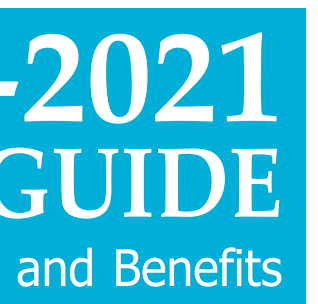
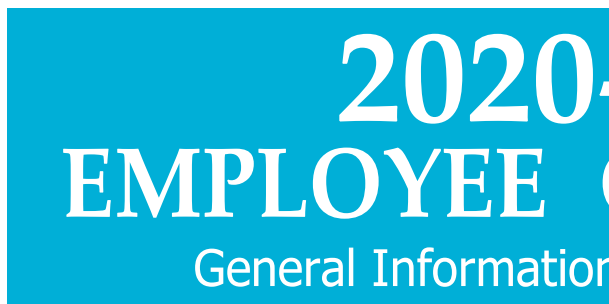
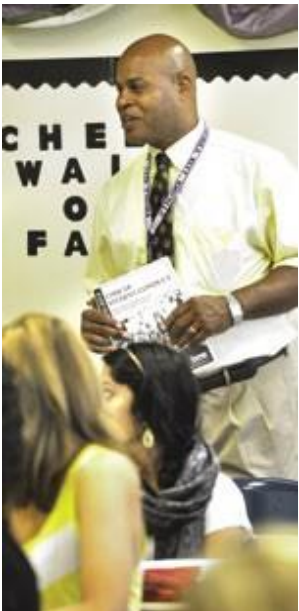


We Are cms



2020-2021 EMPLOYEE GUIDE

General Information and Benefits

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**Charlotte-Mecklenburg Schools
2020-2021 Calendar22**



Welcome



Welcome to Charlotte-Mecklenburg Schools. You are joining a workforce of 19,000 employees who share strong educational values and high expectations. As a district, we are focused on our students. We are privileged to serve more than 148,000 students every day and we take our responsibilities to them very seriously.

We want our schools and our offices to be safe, welcoming environments where students and staff can grow together. We want our schools to be places where every student can and does learn. We work together to ensure our students have a seamless, successful educational experience from the first day in kindergarten or first grade all the way to the walk across the stage for a diploma.

We do this by putting two strategic priorities first in all that we do: We bring a renewed focus to student-teacher content and we emphasize managing performance across the district.

For our students to succeed, each of us must work at our highest capacity to build student achievement. All employees have a role to play because all employees support students in some way. Teachers, bus drivers, teacher assistants, school support staff and administrators all have a critical role in the success of our students.

Our district has a strong and longstanding commitment to academic excellence, equity and access for every student. We have been nationally recognized as one of America's most innovative and forward-thinking public school districts.

Our goal now is to build on that foundation, providing a 21st-century education to every student. We want each student to move surely and successfully to the next step after high school. We want to ensure that every student has access to the American dream. We want our schools to provide equity and excellence.

Thank you for joining CMS. I look forward to working with you.

A handwritten signature in black ink that reads "Earnest Winston". The signature is written in a cursive, flowing style.

Earnest Winston
Superintendent
Charlotte-Mecklenburg Schools



Vision

Charlotte-Mecklenburg Schools provides all students the best education available anywhere, preparing every child to lead a rich and productive life

Mission

The mission of CMS is to maximize academic achievement by every student in every school.

Employee Core Values

Student Centered

Community

Diversity

Dependability

Learning



The History of CMS

The history of Charlotte-Mecklenburg Schools dates to the 1700s when the local Presbyterian minister oversaw the weekly education of the town's children. Learning was carried out in one-room schools made of locally fired bricks and attached to the local church building. Each of the preacher's students owned a Bible, but many had to borrow textbooks. The curriculum in this frontier school covered just the basics.

Public education in Charlotte began officially in 1840 with an appropriation to provide free schooling to children whose parents could not afford to pay tuition. But the "graded" schools, created in 1870, failed because of a shortage of funds and instability following the Civil War. Despite the availability of public schools, many parents continued to send their children to private schools.

But public education became increasingly important as Charlotte grew and prospered, becoming a vital inland transportation center. The Charlotte City and Mecklenburg County school districts were separate until 1960, when the city and county systems were merged to form the unified Charlotte-Mecklenburg Schools of today.

Today, we are the 18th largest school district in America. Charlotte-Mecklenburg Schools has 175 schools, more than 148,000 K-12 students, and more than 19,000 employees. We are governed by a nine-member Board of Education which appoints the superintendent.

CMS strives to produce high school graduates who are college- and career-ready. We believe that true success means lifting every student to new heights of academic achievement.

