

# 2020-2021 EMPLOYEE HANDBOOK

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**WAKE COUNTY**  
PUBLIC SCHOOL SYSTEM



*What Starts Here Changes Everything.*

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**WAKE COUNTY**  
**PUBLIC SCHOOL SYSTEM**

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Dear Colleagues,

Welcome to the 2020-2021 school year! While we may not know exactly what lies ahead this school year, I am confident that we have the right people to make it a successful and productive year for our students and staff.

We are all charting this new territory together and have all been impacted in some way by the global COVID-19 pandemic. I sincerely appreciate your dedication to our school system, our students, our staff, and our community. I anticipate we will need maximum flexibility and grace from our staff, students, and families this year, as we serve our community and make adjustments as needed based on COVID-19 developments and any accompanying public health requirements. Thank you in advance for your patience, cooperation, understanding, and leadership.

All of that said, I want to remind you what has not and will not change: our high quality staff and our high standards.

- Our 2019 graduation rate (the most recent, as of this printing) was near 90%, a record high, and has risen for seven consecutive years.
- Our district has had the most National Board Certified teachers in the country for more than a decade.
- Magnet Schools of America awarded Standards of Excellence Certification to 16 WCPSS magnet schools in January 2020. An additional 23 schools were named Schools of Distinction.
- Our support services are routinely recognized as some of the best in the state.

For returning staff, I say thank you for your continued service. For employees new to our district, I say welcome. I hope you find this to be a challenging, rewarding, and supportive work environment.

We often say “What starts here changes everything” And we know that everything we do as a district starts with you.

It is my honor to work alongside you as we serve our community. No matter what challenges the future may bring, I look forward to working together to ensure we continue delivering the same high level of service our students, families, and community have come to expect.

Sincerely,

A handwritten signature in black ink that reads "Cathy Q. Moore".

Cathy Q. Moore

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## Introduction

### EMPLOYEE HANDBOOK AND BOARD POLICY

**NOTE: Please check the on-line version for the most current information.**

[www.wcpss.net/employeehandbook](http://www.wcpss.net/employeehandbook)

The Employee Handbook is a resource for Wake County Public School System employees designed to provide information and address questions regarding school system policies and procedures.

Every employee is responsible for reading and complying with the provisions of the Employee Handbook and acknowledging in writing the employee's familiarity with its contents. The Employee Handbook acknowledgment/disclaimer form is at [www.wcpss.net/employee-handbook](http://www.wcpss.net/employee-handbook).

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: [www.wcpss.net/boardpolicy](http://www.wcpss.net/boardpolicy)

The Wake County Board of Education is in the process of revising its policy manual to incorporate the *Policies to Lead the Schools* (PLS) system published by the North Carolina School Boards Association. During the revision process, the Board will maintain two policy manuals. The old policy manual will contain policies adopted prior to May 2015. The new policy manual contains policies adopted in May 2015 or later. All policies replaced by new policies will be removed from the Old Policy Manual.

If there is any conflict between the language of a policy in the new manual and the old manual, the language in the **new** manual should be followed. The new policy manual and the old policy manual can both be accessed here: [www.wcpss.net/boardpolicy](http://www.wcpss.net/boardpolicy)

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 [files.nc.gov/dpi/policymanual.pdf](http://files.nc.gov/dpi/policymanual.pdf).

## NEW INFORMATION FOR 2020-2021

### COVID-19

With the rapidly changing information regarding the impact of COVID-10 on the school system, employees are strongly encouraged to check for updates and information on WakeConnect. The updates include information and guidance related to Return to Work, Employee Leave, Accommodation Requests for High Risk Employees, Teleworking and other topics.

Visit [www.wcpss.net/covid19](http://www.wcpss.net/covid19) and [wakeconnect.wcpss.net/sites/return-to-the-workplace](http://wakeconnect.wcpss.net/sites/return-to-the-workplace) for more information.

### Coaches Hiring and Acknowledgment Form

- Beginning July 1, 2020 all **new** Volunteer or Non-Faulty paid coaches for the 2020 – 2021 school year will be hired for a one-year term ending June 30, 2021.
- There is a new acknowledgment form for all paid coaches who work with WCPSS students. Athletic Directors should retain all forms on a yearly basis, although lead secretaries can collect forms for school employees who also coach.

### Senate Bill 199: Mandatory Reporting and Training Regarding Child Sexual Abuse

An Act to Protect Children from Sexual Abuse and to Strengthen and Modernize Sexual Assault Laws was enacted December 7, 2019 and has two provisions which apply to local boards of education: (1) a new requirement that adults report potential violent or sexual offenses against child victims to law enforcement; and (2) a requirement that by January 1, 2020, LEAs adopt a child sexual abuse and sex trafficking training program for school personnel who work directly with students, with implementation of the training in the 2020-2021 school year.

### Commercial Vehicle Drivers

- As of January 6, 2020, WCPSS is required to utilize the Commercial Driver's License Drug and Alcohol Clearinghouse. The Clearinghouse is an online database providing real-time information about certain drug and alcohol violations committed by commercial driver's license and commercial learner's permit holders. The purpose of the Clearinghouse is to identify prospective drivers who have committed drug and alcohol program violations and who are not legally permitted to operate or perform safety-sensitive functions related to school buses or other commercial motor vehicles.
- Operators of Commercial Motor Vehicles are advised that although the use of Cannabidiol (CBD) products is not legally prohibited, it is possible that certain CBD products contain sufficient tetrahydrocannabinol (THC) to lead to a positive drug test. An employee's use of a CBD product is not an acceptable defense to avoid the consequences of a positive drug test.

### Substitute Teacher Renewals

- All substitute teacher profiles automatically terminate at the end of each school year. Before a person will be permitted to serve as a substitute teacher for the new school year, he/she must:
  - Complete the Substitute Renewal Application Form,
  - Be a substitute teacher in good standing with WCPSS, and
  - Be recommended to and approved by the WCPSS School Board.

## IMPORTANT REMINDERS FOR 2020-2021

### Teacher Contract Renewal & Classification

- Non-tenured renewable contract teachers who have taught for three or more consecutive years with WCPSS are now eligible to receive a two-year contract if the teacher is in good standing. A teacher in good standing at the conclusion of a two-year contract may be eligible for a four-year contract. Please see new Policy 7410 for more details about the availability of two- and four-year contracts at [boardpolicyonline.com/bl/?b=wake\\_new&s=365838](http://boardpolicyonline.com/bl/?b=wake_new&s=365838).
- WCPSS employees who are classified as classroom teachers for any percent of their job assignment will be treated as such with regard to obtaining a substitute teacher when absent and 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.

### Use of Leave

- Unless otherwise approved, an employee must use comp time or accrued leave (annual vacation leave, sick leave, etc.) before using non-paid leave. The school system's practice is not to advance leave to employees. However, extenuating circumstances may arise that allow for exceptions, such as inclement weather situations. All employees must submit the appropriate paperwork for use of any leave benefits.
- 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.

### Guidance Regarding Handling Sexual Images of Underage Individuals

- It is illegal under state and federal law to produce, transport, share, receive or possess images of underage individuals engaged in sexual activities. If any employee is aware of or comes into contact with any inappropriate sexual images in electronic or hard copy format:
  - Immediately shut down the device or stop looking at the images.
  - Notify principal/supervisor and law enforcement as soon as possible.
  - Secure the device or image to give to law enforcement. If the images are on a device belonging to another individual, tell the individual you are required to turn in the device or image to law enforcement.
  - Do not save, share, print, or delete images unless directed by law enforcement.
  - Contact Employee Relations for clarification.

### Confidentiality of Student Information

- Employees should not disclose student identification numbers together with the associated student name as such information is considered confidential. Student numbers are reported in the place of student names.



## ABOUT THE WAKE COUNTY PUBLIC SCHOOL SYSTEM

Wake County Public School System provides the best choice for students in Wake County, North Carolina. Our students consistently outperform their peers on state and national tests. Our average SAT score is nearly 100 points higher than the national average. More than 95% of high school students take advanced courses. The U.S. News named 13 of our high schools among the best 100 in N.C. Our magnet program is a perennial national award winner.

With approximately 20,000 employees, WCPSS works in partnership with parents, businesses, colleges and the community to provide a relevant and engaging education and graduate students who are collaborative, creative, effective communicators, and critical thinkers.

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 and the North Wake College and Career Academy will be able to complete studies in 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.

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 Triangle also includes several Historically Black Colleges and Universities (HBCUs) including North Carolina Central University in Durham and Saint Augustine's University and Shaw University in Raleigh. The Research Triangle Park is home to companies that foster a culture of scientific advancement and competitive excellence.

## OUR 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:

- **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** - 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

Every student is uniquely capable and deserves to be challenged and engaged in relevant, rigorous, and meaningful learning each day.

Every student is expected to learn, grow, and succeed while we eliminate the ability to predict achievement based on socioeconomic status, race, and ethnicity.

Well-supported, highly-effective, and dedicated principals, teachers, and staff are essential to success for all students.

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.

The Board of Education, superintendent, and all staff value a diverse school community that is inviting, respectful, inclusive, flexible, and supportive.

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.

## Classification of Personnel

For questions related to this section, please call Human Resources at (919) 533-7200 or see [www.wcpss.net/wakeconnect/HRdirectory](http://www.wcpss.net/wakeconnect/HRdirectory).

### 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: [www.wcpss.net/old-policymanual](http://www.wcpss.net/old-policymanual)

See new Policy Manual § 1730/4022/7231: [www.wcpss.net/new-policymanual](http://www.wcpss.net/new-policymanual)

### TYPES OF EMPLOYEES

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 WCPSS 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 instructional 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: [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/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: [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/policymanual.pdf)

## CAREER STATUS (TENURED) TEACHERS

Employees who are classified as teachers who obtained career status before July 1, 2013, can retain their status as long as they are employed full-time or on approved leave.

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 N.C.G.S. §115C-287.1);
4. when the teacher no longer performs the responsibilities of a teacher as defined in N.C.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 N.C.G.S. §115C-296(d); or
6. pursuant to the due process in N.C.G.S. §115C-325 for the reasons set forth in N.C.G.S. §115C-325(e).

See N.C.G.S. §115C-325, SB 420, NC Public Schools Benefits and Employment Policy Manual Policy § 14.2, or consult a HR Administrator [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/policymanual.pdf)

## RENEWABLE CONTRACT TEACHERS

In accord with North Carolina law, a teacher who has been working on a one-year renewable contract is now eligible to receive a two-year contract if the teacher has worked for WCPSS for three or more consecutive years in the most recent three-year period and is in good standing as defined by Board Policy 7410. A teacher in good standing at the conclusion of a two-year contract may be eligible for a four-year 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. For more information: [wakeconnect.wcpss.net/sites/salary/SitePage/2191/salary](https://wakeconnect.wcpss.net/sites/salary/SitePage/2191/salary). For questions: [hr-contracts@wcpss.net](mailto:hr-contracts@wcpss.net).

See new Policy Manual § 7410: [boardpolicyonline.com/bl/?b=wake\\_new#&&hs=365838](https://boardpolicyonline.com/bl/?b=wake_new#&&hs=365838)



## SCHOOL ADMINISTRATORS

School administrators are principals, assistant principals, directors and supervisors whose major function includes the direct or indirect supervision of teaching or of any other part of the instructional program. School administrators must be employed on contracts. The initial contract between the local board of education and a school administrator must be for two to four years ending on June 30th of the final 12 months of the contract. However, the initial contract may be for a period of less than 12 months provided the contract becomes effective on or before September 1. 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. Extensions or renewals of the contract for other school administrators may only be for a period of two years. 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 NC G.S. §115C-325 for which a career teacher may be dismissed or demoted.

See NC Public Schools Benefits and Employment Policy Manual § 14.3: [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/policymanual.pdf)

See old Policy Manual § 2010: [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189437](http://boardpolicyonline.com/bl/?b=wake_old#&&hs=189437)

See N.C.G.S. §115C-287.1

## 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.

- 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.
- 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.
- 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.
- 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.
- 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.

- 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

Per new Board Policy 7100 Recruitment and Selection of Personnel, the following definitions apply.

- "Immediate family" means spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.
- "Central office staff administrator" includes all central services administrators including but not limited to directors, supervisors, specialists, staff officers, assistant superintendents, area superintendents, and superintendents.

Before any immediate family of any Board of Education member, central office staff administrator, or principal is employed by the Board or engaged in any capacity as an employee, independent contractor, or other paid role, the Board member or central office staff administrator must disclose the immediate family relationship to the Board and the prospective employment or engagement must be approved by the Board in a duly called open session meeting.

Job applicants shall be required to disclose known immediate family relationships to the assistant superintendent for human resources or designee during the hiring process.

Central office staff administrators and principals shall notify the assistant superintendent for human resources or designee of any immediate family relationship in a timely manner. This notification shall be deemed disclosure to the Board. The assistant superintendent of human resources is responsible for conveying the disclosure to the Board before the Board takes action on the prospective employment or engagement.

Any central office staff administrator or principal who knowingly fails to disclose any immediate family relationship to the Board as required will be subject to disciplinary action up to and including dismissal.

When making recommendations for the selection and assignment of personnel, the Superintendent or designee shall attempt to avoid situations in which one employee occupies a position in which he or she has influence over the employment status (including hiring, salary, and promotion) of another employee who is a member of the first employee's immediate family; a cousin, aunt/uncle, niece/nephew of the employee; and/or anyone living in the employee's household.

No administrative or supervisory personnel may directly supervise or evaluate a member of his or her immediate family; a cousin, aunt/uncle, niece/nephew; and/or anyone living in the employee's household.

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.

## 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](http://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:  
[boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189508](http://boardpolicyonline.com/bl/?b=wake_old#&&hs=189508)

## 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: [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189554](http://boardpolicyonline.com/bl/?b=wake_old#&&hs=189554)

## 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 except as may be necessary to investigate a claim or as otherwise required by law.

## 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.

### 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 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

- 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.
- Under no circumstance may software purchased by the school system be copied for personal use.
- 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.
- 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.
- The use of anonymous proxies to circumvent content filtering is prohibited.
- Users may not install or use any internet-based file sharing program designed to facilitate sharing of copyrighted material.
- Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
- 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.

- 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.
- 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.
- 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.
- Sharing computer/application credentials: Users are prohibited from working under another person's login information (username and password). Users are prohibited from giving their login information to someone else or directing one to share their login information.
- Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.
- 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.
- 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.
- Teachers shall make reasonable efforts to supervise students' use of the internet during instructional time.
- 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.

### Restricted Material on the Internet

The internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used and are disabled or minimized only when permitted by law and board

policy. The board is not responsible for the content accessed by users who connect to the internet via their personal mobile telephone technology (e.g., 3G, 4G service).

### Parental Consent

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the internet. The parent and student must consent to the student's independent access to the internet and to monitoring of the student's internet activity and e-mail communication by school personnel.

In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third-party accounts.

### 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, monitor, track, and/or log network access, communications, and use; monitor and allocate files server space; and 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. 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.

### Use of Personal Technology on School System Property

Each principal may establish rules for his or her school site as to whether and how personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. The school system assumes no responsibility for personal technology devices brought to school.

### Personal Websites

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos, or trademarks without permission.

- **Students** - Though school personnel generally do not monitor students' internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy.



- **Volunteers** - Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

See new Policy Manual § 3225/4312/7320: [boardpolicyonline.com/bl/?b=wake\\_new#&&hs=194317](http://boardpolicyonline.com/bl/?b=wake_new#&&hs=194317)

## CONFIDENTIALITY OF PERSONAL IDENTIFYING INFORMATION

The Wake County Board of Education recognizes the need to protect students and employees from the improper release of social security numbers and other personal identifying information. To this end, the board requires that all school employees comply with the Identity Protection Act of 2005 and any other federal and state laws governing the collection, use, and disclosure of personal identifying information. No person may knowingly disclose, transfer, or unlawfully use the social security number or other personal identifying information of any employee, student, or other individual.

