



2013-2014 EMPLOYEE
HANDBOOK



WAKE COUNTY
PUBLIC SCHOOL SYSTEM

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WAKE COUNTY PUBLIC SCHOOL SYSTEM

**EMPLOYEE
HANDBOOK
2013-2014**

Human Resources

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Please check the on-line version for the most current information

WAKE COUNTY PUBLIC SCHOOL SYSTEM

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WCPSS MISSION, VISION AND CORE BELIEFS

Mission

The Wake County Public School System will significantly increase achievement for all students by providing a world-class education that equips students with the knowledge and expertise to become successful, productive citizens.

Vision

WCPSS will serve as the national standard for increasing student achievement in the 21st Century. Highly effective teachers and principals are empowered to raise the achievement of all children and will provide students with high quality classroom instruction that fosters intellectual development.

WCPSS recognizes children have different needs. WCPSS is committed to ensuring all students are challenged to reach their full potential and to be accountable partners in their learning. Students will graduate in increasingly high percentages and compete successfully as productive citizens. WCPSS will continue this community's proud tradition of education leadership and academic excellence with a proactive school staff, effectively supported by the Board of Education and Central Services.

Core Beliefs

1. All children, regardless of their personal and socio-economic circumstances, can be high-achieving students.
2. Academic achievement gaps can and will be eliminated.
3. Challenging all students by providing academic rigor is essential to student success.
4. Highly effective principals and teachers are key to improving growth in student achievement.
5. The Board of Education and Central Services promote an environment of continuous improvement that results in a high performing organization and is 100% focused on student achievement.
6. Supportive and passionate parents, families, student mentors, and other members of the multi-cultural Wake County community are active participants in the education of our students.

The Wake County Public School System was created through the 1976 merger of the former Wake County and Raleigh Public School Systems. WCPSS serves the entire county. This includes Apex, Cary, Fuquay-Varina, Garner, Holly Springs, Knightdale, Morrisville, Raleigh, Rolesville, Wake Forest, Wendell and Zebulon. The school district has schools located in urban, suburban, and rural areas.

WCPSS OVERVIEW

The Wake County Public School System is the largest school district in North Carolina, serving more than 150,000 students in 170 schools. Families choose from a variety of schools that offer different calendars, magnet themes, instructional networks, early college options and career academies.

Wake County has 34 magnet schools offering kindergartners to seniors the chance to take part in magnet themes such as Academically or Intellectually Gifted, Creative and Performing Arts, Global Studies, International Baccalaureate and Leadership.

The school district created a Science, Technology, Engineering and Mathematics network for 24 schools and Global Schools network for 16 schools. The STEM network offers students content and skills essential to evolving science and technology industries. The Global Schools Network emphasizes language and broadens students' understanding of the world with in-depth historical and cultural contexts.

Wake County partners with other institutions to offer students early college opportunities. These smaller schools provide students in grades 9-13 the chance to complete a high school diploma and earn up to two years of transferable college credit. Additionally, the district's new Leadership Academies emphasize leadership development for men and women in an early college program that begins at grade 6.

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

Students in the district benefit from exceptional teachers. The district has a reported 2,303 National Board certified teachers, the profession's highest teaching credential. Forty percent of the teachers have advanced degrees and 54 percent have been teaching 10 years or longer.

Wake is the largest county in the Research Triangle Region of North Carolina and is home to the state capital of Raleigh. The Triangle's major research universities are N.C. State in Wake County, UNC-Chapel Hill in Orange County, and Duke University in Durham County. The Research Triangle Park is home to more than 170 global companies that foster a culture of scientific advancement and competitive excellence.

INTRODUCTION TO THE WCPSS EMPLOYEE HANDBOOK

NOTE: *The information found in the printed version of the Handbook may not be as current as the on-line version. Please check the on-line version or call your HR Administrator.*

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

The handbook is divided into ten sections:

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

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

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

It is the policy of the Wake County Board of Education to comply with the benefits and employment policies promulgated by the State Board of Education and the Department of Public Instruction in the most current edition of the *North Carolina Public Schools Benefits and Employment Policy Manual*. As supplemented by local board policy, you will find these policies in their most current version on the school system web page at <http://www.wcpss.net/policy-files/> (Policy 2280/3800/4800), where you will find a direct link to the DPI website, and at <http://www.ncpublicschools.org/docs/humanresources/district-personnel/key-information/information/policymanual.pdf>.

EMPLOYEE POLICY UPDATE

Some notable changes in employee policies that occurred in 2012-13, along with a brief description, are as follows:

<u>POLICY #</u>	<u>POLICY TITLE:</u>	<u>ACTION:</u>
2350-3050-4050	Student Safety and Supervision (describes duty for reasonable supervision and expectation to take reasonable measures to maintain a safe school environment).	Created
2303-3003-4003	Criminal Records Checks (criminal records checks can be performed on an ongoing basis for employees)	Modified
2305-3005-4005	Code of Ethics and Standards of Conduct (updated recruiting section)	Modified
2333-3033-4033	Reporting Info to Principal and Ext Agencies (limits the duty to report to acts principal has personal knowledge of or actual notice of, removes reasonable belief – required by legislation)	Modified
2521	Safe Student Visitation (policy updated for probation officer visits as required by legislation; R & P moved to policy)	Modified
2800-3800-4800	3.1.3 d - Use of Annual Vacation Leave (11-12 month instructional personnel now eligible to use annual vacation leave on days students are in attendance; no restrictions on eligible days for bus drivers. Updated to be consistent with state law and policy)	Modified

All these board policies can be viewed at:

<http://www.wcpss.net/policy-files/series/2000-series.html>

Patient Protection and Affordable Care Act Update:

The Affordable Care Act takes effect on January 1, 2014. Employees enrolled in the State Health Plan should receive information prior to October 1, 2013 to explain the new options available for health care. The State Legislature must finalize final options for changes to the State Health Plan before information can be released to employees. Employees will be notified through work email and direct mailings from the State Health Plan.

Some Notable Handbook Changes for 2013-14:

- Teacher Workday Hours further detailed (p. 37)
- Employees may not substitute teach or get paid for additional work from WCPSS on days that are designated or being used as annual vacation leave days (pp. 45, 73)
- Requesting discretionary non-paid leave requires a leave form and a signed statement describing plans sent to HR Administrator (p. 79)

CLASSIFICATION OF PERSONNEL

For questions related to this section, please contact the appropriate Human Resources Administrator listed on pages 119-121 or call (919) 854-1744.

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.

Refer to Policy: 3010/4010, <http://www.wcpss.net/policy-files/series/policies/3010-bp.html>

TYPES OF EMPLOYEES

Employee Classifications for Benefits Purposes

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

- **Permanent Employee**

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

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

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

- **Part-time Employee**

A part-time employee is an employee who regularly works at least 20 hours per week, but less than the number of hours set as full time for that class of work. Any permanent employee who works at least 30 hours per week must be enrolled in the Retirement System and receive employer-paid medical insurance for self.

- **Full-time Employee**

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

- **Temporary Employee**

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

- **Interim Employee**

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

- **Instructional Personnel**

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

- **Substitute Employee**

A substitute employee is a person employed to fill in for a permanent employee who is using paid leave. Substitute employees are considered temporary employees and are not eligible to earn leave; do not participate in the retirement system; do not receive nor can they purchase health benefits; and may not use leave earned during any previous employment while assigned as a temporary employee.

Refer to Policy: 2280/3800/4800 §1.1

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

At-Will Employees

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

At-will employees serve at the pleasure of the Board of Education. An at-will employee may not be dismissed or demoted for illegal reasons. Appeals of dismissals are available for at-will employees through the Employee Grievance Policy (3900/4900).

Refer to Policy: 2280/3800/4800 §14.5

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

Probationary Teachers

A probationary teacher is defined as a certificated person, other than a local superintendent, associate superintendent, or assistant superintendent, who has not obtained career-teacher status and whose major responsibility is to teach or to supervise teaching. An individual who holds an emergency permit to practice, alternative entry license, temporary permit, or lateral entry license is not eligible to be classified as a probationary teacher.

Probationary teachers may not be discharged during the school year except on the same grounds and by the same procedures that apply to the dismissal of a tenured (career status) teacher. See N.C.G.S. 115C-325(e). The local board of education, upon recommendation of the local superintendent, may refuse to renew the contract of any probationary 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 probationary teacher whose contract will not be renewed for the next school year must be notified by June 15th.

A probationary teacher who has been employed by the school system for four consecutive school years is eligible for career status. A year for tenure purposes is a least 120 workdays as a full-time, permanent teacher within the 215 day school year. Workdays do not include days absent for holidays, annual vacation leave, sick leave, personal leave, or non-paid leave. If a probationary teacher in a full-time, permanent position does not work for at least 120 workdays in a 215 day school year because the teacher is 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 of consecutive years of service for the teacher. Former WCPSS probationary teachers rehired within 3 years after resigning or being non-renewed due to decreased funding or enrollment, or district reorganization, may be entitled to credit for past years of service if written notification to Human Resources is made within 60 days of rehire.

Refer to Policy: 3800 § 14.1 and 3430

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

<http://www.wcpss.net/policy-files/series/policies/print-friendly/3430-bp.html>

Career Teachers

- **Obtaining Career Status**

The summary in this section is intended as an overview of career status. It does not in any way alter the requirements of General Statute 115C-325 or relevant court decisions concerning career status.

Teachers are eligible for career status if they meet each of the following criteria outlined in G.S. 115C-325:

1. are employed in a permanent, full-time position;
2. hold a current, not provisional or expired, Class A certificate issued by the North Carolina Department of Public Instruction, or who holds a regular, not provisional or expired, vocational certificate issued by the North Carolina Department of Public Instructions;
3. have a major responsibility to teach or supervise teaching, or are paid as a classroom teacher, or are classified by the State Board of Education as a teacher; and
4. must have been employed for four consecutive years of at least 120 workdays each in a normal school year in the same school system. ("Workdays" does not include days absent for holidays, annual vacation leave, sick leave, personal leave, or non-paid leave.)

Teachers who have previously been awarded career status in the same or another North Carolina school system serve a probationary period of no longer than one year as outlined in G.S. 115C-325(c)(2).

- **Positions Eligible for Career Status**

Only those teachers who are in the following positions are eligible for career status: audiologists, classroom teachers, guidance counselors, media specialists, school psychologists, school social workers, speech-language pathologists, and vocational education teachers. Principals, assistant principals, directors, and supervisors may or may not be eligible for retaining career status based on certain criteria as found in the Administrator Term Contract Law (Board Policy 3800 §14.2.5 and 14.3).

- **Positions NOT Eligible for Career Status**

The following positions are not eligible for career status: local superintendents, assistant superintendents; associate superintendents; classified employees; eligible positions but the individual has an alternative entry license, emergency permit, expired license, lateral entry license, provisional license or temporary permit; eligible positions but the individual is not employed in a full-time, permanent position; school finance officers; school nurses; and teacher assistants.

- **Removal from Career Status**

A career employee loses career status only through one of the following:

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

Refer to Policy: 3800 § 14.2 or consult a Human Resources Administrator

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

School Administrators and Administrator Contracts

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

During the term of the contract, the school administrator cannot be dismissed or demoted except for the grounds and by the procedures in N.C.G.S. §115C-325 for which a career teacher may be dismissed or demoted. Extensions or renewals of the contract may be offered for a period of up to four years.

This policy does not apply to the Superintendent, any Assistant or Associate Superintendent, or any administrator whose major function does not include the direct or indirect supervision of teaching or of any other part of the instructional program.

Refer to policies 2031 and 2280/3800/4800 § 14.3 and N.C.G.S. §115C-287.1

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

EMPLOYEE CONDUCT

Code of Ethics and Standards of Conduct

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

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

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

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

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

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

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

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

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

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

Recruiting (Athletics): No employee shall recruit a student to transfer to or attend another school for athletic purposes. Recruiting includes any communication or means that suggest that

a student should transfer to or attend another school to participate in athletics. Staff members who violate this Policy will be subject to disciplinary actions up to and including termination of employment.

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

See <http://www.wcpss.net/policy-files/series/policies/print-friendly/3005-su.html>

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

See <http://www.wcpss.net/policy-files/series/policies/print-friendly/3005-su.html>

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.