Additional information regarding the history of CMS is located at www.cms.k12.nc.us



What Matters Most 2024 Strategic Plan

What matters most

We believe that students matter most in our community and that they each deserve the best education possible to fulfill their highest potentials. We believe that to break the link between poverty, race and academic performance, equality of high expectations must be met by equitable allocation of talented educators, leaders, resources and supports. We believe that our schools alone cannot give students what they deserve and need to succeed. As partners, mentors, stakeholders and community members, we are all empowered to work together for our students.

Our commitments

Equity - the urgent need to focus on equity and to close achievement gaps linked to race and poverty is described in *Breaking the Link*, "...equity is not the same as equality. In some instances, equity means giving those with less more: more time for learning, more highly effective teachers to reduce learning gaps, more access to challenging classes. At the same time, CMS aims to provide access to excellent educational opportunities for every child. Each student's needs may be different, but those needs should be met at every school in CMS."

Culture - all school districts are made up of people working together for academic achievement – students, teachers, parents, families, staff, leaders and partners. Regardless of background, people of any age who feel and see their identities reflected in the work they are doing and who feel connected to each other can transform lives through education. The diversity of the K-12 educational experience must reflect the diversity of the community at all levels.

Our goals

1. Every student graduates with meaningful employment or higher education opportunities.
2. Every student has access to a rich, diverse and rigorous curriculum.
3. Every student has access to more social and emotional supports.

Strategy 1: focus on what matters most – content, teachers, students

We will focus on what matters most to academic achievement – the instructional core.

- **Student** – how students participate in their own education
- **Teacher** - knowledge and skill of the teacher
- **Content** - level and complexity of the content students are asked to learn

Strategy 2: manage our performance

We will build on strengths, adapt new ways of working and measure our progress.

- Develop a district performance management system
- Implement a continuous improvement program
- Create detailed work plans in every school and department aligned to the strategic plan

To view the complete 2024 Strategic Plan, please visit
<https://www.wearecms.com/apps/pages/the2024strategicplan>

Charlotte-Mecklenburg Board of Education Standards of Conduct

Charlotte-Mecklenburg Board of Education Standards of Conduct

By accepting employment with the Charlotte-Mecklenburg Board of Education, employees have a responsibility to the school district, to their fellow employees and to the students whom they serve to adhere to certain standards of behavior, performance and conduct. While no set of rules can address all forms of unacceptable behavior, the Board of Education expects its' employees to act professionally and responsibly at all times. Violations of Charlotte- Mecklenburg Board of Education Standards of Conduct will be taken seriously and may subject employees to disciplinary action, up to and including termination.

Board Policy GBEB – Standards of Conduct is found in our online policy manual at: <http://bit.ly/CMSPolicyManual>



Professional Learning & Development



CMS believes that comprehensive, aligned, and continuous professional development is essential to school improvement and student achievement. CMS provides organizational professional learning and development services to promote a variety of professional growth opportunities to build the knowledge and skills of all staff, ensuring that they have a strong support system throughout their careers and have opportunities for leadership and growth. When all employees are an active part of the CMS learning community, positive change results in organizational effectiveness and student success.

Professional learning and development of CMS employees is a system-wide collaborative effort. The main departments charged with this work include: Office of Beginning Teacher Support & Development (BTS&D), Academics, and CMS Department of Ed. Leadership.

The Beginning Teacher Development & Support team is dedicated to supporting the unique needs of teachers in their first three years of experience and their mentors. Our goal is to ensure we assist in retaining talent in the teaching profession and provide teachers with the tools necessary, including mentors, to achieve proficiency or above ratings on the standards measured on the North Carolina Teacher Evaluation Rubric.

The Teacher Leader Pathways Department provides advanced career paths for excellent teacher-leaders. These advanced roles allow teacher-leaders to reach more students, support more teachers, and advance in their careers while earning additional pay for added instructional responsibilities.

The Academics division is responsible for direct to teacher professional learning across multiple departments. These include: Learning and Teaching, English Learners, Exceptional Children, Multi-tiered Systems of Support, Magnet programs, Career and Technical Education, and National Board Certification.

The CMS Department of Ed. Leadership creates, aligns, and facilitates professional learning for school leaders, central office leaders, and certain categories of non-instructional staff, in order to advance the capabilities of school and district leadership

Resources and additional information on professional learning opportunities can be accessed via each department's Intranet page, Canvas within the Professional Learning folder, or within MyTalent.



Navigating Canvas & MyTalent

MyTalent is an online system that supports employees across the district with all performance evaluations, performance feedback and documentation, professional development, coaching and mentoring, onboarding, forms and letters and beginning teacher/induction support.

