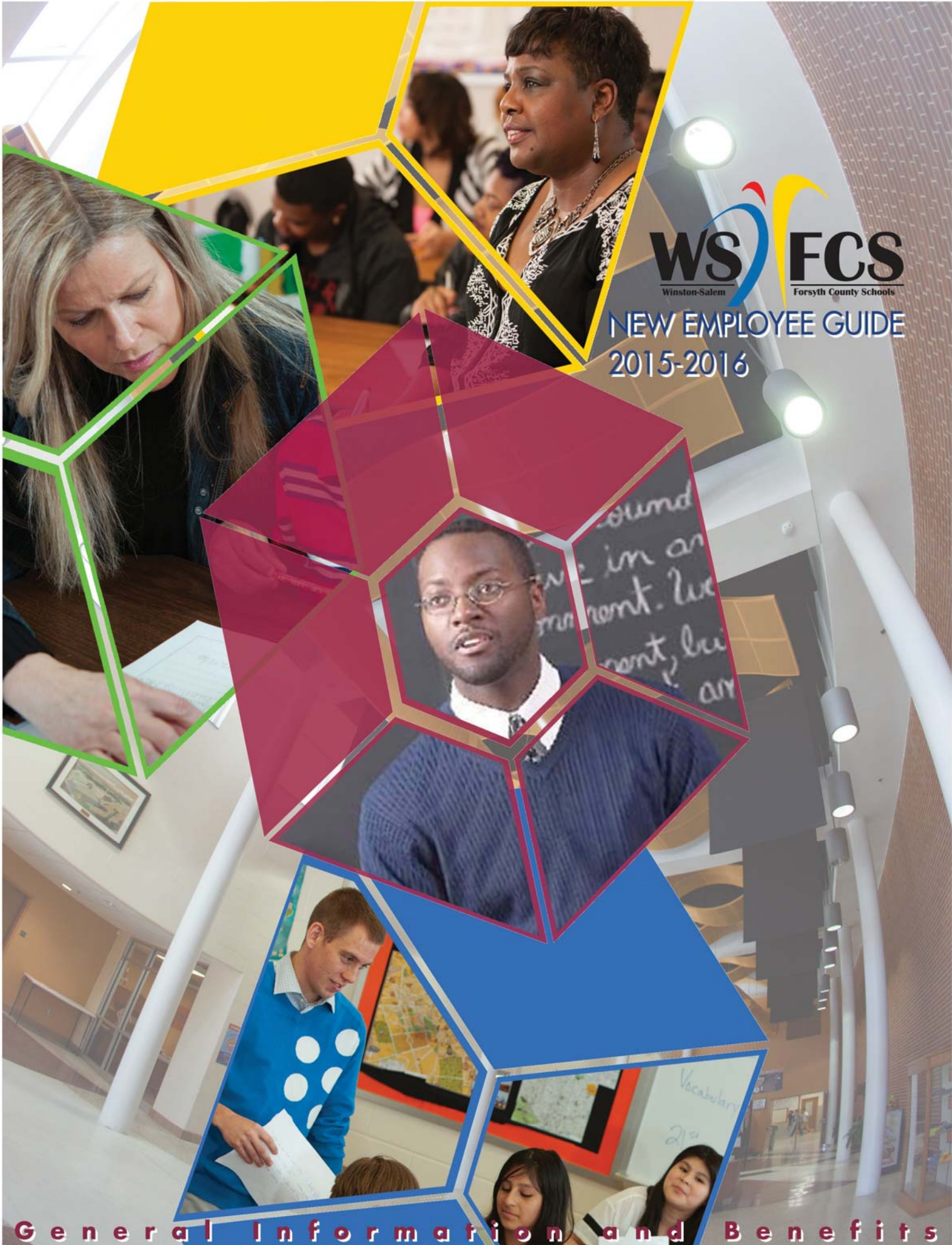




# NEW EMPLOYEE GUIDE 2015-2016



General Information and Benefits



P.O. Box 2513  
Winston Salem, NC 27102  
336-748-4000  
<http://wsfcs.k12.nc.us>

*The Winston-Salem/Forsyth County Schools is an equal opportunity/affirmative action employer and administers all educational programs, employment activities and admissions without discrimination on the basis of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.*

**The information in this guide is current as of  
July 1, 2015.**

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# Welcome

from the Superintendent

Welcome to Winston Salem/Forsyth County Schools, where we have a commitment to excellence.