Refer to Policy: 2305/3005/4005 and R&P

<http://www.wcpss.net/policy-files/series/policies/print-friendly/3005-rp.html>

Gifts to Employees

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

Refer to Policy: 3243/4243, <http://www.wcpss.net/policy-files/series/policies/3243-bp.html>

Fraud Hotline

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

FRAUD HOTLINE

(866) 674-4872

NEW 24 HOUR FRAUD HOTLINE AVAILABLE

Provided by "The Network"

July 2006

Special points of interest:

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

(866) 674-4872

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



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



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



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



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

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

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

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

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



Employee Acceptable Use of Electronic Resources

Wake County Public School System makes appropriate electronic information resources available to employees to assist in furthering educational goals, to support valid business uses, and to provide for efficient work-related communication. This policy governs the use of Wake County Public School System electronic information resources and defines employees' proper conduct and responsibilities while using any Wake County Public School System electronic information resource. Electronic information resources include all Wake County Public School System computer equipment, including any desktop or laptop computers or other hardware owned or leased by the school system; the WCPSS computer network; e-mail accounts; any computer software licensed to the Wake County Public School System; and stored data. **Although excerpts of the policy follow, employees are responsible for complying with the full policy and related R&P.**

Refer to Policy: 2313/3013/4013 and R&P

<http://www.wcpss.net/policy-files/series/policies/2313-bp.html>

Appropriate Use

As a public entity, Wake County Public School System employees hold positions of trust. All employees are expected to exercise good judgment, use the computer resources in a professional manner and adhere to this Policy and all applicable laws and regulations.

Use of the equipment is expected to be related to the Wake County Public School System's goals of educating students and/or conducting Wake County Public School business. **The Board recognizes, however, that some personal use is inevitable, and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with Wake County Public School System business, and is not otherwise prohibited by Board Policy or procedures.** Approved personal use does not include the use of taglines or signature additions.

Prohibited Use

Wake County Public School System electronic information resources may not be used for the following purposes:

- a. Commercial use: Using Wake County Public School System computers for personal or private gain, personal business, or commercial advantage is prohibited.
- b. Political Use: Using Wake County Public School System computers to advocate, directly or indirectly, for or against legislation, a school bond referendum and/or the selection of a school Board member is prohibited.
- c. Illegal or Inappropriate Use: Using Wake County Public School System computers for illegal, harassing, vandalizing, or inappropriate purposes, or in support of such activities is prohibited.

Illegal activities are any violations of federal, state, or local laws and include, but are not limited to, copyright infringement and/or illegal file sharing; posting or publishing false or defamatory information about a person or organization; committing fraud;

cyberstalking; cyberharassment; threatening another person; or intentionally engaging in communications for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing another person.

Harassment includes, but is not limited to, slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, visual depictions, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating an intimidating, hostile or offensive environment; (2) have the purpose or effect of unreasonably interfering with an individual's work or school performance; or (3) interfere with school operations.

Vandalism is any attempt to harm or destroy the operating system, hardware, application software, or data.

Inappropriate use is any violation of this Policy and includes, but is not limited to, using another person's ID or password; giving out one's user ID or password; plagiarizing; accessing, producing, storing, posting, sending, displaying, or viewing inappropriate or offensive material, including pornographic, obscene, discriminatory, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, or images of exposed private body parts; displaying email taglines or signature additions; and accessing material advocating illegal acts or violence, including hate literature.

- d. Unauthorized Use: Wake County Public School System computers may only be used by Wake County Public School System staff and students, and others expressly authorized by the Wake County Public School System to use the equipment.
- e. Disruptive Use: Wake County Public School System computers may not be used to interfere with or disrupt other users, services, or equipment. For example, disruptions include, but are not limited to, distribution of unsolicited advertising ("spam"), propagation of computer viruses, distribution of large quantities of information that may overwhelm the system (i.e. chain letters, network games, or broadcasting messages), and any unauthorized access to or destruction of Wake County Public School System computers or other resources accessible through the Wake County Public School System's computer network ("cracking" or "hacking"). Disruptive use may also be considered inappropriate and/or illegal.

The following are considered disruptions and are also prohibited: posting personal or private information about the user or other people on the Internet; arranging or agreeing to meet with someone the user has met on-line for purposes other than official school business; attempting to gain unauthorized access to the WCPSS network computers or systems; installing, downloading, storing, or running software used for hacking; attempting to bypass any WCPSS security control; posting information that could be disruptive, cause damage, or endanger students or staff; displaying email taglines or signature additions and accessing chat-rooms unless for a valid educational purpose or official school and/or Wake County Public School System business.

Employees will

- Where technically possible, use password protected screen savers that are set for less than or equal to 30 minutes

- Manually lock the computer screen, room, and file cabinets when away
- Close or cover CONFIDENTIAL and sensitive files when others visit
- Log off the computer and secure CONFIDENTIAL and sensitive information at the end of each workday
- Shred CONFIDENTIAL and sensitive material before placing in trash or FEED THE BIN
- Send CONFIDENTIAL material through courier rather than e-mail when possible

Employees will not

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

Passwords

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

Reporting

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

STOP	-Do not allow further use of the computer -Do not try to fix or explore the problem
SECURE	-Secure the area -Leave the computer as is For example: powered on, logged in, flash drive connected
REPORT	Report the issue to a school principal or a central services supervisor who may then call the Information Security (INFOSEC) hotline at 919.664.5699 If involves a lost or stolen equipment (NO MATTER THE VALUE) also report the issue to Curtis Grogan, Risk Management, at 919.431.7341, cgrogan@wcpss.net .

Policy Violations

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

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

No Expectation of Privacy for Employees

Wake County Public School System electronic information resources, the Internet, and use of e-mail are not inherently secure or private. Employees shall have no expectation of privacy while using Wake County Public School System electronic information resources. The Wake County Public School System reserves the right to search data or e-mail stored on all school-owned or school-leased computers or other electronic information resources at any time for any reason. The Wake County Public School System reserves the right to monitor employees' use of Wake County Public School System electronic information resources and to take appropriate disciplinary action based on use that is in violation of this Policy. The Wake County Public School System reserves the right to disclose any electronic message or data to law enforcement officials, and under some circumstances, may be required to disclose information to law enforcement officials, the public, or other third parties, for example, in response to a document production request made in a lawsuit involving the Wake County Public School System or by a third party against the user or pursuant to a public records disclosure request.

Security Violations

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

Damage to Equipment

Users of Wake County Public School System computers are expected to respect the Wake County Public School System's property and be responsible for using the equipment. Users may be held responsible for any damage caused by intentional or negligent acts in caring for Wake County Public School System computers while under their control.

No Warranty for Use

The Wake County Public School System makes no warranties of any kind, whether express or implied, for the service it is providing. The Wake County Public School System will not be responsible for any damages suffered by users, including loss of data resulting from delays, non-delivery, service interruptions, or any other cause. The Wake County Public School System will not be responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of Wake County Public School System's electronic information resources. Use of any information obtained via the Internet is at the user's risk. The Wake County Public School System specifically denies any responsibility for the accuracy or quality of information obtained through its service. Users are responsible for any losses sustained by the Wake County Public School System resulting from the user's intentional misuse of the Wake County Public School System's electronic information resources.

Acceptable Use Agreement

The Employee Acceptable Use Agreement Form, developed by the school system, must be signed by the employee before access is permitted and e-mail accounts are assigned. An employee's acceptance of the form is considered a condition of employment and refusal to sign could result in disciplinary action up to, and including, dismissal.

Refer to Policy: 2313/3013/4013, <http://www.wcpss.net/policy-files/series/policies/2313-bp.html>

Responsibilities for Data Security and Confidentiality

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

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

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

Data Classifications

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

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

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

CONFIDENTIAL Data on Mobile Devices

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

Computer Insurance for Individual Responsibility

The Wake County Public School System (WCPSS) maintains insurance coverage against theft or vandalism of system-owned computers and peripheral equipment. Personnel who are required to use this equipment at locations other than where assigned are responsible for the safekeeping of the equipment. If equipment is not properly secured outside of the workplace, a claim for replacement of the equipment may be denied. The WCPSS has arranged for self-insurance for theft & vandalism for equipment that is away from an employee's duty station at no additional cost to personnel. See Equipment Checkout Form 1904 for procedures and responsibilities. Questions should be directed to Curtis Grogan at 919-431-7341, cgrogan@wcpss.net.

For additional information regarding the Risk Management Department and insurance provisions visit the Intranet site at: www2.wcpss.net/departments/riskmgmt/

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

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

The collection, use, and release of student social security numbers, personal identifying information, and other confidential records shall also be in accordance with Board Policy 6300 *Maintenance, Review, and Release of Student Records*.

In the event of a security breach, the school system will comply with the provisions outlined in N.C.G.S. §75-65.

Refer to Policy: 2315/3015/4015/6315 and R&P
<http://www.wcpss.net/policy-files/series/policies/2315-bp.html>

Sexual Harassment

The Wake County Board of Education believes that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. To this end, the Board prohibits employees and students from engaging in sexual harassment and advises employees and students that when evidence of sexual harassment is established, disciplinary

action may be taken, up to and including, dismissal (for employees) and suspension or expulsion (for students). Independent contractors and volunteers are likewise prohibited from engaging in sexual harassment and are subject to removal from their duties or activities with the school district for violations of this Policy.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. 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; or
2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual, or, in the case of a student, submission to or rejection of such conduct is used in evaluating the individual's performance within a course of study or other school-related activity; or
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.

Examples of sexual harassment include, but are not limited to, deliberate, unwelcome touching; 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; or the display in the work place or school setting of sexually suggestive objects or pictures. A hostile environment exists if the conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the educational program or creates a hostile or abusive educational or work environment. Sexual harassment does not include personal compliments welcomed by the recipient or social interactions or relations freely entered into by an employee or prospective employee or appropriate social interactions between students that do not violate the Student Code of Conduct. In the case of consensual relations between students, there may be reason to question the consensual nature of the conduct if one or both of the students are very young or there is a large age disparity between the students.

It is possible for sexual harassment to occur at various levels: between peers or coworkers, between supervisors and subordinates, between employees and students, between students, or imposed by non-employees on employees and/or students. Sexual harassment may be committed by members of the same sex or by members of the opposite sex. Romantic or sexual relationships between school system employees and students are never appropriate, whether they are consensual or otherwise. Such relationships are prohibited and could result in disciplinary action up to and including dismissal of the employee.

All complaints of sexual harassment shall be promptly and thoroughly investigated. A student does not have to report an incident of harassment to trigger an investigation if a school official has knowledge of the harassment. Suspected sexual harassment shall be investigated according to the procedures below:

1. An employee who believes that he/she has suffered sexual harassment may report the matter to the Assistant Superintendent for Human Resources, or the employee's immediate supervisor. Any school employee, who occupies an organizationally superior position relative to an employee, who receives from such employee a report, whether oral or written, of alleged sexual harassment, shall promptly report the same to the Assistant Superintendent for Human Resources. Failure by such employee to do so may subject the employee to disciplinary action. If the Assistant Superintendent for Human Resources is the alleged offender, such report shall be made to the Superintendent. Upon receipt of a report of sexual harassment, the Superintendent or Assistant Superintendent for Human Resources shall investigate
2. A student who believes that he/she has suffered sexual harassment may report the matter in writing to the school principal. A student may make written complaints to the Assistant Superintendent of Student Support Services for cases of student-to-student harassment and to the Assistant Superintendent for Human Resources for complaints of harassment by a school employee. Any teacher or other school employee who receives from a student a report (oral or written) of alleged sexual harassment shall immediately report the same to the school principal, and the principal shall promptly inform the appropriate Assistant Superintendent or designee of the allegations. Failure by the employee to do so may subject the employee to disciplinary action. If the student's school principal is the alleged offender, such report by the student or by other school employees shall be made to the Superintendent or Assistant Superintendent for Human Resources.
3. All complaints and investigations of sexual harassment shall be confidential. Information shall be given only to those individuals who need to have access to it in order to investigate appropriately and address the complaint. No employee or student will be subject to negative action in retaliation for reporting alleged sexual harassment in accordance with this Policy.
4. Any employee who is not satisfied with the preventative measures taken by the Superintendent or Assistant Superintendent for Human Resources may file a written appeal to the Board of Education. Any student who is not satisfied with the preventative measures taken by the principal may file an appeal with the Title IX coordinator, and the results of this review may be appealed to the Board.

Refer to Policy: 2320/3035/4035/6415

<http://www.wcpss.net/policy-files/series/policies/2320-bp.html>

Harassment/Bullying

It is the priority of the Wake County Board of Education to provide every student and employee in the school system with a safe and orderly learning and working environment. To this end, the Board specifically prohibits harassing or bullying behavior at all levels: between students, between employees and students, between peers or coworkers, between supervisors and subordinates, or between non-employees/volunteers and employees and/or students. This policy is in addition to Board Policy 2320/3035/4035/6415 - Sexual Harassment.

Students are expected to comply with the behavior standards established by Board Policy and the Student Code of Conduct. Employees are expected to comply with Board Policy and school

system regulations. Volunteers and visitors on school property also are expected to comply with Board Policy and established school rules and procedures.

The Board specifically prohibits reprisal or retaliation against any individual who makes a complaint or reports an incident of harassing or bullying behavior or who participates in an investigation or grievance proceeding initiated under this policy. Reprisal or retaliation against any individual who reports an act of harassment or bullying may result in disciplinary action being taken, up to and including dismissal in the case of employees, or up to and including long-term suspension or expulsion in certain cases for students.