Logging In

- Access **MyTalent** through the CMS Intranet (**my.cms.k12.nc.us**) by clicking on MyTalent under Quicklinks or type **cms.truenorthlogic.com** in the URL. *MyTalent works best in Google Chrome or Mozilla Firefox.*
- Enter your username and password: **Username** is the first part of your CMS email address without @cms... (Example: email address janea.smith@cms.k12.nc.us, username = janea.smith)
Password - Cm\$12345
(last 5 digits of your Social Security number)
Once in the system, you can change your password.
- Click the “**Log in**” button.

To receive more information on how to navigate in MyTalent, visit the Help Guides in MyTalent.

For assistance with logging into MyTalent, please call **980-343-1900**.



Canvas

Canvas is the CMS learning management system, a digital space where CMS employees and students can go to organize and facilitate learning experiences. All employees and students have access to Canvas through the NCEdCloud (**my.ncedcloud.org**). You can log into Canvas and NCEdCloud using the same ID and password that you use for Powerschool.

Please contact CMS Helpdesk at **980.343.5736** and select option 3 for assistance on logging into Canvas or NCEdCloud.

Internal/External Communications

Charlotte-Mecklenburg Schools provides ongoing two-way communication with CMS employees to help you do your job better, increase morale, productivity and build a stronger commitment to the CMS vision. The following are some of the communication tools in place to keep you informed:

Courier –

CMS provides daily courier service to all schools and offices. Questions about courier service should be directed to your principal/department head, secretary or Supply Services at **980-343-6710**.

CMS Website –

The CMS Website www.cms.k12.nc.us offers information about CMS programs, departments, test scores, district and school profiles, the latest news, individual school information and much more.

CMS Intranet –

The Intranet site at my.cms.k12.nc.us allows employees to access their own “internal” Website for employees. The Intranet features information from Learning and Teaching, training and development teams, Human Resources and employment information, benefits, policies and the latest school district and employee news.

Weekly E-Mail Newsletter –

The weekly newsletter, “*CMS Insider*”, is e-mailed to all users and includes district news, Board of Education updates, and information helpful to all employees. To submit information for consideration in this e-newsletter, e-mail cmsinsider@cms.k12.nc.us

Email –

Internet mail is available in all schools and offices. It is an efficient way to send a message to multiple recipients simultaneously. Questions about email should be directed to your principal, department head, supervisor, or administrative assistant. Regular emails from the superintendent will provide timely information to the staff.

CMS-TV –

The primary broadcast source for news and information about Charlotte-Mecklenburg Schools, broadcasting to the CMS community of parents, teachers, students, staff and volunteers on Spectrum channel 3.

CMS Social Media –

Stay up to date by following our district, superintendent, and human resources social media accounts.

Facebook

District: **Charlotte-Mecklenburg Schools**
Human Resources: **InsideCMS**

Instagram

District: **@charmeckschools**
Superintendent: **@cmssupt**
Human Resources: **@insidecms**

Twitter

District: **@CharMeckSchools**
Superintendent: **@CMSSupt**
Human Resources: **@InsideCMS**

LinkedIn

Human Resources: **Charlotte-MecklenburgSchools**

Lifecare Employee Assistance

LifeCare Employee Assistance & Work-Life Support

Charlotte-Mecklenburg Schools supports employees with a robust Employee Assistance Program (EAP) and additional work-life services offered through LifeCare. Details are available on MyCMS, from your supervisor, or by calling LifeCare at **(866) 592-7240**.

CMS employees and their families have access to a comprehensive suite of services designed to assist employees and make their lives easier. LifeCare provides 24/7 personalized assistance and online resources, in addition to major discounts through LifeMart.

Free, confidential advice on any topic

Employees and their household members can rely on LifeCare for free, confidential sessions, either face-to-face or on the phone. LifeCare offers comfort and guidance to employees dealing with issues and challenges.*

It is your decision to take advantage of these services, although your supervisor may suggest you call. LifeCare is an independent organization; all records are treated with the utmost confidentiality.

Caring for employees as they care for their families

From major events and transitions to managing family activities, LifeCare can help with information and referrals:

- Professional, personal and financial information
- Online tutorials and tools
- Find childcare that works best for each family
- Match elderly loved ones with senior care options
- Connect employees to reliable home improvement specialists
- Research and refer pet care resources and services
- Help with planning and preparing for a move, baby or other major life event
- Provide saving on products and services nationwide through LifeMart

** Clinical EAP Services are provided by a third party licensed EAP Provider. Call or visit the website for details.*

Contact LifeCare

For more information and to use LifeCare services, call the dedicated toll-free telephone number, **(866) 592-7240**, or log in at **<http://member.lifecare.com>**, registration code **CHARMECK**.

Employee Benefits Program

CMS provides a broad array of benefits so that you can select the coverage that best meets the needs of you and your family. We provide benefits from best-in-class, highly rated insurance carriers and supportive resources to help you make decisions that best fit your situation.