For purposes of this policy, personal identifying information includes: social security numbers; student identification numbers; employer taxpayer identification numbers; driver's license numbers; state identification card numbers; passport numbers; checking accounts; savings accounts; credit card and debit card numbers; personal identification (PIN) codes; digital signatures; any numbers or information that can be used to access an individual's financial resources; biometric data; fingerprints; and passwords.

Social security numbers shall only be collected:

1. for the application and administration of the free and reduced-price meals program;
2. if the district maintained a system of records prior to January 1, 1975 and the collection of the social security number is required to verify the identity of an individual;
3. if the collection of the social security number is imperative for the performance of the school system's duties and the need has been clearly established (e.g., for the processing and/or delivery of federal and state income tax information); or
4. if the collection or use of the social security number is otherwise authorized by law.

Social security numbers shall only be collected upon the prior written approval by the superintendent or designee and may only be accessible to employees who need to review the information in order to carry out essential job functions. Requests for collection of social security numbers must be made in writing to the superintendent or designee and must include a statement of the purpose for which the social security number will be used.

Additional rules and regulations will provide that:

1. the confidentiality of social security numbers and personal identifying information is maintained consistent with legal requirements;
2. the unlawful collection, disclosure, access, and use of social security numbers and personal identifying information are prohibited;
3. access to and dissemination of information or documents containing social security numbers and personal identifying information is limited internally within the school system and externally with the general public;



4. documents containing social security numbers and personal identifying information are disposed of properly;
5. social security numbers and personal identifying information are redacted from public documents;
6. board procedures governing the maintenance and destruction of records are followed for all documents containing social security numbers and other personal identifying information; and
7. in the event of a security breach, in which personal information is accessed and acquired without authorization, the notice requirements of N.C.G.S. §75-65 are followed.

This policy and its rules will be published in the appropriate handbooks, manuals, and other similar documents.

Any individual who fails to comply with this policy and the superintendent's rules and regulations will be subject to disciplinary action up to and including suspension or expulsion for students and termination for employees. In addition, such person may be subject to criminal prosecution.

See new Policy Manual § 4705/7825: [boardpolicyonline.com/bl/?b=wake\\_new&s=420311](http://boardpolicyonline.com/bl/?b=wake_new&s=420311)

## 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.

### Prohibited Behaviors

#### *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.

#### *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: 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 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.

### ***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.

### ***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:

- 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;
- 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
- 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 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 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.

### ***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.

### ***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.

### ***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:
- in any school building or on any school premises before, during or after school hours;
- on any bus or other vehicle as part of any school activity;
- at any bus stop;
- during any school-sponsored activity or extracurricular activity;
- at any time or place when the individual is subject to the authority of school personnel; and
- 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.

## 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 ([boardpolicyonline.com/bl/?b=wake\\_new&s=194148](http://boardpolicyonline.com/bl/?b=wake_new&s=194148)), 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.

### 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.

### 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 provide examples of behavior that constitutes discrimination, harassment, or bullying; teach employees to identify groups that may be the target of discrimination, harassment, or bullying; and 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.

## 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 [boardpolicyonline.com/bl/?b=wake\\_new&s=194148](http://boardpolicyonline.com/bl/?b=wake_new&s=194148).

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.

## 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.

## 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 actions 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.

## 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: [boardpolicyonline.com/bl/?b=wake\\_new#&&hs=194147](http://boardpolicyonline.com/bl/?b=wake_new#&&hs=194147)

## **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 ([boardpolicyonline.com/bl/?b=wake\\_new&s=194147](http://boardpolicyonline.com/bl/?b=wake_new&s=194147)) or Policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities ([boardpolicyonline.com/bl/?b=wake\\_new&s=194149](http://boardpolicyonline.com/bl/?b=wake_new&s=194149)). 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.

## Definitions

- **Alleged Perpetrator:** The alleged perpetrator is the individual alleged to have discriminated against, harassed, or bullied the complainant.
- **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.
- **Complainant:** The complainant is the individual complaining of being discriminated against, harassed, or bullied.
- **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.
- **Investigator:** The investigator is the school official responsible for investigating and responding to the complaint.
- **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.

## Reporting by Employees or Other Third Parties

- **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 ([boardpolicyonline.com/bl/?b=wake\\_new#JUMPDEST\\_1710/4021/7230](http://boardpolicyonline.com/bl/?b=wake_new#JUMPDEST_1710/4021/7230)) or Policy 1730/4022/7231 ([boardpolicyonline.com/bl/?b=wake\\_new&s=194149](http://boardpolicyonline.com/bl/?b=wake_new&s=194149)) 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.
- **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.
- **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.
- **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.

## Complaints Brought by Alleged Victims of Discrimination, Harassment, Or Bullying

### *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:



- the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
- an immediate supervisor if the individual making the complaint is an employee;
- 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);
- 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);
- 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);
- any member of the Board if the alleged perpetrator is the Superintendent; or
- 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.

### *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 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.

### *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 notify the complainant that he or she has the option to end the informal process and begin formal procedures at any time and 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.

## **Process for Addressing Complaints of Alleged Incidents of Discrimination, Harassment, Or Bullying**

### *Initiating the Investigation*

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

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



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

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. The investigator shall explain the process of the investigation to the complainant and the alleged perpetrator. 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 ([boardpolicyonline.com/bl/?b=wake\\_new#JUMPDEST\\_1710/4021/7230](http://boardpolicyonline.com/bl/?b=wake_new#JUMPDEST_1710/4021/7230)). Failure to report, investigate, and/or address claims of discrimination, harassment, or bullying may result in disciplinary action.

### ***Conducting the Investigation***

The investigator is responsible for determining whether the alleged acts constitutes a violation of Policy 1710/4021/7230 ([boardpolicyonline.com/bl/?b=wake\\_new#JUMPDEST\\_1710/4021/7230](http://boardpolicyonline.com/bl/?b=wake_new#JUMPDEST_1710/4021/7230)) or Policy 1730/4022/7231 ([boardpolicyonline.com/bl/?b=wake\\_new&s=194149](http://boardpolicyonline.com/bl/?b=wake_new&s=194149)). In so doing, the investigator shall impartially, promptly, and thoroughly investigate the complaint. The investigator shall interview the complainant; the alleged perpetrators; individuals identified as witnesses by the complainant or alleged perpetrators; and 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.

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.

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 perpetrators, and any other relevant circumstances.

### ***Notice to Complainant and Alleged Perpetrator***

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:

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

Information regarding specific disciplinary action imposed on the alleged perpetrators 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).

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 ([boardpolicyonline.com/bl/?b=wake\\_new#&&hs=194147](http://boardpolicyonline.com/bl/?b=wake_new#&&hs=194147)). 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.

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.

### *Appeal*

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 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.

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.

### 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.

### General Requirements

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.

All meetings and hearings conducted pursuant to this policy will be private.

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.

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.

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 investigation.

See new Policy Manual § 1720: [boardpolicyonline.com/bl/?b=wake\\_new#&&hs=194148](http://boardpolicyonline.com/bl/?b=wake_new#&&hs=194148)

## PROHIBITED CONDUCT ON SCHOOL PROPERTY AND AT SCHOOL EVENTS

No individual shall by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or other form of conduct cause the disruption of any lawful function, mission, or process of the school. Individuals who fail to follow this policy shall be subject to the restriction or revocation of visiting privileges.



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, 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. Harassment as prohibited in Board Policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying
9. 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, school bus and carpool drop-off and pick-up locations, as well as all lands immediately surrounding such places that are owned by or leased to the school system.

See new Policy Manual § 5021: [https://boardpolicyonline.com/bl/?b=wake\\_new#&&hs=847477](https://boardpolicyonline.com/bl/?b=wake_new#&&hs=847477)

## 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: [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189466](https://boardpolicyonline.com/bl/?b=wake_old#&&hs=189466)

See new Policy Manual § 4040/7310: [boardpolicyonline.com/bl/?b=wake\\_new#&&hs=420300](https://boardpolicyonline.com/bl/?b=wake_new#&&hs=420300)

## SCHOOL SAFETY

Safe schools are critical to creating a learning environment in which students can succeed. Staff and students share the responsibility for taking reasonable precautions and following established safety measures to create and maintain safe schools. Excerpts from policy include:

### Supervision of Students

Students must be reasonably supervised while in the care and custody of the school system. Reasonable precautions should be taken to protect the safety of students on school grounds and on buses before, during and after school. Students who are subject to Board policy on Student Sex Offenders and are receiving educational services on school property must always be supervised by school personnel.

### Safety of School Buildings and Grounds

The Superintendent and each building principal shall comply with all duties set out for their respective positions in [N.C.G.S. §115C-288\(d\)](#) and [N.C.G.S. §115C-525](#) to minimize fire hazards. The principal is required to inspect school buildings, playgrounds, and equipment for health, fire, and safety hazards on a regular basis, as required by law, and to notify the Superintendent immediately of unsanitary and unsafe conditions or repairs needed to meet safety standards.

Any employee who observes hazards must notify the principal or the employee's supervisor immediately.

### Use of Force

It is the philosophy of the Board to use de-escalation and other non-physical means to address safety concerns. When force is necessary, it should be limited to the amount needed to prevent harm to self and others. School personnel may use physical restraint only in accordance with [N.C.G.S. §115C-391.1](#) and Board policy on the use of restraints and seclusion.

### Responding to Student Altercations and Other Threats to Safety

All school system employees have a duty to be alert at all times to situations that may pose a threat to the safety of students, employees, or visitors on school property, at school events, or in other situations in which the students are under the authority of school employees. All employees are expected to make an immediate report to an administrator if the employee observes or has reason to suspect that a situation poses a threat to safety.

When employees with responsibility for supervising students have personal knowledge or actual notice of a student altercation or other situation that poses an immediate threat to safety, they shall use their professional judgement to determine how best to address the situation to protect the safety of everyone in the vicinity. Emergency procedures identified in a student's Behavior Intervention Plan shall be followed to the extent possible under the circumstances. If the employee can do so safely, the employee should intervene directly to end the fight or address the safety threat. An employee who encounters a situation that cannot be managed safely and effectively by that employee immediately shall request assistance from other employees or administrative staff and shall take steps to remove bystanders from the area. Only the degree of force or physical control reasonably necessary shall be used to re-establish a safe environment.

No school employee shall be reprimanded or dismissed for acting or failing to act to stop or intervene in an altercation between students if the employee's actions are consistent with this policy.



## Planning for Emergencies and Conducting Fire and Other Emergency Drills

The Superintendent shall develop system-wide plans and procedures to address emergency situations. As appropriate, the Superintendent shall consult with local law enforcement agencies and emergency responders to plan for and conduct emergency drills. Principals, with the assistance of both law enforcement and emergency responders as appropriate, shall conduct fire drills as required by law and shall conduct other emergency drills in accordance with school system emergency plans and procedures.

## Reporting Suspicious Behavior

Maintaining a safe school environment that is conducive to learning requires staff to be proactive in dealing with violence, harassment, and bullying. Staff members must report immediately to the principal any information regarding unusual or suspicious behavior or acts of violence, harassment, or bullying.

Every principal is required to investigate and act upon any report of such behavior, including, when appropriate, reporting acts of violence or criminal activities to law enforcement, the State Board, and the Superintendent or designee.

See new Policy Manual § 1510/4200/7270: [boardpolicyonline.com/bl/?b=wake\\_new#&&hs=194299](http://boardpolicyonline.com/bl/?b=wake_new#&&hs=194299)

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. Employees cannot relinquish all supervisory responsibility to volunteers. Employees do not need to register to be a volunteer.

## 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 the intentional infliction of physical pain upon the body of a student as a disciplinary measure. It includes, but is not limited to, spanking, paddling, and slapping.

See new Policy Manual § 4309(D): [boardpolicyonline.com/bl/?b=wake\\_new#&&hs=208219](http://boardpolicyonline.com/bl/?b=wake_new#&&hs=208219)

## USE OF SECLUSION AND RESTRAINT

It is the policy of the Wake County Board of Education to promote 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.

The Superintendent or designee shall provide copies of this policy and N.C.G.S. §115C-391.1 to school personnel and parents/guardians at the beginning of each school year. School personnel shall promptly notify the principal or principal's designee of any use of aversive procedures, any prohibited use of mechanical restraint, any use of physical restraint resulting in observable physical injury to a student, 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. Principals shall notify the student's parent or guardian of any prohibited use of seclusion, restraint, or aversive techniques by the end of the workday during which the

incident occurred when reasonably possible, but in no event later than the end of following workday, and shall provide a written incident report within 30 days of any such incident as required by N.C.G.S. §115C-391.1 and applicable policies and procedures. The Superintendent or designee shall annually provide a record of reported incidents to the State Board of Education.

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 new Policy Manual § 4302: [boardpolicyonline.com/bl/?b=wake\\_new#&&hs=260201](http://boardpolicyonline.com/bl/?b=wake_new#&&hs=260201)

## 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 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: [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189511](http://boardpolicyonline.com/bl/?b=wake_old#&&hs=189511)

## **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 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.

### **Use of CBD Products**

Employees should understand that while the use of Cannabidiol (CBD) products is not legally prohibited, it is possible that certain CBD products may contain sufficient tetrahydrocannabinol (THC) to lead to a positive drug test. Federal regulations prohibit covered drivers from testing positive for controlled substances, including marijuana (as measured by THC level), without regard for the source of the positive test. For this reason, the claim of having only used a CBD product will not be accepted as a defense to avoid the consequences of a positive drug test. It is part of a driver's responsibilities under this policy to comply with all federal regulations, including passing any required drug tests. In addition, this is a bona fide occupational requirement under federal regulations, reasonably related to employment as a driver and necessary to the safe operation of school vehicles.

### **Drug and Alcohol Clearinghouse**

The Commercial Driver's License Drug and Alcohol Clearinghouse is an online database that provides employers with real-time information about certain drug and alcohol violations committed by commercial driver's license and commercial learner's permit holders. The purpose of the Clearinghouse is to make information about such violations easier to access and to avoid situations where employees/drivers intentionally fail to disclose prior work history and prior testing history to a different employer. The records of drug and alcohol program violations remain in the Clearinghouse for five years, or until the driver has completed the return-to-duty process, whichever is later.



There are two types of queries: pre-employment query or annual query, which are performed with prior consent obtained by employee/driver. Pre-employment queries are required for new applicants and on existing employees who, due to a change in job duties, are newly subject to the drug and alcohol testing requirements. In addition, annual (or more frequent) queries are required for all employees who are subject to drug and alcohol testing requirements.

WCPSS is required to report drug and alcohol program violations and certain information to the Clearinghouse. The reportable information includes, but is not limited to, verified positive test results, refusals to submit to any DOT-mandated test, and any alcohol or controlled-substance use that is prohibited by federal regulations. Please be advised that for this academic year the verification of employee/driver records will occur both electronic within the Clearinghouse and manually with previous/other employers.

See new Policy Manual § 7241: [boardpolicyonline.com/bl/?b=wake\\_new#&&hs=847480](http://boardpolicyonline.com/bl/?b=wake_new#&&hs=847480)

## 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 new Policy Manual § 5026/7250: [boardpolicyonline.com/bl/?b=wake\\_new#&&hs=432050](http://boardpolicyonline.com/bl/?b=wake_new#&&hs=432050)

## 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 NC 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 NC 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 new Policy Manual § 5027/7275: [boardpolicyonline.com/bl/?b=wake\\_new#&&hs=499821](https://boardpolicyonline.com/bl/?b=wake_new#&&hs=499821)

## 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 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 new Policy Manual § 7100: [https://boardpolicyonline.com/bl/?b=wake\\_new#&&hs=194242](https://boardpolicyonline.com/bl/?b=wake_new#&&hs=194242) and old Policy Manual § 2303/3003/4003: [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189450](https://boardpolicyonline.com/bl/?b=wake_old#&&hs=189450)

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 [www.wcpss.net/volunteer](http://www.wcpss.net/volunteer) for more information.