This policy shall be distributed annually in the Wake County Schools Student Handbook and the Wake County Schools Employee Handbook.

A. Definition of Harassment and Bullying

1. As used in this policy, harassing or bullying behavior is any repeated, systematic pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication on school property; at any school sponsored function; on a school bus; or as otherwise stated in Board Policy 6400- Student Code of Conduct, and that:
 - a. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
 - b. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. A hostile environment means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.
2. Harassing or bullying behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived 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, or by association with a person who has or is perceived to have one or more of these characteristics.

B. Reporting Harassing and Bullying Behavior

1. Any student who believes that he or she has been harassed or bullied in violation of this policy should report such behavior immediately to a teacher, counselor or administrator at his/her school.
2. Any employee who believes that he or she has been harassed or bullied in violation of this policy should report such behavior to their immediate supervisor and/or the Assistant Superintendent of Human Resources or designee.
3. A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of harassing or bullying behavior shall report the incident as follows:
 - a. To the principal in the case of a student; or
 - b. To the immediate supervisor of the alleged harasser or bully and/or the Assistant Superintendent of Human Resources.
 - c. Failure to do so make such a report may subject the employee to disciplinary action.
4. Any person may report an act of harassment or bullying anonymously. However, formal disciplinary action may not be taken solely on the basis of an anonymous report.

C. Investigation of Harassment and Bullying Reports

1. All complaints of harassing or bullying behavior made by students shall be promptly and thoroughly investigated by the principal or designee. If the alleged harasser or bully is an employee, the principal will determine if a referral to Human Resources is warranted.
2. All complaints of harassing or bullying made by employees shall be promptly reported to their immediate supervisor and/or the Assistant Superintendent of Human Resources. The investigation shall be conducted or overseen by the Assistant Superintendent for Human Resources or designee.
3. If the individual required to investigate a complaint made under this policy is the alleged harasser or bully, the investigation shall be conducted by an appropriate school system administrator as designated by the Superintendent. If the alleged perpetrator is the Superintendent, the Board attorney is the investigator. In such cases, whoever receives a complaint of 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 harassment or bullying shall 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.
4. If at any time during the investigation the school official investigating a student's allegation of harassment or bullying receives information alleging the harassment or bullying was based on sex or gender, the school official shall notify the Title IX Coordinator. In such cases, the procedures outlined in Board Policy 2320/3035/4035/6415 – Sexual Harassment shall be followed. Further, in any case of alleged harassment or bullying, the school system shall notify any other appropriate person or entity if required by law or Board Policy 2333/3033/4033- Reporting Information to Principals and External Agencies.

D. Disciplinary Action

1. The actions taken in response to evidence of harassing or bullying behavior should be reasonably calculated to end any harassment or bullying, eliminate a hostile environment if one has been created, and prevent harassment from occurring again. In addition to taking disciplinary action as necessary, the principal or other school official shall take appropriate remedial action to address the conduct fully.
2. Violations of this policy shall be considered misconduct and will result in disciplinary action up to and including long- term suspension or expulsion in the case of students and disciplinary action up to and including dismissal in the case of employees.
3. This policy may not be construed to allow school officials to punish student expression or speech based on an undifferentiated fear or apprehension of disturbance or out of a desire to avoid the discomfort and unpleasantness that may accompany an unpopular viewpoint.
4. Nothing in this policy precludes the school system from taking disciplinary action against a student or employee where the evidence does not establish harassment but the conduct otherwise fails to satisfy the school system's high expectations for appropriate conduct.

Refer to Policy: 2338/3038/4038/6414

<http://www.wcpss.net/policy-files/series/policies/print-friendly/3038-bp.html>

Conduct of Employees Toward Students

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

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

Refer to Policy: 2321/3036/4036, <http://www.wcpss.net/policy-files/series/policies/2321-bp.html>

Prohibited Conduct on School Property and at School Events

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

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

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

For purposes of this Policy statement, "school property" shall include school parking lots, auditoriums, gymnasiums, athletic fields, buildings, school buses, and all lands surrounding such places that are school property.

Refer to Policy: 2212/3012/4012, <http://www.wcpss.net/policy-files/series/policies/2212-bp.html>

Student Safety and Supervision

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

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

Refer to Policy: 2350/3050/4050, <http://www.wcpss.net/policy-files/series/policies/3050-bp.html>

Corporal Punishment

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

Refer to Policy: 6525, <http://www.wcpss.net/policy-files/series/policies/6525-bp.html>

Use of Seclusion and Restraint

Wake County Board of Education Board Policy promotes the safety of all students, staff, and visitors in its schools. To further this Policy, school personnel may, in compliance with N.C.G.S. §115C-391.1 and state and local policies and procedures, employ reasonable restraint or seclusion techniques with students. Copies of this Policy and the law will be provided to school personnel at the beginning of each school year. In accordance with the Policy and procedures, school personnel shall promptly notify the principal or principal's designee of any use of aversive procedures, prohibited use of mechanical restraint, use of physical restraint resulting in observable physical injury to a student, and/or any prohibited use of seclusion or seclusion that exceeds 10 minutes or the amount of time specified on a student's behavior intervention plan. Notification should be by the end of the work day, but must be no later than the end of the next work day. No employee of the Wake County Public Schools System shall retaliate against another employee for making a report alleging a prohibited use of seclusion, restraint, or aversive techniques, provided, however, an employee may be disciplined for making such a report if the employee knew or should have known that the report was false.

Refer to Policy: 2322/3037/4037/6550 and R&P
<http://www.wcpss.net/policy-files/series/policies/2322-bp.html>

Drug-Free Workplace Environment

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

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

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

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

Any employee having reasonable grounds to believe that another employee is using or in possession of any illegal drug, or is under the influence of or in possession of alcohol while in the workplace shall immediately report the facts and circumstances to a supervisor/principal. Any employee who has been convicted of violating any criminal drug statute for activities occurring in the workplace shall notify his/her supervisor within five (5) days of such conviction.

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

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

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

Refer to Policy: 2307/3007/4007, <http://www.wcpss.net/policy-files/series/policies/2307-bp.html>

Drug and Alcohol Testing of Commercial Motor Vehicle Operators

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

Refer to Policy: 2306/3006/4006, <http://www.wcpss.net/policy-files/series/policies/2306-bp.html>

Tobacco Free Environment

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

Refer to Policy: 2308/3008/4008/6430
<http://www.wcpss.net/policy-files/series/policies/2308-bp.html>

Weapons Prohibited on School Property

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

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

This policy shall not apply to:

1. A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority, or
2. Firefighters, emergency service personnel, North Carolina Forest Service personnel, and any private police employed by Wake County Board of Education when acting in the discharge of their official duties, law enforcement officers, or any of those persons specifically exempted by G.S. § 14-269 (b).

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.

Refer to Policy: 2302/3002/4002, <http://www.wcpss.net/policy-files/series/policies/2302-bp.html>

Criminal Charges and/or Records

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

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

Refer to Policy: 2303/3003/4003, <http://www.wcpss.net/policy-files/series/policies/2303-bp.html>

NOTE: All employees who supervise volunteers in the workplace are responsible for the proper registration of all volunteers through the WCPSS Volunteer Registration System, including a criminal background check. See: <http://www2.wcpss.net/departments/prevention/volunteers.htm>.

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.

Refer to Policy: 2333/3033/4033 and N.C.G.S. §391.1
<http://www.wcpss.net/policy-files/series/policies/2333-bp.html>

Reporting Child Abuse

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

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

Additional information regarding the definition of child abuse and neglect, reporting procedures, suspected abuse by a WCPSS employee, what to expect of the investigative procedure, confidentiality, and follow-up procedures are found in Board Policy or by calling the Department of Counseling and Student Services at (919) 854-2923.

Refer to Policy: 6731.1 R&P, <http://www.wcpss.net/policy-files/series/policies/6731-bp.html>

WORK ENVIRONMENT AND PROCEDURES

WORKDAY HOURS, TIMESHEETS, AND ABSENTEEISM

Fair Labor Standards Act Compliance

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

Overtime

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

Compensatory Time

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

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

Refer to Policy: 4100/7910, <http://www.wcpss.net/policy-files/series/policies/4100-bp.html>

Time Sheets

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

Reporting time not actually worked on a timesheet is considered fraud and theft. This is a violation of the law and Board Policy and may subject an employee to disciplinary action up to and including dismissal. To report incidents where you suspect that someone is falsely reporting time on time sheets for personal gain, call the 24 Hour FRAUD HOTLINE at 1-866-674-4872.



1-866-674-4872

Teacher Assistant Workday Hours

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

Refer to Policy: 4205, <http://www.wcpss.net/policy-files/series/policies/4205-bp.html>

Teacher Workday Hours

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

Refer to Policy: 3221, <http://www.wcpss.net/policy-files/series/policies/3221-bp.html>

Procedures for Reporting Absences

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

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

Refer to Policy: 3800/4800 § 4.1

<http://www.wcpss.net/policy-files/series/policies/print-friendly/4800-bp.html>

Employee Absences

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

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

Additional absences beyond the employee's entitled legal leave may be granted if such an allowance is determined to be in the best interest of the school system. However, the additional leave taken will be considered by the school system when annually assessing the employee's job performance. To the extent permitted by law the school system may consider chronic absences, which do not exceed an employee's legal leave amount in assessing the employee's job performance.

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

Refer to Policy: 2281/3801/4801

<http://www.wcpss.net/policy-files/series/policies/print-friendly/2281-bp.html>

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.

Refer to policies: 3200 and 3210/4201

<http://www.wcpss.net/policy-files/series/policies/3200-bp.html>

<http://www.wcpss.net/policy-files/series/policies/print-friendly/3210-bp.html>

Transfers for Support Personnel

A request by an employee for transfer to a different building or position shall be made in writing to the Assistant Superintendent for Human Resources or designee. The request shall set forth the reasons for the transfer request, the school or position sought, and the applicant's qualifications. For employees assigned to schools, including clerical staff, the request for a transfer shall be made on-line during the transfer request period, usually from early January to mid-February.

See <http://www2.wcpss.net/> and http://www2.wcpss.net/departments/hr/transfer_form.htm.

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

Refer to policies: 4312 and 4320

<http://www.wcpss.net/policy-files/series/policies/4312-bp.html>

<http://www.wcpss.net/policy-files/series/policies/4320-bp.html>

Transfers for Instructional Personnel

An employee request for transfer to a different school shall be made on-line during the transfer request period, usually from early January to mid-February. The transfer request form can be accessed through the Intranet at <http://www2.wcpss.net/>. The request must be made by the deadline posted on the Intranet. The Superintendent or designee will decide whether to grant the transfer request based on the best interests of the school system. 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. See also http://www2.wcpss.net/departments/hr/transfer_form.htm.

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.

Refer to Policy: 3320 and 3321

<http://www.wcpss.net/policy-files/series/policies/3320-bp.html>

<http://www.wcpss.net/policy-files/series/policies/3321-bp.html>

Transfers for Administrators

Any administrator desiring a transfer shall make such interest known to the Superintendent who shall be responsible for acting on the request.

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.

Refer to Policy: 3220, <http://www.wcpss.net/policy-files/series/policies/3220-bp.html>

Instructional Planning

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

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

Refer to Policy: 3222, <http://www.wcpss.net/policy-files/series/policies/3222-bp.html>

Duty-Free Lunch Period

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

Refer to Policy: 3224, <http://www.wcpss.net/policy-files/series/policies/3224-bp.html>

Tutoring for Pay

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

Refer to Policy: 3240 - <http://www.wcpss.net/policy-files/series/policies/3240-bp.html>

Job Sharing for Certified Employees

For the 2011-12 school year, job sharing is available to certified employees working in school-based assignments. Under the job sharing policy, two employees must split equally a 40-hour per week position that has been deemed a job sharing position by the principal or hiring manager. Job sharing provides two benefits unavailable to non-job sharing 20-hour per week employees: participation in the state retirement system and pro rata health care benefits.

Refer to Policy 3800/4800 §17.1. Consult HR for further information, (919) 854-1744.
<http://www.ncpublicschools.org/docs/humanresources/district-personnel/key-information/information/policymanual.pdf>

LICENSURE

Licensure for Certified Instructional Personnel

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 Department of Public Instruction dictates licensure requirements, and our school system must comply with the regulations established by the state.

Obtaining a License

All certified employees are required to file for a license within 30 days of employment. Salary placement may be at the bottom 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. Applications for an initial license will require some or all of the following:

- Application for a North Carolina Teacher License (Form A).
- Request for a Lateral Entry License (Form LE). This form applies to those individuals who have not completed a teacher education program.
- Official transcript 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.