We recognize your health care and financial objectives may change over time. As such, there are a variety of plans available from which you can choose. These include:

Core Benefits

Medical/Rx plans

Dental plans

Vision plans

Cancer and Specified Disease Insurance

Group Hospital Indemnity

Financial Programs

Life Insurance options (basic and supplemental)

Disability plans (short-term and long-term)

Accident insurance

Retirement savings plans [401(k), 403(b), 457]

Other

Flexible Spending Accounts (health care and dependent care)

Legal plan and identity theft plans

Discounted home and auto insurance

Discount purchasing program

Schedule your personal benefits education and enrollment session by calling **1-877-401-6390**. For additional information, visit our website at **<https://mybensite.com/cmsk12/index.php>**.

All enrollments must be completed within 30 days of your date of hire or change of employment status. No exceptions will be made.



Benefits Enrollment

New Hires:

New hires should call our benefits enrollment center at **1-877-401-6390** to schedule a personal enrollment session. To self-enroll in the Medical/Rx plan, log into the State Health Plan at **cms.hrintouch.com**.

You may also use the self-service option and enroll in several of the plans through Lawson Employee Self-Service (ESS).

See page 17 for instruction on accessing Lawson ESS.

When you log into Lawson ESS, you will select benefit/change and then select New Hire Benefit Enroll. Several of our plans require enrollment by a licensed benefit counselor, so we encourage you to call one at **1-877-401-6390**.

All enrollments must be completed within 30 days of your date of hire or change of employment status—no exceptions!

If you fail to enroll by the end of this time period, you may not enroll in benefits until our next Annual Enrollment unless you experience a qualifying life status change.

Re-Hires:

ALL re-hires should call the benefits enrollment center at **1-877-401-6390** to complete their benefits enrollment. To self-enroll in the Medical/Rx plan, log into the State Health Plan at **cms.hrintouch.com**.

You may also use the self-service option and enroll in several of the plans through Lawson Employee Self-Service (ESS)

See page 17 for instruction on accessing Lawson ESS.

When you log into Lawson ESS, you will select benefit/change and then select New Hire Benefit Enroll. Several of our plans require enrollment by a licensed benefit counselor, so we encourage you to call one at **1-877-401-6390**.

All enrollments must be complete within **30 days** of the rehire date or change of employment status—**no exceptions!**

This includes employees who are terminated and rehired within the same month—ALL must re-enroll.

Benefits are effective the first day of the month following the enrollment date, which is typically the first of the month following the date of re-hire.

For example, an employee hired or re-hired November 16 who completes enrollment November 28 would have benefits effective December 1.

Did You Know?

The CMS Benefits Service Center is available to you as a resource for all of your benefit questions. Call **1-877-401-6390** or visit **<https://mybensite.com/cmsk12/index.php>** for more information.

Paid Time Off Policies

Permanent employees, employed for less than twelve (12) months a year are granted ten (10) holidays yearly. Permanent employees employed for twelve (12) months a year are granted eleven (11) holidays yearly. Depending upon when Christmas Day falls, an extra day may be granted. The employee calendar should be referenced annually to determine the dates chosen by the CMS Board of Education as holidays.

Annual Leave

Annual leave is earned monthly by permanent employees who are working or on paid leave for half of the workdays in a month or more. The number of days earned each month increases as years of State service increase. The chart below shows how annual leave is earned monthly. For employees who work less than 100% of a workday, annual leave is paid according to the percentage of employment. State regulations, along with regulations established by Charlotte-Mecklenburg Schools, govern when annual leave may be taken. Use of annual leave requires supervisory approval.

Annual leave may be accumulated without any applicable maximum until June 30 of each year. Employees with more than thirty (30) accumulated annual leave days as of June 30 each year, shall have the excess leave converted to sick leave so that only thirty (30) annual leave days are carried forward on July 1. Upon retirement, resignation or termination, an employee will be paid for a maximum of thirty (30) annual leave days. Annual leave may be transferred when an employee transfers between local educational agencies. Annual leave may be transferred to a State agency if the agency is willing to accept the leave; otherwise, the employee leaving CMS will be paid for up to thirty (30) days accumulated leave. If an employee has a negative annual leave balance at the end of the academic year, a deduction in the appropriate amount will be made to his/her May paycheck, or a subsequent check.

If you are a less than twelve (12) month employee in a position that must follow the teacher calendar and hired after August 30, you will not accrue the ten (10) annual leave days that are mandatory. Therefore, you may be in a negative balance at the end of the academic year and a deduction will be taken in your May check or a subsequent check.

