turned into the Workers' Compensation Office, including, but not limited to, return to work release notices, and any restrictions pertaining to the ability to perform one's job.

Once an insurance adjuster is assigned and the employee's claim has been approved, the insurance carrier will be in contact with the employee regarding the payment of medical bills and lost time wages.

Employees may choose to supplement their Workers' Compensation benefit with leave accumulated **prior** to going out on Workers' Compensation approved leave. Use of sick and annual leave for this purpose must be requested in writing, and shall not result in compensation greater than the usual full salary. Use of voluntary shared leave as a supplement to Workers' Compensation is available **only** if there is a **balance of 40 hours or less remaining at the end of the seven day waiting period**. Any balance over 40 hours must be returned pro-rata to the donors in accordance with Board Policy.

See NC Public Schools Benefits and Employment Policy Manual § 9.2:

<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

Return to Work Program

The purpose of this program is to provide guidelines and procedures for returning employees to work quickly and safely following a Workers' Compensation (W/C) related injury or illness. The objective of the program is to communicate with the employee regularly and to return the employee to his/her own regular job assignment as soon as medically possible. The Return to Work (RTW) Coordinator, Beverly Griffin, can be reached at (919) 533-7206 or bgriffin@wcpss.net.

Program Administration

When an employee sustains a work-related injury or illness compensable under workers' compensation, and the treating physician releases the employee to return to work, the school system will make reasonable efforts to enable the employee to return to his/her own job. The employee, supervisor, Workers' Compensation Director, and RTW Coordinator are all involved in the administration of this program. Their respective duties and responsibilities are set forth as follows:

1. ***Employee Responsibilities:***
 - a. Return to his/her existing position with or without restrictions as soon as possible once released to return to work by the treating physician.
 - b. An employee must provide appropriate written medical documentation releasing the employee to return to work and any temporary physician imposed restrictions. The work restrictions must clearly describe the physical restrictions and limitations related to the employee's ability to perform his/her job duties. The written medical documentation must be provided to the supervisor and the RTW Coordinator.
 - c. The employee must provide written medical documentation of any changes in the employee's physical restrictions to his/her supervisor and the RTW Coordinator immediately upon gaining knowledge of such changes.

- d. The employee must follow the physical restrictions imposed by the treating physician, and must continue all medical treatment and/or rehabilitation, including all appointments with W/C designated physicians while participating in this program. (NOTE: The W/C Act covers time lost from work due to a physical inability to work as certified by a doctor. It does not cover time lost due to a doctor's visit or physical therapy scheduled or rescheduled by the employee during normal work hours if an employee is otherwise able to work.)
 - e. The employee must comply with all requirements of the W/C Act and Rules and any reasonable instructions not inconsistent with its provisions.
 - f. Once an employee returns to work, if the employee calls in sick and the illness is not associated with the work related injury, the normal sick leave Policy and procedures apply for the duration of the illness. Similarly, other types of leave (annual, holidays, etc.) will be treated in accordance with Board Policy.
2. ***Return-to-Work Coordinator (RTW) duties include, but are not limited to:***
- a. Maintain effective communications with all parties involved in a W/C claim after obtaining all necessary releases and/or consent from the employee. This communication will include, but is not limited to the following: employee, supervisor(s), medical care provider(s), insurance representative(s) and administrative personnel.
 - b. Facilitate an employee's return to work in his/her existing position with or without reasonable restrictions as soon as possible when the employee is released to return to work.
 - c. If the RTW Coordinator determines that the employee cannot return to his/her existing job with or without reasonable restrictions, the RTW Coordinator will contact the W/C Director to explore other options for returning the employee to work in the best interests of the school system.
 - d. Ensure that the employee's supervisor is fully aware of the employee's restrictions and any physician-imposed changes or modifications.
3. ***Supervisor Responsibilities:***
- a. When an employee is away from work due to an injury or illness, the supervisor will maintain an open line of communication with the employee. Reasonable efforts should be made to contact the employee regularly while the employee is away from the worksite. In addition, the supervisor should regularly contact an employee with physician-imposed restrictions who has returned to work in any capacity for updates on the employee's condition.
 - b. Supervisors must assist the RTW Coordinator in returning an employee to work.

- c. Supervisors should take appropriate steps to prevent an employee from returning to work until s/he provides appropriate written medical documentation releasing the employee to return.
- d. After an employee returns to work, supervisors should take appropriate steps to monitor the employee's compliance with return to work restrictions.
- e. Supervisors must keep the RTW Coordinator informed regularly of the status, condition, and progress of all employees assigned who have returned to work.

Returning Employees To Work With or Without Reasonable Restrictions

The primary goal of this program is to return the employee to his/her job as soon as possible with or without reasonable restrictions when the employee is released to return to work by the treating physician. If the RTW Coordinator determines that the employee cannot return to his/her existing position, the RTW Coordinator and W/C Director may explore other return to work options in the best interests of the school system.

Medical Records and/or Information

All medical records and/or information will be safeguarded and treated as confidential information. Access to this material will be limited to appropriate personnel.

Rights

This R&P and its accompanying Policy are not intended to, and do not, create any additional employment rights on behalf of employees.

See OLD Policy Manual § 9.2.8 Supplement R&P

<http://webarchive.wcpss.net/policy.html>

Episode of Violence

Any permanent full-time employee who suffers an injury or disability while engaged in the course of his or her employment shall receive full salary if the injury or disability arose from an episode of violence and the employee did not participate in or provoke the violence. An employee must provide written notice of such injury or disability to Human Resources as soon as possible, but not later than one year following the event or occurrence that caused the injury or disability.

The salary shall continue for one year, the continuation of the disability, or the time during which the employee is unable to engage in his or her employment because of the injury, whichever period is shortest. While receiving regular salary under this provision, the employee is not eligible to receive weekly salary benefits under workers' compensation. However, the employee may receive medical, hospital, drug and related expense payments from workers' compensation, if applicable. The employee is not required to use any paid leave (sick, annual, personal, etc.) if absence is due to an episode of violence.

See OLD Policy Manual § 3800/4800 Supplement 9.3 <http://webarchive.wcpss.net/policy.html> & NC Public Schools Benefits and Employment Policy Manual §9.3:

<http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

ENDING EMPLOYMENT WITH WCPSS

Retirement

There is no mandatory retirement age for school system employees. Retirement policies and procedures are in accordance with statutes establishing and empowering the function of the Teachers' and State Employees' Retirement System of North Carolina. Unless specified otherwise in a written contract, any employee who anticipates retirement should notify the Human Resources –Talent Management Department at least 30 calendar days, but no more than 120 days, prior to his or her intended retirement date, except in the cases where conditions of health or other extenuating circumstances make shorter notices necessary. Additional information regarding retirement is available at the State Retirement System's website at <http://www.myncretirement.com> or at 919-694-7623. Please refer to the Retirement Benefits Manual online at: <https://www.nctreasurer.com/Retirement-and-Savings/Managing-My-Retirement/Pages/Benefits-Handbooks.aspx>.

See OLD Policy Manual § 3410 and 4410: <http://webarchive.wcpss.net/policy.html>

Resignation

Unless specified otherwise in a written contract, certified instructional personnel desiring to resign from employment with the school system must give not less than a 30 calendar day written notice to the Human Resources Department. If an earlier release is desired by the person resigning, and if his/her release on an established earlier date would not be considered to result in undue inconvenience or hardship to the school system, the Superintendent or designee may authorize such earlier release. The Superintendent may request revocation of an employee's North Carolina teaching license if 30 calendar days' written notice is not provided or an earlier release is not granted.

Non-certified and support personnel desiring to terminate employment must give the Human Resources Department no less than 14 calendar days written notice. Failure to give at least 14 calendar days written notice will be documented in the employee's personnel file and may affect the employee's eligibility for rehire. The notice requirement may be shortened or waived by the employee's immediate supervisor with the prior approval of the Superintendent or designee.

See OLD Policy Manual § 3400 and 4400: <http://webarchive.wcpss.net/policy.html>

Reduction in Force

In the unfortunate event that economic trends force the school system to reduce its number of employees, there is an orderly procedure for the reduction in employment of licensed, professional employees and full-time non-certified employees of the school system. These policies take into consideration various factors, such as performance, length of service, etc.

See OLD Policy Manual § 3430 and 4430: <http://webarchive.wcpss.net/policy.html>

Dismissal

All actions for dismissal shall be conducted in accordance with state law. Classified (support) employees are considered employees at will. The Superintendent or designee is authorized to dismiss classified employees and shall notify the Board of Education of such action.

See OLD Policy Manual § 3420/4420: <http://webarchive.wcpss.net/policy.html>

Employment after Retirement

Often after retiring, employees are interested in returning to the school system either on a part-time or full-time basis. State law addresses the provisions and limitations afforded to retirees who wish to return to work. To learn how re-employment could affect retirement benefits, it is advisable that retirees contact the Teacher's and State Employee's Retirement System prior to returning to work. For additional questions regarding employment following retirement, please refer to Board Policy 2280/3800/4900 § 16.1 and 16.2, or contact the school system's Retirement Administrator for assistance at 919-694-7623.

WCPSS DEPARTMENTS

COMMUNICATIONS DEPARTMENT

Our community cares about our schools and our children. Communication between teachers, students and parents; between the school and its school community; and the school system and our entire community are important. People want information they can use.

Teachers and schools have developed important tools in communicating with students and parents. The age of digital and electronic communication makes it easier to build these connections. Talking face-to-face remains the most powerful way to share news.

Schools can organize their communications by considering the different tools they have, the audiences they are seeking to reach and the schedule of events for the school year. By mapping these events over the course of the calendar to use specific tools to reach intended audiences, schools can build their own communication plans.

Communications Department

The Communications Department has a number of tools that can help communicate school information:

WWW.WCPSS.NET, the school system website provides quick access to news with information targeted for parents, students, community and careers. Click on the links at the top of the page for this targeted information. Scroll down to find upcoming events and the latest news.

At the bottom of page is a collection of photos highlighting our students and employees. The website serves as the platform for important school system communication tools.

Find links to our social media in the bottom right hand corner of the website. Look for the logos for Facebook, Twitter, YouTube and more.

WCPSS Facebook is where parents can turn to get answers and the latest news. Look to Facebook for photos and video of our students and staff. Like us at <https://www.facebook.com/WCPSS>.

WCPSS Twitter is a quick and easy way to share information. Our students love it. Visit <http://twitter.com/WCPSS> and subscribe.

WCPSS YouTube Channel has our latest video stories with information targeted for parents. Visit <http://www.youtube.com/user/WakeCountySchools> and subscribe.

The Communications Department routinely works with the news media covering the school system and our schools.

Working with News Reporters

The Wake County Public School System maintains an open, cooperative relationship with the news media. When contacted by the news, feel free to contact the Communications Department for assistance or advice. We want to help reporters talk to the appropriate employee and help employees understand issues important to reporters.

The best strategy in working with the news media is to establish relationships with news organizations, know how to get your message reported, and follow the rules for releasing information about students and personnel. The school principal should be the chief spokesperson. Another administrator should be designated spokesperson in the principal's absence.

We should seek to invite news media on campuses to illustrate our messages of success, high quality employees and high quality service. Reporters should seek permission from principals or school administrators before visiting a school campus or facility. We should not allow reporters to take actions that would endanger or disrupt instructional programs.

If your school has invited the news media to cover an event or program at your school, please be sure to have appropriate permission forms signed by parents or obtain verbal permission from parents before reporters come to campus so the reporters can fully cover the activity. (More on this topic under News Media and Students) Always have someone accompany reporters if they walk on campus. As they arrive on campus, let them know the rules of taking photographs or videotaping classrooms and students.

- Each contact with the news media is an opportunity.
- Know the school system rules for talking about students and employees.
- Know what reporters from different news media need.

- ☐☐When a reporter calls, find out what you can about their story ideas. Is it based on a news report or comment that they can share with you? Return phone calls promptly. It helps you.
- ☐☐Help reporters get the facts right. Provide written background information on issues. Prepare handouts on frequently asked questions or specific topics.

WCPSS Communications provides the Daily News Clips to principals every school day. In this email, principals are asked to share information with our team about upcoming events at your school, recognition for students and staff, interesting projects or anything that you would like to promote. We include many of these items in our weekly News Tips sent to Wake County news media to encourage reporting on WCPSS events.