Making that goal a reality – achieving excellence at every level – depends on each one of us. Every employee has a responsibility and a role to play in making Winston Salem/Forsyth County Schools a district of excellence.

We want our schools to be places where every student can learn and does learn. We want our employees to feel valued at the schools and departments where they work. We want students and staff alike to feel safe, welcome and engaged at their schools. Such an environment is essential to student learning.

Every employee in our district is an educator in some way. Together, we must ensure that every student graduates from high school with a meaningful diploma, ready for the next step. Each of us, as we serve students in our individual schools and classrooms and workplaces, is part of the larger whole that is Winston Salem/Forsyth County Schools. We all must work together in support of the WS/FCS goals to:


- Gain 90% of 3rd-grade students reading on or above grade level by 2020.
- Increase our graduation rate to 90% by 2018.
- Close the achievement gap between subgroups by 10 percentage points while increasing the performance of all subgroups by 2018.

In order to reach our district goals priorities have been placed on:

- Providing all schools and departments the differentiated support they need to reach the full potential of the Continuous Improvement Process to maximize student outcomes.
- Training and supporting individuals to be strong instructional leaders and hold them accountable for achieving district goals.
- Equipping staff to support struggling students.
- Intentionally engaging our parent and community partners in understanding, supporting and advocating for our district goals in service of students.

Our district is privileged to serve so many students and their families. Thank you for your dedication to education and for choosing our district as a place to work. I wish you the best as you begin your new job with Winston Salem/Forsyth County Schools.

Sincerely,

  
Beverly R. Emory  
Superintendent





## The History of WS/FCS

Welcome to Winston-Salem/Forsyth County Schools. Winston-Salem/Forsyth County Schools formed in 1963 with the merger of the Winston-Salem and Forsyth County school systems. It is the fourth-largest system in North Carolina and the 78th largest in the nation.

Winston-Salem/Forsyth County Schools serves about 54,000 students with the goal of providing a quality education for each child. The school system has 43 elementary schools, 14 middle schools and 15 high schools. Nine special schools bring the system-wide total to 81.

## Organization

The Board of Education is composed of nine members who serve terms ending in 2016. The board designates a superintendent to oversee the day-to-day operations of the school system. Superintendent Beverly Emory began her tenure in 2013 and manages more than 7,000 employees.

## Calendar

Based on North Carolina Legislation, school start dates must be no earlier than the Monday closest to August 26 and end date no later than the Friday closest to June 11 (unless a weather related calendar waiver has been approved, year-round school, charter school or cooperative innovative high school.) If waiver is approved, the start date can be no earlier than the Monday closest to August 19.

## Curriculum

Elementary students are generally taught in self-contained classes. Primary reading teachers, guidance counselors, media coordinators, curriculum coordinators and specialists in art, music and physical education add to regular instruction.

Middle schools provide a gradual transition to departmentalized teaching. In addition to continuing to build basic skills, students explore special interests in music, art, languages, life skills, technology and computers.

All high schools offer a comprehensive curriculum at regular, honors and Advanced Placement levels. The Career Center offers about 30 vocational programs and more than 30 Advanced Placement (college-level) courses. Advanced Placement and college-level courses also are offered at high schools and through dual enrollment with Forsyth Technical Community College and other local colleges. Parkland High School offers the International Baccalaureate Programme, a worldwide curriculum that students can use to earn college credit.

Schools provide programs for academically gifted students. Students identified as highly academically gifted can attend Brunson Elementary and Hanes Magnet.

## Exceptional Children

The school system provides programs and services for students with special needs. Identified exceptional children are served through resource teachers or specially designed classes in their regular schools, or at several locations throughout the school system. Services are available for students identified as intellectually disabled, physically disabled, visually impaired, hearing impaired/deaf, emotionally disabled, speech/language impaired, autistic, homebound/hospitalized, learning disabled, multi-handicapped, severely/profoundly disabled, other health-impaired, and traumatic brain-injured. Younger children with special needs may also receive preschool services.

## Staff

WS/FCS employs more than 7,000 people, including about 4,000 classroom and part-time teachers. Students are also served by about 360 bus drivers, 575 food-service workers, 300 custodians, and a network of administrators, principals, guidance counselors, psychologists, social workers and other staff.