- Documentation of successful completion of state testing requirements. Special education and elementary education teachers must have documentation of successful completion of content area state examination(s).
- Verification of Experience Form(s): K-12 Educator and teacher assistant experience (Form E), Postsecondary Experience (Form CE), or Relevant Non-Teaching Experience (Form NE). Contact your Licensure Administrator (see Assistance with Licensure Issues below) for questions on which form(s) meet your circumstances.
- The NC Department of Public Instruction charges a fee for establishing and updating licenses. See <http://www.ncpublicschools.org/licensure/docs/licensure/forms/fees.pdf>.

All of the forms referenced above may be obtained from your licensure administrator (see *Assistance with Licensure Issues* below). Additionally, Forms A, CE, E, NE, and V may be found at www.dpi.state.nc.us/licensure/forms.

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

Assistance with Licensure Issues

Teachers with questions pertaining to their licensure requirements and status should contact the Human Resources Licensure Administrator assigned to their school. Employees may call 919-858-1768 to be directed to the appropriate licensure administrator or reference the on-line list at http://www2.wcpss.net/departments/hr/licensure/downloads/licensure_assignments.pdf. **It is strongly advised that lateral entry teachers and provisionally licensed teachers maintain regular contact with their licensure administrator to ensure that state licensure requirements are met.**

Teachers involved with the Beginning Teacher Program should contact the Human Resources Beginning Teachers Coordinators for guidance. All materials pertaining to the Beginning Teacher program are distributed from the Beginning Teachers Coordinators' office. For questions regarding renewal credits, please contact the Office of Continuous Improvement and Professional Development at 919-858-1712 or email staffdevelopment@wcpss.net.

Refer to Policy: 3100

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

Praxis Reimbursement

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

Teacher Assistant Experience Credit for Teachers

In August 1999, the State Board of Education approved SBE Policy #QP A 004 for Non-Teaching Work Experience Credit. This Policy reads, “Upon being licensed, teachers can be awarded experience credit for service as instructional teaching assistants. One year of teaching experience is awarded for every two years of full-time employment as an instructional teaching assistant completed before they qualified for at least a provisional/lateral entry license in the teaching area and one year of teaching experience is awarded for every year of full-time employment as an instructional teaching assistant completed after they qualified for at least a provisional/lateral entry license in the teaching area. Adjustments can be made to the current salary step of the teacher to reflect experience as an instructional teaching assistant, but retroactive pay will not be issued.” Teachers who have not received educator license years of experience credit for service as an instructional teacher assistant should contact the Human Resources Licensure Section at 919-858-1768.

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 licensure administrator for guidance on adding non-teaching experience to a license. See http://www2.wcpss.net/departments/hr/licensure/downloads/licensure_assignments.pdf.

SUBSTITUTE PROCEDURES

*In addition to following the procedures for notification set forth by an employee's school or work site, these are the procedures for using the automated substitute system. Please note that **registering an absence with the automated substitute placement service** does not excuse an employee from also contacting his/her school or work site to report an absence. It is the employee's responsibility to make sure that he/she follows all procedures established by the school or work site when calling in an absence.*

AESOP AUTOMATED SUBSTITUTE PLACEMENT SERVICE

Wake County Public School System uses a web and phone based automated substitute placement service (AESOP) to fill all teacher and special program teacher assistant absences. Users register their absences at any time, either by logging onto the web or by calling a toll-free number. Substitutes can search for available assignments in real time either by logging onto the web or by calling a toll-free number. AESOP will also call substitutes based on preference lists established by our schools. AESOP provides advantages for teachers, site administrators, and substitutes. Teachers can register absences and leave messages for substitutes 24 hours a day, 7 days a week. Teachers and special program teacher assistants can register their absences for the entire school

year in advance of their absence. By logging on to <http://www.aesoponline.com> or by calling 1-800-942-3767, teachers can find out if their absence is still open or, if filled, who has been assigned. Principals can create preferred lists of substitutes based on need and staff preference. Site administrators and support personnel can find out who will be absent from their building and who will be filling the position. Principals can also run absence reports for their school as needed. Substitutes can log on to the web or call a toll free number at any time to check for open jobs and indicate their availability by day of the week.

Substitute Teacher Folders

To enable substitute teachers to provide better services to students during planned and/or emergency teacher absences, all regular teachers must prepare a 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.

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

- Attendance Procedures
- Roll(s)
- Seating chart(s)
- Appropriate, easy-to-implement plans/back-up plans
- Texts, guides, manuals, answer sheets, equipment, etc.
- Necessary forms for students and teachers
- Emergency routes/procedures
- Daily schedule for students and teacher (pull-out programs, etc.)
- Faculty handbook (map, school goals, etc.)
- Discipline/management procedures (group and/or individual plans)
- Names of designated student helpers
- Names of designated teachers, assistants, and administrators who can assist
- Medical or physical problems/procedures
- Keys (if school permits) and information on how to secure the room
- Hall passes for the bathroom, phone, etc.
- Instructions on where to leave students' work
- Lunch procedures, money, etc.
- Accident procedures, reports
- Duties, expectations for assistant, student teacher, and substitute teacher, including extra duties
- Phone number of absent teacher
- Name of substitute designee in the office with whom substitute is to check in/out

Please note: For short term absences, if an effective 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.

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 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.

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

Substitute “Do Not Use” Requests

In the event that a substitute does not work out at a particular school, the school administrator, **after informing the substitute**, may submit a “Do Not Use” request to the Human Resources office requesting that the substitute’s name be removed from the list of available substitutes for their school. Wake County Public School System procedures call for the dismissal of any substitute teacher who receives more than two “Do Not Use” requests from any school in the system. “Do Not Use” requests are cumulative and are carried from year to year.

Following the receipt of the first “Do Not Use” request, Human Resources will send a letter to the substitute informing him/her of the request. If a second “Do Not Use” request is submitted to Human Resources, the letter will inform the substitute that his/her continued status as a substitute is in jeopardy and that his/her services as a substitute will be terminated if one more “Do Not Use” notice is received. Prior to submitting the “Do Not Use” request, the school administrator will inform the substitute of the action that is about to take place. The substitute may submit a letter of rebuttal to the school administrator. Any concerns regarding the school administrator’s decision need to be directed to the school administrator.

While an important action in protecting the integrity of the educational environment for students, “Do Not Use” requests are not common. The vast majority of substitute teachers remain on the substitute list from year to year in good standing.

EVALUATIONS

Evaluation of employees is a mandated duty and responsibility of the administration or supervisors. Improvement of instruction and employee performance are the primary functions of evaluation. The Superintendent will establish procedures for evaluating employees. An employee should check with his/her principal or supervisor regarding the guidelines for evaluation procedures.

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.

Refer to Policy: 3230 - <http://www.wcpss.net/policy-files/series/policies/3230-bp.html>

Refer to Policy: 4230 - <http://www.wcpss.net/policy-files/series/policies/4230-bp.html>

Teacher Evaluation Instrument

The WCPSS adopted the Teacher Evaluation Process during the 2010-2011 school year, and all observations, evaluations, and teacher rating summary forms will now be completed on-line. See <http://www2.wcpss.net/departments/hr/evaluation/eval-online-tool.htm>. This 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.

The Rubric for Evaluating North Carolina Teachers, State Board Policy TCP-C-004 which describes the new teacher evaluation process, and a schedule for completing all the components of the evaluation process can be found on the Intranet at:

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

Information on individual, monitored, and directed growth plans can be found on the Intranet at:

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

Refer to Policy: 3219

<http://www.wcpss.net/policy-files/series/policies/print-friendly/3219-bp.html>

Improvement Plans

Improvement Plans for Certified Employees

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

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

Certified Employees in Low-Performing Schools

Certified employees in low-performing schools who are rated developing, not demonstrated, below standard or unsatisfactory on any function of the evaluation that relates to instructional duties shall be placed on an improvement plan that meets the requirements as defined in Board Policy.

Refer to Policy: 3233, <http://www.wcpss.net/policy-files/series/policies/3233-bp.html>

Improvement Plans for Non-Certified Employees

Non-certified employees who are not meeting expectations and/or performing below the minimally accepted level of performance shall be placed on an improvement plan.

PERSONNEL FILES

Maintenance and Content of Personnel Files

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

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

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

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

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

Refer to Policy: 3231 and 4231, <http://www.wcpss.net/policy-files/series/policies/3231-bp.html>

Removal of Information from Personnel File

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

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

investigation prior to determining whether the letter of complaint should be placed in the employee's personnel file.

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

Refer to Policy: 3232/4232, <http://www.wcpss.net/policy-files/series/policies/3232-bp.html>

EMPLOYEE COMPLAINTS AND GRIEVANCES

Complaints

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

Grievances

It is desirable for an employee and his/her immediate supervisor to resolve problems through informal communication. However, if the informal process fails to resolve the situation, an employee may file a **grievance** in accord with the Employee Grievance Policy. A grievance is defined as a formal written complaint by an employee or group of employees that a final administrative decision violates, misapplies, or misinterprets a specified federal law, State law, State Board of Education Policy, State rule, Board Policy or administrative regulation and procedure (R&P), or an employee has been subject to an unsafe working condition. No grievance shall be heard unless it has been filed in writing on the appropriate form within thirty (30) calendar days after the act or condition giving rise to the grievance and states with particularity the basis for the grievance and the remedy sought. An Employee Grievance Form is available on both the Intranet and the WCPSS website.

Refer to Policy: 3900/4900, <http://www.wcpss.net/policy-files/series/policies/3900-bp.html>

EMERGENCY PROCEDURES

Procedures for Adjusting Schedules

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

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

Decisions on adjusting schedules are usually made after consulting the weather service, traffic agencies, and others. Roads, streets, and highways in various areas of the school district are checked in addition to the above sources of information. In some situations action must be based on forecasts by meteorologists. Persons interested in observing the decision making process should be at the transportation office on Rock Quarry Road by 4:30 a.m.

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 early enough to carry the news no later than 6 a.m. Principals will also be notified of the decision through voice mail. Drastically changing weather may change the decision at a later time in the day.

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 schools are closed as a result of inclement weather are rescheduled by the Board of Education. With reference to teachers, school days which are lost due to inclement weather may be declared teacher vacation days, holidays, or workdays. The teachers' calendar may be adjusted by the Board in a manner not to exceed the annual employment period. The teachers' calendar will have to be adjusted as or after work is missed. The adjustments will be announced by the Superintendent's office.

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

1. An early morning notice will be received through news media and voice mail. 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 considered on a separate schedule. 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. Prior to an abbreviated school day, the principal will alert parents through local school communications that breakfast may or may not be served. On days of early dismissal, lunch may be served, but the final decision is the responsibility of the principal.
 8. The following adjustments will be followed for the Before-School and After-School programs:
 - The Before-School Program regular start time will be delayed for the same time that the opening of school is delayed. For example, if school is delayed for one hour, then the Before-School Program start time will be delayed for one hour.
 - The early dismissal of school will activate the After-School Program, which will start at the time of school dismissal until the regular closing time. The exception to this procedure will be based on the severity of weather conditions that necessitate the general closing of the business community.
 - If schools are closed for the day, the Before-School Program and After-School Program will not operate.

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

Procedures for Reporting Employee Absences

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

1. Teachers and other exempt professional staff who elect to make up the day on a whole day or piecemeal basis must make up the day within the annual employment term at the

time mutually agreed upon by the employee and principal or supervisor. The time must be made up when the principal or supervisor is normally scheduled to be at work.

2. Non-exempt staff and teacher assistants who work 40 hours per week and report hours on a timesheet may elect to make up the day on a whole or piecemeal basis if time allows. Days missed due to inclement weather must be made up within the workweek (See Board Policy 4100/7910). According to the Fair Labor Standards Act, (See Board Policy 4100/7910) any hours worked by non-certified employees over 40 hours in a workweek must be compensated at time and half; therefore, it would be impossible to make up the time in future weeks without incurring overtime.
3. Non-exempt staff and teacher assistants who work less than 40 hours per week may elect to make up the day on a piecemeal basis not to exceed 40 hours per week as agreed upon by the principal or supervisor. For example, a teacher assistant working 37 1/2 hours per week may make up the 2 1/2 hours a week for three weeks.

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

Procedures for Emergency Operations Plan

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

1. 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 all Emergency Operation Plans must be submitted to the WCPSS Security Department by October 1 each school year.
2. All Emergency Operation Plans shall be compliant with the National Incident Management System (NIMS) and include implementation of the Incident Command System.
3. Emergency Response Teams will be responsible for conducting or coordinating training for staff on the Emergency Operations Plan and emergency procedures.
4. It is recommended that annually all schools and administrative buildings conduct a minimum of two emergency practice drills (other than fire drills).