News Media and Students

When You Need Parental Permission

Pictures: You are not required to get parental permission when news photographers or TV cameras take pictures of students, even if the media intend to identify the student(s) by name.

Note: If the subject matter of the media's report is sensitive (for example: AIDS, teen pregnancy, etc.) you may choose to obtain parental permission first, indicating on the permission form the subject matter of the article.

The above information deals exclusively with *news* photography. If pictures are being taken for *promotional* materials (either for the school, school system, the state Department of Public Instruction or other non-media photographers), parental permission is required. Please contact the Communications Department if a photographer for a private firm asks to take pictures of students.

Interviews: You need parental permission before a reporter interviews an individual student, unless that student is 18 or older. You may obtain that permission either orally or in writing using the interview permission form. Please note that a 'blanket' permission form (covering an entire year) does not fully meet this requirement since a parent has a right to know what the article or news report is about before giving permission for the interview.

If you are inviting the news media to cover a specific activity or program at your school, we encourage you to prepare in advance for media coverage by securing parental permission from some students' parents to help the reporter cover the story completely.

Exception: At public meetings, such as PTA meetings, performances for the community, etc., reporters may interview people (including students) without requesting your permission or the parent's permission.

News Media and Special Programs Students

When You Need Parental Permission

Pictures: Parental permission is required before news photographers or TV cameras are allowed to take pictures of Special Programs students in any context that would identify a child as being a special-needs student (e.g., filming a self-contained class). You should obtain permission in writing. **Special Note:** You should obtain parent permission each time before a news photographer takes pictures where you can readily identify the student. An 'annual' permission

form is not appropriate. In potentially sensitive cases where the news organization may name the child in the picture and may identify the child as a special education student, you should provide a note attached to the permission form indicating the nature of the article and how the child's picture may be used.

Interviews: As in the case of pictures, parental permission is always required. It would be helpful for the parent to understand fully what the potential article would be about and how the news media will use the interview with the child.

Discussion of Disciplinary Cases

Restrictions: Federal privacy laws protect the confidentiality of young persons who may be involved in disciplinary cases; therefore, school or district spokespersons may not release the names of students involved in criminal activity or violations of board policy.

Principals and designated spokespersons may certainly answer reporters' questions regarding any incident that may have happened on campus, but they are not to use students' names, whether the student is the alleged perpetrator or victim. Principals and spokespersons may give general information about disciplinary action and procedures. The Communications Department is always available to help you with your communications and publicity needs. Please feel free to contact our staff for any advice or assistance.

Approvals for Distribution and Display of Materials

Approvals for Materials to Display in School for Students

Non-students are not permitted to distribute or place literature in any school location except in compliance with Policy 2420 and the rules and procedures for Policy 2420. Principals may approve materials for distribution to students from agencies/departments within the city, county, state or federal government, PTA's, school booster clubs, licensed day care providers operating on school campuses, higher education institutions and school/business partnerships. All other entities may request a letter of approval for DISPLAY ONLY from the Public Information Office. Contact Dannice Moss at dmosse@wcpss.net for additional information. Only materials that comply with Policy 2420 and the rules and procedures for Policy 2420 can be approved.

Employee Mailboxes

Principals are authorized to approve the use of employee mailboxes for solicitations or announcements by PTAs, school booster clubs, organizations that provide or administer employee benefits programs approved by Central Services, non-profit organizations approved for employee deductions, school/business partnerships, agencies/departments within the city, county, state or federal government. Posted mail to employees may be placed in their mailboxes.

Community Services Program

Community Services is a department of the WCPSS Communications division dedicated to improving the visibility of WCPSS in the community, promoting positive cooperation with members of the community who do not have children in schools, and maximizing the use of public school buildings during non-school hours.

Through the enactment of the Community Schools Act of 1977, all public schools are involved in the promotion and utilization of school facilities by the community. In accord with Board Policy 7400, WCPSS facilities are available year-round to community groups and organizations on a rental basis when the facility is not already scheduled for school/community use or maintenance and there is an approved individual(s) to supervise and perform custodial duties. Per G.S. 163-129 the county board of elections shall be entitled to use any school or a part thereof, for the purpose of conducting registration and voting for any primary or election, and it may require that the requisitioned premises, or a part thereof, be vacated for the purposes.

Community Services offers educational, recreational, cultural, civic-oriented, and social programs designed for a variety of age groups from preschool to senior citizens. Community Services strives to meet the needs of each individual community at the neighborhood level through three core programs: Community Schools-Community Use, Lifelong Learning with Community Schools, and Summershine. Please call 919-431-7599 or see <http://cs.wcpss.net/> for additional information.

WCPSS PRINT SHOP

The WCPSS Print Shop prints for all schools, administrative offices, and affiliated clubs or organizations of the Wake County Public School System. Print Shop services include high speed B&W copying, digital color copies, promotional items, wide format poster, banners and signs, traditional offset printing, and data personalization/mail merges. Professional bindery and finishing options include packing and distribution to schools, mailing, collation, lamination, folding, drilling, spiral/coil and saddle stitch binding. Please visit our departmental webpage on the Intranet to learn more about the Print Shop services.

Submitting Projects

Projects and files may be submitted by following this link to access our web submission tool: <https://wcpssprintshop.rocketquotes.com/storefront/>

For a limited time, we will still accept the PS work order submitted via, e-mail, fax, walk-in, and through inter-office mail. Orders entered by completing a work order (available on the Print Shop's departmental webpage or under Forms on the Intranet) must be signed by the budget manager, provide a budget code, and the specifications for each project that is submitted. Files for print projects can be e-mailed to printshop@wcpss.net.

Print Shop Location

1551 Rock Quarry Road, Building B, Raleigh, NC 27610
Phone: 919-588-3493, Fax: 919-856-8209
For pricing, contact Carla Copes at ccopes@wcpss.net

DATA, RESEARCH AND ACCOUNTABILITY

The mission of the Data, Research and Accountability Department (DRA) is to promote data-based decision making to support learning and teaching in WCPSS. Major activities include:

- * administration of state and federally-mandated assessments

- * analysis of testing results and dissemination of outcomes to schools and the community
- * monitoring status on district, state, and federal accountability measures
- * evaluation of programs and initiatives within WCPSS
- * administration and analysis of system and targeted surveys
- * support services to school and central office staff
- * training online and in-person regarding data-informed decision making
- * coordination and administration of external research

Information Sources: Employees may find the following information sources to be useful.

- * General information on offices within DRA, reports on student outcomes, accountability status, program evaluations, and external research procedures (<http://www.wcpss.net/Page/95>).
- * Internal presentations, brief summaries of analyses, first-year or grant evaluations of instructional programs, and testing information are also available on our department's intranet site. Links are also provided to training resources, various NCDPI resources related to testing and accountability, a test and measurement terminology glossary, and sources for national research (<http://www2.wcpss.net/departments/d-and-a/>).
- * School-level testing, survey reports, and other databases of results are housed in Quickr, which can be accessed by principals, test coordinators and other district and school staff.
- * Other intranet and internet resources include the School Planning Database at (<http://www2.wcpss.net/departments/d-and-a/db/>), and School Progress Reports at (<http://www.wcpss.net/Page/5055>).

Data Collection: To promote data-informed decision making within WCPSS, as well as at the state and federal levels, data collection is critical. DRA obtains information from central databases whenever possible, but most on occasion collect information from central staff, school staff, students, and even parents. DRA tries to balance requests for additional information from staff and the general public with the level of need and time commitment required. Because of year-end testing demands in schools, we try to avoid school-based data collection in the last month of schools' academic year whenever possible. It is important, however, that WCPSS staff will respond to requests for information when needed. We depend on accurate, timely data from throughout the organization to maintain integrity in the school system's monitoring and accountability efforts.

External Research: As per Board Policy, all external research involving new data collection through our schools must be approved in advance by the External Research Committee. External research includes university faculty projects, marketing research, graduate theses/dissertations, grant-funded projects, external surveys, program evaluations by outside agencies, and outside agency or group projects. It does not include surveys conducted by school staff as part of their normal business processes (e.g., accreditation, school improvement planning work, etc.). Administrators should request to see approval confirmation letter for any outside research project to help protect schools and students from unwanted, unnecessary, or inappropriate intrusions. If approached with a data collection request without such a letter, contact our department or refer the individual to <http://www.wcpss.net/domain/2395>.

OFFICE OF GRANTS

Grants

All grant applications, regardless of funding range or source (e.g., local, state, national, corporate, foundations, professional associations, or governmental agencies) must be approved in advance by the Board of Education. Staff should contact the Office of Grants for assistance in securing the necessary approvals at (919) 533-7722 or grants@wcpss.net. See also <http://www2.wcpss.net/departments/grants/>.

Time and Effort Reporting

Wake County Public School System (WCPSS) employees whose salaries are supported in whole or part with federal funds need to record and report their time to Compensation Services. This reporting also includes those employees within a federal cost-sharing obligation, such as program 013 (Career and Technical Education) or Fund 5 (Child Nutrition Services).

Split-funded personnel, those individuals whose salary is paid in part by federal funds, report on time and effort twice a year via the Personnel Activity Reporting System (PARS) forms. Supervisors of participating employees should ensure that those employees are keeping a record of their actual distribution of time and effort during those months. In addition, supervisors should ensure that split-funded personnel are devoting the required time and effort to activities as allocated per a respective federal grant throughout the duration of the funding.

Time and effort for staff that are funded wholly through federal and state grant program(s) is documented via a "Personnel Certification" form. These individuals are working on a "single cost objective" or a "school-wide activity" associated with their funding source. Similarly, time and effort is documented for employees that receive stipends, extra duty or miscellaneous payments not associated with salaried position codes that are funded through federal programs via the "Federal Statement of Wages Certification" form. Both the certification and statement of wages are collected semi-annually. Time and effort reporting requirements are in addition to the standards for payroll documentation and are required per federal guidelines.

SAFETY

Emergency Shelters

In the event it becomes necessary to open a shelter/relocation center for citizens who are required to evacuate their homes because of circumstances beyond their control, such as a hurricane, tornado, fire, chemical spill, etc., there are certain procedures that should be followed. While employees may not be involved in the actual reporting phase, this information is shared so that each employee will be aware of the steps involved and the potential effects on the school system. Any school or building site may be designated as an emergency shelter in the event of an emergency situation, including times when students and staff are on-site. In the event that a school or WCPSS facility is designated as a county-wide shelter, all site-based employees may be called upon to provide for and maintain the safety and well-being of students and/or staff present at the shelter.

Listed below is the order that should be followed to notify the proper agencies if it becomes necessary to open a shelter/relocation center:

1. A top level administrator authorized by any city or town in Wake County shall call the Wake County Emergency Management office at (919) 856-6480. This number may be called 24 hours a day. After regular weekday working hours (5 p.m.) and on holidays and weekends, such person(s) should leave a voice mail message with contact information. The voice mail message will be forwarded to the on-call WCEM personnel via pager.
2. A top level administrator authorized by any city or town in Wake County not able to reach the Wake County Emergency Management office should contact the WCPSS Security Department at (919) 431-7777.

Principal's Monthly Fire Drill and Inspection

All employees should be aware that N.C.G.S. 115C-288(d) requires each principal "to conduct a fire drill during the first week after opening of school and thereafter at least one fire drill each month, in each building in his charge, where children are assembled." It further requires each principal "to inspect each of the buildings in his charge at least twice a month during the regular school session" and to file a written report on the Principal's Monthly Fire Drill and Inspection Report (Form 2906) once each month with the school officials indicated. Failure to perform these duties is considered a misdemeanor [N.C.G.S. 115C-525(c)]. Principals will inform employees of the appropriate steps you should take to maintain student safety during these drills.

SECURITY

WCPSS Security Department provides assistance and resources to ensure the safety of students and staff in all schools and administrative offices. Working in conjunction with school system administration, local law enforcement, and other emergency personnel, the Security Department has implemented a comprehensive system of security measures designed to make WCPSS campuses safe places to learn and work. Should an employee have any security concerns, he/she should advise an administrator at his/her work site or contact the Security Department Monday through Friday between 8 a.m. and 5 p.m. at 919-431-7777. Employees may report security concerns after 5 p.m. and on weekends and holidays to the WCPSS Alarm Monitoring Center at 919-856-2890 or 919-856-1911.