## 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 R & P, and N.C.G.S. §391.1  
[boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189531](http://boardpolicyonline.com/bl/?b=wake_old#&&hs=189531)

## REPORTS OF CHILD ABUSE AND RELATED THREATS TO CHILD SAFETY

The board is concerned with the health, safety, and welfare of all children and recognizes the legal and ethical obligations that school employees, contractors, and volunteers have to report known or suspected maltreatment of children. North Carolina has two separate systems that mandate reports to state authorities of suspected child abuse, neglect, dependency, or maltreatment and a third system for mandated reporting of certain crimes against juveniles to local law enforcement. The superintendent shall develop any necessary procedures for making a report pursuant to this policy, for sharing information with designated agencies, and for cooperating with agency investigations.

### Duty to Report Certain Crimes Against Children to Local Law Enforcement

A school employee, contractor, or volunteer is legally required to report to local law enforcement when the employee or volunteer knows or reasonably should know that a child has been a victim of any of the following crimes (1) a sexual offense (which for purposes of this policy, the board interprets to mean any offense that relates to inappropriate sexual contact with a child); (2) an offense that inflicts serious bodily injury or serious physical injury upon the child by nonaccidental means; (3) an attempt, solicitation, or conspiracy to commit either offense described above, or aiding and abetting either offense; or (4) misdemeanor child abuse, which occurs when a parent or any other person providing care or supervision to a child who is under the age of sixteen (1) inflicts or allows to be inflicted physical injury to the child by nonaccidental means or (2) creates or allows a substantial risk of physical injury to the child by nonaccidental means. The employee, contractor, or volunteer also shall immediately report the case to the principal.

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

### Duty to Report Child Abuse, Neglect, Dependency, or Death as a Result of Maltreatment to the County Child Welfare Agency

A school employee, contractor, or volunteer who has knowledge of or has cause to suspect that (1) a parent, guardian, custodian, or caretaker of a child has caused the child to be abused, neglected, or dependent, or (2) that a child has died as a result of maltreatment or been a victim of human trafficking, involuntary servitude, or sexual servitude by any person is legally required to report the case to the North Carolina Department of Human Services, Child Protective Services (CPS). The employee, contractor, or volunteer also shall immediately report the case to the principal. Any doubt about reporting suspected abuse or neglect shall be resolved in favor of reporting, and the report must be made immediately.

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

## Duty to Report Child Maltreatment in a Child Care Facility to the Division of Child Development and Early Education

A school employee, contractor, or volunteer who has cause to suspect that a child in a child care facility has been maltreated by a caregiver or has died as a result of maltreatment occurring in a child care facility is legally required to report the case to the North Carolina Department of Health and Human Services (DHHS), Division of Child Development and Early Education (DCDEE).

A “child care facility” includes any DHHS-licensed classroom or program operated by the school system, including for example, licensed pre-school or Title I classrooms, licensed afterschool programs, and licensed developmental day programs.

Any doubt about reporting a suspected situation or uncertainty whether the child’s care is being provided in a child care facility must be resolved in favor of reporting, and the report should be made immediately.

An employee making a report to DCDEE also shall immediately report the case to the principal. If the suspected maltreatment occurred in a licensed preschool classroom or other licensed classroom or program operated by board, the principal shall immediately notify the superintendent of the suspected maltreatment. No reprisals of any kind may be taken against an employee who makes a good faith report of child maltreatment occurring in any licensed preschool classroom or other licensed classroom or program operated by the board.

An employee who fails to make a report as required by law and this policy may be subject to disciplinary action by the school system. In addition, if the employee works in a licensed preschool classroom or other licensed classroom or program operated by the board, failure to report maltreatment of a child in the program or classroom may itself constitute child maltreatment and result in the employee being placed on the state child maltreatment registry. A volunteer or contractor who fails to report or prevents another person from making a report may be restricted from school property or lose the privilege of volunteering for or contracting with the school system.

## Additional Duty of Administrator to Report Employee Conduct to the State Superintendent of Public Instruction

In addition to the requirements of this policy, any administrator who knows or has reason to believe that a licensed employee has engaged in conduct which involves physical or sexual abuse of a child shall report that information to the State Superintendent of Public Instruction and law enforcement in accordance with the Staff-Student Relations Policy. Specifically, any administrator, including the superintendent, a deputy/associate/assistant superintendent, a personnel administrator, or a principal, who knows or has reason to believe that a licensed employee has engaged in conduct which involves physical or sexual abuse of a child shall report that information to the State Superintendent of Public Instruction within five working days of any disciplinary action, dismissal, or resignation based on the conduct. For purposes of this subsection, physical abuse is the infliction of physical injury other than by accidental means or in self-defense, and sexual abuse is the commission of any sexual act upon a child or causing a child to commit a sexual act, regardless of consent and the age of the child. Failure to report such conduct may result in the suspension or revocation of an administrator’s license by the State Board of Education.

See new Policy Manual § 4240/7312: [boardpolicyonline.com/bl/?b=wake\\_new#&&hs=364746](http://boardpolicyonline.com/bl/?b=wake_new#&&hs=364746)



## 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 of any short-term suspension, including the reason for the suspension and a description of the alleged conduct that formed the basis of the suspension. When reasonably possible, the official notice of suspension shall be given by the end of the workday on which the suspension was imposed and can be given by certified mail, electronic communication or any other method reasonably designed to achieve actual notice.

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, it is found the student did not violate the policy 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](mailto:studentdueprocess@wcpss.net) or 919-533-7761. See new Policy Manual § 4309 and related R&P: [boardpolicyonline.com/bl/?b=wake\\_new#&&hs=208219](http://boardpolicyonline.com/bl/?b=wake_new#&&hs=208219)

## APPROVALS FOR DISTRIBUTION AND DISPLAY OF MATERIALS

Any distribution or display of non-school-sponsored publications or materials must be done in accordance with Board Policy 5210. Students wishing to distribute or display on campus any publication, leaflet, or other written material that is not school-sponsored must submit the publication or material to the principal for review prior to distribution in accordance with Board Policy 5210.

Non-students must first submit for approval a copy of the publication or material to the principal at least five school days in advance of distribution or display time, along with the following information: the name and phone number of the individual submitting the request; the dates and times of day of intended distribution or display; the desired location for distribution or display of material; and if the distribution or display is intended for students, the grades of students for whom the distribution or display is intended.

See new Policy Manual § 5210: [boardpolicyonline.com/bl/?b=wake\\_new&s=420347](http://boardpolicyonline.com/bl/?b=wake_new&s=420347)

## 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, or agencies/departments within the city, county, state or federal government. Posted mail to employees may be placed in their mailboxes.

See new Policy Manual § 5211: [https://boardpolicyonline.com/bl/?b=wake\\_new#&&hs=721340](https://boardpolicyonline.com/bl/?b=wake_new#&&hs=721340)

## Work Environment and Procedures

### WORKDAY HOURS, TIMESHEETS, AND ABSENTEEISM

It is the duty of each employee to report to work on time and comply with his or her established workday schedule. An employee is required to provide timely notification to a supervisor, in advance if possible, if s/he will be arriving after the expected start time or otherwise not complying with the expected work hours.

#### 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, 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 40 in a given work week except as provided in old 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 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 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: [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189618](http://boardpolicyonline.com/bl/?b=wake_old#&&hs=189618)



## 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 percent. **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: [www.wcpss.net/wakeconnect/timesheet](http://www.wcpss.net/wakeconnect/timesheet).

**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.**

### Time and Effort Reporting for Federally-Funded Positions

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 programs 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.

## INSTRUCTIONAL ASSISTANT WORKDAY HOURS

A principal shall set the workday for instructional assistants, not to exceed 40 hours per week. Instructional 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: [boardpolicyonline.com/bl/?b=wake\\_old&s=189625](http://boardpolicyonline.com/bl/?b=wake_old&s=189625)



## 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: [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189447](http://boardpolicyonline.com/bl/?b=wake_old#&&hs=189447)

## 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 day of absence. If an employee is absent for seven 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: [files.nc.gov/dpi/policymanual.pdf](http://files.nc.gov/dpi/policymanual.pdf)

## PROCEDURES FOR REQUESTING TEMPORARY ACCOMMODATIONS

Wake County Public School System is committed to compliance with the American with Disabilities Act (ADA) to provide reasonable accommodation to all qualified persons with a disability to enable such person to perform the essential functions of the position for which the employee is employed. WCPSS engages in an interactive process which is the informal process through which the review and response to an employee's request for an accommodation occurs. The process will vary depending on the information that must be evaluated and responded to by the school system. Although there is communication with the employee's supervisor, the employee requesting the accommodation is not

required to submit Temporary Accommodation forms, including medical documentation, to their respective supervisor. All documentation may be provided directly to Employee Relations.

Generally, reasonable accommodations are fact-specific and will be considered on a case-by-case basis. Employees must be able to perform the essential functions of the position with or without a reasonable accommodation. While the school system will consider and review the specific accommodation requested by an employee, WCPSS may review and select other potential effective reasonable accommodation(s) to offer to the employee.

### COVID-19 Accommodation Requests

Employees who identify as high risk for severe illness from COVID-19, as defined by the Centers for Disease Control, can request a COVID-19 High Risk Employee Temporary Accommodation. An employee requesting a COVID-19 Accommodation will be required to engage in the interactive process as described above, which will include the completion of the Temporary Accommodation Request form and, as appropriate, completion of the medical certification by the employee's healthcare provider. More information regarding the COVID-19 Accommodation process is available at:

[wakeconnect.wcpss.net/sites/return-to-the-workplace/](https://wakeconnect.wcpss.net/sites/return-to-the-workplace/)

Any employee who would like to request a Temporary Accommodation or a COVID-19 High Risk Employee Temporary Accommodation should contact the Employee Relations office at [employeerelations@wcpss.net](mailto:employeerelations@wcpss.net) or call 533-7205.

## 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: [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189540](https://boardpolicyonline.com/bl/?b=wake_old#&&hs=189540) and [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189541](https://boardpolicyonline.com/bl/?b=wake_old#&&hs=189541)

## 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 [wakeconnect.wcpss.net/sites/transfer-process](https://wakeconnect.wcpss.net/sites/transfer-process). A non-instructional support employee seeking a transfer should notify his or her supervisor.

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: [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189636](https://boardpolicyonline.com/bl/?b=wake_old#&&hs=189636) and [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189637](https://boardpolicyonline.com/bl/?b=wake_old#&&hs=189637)



## 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 WCPSS WakeConnect. The transfer request form can be accessed at [wakeconnect.wcpss.net/sites/transfer-process](http://wakeconnect.wcpss.net/sites/transfer-process) 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 outside the official transfer request process only with the immediate supervisor's approval.

A licensed, non-school based employee seeking a transfer should notify his or her supervisor.

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: [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189558](http://boardpolicyonline.com/bl/?b=wake_old#&&hs=189558) and [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189559](http://boardpolicyonline.com/bl/?b=wake_old#&&hs=189559)

## TRAVEL PROCEDURES

For questions related to this section, please contact the appropriate Human Resources staff member.

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 Hotline at 1-866-674-4872. All travel procedures, regulations, etc. are available online in the finance manual found at [wakeconnect.wcpss.net/sites/accounting/SitePage/1658/accounting](http://wakeconnect.wcpss.net/sites/accounting/SitePage/1658/accounting).

## GIFTS TO THE SCHOOL SYSTEM

All gifts shall be reported electronically by authorized school personnel logging in to [gifts.wcpss.net](http://gifts.wcpss.net) or going to the WakeConnect site and clicking on Apps and Tools at the top of the page. For more information, please contact Lisa Richardson 919-694-0312, [lwrichardson@wcpss.net](mailto:lwrichardson@wcpss.net) or Jenny Drisko 919-694-0366, [jdrisko@wcpss.net](mailto:jdrisko@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.

- 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 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 Regional Maintenance 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 Regional Maintenance 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 Senior Administrator for K-5, Academics Department (for elementary donations) and WCPSS Senior Administrator for 6-12, Academics Department (for secondary donations), 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 WCPSS Senior Administrator for K-5, Academics Department (for elementary donations) and WCPSS Senior Administrator for 6-12, Academics Department (for secondary donations), 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.

## 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: [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189544](http://boardpolicyonline.com/bl/?b=wake_old#&&hs=189544)

### LESSON PLANNING

Instructional delivery plays a crucial part in the attainment of educational goals and objectives. Well-prepared lesson plans help ensure superior delivery of the state standards and guide teaching and learning. Each teacher shall prepare daily lesson plans based on the current statewide instructional standards and applicable curriculum and unit guides developed by the school system. Teachers should also use their knowledge of student needs to inform instructional planning.

Lesson planning should reflect the teaching and learning goals of the strategic plan. Research-based aspects of planning should also be considered to include an assessment of student learning to inform future planning.

Upon request, teachers shall provide the principal with daily lesson plans. Teachers are required to have at least three days of emergency lesson plans available at all times. In addition, before taking planned leave, teachers should provide sufficient substitute lesson plans that will allow for the delivery of continued effective instruction. 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.

Every full-time assigned classroom teacher must be provided duty-free instructional planning time 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. It is the Board's goal to provide an average of at least five hours of planning time per week.

See new Policy Manual § 3120: [boardpolicyonline.com/bl/?b=wake\\_new#&&hs=194190](http://boardpolicyonline.com/bl/?b=wake_new#&&hs=194190)

### 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: [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189545](http://boardpolicyonline.com/bl/?b=wake_old#&&hs=189545)

## 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: [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=604229](http://boardpolicyonline.com/bl/?b=wake_old#&&hs=604229)

## 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: [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189551](http://boardpolicyonline.com/bl/?b=wake_old#&&hs=189551)

## JOB SHARING FOR CERTIFIED EMPLOYEES

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: [files.nc.gov/dpi/policymanual.pdf](http://files.nc.gov/dpi/policymanual.pdf)

## 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 a license 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 [vo.licensure.ncpublicschools.gov/datamart/loginNCDPI.do](http://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 transcripts 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 scores.) Required testing information can be found at [www.ncpublicschools.org/licensure/steps/](http://www.ncpublicschools.org/licensure/steps/).
- Verification of Experience Forms: 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 forms 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 [files.nc.gov/dpi/documents/licensure/forms/fees.pdf](http://files.nc.gov/dpi/documents/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 Human Resources at 919-533-7200 to be directed to the appropriate administrator or may submit an email to [LicensureQuestions@wcpss.net](mailto:LicensureQuestions@wcpss.net). **It is strongly advised that emergency license holders, residency license holders, lateral entry teachers and provisionally licensed teachers maintain regular contact with their licensure administrator to ensure that state licensure requirements are met.**

See new Policy 3100: [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189539](http://boardpolicyonline.com/bl/?b=wake_old#&&hs=189539)



## 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 [wakeconnect.wcpss.net/sites/licensure/SitePage/6799/praxispearson-remimbursement-and-tuition-assistance](https://wakeconnect.wcpss.net/sites/licensure/SitePage/6799/praxispearson-remimbursement-and-tuition-assistance) for additional information and application forms or search “Praxis Reimbursement” on the WCPSS Intranet at [wakeconnect.wcpss.net](https://wakeconnect.wcpss.net). For additional questions call Human Resources at 919-533-7200.

## 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: [wakeconnect.wcpss.net/sites/licensure/SitePage/6799/praxispearson-remimbursement-and-tuition-assistance](https://wakeconnect.wcpss.net/sites/licensure/SitePage/6799/praxispearson-remimbursement-and-tuition-assistance) or, by visiting the school system’s Intranet site and typing “tuition assistance” into the search box. Contact [dclifton@wcpss.net](mailto:dclifton@wcpss.net) for more information.