Refer to Policy: 2311/3011/4011

<http://www.wcpss.net/policy-files/series/policies/2311-bp.html>

<http://www.wcpss.net/policy-files/series/policies/print-friendly/3011-rp.html>

HEALTH RELATED WORKPLACE PROCEDURES

Bloodborne Pathogens Exposure

In accordance with the regulations established by the United States Department of Labor pursuant to the Occupational Safety and Health Act and the North Carolina Occupational Safety and Health Bloodborne Pathogens Standard, WCPSS has in effect a Bloodborne Pathogens Exposure Control Plan. The plan is designed to eliminate or minimize employee exposure to potentially infectious bodily fluids and bodily secretions.

For employees with occupational exposure to blood and bodily fluids, the plan includes appropriate training, provision of Hepatitis B vaccinations, and specific work practice precautions to minimize contact with potentially infectious bodily fluids.

Employees with "occupational exposure" shall refer to those employees who are reasonably anticipated to come into contact with blood and bodily fluids in the normal performance of their assigned work duties. Employees who perform "good Samaritan" acts at work that are not within their required job duties shall not be considered to have occupational exposure.

A copy of the Bloodborne Pathogens Exposure Control Plan is accessible to all employees at <http://www2.wcpss.net/departments/hs/bbp/>. A copy is maintained 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 the provisions thereof. Failure to comply with the plan shall be cause for disciplinary action.

Refer to Policy: 2332/3032/4032, <http://www.wcpss.net/policy-files/series/policies/2332-bp.html>

Contagious Diseases

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

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

Refer to Policy: 3031/4031 - <http://www.wcpss.net/policy-files/series/policies/3031-bp.html>

Dealing with Student Allergies and Medications

Responding to Student Allergies

The frequency and intensity of allergic reactions that impact students in the educational environment are increasing. The school system takes seriously its responsibility to take reasonable steps to protect the safety of its students. The school system's goal is to increase

awareness and communication, to prevent possible exposure to identified allergens, and to create an emergency procedure for allergic reactions. To that end, school nurses consult with students' physicians and partner with the parents of children with life-threatening allergies to develop an emergency medical plan that is implemented in the event of a severe allergic reaction. School staff members who work with such students are encouraged to be involved in developing and, when necessary, executing the emergency medical plan. Staff members who would be involved in such a plan may include, but are not limited to, the principal, school nurse, teachers, after school care coordinator, and First Aid Response teams, if appropriate. Parents of a student with a life-threatening allergy must provide the school with documentation from a licensed healthcare provider. This information should include the specific allergy and medical recommendations needed for the student. Employees with questions should contact their principal, supervisor, or the WCPSS Health Officer.

Administration of Medicine to Students

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

Refer to Policy: 3260/4260, <http://www.wcpss.net/policy-files/series/policies/3260-bp.html>

TRAVEL PROCEDURES

For questions related to this section, please contact the appropriate Human Resources Administrator listed on pages 119-121 or call (919) 854-1744.

Employees of the school system may have their travel expenses reimbursed subject to the limitations as outlined in the Finance Manual. Under no circumstances may duplicate reimbursement be made for that portion of an employee's expenses paid or reimbursed from another local, state, and/or federal source. Any employee aware of another employee's request for duplicate reimbursement is required to report the incident to his/her supervisor or the Fraud Hot-line at 1-866-674-4872.

All travel procedures, regulations, terms, and conditions are available online at:

<http://www2.wcpss.net/departments/administrative/downloads/finance-manual.pdf>

Scroll to the General Table of Contents, search for the Accounting section and click on Travel.

GIFTS TO THE SCHOOL SYSTEM

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

While it is recognized that the practice of giving public gifts to schools embraces an amount of commendable spirit, such activity may contain inherent complications and problems for the schools. Therefore, administrators shall examine seriously any such offers and refer any such areas of question to the Superintendent or designee for action or recommendation.

Any offer of gifts to a school or schools, or to the school system, shall be reviewed by the Superintendent, or designee, who shall then submit a summary of the findings to the Board for action.

Guide Lines:

- A summary of gifts to the system is presented to the Board of Education each month for their approval. School secretaries or school bookkeepers are a school's manager for receipting donations and logging gifts/donations for their school. Gifts/donations must be reported in a timely manner so that acknowledgement can be made to the donor. Donors generally need verification for tax purposes.
- Donations should be receipted following Fund 6 guidelines. Donations under \$25 should be tallied monthly and entered as a one-time miscellaneous donation for that particular month. For example, two donations of \$24.99 should be entered as a one-time miscellaneous donation of \$49.98 for the month of August. Schools do not report the miscellaneous donation total for that period more than once. Names and addresses of donors with miscellaneous donations are not required. Donations \$25 or higher must be entered to reflect the individual donor.
- Central Services Departmental secretaries or administrators may also log gifts/donations to their respective departments by requesting login authorization from WCPSS Administrative Services.
- If special installation of equipment, such as playground equipment, is necessary, the WCPSS Director of General Services must first give approval before the gift can be submitted for processing. Schools may be asked to bear special costs for installation and maintenance.
- All vehicles donated to a school for road use require approval from the WCPSS_Director of General Services and the WCPSS Director of Risk Management before the gift can be submitted for processing. Vehicles require a transfer of title, license plate, and insurance coverage as specified by Risk Management.
- The principal is responsible for science equipment and materials coming into a school. All equipment and supplies must be fully described for the school, including information such as the manufacturer, model type, size, age, condition, and previous use record. A teacher who is planning to use the material must inspect the materials. If a safety problem is foreseen, the gift must be declined.
- No chemicals shall be accepted in a container that has been opened. When chemicals are offered to a school, the donor shall supply the principal and WCPSS Academics Department with a complete inventory of the chemicals to be donated. The inventory shall include the complete name and quantity of the chemical in each container. All containers must be labeled and safety approved. Upon approval of the principal and the WCPSS Academics Department, the donated materials shall be submitted for processing and Board approval.
- All computer donations must meet the current standards for donated equipment as specified by the WCPSS Technology Department and must meet a need at the school site or in the school system. Older computer donations are not recommended, and may be declined.

LEADERSHIP AND PROFESSIONAL DEVELOPMENT

Leadership Training

The Office of Professional Learning provides leadership training workshops during the workday and in the evening throughout the year. Priority for registration is given to employees in administrative and leadership positions. Registration for most workshops, listed below, is on-line through eSchoolSolutions.

Facilitative Leadership: Tapping the Power of Participation provides a forum to explore and refine the roles you play as a leader. The 4-day workshop is organized around seven "practices" for involving and empowering others including sharing a vision, defining success, seeking maximum appropriate involvement, designing a pathway to action, facilitating agreement, coaching, and celebrating. For each of the seven practices of Facilitative Leadership, the workshop provides a two-tiered learning experience of awareness building, and practical skill development.

Crucial Conversations provides a model and skill development on how to achieve spirited dialogue at all levels in your school or department. A *crucial conversation* is a discussion between two or more people where stakes are high, opinions vary, and emotions run strong. These conversations, when handled poorly or ignored, cause teams and organizations to get less than desired results. By using the practical skills introduced in this training, participants will begin to surface the best ideas, make the highest-quality decisions, and identify specific actions that need to be taken to implement decisions with unity and commitment.

Covey: The 7 Habits of Highly Effective People helps employees apply timeless principles of effectiveness to improve interpersonal communication, take initiative, establish greater trust, strengthen relationships, increase influence, and balance key priorities. The 2.5-day workshop focuses on seven habits of highly effective people as enumerated in the best-selling book by internationally known consultant, Dr. Stephen R. Covey. Participants will leave with a thorough understanding of each Habit for effective lives: *Be Proactive, Begin with the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand/Then to Be Understood, Synergize, and Sharpen the Saw.*

The 5 Choices to Extraordinary Productivity guides participants to make more selective, high-impact choices about where to invest their valuable time, attention and energy in this 1-day training. The barrage of information coming at us from multiple sources (e.g. texts, email, tweets, blogs, and alerts) coupled with the demands of our careers, are overwhelming and distracting. If we react to these stimuli without making wise decisions about what's important, we fail to accomplish the goals that matter most. By applying the *5 Choices* solution participants should experience a measureable increase in productivity and a renewed sense of engagement and accomplishment.

Myers-Briggs Types (MBTI) and Teams provides participants with insights into getting team members to work together more harmoniously and with greater communication. In this 6-hour workshop, teams explore and apply the work of Isabel Briggs Myers and Katherine Briggs based

on Carl Jung's theory of psychological type. Identifying one's own preferences (*Extraversion or Introversion, Sensing or iNtuiting, Thinking or Feeling, Judging or Perceiving*) can help team members understand that challenges with a teammate may just be a difference in preference. Using the results of the Myers-Briggs Type Indicator (MBTI) assessment, team members learn about preferences in communication, dealing with conflict, decision-making, and applying the golden rule (valuing self and others). The entire team debriefs their individual MBTI results and analyzes their team's preferences in order to increase team effectiveness. (*This training is scheduled for teams by special request to the Office of Professional Learning.*)

Practical Tools for Reducing Conflict: The Thomas-Kilmann Instrument (TKI) explores how different conflict-handling styles affect interpersonal and group dynamics. Using the Thomas-Kilmann Conflict Mode Instrument (TKI), all team members will take the on-line TKI and receive a 14-page individualized report about their own preferences for handling conflict (avoiding, accommodating, competing, compromising, or collaborating.) Workshop participants will engage in didactic and experiential learning activities designed to increase dialog and understanding on the team. Team members learn how to increase their skillful use of different conflict handling styles to support their team effectiveness. (*This training is scheduled for teams by special request to the Office of Professional Learning.*)

National Board Certification

The Wake County Public School System leads the nation in number of National Board Certified Teachers (NBCTs). A record number of teachers and guidance counselors in WCPSS have achieved this distinction. The National Board for Professional Teaching Standards was created in 1987, establishing a system of advanced certification for teachers based on high and rigorous standards. It identifies five core propositions that describe the knowledge, skills, and dispositions that characterize accomplished teaching. NBPTS created, where none existed before, professional standards for the nation's K-12 teachers. It provides a means for teachers and guidance counselors, like professionals in other fields, to achieve distinction by demonstrating, through a demanding performance assessment, that they meet high and rigorous standards for what accomplished teachers should know and be able to do.

The state is no longer paying the candidacy fees for teachers pursuing National Board Certification. There is a loan program now available if needed. Details on the loan can be found on the DPI website: <http://www.ncpublicschools.org/recruitment/nationalboardcertification/>. Teachers are eligible to receive 7.5 renewal credits, meeting all requirements for one renewal cycle, for completing the process, whether certification is achieved or not. WCPSS offers support with a National Board Certified Teacher coordinating the program. The coordinator offers information sessions and organizes cohorts led by NBCT coaches. There are also Saturday workdays where candidates come for a quiet place to work, to collaborate with other NBCTs, and to meet one-on-one with NBCT coaches for feedback on their work.

For information on the National Board for Professional Teaching Standards, visit their website at <http://www.nbpts.org/>. Guidelines for application information, eligibility for a state loan for National Board candidacy, and details on the 12% National Board pay differential are available at www.ncpublicschools.org/recruitment/nationalboardcertification/application. For additional information on National Board certification, National Board certification renewal, or North Carolina teaching license renewal credits from National Board participation, contact Carolann Wade at cwade@wcpss.net or 919-854-1712.

Wake Education Partnership

The Wake Education Partnership, founded in 1983 as an independent, community-based non-profit organization, promotes the economic health of our community through excellence in public education and is one of the most important voices in the business community on academic issues. The Partnership, which is not a membership-based organization, is funded exclusively through investments from the business community and individuals who desire to help children excel in the classroom and in life. Our work is based on three guiding principles:

- **Promoting Best Practices:** The Partnership works to ensure all students meet or exceed academic standards required by the global business community. We perform comprehensive research to identify best practice and instructional innovation that have enabled students to excel academically and we share this information throughout the community as a blueprint for success.
- **Connecting Resource Partners:** The Partnership works with individuals and organizations that deliver funding and resources to support a world-class school system. We encourage our partners to work in ways that are complementary rather than competitive. When we learn of gaps in required resources, we work with our partners to create effective solutions.
- **Engaging Leaders:** The Partnership engages business leaders, elected officials, educators and other non-profits who serve as “change agents” to improve our public schools and deliver a world-class education for all Wake County students.

For additional information, visit www.wakeedpartnership.org or contact Wake Education Partnership, 706 Hillsborough Street, Suite A, Raleigh, NC 27603; 919-821-7609 (phone); 919-821-7637 (fax).

Advisory Council for Programs and Services for Children with Special Needs

This council meets monthly with the Assistant Superintendent for Special Education Services to promote better programming for all children with special needs. The council consists of members representing five different areas:

- * parent organizations with interests in some area of exceptionality
- * special education teachers, general education teachers and school administrators
- * representatives from other agencies which serve children with special needs
- * parent-at-large, to assure that the diverse population and needs of all exceptional students are well represented
- * ex-officio members who are Central Services staff in Student Support Services (Special Education Services).