Emergency Response

WCPSS employees must be prepared to respond to an emergency or traumatic event in an organized and timely manner so that students and staff can continue to function effectively without additional trauma or the development of additional emergencies. Accordingly, every school and administrative building must have an emergency response plan. These emergency plans are designed to protect students and staff during an emergency and to minimize injuries or property loss. All employees should be familiar with the emergency plans that are developed for their work site. Additionally, every employee at a school site should maintain a copy of the WCPSS Emergency/Crisis Guide in their classroom or workspace. The classroom guide provides a quick reference of procedures for managing classroom-based emergency situations. Each administrator at a school site should maintain a copy of the WCPSS Administrative

Emergency/Crisis Guide. The administrative guide serves to provide procedures for managing emergency situations at an administrative level.

Identification Badges

All employees will be supplied with a picture identification badge. These identification badges are required to be worn and displayed at all times when on WCPSS properties. For replacement badges or questions, contact Security at 919-533-7227.

System-wide Identification Badges

A system-wide identification badge may be utilized as an athletic pass as follows:

- Can be used at all middle and high school regular season games in Wake County during the 2017-2018 school year.
- Admits only one.
- Does not guarantee admission. (in case of sold-out games)
- Cannot be transferred.
- Is not applicable for playoffs or championship games.
- Is the only WCPSS identification badge that will admit an employee to an athletic event.
Note: As has been done in past years, each middle and high school may allow its employees free admission into home athletic events without the ID.
- If misused, the employee's privilege will be revoked.

ACADEMICS

Title I:

The ultimate goal of the Title I program "...is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and meet challenging State academic standards." All schools in the Wake County Public School System that receive Title I funding operate under a school-wide model. This approach allows schools to use Title I funding more flexibly than Targeted Assistance Programs may. Title I provides funding for elementary schools with Free/Reduced Lunch percentages of 45% or greater and secondary schools above 75%. School level funds may pay for additional positions to support learning and teaching, technology, family engagement, and professional learning among other things. Centrally, these moneys also fund preschool programs, instructional coaches, professional development, and family involvement activities.

All Title I funded teachers and paraprofessionals must meet the standards for Highly Qualified under the federal No Child Left Behind/Elementary and Secondary Education Act. All teachers in Title I schools must be fully certified in the area(s) in which they teach. Preschool teachers must have Birth-Kindergarten certification. For further questions, contact the Title I Department at 919-533-7788.

MAGNET AND CURRICULUM ENHANCEMENT PROGRAMS

Magnet Programs:

Since 1982, magnet programs have been an effective means of addressing equity and opportunities for success. Magnet schools accomplish this by adhering to three key objectives: reducing high concentrations of poverty and supporting diverse populations, maximizing use of school facilities, and providing expanded educational opportunities. Magnet schools provide a variety of teaching approaches and curriculum offerings that help to customize a student's educational program. There are 49 magnet/application schools in the district.

Elementary magnet themes include Engineering, Museums, Creative Arts and Science, Montessori, Leadership, Entrepreneurial Design, International Baccalaureate Primary Years Programme, Center for Spanish Language, Gifted and Talented/AIG Basics, Leadership and World Languages, International Studies, Chinese Immersion, Spanish Immersion, Spanish Dual-Language, Interactive Community and Center for Play & Ingenuity.

Middle school magnet themes include Gifted and Talented/AIG Basics, International Baccalaureate Middle Years Programme/Creative Arts, Leadership in Technology, University Connections & Leadership, Global Studies/Language Immersion, Single Gender Leadership Academies, Academy of Visual and Performing Arts, and Center for Digital Sciences.

High school magnet themes include Gifted and Talented, International Baccalaureate Middle Years and Diploma Programmes, Leadership and Technology, Global Studies/Language Immersion, Early Colleges, Medical Sciences and Global Health Initiatives, and Crossroads FLEX.

Information about the various magnet programs is available at the Office of Magnet and Curriculum Enhancement located at 5625 Dillard Drive in the Crossroads I building in Cary, NC. The Office of Magnet and Curriculum Enhancement is open Monday-Friday from 8:00 am - 4:00 pm. The Office has articles, brochures, newsletters, videos, student work and other material. For more information, contact us at 919-533-7289, magnetcenter@wcpss.net, or visit www.wcpss.net/magnet.

Curriculum Enhancement Programs

The Global Collaborative Network Schools and the STEM Collaborative Network Schools are currently the primary Curriculum Enhancement programs. The schools in both networks focus on Project Based Learning integrating their respective content. Both networks also emphasize the importance of forming sustainable business and community partnerships that extend learning opportunities outside the classroom. There are currently eighteen schools in the Global Collaborative Schools Network and thirty STEM Collaborative Network Schools. See www.wcpss.net/magnet, contact 919-533-7289 or email magnetcenter@wcpss.net for additional information.

Translation and Interpretation Services

WCPSS offers interpretation and translation services for parents needing language assistance through qualified district staff and outside contractors. While parents may on occasion bring

friends or family with them to meetings to provide language assistance, staff should not rely on those individuals to provide translations or interpretation. Using such individuals to provide language assistance to parents may raise issues of confidentiality, privacy, or conflict of interest, and such persons may not be competent to provide accurate interpretations. The use of minor children, in particular, raises concerns about the competency, quality, and accuracy of interpretations, and children should not be relied upon to convey accurate information to their parents about educational matters. For more information, please contact the Office of Translation and Interpretation Services at 919-852-3303, or see: <http://www2.wcpss.net/departments/academics/translation-interpretation/index.htm>.

STUDENT SUPPORT SERVICES

Student Support Services provides systems and structures for learning and teaching for all students and supports interventions to overcome barriers to learning. These systems and structures include Counseling and Student Services, Alternative Schools, Student Due Process, Office of Early Learning, Intervention Services, and changes to Board Policy. Contact Student Support Services at (919) 694-0538 or <http://www2.wcpss.net/departments/studentssupport>.

Counseling and Student Services

Counseling and Student Services (CaSS) supports elementary and secondary schools and central services staff in the provision of services to students. CaSS staff work closely with all departments to ensure that all students have access to rigorous highly engaging coursework and we address the needs of the Whole Child by advocating for the removal of any barriers to access of services. CaSS personnel include school counselors, psychologists, social workers, and nurses; and the department ensures the following support services: Section 504, Homebound Services, McKinney-Vento Program, and Alliance Mental Health referrals. Contact Counseling and Student Services at 919-694-0599 for more information.

McKinney-Vento Program

The McKinney-Vento Program is federal legislation that provides legal protection and services to children and youth experiencing a housing crisis. A housing crisis can include, but is not limited to, living with others due to a loss of housing; staying in a motel, hotel or campground; living at a shelter; participating in a transitional housing program; living in a car, park or other unsheltered space or being an unaccompanied runaway youth. Services can include immediate enrollment, school selection, transportation, nutrition and academic support. Please contact Michelle Mozingo, (919) 694-0574, mmozingo@wcpss.net, for more information.

Student Due Process

Code of Student Conduct:

To provide a positive learning environment for students and staff, schools must be safe and orderly, students must be given clear expectations for appropriate behavior in school and fair practices for disciplining students must be followed. To support these objectives, Board policy establishes requirements for imposing out-of-school suspensions. Recognizing that removal of students from school can exacerbate behavioral problems, diminish academic achievement, and

hasten school drop outs, the Board encourages teachers and school administrators to use in-school disciplinary measures when possible and to reserve long-term out-of-school suspensions for serious misconduct, such as threats to the safety of students, staff, or visitors or substantial disruptions of operations.

Teachers and principals are encouraged to utilize a variety of behavioral interventions and disciplinary consequences to accomplish a positive change in student behavior. When a student violates the Student Code of Conduct and a behavioral intervention or in-school discipline consequence is imposed, the school will attempt to notify the parent. Examples of in-school interventions include but are not limited to: behavior contract, peer mediation, in-school suspension, conflict resolution, detention, restitution, loss of privileges, and school or community service.

Due Process:

The principal shall notify the student and parent/guardian that during a short-term suspension a student shall be provided the following:

- The opportunity to take textbooks or other appropriate learning resources home for the duration of the suspension.
- The opportunity to obtain homework assignments for the duration of the suspension.
- The opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.

If, at any level of investigation or appeal, the student is determined not guilty of the misconduct in question, the student's absences will be considered excused and the student shall have the right to make up missed work for credit.

Additional information concerning the Code of Student Conduct and Due Process is available at the Office of Student Due Process, studentdueprocess@wcpss.net and/or 919-533-7761.

Office of Early Learning (OEL)

The Office of Early Learning includes Preschool Special Education, Title I Pre-K, Project Enlightenment and the Ready to Learn Centers. The office provides leadership in the development, coordination, and implementation of early learning programs, specialized services, parent education and intervention programs for children ages 3-5. The system has approximately 147 classrooms supported by this area which provide programs to students with various needs. A major goal of the OEL is for all students participating in our programs to be prepared for kindergarten to ensure academic success.

Intervention Services

The mission of Intervention Services is to build the capacity of all school communities to provide evidence-based interventions and supports that match student academic and behavioral needs to close achievement gaps. Intervention Services utilizes a multi-tiered system of support to assist all schools. Intervention Services functions as a multi-disciplinary professional learning

team that uses a problem-solving process to provide on-going support to schools. School based support provided by Intervention Services include: ongoing behavior support through assigned PBIS coaches and behavior intervention coaches, continuous professional growth for intervention teachers/coordinators (K-12), alternative learning programs, intervention plans and support of licensed before and after-school programs.

Alternative Schools

Bridges is an alternative elementary program for grades Kindergarten through 5th Grade. The Bridges staff works cooperatively with adults who are important in the students' lives to develop supportive interventions so students can experience success in an appropriate educational setting.

Mt. Vernon is an alternative school with the capacity to serve 110, sixth through eighth grade, mild to moderate at-risk students. Approximately 10 percent of these are identified as special education students receiving additional consultative and resource services.

River Oaks Middle School serves 110 students who are not finding success in their base school. The program is a rigorous academic program designed to help mild to moderate at-risk students.

Longview School is a public separate school, serving students in grades 6-12 who have experienced behavioral difficulty in a regular school setting. Students are referred through their base schools and placed by IEP (individualized educational plan) team decision. Longview offers small class sizes and a structured behavioral management program.

Mary E. Phillips High School is Wake County's high school alternative that provides academic, character and career programs for students who have a wide and varied range of unique needs.

The Booster Program is a rigorous academic program designed to help overage seventh and eighth grade students, who meet acceptance criteria, get on track for high school graduation. The middle school program is housed at Mount Vernon and River Oaks alternative schools. Mary Phillips supports the high school component of the program.

Board Policy

Additions, revisions, and updates to Board Policy are made through the Office of the Chief of Staff. Questions about Board Policy can be emailed to boardpolicy@wcpss.net, or made directly to the Board Policy Office (919-533-7080). See http://policy.microscribepub.com/cgi-bin/om_isapi.dll?clientID=2183507372&depth=2&infobase=wake_landing_page.nfo&softpage=PL_frame to access the Board Policy manual.