## Budget

In 2014-15, the school system's total budget was \$502 million, including capital projects and child nutrition. Typically, about 60 percent of the budget comes from the state; about 25 percent from Forsyth County; and the rest from federal and other sources.

## Achievement

- WS/FCS implemented the Common Core State Standards in 2012-13, and test results reflect the use of more rigorous standards in reading, math and science. In 2014, WS/FCS met 71 percent of its state and federal testing goals. About 70 percent of schools met or exceeded their state growth goals. Across the district, 53 percent of students in grades 3-8 were proficient in reading; 49 percent were proficient in math; and 65 percent were proficient in science. In high school, 49 percent of students were proficient in Biology; 58 percent were proficient in English II; and 59 percent were proficient in Math I.
- The 2013-14 graduation rate increased 1.4 percentage points to 83.5 percent, the highest percentage since the state began calculating the rate in 2006. Generous support from the United Way of Forsyth County, the Winston-Salem Chamber of Commerce, Graduate. It Pays. Big Brothers Big Sisters, Communities in Schools and Forsyth Promise has helped the school system increase the rate.
- The average SAT score for seniors in 2013 in math and reading was 1,000, and 1,478 with writing included.
- About 3,600 students graduated in 2015.
- 18 students were named National Merit Semifinalists in 2013.
- Assistant Principal Leigh Walters of Wiley Magnet Middle School was named the 2014 N.C. Secondary Assistant Principal of the Year by the the N.C. Principals and Assistant Principals Association.
- Speas Elementary School won the 2014 Global School Award from VIF International Education.
- Diggs-Latham Elementary School and Reynolds High School were two of five schools in North Carolina to receive the John F. Kennedy Center for the Performing Arts School of Excellence in the Arts Education Award.
- Sylvia Chen of Reagan High School and Benjamin Zhang of Mount Tabor High School were named 2013 AP Scholars for North Carolina. The award goes to the female and male students with top scores on AP exams. Both students also took classes at Career Center.
- High schools won five state team athletic championships. Students also won 20 individual state championships.
- Teacher of the Year: Charity Sutphin, English teacher at Parkland IB Magnet High School.
- Principal of the Year: Patricia Gainey, East Forsyth High School.
- For more information, please contact the Office of Marketing and Communications, Winston-Salem/Forsyth County Schools, PO Box 2513, Winston-Salem, NC, 27102-2513 or call 336-727-2696.

# Professional & Talent Development Office



Winston Salem/Forsyth County Schools believes that comprehensive, continuous professional learning is essential to employee growth and development and continuous improvement. We believe that when employees engage in continuous learning, our organization improves and students achieve.

To that end, the Professional and Talent Development Office promotes a variety of professional growth opportunities to build the knowledge and skills of all staff. When all employees are an active part of the WS/FCS learning community, positive change results in organizational effectiveness and student success.

The Training and Development Office organizes and manages professional development for all employees through My Learning Plan, an online professional development system.

The Professional and Talent Development office supports the STAY (Supporting Teachers All Year Long) program. This program provides training and support for 1<sup>st</sup> year and lateral entry teachers via an orientation and ongoing professional learning opportunities. New teachers are provided with a STAY coach to support them with issues specific to being a new teacher. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year and lateral entry teachers are all provided mentors.

For additional information about professional or talent development contact 336-748-4079 or email Paula Wilkins (HR Director for Professional and Talent Development) at [PBWilkins@wsfcs.k12.nc.us](mailto:PBWilkins@wsfcs.k12.nc.us) or Cydney Conger (Program Manager for STAY, Mentors, Recruitment/Training) at [CConger@wsfcs.k12.nc.us](mailto:CConger@wsfcs.k12.nc.us) .



# My Learning Plan

New employee email begins once your pre-employment processing is complete. Once your email is established, it will take additional time (at least a day or two-sometimes longer) to upload your information into the My Learning Plan system once you are listed in the Intranet Directory.

My Learning Plan (MLP) is an online Professional Development Management tool being deployed in 2015-16 that includes employee professional development evaluations, professional development registration, coaching/mentoring, licensure/certification, and career development/ exploration systems all located with an integrated login. This system is available to all WS/FCS employees. If you are a substitute, you will not have access to MLP at this time.