## INSTRUCTIONAL 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 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 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](mailto: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 [wakeconnect.wcpss.net/sites/licensure/SitePage/2251/licensure](https://wakeconnect.wcpss.net/sites/licensure/SitePage/2251/licensure) for additional information.

## Substitute Duties and Responsibilities

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, seven days a week, up to 365 days in advance, either by logging into the website at [www.aesoponline.com](http://www.aesoponline.com) or by calling Absence Management at 1-800-942-3767. 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 workdays.

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.

## GENERAL PRACTICES

Schools should provide substitute teachers, working a full day a lunch break consistent with the applicable time restraints as full-time teachers. Substitute teachers should have the ability to choose the classrooms they will perform their substitute duties. However, if there is a greater need within the school due to the lack of substitute teacher coverage, it is in the discretion of the school to place the substitute in a different classroom than what was originally accepted by the substitute teacher. Ultimately, the substitute can choose not to accept the change in assignment and leave for the day.

All substitute teacher profiles automatically terminate at the end of each school year.

## 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 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 majority of substitute teachers renew their active status from year to year in good standing.

## **SUBSTITUTE TEACHER RENEWAL**

All substitute teacher profiles automatically terminate at the end of each school year. Before a person will be permitted to serve as a substitute teacher for the new school year, he/she must:

- Complete the Substitute Renewal Application Form,
- Be a substitute teacher in good standing with WCPSS, and
- Be recommended to and approved by the WCPSS School Board.

## 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: [wakeconnect.wcpss.net/sites/evaluations/SitePage/2142/evaluations](http://wakeconnect.wcpss.net/sites/evaluations/SitePage/2142/evaluations)

See old Policy Manual § 3230 and 4230: [boardpolicyonline.com/bl/?b=wake\\_old&s=189547](http://boardpolicyonline.com/bl/?b=wake_old&s=189547) and [boardpolicyonline.com/bl/?b=wake\\_old&s=189627](http://boardpolicyonline.com/bl/?b=wake_old&s=189627)

### CERTIFIED EVALUATION PROCESS

For teachers and other certified staff, 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 professional development plans can also be found on the WCPSS Intranet.

See old Policy Manual § 3219: [boardpolicyonline.com/bl/?b=wake\\_old&&hs=189543](http://boardpolicyonline.com/bl/?b=wake_old&&hs=189543)

### CLASSIFIED EVALUATION PROCESS

The classified evaluation process is aligned with the certified evaluation instrument and focuses on professional growth for all employees through the evaluation process. The evaluation form is used in several ways:

**Annual Evaluation:** Conducted in May or June and reflecting the work performance for the entire year.

**Probationary Evaluation:** Conducted 60 workdays after an employee is hired or has changed positions or location.

**Conditional Evaluation:** Conducted 60 workdays after an employee is formally notified of performance or conduct concerns by either a non-proficient rating on an evaluation or other documentation included in the employee's personnel file.

## IMPROVEMENT PLANS

### Improvement Plans for Classified Employees

Classified 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 concerns 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. A *Monitored Professional Development Plan* and *Directed Professional Development Plan* meet the definition of an improvement plan.

### Certified Employees in Low-Performing Schools

Certified employees in low-performing schools who are rated developing or not demonstrated 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: [boardpolicyonline.com/bl/?b=wake\\_old&s=189550](http://boardpolicyonline.com/bl/?b=wake_old&s=189550)

## 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 a 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 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 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: [boardpolicyonline.com/bl/?b=wake\\_old&s=189548](http://boardpolicyonline.com/bl/?b=wake_old&s=189548) and [boardpolicyonline.com/bl/?b=wake\\_old&s=189628](http://boardpolicyonline.com/bl/?b=wake_old&s=189628)

## 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. An Employee Petition to have Information Removed from Personnel File form is located at [wakeconnect.wcpss.net/sites/forms/SitePage/25749/forms?channelPath=%2Fconversations%2Fchannels%2F33396%2Ffind-a-form&channelId=33396](http://wakeconnect.wcpss.net/sites/forms/SitePage/25749/forms?channelPath=%2Fconversations%2Fchannels%2F33396%2Ffind-a-form&channelId=33396) .

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 old Board Policy § 3232/4232: [boardpolicyonline.com/bl/?b=wake\\_old&s=189549](http://boardpolicyonline.com/bl/?b=wake_old&s=189549) and [boardpolicyonline.com/bl/?b=wake\\_old&s=189629](http://boardpolicyonline.com/bl/?b=wake_old&s=189629)



## Employee Complaints and Grievances

### COMPLAINTS

Employee complaints or concerns should first be brought to the 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 accordance with Board Policy 1750/7220, *Grievance Procedure for Employees*. 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 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 WakeConnect at [drive.google.com/file/d/0B4XuaOAeq3mkWllzUGJvWGpyM3c/view](https://drive.google.com/file/d/0B4XuaOAeq3mkWllzUGJvWGpyM3c/view). 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 § 1750/7220: [boardpolicyonline.com/bl/?b=wake\\_new&s=194152](https://boardpolicyonline.com/bl/?b=wake_new&s=194152)



## Compensation and Benefits

The Compensation Services Department is a part of the Administrative Services Division that works to ensure accurate distribution of earnings, coverage of elected benefits, and tax reporting. The Department is comprised of three teams: Payroll Processing, Report Processing, and Benefits Processing.

Additional meaningful information and materials regarding the Compensation Services Department can be found at [wakeconnect.wcpss.net/sites/compensation-services/SitePage/2048/compensation-services](http://wakeconnect.wcpss.net/sites/compensation-services/SitePage/2048/compensation-services).

### EMPLOYEE COMPENSATION

Processing accurate employee compensation and elected benefits is our primary purpose. Together with other departments, including Human Resources, Accounting, Budget, and Budget Managers, appropriate supporting documentation is gathered to comply with best practice guidelines and other regulations.

Compensation Services support employees by providing valuable information including:

- Employee Work Calendars, including Pay Dates and Pay Ranges
- Employee Self-Service Module, including Direct Deposit, Address Changes, and Tax Status
- Electronic Pay Summaries, including Earnings Statements and Total Compensation Statements
- Payroll Deductions, including Voluntary and Involuntary Pay Deductions
- Employee Benefits, including Plan Documents and Enrollment Process
- Employee Account Audits, including Compensation payments and Benefit deductions
- Summer Saving Account with the State Employees Credit Union

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

- **Email:** [payroll@wcpss.net](mailto:payroll@wcpss.net) or [benefits@wcpss.net](mailto:benefits@wcpss.net)
- **Fax:** (919) 626 - 4328
- **Location:** 111 Corning Road, Suite 110, 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. In accordance with policy, 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 and print their specific work calendar.

NOTE: Even though payroll payments are released at the end of each month, pay ranges are staggered across months and related to the specific work calendars. For example, an employee can be paid on the last working day in August for work performed from mid-August through mid-September. For your convenience, each specific work calendar notes the specific pay ranges with the associated pay dates.

## Direct Deposit

Employees are required to receive pay distributions by direct deposit and can enter their banking information via Employee Self-Service or submit Form #1616. Employees without a direct deposit account will have a paper check printed and mailed to their address on record.

Closing or making changes to your direct deposit account may cause a delay in receiving your payroll payment. Changes made after the 5th of the month will be processed on the following month's payroll. Please plan accordingly.

## Electronic Pay Stub

Employees' payroll information is available via the WakeConnect website at [earningsbenefits.wcpss.net/login](http://earningsbenefits.wcpss.net/login).

Within this module, employees can review and print their 'Earnings Statement' which reflects actual pay and benefits, and or their 'Total Compensation Statement' which reflects the projected pay with elected benefits for the year.

To access your account, you will need:

- Your six-digit employee number (numbers less than six digits must be preceded by zeroes)
- Last four digits of employees' social security number

To request assistance with accessing 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

Concerns on either of these statements can be addressed by emailing a request to [payroll@wcpss.net](mailto:payroll@wcpss.net), and or faxing a request to (919) 626 - 4328. \*Proof of identification will be required prior to releasing information.

NOTE: Wages paid by paper check are not visible under the electronic link and should be retained by the employee for their records.

## W-2 Form and 1095 Form

Employees' annual W-2 Form, 1095 Form, and other tax documents are released to employees within the IRS required deadlines.

To request a **reprint** of any tax form, complete a 'Duplicate W-2 Request Form' and either email request to [payroll@wcpss.net](mailto:payroll@wcpss.net) or fax it to (919) 626 - 4328. Make sure to 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' and 'NC-4 Tax Withholding Form' for Federal and State tax withholdings respectively. Non-specified tax withholdings will default per the IRS guidelines. Changes can be made via Employee Self-Service.



## FICA Withholding

As of January 2020:

**Social Security:** 6.2% Rate; \$137,700 Wage Base and \$8,537.40 Maximum Tax

**Medicare:** 1.45% Rate; Unlimited Wage Base and Unlimited Maximum Tax

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

## State Employees' Credit Union

The Board of Education has authorized WCPSS to allow voluntary payroll deductions for financial arrangements made with the State Employees' Credit Union. This may include a payroll deduction for checking accounts, savings accounts, or loan accounts.

## Payroll Deductions

- Voluntary payroll deductions are allowed via an active 'Payroll Deduction Authorization Form' for any Board approved vendor.
- Involuntary deductions are taken whenever there are earned wages for reasons required by law.

## NC State Retirement Contributions

As a participating employer in the North Carolina Retirement System, all full-time permanent employees are required to contribute 6% of their gross wages towards their defined benefit plan through the Teachers' and State Employees' Retirement Plan.

## Summer Cash Savings Account

Employees receiving less than 12 monthly wage payments per school year who would prefer available cash during the summer months, can contact their financial institution and inquire about the benefits of opening a summer cash savings account. In short, employees can redirect a portion of each direct deposit into an interest-bearing employee owned savings account. Arrangements for this type of savings account can be made directly with your financial institution. WCPSS recommends that all 10- and 11-month employees consider visiting their financial institution to establish a summer cash savings account.

## LONGEVITY PAYMENTS

All permanent full-time or part-time (20 hours per week or more) classified employees and central office administrators who have at least 10 years of qualifying North Carolina state service are eligible for annual longevity payments. Under current North Carolina law, principals, assistant principals, teachers and instructional support personnel paid on the teacher salary schedules are no longer eligible to receive 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:

- 10 but less than 15 years = 1.50% longevity pay rate
- 15 but less than 20 years = 2.25% longevity pay rate
- 20 but less than 25 years = 3.25% longevity pay rate
- 25 or more years = 4.50% longevity pay rate

### 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: [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/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 30 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: [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/policymanual.pdf)

## EMPLOYEE INSURANCE BENEFITS

Insurance benefits are offered to eligible employees and 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 and insurance related payroll deductions. Insurance providers can assist employees with plan ID cards, insurance claims, coverage types and investment options. Insurance claims are not processed through Compensation Services. Concerns can be addressed by emailing your situation to [benefits@wcpss.net](mailto:benefits@wcpss.net) or faxing it to (919) 626 - 4328. For more complex situations, please arrange for an in-person consult at 111 Corning Road, Suite 110, Cary, NC 27518.

### Employee Obligation

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

- There is a change to their eligibility status
- They become Medicare or Medicaid eligible
- They have a co-existing insurance plan (exception ACA Marketplace)
- They have any legal or court ordered obligations
- When entering or returning from a Leave of Absence status

### Insurance Changes

Employees have the option to add, drop or change benefit elections during the designated annual enrollment period each year. Employees must experience a Qualifying Life Event to make any changes during the plan year and outside of the designated annual enrollment period. Requests approved after the 5th of the month will be processed on the following month’s payroll.

Enrollment changes to all health benefits (Medical, Dental, Vision, and Flexible Spending Plans) can be made on the [wcpss.hrintouch.com](http://wcpss.hrintouch.com) online enrollment site or by calling 855-856-0966. Enrollment changes to Colonial voluntary benefits can be made at [harmonyenroll.coloniallife.com](http://harmonyenroll.coloniallife.com), or by contacting Pierce Group Benefits at 919-577-0700.

### Cafeteria Benefit Plans

The 125 Cafeteria Plans are administered by Board approved vendors and include: The NC State Health Plan (Medical), Delta Dental (Dental), and The Pierce Group Benefits (all others including Vision)

#### *Pre-tax Programs (qualified plans)*

- Dependent Care – Flexible Spending Accounts (DCFSA)
- Health/Medical – Flexible Spending Accounts (FSA)
- Accident Insurance
- Medical, Dental & Vision
- Cancer Insurance Plan / Intensive Care
- Medical Bridge / Hospital Indemnity

#### *Post-tax Programs (non-qualified plans)*

- Life Insurance
- Critical Illness Insurance
- Supplemental Disability Insurance



## Benefits

Employees contributing to the Teachers' and State Employees' Retirement Plan are eligible to participate in the below plans. Eligibility does not guarantee employer contribution towards premiums.

Insurance Benefit	Employee	Dependent Coverage	Annual Enrollment	Late Enrollment	FMLA Non-Paid Leave
State Health Plan (pre-tax)	Full Time/ Job Share/ Part time	Available	Oct (As offered by the State Health Plan)	Qualifying Events only	Only with direct payment to WCPSS
Dental Plan (pre-tax)	Full Time/ Job Share	Available	Sept – Nov (as offered by Provider)	Qualifying Events only	Only with direct payment to WCPSS
Flexible Spending Accounts - Dependent Care and -Health/ Medical (pre-tax)	Full Time/ Job Share	May file claim for legal dependent	Sept – Nov (as offered by Provider)	Qualifying Events only  Medical-Only during Annual Enrollment	Employees Account Closed/ Suspended
Life Insurance (post-tax)	Full Time/ Job Share (After 90 days)	Available		Dependent on medical history review	Direct Pay to vendor: MetLife or Colonial Life
Vision Plan (pre-tax)	Full Time/ Job Share	Available	Sept – Nov (as offered by Provider)	Qualifying Events only	Direct Pay to vendor: Superior Vision Cobra
Other Voluntary Benefits (pre/post-tax)	Full Time/ Job Share	Each insurance product may vary	Sept – Nov (as offered by Provider)	Qualifying Events only	Direct Pay to vendor: Colonial Life
401(k) Supplemental Retirement Saving Plans (pre/post tax)	Full Time/ Job Share	Not Applicable	Open	Open	Not Available
403(b) or 457 Supplemental Retirement Saving Plans (pre/post tax)	All Employees	Not Applicable	Open	Open	Not Available



## 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 Affordable Care Act (ACA) Marketplace)
- Court order enforcing insurance provisions

Verification of dependent status and qualifying event is required within 30 days of hire date or qualifying event.

## COBRA Benefits

The Consolidated Omnibus Budget Reconciliation Act (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
- Delta Dental – 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	<a href="http://shpnc.org">shpnc.org</a>
Benefitfocus	Benefits Enrollment	(855-859-0966)	<a href="http://wcpss.hrintouch.com">wcpss.hrintouch.com</a>
CVS CareMark	State Health Plan Pharmacy	(888-321-3124)	<a href="http://caremark.com">caremark.com</a>
Delta Dental	Dental Insurance	(800) 662-8856	<a href="http://deltadentalinc.com">deltadentalinc.com</a>
Superior Vision	Vision Insurance	(800) 507-3800	<a href="http://superiorvision.com">superiorvision.com</a>
Pierce Group Benefits	Colonial Products & Flex Accounts	(919) 577-0700	<a href="http://piercigroupbenefits.com">piercigroupbenefits.com</a>
MetLife	Group Universal Life Insurance	(800) 438-6388	<a href="http://metlife.com/mybenefits">metlife.com/mybenefits</a>
Prudential	401(k) Supplement	(866) 624-0151	<a href="http://www3.prudential.com/email/retirement/IMFPWeb/hosted_websites/cs/ncplans/pdfs/nc401k-plan/1004367-00002-00.pdf">www3.prudential.com/email/retirement/IMFPWeb/hosted_websites/cs/ncplans/pdfs/nc401k-plan/1004367-00002-00.pdf</a>
VOYA	403(b) Annuity & 457 Deferred Compensation	(919) 789-7100	<a href="http://voyaretirementplans.com">voyaretirementplans.com</a>
NC State Treasurer	Defined Benefit Retirement Plan	(877) 627-3287	<a href="http://myncretirement.com">myncretirement.com</a>

**Summary of Benefits**

All insurance vendors should provide a summary to each enrolled employee. Insurance Cards are provided by the insurance vendor where applicable. Updates to benefits or premiums and other information are available on both WCPSS internet and intranet sites.