DIRECTORIES

Board of Education
Superintendent's Leadership Team
Human Resources Department

CALENDARS

2017-2018 Holidays

2017-2018 Payroll End of Month Calendar (all employees)
Workday Calendar Information

2017-2018 Traditional Calendar

2017-2018 Year Round School Calendar

2017-2018 Modified Calendar

2017-2018 Wake Leadership Academy Calendar

2017-2018 STEM Calendar

2017-2018 NWCCA, WECHS, and VMCCA Calendar

For downloadable versions of these calendars, please visit the following websites:

<http://www2.wcpss.net/calendars/index.htm>

<http://www2.wcpss.net/departments/compservices/payroll/calendars.htm>

RESOURCES

Website Reference List
Important Phone Numbers
Handbook Acknowledgment Form

School Board Members

District 1 (Northeast Wake)

MR. DONALD AGEE
935 Green Pace Road
Zebulon, NC 27597
919-694-8840/office
dagee@wcpss.net
Term Expires: 2018

District 2 (Southeast Wake)

MRS. MONIKA JOHNSON-HOSTLER, CHAIR
2904 Oak Bridge Drive
Raleigh, North Carolina 27610
919-694-8845/office
mjohnsonhostler@wcpss.net
Term Expires: 2018

District 3 (North Raleigh)

MS. ROXIE CASH
12136 Old Falls of Neuse Rd
Wake Forest, NC 27587
919-694-8844/office
rcash@wcpss.net
Term Expires: 2018

District 4 (East Raleigh)

MR. KEITH SUTTON
4536 Drewbridge Way
Raleigh, North Carolina 27604
919-694-8847/office
ksutton@wcpss.net
Term Expires: 2018

District 5 (South Central Raleigh)

DR. JIM MARTIN
8613 Cavatina Court
Apex, NC 27539
919-694-8850/office
jmartin4@wcpss.net
Term Expires: 2018

District 6 (Central Raleigh)

MRS. CHRISTINE KUSHNER, VICE-CHAIR
3220 Birnamwood Road
Raleigh, NC 27607
919-694-8846/office
ckushner@wcpss.net
Term Expires: 2018

District 7 (W Raleigh/Morrisville)

MS. KATHY HARTENSTINE
7334 Fontana Ridge Lane
Raleigh, NC 27613
919-694-8842/office
khartenstine@wcpss.net
Term Expires: 2018

District 8 (Southern Wake)

MS. LINDSAY MAHAFFEY
109 Terasina Court
Apex, NC 27502
919-694-8841/office
lmahaffey@wcpss.net
Term Expires: 2018

District 9 (Western Wake)

MR. BILL FLETCHER
126 Castlewood Drive
Cary, NC 27511
919-694-8843/office
bfletcher@wcpss.net
Term Expires: 2018

**For additional information
regarding school Board activities
and members, visit
www.wcpss.net/Board.**

2017-2018 Superintendents Leadership Team

CHIEF OFFICERS	PHONE (919)
Dr. James G. Merrill - Superintendent (jmerrill).....	533-7769
Jan Macpherson - Executive Assistant (jmacpherson)	
Dr. Marvin Connelly - Chief of Staff and Strategic Planning (mconnelly).....	533-7082
Becky Scipien - Administrative Assistant (bscipien)	
Cathy Moore - Deputy Superintendent for Academic Advancement (cqmoore).....	533-7011
Julie Ward - Administrative Assistant (jward)	
David Neter - Chief Operating Officer (dneter).....	694-0232
Debi Dingee - Administrative Assistant (ddingee)	
Tim Simmons - Chief Communications Officer (tsimmons).....	533-7097
Corallie Gines - Administrative Assistant (cgines)	
Stacy Lee - Chief Technology Officer (slee).....	694-0168
Karen (Teresa) Goldston - Administrative Assistant (kgoldston)	
Vacant - Chief of Facilities & Operations Officer.....	N/A
Vacant - Administrative Assistant	

BOARD OF EDUCATION OFFICE	
Melissa Allen - Board Relations Administrator (mrallen).....	533-7772
Shirley Farmer-Hudson - Board Processing Technician (sfarmer-hudson).....	533-7771

AREA SUPERINTENDENTS	
Dr. Lloyd Gardner - Area Superintendent (lygardner).....	533-7749
Cindy Kinney - Administrative Assistant (ckinney)	
Dr. Pamela Kinsey-Barker - Area Superintendent (pkinsey-barker).....	533-7719
Stacy Symes - Administrative Assistant (ssymes)	
Dr. Edward McFarland - Area Superintendent (emcfarland).....	533-7142
Connie Wall - Administrative Assistant (cwall2)	
James Overman - Area Superintendent for Elementary Support (joverman).....	533-7157
Roena Holloway - Administrative Assistant (rholloway)	
Dr. Clinton Robinson - Area Superintendent (crobinson3).....	533-7752
Contina (Tina) Jackson - Administrative Assistant (cjackson)	
Dr. Mark Savage - Area Superintendent (msavage).....	533-7798
Debra Poole - Administrative Assistant (dwpool)	
Dr. Andre Smith - Area Superintendent (acsmith).....	533-7716
Aunecia Howell - Administrative Assistant (ahowell1)	
Dr. Ashlie Thompson - Area Superintendent (athompson).....	533-7077
Cindy Mukherjee - Administrative Assistant (cmukherjee)	
Seydric Williams - Area Superintendent (swilliams12).....	533-7204
Latitia Rodgers - Administrative Assistant (lrodgers)	

ASSISTANT SUPERINTENDENTS	
Joe Desormeaux - Assistant Superintendent for Facilities (jdesormeaux).....	588-3551
Ann Turner - Administrative Assistant (aturner)	
Brenda Elliott - Assistant Superintendent, Student Support Services (belliot).....	694-0538
Crystal Lewis - Administrative Assistant (clewis3)	
Jacqueline Ellis - Assistant Superintendent, HR (jbellis).....	533-7196
Tonya Blanton - Administrative Assistant (tblanton)	
Karen Hamilton - Assistant Superintendent for Special Education (khamilton).....	694-0281
Donna Blair - Administrative Assistant (dblair)	
Brian Kingsley - Assistant Superintendent for Academics (bkingsley).....	533-7033
Patricia Philbrook - Administrative Assistant (pphilbrook)	
Dr. Brad McMillen - Assistant Superintendent for Data and Accountability (bmcmlen).....	533-7137
Belinda Rowland - Administrative Assistant (browland)	
Dr. Rodney Trice - Assistant Superintendent for Equity Affairs (rtrice).....	694-0524
Cecelia Green - Administrative Assistant (cgreen3)	
Mark Winters - Finance Officer (mwinters).....	694-0312
Lisa Richardson - Administrative Assistant (lwrichardson)	

Human Resources Department Description & Organization Charts

Jacqueline B. Ellis Assistant Superintendent

The Human Resources Department has reorganized to better serve our mission to establish quality systems to recruit, retain, and develop committed employees who promote student success. Our reorganization will allow us to improve oversight, management, and support for the school system and district wide human capital initiatives as follows:

- Align the department to support the work of the Strategic Plan
- Improve the inner workings of the Human Resources department
- Focus on talent across the system
- Position the department for improved succession planning and exposure to roles and responsibilities
- Leverage talents and skills of current employees with specific shifts in responsibilities

In order to best support and serve the employees and students of the Wake County Public School System, the Human Resources Department is now divided into three main divisions. Feel free to contact the appropriate Human Resources representative with any questions you may have. The telephone directory starts on page 127. We are here to serve you!

Human Resources Divisions:

Talent Acquisition:

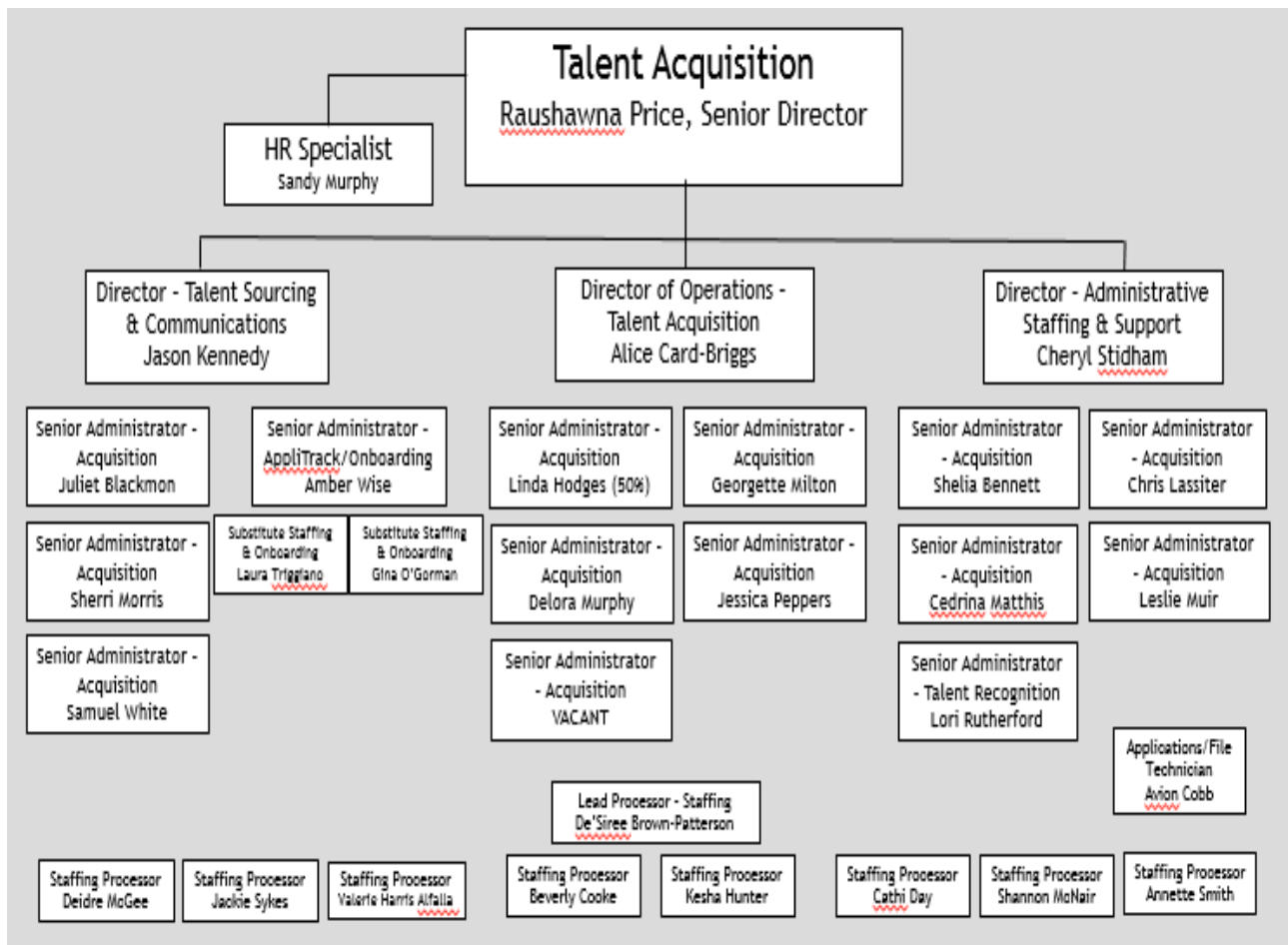
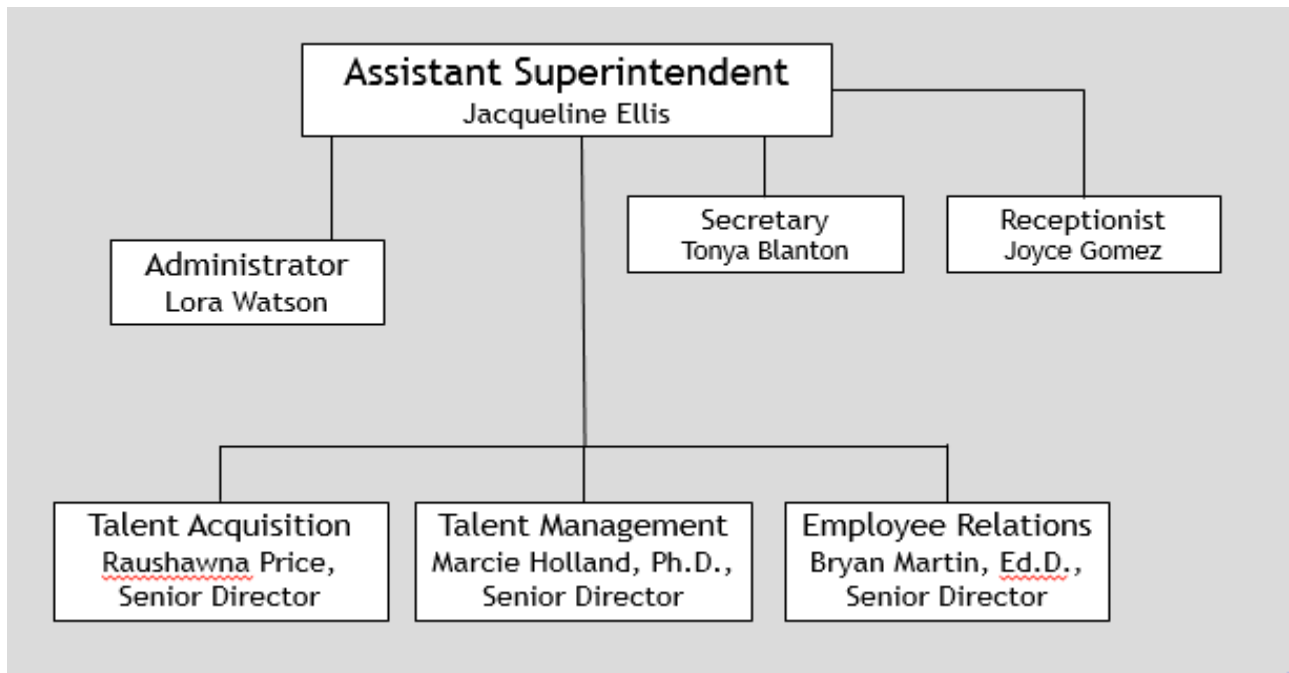
- Administrative Interns
- Applications
- Contracts
- Employee Files
- Employee Discounts
- Extra Duty
- Hiring Processes
- ID Badges
- Job/Employment Fairs
- New Employee Orientation
- Student Teachers/Internships
- Substitute Teachers
- Transfer Process