Annual Leave Days Granted Each Year

Years of Aggregate Service	Days per Month	9-Month Employee	10-Month Employee	11-Month Employee	12-Month Employee
Less than 5 years	1.17	10.53	11.70	12.87	14.04
5-9 years	1.42	12.78	14.20	15.62	17.04
10-14 years	1.67	15.03	16.70	18.37	20.04
15-19 years	1.92	17.28	19.20	21.12	23.04
20 years or more	2.17	19.53	21.70	23.87	26.04

Paid Time Off Policies, *continued*

Sick Leave

Employees working or on paid leave for half of the workdays in a month or more earn sick leave computed at the rate of one (1) day per month. For employees who work less than 100% of a workday, annual leave is paid according to the percentage of employment. Sick leave may be granted for: (1) periods of temporary disability caused by or contributed by any personal illness, injury or other temporary disability, which prevents an employee from performing his or her usual duties; (2) illness in the employee's immediate family and medical appointments that necessitate the employee's attendance; (3) death in the immediate family; (4) medical appointment.

Sick leave can be accumulated indefinitely and may be transferred between school systems, between a school system and a State agency, and between a school system and a community college or a technical institute if the receiving agency is willing to accept the sick leave. Sick leave accumulated up to the time of separation from employment may be reinstated provided re-employment occurs in a permanent position within sixty (60) calendar months from the date of separation. For employees retiring, sick leave adds additional service credit. For every twenty (20) days or remainder of twenty (20) days sick leave accrued, the retirement system gives another month toward service years for retirement.

For additional information in reference to paid time off policies, please go to <https://bit.ly/policymanualNCDPI>.



Severe Weather Procedures

Each year, make-up days for school students and staff are built into the school calendar, indicating whether the day will be an optional teacher workday or a required annual leave day. Media announcements (television and radio stations, and CMS website www.cms.k12.nc.us) will also indicate the type of day. All announcements will be made by 5:30 a.m. The following codes will be used:

CODE A: Optional Teacher Workday

All 10, 11, and 12 month employees will report to work, use annual leave, use compensatory time, use personal leave, take the day without pay or make the day up on a date that will be determined. Non-exempt employees with previously accrued compensatory time may opt to use that time. Employees who select the make-up option and do not work on the designated day will be charged a day without pay and will not be able to use annual leave or sick leave. Employees who did not work on a Code A day must sign a form indicating how the day will be charged (annual leave, personal leave, compensatory time, or the make-up option).

Human Resources will provide specific information and forms when a Code A day occurs.

Teacher Assistants may not use annual leave on days when students are not in school. Annual leave may be used to complete a full day for late starts and early dismissals. Other 9 month employees will use available annual leave or take the day without pay.

CODE B: Required Annual Leave Day

All 11 and 12 month employees will report to work, use annual leave, use compensatory time, take the day without pay, or make the day up on a date that will be determined. Teacher Assistants may not use annual leave when students are not in session and will be scheduled to work on the student make-up day, if applicable. 9 month employees (excluding teacher assistants) will use available annual leave or take the day without pay. 10 month employees not subject to required annual leave days (i.e., secretaries) have the same options as 11 and 12 month employees. 10 month employees subject to required annual leave days (i.e., teachers) are required to use annual leave for a Code B day. Employees who are required to take leave do not have a make-up option.

Non-exempt employees who do not have annual leave days may use previously accrued compensatory time or make up the time in the same week with supervisory approval or during one of the designated make-up weeks or take the day without pay.

CODE C: Essential Personnel Only

Code C is used during extremely hazardous weather. Only personnel designated as essential personnel will report to work, provided they are able to travel safely.

Non-essential personnel will use annual leave, use compensatory time, or take the day without pay. Teacher Assistants may not use annual leave when students are not in session and will be scheduled to work on the student make-up day, if applicable.

Note for staff with less than two years of experience

Teachers who are employed the first day of the school year and work the entire year earn 11.7 days of annual leave during that year. Ten days are designated mandatory annual leave days on the academic calendar. New 10 month employees who begin work after the first day of the school year should work on all optional workdays; however, these employees may have a pay deduction at the end of the year if they do not earn enough leave to cover the annual leave days they use within a calendar year.

In the event of a Code A or B day, staff may choose one of the following options:

- Report to work
- Use annual leave (with an exception of teacher assistants)
- Use compensatory time (non-exempt, only if available)
- Use personal leave (if eligible)
- Take the day without pay (except for 10 month teachers on a Code B day)
- Make up the days during a time approved by the principal/ supervisor. (Employees should not select the make-up option unless they can commit to work on the specified approved dates and times. Employees who select the make-up option and do not work will be charged for the day(s) without pay and will not be able to use sick leave or annual leave).