## User Getting Started Guide



1. Access the internet and go to <http://www.mylearningplan.com> .
2. Enter your Log-in information on the main screen, then click the “Log In” button to enter the site (Username = Email Address, Password = “changeme”).
3. You may be prompted to update your “User Profile” to verify that your account information and preferences are accurate. Make any changes and save the form. You will receive a “Form Saved” message confirming success.
4. From the main “Learning Plan” screen, you can browse the district catalog/calendar:
  - a. Click the “District Catalog” link or the “Calendar” link to browse the district offerings.
  - b. Click the title of an activity of interest to view additional information.
  - c. Click the button to Request Approval or Sign Up for the learning experience/activity.
  - d. Complete the form (if necessary) and submit it.
  - e. The activity will appear on the Learning Plan tab in the “My Requests” section.

For additional information about these features and other functions, use the Help link (located in the upper right corner of all MLPPDMS screens). To access tutorials, how-to's, and other resources, go to the My Learning Plan introduction webinar at <http://www.screencast.com/t/HTvxYNQsL> .



## North Carolina Educator's License Renewal Requirements

WHO	# of CEU's	TOPIC
<b>K-8 Classroom Teachers</b>	<b>8.0</b>	<b>TOTAL RENEWAL CREDITS</b> Consisting of:
	3.0	Literacy Instruction
	3.0	Academic content area
	1.0	Technology
	1.0	General Credits
<b>Pre-K, 9-12 Classroom Teachers and Student Support Personnel</b>	<b>8.0</b>	<b>TOTAL RENEWAL CREDITS</b> Consisting of:
	3.0	Academic Content Area
	1.0	Technology
	4.0	General Credits
<b>School Administrators, Principals and AP's</b>	<b>8.0</b>	<b>TOTAL RENEWAL CREDITS</b> Consisting of:
	3.0	Standards for School Administrators in instructional, human resources, and managerial leadership
	1.0	Technology
	4.0	General Credits

# Internal/External Communications

Winston Salem/Forsyth County Schools provides ongoing two-way communication with WS/FCS employees to help you do your job better, increase morale, productivity and build a stronger commitment to the WS/FCS vision. The following are some of the communication tools in place to keep you informed.

## **Courier Service**

WS/FCS provides alternating day courier to all schools and offices. Questions about courier service should be directed to your principal/department head, secretary or contact 336-727-8199.

## **WS/FCS Website**

The WS/FCS website at [www.wsfcs.k12.nc.us](http://www.wsfcs.k12.nc.us) offers information about WS/FCS programs, departments, test scores, district and school profiles, the latest news, individual school information and much more.

## **E-Mail**

Electronic mail (E-mail) is available to employees. It is an efficient way to send a message to multiple recipients simultaneously. Questions about e-mail should be directed to your principal/department head/supervisor or your secretary.

## **WS/FCS-Cable 2 TV Station**

The primary broadcast source for news and information about Winston Salem/Forsyth County Schools, broadcasting to the WS/FCS community of parents, teachers, students, staff and volunteers on Time-Warner Cable channel 2.

## **New Employee Website**

WS/FCS new employees can access the new employee website to obtain support or information related to questions and documents for new employees. Go to: [wsfcs.k12.nc.us/newemployee](http://wsfcs.k12.nc.us/newemployee) to access the website.

# Policies and Handbooks

During new employee orientation you've been provided with an overview of vital policies for new employees. A description of employment policies can be found on the Winston Salem/Forsyth County Schools Policy webpage at:

<http://www.wsfc.s.k12.nc.us/site/Default.aspx?PageID=41>

In addition to the policy webpage, the employee handbook is an important resource for all employees. The employee handbook is posted online at: <http://bit.ly/1IntMGe>.