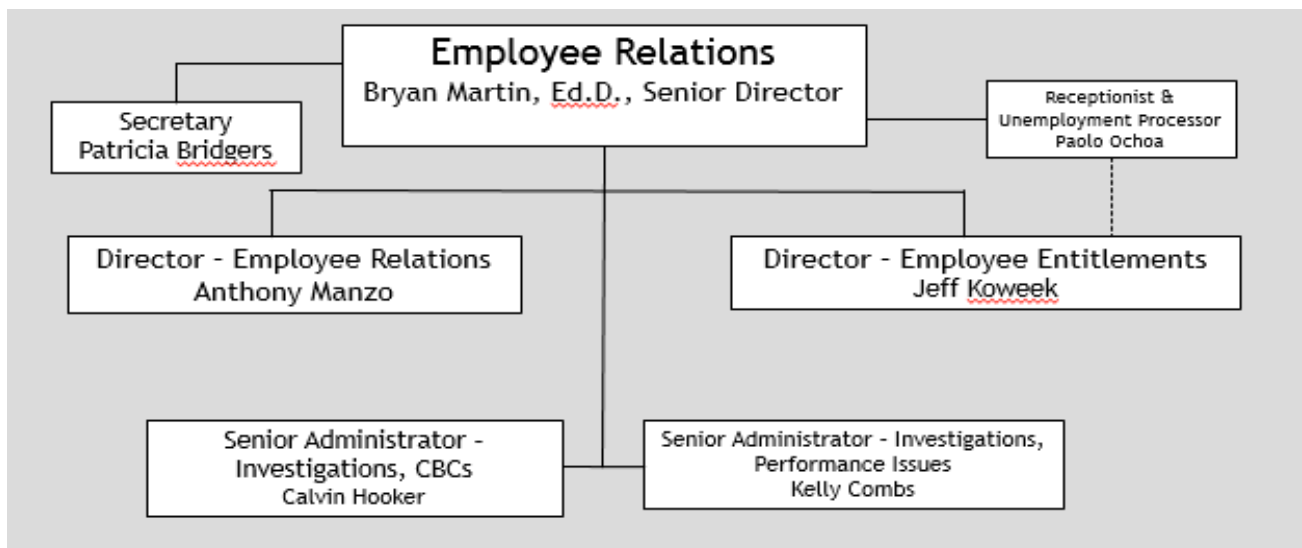
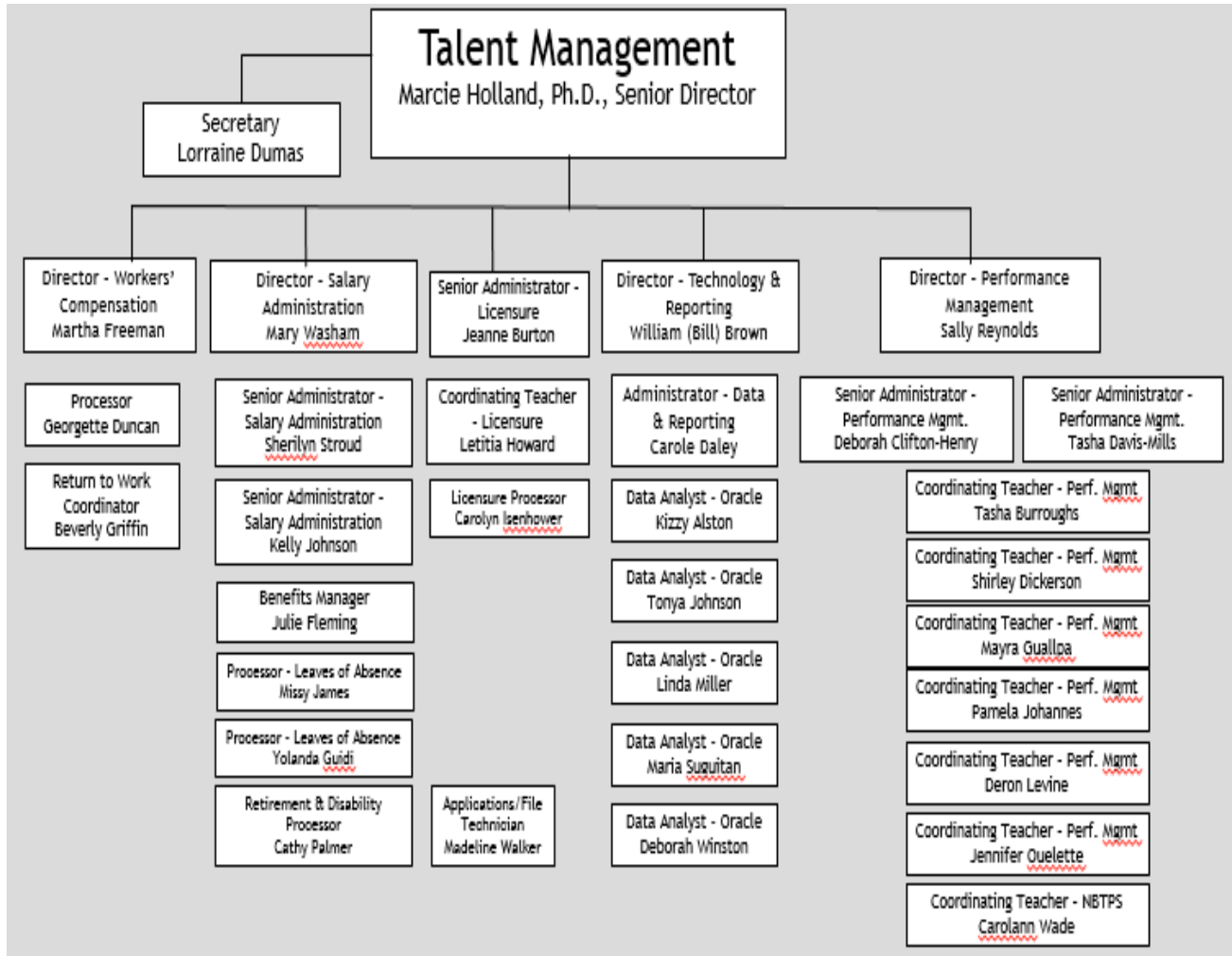
Talent Management:

- Data and Reporting
- Disability
- Employment Verifications
- Evaluations
- Job Descriptions
- Lateral Entry
- Leaves of Absence
- Licensure
- Longevity
- Praxis Reimbursement
- Retirement
- Salary Administration
- Teacher Support
- Tuition Assistance
- Workers Compensation

Employee Relations:

- Accommodation Requests
- Employee Complaints/Grievances
- Criminal Background Checks
- Employee Performance Plans
- Employee Policies
- Investigations
- Employee Rights and Responsibilities





Area Superintendent Leadership and Hiring Management Structure

Area of Elementary Support	Central Area	Eastern Area	Northeastern Area	Northern Area	Northwestern Area	Southern Area	Southwestern Area	Western Area
James Overman	Lloyd Gardner	Edward McFarland	Andre Smith	Pamela Kinsey-Barker	Seydric Williams	Clinton Robinson	Ashlie Thompson	Mark Savage
Admin. Asst. Roena Holloway 919-533-7157	Admin. Asst. Cindy Kinney 919-533-7749	Admin. Asst. Connie Wall 919-533-7142	Admin. Asst. Auneicia Howell 919-533-7716	Admin. Asst. Stacy Symes 919-533-7719	Admin. Asst. Latitia Rodgers 919-533-7204	Admin. Asst. Tina Jackson 919-533-7752	Admin. Asst. Cindy Mukherjee 919-533-7077	Admin. Asst. Debra Poole 919-533-7798
Special Asst. Kelly Swartzel 919-533-7155	Special Asst. Diane Garland 919-533-7141	Special Asst. Special Asst. Wendy Clark 919-533-7747	Special Asst. Tyneka Holley 919-533-7713	Special Asst. Leigh Ann Alford-Kath 919-533-7717	Special Asst. Michelle Tucker 919-533-7153	Special Asst. Katie Covington 919-533-7750	Special Asst. Michael Stiefel 919-533-7076	Special Asst. Jill Herbst 919-533-7796
HR Hiring Admin Chris Lassiter 919-533-7802	HR Hiring Admin Georgiate Milton 919-533-7251	HR Hiring Admin Vacant 919-533-7251	HR Hiring Admin Vacant 919-533-7252	HR Hiring Admin Juliet Blackmon 919-533-7250	HR Hiring Admin Cedrina Mathis 919-533-7212	HR Hiring Admin Jessica Peppers 919-533-7208	HR Hiring Admin Shelia Bennett 919-533-7249	HR Hiring Admin Debra Murphy 919-533-7256
Elementary (12)	Elementary (11)	Elementary (14)	Elementary (12)	Elementary (13)	Elementary (14)	Elementary (15)	Elementary (12)	Elementary (12)
Barwell	Combs	Beaverdam	Abbotts Creek	Bailewick	Alston Ridge	Aversboro	Apex	Adams
Brentwood	Conn	Carver	Forest Pines	Brassfield	Brier Creek	Ballenline	Blaucum	Bisardiff
Blagg	Fuller	Foresville	Heritage	Brooks	Carpenter	Banks	Laurel Park	Cary
Creech	Hunter	Harris Creek	Jones Dairy	Douglas	Cedar Fork	Fuquay-Varina	Middle Creek	Davis Drive
East Garner	Lacy	Knightsdale	Joyner	Durant	Hilburn Academy	Herbert Atkins	Oak Grove	Dillard Drive
Fox Road	Olds	Lake Myra	North Forest/Pines	Green	Kingswood	Holly Grove	Olive Chapel	Farrington Woods
Hodge Rd	Partnership	Lockhart	Powell	Jeffrey's Grove	Leesville Rd	Holly Ridge	Penny Road	Green Hope
Lincoln Heights	Poe	Rolesville	Richland Creek	Lead Mine	Mills Park	Holly Springs	Salem	Highcroft Drive
Lynn Road	Underwood	Sanford Creek	River Bend	Millbrook	Morrisville	Oakview	Scotts Ridge	Reedy Creek
Smith	Washington	Wakelon	Root	North Ridge	Northwoods	Rand Road	Swift Creek	Turner Creek
Walnut Creek	Wiley	Wendell	Wake Forest	Pleasant Union	Pleasant Grove	Timber Drive	West Lake	Weatherstone
Wilburn	Zebulon	Widwood Forest	Widwood Forest	Wakefield	Slough	Vance	Yates Mill	White Oak
	Rogers Lane (2017)			York	Sycamore Creek	Vandora Springs		
	Poodle Rd (TB0)				Hickons Creek (2017)	Willow Springs		
						Bryan Road (2018)		
	Middle (6)	Middle (4)	Middle (5)	Middle (6)	Middle (4)	Middle (5)	Middle (6)	Middle (5)
	Cabbage	East Wake	Heritage	Carroll	Leesville	East Garner	Apex	Davis Drive
	Centennial	Rolesville	Mt Vernon	Durant	Mills Park	Fuquay-Varina	Lufkin Road	Dillard Drive
	Daniels	Wendell	River Oaks	East Millbrook	Pine Hollow	Holly Grove	Salem	East Cary
	Ligon	Zebulon	Wake Forest	Wakefield	Alston Ridge (2019)	Holly Ridge	West Lake	Reedy Creek
	Martin		River Bend (2017)	West Millbrook		North Garner	Apex Friendship (2018)	West Cary
	Moore Square							
Jason Kennedy	High (4)	High (4)	High (4)	High (4)	High (4)	High (4)	High (4)	High (5)
Candidate Sourcing	Broughton	East Wake	Heritage	Millbrook	Leesville	Fuquay-Varina	Apex	Athens
Alice Briggs	Enloe	Knightsdale	Longview - Leslie Muir	Sanderson	Panther Creek	Garner	Apex Friendship	Cary
General Hiring	STEM Early College	Rolesville	Phillips	Wakefield	WYMLA	Holly Springs	Middle Creek	Green Hope
	Vernon Malone	Wake Early College	Wake Forest	North Wake College and Career (CTE)	WYWLA	South Garner (2018)	Southeast Raleigh - Amber Wise	Crossroads FLEX
								Green Level (2019)
Total Schools (12)	Total Schools (21)	Total Schools (22)	Total Schools (21)	Total Schools (21)	Total Schools (22)	Total Schools (24)	Total Schools (21)	Total Schools (22)
Additional HR Hiring Administrators:	Central Services (Administrator - Sr. Director)	Central Services (All non-Administrative)	Central Services (All non-Administrative)	CNS/Transportation/Maintenance & Operations	Principals and Assistant Principals			
	Cheryl Sidham	919-533-7203	Leslie Muir	919-533-7210	Sam White	919-533-7209	Lora Watson	919-533-7197
								Updated 6/27/17
HR-C	HR-A	HR-A	HR-B	HR-B	HR-C	HR-A	HR-C	HR-A
Annette Smith Cathi Day Shannon McNair	Beverly Cooke De'Siree' Brown-Patterson Keshia Hunter	Beverly Cooke De'Siree' Brown-Patterson Keshia Hunter	Dee McGee Jackie Sykes Valerie Harris Afalla (also CNS/Bus)	Dee McGee Jackie Sykes Valerie Harris Afalla (also CNS/Bus)	Annette Smith Cathi Day Shannon McNair	Beverly Cooke De'Siree' Brown-Patterson Keshia Hunter	Annette Smith Cathi Day Shannon McNair	Beverly Cooke De'Siree' Brown-Patterson Keshia Hunter