## 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 [www.deeroaks.com](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: [boardpolicyonline.com/bl/?b=wake\\_old&s=189458](http://boardpolicyonline.com/bl/?b=wake_old&s=189458).





DEER OAKS EAP SERVICES

# Discover Your EAP + Work-Life Benefit

## Employee Assistance Program

The Deer Oaks Employee Assistance Program (EAP) is a free service provided for you, your dependents, and household members 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 and life issues in order to live happier, healthier, more balanced lives. From stress, addiction, and change management, to locating child care facilities, legal assistance, and financial challenges, our qualified professionals are here to help. These services are completely confidential and can be easily accessed 24/7, offering you around-the-clock assistance for all of life's challenges.

- ✔ **Program Access:** You may access the EAP by calling the toll-free Helpline number, using our iConnectYou App, or instant messaging with a work-life consultant through our online instant messaging system.
- ✔ **Telephonic Assessments & Support:** In-the-moment telephonic support and crisis intervention are available 24/7 along with intake and clinical assessments.
- ✔ **Short-term Counseling:** Counseling sessions with a qualified counselor to assist with issues such as stress, anxiety, grief, marital/family challenges, relationship issues, addiction, etc. Counseling is available via structured telephonic sessions, video, and in-person at local provider offices.
- ✔ **Referrals & Community Resources:** Our team provides referrals to local community resources, member health plans, support groups, legal resources, and child/elder care/daily living resources.
- ✔ **Advantage Legal Assist:** Free 30 minute telephonic or in-person consultation with a plan attorney; 25% discount on hourly attorney fees if representation is required; unlimited online access to a wealth of educational legal resources, links, tools and forms; and interactive online Simple Will preparation.
- ✔ **Advantage Financial Assist:** Unlimited telephonic consultation with an Accredited Financial Counselor qualified to advise on a range of financial issues such as bankruptcy prevention, debt reduction, financial planning, and identity theft; supporting educational materials available; unlimited online access to a wealth of educational financial resources, links, tools and forms (i.e. tax guides, financial calculators, etc.).
- ✔ **Alternate Modes of Support:** Your EAP offers support alternatives in addition to traditional short-term counseling including telephonic life coaching, AWARE stress reduction sessions, and virtual group counseling. During your call with one of our counselors, ask if these programs would be right for you.
- ✔ **Work-life Services:** Our work-life consultants are available to assist you with a wide range of daily living resources such as locating pet sitters, event planners, home repair, tutors, travel planning, and moving services. Simply call the Helpline for resource and referral information.
- ✔ **Child & Elder Care Referrals:** Our child and elder care specialists can help you with your search for licensed child and elder care facilities in your area. They will discuss your needs, provide guidance, resources, and qualified referral packets. Searchable databases and other resources are also available on the Deer Oaks member website.
- ✔ **Take the High Road Ride Reimbursement Program:** Deer Oaks reimburses members for their cab, Lyft and Uber 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, with a maximum reimbursement of \$45.00 (excludes tips).



### CONTACT US:

Toll-Free: (866) 327-2400



Website: [www.deeroakseap.com](http://www.deeroakseap.com)

Email: [eap@deeroaks.com](mailto:eap@deeroaks.com)

## Leaves and Absences

For questions related to this section, please call Human Resources at (919) 533-7200 or see [www.wcpss.net/wakeconnect/HRdirectory](http://www.wcpss.net/wakeconnect/HRdirectory).

Unless otherwise approved, an employee must use comp time or accrued leave (annual vacation leave, sick leave, etc.) before using non-paid leave. The school system's practice is not to advance leave to employees. However, extenuating circumstances may arise that allow for exceptions, such as inclement weather situations. All employees must submit the appropriate paperwork for use of any leave benefits.

### COVID-19 LEAVE UPDATES

In addition to the normal leave procedures outlined below, employees may have additional leave options available due to COVID-19.

#### Families First Coronavirus Response Act (FFCRA) Paid Sick Leave

The Families First Coronavirus Response Act (FFCRA) provides two weeks (80 hours) of paid sick leave, which may be at the employee's regular rate of pay or  $\frac{2}{3}$  the rate of pay, depending upon the reason the leave is taken.

The FFCRA also provides up to 12 weeks of paid expanded Family and Medical Leave (FMLA) at  $\frac{2}{3}$  the employee's regular rate of pay where an employee is unable to work due to a bona fide need for leave to care for a child whose school or childcare provider is closed or unavailable for reasons related to COVID-19.

For employees taking FFCRA leave at the  $\frac{2}{3}$  rate of pay, they may request to supplement this leave with other accumulated leave (sick or annual) to enable them to take leave at their full rate of pay.

Additional information regarding [FFCRA leave is available on WakeConnect](#).

#### Modifications to Normal Leave Procedures Due to COVID-19

In response to COVID-19, the State Board of Education and other governmental agencies have issued guidance or policies that modify normal leave procedures. A summary of these modifications to normal leave procedures is available on WakeConnect. Please note that the WCPSS COVID-19 leave guidance is subject to change at any time if needed to comply with State Board of Education requirements or other local, state, or federal actions.

Additional information regarding leave options is available on WakeConnect: [wakeconnect.wcpss.net/sites/return-to-the-workplace](http://wakeconnect.wcpss.net/sites/return-to-the-workplace)

### 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:

Years of State Service:

- Less than 5 years = 1.17 days of leave earned per month of employment
- 5 but less than 10 years = 1.42 days of leave earned per month of employment
- 10 but less than 15 years = 1.67 days of leave earned per month of employment
- 15 but less than 20 years = 1.92 days of leave earned per month of employment
- 20 years or more = 2.17 days of leave earned per month of employment

### Use of Annual Vacation Leave

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.

### 10-Month and 11-Month Employees

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 [myworkplace.wcpss.net/forms/request\\_for\\_leave-print.pdf](http://myworkplace.wcpss.net/forms/request_for_leave-print.pdf).

### Instructional Personnel

Instructional personnel, including instructional 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 instructional 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 instructional 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 ([boardpolicyonline.com/bl/?b=wake\\_old&s=189579](http://boardpolicyonline.com/bl/?b=wake_old&s=189579) and [boardpolicyonline.com/bl/?b=wake\\_old&hs=189651](http://boardpolicyonline.com/bl/?b=wake_old&hs=189651))

§ 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 available annual vacation leave during the 60-day waiting period 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), or Section 3.3 (Leave for New Parents). This election does not extend the 365-day duration of short-term disability.

### *Interim or Temporary Employees*

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. [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/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 [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/policymanual.pdf)

## 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

- 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.
- Medical appointments of the employee.
- 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.
- Death in the immediate family. See previous bullet for list of immediate family members. The length of leave granted for illness or death in the immediate family is normally from three to five 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 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. If a supervisor wishes to verify the need for sick leave in other circumstances, please contact Human Resources for guidance.

## Procedure for Reporting Absences for Sick Leave

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, childbirth and/or adoption.

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 outreach should occur 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: [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/policymanual.pdf)

## EXTENDED SICK LEAVE (FOR TEACHERS ONLY)

### 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 regardless of whether 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 at [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/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 [wakeconnect.wcpss.net/sites/forms/SitePage/25749/forms?channelPath=%2Fconversations%2Fchannels%2F33396%2Ffind-a-form](https://wakeconnect.wcpss.net/sites/forms/SitePage/25749/forms?channelPath=%2Fconversations%2Fchannels%2F33396%2Ffind-a-form). 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 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 NC Public Schools Benefits and Employment Policy Manual § 4.3 & 1.1.10:  
[files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/policymanual.pdf)

## FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) allows eligible employees to take 12 work weeks 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.

### 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. Spouses who are eligible for FMLA leave and are employed by the same employer are limited to a combined total of 12 weeks during any 12-month period except for leave needed to care for a child with a serious health condition.

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. While an employee is required to provide notice and proper leave forms to his/her supervisor, an employee is not required to provide to the supervisor any documents that reveal specific medical information about the employee or his/her family member, including the medical certification form. An employee may send such forms and documentation directly to Human Resources personnel.

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:

- 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.
- Fails to report periodically on his/her status and intent to return when asked to do so.
- 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

An employee will receive written confirmation when FMLA job protection is applied to a 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 at [files.nc.gov/dpi/policymanual.pdf](http://files.nc.gov/dpi/policymanual.pdf).

U.S. Department of Labor FMLA resources: [www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

## LEAVE FOR NEW PARENTS

For questions related to this section, please call Human Resources at (919) 533-7200 or see [www.wcpss.net/wakeconnect/HRdirectory](http://www.wcpss.net/wakeconnect/HRdirectory).

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 (or designee) 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 [files.nc.gov/dpi/policymanual.pdf](http://files.nc.gov/dpi/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

consecutive year of service for the teacher, or a break in the continuity in consecutive years of service for the teacher.

See NC Public Schools Benefits and Employment Policy Manual § 8.1: [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/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
- Martin Luther King, Jr.'s Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving - Two days
- Christmas (two days if on Friday, Saturday, Sunday, or Monday or three days if on Tuesday, Wednesday, or Thursday)

See NC Public Schools Benefits and Employment Policy Manual § 2.1 and page 129: [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/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: [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/policymanual.pdf)

## CIVIL RESPONSIBILITY LEAVE

### Community Responsibility

There are two types of community responsibility leave:

- 1) **Community function attendance:** Upon approval of the supervisor, full-time or part-time public school employees may be granted community responsibility 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.
- 2) **Wake County volunteer activities:** In addition to the above, a full-time employee, with prior approval from a supervisor, may also be granted a maximum of 2 days of community responsibility leave per school year for the purposes of volunteering charitable services at events occurring in Wake County hosted by organizations designated as 501(c)(3) agencies. Instructional personnel that require a substitute may only use this type of community responsibility leave on days upon which annual vacation leave can be used such as teacher workdays.

This leave cannot be used to play in a charity or fundraising event (golf tournament, e.g.), although if a person is volunteering to support such an event (such as registering other people to play), the leave may be approved. Additionally, community responsibility leave cannot be used to volunteer at events designed to promote religious or political beliefs. While the leave may be approved for events hosted by 501(c)(3) organizations that are faith-based, there must be a secular purpose to the event, such as providing a service to the community.

See [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189579](http://boardpolicyonline.com/bl/?b=wake_old#&&hs=189579), Section 7.1

### 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: [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/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. During the first year of approved non-paid educational leave, Principal Fellows may work in WCPSS a maximum of 20 per week as a temporary hourly or substitute employee.

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 64 of this Handbook.

See NC Public Schools Benefits and Employment Policy Manual § 6.1: [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/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.

See NC Public Schools Benefits and Employment Policy Manual § 6.2: [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/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: [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/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: [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/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 with supervisor approval. 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 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: [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/policymanual.pdf)  
See old Policy Manual 4100: [boardpolicyonline.com/bl/?b=wake\\_old&s=189618](http://boardpolicyonline.com/bl/?b=wake_old&s=189618)

## PARENTAL INVOLVEMENT IN SCHOOLS LEAVE

In accordance with NC 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 available accrued leave in lieu of non-paid parental involvement leave.

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: [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/policymanual.pdf)

## PERSONAL LEAVE (FOR TEACHERS ONLY)

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 for a day not subject to the above restrictions 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. [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/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 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 NC 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:  
[boardpolicyonline.com/bl/?b=wake\\_old&s=189579](https://boardpolicyonline.com/bl/?b=wake_old&s=189579) and  
[boardpolicyonline.com/bl/?b=wake\\_old&s=189651](https://boardpolicyonline.com/bl/?b=wake_old&s=189651)



## 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 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 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 § 3800/4800 9.6.1 Supplement:  
[boardpolicyonline.com/bl/?b=wake\\_old&s=189579](http://boardpolicyonline.com/bl/?b=wake_old&s=189579) and  
[boardpolicyonline.com/bl/?b=wake\\_old&s=189651](http://boardpolicyonline.com/bl/?b=wake_old&s=189651)

## DISABILITY INCOME PLAN

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 [www.myncretirement.com](http://www.myncretirement.com).

An eligible employee may apply for short-term disability by submitting appropriate medical documentation for review to the WCPSS Human Resources disability staff. If the employee is approved for short-term disability, WCPSS will process the disability claim and will assist the employee with accessing disability benefits.

For questions, please contact Capricia Cottingham at [ccottingham@wcpss.net](mailto:ccottingham@wcpss.net), or 919-533-7270.

## 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 percent 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 a Statement of Injury form ([wakeconnect.wcpss.net/sites/forms/SitePage/25749/forms](http://wakeconnect.wcpss.net/sites/forms/SitePage/25749/forms)) to the Workers' Compensation Office via facsimile (919-589-6202) or to [workerscomp@wcpss.net](mailto: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.

If the employee will be out of work for seven 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-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: [files.nc.gov/dpi/policymanual.pdf](http://files.nc.gov/dpi/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](mailto:bgriffin@wcpss.net).

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:

### ***Employee Responsibilities***

- An employee will return to his/her existing position with or without restrictions as soon as possible once released to return to work by the treating physician.
- 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.
- 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.
- 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.)
- The employee must comply with all requirements of the W/C Act and Rules and any reasonable instructions not inconsistent with its provisions.
- 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.

### ***Return-to-Work Coordinator (RTW) Duties***

- 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.
- 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.
- 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.
- Ensure that the employee's supervisor is fully aware of the employee's restrictions and any physician-imposed changes or modifications.

### ***Supervisor Responsibilities***

- The supervisor should make reasonable efforts to contact the employee regularly while the employee is away from the worksite due to injury or illness to maintain an open line of communication. 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.
- Supervisors must assist the RTW Coordinator in returning an employee to work.
- 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.

- Supervisors should monitor the employee's compliance with return-to-work restrictions once the employee is back at the work site.
- 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

These policies and practices are not intended to, and do not, create any additional employment rights on behalf of employees. See NC Public Schools Benefits and Employment Policy Manual § 9.2: [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/policymanual.pdf) and See old Policy Manual § 3800/4800 Supplement 9.2: [boardpolicyonline.com/bl/?b=wake\\_old&s=189579](https://boardpolicyonline.com/bl/?b=wake_old&s=189579)

## 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: [boardpolicyonline.com/bl/?b=wake\\_old&s=189579](https://boardpolicyonline.com/bl/?b=wake_old&s=189579) and [boardpolicyonline.com/bl/?b=wake\\_old&s=189651](https://boardpolicyonline.com/bl/?b=wake_old&s=189651)

See NC Public Schools Benefits and Employment Policy Manual §9.3: [files.nc.gov/dpi/policymanual.pdf](https://files.nc.gov/dpi/policymanual.pdf)

## Leadership and Professional Development

The Office of Professional Learning (OPL) promotes a district-wide culture of learning through the support and development of professional learning systems for instructional and non-instructional employees. Areas of responsibility include: Support for Professional Learning Systems for all staff; Support for District and School-based Leadership Development; and District Administration of WakeLearns software. The Webster Professional Development Center provides facilities for professional learning events at Crossroads II, Crossroads III and the Perry Avenue Modular Campus in Wake Forest. The rooms in each of these facilities can be reserved for meetings and workshops through an online reservation process.