The screenshot displays a web browser window with the URL [www.wsfc.s.k12.nc.us/site/Default.aspx?PageID=41](http://www.wsfc.s.k12.nc.us/site/Default.aspx?PageID=41). The page header features the school district name "WINSTON-SALEM/FORSYTH COUNTY SCHOOLS" and navigation links for "District Home", "Select A School", and "en español". The main navigation menu includes "Home", "About Us", "Board of Education", "Departments", "Parents/Community", "Students", "Employees", and "Calendar". The "Board of Education" section is expanded, showing a sidebar with links to "Board of Education", "Meet the Board", "Committees", "School Board Meeting Agendas", "Meeting Minutes, 2014-15", "Meeting Minutes, 2012-13", "Meeting Minutes, 2013-14", "Board Books, 2014-15", "Policies", "Proposed Revisions", "Districts", and "Calendar". The main content area, titled "Winston-Salem/Forsyth County Schools > Board of Education > Board of Education > Policies", explains that school system policies are approved by a majority vote from the Board of Education. It provides instructions on how to view proposed revisions and access a searchable database of all policies. A list of four options is provided for viewing the database: 1. Click on the Table of Contents on the upper banner to view a list of board policies. 2. Click Search on the upper banner to activate the Search Engine within the site. 3. Click Quick Start Instructions for detailed instructions on the site. 4. Click Revision History to view any recent revisions and modifications to Board Policies. Contact information for the Office of Marketing and Communications (336-727-2695) and the School Attorney's office (336-727-2509) is also provided. The page footer includes the superintendent's name, Dr. Beverly Emory, and the address: PO Box 2513, Winston-Salem, NC 27102-2513. The system tray at the bottom shows the date and time as 6:52 AM on 6/18/2015.

# Compliance Programs

## Criminal Records

WS/FCS obtains a criminal record check on all new employees. Maintaining a satisfactory criminal record is a condition of continued employment.

## Alcohol/Drug Testing

The staff of Human Resources ensures that all employees adhere to the Board of Education's stated drug-free workplace policy. All newly hired employees, as well as those with a significant break in service, whether full-time, part-time or substitutes, are required to undergo a pre-employment drug test as a condition of final employment with the Winston Salem/Forsyth County Board of Education. A confirmed positive test indicating use of illegal substances will disqualify the applicant for employment with the Winston Salem/Forsyth County Board of Education. WS/FCS also complies with the Department of Transportation (DOT) for required alcohol and drug testing for CDL license holders.

For additional information, please call 336-727-2322.



# Comp Psych of the Carolinas, Inc.

## Employee Assistance Program: What does it mean?

It's tough balancing the demands of a full time job and a full time personal life. Sometimes it's hard to know where to turn. Your employer understands and provides an Employee Assistance Program (EAP). It is designed to help you deal with personal problems, and it is also available to your family members at no cost to you.

## How can your EAP help?

You and your immediate family members can contact an experienced EAP counselor who is ready to listen and talk with you. *This no-cost counseling service* helps you address stress, relationship and personal issues you and your family face. You need not be alone in coping with issues such as personal issues:

- Relationship problems at home
- An aging parent or troubled teen
- Work related stress or conflict
- Financial issues
- Drug or alcohol problems
- Anxiety, fear or depression
- Grief and loss

## What about confidentiality?

It is your decision to take advantage of this service, although sometimes your supervisor may suggest you call. Either way, all EAP records and services are treated with the utmost confidentiality. Your employer has selected our service because we are independent and available 365 days per year. No one will know you have used our services unless you inform them.

Together, WS/FCS and Comp Psych provide you with the best available EAP services. Your job is important and your job performance can ultimately be affected by ongoing personal problems.

Through the Employee Assistance Program, you will gain appropriate tools to resolve problems. Regardless of where you live, you are eligible for Employee Assistance Program Services.

## How do I access EAP?

Call our EAP provider at Comp Psych to schedule an appointment. You or your family member can be scheduled for a telephone counseling session. Involved or complex situations will be referred to a medical provider affiliated with your health insurance. Convenient appointment times are always available to accommodate your schedule.

Remember that the Comp Psych phone line is open 24 hours a day. Contact Comp Psych at: [www.ComPsych.com](http://www.ComPsych.com) or call (800) 272-7255. Use EAP code: COM589.

## What is the best way to prepare for an appointment?

Begin by thinking about your reason for asking for help. Your counselor will be interested in knowing about you as a person, your family situation, your support system and any special interests you may have. Your counselor will help you:

- Identify the problem
- Sort through you feelings
- Look at the options
- Make a plan for action
- Move toward a workable solution

Seeking help is a courageous step in the right direction to supporting your well-being.

# Employee Benefits Program

WS/FCS provides a highly competitive benefits program to its employees. We recognize your health care and financial objectives may change over time. As such, a broad array of plans are available from which you can choose. These include:

## Health Plans

- Three medical/prescription plan options
- Ameritas dental plan
- Supplemental insurance options (Specified Disease with Optional Cancer Insurance and Hospital Confinement—Sign up in Fall)

## Financial Programs

- Two types of life insurance (term and whole) and disability plans (short-term and long-term)
- Accident insurance
- Retirement savings plans [401(k), 403(b), 457, etc.]