For further information, contact Special Education Services at 919-858-3141.

eSchoolSolutions (eSchools)

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

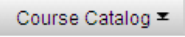
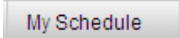
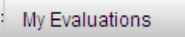
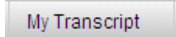
A personalized *Profile* is created in eSchools for all new employees on the first Monday after they have started work. From then on, employees can register for, evaluate, and track their professional development on-line.

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

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

The screenshot shows the login interface for eSchool Solutions. It includes a header with the logo and the text "Electronic Registrar Online". Below the header are input fields for "ID" and "PIN", a "Login" button, and a "First time user?" section with instructions. Callouts provide additional information: "ID = Your 6-digit WCPSS employee number" and "PIN = Defaulted to last 4 digits of your social security number. You may change your PIN once logged in by clicking on 'My Profile'".

Using eSchools employees can:

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

The screenshot shows the "Course Catalog" search page. It features a navigation bar with "Home", "Course Catalog", "My Schedule", "My Transcript", "My Profile", "My Programs", and "My Evaluations". The main content area has a search form with fields for "Curriculum", "Credit type", "Course Code or Title", "Session (SRN)", "Session Budget Code", and "Start Date". Callouts provide examples: "Curriculum (e.g. arts, math, reading, science, healthful living, leadership, safety, finance, etc.)" and "Credit type (e.g. Academic Subject Area, Reading/Literacy, Technology, Teacher Recruitment & Retention, etc.)". A "Search" button and an "Advanced Search" link are at the bottom.

Community Schools

Lifelong Learning with Community Schools

Six convenient locations provide a variety of quality curriculum and continuing education *evening* classes for older students 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 919-431-7594 or lifelonglearning@wcpss.net for more information on how you may participate as an instructor or student.

Lifelong Learning with Community Schools conducts class at the following schools: Athens Drive High School, Knightdale High School, Leesville Road High School, Millbrook High School, Reedy Creek Middle School, and Sanderson High School. For the current listing of sites and classes, contact Lifelong Learning with Community Schools at (919) 431-7593 or go to: <http://cs.wcpss.net/lifelonglearning>.

School Improvement Planning

Wake County Public School System (WCPSS) uses the inquiry process for school improvement planning. This process incorporates the PIME approach (planning, implementing, monitoring, and evaluation) which allows school personnel to develop plans based on data analysis, to implement solutions, to monitor the results or impact, and to make adjustments or midcourse corrections based on outcomes of the process/strategy implementation. The two-year school improvement plan is based on state guidelines and best practices, and provides a framework to support the mission of schools. While school improvement plans reflect the needs of individual schools, all plans are aligned with state and district goals and Strategic Directives. The WCPSS school improvement planning process also incorporates Title1 and AdvancED under one plan.

School improvement plans include:

- Comprehensive Needs Assessment
- Mission, Vision, Values
- Goals (SMART and targeted)
- Key Processes and Action Steps
- Measureable Process Checks
- Timelines
- Resources
- Restrainers
- Waivers
- Summary of Professional Development
- Intervention Matrix

Please see <http://www2.wcpss.net/departments/areasuperintendents/sip/index.htm> for more information.

TUITION ASSISTANCE

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

VOLUNTEER OPPORTUNITIES FOR WCPSS EMPLOYEES

The Wake County Public School System values community participation in our schools, and strongly encourages school system employees to volunteer in our schools, too. School volunteers help in numerous ways from tutoring and classroom assistance, to volunteering in the media center or cafeteria. First, volunteers who want to tutor students may complete a short training session that is offered by Communities In Schools of Wake County (CISWC). Individuals may call CISWC at 854-5663 to register for one of the weekly training sessions. Second, volunteers who want to participate in other areas should contact a school to inquire about areas for volunteer assistance.

NOTE: All employees who supervise volunteers in the workplace are responsible for the proper registration of all volunteers through the WCPSS Volunteer Registration System. This includes a criminal background check.

See <http://www2.wcpss.net/businessapps.htm> and click on Volunteer Registration.

Employees wishing to volunteer during the work day, who do not fall under the provisions of Board Policy pertaining to *Parental Involvement in Schools Leave* (see below), must use eligible accumulated leave unless the volunteer work is a departmental activity and/or otherwise approved by his/her supervisor. **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 in accordance with Board Policy 3800/4800 §8.3, *Parental Involvement in Schools Leave*.** See page 80 of this handbook for additional information and the notification requirements.

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 the well being of 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, log on to the school system home page under the Resources section. The website is <http://www.deeroaks.com>. Employees may also call the Deer Oaks Employee Assistance Program 24 hours a day at **1-866-327-2400**.

Refer to Policy: 2309/3009/4009

<http://www.wcpss.net/policy-files/series/policies/2309-bp.html>

Deer Oaks EAP Services Fact Sheet



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

COMPENSATION AND BENEFITS

The Compensation Services Department is part of the Administrative Services Division and the primary purpose is ensuring appropriate payment of wages to WCPSS employees. The department focuses on four specific areas of compensation: payroll processing, payroll auditing, reporting, and insurance benefits, including supplemental retirement plans. Insurance claims are not accepted by this office.

Additional information regarding the Compensation Services Department can be found on the web:

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

The Intranet provides a searchable forms database.

EMPLOYEE COMPENSATION

Pay Dates

Paychecks and direct deposit statements are released on the last workday of each month. December payroll will be released prior to the Winter break. *Please note that this pay date is subject to change.*

Employee work calendars are available:

- From every WCPSS Intranet web page:
<http://www2.wcpss.net/departments/compservices/payroll/processing/calendars.htm>
- All employees are encouraged to print these calendars so that they are aware of their pay dates and the associated work days.

Direct Deposit

WCPSS requires direct deposit for all employees.

Direct Deposit Form #1616 is available on both WCPSS internet and Intranet sites and may be used for the following reasons:

- Enrolling for the first time
- Changing financial institutions
- Changing bank accounts
- Canceling direct deposit

Employees should send the completed original form directly to Penny Suter in Compensation Services. Questions regarding direct deposit can be emailed to payroll@wcpss.net or psuter@wcpss.net.

IMPORTANT REMINDER:

Do not close a direct deposit bank account until you have made arrangements to change or cancel your direct deposit enrollment first. *Closing your account without contacting payroll will cause your payroll to be delayed.* To add or change your direct deposit, email payroll@wcpss.net or contact Penny Suter at psuter@wcpss.net.

Electronic Pay Stub

Initial wage payments are paid by check and will show a unique employee number. Employees are informed of their direct deposit via electronic pay stubs. **Wages paid by check are not available by electronic access.**

Employee Number

- Required to access electronic pay stubs
- Access will require a six-digit employee number
- Numbers less than six (6) digits must be preceded by zeros
- Contact the Help Desk for assistance
- Proof of identification will be required prior to releasing information

Electronic Access

- Direct deposit is required for electronic access to pay stubs
- Pay stubs are available up to eleven (11) months
- Available from every WCPSS Intranet web page (www2.wcpss.net)
- Available from *STAFF* section of WCPSS internet (www.wcpss.net)

Statement of Earnings

- Written requests for items no longer available on-line are accepted
- Email request to payroll@wcpss.net
- Fax request to (919) 431-7517

Locked Accounts

- Wait 24 hours before retrying access
- Neither Payroll nor the Help Desk can reset a locked form.

Help Desk

Assistance can be provided with employee numbers by contacting the Help Desk at 664-5700.

W-2 Tax Forms

Reprint of a W-2 tax form may be obtained by:

- Completing a Duplicate W-2 Request Form
- Email request to payroll@wcpss.net
- Fax request to (919) 431-7517

Questions may be addressed by email to payroll@wcpss.net

Forms can be found on both WCPSS internet and intranet sites. A searchable forms database is also available on the WCPSS Intranet site.

Federal and State Withholding

All WCPSS employees now have the ability to change their existing personal state and federal tax withholding information online using Employee Self-Service. Access to Employee Self-Service is at <http://ess.wcpss.net> or via the Intranet's [Business Applications](#) page. Complete instructions on how to login and use the system are also available at the sign on screen.

FICA Withholding

	Social Security	Medicare
Rate:	6.2%*	1.45%
Wage Base:	\$113,700	Unlimited
Maximum Tax:	\$7,049.40	Unlimited

*The Social Security rate reverted back to 6.2% from 4.2% on January 1, 2013.

Once the maximum tax limit is reached, no further deductions will be taken, but will begin again with the first payroll of the next calendar tax year. As a result, wage payments could reflect different withholding amounts for the months of December and January.

State Employees' Credit Union

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

Payroll Deductions

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

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

NC State Retirement Deductions

NC State Retirement deductions are withheld at a rate of 6 percent of gross wages for all full-time permanent employees.

Summer Cash Savings Account

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

- A portion of each wage payment may be withdrawn and saved
- Savings provides availability to funds during summer non-working months
- Employees determine the amount of wages to be withdrawn

- Available to employees who begin work late in the school year
- Interest is earned on savings
- Credit Union payroll deduction is available

Net Pay Calculator

- WCPSS resource that helps determine monthly payroll deduction
- Available on the Intranet under Departments; Compensation Services

Payroll Questions

Compensation Services can provide assistance to employees with the following:

- Direct Deposit
- Duplicate Statement of Earnings
- Duplicate W-2 Tax Forms
- Retroactive Wages
- Salary Overpayments
- Wage Garnishments

Written inquiries may be addressed by one of the following methods:

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

Appointments may be requested in resolving complex issues.

Employee Self-Service

Sponsor	Product	Website	Assistance
WCPSS	Tax Withholdings	http://www2.wcpss.net/ess/	Intranet Business Applications
HR Intouch	Health, Dental & Vision Insurance	https://wcpss.hrintouch.com	(866) 239-1055
ING	403(b) Annuity	www.ingretirementplans.com www.planwithease.com **	Refer to ING Directory
Prudential	401(k) Supplemental	https://login.prudential.com/	(866) 627-5267
NC State Retirement	401(k)	https://orbit.myncretirement.com/	(919) 807-3050
MetLife	Life Insurance	http://www.metlife4wcpss.net/	(800) 523-2894

**Can only be used by currently enrolled 403 participants. To start a 403b deduction you must contact an ING Representative. All Representatives can be found on the Benefits Compensation Services website.

EMPLOYEE INSURANCE BENEFITS

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

Refer to Policy: 2280/3800/4800

Refer to individual insurance plan for definition of “dependents”

Insurance Providers will assist employees with:

- Id Cards
- Claims
- Coverage
- Investment Options

Benefits Staff will assist employees with:

- Enrollment, transfer and change processes
- Insurance related payroll deductions

Benefits Staff can be reached:

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

Appointments may be requested by email for assistance with resolving complex issues.

Employee Obligation

Employees and their dependents are obligated to notify WCPSS when the following changes occur:

- Employee or dependent eligibility
- Medicare or Medicaid eligibility
- Co-existing insurance plans
- Legal obligations

Insurance Changes

- Updates and changes should be requested on-line at <https://wcpss.hrintouch.com>
- Requests approved after the 5th of the month will be processed with the following month’s payroll.

Insurance Benefits Eligibility

Permanent Employees

Permanent Employees contributing to the NC State Retirement System are eligible as follows:

- FT: full-time employees who work a minimum of 30 hours per week
- JS: job share employees

	New Hire Employee	Dependent Coverage	Annual Enrollment	Late Enrollment	Non-Paid Leave
State Health Plan: pre-tax	FT / JS	Available	As offered by the State Health Plan	Yes: Qualifying Events only	Only with direct payment to WCPSS
Dental Plan: pre-tax	FT / JS	Available	FT / JS	Qualifying Events only	Only with direct payment to WCPSS
Dependent Care FLEX: pre-tax	FT / JS	May file claim for legal dependent	FT / JS	Qualifying Events only	Account Closed
Health Care FLEX: pre-tax	Annual Enrollment only	May file claim for legal dependent	FT / JS	Annual Enrollment only	Account Closed
MetLife: post-tax	FT / JS After 90 days of employment	Available	FT / JS As offered by MetLife	Possible: Medical history reviewed	Direct Pay to vendor
Vision Plans: pre-tax	FT / JS	Available	FT / JS	Qualifying Events only	Direct Pay to vendor
Pierce Group Benefits: pre & post-tax plans	FT / JS	Each insurance product may vary	FT / JS	Qualifying Events only	Direct Pay to vendor
Supplemental 401(k): pre-tax	FT / JS	Not Applicable	Not Applicable	FT / JS: contact Prudential	contact Prudential
ING 403(b): pre-tax	All Employees	Not Applicable	Not Applicable	All Employees	contact ING

Eligibility does not guarantee employer contribution towards premiums.