WCPSS provides many professional learning opportunities for employees. Professional learning offered in WCPSS is developed using best practices in instructional design for adult learners, led by qualified personnel, aligned with the *WCPSS Standards for Professional Learning*, and documented in WakeLearns. Earning CEUs (Continuing Education Units) is a professional responsibility. While WCPSS provides many opportunities for professional learning, it is the employee's responsibility to find and participate in appropriate learning opportunities to renew their licenses. Registration for professional learning opportunities in the district is available through WakeLearns software. [Professional Learning Guidelines](#) have been established to offer guidance and answer frequently asked questions.

All staff shall use WakeLearns software to document their professional learning. WakeLearns is the official software used to track credits earned by certified staff who renew professional licenses and provides professional learning opportunities throughout the District. Staff who are non-certified should also utilize WakeLearns to register for and track their professional learning. All staff have access to their transcript of professional learning in WakeLearns. All employees should print out their transcript before they leave employment with WCPSS.

With proof of completion (e.g. an official transcript), employees may request that credits from colleges/universities, external online courses/workshops/conferences and from previous districts be added to their transcripts in WakeLearns. Employees will use the "External Credit Request" function in WakeLearns to submit their information. All requests are reviewed by the staff from the Office of Professional Learning.

Employees access WakeLearns when they login to the WakeID portal. Every School and Central Services Department has at least one staff member who is trained as a WakeLearns office administrator and who can assist employees in using the software.

## 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, problem solving and coaching for professional learning teams.
- **Coaching:** Coaching learning opportunities support school-based and district-based coaches in WCPSS through Cognitive Coaching Seminars that are provided throughout the year. Participants are provided support for coaching others and the time and space to self-reflect on their role as instructional coaches.
- **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. The learning opportunities within this area focus on understanding how team culture and relationship dynamics impact effectiveness. There are opportunities to request customized opportunities and programs.
- **Support for Presenters of Professional Learning:** Staff from the Office of Professional Learning keep regular ‘office hours’ to meet with school and/or department leaders to assist in the planning and development of learning events or presentations. The staff provides workshops that provide conceptual and practical learning for interested employees who design and/or deliver professional learning to adults.

## DISTRICT AND SCHOOL-BASED LEADERSHIP DEVELOPMENT SUPPORT

The learning opportunities in this area provide leaders with the time and space to self-reflect on their own strengths and styles of leadership. Registration for these workshops is through WakeLearns.

- **Building Collaborative 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 Delivering Presentations:** “The Art and Science of Presenting” workshop provides both conceptual and extremely practical learning for anyone who designs and/or delivers professional learning to adults.
- **Planning 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 focus on the best practices in design and facilitation to increase meeting effectiveness.

## NATIONAL BOARD CERTIFICATION

The Wake County Public School System remains a national leader in the number of National Board Certified Teachers (NBCTs) and school 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. For more information on the NBPTS, visit their website at [www.boardcertifiedteachers.org/](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 [www.ncpublicschools.org/nationalboardcertification/application/](http://www.ncpublicschools.org/nationalboardcertification/application/).

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 one renewal cycle. Teachers who renew National Board Certification earn 2 renewal credits, one literacy and one subject area, which must be used in the current renewal cycle. To request National Board renewal credits, documentation must be uploaded in WakeLearns. For questions about earning or renewing National Board Certification, contact Carolann Wade at [cwade@wcpss.net](mailto:cwade@wcpss.net).

WCPSS offers a program for beginning teachers during their third year of teaching to prepare to pursue their boards beginning in year four. 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 also offers information sessions and organizes cohorts led by NBCT coaches to assist those seeking National Board Certification.

Please contact Carolann Wade at [cwade@wcpss.net](mailto:cwade@wcpss.net) or 919-533-7219 for additional information.

## 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](mailto: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 [cs.wcpss.net/index.php?route=llcontroller](http://cs.wcpss.net/index.php?route=llcontroller).

## SCHOOL IMPROVEMENT PLANNING PROCESS

The purpose of school improvement is to improve achievement and outcomes for every student, intentionally working to eliminate performance predictability among subgroups by collaboratively and continuously analyzing data and making decisions considering the unique needs of the learning community. The school improvement plan is one tool that school administrators should use to draw upon the creativity and innovation of the staff and the community. It is the responsibility of principals, assistant principals, teachers and other instructional staff at each school to design and implement the strategies to reach the educational goals established by the Wake County Board of Education.

Additional School Improvement information found at: [wakeconnect.wcpss.net/sites/school-improvement/SitePage/29087/what-is-school-improvement](https://wakeconnect.wcpss.net/sites/school-improvement/SitePage/29087/what-is-school-improvement)

See new Policy Manual § 3430: [boardpolicyonline.com/bl/?b=wake\\_new#&&hs=194208](https://boardpolicyonline.com/bl/?b=wake_new#&&hs=194208)



## Ending Employment

### 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 [www.myncretirement.com](http://www.myncretirement.com) or at 919-533-7230. Please refer to the Retirement Benefits Manual online at: [www.myncretirement.com/retirees/benefits/member-handbooks](http://www.myncretirement.com/retirees/benefits/member-handbooks).

### 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 earlier date would not 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 rehiring. The notice requirement may be shortened or waived by the employee's immediate supervisor with the prior approval of the Superintendent or designee.

Annual vacation leave cannot be used to extend employment.

See old Policy Manual § 3400 and 4400: [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189560](http://boardpolicyonline.com/bl/?b=wake_old#&&hs=189560) and [boardpolicyonline.com/bl/?b=wake\\_old#&&hs=189638](http://boardpolicyonline.com/bl/?b=wake_old#&&hs=189638)

### 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: [boardpolicyonline.com/bl/?b=wake\\_old&s=189563](http://boardpolicyonline.com/bl/?b=wake_old&s=189563) and [boardpolicyonline.com/bl/?b=wake\\_old&s=189641](http://boardpolicyonline.com/bl/?b=wake_old&s=189641)



## **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: [boardpolicyonline.com/bl/?b=wake\\_old&s=189562](http://boardpolicyonline.com/bl/?b=wake_old&s=189562) and [boardpolicyonline.com/bl/?b=wake\\_old&s=189640](http://boardpolicyonline.com/bl/?b=wake_old&s=189640)

## **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 contact the school system's Retirement Administrator for assistance at 919-533-7230.

Refer to Sections 16.1 and 16.2 of the Benefits and Employment Policy Manual located at [files.nc.gov/dpi/policymanual.pdf](http://files.nc.gov/dpi/policymanual.pdf).

## Health, Safety and Emergencies

### 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 [wakeconnect.wcpss.net/sites/health-services/SitePage/4168/exposure-control-plan](http://wakeconnect.wcpss.net/sites/health-services/SitePage/4168/exposure-control-plan) 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: [boardpolicyonline.com/bl/?b=wake\\_old&s=189469](http://boardpolicyonline.com/bl/?b=wake_old&s=189469) and [boardpolicyonline.com/bl/?b=wake\\_old&hs=189529](http://boardpolicyonline.com/bl/?b=wake_old&hs=189529) and [boardpolicyonline.com/bl/?b=wake\\_old&s=189608](http://boardpolicyonline.com/bl/?b=wake_old&s=189608)

### 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: [boardpolicyonline.com/bl/?b=wake\\_old&s=189527](http://boardpolicyonline.com/bl/?b=wake_old&s=189527)

### 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 [wakeconnect.wcpss.net/sites/health-services/SitePage/4153/medication](http://wakeconnect.wcpss.net/sites/health-services/SitePage/4153/medication)



See new Policy Manual § 6125: [boardpolicyonline.com/bl/?b=wake\\_new&s=559692](http://boardpolicyonline.com/bl/?b=wake_new&s=559692)

## PRINCIPAL'S MONTHLY FIRE DRILL AND INSPECTION

All employees should be aware that NC 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 per NC G.S. 115C-525(c). Principals will inform employees of the appropriate steps you should take to maintain student safety during these drills. For questions or assistance relating to Fire Drills, Fire Safety Inspections, or Fire Codes contact Risk Management at 919-588-3454 or 919-694-0349.

## 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.

## 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 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.

## ADJUSTING SCHEDULES WHEN SCHOOL CLOSSES

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.

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 days 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 days designated by the Board of Education

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

## REPORTING EMPLOYEE ABSENCES DURING INCLEMENT WEATHER DAYS

If an employee is unable to report to the work location due to inclement weather, the employee may take any appropriate available leave or make up the day on a whole day or piecemeal basis.

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 should 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.

If an employee is unable to report to his/her work location because the work site has been officially closed by the Superintendent, then the employee will be compensated as if he or she had worked their normal hours.

## 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.

## 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.

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:

- Classroom Emergency Red Bag Kit
- Critical Incident Response Kit
- Emergency Weather radio

All Emergency Operation Plans shall be NIMS compliant to include implementation of the Incident Command System. Emergency Teams will be responsible for conducting or coordinating training for staff on the Emergency Operations Plan and emergency procedures.

Annually all schools and administrative buildings shall conduct a minimum of two emergency practice drills and one table-top exercise. The minimum drills will consist of one lockdown drills and one severe weather drill. 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. 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 - Emergency Operations Plan training and Incident Command System 100 and 200.

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. The Security Department will conduct a security review of every campus on an annual basis. See new Policy Manual § 1510 and 5050:

[boardpolicyonline.com/bl/?b=wake\\_new#&&hs=194145](http://boardpolicyonline.com/bl/?b=wake_new#&&hs=194145) and  
[boardpolicyonline.com/bl/?b=wake\\_new&s=420341](http://boardpolicyonline.com/bl/?b=wake_new&s=420341)

## 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:

- 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 persons should leave a voice mail message with contact information. The voice mail message will be forwarded to the on-call WCEM personnel via pager.
- 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.



## WCPSS Departments and Programs of Interest

### 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 5030, 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. See [boardpolicyonline.com/bl/?b=wake\\_new#&&hs=600452](http://boardpolicyonline.com/bl/?b=wake_new#&&hs=600452) and [boardpolicyonline.com/bl/?b=wake\\_new#&&hs=600456](http://boardpolicyonline.com/bl/?b=wake_new#&&hs=600456). 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 919-694-0561 or see [cs.wcpss.net](http://cs.wcpss.net) for additional information.

### PRINT SHOP

The Print Shop provides high quality printing and graphic design for administration, faculty, staff, students, booster clubs and their families. Certain offering includes, but not limited to, design services, high volume printing, offset printing, large format printing and versatile finishing. Please visit [wakeconnect.wcpss.net/sites/print-shop/SitePage/1613/print-shop](http://wakeconnect.wcpss.net/sites/print-shop/SitePage/1613/print-shop) to access a work order form or e-mail work order form to [printshop@wcpss.net](mailto:printshop@wcpss.net). Please call 919-588-3493 or visit the physical location at 1551 Rock Quarry Road, Building B, Raleigh, N.C. 27610 for additional information.

### 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. Reports on student outcomes, accountability status, program evaluations including a test and measurement terminology glossary can be found at [www.wcpss.net/Page/95](http://www.wcpss.net/Page/95). Internal presentations, brief summaries of analyses, status of program implementations, grant evaluations of instructional programs, and testing information are also available at [wakeconnect.wcpss.net/sites/data-and-accountability/SitePage/1573/data-research-and-accountability](http://wakeconnect.wcpss.net/sites/data-and-accountability/SitePage/1573/data-research-and-accountability). School-level testing, survey reports, and other results are housed in Quickr, OASIS or the Data Dashboards, which can be accessed by principals, test coordinators, and other selected district and school staff.



As per Board Policy, all external research involving new data collection through our schools must be approved in advance by the External Research Committee. For any outside research project, administrators should request to see an approval confirmation letter to help protect schools and students from unwanted, unnecessary, or inappropriate intrusions. If any school is approached with a data collection request without such a letter, contact our department or refer the individual to [www.wcpss.net/domain/2395](http://www.wcpss.net/domain/2395).

## OFFICE OF 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 919-533-7720 or [grants@wcpss.net](mailto:grants@wcpss.net). See also [wakeconnect.wcpss.net/sites/grants](http://wakeconnect.wcpss.net/sites/grants).

## 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, contact the Office of Translation and Interpretation Services at 919-852-3303.

## COUNSELING AND STUDENT SERVICES

The Counseling & Student Services Department (CaSS) supports the restorative practices and trauma-informed practices strategies for the district. 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, 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 Mazingo, 919-694-0574, [mazingo@wcpss.net](mailto:mazingo@wcpss.net), for more information.

## Human Resources Department

### Dr. Anthony J. Muttillio, Assistant Superintendent

The Human Resources Department is organized to better serve our mission to establish quality systems to recruit, retain, and develop committed employees who promote student success. Our organization allows 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 divided into three main divisions.

#### Talent Acquisition

- Administrative Interns
- Applications
- Employee Files
- Employee Discounts
- Extra Duty
- Hiring Processes
- ID Badges
- Job/Employment Fairs
- Leaves of Absence
- New Employee Orientation
- Student Teachers/  
Internships
- Substitute Teachers
- Transfer Process

#### Talent Management

- Data and Reporting
- Certified Contracts
- Employment Verifications
- Evaluations
- Job Descriptions
- Lateral Entry
- Licensure
- Longevity
- Praxis Reimbursement
- Retirement
- Salary Administration
- Teacher Support
- Tuition Assistance

#### Employee Relations

- Accommodation Requests
- Employee Policies
- Complaints and Grievances
- Investigations
- Criminal Background Checks
- Employee Rights and  
Responsibilities
- Disability
- Workers' Compensation
- Performance Plans
- Employee Assistance  
Program
- Unemployment

Feel free to contact the appropriate Human Resources representative with any questions you may have. We are here to serve you!