## Other

- Flexible Spending Accounts (health care and dependent care)
- Legal plan
- Discounted home and auto insurance
- Discount purchasing program

Health, dental, and term life insurances are available at no charge to permanent, full-time employees. Family coverage is available for purchase. Permanent part-time employees may purchase health and dental coverage for themselves or their family members. Insurance benefits are not available to employees working less than 20 hours per week.

You have thirty (30) calendar days from your hire date (the day you begin work) to enroll in your health, dental and life benefits. As a new employee, you will receive 1 email reminder prior to the end of your eligibility period for enrolling in your health, dental and/or life insurance. For additional information, visit our WS/FCS Intranet site at [wsfcs.k12.nc.us/newemployee](http://wsfcs.k12.nc.us/newemployee).



# Benefit Reference Guide for HR

## Status Changes

Employees in permanent full-time or part-time positions are benefits eligible. *Benefits are not automatically changed (i.e. canceled or enrolled) when an employee experiences a status change.* It is the employee's responsibility to make any changes to their benefits within 30 days of his/her status change.

If an employee experiences a status change from full-time to part-time employment, he/she will be contacted by a Benefits Specialist regarding the resultant increase in premium costs for health and dental. At this time you will be given the opportunity to cancel coverage to avoid the higher premiums. Cancellation must occur within 30 days of the status change. All health coverage changes should be made via the State Health Plan website at: [www.shp.nc.org](http://www.shp.nc.org)

Employees who change from benefits eligible status to one where they are **no longer eligible** for benefits will have their benefits canceled automatically the last day of the month that their status changes to "benefits ineligible". For example, an employee who becomes a sub on November 16th would have all benefits canceled effective November 30—no action is required by the employee. Employees will receive a COBRA notice from the benefits provider on canceled coverage and may elect COBRA coverage as directed.

Employees who become newly eligible for benefits will be contacted by Human Resources or a Benefits Specialist to set up a benefits appointment. All enrollment must be completed within 30 days of the status change. Benefits become effective on the 1<sup>st</sup> day of the following calendar month.

## Terminated Employees

Terminated employees generally have health and dental benefits cancelled the last day of the month of their termination. The **only** exceptions would apply to **Health** coverage for the following:

### Retirees

Health coverage ends the last day of the month of the retirement effective date. For example, if the retirement is effective 1/1/2015, WS/FCS health and dental coverage ends 1/31/2015.

### Terminations Transferring to Another LEA

The State Health Plan coverage will extend over the summer through August 31 for employees that finish the school year.

For employees that do not complete the school year, life insurance cancels your last day of employment. If you become employed by another state agency within 30 days of your separation from WS/FCS, your health insurance will transfer to the new agency. Otherwise you will need to re-enroll in health and dental coverage with the new agency.

# Paid Time Off Policies

## Holidays

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 WS/FCS 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 Winston Salem/Forsyth County 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 WS/FCS will be paid for up to thirty (30) days accumulated leave.

If an active 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 follows the teacher calendar and also hired after August 16, 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	Days per	9-Month	10-Month	11-Month	12-Month
Less than 2 years	1.17	10.53	11.70	12.87	14.04
2 but less than 5 years	1.17	10.53	11.70	12.87	14.04
5 but less than 10	1.42	12.78	14.20	15.62	17.04
10 but less than 15	1.67	15.03	16.70	18.37	20.04
15 but less than 20	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 day per month. 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.



# All WS/FCS Employees are required to be trained on these Safety Topics:

OSHA's Bloodborne Pathogens - Potential Blood in the Workplace  
OSHA's Hazard Communication - Chemicals in the Workplace

In addition employees with the following job titles will receive additional training and will be offered the Hepatitis B Vaccination:

Athletic Trainers  
Emergency Responders  
Custodians  
Principals and Assistant Principals  
Health Occupation Teachers  
Football, Wrestling, Basketball Coaches  
Exceptional Children School based staff, including Metro School  
SBS Teachers, Teacher Assistants, Bus Drivers and Bus Monitors  
Transportation Service Truck Operators & Mechanics  
Maintenance (i.e. Plumbers, Painters, Electricians, etc.)

If you have one of these job titles you are identified to receive additional training annually from your School or Department. School based staff should speak with their building supervisor for information related to the school Exposure Control Plan and district information.