**This page is subject to change based on additional communication from district leadership. For additional information on the severe weather procedures please contact your supervisor or log onto the Intranet.*

Health Exam Certificate North Carolina Public Schools



*Completion of the HEC is required by Public School Law 115C-323
[www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/
Chapter_115c/GS_115C-323.pdf](http://www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter_115c/GS_115C-323.pdf)

Human Resources would like to point out just a few important requirements in having your HEC completed:

- Please submit the HEC *completed in its entirety and print*: Name, Address, Social Security Number or your Lawson Employee ID found on your new employee profile, and Position. Feel free to write the name of your school/department on the form.
- All physical and TB skin tests must be completed *within the past 12 months* to be current.
- Do not submit a separate HEC for the physical or TB tests. All info should be included on the form, with the exception of TB results which may be attached if administered by a separate facility. No additional medical info is required.
- When scheduling your appointment with your physician, please keep in mind that TB results are read after 48 hours of administering the test. For example, you cannot take the TB test on Friday unless the facility is open on Sunday to read the results.
- Ask your physician to return the *completed* HEC to *you*.
- For employment of an out-of-state applicant, this certificate may be completed by a health care provider who holds an unrestricted current license or registration.
- If you are coming to CMS from another *North Carolina School District*, and have not been separated from public school employment for more than one school year, please contact that Human Resource Department and request a copy of your HEC to be mailed/faxed to you, so it can then be processed for your employment with CMS.
- Human Resources will allow an additional two weeks from your initial two-week due date to submit your completed Health Exam Certificate. Therefore, the medical facilities are available to have your Health Exam Certificate completed within the 2-4 week deadline.

For questions, please call **980-343-1900**.



Email Sign-on Instructions

To log into your email, go to the Intranet at my.cms.k12.nc.us. Next, click on the red Employee Email icon toward the top of the screen. This will bring you to the log-in page.

How your username is created

Your username is created from the information you gave HR. It is a combination of your first name, middle initial and last name. Example: you gave HR your name as Mary Sue Jones, so your user name will be marys.jones. If you did not give HR a middle name, a 1 is substituted for the middle initial, so your user name will be mary1.jones.

Your email account & password is used to sign on to the following:

- E-mail (Outlook Web Access, Outlook)
- Workstation (Computer) Login
- Lawson
- Intranet

Username

myusername@cms.k12.nc.us

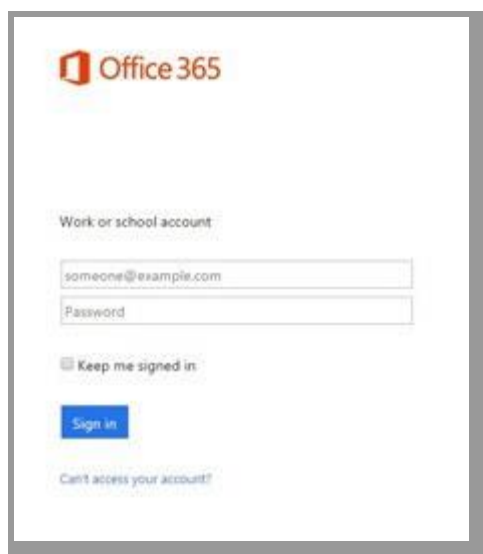
Password

Default password is Cm\$ and last 5 digits of SSN. It is a CAPITAL “C”, a lower case “m”, a dollar mark “\$”, and the last 5 digits of your SSN.

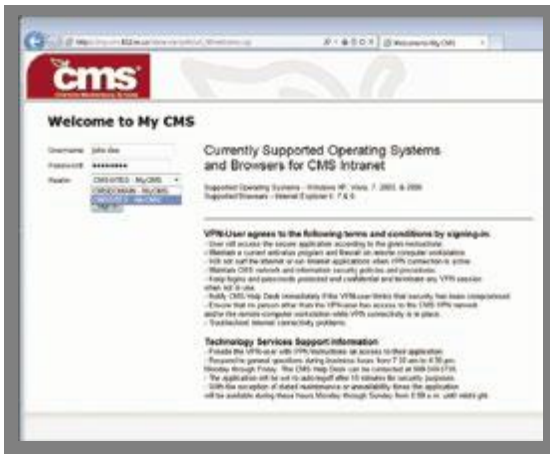
Example: **Cm\$12345**

You will be able to update your password. When you update your password, it must be 8 characters in length.

**Please note that user accounts will be created within 72 hours of start date.*



Accessing CMS Intranet (my.cms.k12.nc.us) from home



1. Open a browser (typically Internet Explorer is the preferred browser) and then type the following in the address location, **my.cms.k12.nc.us**.

2. Enter your username and password. To access the site via Juniper your password must be at least 8 characters

3. in length. If your password needs to be changed, please visit: <http://bit.ly/IntranetPasswordInstructions>

- Realm - is a drop down list select CMSSites if you work at a school location
- CMSDomain is normally central office staff

4. You will now be directed to the new CMS Intranet site, **my.cms.k12.nc.us**.



Need Help?

MySupport Portal

This is the portal by which users may enter a ticket if a problem has occurred with a user account, password, etc.