HUMAN RESOURCES STAFF DIRECTORY (919-533-7200)

ASSISTANT SUPERINTENDENT'S OFFICE

NAME	NUMBER	EMAIL	POSITION
Blanton, Tonya Fx/854-1679	533-7196	tblanton	Secretary
Gomez, Joyce	533-7200	jpgomez	Receptionist
Ellis, Jacqueline	533-7198	jbellis	Assistant Superintendent
Watson, Lora	533-7197	lwatson	Administrator

TALENT MANAGEMENT

NAME	NUMBER	EMAIL	POSITION
Alston, Kizzy	533-7236	kalston3	Data Analyst - Oracle
Brown, William "Bill"	533-7199	wgbrown	Director - Technology & Reporting
Burroughs, Tarsha	533-7263	tburroughs	Coordinating Teacher
Burton, Jeanne	533-7261	jburton3	Senior Administrator - Licensure
Clifton, Deborah	533-7259	dclifton	Senior Administrator- Performance Mgmt.
Cooley-Palmer, Cathy	533-7270	cpalmer	Processor - Retirement & Disability
Daley, Carol Lee Fx/ 854-1718	533-7235	cdaley	Administrator - Data & Reporting
Davis, Tasha	533-7263	Tdavis4	Senior Administrator- Performance Mgmt.
Dickerson, Shirley	533-7216	Sdickerson	Coordinating Teacher
Dumas, Lorraine Fx/854-1680	533-7238	lddumas	Secretary to Senior Director
Duncan, Georgette	533-7229	gduncan2	Processor - Workers' Compensation
Fleming, Julie	533-7243	jfleming	Benefits Manager
Freeman, Martha	533-7224	mpfreeman	Director - Workers' Compensation
Griffin, Beverly	533-7206	bgriffin	Return to Work Coord. - Workers' Comp
Gualpa, Mayra	694-7595	mguallpa	Coordinating Teacher
Guidi, Yolanda	858-1752	yguidi	Processor - Leaves of Absence
Holland, Martha "Marcie"	533-7266	mholland2	Senior Director
Howard, Letitia	533-7194	lrhoward	Coordinating Teacher - Licensure
Isenhower, Carolyn	533-7247	cisenhower	Licensure Processor
James, Melissa	694-7581	mjames6	Processor - Leaves of Absence
Johannes, Pamela	533-7195	pjohannes	Coordinating Teacher
Johnson, Kelly	694-7623	kjohnson15	Senior Admin – Compensation, Retirement
Johnson, Tonya	533-7232	tjohnson7	Data Analyst - Oracle
Levine, Deron	533-7215	dlevine	Coordinating Teacher
Miller, Linda	533-7268	lmiller3	Data Analyst - Oracle
Ouellette, Jennifer	533-7214	jouellette	Coordinating Teacher
Reynolds, Sally	533-7262	slreynolds	Director - Performance Management
Stroud, Sheri Fx/858-1776	533-7230	sstroud1	Senior Administrator – Salary, Disability
Suguitan, Maria	533-7240	msuguitan	Data Analyst - Oracle
Wade, Carolann	533-7219	cwade	Coordinating Teacher - NBPTS
Walker, Madeline	533-7207	mwalker	File Technician
Washam, Mary	533-7222	mwasham	Director - Salary Administration
Winston, Deborah	533-7237	dwinston	Data Analyst – Oracle

TALENT ACQUISITION			
NAME	NUMBER	EMAIL	POSITION
Bennett, Shelia	533-7249	sbennett	Senior Administrator
Blackmon, Juliet	533-7250	jblackmon	Senior Administrator
Briggs, Alice Card	533-7220	acbriggs	Director - Operations
Brown-Patterson, De'Siree'	533-7231	<u>dbrown-patterson</u>	Lead Processor- Staffing
Cobb, Avion	533-7228	acobb2	File Room Technician
Cooke, Beverly	533-7234	bcooke	Processor- Staffing
Day, Cathi	533-7248	cday	Processor- Staffing
Harris Alfalla, Valerie	533-7246	vharrisalfalla	Processor- Staffing
Hodges, Linda	533-7254	lhodges1	Senior Administrator (50%)
Hunter, Kesha	533-7213	kkhunter	Processor- Staffing
Kennedy, Jason	533-7258	jkennedy3	Director – Talent Sourcing & Comm.
Lassiter, Chris	533-7802	classiter	Senior Administrator
Mathis, Cedrina	533-7212	cmathis	Senior Administrator
McGee, Deirdre (Dee)	533-7245	dmcgee	Processor- Staffing
McNair, Shannon	533-7233	smcnair3	Processor- Staffing
Milton, Georgiate	533-7251	gmilton	Senior Administrator
Muir, Leslie	533-7210	lmuir	Senior Administrator
Murphy, Delora	533-7256	dmurphy2	Senior Administrator
Murphy, Sandy Fx 854-1708	533-7201	smurphy1	Secretary to Senior Director
O'Gorman, Gina Marie	533-7228	gogorman	Substitute Staffing & Onboarding
Peppers, Jessica	533-7208	<u>jpeppers</u>	Senior Administrator
Price, Raushawna	533-7264	rprice3	Senior Director
Rutherford, Lori	533-7216	lrutherford	Sr. Administrator - Talent Recognition
Smith, Annette Marie	533-7239	asmith8	Processor- Staffing
Stidham, Cheryl	533-7203	cstidham	Director – Admin. Staffing & Support
Sykes, Jacqueline	694-7594	jsykes2	Processor - Staffing
Triggiano, Laurie	533-7242	ltriggiano	Substitute Staffing & Onboarding
White, Sam	533-7209	<u>swhite</u>	Senior Administrator
Wise, Amber	533-7260	awise2	Senior Admin - AppliTrack & Onboarding
EMPLOYEE RELATIONS			
NAME	NUMBER	EMAIL	POSITION
Bridgers, Pat Fx/854-1689	533-7271	pbridgers	Secretary to Senior Director
Combs, Kelly	533-7255	kcombs	Sr Admin – Investigations & Performance
Hooker, Calvin	533-7257	chooker	Senior Admin – Investigations/CBCs
Koweek, Jeff	533-7221	jkoweek	Director - Employee Entitlements
Manzo, Anthony	533-7223	amanzo	Director - Investigations
Martin, J. Bryan	533-7267	bmartin3	Senior Director
Ochoa, Paola	533-7205	pochoa	Receptionist/Processor

CALENDARS 2017-2018 Holidays

STUDENT HOLIDAYS (Traditional Calendar)

September 4, 2017
Labor Day

September 21, 2017
Teacher Workday

October 21, 2017
Teacher Workday

November 10, 2016
Veteran's Day

November 22-24, 2017
Thanksgiving Break

Dec. 22, 2017 - Jan. 1, 2018
Winter Break

January 15, 2018
Martin Luther King, Jr. Day,

January 22, 2018
Teacher Workday

February 19, 2018
Teacher Workday

March 29, 2018
Teacher Workday

March 30 - April 6, 2018
Holiday, Spring Break,

May 28, 2018
Memorial Day

June 11-13 2017
Teacher Workdays

HOLIDAYS FOR 10-MONTH & 11-MONTH EMPLOYEES

September 4, 2017

November 10, 2017

November 23-24, 2017

December 25- 27, 2017

January 1, 2018

January 15, 2018

March 30, 2018

May 28, 2018

HOLIDAYS FOR 12-MONTH EMPLOYEES

July 4, 2017

September 4, 2017

November 10, 2017

November 23-24, 2017

December 25- 27, 2017

January 1, 2018

January 15, 2018

March 30, 2018

May 28, 2018

EARLY RELEASE DAYS:

September 29, 2017

October 20, 2017

December 21, 2017

February 9, 2018

March 2, 2018

May 25, 2018

RELIGIOUS HOLIDAYS

Per **Board Policy 6000.3F**: An absence is excused for religious observance, as suggested by the religion of the student or the student's parents.



Payroll Lock Dates 2017-2018 With Distribution Dates



Payroll Lock Dates

School Year 2017 - 2018	Time Sheet Periods	Number Of Weeks	SUBSTITUTE PR # 1 Locked 4:30 pm	SUBSTITUTE PR # 1 Distribution Dates	EOM Payroll Locked 4:30 PM Misc forms due by 12:00	Eom Payroll Distribution Dates	SUBSTITUTE PR # 2 Locked 4:30 pm	SUBSTITUTE PR # 2 Distribution Dates
12 Month	06/05/17 - 07/02/17	4	07/06/17	07/14/17	07/10/17	07/31/17	07/18/17	07/31/17
12 Month	07/03/17 - 07/30/17	4	08/08/17	08/15/17	08/10/17	08/31/17	08/18/17	08/31/17
10, 11, 12 Month	07/31/17 - 09/03/17	5	09/06/17	09/15/17	09/11/17	09/29/17	09/19/17	09/29/17
10, 11, 12 Month	09/04/17 - 10/01/17	4	10/04/17	10/13/17	10/10/17	10/31/17	10/17/17	10/31/17
10, 11, 12 Month	10/02/17 - 10/29/17	4	11/06/17	11/15/17	11/08/17	11/30/17	11/16/17	11/30/17
10, 11, 12 Month	10/30/17 - 12/03/17	5	12/04/17	12/15/17	12/05/17	12/19/17	12/11/17	12/22/17
10, 11, 12 Month	12/04/17 - 01/07/18	5	01/05/18	01/12/18	01/11/18	01/31/18	01/19/18	01/31/18
10, 11, 12 Month	01/08/18 - 02/04/18	4	02/06/18	02/15/18	02/12/18	02/28/18	02/19/18	02/28/18
10, 11, 12 Month	02/05/18 - 03/04/18	4	03/07/18	03/15/18	03/12/18	03/30/18	03/20/18	03/30/18
10, 11, 12 Month	03/05/18 - 04/01/18	4	04/04/18	04/13/18	04/10/18	04/30/18	04/18/18	04/30/18
10, 11, 12 Month	04/02/18 - 05/06/18	5	05/08/18	05/15/18	05/10/18	05/31/18	05/21/18	05/31/18
10, 11, 12 Month	05/07/18 - 06/03/18	4	06/04/18	06/15/18	06/05/18	06/28/18	06/12/18	06/28/18
10, 11, 12 Month	06/04/18 -		Timesheets for 2018-2019 will be released mid-May 2018					

Last Revised 05/08/2017

Time sheet periods are for recordkeeping purposes only
 Refer to employee calendars for pay periods
 Hours may need to be projected for some months

December pay date subject to change
 Lock dates are subject to change
 Summer School lock dates not included

Traditional Calendar



2017-2018 TRADITIONAL CALENDAR Calendario Tradicional

July / julio 2017

M/L	T/M	W/M	T/J	F/V
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August / agosto 2017