Safe Schools is the Online Training Provider for Safety Training Topics district-wide.



How to log on to the SafeSchools Online Training Program:

1. Using your web browser, go to the web page

<http://wsfcs.nc.safeschools.com> (No "www" is necessary.)

2. To access your assigned training, enter your username, which follows the following format:  
**Employee ID number**
3. Your assigned course or courses will be listed on your personal SafeSchools Training home page under "Mandatory Training."
4. Select any course by simply clicking on the name of the course. The courses have audio so turn up your speakers if you wish to hear the narration. Complete all the training scenarios and the assessment to receive completion credit for the course. You will have the option to print out a Certification of Completion once you successfully complete the course.

If you have any questions or problems with the site, please contact:

*Cydney Conger*  
*(336) 727-2816*  
*cconger@wsfcs.k12.nc.us*

Employees who do not have access to computers or have limited computer skills will need to receive an alternative training method. These trainings are provided on various dates district-wide. Contact your department head or school principal for additional information. Both the written Bloodborne Pathogens and Hazard Communication Plans are accessible at the school site and in the Safe Schools modules. Questions related to Safety Training should be directed to Ron Pannell, District Safety Manager at [RPannell@wsfcs.k12.nc.us](mailto:RPannell@wsfcs.k12.nc.us) or by calling 336-727-2527.

# Health Exam Certificate North Carolina Public Schools



Health Exam Certificate has been provided during your new employee orientation and can be downloaded from the new employee website.

If you do not have a regular physician, a list of Medical Facilities can be downloaded from your new employee checklist or picked up at orientation.

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

- Please submit the Health Exam Certificate ***completed in its entirety***: Name, Address, Social Security Number, and Position. Feel free to write the name of your school/department on the form.
- All physical and TB skin tests must be current ***within the past 12 months*** to be accepted.
- 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***. It is ***your*** responsibility to submit the form to Human Resources.
- 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 WS/FCS 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, for forwarding to Human Resources. The NC School District ***must*** be noted on the HEC.
- Human Resources will contact your supervisor if you do not submit your health form.



# Email Sign-on/Password

To get to Email type <https://wsfcs.k12.nc.us/> in your address bar.

## Logging on to the WS/FCS Network

Before anyone logs into email, they must first log onto a school system computer. Upon logging in for the first time, the default password will be 12345678 . Once you log in, the system will prompt you to change your password. It is strongly encouraged that you make your password at least 8 characters - with at least 1 capital letter and 1 number.



## Username and Email Address

Your username is created from the information you gave Human Resources. 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 could possibly be MSJones . Sometimes the username and initial combination is already taken. If MSJones, is unavailable, you could be MSJones2,

MSJones3, MSJones4, etc. If you are unsure of your username after an initial attempt, do not continue to try with this username series as you may lock out the original user (MSJones) and possibly have their password changed because you were not aware your username has a (2, 3, 4, etc.) on the end. Please be sure to work with the technology helpdesk at 336-727-8300 to confirm your username.

## Accessing Email

There are a couple of ways to access email:

1. Go to <http://wsfcs.k12.nc.us/> , go to user options at the top of the screen, then select Office 365 from the dropdown
2. Double click on the Staff Email icon on your desktop after logging in.

Your email address will be (username)@wsfcs.k12.nc.us. You will need to make sure you are logged into the computer in order to log into their email. On the first screen, you will not need to enter a password, only your email address. If a second pop-up asks for your username and password, you will need to enter your username or email (either one will work) and your password. The password will be the same password you set when you previously logged into the system. You will not be able to log into the email system until you have updated your password.

# Employee Self-Service

Employee Self-Service (ESS) is now available for all users. You may access ESS while at work. ESS is not available outside the WS/FCS internet network.

To access ESS while at work, log into <http://intranet.wsfcs.k12.nc.us/EmpNot.nsf/EmpChgPrompt?OpenForm> . Select the *Employee* link> *Personnel*> *Employee Self-Service*.

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 Human Resources & Payroll system. You will be able to view e-docs (check leave balances, tax withholdings, etc). You can also change your address/phone number, add an emergency contact information.

## Please note:

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



Questions regarding Employee Self-Service may be directed to [SReich@wsfcs.k12.nc.us](mailto:SReich@wsfcs.k12.nc.us) or your Human Resources Specialists.