For more information contact the CMS Technology Helpline at **980-343-5736** or go to mysupport.cms.k12.nc.us.



Employee Self-Service

Employee Self-Service (ESS) is now available for all current Lawson users. You may access ESS while at work or from home.

To access ESS while at work, log into the Lawson system as usual. The *Employee Self-Service bookmark* has been added to your bookmarks located on the left side of the screen entitled Lawson Portal Home Page.

You may access Employee Self-Service from HOME.

To access from home:

Log into the CMS Intranet

Under Quick Links, choose **Employee Self-Service**

Two links are available:

- **Employee Self-Service**
- **Employee Self-Service from Home**

Your Employee Self-Service username and password are the same as your E-Mail account.

This online service will give you access to your personal information in the Lawson Human Resources & Payroll system. You will be able to view pay checks, change federal/state tax withholdings, check leave balances, change your address/phone number, add an emergency contact and manage direct deposit information. You will also be able to enroll in dental, vision, and supplemental benefits during the enrollment period.

Please note:

Safeguard your password in order to protect your personal information, including your bank account information. It is recommended that passwords be eight (8) characters or more in length. Your password should contain both letters and numbers.

How do I change my password?

Instructions on how to change a password are located here: <http://bit.ly/IntranetPasswordInstructions>

Questions regarding Employee Self-Service may be directed to **980-343-1900**.

Payroll

Accessing Important Payroll information

Information related to payroll including direct deposit, leave balances, W-2 delivery preferences, pay stubs, and tax withholding information can be accessed using Employee Self Service (my.cms.k12.nc.us). Pay dates for exempt (salaried) and non-exempt (hourly) employees can be found on the employee intranet. Look for Payroll under the department heading.



Enrolling in Direct Deposit

CMS employees are required to participate in direct deposit and can send a portion of their net pay to up to five different bank accounts each payroll. The accounts can be at different financial institutions. To set up direct deposit, follow the instructions below.

1. Login to Employee Self Service
2. Click **Bookmarks** in the top left corner, then hover over **CMS Employee Self-Service**. Next, click **Direct Deposit**.
3. Enter your social security number with dashes and select continue.
4. Select Add
5. Enter account information
6. Direct deposit enrollment is supported by the Technology Help Desk at 980-343-5736

Description * Account Type Checking Savings * Flat Amount or Percent of Net
Deposit _____ AMOUNT
Routing Number * Re-Enter Routing * Account Number * Re-Enter Account *
Required * Update Cancel

Tax Withholding

1. Click **Bookmarks** in the top left corner, then hover over **CMS Employee Self-Service**. Next, click **Tax Withholding**.
2. To complete federal tax withholding select federal tax
3. Select the appropriate marital status and allowances
4. To complete state tax withholding select state tax
5. Select the appropriate marital status and allowances

For questions regarding Payroll, please contact the Payroll department at **980-343-1839** or payroll@cms.k12.nc.us.

Cecelia Sizoo-Roberson

2020 CMS Teacher of the Year



Growing up in Portland, Ore., Cecelia Sizoo-Roberson knew one thing for sure. She was not going to be a teacher. "I have three older sisters who are teachers, and I was just adamant I would not be going into education," she said.

Today, Sizoo-Roberson teaches Math 8, 1 and 2 at Piedmont IB Middle and was recently named the Central 2 Learning Community Teacher of the Year. This is her third year at Piedmont; she previously taught at James Martin Middle for five years. She coaches volleyball and soccer and assists with the basketball team. "I love being involved in what the kids love," she said. "Kids shine in things they are passionate about. I love to see them in their element."

Principal Jackie Barone was thrilled to see Sizoo-Roberson, known as Ms. S-R, earn the honor. "Ms. S-R is one of the most energetic, dedicated teachers I've had the opportunity to work with," said Barone. "She always goes above and beyond to take care of not just math instruction, but also the overall well-being of each and every one of her students."

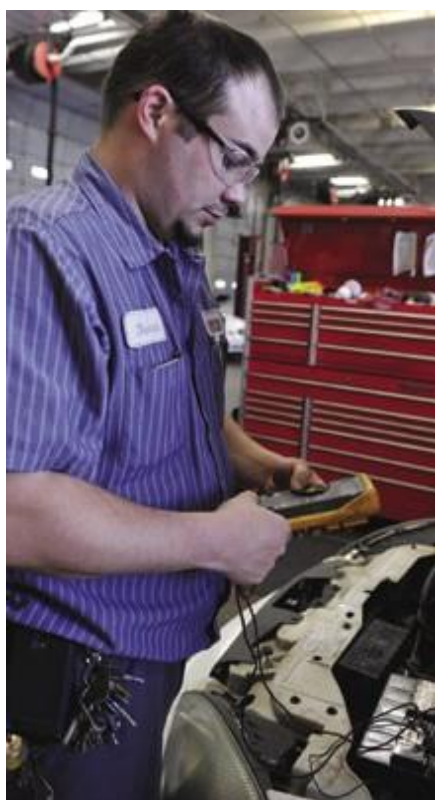
The daughter of two Presbyterian ministers, Sizoo-Roberson learned about service and education from an early age. "There are definitely some similarities," she said. Her family moved from Portland to Charlotte, and she attended Jay M. Robinson Middle, Providence High and Ardrey Kell High. She graduated from Haverford College in Pennsylvania, where she majored in religious studies with a minor in education.