M/L	T/M	W/M	T/J	F/V
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September / septiembre 2017

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October / octubre 2017

M/L	T/M	W/M	T/J	F/V
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November / noviembre 2017

M/L	T/M	W/M	T/J	F/V
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December / diciembre 2017

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January / enero 2018

M/L	T/M	W/M	T/J	F/V
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February / febrero 2018

M/L	T/M	W/M	T/J	F/V
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

March / marzo 2018

M/L	T/M	W/M	T/J	F/V
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April / abril 2018

M/L	T/M	W/M	T/J	F/V
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May / mayo 2018

M/L	T/M	W/M	T/J	F/V
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June / junio 2018

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

LEGEND / LEYENDA

- ★ First and last days
Primer y último días de clase
- H Holiday
Día Festivo
- W Teacher Workday
Día de trabajo del maestro
- V Vacation Day
Día de Vacaciones
- ER Early Release Day
Día de Salida Temprana
- Q End of Nine Weeks
El Final de Nueve Semanas
- R Report Card

Days available for weather make-up in order of utilization / Días disponibles para recuperación de clases por orden

- 10/20 & 2/9- Early Release (salidas tempranas)
- 10/31
- 10/28- Saturday, full day (sábado, día completo)
- 11/22
- 3/2 & 5/25- Early Release (salida temprana)
- 12/22
- 1/22
- 2/19
- 3/29
- 6/11
- Banked Hours (up to 3 days) (horas acumuladas - hasta 3 días)
- 6/12
- 4/21 - Saturday, full day (sábado, día completo)
- 4/6
- 4/5
- 4/4

In accordance with the NC Calendar Law, if the school district must close schools, the superintendent will update this calendar to provide additional days/time by using early release days as full days, scheduled teacher workdays, Saturdays, banked hours of instruction*, or scheduled vacation days to meet legal requirements. If Saturdays are used, they will be full instructional days. If all other options are exhausted, holidays may be used for weather make-up.

* Hours accrued by schools over the required 1025 instructional hours.

De acuerdo a lo establecido por la Ley de Calendarios de Carolina del Norte, si el distrito escolar tiene que cerrar las escuelas, el Superintendente actualizará este calendario para proporcionar días/horas adicionales, utilizando los días de salida temprana como días completos, días laborables programados para los maestros, sábados, horas acumuladas de instrucción*, o días programados de vacaciones para cumplir con los requisitos de ley. Si se utilizan los sábados, estos serán días completos de instrucción. Si se agotan todas las demás opciones, se puede utilizar los días festivos como días de recuperación de clases debido al mal tiempo.

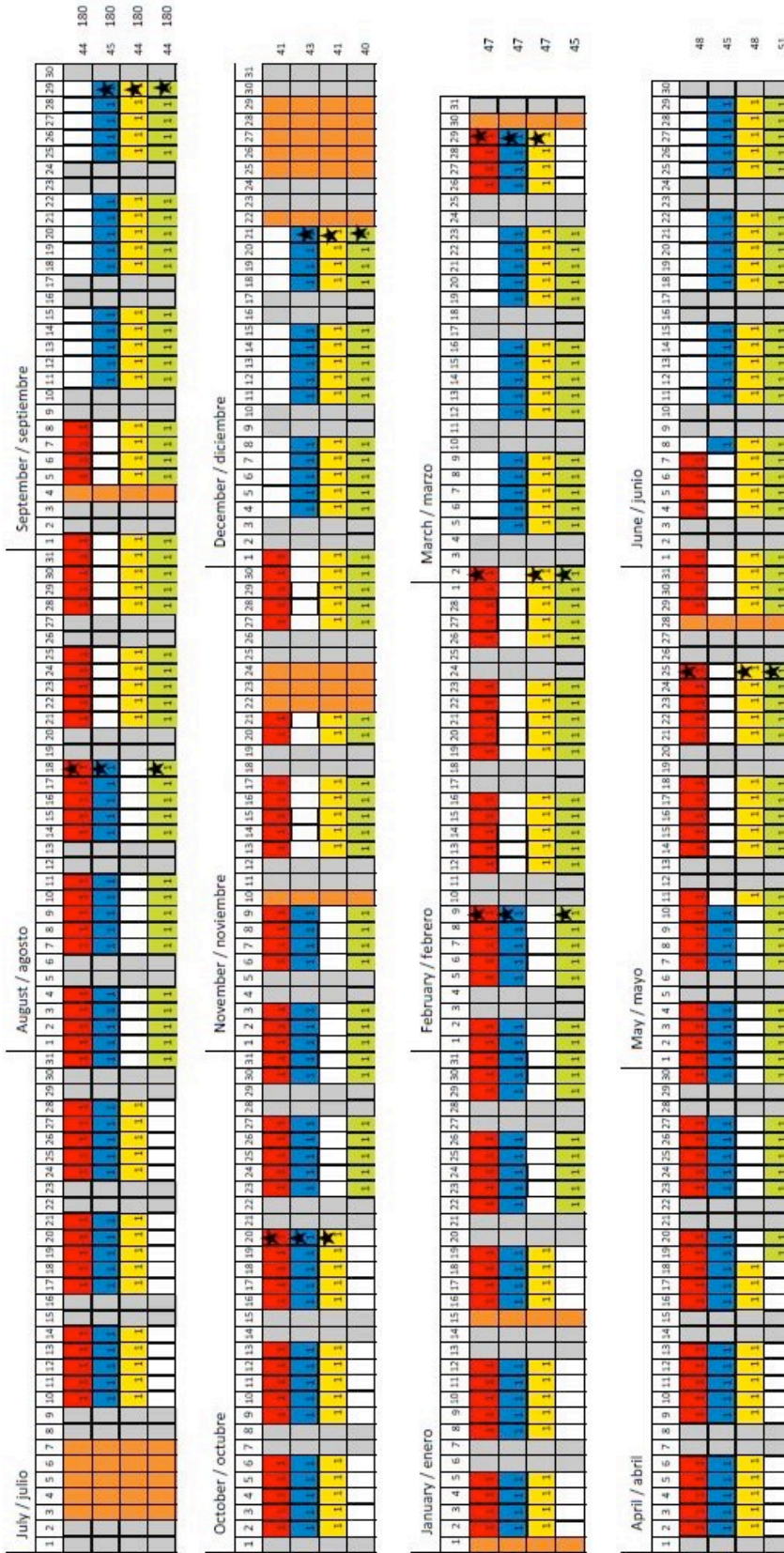
* Horas acumuladas por las escuelas que exceden las 1025 horas requeridas de instrucción.

MORE INFORMATION / MÁS INFORMACIÓN
www.wcps.net/calendars

2017-2018 Year-Round Multi-track Calendar

Calendario de Ciclo Continuo

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In accordance with the NC Calendar Law, if the school district must close schools, the superintendent will update this calendar to provide additional days/time by using early release days as full days, scheduled teacher workdays, banked instructional hours*, scheduled vacation days, or Saturdays to meet legal requirements. If students attend school on Thursday or Friday of a week when school has been closed, there may be a make-up day the Saturday of the same week if possible. Students will attend no more than two Saturdays in a row. In extreme cases, holidays may be used for weather make up.

* Hours accrued by schools over the required 1025 instructional hours

De acuerdo a la legislación por la Ley de Calendarios de Carolina del Norte, si el distrito escolar tiene que cerrar las escuelas, el Superintendente actualizará este calendario para proporcionar días/horas adicionales, utilizando los días de salida temprana como días completos, días laborales programados para los maestros, horas acumuladas de instrucción*, días programados de vacaciones o los sábados para cumplir con los requisitos de ley. Si los estudiantes asisten a la escuela el jueves o el viernes de una semana en la que la escuela ha estado cerrada, habrá un día de recuperación de clases, si es posible, el sábado de la misma semana. Los estudiantes no asistirán a clases más de dos sábados seguidos. En casos extremos, se puede utilizar los días festivos como días de recuperación de clases debido al mal tiempo.

*Horas acumuladas por las escuelas que exceden las 1025 horas requeridas de instrucción

LEGEND / LEYENDA

- Track 1
- Track 2
- Track 3
- Track 4
- Weekend / Fin de Semana
- Vacation Day / Día de Vacaciones
- Early Release Day / Día de Salida Temprana

MORE INFORMATION / MÁS INFORMACIÓN
www.wcpss.net/calendars

Modified



2017-2018 MODIFIED CALENDAR Calendario Modificado

July / julio 2017

M/L	T/M	W/M	T/J	F/V
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
★ 24	25	26	27	28
31				

August / agosto 2017

M/L	T/M	W/M	T/J	F/V
	1	2	3	4
7	8	9	10	11
14	15	16	17	18 ER
21	22	23	24	25
28	29	30	31	

September / septiembre 2017

M/L	T/M	W/M	T/J	F/V
				1
H 4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
T 25	T 26	T 27	T 28	T 29

October / octubre 2017

M/L	T/M	W/M	T/J	F/V
T 2	T 3	T 4	T 5	T 6
9	10	11	12	13
16	17	18	19	20 ER
23	24	25	26	27
30	31			

November / noviembre 2017

M/L	T/M	W/M	T/J	F/V
		1	2	3
6	7	8	9	10 H
13	14	15	16	17
20	21	V 22	H 23	H 24
27	28	29	30	

December / diciembre 2017

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8
11	12	13	14	15
V 18	V 19	V 20	V 21	V 22
H 25	H 26	H 27	V 28	V 29

January / enero 2018

M/L	T/M	W/M	T/J	F/V
H 1	V 2	3	4	5
8	9	10	11	12
H 15	16	17	18	19
22	23	24	25	26
29	30	31		

February / febrero 2018

M/L	T/M	W/M	T/J	F/V
			1	2
5	6	7	8	9 ER
12	13	14	15	16
V 19	20	21	22	23
26	27	28		

March / marzo 2018

M/L	T/M	W/M	T/J	F/V
			1	2 ER
5	6	7	8	9
T 12	T 13	T 14	T 15	T 16
T 19	T 20	T 21	T 22	T 23
T 26	T 27	ER 28	H 29	H 30

April / abril 2018

M/L	T/M	W/M	T/J	F/V
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May / mayo 2018

M/L	T/M	W/M	T/J	F/V
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	★ 25 ER
H 28	29	30	31	

June / junio 2018

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

LEGEND / LEYENDA

- ★ First and last days
Primer y último días de clase
- H Holiday
Día Festivo
- T Track Out Day
Día de vacaciones entre ciclos
- V Student Vacation Day
Día de Vacaciones
- ER Early Release Day
Día de Salida Temprana
- R Report Card
Boleta de calificaciones

Days available for weather make-up in order of utilization / Días disponibles para recuperación de clases por orden de utilización

- 10/20 & 2/9 - Early Release (salida temprana)
- 9/25
- 10/28 -Saturday, full day (sábado, día completo)
- 11/22
- 3/2 & 3/29 Early Release (salida temprana)
- 12/18
- 12/19
- 1/2
- 2/19
- 3/12
- Banked Hours (up to 3 days) (horas acumuladas - hasta 3 días)
- 3/13
- 4/21 - Saturday, full day (sábado, día completo)
- 5/29
- 5/30
- 5/31

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* Hours accrued by schools over the required 1025 instructional hours.

De acuerdo a lo establecido por la Ley de Calendarios de Carolina del Norte, si el distrito escolar tiene que cerrar las escuelas, el Superintendente actualizará este calendario para proporcionar días/horas adicionales, utilizando los días de salida temprana como días completos, días laborables programados para los maestros, sábados, horas acumuladas de instrucción*, o días programados de vacaciones para cumplir con los requisitos de ley. Si se utilizan los sábados, estos serán días completos de instrucción. Si se agotan todas las demás opciones, se puede utilizar los días festivos como días de recuperación de clases debido al mal tiempo.

* Horas acumuladas por las escuelas que exceden las 1025 horas requeridas de instrucción.