# Winston-Salem/Forsyth County Schools 2015-16 Calendar

<b>FIRST STUDENT DAY OF SCHOOL</b>	<b>August 25, 2015</b>
Labor Day Holiday	September 7, 2015
Teacher Workday	October 26, 2015
Veterans Day Holiday	November 11, 2015
Thanksgiving Break	November 25-27, 2015
Winter Break	December 21, 2015- Jan. 1, 2016
Martin Luther King, Jr. Holiday	January 18, 2016
Teacher Workday	January 19, 2016
Teacher Workday	February 15, 2016
Teacher Workday	April 11, 2016
Spring Break	March 25-April 1, 2016
Memorial Day Holiday	May 30, 2016
<b>LAST STUDENT DAY OF SCHOOL</b>	<b>June 8, 2016</b>

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. Nov. 25	6. June 9	
	2. Feb. 15	7. June 10	
	3. March 24	8. June 13	
	4. April 11	9. June 14-15	
	(Days will be used in the order shown.)		
	Early Release Dates	Sept. 16	Feb. 24
		Sept. 30	March 23
		Oct. 14	April 20

# Frequently Called WS/FCS Contact Numbers



Ext #	Department	Phone
34601	Human Resources (Main)	336-748-4079
34624	Finance	336-727-2822
34208	Instructional Resource Center	336-727-2373
34200	Instructional Services	336-727-2475
34104	Legal Office	336-727-2509
34111	Mail Room	336-727-8199
44512	Maintenance	336-661-4999
34122	Marketing and Communications	336-727-2696
34624	Payroll	336-727-2822
34110	Print Shop	336-727-8194
34601	Professional Development	336-748-4079
34162	School Administration	336-727-2127
34912	Safety Training Questions	336-727-2527
34206	STAY Program	336-727-2374
34609	Substitute Office	336-748-3018
35010	Technology Service Desk	336-727-8300
34844	Student Assignment	336-748-3302
34845	Student Placement/Records	336-727-2306
34841	Psychological Services	336-727-8080
34707	Transportation	336-748-2287

A WS/FCS system-wide directory can be found on the WS/FCS website at:

<http://www.wsfcs.k12.nc.us/domain/6>



### **Human Resources Department Contacts**

**HR Main Number—748-4079** (dial ext. below to reach HR contact)

**Pam Schmal** (HR Receptionist) ext. **34601**

<b>Brenda Bourne</b> (Elementary/Secondary HR Director)	<b>34650</b>
<b>Pam Hensdale</b> (Operations HR Director)	<b>34657</b>
<b>Paula Wilkins</b> (Professional & Talent Development HR Director)	<b>50199</b>
<b>Kathy Furr</b> (Staffing Supervisor)	<b>34602</b>
<b>Cydney Conger</b> (Program Manager STAY, Mentors, & Recruitment/Training)	<b>34232</b>
<b>Sharessa Wilkins</b> (Administrative Support--Professional Development)	<b>34206</b>
<b>Carol Stuart</b> (Elementary HR Specialist Ashley-Konnoak)	<b>34656</b>
<b>Mitzi Teague</b> (Elementary HR Specialist Lewisville-Whitaker)	<b>34659</b>
<b>Donna Hayek</b> (Elem. Licensure Specialist)	<b>34653</b>
<b>Von Clemons</b> (Benefits for Elementary, Maintenance and Transportation)	<b>34606</b>
<b>Vacant</b> (Secondary and Central Office HR Specialist)	<b>34662</b>
<b>Kim Pizzulo</b> (Secondary and Central Office HR Specialist)	<b>34671</b>
<b>Sherri Gilliam</b> (Secondary Licensure Specialist)	<b>34658</b>
<b>Dawn Byerly</b> (Benefits for Secondary, Central Office, Child Nutrition & Custodial)	<b>34607</b>
<b>Vacant</b> (HR Specialist—Maintenance, Child Nutrition, Transportation)	<b>34660</b>
<b>Bernadette Upson</b> (HR Specialist for Custodial, Magnet Stop, and Renewal Credits)	<b>34655</b>
<b>Yvonne Mushayamunda</b> (Substitute Office Coordinator)	<b>34610</b>
<b>Alex Fox</b> (Sub Office Help Desk)	<b>34609</b>
<b>Sandra Braham</b> (Workers Comp Specialist)	<b>34673</b>
<b>Vacant</b> (Workers Comp Specialist)	<b>34672</b>