Every semester, Sizoo-Roberson would choose her classes and found herself drawn to becoming an educator. "I think my family knew this is what I would end up doing," she said. "But they didn't push me. They let me explore and figure out that is what I need to be doing." Later, her younger brother also became a teacher.

Sizoo-Roberson said the Piedmont school community is strong and encouraging. "I love Piedmont because everyone is all in, all the time," she said. "Staff members will ask if you need help. Students greet visitors. Everything is for kids 100 percent of the time. Our principal sets the tone and that trickles down to everyone else. We are all part of the Piedmont community and proud of it. It is impossible not to buy into it."

As a student, math was a challenge for Sizoo-Roberson. She decided to teach math to help students who also struggle. "One of the things I love about math is that it is socially acceptable for a student to say, 'I can't do math.' I love being able to show them that they can. They just haven't had the opportunity."

Frequently Called CMS Numbers



Courier #	Department	Phone
670	After School Enrichment Program	980-343-5567
835-B	Benefits Department	980-343-1754
785	Building Services/Maintenance	980-343-6050
835-B	Compensation	980-343-1847
835-B	Employee Relations	980-343-6254
835-B	HR Human Capital Management	980-344-0265
835-B	Employment Verification	980-343-1900
764	Graphic Production Center	980-343-3880
835-B	Human Resources	980-344-0265
835-A	Learning & Teaching Services	980-343-6975
835-B	Leaves & Retirement	980-343-1754
835-B	Licensure	980-343-1908
835-A	Payroll	980-343-1839
871	Professional Development Center	980-343-5404
785	Safety	980-343-6040
835	Security	980-343-6030
835-B	Talent Acquisition	980-343-1848
834	Student Placement/Records	980-343-5335
835	Technology Help Desk	980-343-5736
835-C	Transportation	980-343-6715

A system-wide directory can be found on the CMS Intranet at my.cms.k12.nc.us

Charlotte-Mecklenburg Schools 2020-2021 Calendar*

Teacher Workdays	August 6-14, 2020
First day of school	August 17, 2020
Labor Day Holiday	September 7, 2020
Teacher Workday	September 28, 2020
Teacher Workday	October 19, 2020
Teacher Workday	November 3, 2020
Veterans Day Holiday	November 11, 2020
Annual Leave Day	November 25, 2020
Thanksgiving Holiday	November 26-27, 2020
Teacher Workday	December 22, 2020
Winter Break	December 23, 2020 - January 1, 2021
Annual Leave Day	December 23, 2020
Holidays	December 24-25, 2020
Annual Leave Days	December 28-30, 2020
Holiday	December 31- January 1, 2021
Teacher Workday	January 4, 2021
Martin Luther King, Jr. Holiday	January 18, 2021
Teacher Workday	March 12, 2021
Teacher Workday	April 1, 2021
Holiday	April 2, 2021
Spring Break/Annual Leave Days	April 5- April 9, 2021
Last day of school	May 28, 2021
Memorial Day Holiday	May 31, 2021
Teacher Workdays	June 1-2, 2021

School will not be in session for students on the holidays, breaks and teacher workdays listed above unless a make-up day is scheduled

- Make-up Days:**
1. September 28
 2. December 21
 3. April 1
 4. June 1
 5. June 2

In compliance with federal law, Charlotte-Mecklenburg Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion national origin, age or disability.



P.O. Box 30035
Charlotte, NC 28230
www.cms.k12.nc.us



Charlotte-Mecklenburg Schools administers all education programs, employment activities and admissions without discrimination on the basis of gender, race, color, religion, national origin, age or disability, in compliance with federal law. Inquiries regarding compliance with Title IX, which prohibits discrimination on the basis of gender in education programs or activities, may be referred to the district's Title IX coordinator at titleixcoordinator@cms.k12.nc.us or to the Office for Civil Rights, U.S. Department of Education

Charlotte-Mecklenburg Schools also provides accessibility as required by the Americans with Disabilities Act (ADA). If auxiliary aids for communication are necessary for participation in a CMS program or service, please notify the district's ADA coordinator at least one week before the program or service begins. Call 980-343-6661 or email accessibility@cms.k12.nc.us.

The information in this Guide is current as of July 2020.