MORE INFORMATION / MÁS INFORMACIÓN
www.wcps.net/calendars



Wake Leadership Academy

2017-2018 LEADERSHIP ACADEMIES CALENDAR

Calendario Tradicional

July / julio 2017

M/L	T/M	W/M	T/J	F/V
	3	4	5	6
	10	11	12	13
	17	18	19	20
	24	25	26	27
	31			

August / agosto 2017

M/L	T/M	W/M	T/J	F/V
		1	2	3
★	7	8	9	10
	14	15	16	17
	21	22	23	24
	28	29	30	31

September / septiembre 2017

M/L	T/M	W/M	T/J	F/V
				1
H	4	5	6	7
	11	12	13	14
	18	19	20	21
	25	26	27	28

October / octubre 2017

M/L	T/M	W/M	T/J	F/V
	2	3	4	5
W	9	10	11	12
	16	17	18	19
	23	24	25	26
	30	31		

November / noviembre 2017

M/L	T/M	W/M	T/J	F/V
			1	2
	6	7	8	9
	13	14	15	16
	20	21	22	23
	27	28	29	30

December / diciembre 2017

M/L	T/M	W/M	T/J	F/V
				1
	4	5	6	7
	11	12	13	14
	18	19	20	21
	25	26	27	28

January / enero 2018

M/L	T/M	W/M	T/J	F/V
H	1	2	3	4
	8	9	10	11
H	15	16	17	18
	22	23	24	25
	29	30	31	

February / febrero 2018

M/L	T/M	W/M	T/J	F/V
				1
	5	6	7	8
	12	13	14	15
W	19	20	21	22
	26	27	28	

March / marzo 2018

M/L	T/M	W/M	T/J	F/V
				1
	5	6	7	8
	12	13	14	15
	19	20	21	22
	26	27	28	29

April / abril 2018

M/L	T/M	W/M	T/J	F/V
W	2	3	4	5
	9	10	11	12
	16	17	18	19
	23	24	25	26
	30			

May / mayo 2018

M/L	T/M	W/M	T/J	F/V
		1	2	3
	7	8	9	10
	14	15	16	17
	21	★	23	24
H	28	29	30	31

June / junio 2018

M/L	T/M	W/M	T/J	F/V
				1
	4	5	6	7
	11	12	13	14
	18	19	20	21
	25	26	27	28

LEGEND / LEYENDA

- ★ First and last days
Primer y último días de clase
- H Holiday
Día Festivo
- W Teacher Workday
Día de trabajo del maestro
- V Vacation Day
Día de Vacaciones
- ER Early Release Day
Día de Salida Temprana
- Q End of Nine Weeks
El Final de Nueve Semanas
- R Report Card
Boleta de calificaciones

Days available for weather make-up in order of utilization / Días disponibles para recuperación de clases por orden de utilización

- 9/29 & 10/20 Early Release
- 10/6
- 10/28 (Saturday Full Day)
- 11/22
- 2/9 & 3/2 Early Release
- 1/2
- 2/19
- 4/2
- Banked Hours up to 3 days
- 4/21 (Saturday Full Day)
- 5/23
- 5/24

In accordance with the NC Calendar Law, if the school district must close schools, the superintendent will update this calendar to provide additional day/time by using early release days as full days, scheduled teacher workdays, Saturdays, banked hours of instruction, or scheduled vacation days to meet legal requirements. If Saturdays are used, they will be full instructional days. If all other options are exhausted, holidays may be used for weather make-up.

* Hours accrued by schools over the required 1025 instructional hours.

De acuerdo a lo establecido por la Ley de Calendario de Carolina del Norte, el Superintendente actualizará este calendario debiendo ser actualizado para proporcionar días/horas adicionales, utilizando los días de salida temprana como días completos, días laborales de los maestros, sábados, horas acumuladas de instrucción, o días programados de vacaciones para cumplir con los requerimientos de ley. Si se utilizan los sábados, estos serán días completos de instrucción. Si se terminan todas las demás opciones, se puede utilizar los días festivos como días de recuperación de clases debido al mal tiempo.

* Horas acumuladas por las escuelas, por encima de las 1025 horas requeridas de instrucción.

MORE INFORMATION / MÁS INFORMACIÓN
www.wcps.net/calendars

July / julio 2017

M/L	T/M	W/M	T/J	F/V
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August / agosto 2017

M/L	T/M	W/M	T/J	F/V
	1	2	3	4
7	★	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September / septiembre 2017

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October / octubre 2017

M/L	T/M	W/M	T/J	F/V
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November / noviembre 2017

M/L	T/M	W/M	T/J	F/V
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December / diciembre 2017

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January / enero 2018

M/L	T/M	W/M	T/J	F/V
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February / febrero 2018

M/L	T/M	W/M	T/J	F/V
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

March / marzo 2018

M/L	T/M	W/M	T/J	F/V
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April / abril 2018

M/L	T/M	W/M	T/J	F/V
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May / mayo 2018

M/L	T/M	W/M	T/J	F/V
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	★	25
28	29	30	31	

June / junio 2018

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

LEGEND / LEYENDA

- ★ First and last days
Primer y último días de clase
- H Holiday
Día Festivo
- W Teacher Workday
Día de trabajo del maestro
- V Vacation Day
Día de Vacaciones
- ER Early Release Day
Día de Salida Temprana
- Q End of Nine Weeks
El Final de Nueve Semanas
- R Report Card

Days available for weather make-up in order of utilization / Días disponibles para recuperación de clases por orden de utilización

- 10/13
- 10/28 (Saturday Full Day)
- 11/22
- 1/2
- 2/19
- 4/3
- 4/2
- Banked Hours up to 3 days
- 4/21 (Saturday Full Day)
- 5/25
- 5/29

In accordance with the NC Calendar Law, if the school district must close schools, the superintendent will update this calendar to provide additional days/time by using scheduled teacher workdays, Saturdays, "banked hours of instruction", or scheduled vacation days to meet legal requirements. If Saturdays are used, they will be full instructional days. If all other options are exhausted, holidays may be used for weather make-up.

* Hours accrued by schools over the required 1005 instructional hours.

De acuerdo a lo establecido por la Ley de Calendarios de Carolina del Norte, el Superintendente actualizará este calendario deberá ser actualizado para proporcionar días/horas adicionales, utilizando los días de salida temprana como días completos, días laborales de los maestros, sábados, horas acumuladas de instrucción*, o días programados de vacaciones para cumplir con los requerimientos de ley. Si se utilizan los sábados, estos serán días completos de instrucción. Si se terminan todas las demás opciones, se pueden utilizar los días festivos como días de recuperación de clases debido al mal tiempo.

* Horas acumuladas por las escuelas, por encima de las 1005 horas requeridas de instrucción.

MORE INFORMATION / MÁS INFORMACIÓN
www.wcps.net/calendars



July / julio 2017

M/L	T/M	W/M	T/J	F/V
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August / agosto 2017

M/L	T/M	W/M	T/J	F/V
	1	2	3 W	4 W
7 W	8 W	9 W	10 ★	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September / septiembre 2017

M/L	T/M	W/M	T/J	F/V
				1
4 H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29 ER

October / octubre 2017

M/L	T/M	W/M	T/J	F/V
	2	3	4	5
9 W	10 W	11	12	13
16	17	18	19	20 ER
23	24	25	26	27
30	31			

November / noviembre 2017

M/L	T/M	W/M	T/J	F/V
		1	2	3
6	7	8	9 W	10 H
13	14	15	16	17
20	21	22 V	23 H	24 H
27	28	29	30	

December / diciembre 2017

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21 ER	22 V
25 H	26 H	27 H	28 V	29 V

January / enero 2018

M/L	T/M	W/M	T/J	F/V
1 H	2 W	3 W	4	5
8	9	10	11	12
15 H	16	17	18	19
22	23	24	25	26
29	30	31		

February / febrero 2018

M/L	T/M	W/M	T/J	F/V
			1	2
5	6	7	8	9 ER
12	13	14	15	16
19	20	21	22	23
26	27	28		

March / marzo 2018

M/L	T/M	W/M	T/J	F/V
				1 ER
5	6	7	8	9 W
12 V	13 V	14 V	15 V	16 V
19	20	21	22	23
26	27	28	29 W	30 H

April / abril 2018

M/L	T/M	W/M	T/J	F/V
2	3	4	5	6
9	10	11	12	13 W
16	17	18	19	20
23	24	25	26	27
30				

May / mayo 2018

M/L	T/M	W/M	T/J	F/V
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25 ★ ER
28 H	29 W	30 V	31	

June / junio 2018

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

LEGEND / LEYENDA

- ★ First and last days
Primer y último días de clase
- H Holiday
Día Festivo
- W Teacher Workday
Día de trabajo del maestro
- V Vacation Day
Día de Vacaciones
- ER Early Release Day
Día de Salida Temprana
- Q End of Nine Weeks
El Final de Nueve Semanas
- R Report Card
Boleta de calificaciones

Days available for weather make-up in order of utilization / Días disponibles para recuperación de clases por orden de utilización

- 10/20 & 2/9 Early Release (Salida temprana)
- 10/10
- 11/22
- 3/2 & 3/25 Early Release (Salida temprana)
- 1/3
- 3/9
- 3/29
- 4/13
- Banked Hours (up to 3 days) (horas acumuladas - hasta 3 días)
- 5/29
- 5/30

In accordance with the NC Calendar Law, if the school district must close schools, the superintendent will update this calendar to provide additional daytime by using early release days as full days, scheduled teacher workdays, Saturdays, banked hours of instruction*, or scheduled vacation days to meet legal requirements. If Saturdays are used, they will be full instructional days. If all other options are exhausted, holidays may be used for weather make-up.

* Hours accrued by schools over the required 1025 instructional hours.

De acuerdo a lo establecido por la Ley de Calendarios de Carolina del Norte, el Superintendente actualizará este calendario de ser necesario para proporcionar días/horas adicionales, utilizando los días de salida temprana como días completos, días laborales de los maestros, sábados, horas acumuladas de instrucción*, o días programados de vacaciones para cumplir con los requerimientos de ley. Si se utilizan los sábados, estos serán días completos de instrucción. Si se terminan todas las demás opciones, se puede utilizar los días festivos como días de recuperación de clases debido al mal tiempo.

* Horas acumuladas por las escuelas, por encima de las 1025 horas requeridas de instrucción.

MORE INFORMATION / MÁS INFORMACIÓN
www.wcps.net/calendars

RESOURCES

Website Reference List

WCPSS uses its websites and social media to provide timely information to the general public, employees, and students. Employees and students may access the Intranet site at www2.wcpss.net. The general public may access the external website at www.wcpss.net.

Employees can follow WCPSS social media. Links to Facebook, Twitter, Youtube and Pinterest are in the bottom left hand corner of www.wcpss.net. Employees can like us on Facebook, follow us on Twitter, and subscribe to us on Youtube to get the latest WCPSS news and information.

If an employee is initiating a website at his/her school, the employee should call the WCPSS Webmaster at 501-7975 to establish links to the WCPSS site and for other important information. Employees may also e-mail pcory@wcpss.net.

If an employee has an interesting event occurring and would like publicity via the WCPSS website or newsletters, the employee should e-mail the details to bposton@wcpss.net and wsudderth@wcpss.net.

WCPSS Internet website-----www.wcpss.net

WCPSS Intranet website ----- www2.wcpss.net
Site for employees and students

WCPSS School Board Policies-----webarchive.wcpss.net/policy-files/index.html

WCPSS Human Resources ----- www2.wcpss.net/departments/hr/

WCPSS Compensation Services-----www2.wcpss.net/departments/compservices/
Payroll and Benefits

Department of Public Instruction (DPI)----- www.ncpublicschools.org

NC State Board of Education -----www.dpi.state.nc.us/state_board/

North Carolina General Assembly-----www.ncleg.net/

Deer Oaks Employee Assistance Program (EAP) -----www.deeroaks.com

WAKE COUNTY PUBLIC SCHOOL SYSTEM

Important Phone Numbers

EMERGENCY SERVICES	9-911
SECURITY	919-431-7777
HELP DESK (Technology)	919-664-5700
DEER OAKS (EAP)	1-866-327-2400
FRAUD HOT-LINE	1-866-674-4872
CUSTOMER SERVICE	919-431-7400
Benefits (Health and Other Insurance)	919-649-8777
Bloodborne Pathogens	919-856-8145
Child Nutrition Services	919-856-2918
Academics	919-533-7033
Disability	919-533-7230
Student Assignment	919-431-7333
Human Resources	919- 533-7200
Office of Professional Learning.....	919-431-7430
Payroll	919-649-8777
Employee File Room	919-533-7228
Risk Management	919-694-0349
AESOP (Substitute Employee Management System).....	1-800-942-3767
Superintendent's Office	919-533-7770
Transportation	919-805-3030
Workers' Compensation	919-533-7206