- Main line: 919-533-7200
- Whom to Call List: [www.wcpss.net/wakeconnect/HRWhomToCall](http://www.wcpss.net/wakeconnect/HRWhomToCall)
- Staff Directory: [www.wcpss.net/wakeconnect/HRdirectory](http://www.wcpss.net/wakeconnect/HRdirectory)
- Hiring Management Structure: [www.wcpss.net/wakeconnect/HRHiringStructure](http://www.wcpss.net/wakeconnect/HRHiringStructure)

Human Resource Organizational Chart:

[drive.google.com/file/d/0B4XuaOAeq3mkSXgwWTB2cm9sVU0/view](https://drive.google.com/file/d/0B4XuaOAeq3mkSXgwWTB2cm9sVU0/view)



**HUMAN RESOURCES STAFF DIRECTORY**  
**(MAIN PHONE: 919-533-7200)**

**ASSISTANT SUPERINTENDENT'S OFFICE**  
(FAX: 670-4224)

NAME	NUMBER	EMAIL	POSITION
Flor, Kathy	533-7196	kflor	Secretary
Gomez, Joyce	533-7200	igomez	Receptionist
Muttillo, AJ	533-7198	amuttillo	Assistant Superintendent
Watson, Lora	533-7197	lwatson	Administrator/School Administrator Staffing

**TALENT ACQUISITION**  
(FAX: 626-4329)

NAME	NUMBER	EMAIL	POSITION
Baker, Beverly	533-7234	bcooke	Staffing Processor
Bennett, Shelia	533-7249	sbennett	Senior Administrator
Briggs, Alice Card	533-7220	acbriggs	Director
Brown-Patterson, De'Siree'	533-7231	dbrown-patterson	Lead Staffing Processor
Chappell, Michael "Mike"	533-7264	mchappell	Senior Director
Day, Cathi	533-7233	cday	Interim Processing Technician
Evans, Cynthia	533-7242	cevans	Substitute Processing Technician
Hunter, Kesha	533-7213	kkhunter	Processor- Staffing
Johnson, Tonya	533-7232	tjohnson7	Benefits Manager
Kennedy, Jason	533-7258	jkennedy3	Director – Talent Sourcing & Comm.
Lassiter, Chris	533-7802	classiter	Senior Administrator
Mathis, Cedrina	533-7212	cmathis	Senior Administrator
Milton, Georgiate	533-7251	gmilton	Senior Administrator
Morris, Tabitha	533-7239	trmorris	Staffing Processor
Muir, Leslie	533-7210	lmuir	Senior Administrator
Murphy, Delora	533-7256	dmurphy2	Senior Administrator
Murphy, Sandy	533-7201	smurphy1	Secretary to Senior Director
O'Gorman, Gina Marie	533-7269	gogorman	Substitute Staffing & Onboarding
Peppers, Jessica	533-7208	jpeppers	Senior Administrator
Peters, Sharon	533-7245	speters	Staffing Processor
Pitarra, Jennifer "Jen"	533-7252	jpitarra	Senior Administrator
Reed, Donna	533-7248	dreed	Staffing Processor
Rutherford, Lori	533-7216	lrutherford	Senior Administrator - Talent Recognition
Smith, Stacey	533-7228	sowen2	File Room Technician
Stidham, Cheryl	533-7203	cstidham	Director – Admin. Staffing & Support
Sykes, Jacqueline	694-7594	jsykes2	Staffing Processor
Wade, Carolann	533-7219	cwade	Administrator – Human Capital
White, Sam	533-7209	swhite	Senior Administrator
Wise, Amber	533-7260	awise2	Senior Administrator-AppliTrack & Onboarding

**TALENT MANAGEMENT**

(FAX: 670-4215)

NAME	NUMBER	EMAIL	POSITION
Alston, Kizzy	533-7236	kalston3	Data Analyst - Oracle
Anderson, Ramona "Tina"	533-7235	rganderson	Data Analyst - Oracle
Brown, Marc	533-7243	mtbrown	Processor – Salary Administration
Burroughs, Tarsha	533-7263	tburroughs	Coordinating Teacher
Burton, Jeanne	533-7261	jburtan3	Senior Administrator - Licensure
Clifton, Deborah	533-7259	dclifton	Senior Administrator- Performance Mgmt.
Cobb, Avion	533-7228	acobb2	Data Analyst - Oracle
Cooley-Palmer, Cathy	533-7270	cpalmer	Processor - Retirement
Corpuz, Michelle	533-7268	Mcorpuz	Data Analyst - Oracle
Davis, Tasha	533-7263	tdavis4	Senior Administrator- Performance Mgmt.
Dickerson, Shirley	533-7216	sdickerson	Coordinating Teacher
Dumas, Lorraine	533-7238	lddumas	Secretary to Senior Director
Frescoln, Rob	533-7199	rfrescoln	Coordinating Teacher
Holland, Martha "Marcie"	533-7266	mholland2	Senior Director
Howard, Letitia	533-7194	lrhoward	Senior Administrator - Licensure
Jamison, Angela	533-7241	ajamison	Processing Technician – Performance Mgmt.
Johnson, Kelly	694-7623	kjohnson15	Senior Administrator – Compensation
Layne, Christy	533-7253	clayne	Senior Administrator - Licensure
Levine, Deron	533-7215	dlevine	Director – Data & Reporting
Maxwell, Chris	533-7195	cmaxwell	Coordinating Teacher
Myatt, Sybil	533-7247	smyatt	Processing Technician - Licensure
Ouellette, Jennifer	533-7214	jouellette	Coordinating Teacher
Reynolds, Sally	533-7262	slreynolds	Director - Performance Management
Stroud, Sheri	533-7230	sstroud1	Senior Administrator – Salary
Suguitan, Maria	533-7240	msuguitan	Data Analyst - Oracle
Szeto, Mayra	694-7595	mszeto	Coordinating Teacher
Washam, Mary	533-7222	mwasham	Director - Salary Administration
Winston, Deborah	533-7237	dwinston	Data Analyst – Oracle

**EMPLOYEE RELATIONS**

(MAIN FAX: 589-6203 • WORKERS' COMP/DISABILITY FAX: 589-6202)

NAME	NUMBER	EMAIL	POSITION
Bridgers, Pat	533-7271	pbridgers	Secretary to Senior Director
Boutross, Mary	694-7742	mboutross	Senior Admin – Investigations, CRCs, Volunteers
Combs, Kelly	533-7255	kcombs2	Senior Administrator – Performance Issues
Cottingham, Capricia	533-7270	ccottingham	Processor – Disability
Duncan, Georgette	533-7205	gduncan2	Receptionist; Processor-Unemployment, Volunteers
Freeman, Martha	533-7224	mpfreeman	Director – Disability & Workers' Compensation
Griffin, Beverly	533-7206	bgriffin	Return to Work Coordinator – Workers' Comp
Hicks, Bradley	533-7221	blhicks	Senior Administrator – Compliance
Hill, Kendra	533-7267	kdhill	Senior Director
Mueller, Kristie	533-7229	kmueller2	Processor – Workers' Compensation
Stallworth, Theron	533-7223	tstallworth	Senior Admin –Investigations, CRCs, Contractors
Vacant	533-7257		Senior Administrator – Investigations & CRCs

**Area Superintendent Leadership and Hiring Management Structure**

Central Area	Eastern Area	Northern Area	Northeastern Area	Northwestern Area	Southern Area	Southeastern Area	Southwestern Area	Western Area
<b>Ashley Thompson</b>	<b>Mark Savage</b>	<b>Christopher McCabe</b>	<b>Ve-Lecia Council</b>	<b>Seydric Williams</b>	<b>Clinton Robinson</b>	<b>James Overman</b>	<b>Jonathan Enns</b>	<b>Tammie Sexton</b>
Admin. Asst. Becky Schien 919-533-3707	Admin. Asst. Debra Poole 919-533-7142	Admin. Asst. Sherrie Slomkowski 919-533-7719	Admin. Asst. Aunecia Howell 919-533-7716	Admin. Asst. Leticia Rodgers 919-533-7204	Admin. Asst. Tina Jackson 919-533-7749	Admin. Asst. Denise Crespo 919-533-7157	Admin. Asst. Cindy Mukherjee 919-533-7752	Admin. Asst. Layla Small-S Beale 919-533-7798
Special Asst. Michael Stiefel 919-533-7076	Special Asst. Diane Garland 919-533-7141	Special Asst. Leigh Ann Alford-Keith 919-533-7717	Special Asst. Tyneka Holley 919-533-7713	Special Asst. Penny McNeill 919-694-7590	Special Asst. Katie Covington 919-533-7747	Special Asst. Kelly Swartzel 919-533-7152	Special Asst. Robert Epler 919-533-7750	Special Asst. Jill Herbst 919-533-7796
HR Hiring Admin Jen Pitarra 919-533-7252	HR Hiring Admin Georgianna Milton 919-533-7251	HR Hiring Admin Cedrina Mathis 919-533-7212	HR Hiring Admin Jessica Peppers 919-533-7802	HR Hiring Admin Leslie Muir 919-533-7210	HR Hiring Admin Amber Wise 919-533-7260	HR Hiring Admin Chris Lassiter 919-533-7802	HR Hiring Admin Shelia Bennett 919-533-7249	HR Hiring Admin Delora Murphy 919-533-7256
Licensure Admin Jeanne Burton 919-533-7261	Licensure Admin Christy Layne 919-533-7255	Licensure Admin Leticia Howard 919-533-7194	Licensure Admin Christy Layne 919-533-7253	Licensure Admin Leticia Howard 919-533-7194	Licensure Admin Leticia Howard 919-533-7194	Licensure Admin Jeanne Burton 919-533-7261	Licensure Admin Jeanne Burton 919-533-7261	Licensure Admin Christy Layne 919-533-7253
<b>Elementary</b>	<b>Elementary</b>	<b>Elementary</b>	<b>Elementary</b>	<b>Elementary</b>	<b>Elementary</b>	<b>Elementary</b>	<b>Elementary</b>	<b>Elementary</b>
Combs	Beaverdam	Bailewick	Abbotts Creek	Arlson Ridge (YR)	Ballerine (YR)	Aversboro	Apex	Adams (YR)
Conn	Carver (M)	Brassfield (YR)	Brentwood	Elmer Creek (YR)	Banks (YR)	Barwell Road (YR 4B)	Baucum	Bnairiff
Hunter	Forestville	Brooks	<b>Bugg (Central)</b>	Carpenter (YR)	Buckhorn Creek	Bryan Road	Laurel Park (YR)	Carry
Lacy	Harris Creek (YR)	Douglas	Forest Pines	Cedar Fork	Fuquay-Vanna	Creech Road	Oak Grove (YR)	Davis Drive
Olds	Hodge Road (YR 4A)	Durant Road (YR 4A)	Fox Road	Hilburn Academy	Herbert Ams (YR)	East Garner (M)	Oliver Chapel (YR)	Dillard Drive
Partnership (M)	Knighthdale	Green	Heritage (YR)	Hortons Creek	Holly Grove (YR)	<b>*Fuller (Central)</b>	<b>Paradise (YR) (Northwestern)</b>	Farrington Woods
Southwest Raleigh	Lake Myra (YR 4A)	Jeffreys Grove	Heritage (YR)	Leesville Rd	Holly Ridge	Rand Road (YR 4A)	Penny Road	Green Hope
Underwood	Lockhart (YR 4A)	Lead Mine	Joyner	Mills Park	Holly Springs (YR)	Smith	Salem (YR)	Highcroft Drive
Wainut Creek (YR 4B)	Rogers Lane	Lynn Road	North Forest Pines (YR)	Morrisville (YR)	Lincoln Heights	Timber Drive (YR 4A)	Scotts Ridge	Kingwood
Washington	Rolesville	Millbrook	<b>*Poe (Central)</b>	Pleasant Grove	Middle Creek (YR)	Vance (YR 4A)	Swift Creek	Northwoods
Wiley	Sanford Creek (YR)	North Ridge	Powell	Stough	Oakview	Vandora Springs	Turner Creek (YR)	Reedy Creek
	Wakelon	Pleasant Union(YR)	Richland Creek	Sycamore Creek (YR)	West Lake (YR)		White Oak	Weatherstone
	Wendell	Wakefield	River Bend		Willow Springs (YR)		Yates Mill	
	Zebulon	York	Root		<b>South Lakes (2020)</b>			
			Wake Forest					
			Wildburn (YR 4A)					
			Wildwood Forest					
<b>Middle</b>	<b>Middle</b>	<b>Middle</b>	<b>Middle</b>	<b>Middle</b>	<b>Middle</b>	<b>Middle</b>	<b>Middle</b>	<b>Middle</b>
Carnage	East Wake (M)	Durant Road (YR 4A)	Heritage (YR)	Leesville	Fuquay-Vanna	<b>Carroll (Northern)</b>	<b>*Alston Ridge (YR) (Northwestern)</b>	Davis Drive
Centennial (M)	Rolesville (YR)	Wakefield	River Bend	Mills Park	Holly Grove (YR)	East Garner	Apex	Dillard Drive
Daniels	Wendell	West Millbrook	Wake Forest	ML Vannon (& Bridges)	Holly Ridge	<b>*East Millbrook (Northern)</b>	Apex Friendship	East Cary
Ligon	Zebulon			Pine Hollow (YR)	West Lake (YR)	North Garner (YR 4A)	Connections Academy	Reedy Creek
Martin						River Oaks	Lufkin Road (YR)	West Cary
Moore Square (M)							Salem (YR)	
<b>High</b>	<b>High</b>	<b>High</b>	<b>High</b>	<b>High</b>	<b>High</b>	<b>High</b>	<b>High</b>	<b>High</b>
Broughton	East Wake	Millbrook	Heritage	Leesville	Fuquay-Vanna	Garner	Apex	Athens
Enloe	Rolesville	North Wake College and Career Academy (W1)	Wake Forest	Parlier Creek	Holly Springs	South Garner	Apex Friendship	Cary
Southwest Raleigh (M)		Sanderson	Wakefield	WYMLA (W3)	Middle Creek	Vernon Malone (W1)	Crossroads Flex	Green Hope
		Knighthdale HS HR Hiring Admin, Senior Director, Mike Chappell 919-533-7264		WYMLA (W3)		Wake Early College of Health & Science (W1)	Green Level	
						Wake STEM Early College (W2)	<b>*Longview (Northeastern)</b>	
							<b>*Phillips (Northeastern)</b>	
							SCORE Academy	
<b>Processing Team</b> Cathi Day (Interim) Dorina Reed	<b>Processing Team</b> Beverly Cooke Cathi Day (Interim)	<b>Processing Team</b> Beverly Cooke Courtney Patterson	<b>Processing Team</b> Talitha Morris Dorina Reed	<b>Processing Team</b> De'Siree Brown-Patterson Keshia Hunter	<b>Processing Team</b> Keshia Hunter Shannon Outlaw	<b>Processor</b> De'Siree Brown-Patterson	<b>Processing Team</b> Jackie Syles Shannon Outlaw	<b>Processing Team</b> Tabitha Morris Courtney Patterson
YR-Year Round Multitrack	YR 4A-Single Track	YR 4B-Barwell & Wainut Creek	M-Modified	W1-Early College	W2-Wake STEM	W3-Leadership Academics		
Central Services (Administrators)	Central Services (Administrators)	Central Services (Non-Administrators)	M-Modified	CNS/Transportation/Maintenance & Operations	W3-Leadership Academics	Candidate Sourcing	Principals and Assistant Principals	
Cheryl Stridman	919-533-7203	Alice Card Bings	919-533-7220	Sam White	919-533-7209	Jason Kennedy 919-533-7266	Lora Watson	919-533-7197

Leave Questions go to HR-leaves@wcpss.net

\*Out of geographic area for HR Hiring Administrator only

revised 4/15/2020

## WCPSS Leadership Directories

### BOARD OF EDUCATION OFFICE

**Ms. Heather Scott**, District 1 (Northeast Wake) - Term Expires: 2020  
4201 Kellett Lane, Raleigh, NC 27616  
919-694-8840/office, [hscott@wcpss.net](mailto:hscott@wcpss.net)

**Mrs. Monika Johnson-Hostler**, District 2 (Southeast Wake) - Term Expires: 2020  
2904 Oak Bridge Drive, Raleigh, NC 27610  
919-694-8845/office, [mjohnsonhostler@wcpss.net](mailto:mjohnsonhostler@wcpss.net)

**Ms. Roxie Cash, Vice Chair**, District 3 (North Raleigh) - Term Expires: 2020  
12136 Old Falls of Neuse Rd, Wake Forest, NC 27587  
919-694-8844/office, [rcash@wcpss.net](mailto:rcash@wcpss.net)

**Mr. Keith Sutton, Chair**, District 4 (East Raleigh) - Term Expires: 2020  
4536 Drewbridge Way, Raleigh, NC 27604  
919-694-8847/office, [ksutton@wcpss.net](mailto:ksutton@wcpss.net)

**Dr. Jim Martin**, District 5 (South Central Raleigh) - Term Expires: 2020  
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919-694-8850/office, [jmartin4@wcpss.net](mailto:jmartin4@wcpss.net)

**Mrs. Christine Kushner**, District 6 (Central Raleigh) - Term Expires: 2020  
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919-694-8846/office, [ckushner@wcpss.net](mailto:ckushner@wcpss.net)

**Mr. Chris Heagarty**, District 7 (W Raleigh/Morrisville) - Term Expires: 2020  
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919-694-8842/office, [jheagarty@wcpss.net](mailto:jheagarty@wcpss.net)

**Ms. Lindsay Mahaffey**, District 8 (Southern Wake) - Term Expires: 2020  
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919-694-8841/office, [lmahaffey@wcpss.net](mailto:lmahaffey@wcpss.net)

**Mr. Bill Fletcher**, District 9 (Western Wake) - Term Expires: 2020  
126 Castlewood Drive, Cary, NC 27511  
919-694-8843/office, [bfletcher@wcpss.net](mailto:bfletcher@wcpss.net)

**Melissa Allen, Board Relations Administrator** - [mrallen@wcpss.net](mailto:mrallen@wcpss.net), 919-533-7772

**Shirley Farmer-Hudson, Board Processing Technician** - [sfarmer-hudson@wcpss.net](mailto:sfarmer-hudson@wcpss.net), 919-533-7771

For additional information regarding school Board activities and members, visit [www.wcpss.net/Board](http://www.wcpss.net/Board).