Part-time Employees

- State Health Plan is available
- Must work minimum of 20 hours per week
- Employer contribution towards premium **does not apply**

Qualifying Events

Eligible employees &/or dependents may enroll or make changes within thirty (30) days of hire or 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
- Entitlement to Medicare or Medicaid
- Extended leave of absence or military leave
- Court order enforcing insurance provisions

WCPSS Flexible Benefits Plan

IRS Section 125 Cafeteria Plan administered by Pierce Group Benefits:

Pre-tax Programs

Flexible Spending Accounts	Premium Conversion Plans
<ul style="list-style-type: none"> • Dependent Care • Health Care 	<ul style="list-style-type: none"> • Health, Dental & Vision • Cancer Insurance Plan / Intensive Care

Post-tax Programs

Non-qualified Insurance Plans	
<ul style="list-style-type: none"> • Accident 	<ul style="list-style-type: none"> • Disability
<ul style="list-style-type: none"> • Critical Illness 	<ul style="list-style-type: none"> • Medical Bridge / Hospital Indemnity
<ul style="list-style-type: none"> • Term & Universal Life 	

COBRA Benefits

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

- State Health Plan
- Health Smart TPA Dental Plan
- Superior Vision Plan
- WCPSS 125 Flexible Benefits Plan

Qualifying Event	COBRA Eligibility	Coverage Continuation
Separation of employment	Employee and dependents	18 months
Legal separation or divorce	Spouse	36 months
Age limitation	Dependent children	36 months
Student Eligibility	Dependent Children	36 months
Medicare Eligibility	Dependent w/Medicare as primary insurance	36 months
Death of Employee	Dependents	36 months

Employee Insurance Benefits Quick Reference Guide

Provider	Products	Customer Service	Web
NC State Health Plan	Health Insurance	(888)234-2416	shpnc.org ❖ online services
Express Scripts	State Health Plan Pharmacy	(888) 234-2416	medco.com ❖ online services
Health Smart	Dental Insurance	(800) 624-8605	healthsmart.com
Superior Vision	Vision Insurance	(800) 507-3800	superiorvision.com ❖ online services

Pierce Group Benefits	Colonial Products & Flex Accounts	(919) 577-0700	piercегroupbenefits.com
MetLife	Group Universal Life Insurance	(800) 438-6388	metlife4wcpss.net
Prudential Retirement	401(k) Supplement	(866) 624-0151	retirement.prudential.com
ING	403(b) Annuity	(919) 789-7100	ingretirementplans.com
NC State	Retirement	(919) 807-3050	nctreasurer.com ❖ ORBIT online services
WCPSS Benefits	Employee Insurance	(FAX) 919-431-7517	email: benefits@wcpss.net

Summary of Benefits

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

Insurance Cards

- Provided by the insurance vendor where applicable

Links to Detailed Information

- Available on both WCPSS internet & Intranet sites

Updates to Benefits or Premiums

- Please refer to the WCPSS internet & Intranet sites for the most current information

LONGEVITY

All permanent full-time or part-time (20 hours per week or more) employees who have at least 10 years of qualifying North Carolina state service are eligible for annual longevity payments.

Earning North Carolina State Service

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. 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 employee may not earn more than one year of State service in a 12-month period. If an 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 employee has satisfied eligibility requirements. The amount of annual longevity pay is a percentage of the employee's annual rate of pay on the employee's anniversary date. The annual rate of pay does not include bonuses, pay for extra duty/extended employment, or overtime. The longevity percentage is determined by the length of state service as follows:

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

Leave Without Pay and Longevity Pay

Employees on short-term disability or military leave are paid a pro rata amount of longevity earned at the beginning of the leave. An employee on workers' compensation is paid longevity as if he or she is actively working. All other 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 employee separating from employment shall be paid the amount of longevity pay earned up to termination of employment. 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.

Refer to Policy: 3800/4800 §13.1

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

New Employees Longevity Credit

New WCPSS employees who have previous service with a creditable North Carolina state government agency must have their most recent NC state government employer complete a *Transfer of State Service and Leave Balances* form so that this service is counted toward longevity pay credit. The new employee forwards the completed form to the longevity specialist in Human Resources.

Refer to Policy: 3800/4800 §13.1

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

LEAVES AND ABSENCES

For questions related to this section, please contact the appropriate Human Resources Administrator listed on pages 119-121 or call (919) 854-1744.

VACATION AND MISCELLANEOUS LEAVES

Annual Vacation Leave

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

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

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

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

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

Use of Annual Vacation Leave

- For 10-month and 11-month employees, the first 10 days of annual vacation leave must be scheduled in the school calendar and must be taken as scheduled. Requests for annual vacation leave are to be submitted to the immediate supervisor and approved prior to the vacation. An employee should not call in to say that he/she has decided to take vacation that day. (Exception: Emergency or illness in which employee elects to use annual vacation leave in lieu of some other form of leave if eligible.) Absences for which an employee has not received approval in advance may be grounds for dismissal. Leave forms can be found on the Intranet at: http://www2.wcpss.net/forms/forms/request_for_leave.doc.

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

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

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

- ***Disability*** - Employees may elect to exhaust annual vacation leave during the 60-day waiting period or in lieu of short-term disability benefits. Instructional personnel who require substitutes may use this leave only on days that students are not scheduled to be in regular attendance or in accordance with the provisions of Board Policy 3800/4800 § Section 3.2 (Leave for Catastrophic Illness), 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*** 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.

Refer to Policy: 3800/4800 § 3.4.

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

Holiday Leave

Paid Legal Holidays

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

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

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

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

Three days if on Tuesday, Wednesday, or Thursday.

Refer to Policy: 3800/4800 § 2.1

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

Bona Fide Religious Holidays

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

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

Refer to Policy: 3800/4800 § 2.2

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

Civil Responsibility Leave

Community Responsibility

Upon approval of the supervisor, full-time or part-time public school employees may be granted leave to represent the school or administrative unit at community functions such as the funeral of a school child or his parent. Employees absent for these reasons shall retain full salary during the days absent.

Proper provision shall be made for the continuation of the employee's regular work by making satisfactory arrangements within the system or by employment of a substitute. Substitutes employed for these absences shall not be paid from state funds.

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 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.

Refer to Policy: 3800/4800 § 7

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

Educational Leave

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

In-Service School Projects

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

State-Sponsored Staff Development Activities

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

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

Educational leaves of shorter duration require thirty (30) calendar days written notice of the employee's interest to return. If appropriate written notification is received, reemployment will be assured following the leave. However, while employment is guaranteed upon the employee's return, it may not necessarily be the same position, school or grade level. Please refer to Travel Procedures on page 53 of this Handbook.

Refer to Policy: 3800/4800 § 6.1

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

Professional Leave

Only full-time and part-time permanent employees are eligible for professional leave, which is limited to the following:

Professional Leave with Deduction

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

Professional Leave without Deduction

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

Officers of Professional Organizations

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

Please refer to Travel Procedures on page 53 of this Handbook.

Refer to Policy: 3800/4800 § 6.2

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

Military Leave

Short-term military leave with pay

This leave is granted to members of reserve components of the U.S. Armed Forces for certain periods of active duty training and for state military duty. Leave with pay is extended to full- or part-time permanent school employees, normally not to exceed 15 days each federal fiscal year, for annual training and military maneuvers. If paid leave is not available, and the military pay is less than the LEA or charter school pay, then the employee is eligible for differential pay.

Military leave for extended active duty

This leave can be granted without pay, not to exceed five years plus any period of additional service imposed by law. An employee may not use paid military leave for extended active duty.

There are specific regulations related to differential pay and requirements that must be met by those employees eligible for differential pay. Contact the appropriate Human Resources Administrator for more information.

Refer to Policy: 3800/4800 §10

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

Other Leaves Without Pay

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

Discretionary Leave

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

Effect on Career Status

Tenured employees approved for a leave of absence retain career status upon return from the authorized leave. 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 each in the same school system. Unless the probationary teacher in a full-time, permanent position does not work for at least 120 workdays in a 215 day school year because the teacher is on sick leave, disability leave or both, or if the teacher is on FMLA protected leave, 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. In all cases, where a probationary teacher believes that this provision applies, it is the teacher's responsibility to notify Human Resources in writing to receive a determination.

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.**

Refer to Policy: 3800/4800 § 9.6

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

Compensatory Leave (FLSA)

As indicated in the section referring to Fair Labor Standards Act Compliance, employees who are not exempt from the provisions of the FLSA are entitled to earn compensatory time. An employee may be required to use earned compensatory leave prior to taking other paid leave

where consistent with law and Board Policy. Please refer to the Fair Labor Standards Act compliance section on page 36 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.

Refer to Policy: 3800/4800 § 9.1 and 4100/7910

<http://www.ncpublicschools.org/docs/humanresources/district-personnel/key-information/information/policymanual.pdf> and <http://www.wcpss.net/policy-files/series/policies/4100-bp.html>

Parental Involvement in Schools Leave

In accordance with G.S. 95-28.3, any employee who is a parent, guardian or person in loco parentis may take up to four hours per fiscal year to attend or otherwise be involved at his or her child's school. There is no requirement that the employer pay an employee while taking this leave. WCPSS employees may use eligible accrued leave in lieu of non-paid parental involvement leave. Please see page 72 for use of annual leave for instructional personnel.

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

Refer to Policy: 3800/4800 § 8.3

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

MEDICAL LEAVES

For questions related to this section, please contact the appropriate Human Resources Administrator listed on pages 119-121 or call (919) 854-1744.

Sick Leave

Eligibility and Rate of Earning

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

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

Purposes for Which Sick Leave May Be Used

1. Any actual period of temporary disability caused by or contributed to by personal illness or injury that prevents an employee from performing his or her usual duties. Sick leave may be used during the 60-day waiting period for short-term disability, in lieu of short-term disability benefits, or in lieu of 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 also be used to care for a child placed with the employee for adoption. (These days should be consecutive and within the immediate 12 months following the adoption, unless otherwise agreed upon between the employee and administration).

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

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

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

Verification of Need for Sick Leave

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

Procedure for Reporting Absences for Sick Leave

Sick leave usually cannot be requested in advance. An employee should follow his/her supervisor's instructions for reporting absences and should submit a written leave form (Form 1500) immediately upon returning to work. If the sick leave is for a scheduled appointment, it should be requested by a Request for Leave Form as far in advance as possible. Whenever possible, employees should give thirty (30) days advance notice of plans to take sick leave for purpose of elective medical or surgical procedures, including childbirth and/or adoption.

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.

Employees may refer to page 38 for more information regarding Procedures for Reporting Absences and Excessive Absenteeism.

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.

Sick leave may be used on any workday or student day including the first day employees in permanent positions report to work.

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.

Advancement of Sick Leave

The local superintendent shall assume full responsibility for the decision to advance sick leave to an employee. An employee may have advanced to his or her credit at the beginning of each year the number of days or hours of sick leave to which he or she is entitled for that school year.

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.

Refer to Policy: 3800/4800 § 4.1

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

Voluntary Shared Leave

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

Eligibility of Voluntary Shared Leave

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

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

Application for Voluntary Shared Leave

An employee who, due to a serious medical condition of self or of his or her immediate family, faces prolonged or frequent absences from work may apply to Human Resources for donated leave. A third person acting on the employee's behalf if the employee is unable to make application may also make application. Applications are available in the Human Resources office or online at <http://www2.wcpss.net/forms>.

Unless FMLA provisions apply (see 3800/4800 §8.2.3), immediate family includes spouse, children, parents, siblings, grandchildren, grandparents, and dependents living in the employee's household. Also included are step, half, and in-law relationships.

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 that person can earn in a year. The combined total of sick leave donated to a recipient from nonfamily members shall not exceed 20 days per school 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 compensation in any form for the donation of leave.

For clarification regarding state agencies refer to Board Policy 2280/3800/4800 § 1.1.10

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

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.

Refer to Policy: 3800/4800 § 4.3

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

Family and Medical Leave Act (FMLA)

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

If an employee is eligible, he/she may take up to 12 weeks of FMLA leave during any 12-month period for any one or more of the previously listed eligible reasons. The 12-month period is measured forward from the date the first FMLA leave begins. Leave may be taken intermittently or on a reduced-leave schedule when medically necessary or when related to a qualifying exigency arising out of active duty service.

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

Exhausting Other Leave

To the extent permitted under Board Policy 3800/4800, the employee must use, and if necessary, exhaust earned compensatory time, sick leave, including extended sick leave or shared leave (if eligible), available vacation leave, and personal leave before going on unpaid FMLA leave. 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.

A non-exempt employee who has accrued compensatory leave time must use any such paid leave time before taking paid or unpaid FMLA leave. The use of accrued compensatory leave will

automatically be granted to an employee who requests FMLA leave unless the employee notifies Human Resources in writing that he/she does not wish to use such accrued compensatory time. Use of compensatory time will not count against FMLA.