## SUPERINTENDENT'S LEADERSHIP TEAM

**Cathy Moore, Superintendent** - [cqmoore@wcpss.net](mailto:cqmoore@wcpss.net), (919) 533-7769

*Julie Ward, Executive Assistant* - [jhward@wcpss.net](mailto:jhward@wcpss.net)

**Lloyd Gardner, Chief of Staff and Strategic Planning** - [lygardner@wcpss.net](mailto:lygardner@wcpss.net), 919-533-7082

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**Don Haydon, Interim Chief of Facilities & Operations Officer** - [dhaydon@wcpss.net](mailto:dhaydon@wcpss.net), 919-588-3571

*Vacant, Administrative Assistant*

## AREA SUPERINTENDENTS

**Dr. Ashlie Thompson, Central Area Superintendent** - [athompson@wcpss.net](mailto:athompson@wcpss.net), 919-533-707

*Becky Scipien, Administrative Assistant* [bscipien@wcpss.net](mailto:bscipien@wcpss.net)

**Chris McCabe, Northern Area Superintendent** - [cmccabe@wcpss.net](mailto:cmccabe@wcpss.net), 919-533-7719

*Sherrie Slomkowski, Administrative Assistant* [sslomkowski@wcpss.net](mailto:sslomkowski@wcpss.net)

**Tammie Sexton, Western Area Superintendent** - [tsexton@wcpss.net](mailto:tsexton@wcpss.net), 919-533-7798

*LaVatar Smalls- Beale, Administrative Assistant* [lsmall-beale@wcpss.net](mailto:lsmall-beale@wcpss.net)

**James Overman, Southeastern Area Superintendent** - [joverman@wcpss.net](mailto:joverman@wcpss.net), 919-533-7157

*Denise Crespo, Administrative Assistant* [rcrespo@wcpss.net](mailto:rcrespo@wcpss.net)

**Dr. Clinton Robinson, Southern Area Superintendent** - [crobinson3@wcpss.net](mailto:crobinson3@wcpss.net), 919-533-7749

*Contina (Tina) Jackson, Administrative Assistant* [cjackson@wcpss.net](mailto:cjackson@wcpss.net)

**Dr. Mark Savage, Eastern Area Superintendent** - [msavage@wcpss.net](mailto:msavage@wcpss.net), 919-533-7142

*Debra Poole, Administrative Assistant* [dwpool@wcpss.net](mailto:dwpool@wcpss.net)

**Dr. Ve-Lecia Council, Northeastern Area Superintendent** - [vcouncil@wcpss.net](mailto:vcouncil@wcpss.net), 919-533-7716

*Aunecia Howell, Administrative Assistant* [ahowell1@wcpss.net](mailto:ahowell1@wcpss.net)

**Jon Enns, Southwestern Area Superintendent** - [jenns@wcpss.net](mailto:jenns@wcpss.net), 919-533-7752

*Cindy Mukherjee, Administrative Assistant* [cmukherjee@wcpss.net](mailto:cmukherjee@wcpss.net)

**Seydric Williams, Northwestern Area Superintendent** - [swilliams12@wcpss.net](mailto:swilliams12@wcpss.net), 919-533-7204

*Latitia Rodgers, Administrative Assistant* [lrodgers@wcpss.net](mailto:lrodgers@wcpss.net)



## ASSISTANT SUPERINTENDENTS

**Vacant, Assistant Superintendent for Facilities – n/a**

*Vacant, Administrative Assistant*

**Paul Koh, Assistant Superintendent, Student Support Services - [pkoh@wcpss.net](mailto:pkoh@wcpss.net), 919-694-0538**

*Crystal Lewis, Administrative Assistant [clewis3@wcpss.net](mailto:clewis3@wcpss.net)*

**Dr. AJ Muttillio, Assistant Superintendent for Human Resources - [amuttillio@wcpss.net](mailto:amuttillio@wcpss.net), 919-533-7196**

*Kathy Flor, Administrative Assistant [kflor@wcpss.net](mailto:kflor@wcpss.net)*

**Karen Hamilton, Assistant Superintendent for Special Education - [khamilton@wcpss.net](mailto:khamilton@wcpss.net), 919-694-0281**

*Donna Blair, Administrative Assistant [dblair@wcpss.net](mailto:dblair@wcpss.net)*

**Drew Cook, Assistant Superintendent for Academics - [dcook@wcpss.net](mailto:dcook@wcpss.net), 919-533-7012**

*Susan Woodard, Administrative Assistant [swoodard@wcpss.net](mailto:swoodard@wcpss.net)*

**Dr. Brad McMillen, Assistant Superintendent for Data, Research and Accountability -**

**[bmcmillen@wcpss.net](mailto:bmcmillen@wcpss.net), 919-533-713**

*Kelly Martin, Administrative Assistant [kimartin@wcpss.net](mailto:kimartin@wcpss.net)*

**Dr. Rodney Trice, Assistant Superintendent for Equity Affairs - [rtrice@wcpss.net](mailto:rtrice@wcpss.net), 919-694-0524**

*Cecelia Green, Administrative Assistant [cgreen3@wcpss.net](mailto:cgreen3@wcpss.net)*

**Mark Winters, Finance Officer - [mwinters@wcpss.net](mailto:mwinters@wcpss.net), 919-694-0312**

*Lisa Richardson, Administrative Assistant [lwrichardson@wcpss.net](mailto:lwrichardson@wcpss.net)*

## Helpful Resources

WCPSS Internet website: [www.wcpss.net](http://www.wcpss.net)

WCPSS Intranet website: [wakeconnect.wcpss.net](http://wakeconnect.wcpss.net)

WCPSS School Board Policies: [www.wcpss.net/policies](http://www.wcpss.net/policies)

WCPSS Human Resources: [wakeconnect.wcpss.net/sites/human-resources/SitePage/1781/human-resources](http://wakeconnect.wcpss.net/sites/human-resources/SitePage/1781/human-resources)

WCPSS Compensation Services (Payroll and Benefits): [wakeconnect.wcpss.net/sites/compensation-services/SitePage/2048/compensation-services](http://wakeconnect.wcpss.net/sites/compensation-services/SitePage/2048/compensation-services)

Department of Public Instruction (DPI): [www.ncpublicschools.org](http://www.ncpublicschools.org)

NC State Board of Education: [stateboard.ncpublicschools.gov](http://stateboard.ncpublicschools.gov)

North Carolina General Assembly: [www.ncleg.gov](http://www.ncleg.gov)

Deer Oaks Employee Assistance Program (EAP): [www.deeroaks.com](http://www.deeroaks.com)

Absence Management (for Substitute Teachers): [www.aesoponline.com](http://www.aesoponline.com)

Benefits (Health and Other Insurance) .....	919-649-8777
Bloodborne Pathogens .....	919-856-8145
Disability .....	919-533-7270
Student Assignment .....	919-431-7333
Human Resources .....	919-533-7200
Office of Professional Learning .....	919-431-7430
Payroll .....	919-649-8777
Risk Management .....	919-694-0349
Absence Management (for Substitute Teachers) .....	1-800-942-3767

## Calendars

To download and view WCPSS calendars, visit the following websites:

- Employee calendars: [www.wcpss.net/wakeconnect/employee-calendars](http://www.wcpss.net/wakeconnect/employee-calendars)
- Understanding the workday calendar: [www.wcpss.net/wakeconnect/employee-calendars-explained](http://www.wcpss.net/wakeconnect/employee-calendars-explained)
- School calendars: [www.wcpss.net/calendars](http://www.wcpss.net/calendars)
- 2020-2021 Payroll Lock Dates: [drive.google.com/file/d/10PKD4ewmnDdERwpy1Ak0P-etjrAF4WM6/view](https://drive.google.com/file/d/10PKD4ewmnDdERwpy1Ak0P-etjrAF4WM6/view)

## 2020-2021 HOLIDAYS

### Student Holidays

(Traditional Calendar)

- September 7, 2020 (Labor Day)
- September 28, 2020 (Teacher Workday)
- October 23, 2020 (Teacher Workday)
- November 3, 2020 (Teacher Workday)
- November 11, 2020 (Veteran's Day)
- November 25 - 27, 2020 (Thanksgiving Break)
- Dec. 21, 2020 - Jan. 1, 2021 (Winter Break)
- January 18, 2021 (Martin Luther King, Jr. Day)
- January 19, 2021 (Teacher Workday)
- February 16, 2021 (Teacher Workday)
- March 12, 2021 (Teacher Workday)
- March 29 – April 2, 2021 (Spring Break)
- April 6, 2021 (Teacher Workday)
- May 13, 2021 (Teacher Workday)
- May 31, 2021 (Memorial Day)
- June 11, 2021 (Teacher Workday)

### Holidays For 10-Month and 11-Month Employees

- September 7, 2020
- November 11, 2020
- November 26 - 27, 2020
- December 24 – 25 & 28, 2020
- January 1, 2021
- January 18, 2021
- April 2, 2021
- May 31, 2021

### Holidays For 12-Month Employees

- July 4, 2020
- September 7, 2020
- November 11, 2020
- November 26 - 27, 2020
- December 24-25 & 28, 2020
- January 1, 2021
- January 18, 2021
- April 2, 2021
- May 31, 2021

## 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.



## Understanding the Importance of your Workday Calendar

At the beginning of each year, every staff member should print out and review their specific calendar. Calendars are located on the intranet under *Workspaces > Employee Portal > Calendars*. Please ask your Secretary if there are any questions concerning what calendar should be used.

**PLEASE HANG YOUR CALENDAR IN A LOCATION WHERE YOU WILL SEE IT DAILY.**

### Payroll Schedule:

On the right hand side of every calendar there is a payroll schedule.

It lists the **Pay Dates** for that calendar. *The example to the right shows 10 pay dates starting in August and ending in May.*

**Blocked Payroll Schedule**

Period Begins	Period Ends	Pay Dates
No Check		07/31/20
08/17/20	09/15/20	08/31/20
09/15/20	10/14/20	09/30/20
10/15/20	11/13/20	10/30/20
11/13/20	12/14/20	11/30/20
12/15/20	01/13/21	12/14/20
01/13/21	02/11/21	01/29/21
02/12/21	03/15/21	02/26/21
03/15/21	04/13/21	03/31/21
04/14/21	05/13/21	04/30/21
05/13/21	06/11/21	05/28/21
No Check		06/29/21

### Calendar Legend:

Legend:  Pay Periods  Track Out **A** Required Leave **H** Holiday **W** Workday **ER** Early Release **I** Incent Weather 215.0 Workdays

- **Pay Periods** are marked by alternating shades of color of the particular calendar
  - *Example: Track 4 Calendars are in light and medium green*
  - Any day that is in color is a PAID day.
  - With the exception of days marked H and A, all days in color must be worked or *eligible* leave must be taken.
- **Track out** days are shaded **grey** on every calendar
  - These days are not paid.
  - **These are the only days that can be worked at another location as a regular substitute.**
- **A – Required Annual Leave**
  - These annual days are pre-scheduled for 10 and 11 month employees.
  - They cannot be swapped with other days and must be followed as indicated on the calendars
  - These are paid days and Annual leave is automatically deducted for these days.
  - Since this is already a paid day, employees cannot work at another location as a regular substitute.  
***Employees cannot be paid twice for the same day.***
- **H – Holiday**
  - Do not work
- **W – Workday**
  - Workdays are only listed on instructional calendars. (*Exception: 10 month 93% TA's*)
  - At this time *Personal Leave* may be taken on these days with no monetary deduction. Oracle will automatically process this unless the employee has a custom calendar.
    - Employees with custom calendars will need the Secretary to contact Payroll.

Mar 2020					
M	T	W	T	F	S
2	3	4	5	6	
9	10	11	12	13	
N					
16	17	18	19	20	
N	N	N	N	N	
23	24	25	26	27	
N	N	N	N	N	
30	31				
N	N				
				22	

Apr 2020					
M	T	W	T	F	S
		1	2	3	
		N	N	N	
6					
		A	A	H	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		
					20

**Please Remember:** Your pay is based on your calendar. These days should be worked exactly as listed on your calendar. If you are audited for any reason, it will be done based on the track you are listed as working. If you have not worked according to that calendar, you may end up being **overpaid**.

A customized calendar requires **approval** from Human Resources.

Timesheets are for record keeping purposes only. Please refer to employee calendars for pay periods.

For additional details, please visit our intranet site under [Compensation Services](#).

**July / julio 2020**

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	31

**August / agosto 2020**

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
SL	SL	SL	SL	SL
24	25	26	27	28
31				

**September / septiembre 2020**

M/L	T/M	W/M	T/J	F/V
	1	2	3	4
7	8	9	10	11
H	14	15	16	17
21	22	23	24	25
28	29	30		

**October / octubre 2020**

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
Q				DIST W
26	27	28	29	30
RC				

**November / noviembre 2020**

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
RL	RL	V	H	H
30				

**December / diciembre 2020**

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
W	V	V	H	H
28	29	30	31	
H	V	V	V	

**January / enero 2021**

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	H
11	12	13	14	15
18	19	20	21	22
H	W			RC
25	26	27	28	29

**February / febrero 2021**

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
C	W			
22	23	24	25	26

**March / marzo 2021**

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	Q	
V	V	V		

**April / abril 2021**

M/L	T/M	W/M	T/J	F/V
			1	2
5	6	7	8	9
C	W			RC
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**May / mayo 2021**

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				

**June / junio 2021**

M/L	T/M	W/M	T/J	F/V
	1	2	3	4
7	8	9	★ 10	11
14	15	16	Q/RC	W
21	22	23	24	25
28	29	30		

**LEGEND / LEYENDA**

- ★ First and last days  
*Primer y último días de clase*
- H Holiday  
*Día Festivo*
- W Teacher Workday  
*Día de trabajo del maestro*
- RL Remote Learning Day (students not on campus)  
*Días de Aprendizaje Remoto (los estudiantes no están en el recinto escolar)*
- C Calendar Out Day (students not on campus)  
*Día libre (estudiantes no se presentan a la escuela)*
- V Vacation Day  
*Día de Vacaciones*
- SL Days added with Session Law (students on campus)  
*Días escolares adicionales conforme a la ley estatal Session Law (estudiantes se presentan a la escuela)*
- 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**

Banked Hours 1 day	RL
Banked Hours 1 day	Nov 23
Banked Hours 1 day	Nov 24
April 6 - C	Dec 11
February 16 - C	Mar 10
February 15	Mar 11
April 5	
June 11	

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 1025 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 días laborables 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](http://www.wcps.net/calendars)

# COMPREHENSIVE SCHOOL CALENDAR 2020-2021



	JULY																															AUGUST														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
YR Tracks	[Color-coded grid for July/August]																																													
TRAD																																														
MOD																																														
KH,NW,VM,WE																																														
STEM																																														
WLA																																														

	OCTOBER																															NOVEMBER														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
YR Tracks	[Numbered color-coded grid for Oct/Nov]																																													
TRAD																																														
MOD																																														
KH,NW,VM,WE																																														
STEM																																														
WLA																																														

	JANUARY																															FEBRUARY														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
YR Tracks	[Numbered color-coded grid for Jan/Feb]																																													
TRAD																																														
MOD																																														
KH,NW,VM,WE																																														
STEM																																														
WLA																																														

	APRIL																															MAY														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
YR Tracks	[Numbered color-coded grid for Apr/May]																																													
TRAD																																														
MOD																																														
KH,NW,VM,WE																																														
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*What Starts Here Changes Everything.*