Notice of Need for FMLA Leave

The employee must provide at least 30 days advanced notice before FMLA leave is to begin, if the need for leave is foreseeable. Notice should be given to the employee's immediate supervisor. 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 disrupt school operations, subject to the approval of the health care provider.

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 any of the following apply:

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

Family and Medical Leave Act

Basic Leave Entitlement

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

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

Military Family Leave Entitlements

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

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

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

Benefits and Protections

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

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

Eligibility Requirements

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

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

Definition of Serious Health Condition

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

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

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

Use of Leave

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

Substitution of Paid Leave for Unpaid Leave

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

Employee Responsibilities

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

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

Employer Responsibilities

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

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

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

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

Enforcement

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

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

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

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

Confirmation of FMLA Leave

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

Additional Description of FMLA Rights

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

Refer to Policy: 3800/4800 § 8.2

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

Leave for New Parents

For questions related to this section, please contact the appropriate Human Resources Administrator listed on pages 119-121 or call (919) 854-1744.

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.

An employee may also use up to 30 days of earned sick leave to care for a child placed with the employee for adoption. A doctor's note is not required for the use of 30 days of earned sick leave for the purpose of adoption only.

The leave must be for consecutive workdays during the first 12 months after the date of birth or placement of the child, unless the employee and local board of education agree otherwise. Leave under this section may run concurrently with FMLA where consistent with Policy.

Refer to Policy: 3800/4800 § 3.3

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

Parental Leave without Pay

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

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

Refer to Policy: 3800/4800 §8.1

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

Annual Vacation Leave for Catastrophic Illness

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

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

Refer to Policy: 3800/4800 § 3.2

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

LEAVES FOR TEACHERS ONLY

Personal Leave

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

Use of Personal Leave

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

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

An employee must be credited with all personal leave accumulated up to the time of reassignment or separation provided that the employee is reinstated as an eligible permanent full-time or part-time 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

Employees using personal leave receive full salary less the required substitute deduction unless the personal leave is approved for a non-protected work-day. The standard deduction is \$50 per day.

Refer to Policy: 3800/4800 § 5.1 and N.C. Gen. Stat. § 115C-302.1. Salary.

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

Extended Sick Leave

Eligibility and Rate of Earning Extended Sick Leave

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

Use of Extended Sick Leave

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

sick leave is granted. Extended sick leave days do not have to be used consecutively. Unused extended sick leave days do not carry forward to succeeding school years.

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

Refer to Policy: 3800/4800 § 4.2

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

Leave For Teachers Employed in Charter School

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

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

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

The WCPSS will allow a probationary teacher on charter school leave to return to a teaching position if the teacher provides advance written notice to Human Resources of his or her intent to return at the end of the leave, and an appropriate position is available. A probationary teacher who returns to the WCPSS after taking charter school leave will have the status of a first year probationary teacher for the purpose of determining eligibility for career status.

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

Refer to Policy: 3800/4800 § 9.6.1 Supplement

<http://www.wcpss.net/policy-files/series/policies/3800-bp.html>

Leave for Teachers on Loan

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

Refer to Policy: 3800/4800 § 9.6.1 Supplement

<http://www.wcpss.net/policy-files/series/policies/3800-bp.html>

DISABILITY AND WORKERS’ COMPENSATION LEAVE

Disability Income Plan

For questions, contact the Disability Office at 919-854-1759.

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.

After working with the Human Resources Director regarding the medical leave situation, and providing the necessary medical documentation, an employee may choose to go out on short-term disability if eligible and approved. At that time, the employee will need to work with the HR Disability and Retirement Director, who may be contacted at 919-854-1759.

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* published by the State Retirement System at <http://www.myncretirement.com>.

Workers' Compensation Leave

For questions, contact the Workers' Compensation Office at 919-854-1757.

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

Process for Filing a Workers' Compensation Claim

An employee who has been injured while on the job performing work functions is responsible for reporting his/her injury within 24 hours of the accident to the Workers' Compensation Office (919-854-2392) and submitting an "Employee Statement of Injury" form to the Workers' Compensation Office via facsimile (919-854-1747). The form must be completed in its entirety, to include a complete description of the injury, and signed by the supervisor. Forms are located on the Intranet at: http://www2.wcpss.net/forms/forms/employee_statement_of_injury.pdf

If the employee will be out of work for a period of time 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 Compensation Services with a copy to the Workers' Compensation Office. There is a seven (7) day waiting period during which the employee can elect to use appropriate accumulated leave, voluntary shared leave, or elect to go on leave without pay. All medical documentation must be turned into the Workers' Compensation Office, including, but not limited to, return to work release notices, and any restrictions pertaining to the ability to perform one's job.

If the employee's injury requires immediate medical treatment, a list of approved medical providers is included in this manual for your convenience. If an employee does not attend one of the approved medical providers without permission from the Workers' Compensation Office, it may affect the insurance carrier's ability to process the claim in a timely fashion thus delaying payments to the employee and/or medical provider.

Once an insurance carrier 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.

Refer to Policy: 3800/4800 § 9.2.

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

Return to Work Program

The purpose of this program is to provide guidelines and procedures for returning employees to work quickly and safely following a Workers' Compensation (W/C) related injury or illness. The objective of the program is to communicate with the employee regularly and to return the employee to his/her own regular job assignment as soon as medically possible. The Return to Work (RTW) Coordinator, Beverly Griffin, can be reached at (919) 854-1757 or bgriffin@wcpss.net.

Program Administration

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

1. *Employee Responsibilities:*

- a. Return to his/her existing position with or without restrictions as soon as possible once released to return to work by the treating physician.
- b. An employee must provide appropriate written medical documentation releasing the employee to return to work and any temporary physician imposed restrictions. The work restrictions must clearly describe the physical restrictions and limitations related to the employee's ability to perform his/her job duties. The written medical documentation must be provided to the supervisor and the RTW Coordinator.
- c. The employee must provide written medical documentation of any changes in the employee's physical restrictions to his/her supervisor and the RTW Coordinator immediately upon gaining knowledge of such changes.
- d. The employee must follow the physical restrictions imposed by the treating physician, and must continue all medical treatment and/or rehabilitation, including all appointments with W/C designated physicians while participating in this program. (NOTE: The W/C Act covers time lost from work due to a physical inability to work as certified by a doctor. It does not cover time lost due to a doctor's visit or physical therapy scheduled or rescheduled by the employee during normal work hours if an employee is otherwise able to work.)
- e. The employee must comply with all requirements of the W/C Act Rules.
- f. The employee must comply with any reasonable instructions not inconsistent with the W/C Act/Rules.
- g. Once an employee returns to work, if the employee calls in sick and the illness is not associated with the work related injury, the normal sick leave Policy and procedures apply for the duration of the illness. Similarly, other types of leave (annual, holidays, etc.) will be treated in accordance with Board Policy.

2. ***Return-to-Work Coordinator (RTW) duties include, but are not limited to:***
 - a. Maintain effective communications with all parties involved in a W/C claim after obtaining all necessary releases and/or consent from the employee. This communication will include, but is not limited to the following: employee, supervisor(s), medical care provider(s), insurance representative(s) and administrative personnel.
 - b. Facilitate an employee's return to work in his/her existing position with or without reasonable restrictions as soon as possible when the employee is released to return to work.
 - c. If the RTW Coordinator determines that the employee cannot return to his/her existing job with or without reasonable restrictions, the RTW Coordinator will contact the W/C Director to explore other options for returning the employee to work in the best interests of the school system.
 - d. Ensure that the employee's supervisor is fully aware of the employee's restrictions and any physician-imposed changes or modifications.
3. ***Supervisor Responsibilities:***
 - a. When an employee is away from work due to an injury or illness, the supervisor will maintain an open line of communication with the employee. Reasonable efforts should be made to contact the employee regularly while the employee is away from the worksite. In addition, the supervisor should regularly contact an employee with physician-imposed restrictions who has returned to work in any capacity for updates on the employee's condition.
 - b. Supervisors must assist the RTW Coordinator in returning an employee to work.
 - c. Supervisors should take appropriate steps to prevent an employee from returning to work until s/he provides appropriate written medical documentation releasing the employee to return.
 - d. After an employee returns to work, supervisors should take appropriate steps to monitor the employee's compliance with return to work restrictions.
 - e. Supervisors must keep the RTW Coordinator informed regularly of the status, condition, and progress of all employees assigned who have returned to work.

Returning Employees To Work With or Without Reasonable Restrictions

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

Medical Records and/or Information

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

Rights

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

Refer to Policy: 2280/3800/4800 § 9.2.8 Supplement R&P

<http://www.wcpss.net/policy-files/series/policies/2280-bp.html>

Episode of Violence

Any permanent full-time employee who suffers an injury or disability while engaged in the course of his or her employment shall receive full salary if the injury or disability arose from an episode of violence and the employee did not participate in or provoke the violence.

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.

Employees who are injured or who suffer a disability arising from an episode of violence must provide written notice of the 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.

Refer to Policy: 2280/3800/4800 §9.3 and §9.3 Supplement

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

<http://www.wcpss.net/policy-files/series/policies/2280-bp.html>



WAKE COUNTY
PUBLIC SCHOOL SYSTEM

Workers Compensation Medical Provider List

NOTICE TO ALL WCPSS EMPLOYEES

**IN THE EVENT OF A
WORK-RELATED INJURY,
NOTIFY YOUR SUPERVISOR.**

IN CASE OF WORK-RELATED INJURY OR OCCUPATIONAL DISEASE

Every injured employee must immediately notify his/her employer in writing within 24 hours from the occurrence of an accident using the Employee Statement of Injury Form, which is available at your job site and on the Intranet.

IN ACCORDANCE WITH THE NORTH CAROLINA WORKERS' COMPENSATION ACT, AN EMPLOYEE MUST CHOOSE A MEDICAL PROVIDER FROM THE LIST BELOW:

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
Concentra Medical	4909 Green Road, Raleigh	919-790-0288
Duke Urgent Care	162 Legacy Oaks Drive, Knightdale	919-232-5205
FastMed Urgent Care	3420 Ten-Ten Road, #318, Cary	919-362-5871
FastMed Urgent Care	100 Cornerstone Drive, Cary	919-650-3660
NextCare Urgent Care	1110 Kildaire Farm Road, Cary	919-481-0277
NextCare Urgent Care	811 Highway 70 West, Garner	919-779-5010
Nextcare Urgent Care	1911 Falls Valley Drive, Raleigh	919-846-3522
NextCare Urgent Care	6801 Pleasant Pines Drive, Raleigh	919-788-0099
NextCare Urgent Care	4100 Wake Forest Road, Raleigh	919-872-3959
Raleigh Urgent Care	2610 New Bern Avenue, Raleigh	919-231-3131
Wake Forest Urgent Care	2115-A S. Main Street, Wake Forest	919-570-2000

<u>HOSPITAL</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
Duke Raleigh Hospital	3400 Wake Forest Road, Raleigh	919-954-3000
Rex Healthcare	4420 Lake Boone Trail, Raleigh	919-783-3100
WakeMed Raleigh	3000 New Bern Avenue, Raleigh	919-350-8000
WakeMed Cary	1900 Kildaire Farm Road, Cary	919-233-2300

ENDING EMPLOYMENT WITH WCPSS

Retirement

There is no mandatory retirement age for school system employees. Retirement policies and procedures are in accordance with statutes establishing and empowering the function of the Teachers' and State Employees' Retirement System of North Carolina. Unless specified otherwise in a written contract, any employee who anticipates retirement should notify the Human Resources – Employee Relations 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 in the booklet *Your Retirement Benefits*, State Retirement System's website at <http://www.myncretirement.com>. For further information, contact 919-854-1761.

Refer to Policy: 3410/4410, <http://www.wcpss.net/policy-files/series/policies/3410-bp.html>

Resignation

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

The Superintendent may request revocation of an employee's North Carolina teaching license if 30 calendar days' written notice is not provided or an earlier release is not granted.

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

Refer to policies: 3400 and 4400

<http://www.wcpss.net/policy-files/series/policies/3400-bp.html>

<http://www.wcpss.net/policy-files/series/policies/4400-bp.html>

Reduction in Force

In the unfortunate event that economic trends force the school system to reduce its number of employees, policies are in place that provide an orderly procedure for 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.

Refer to policies: 3430 and 4430

<http://www.wcpss.net/policy-files/series/policies/3430-bp.html>

<http://www.wcpss.net/policy-files/series/policies/4430-bp.html>

Dismissal

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

Refer to Policy: 3420/4420

<http://www.wcpss.net/policy-files/series/policies/3420-bp.html>

<http://www.wcpss.net/policy-files/series/policies/4420-bp.html>

Employment after Retirement

Often after retiring, employees are interested in returning to the school system either on a part-time or full-time basis. State law addresses the provisions and limitations afforded to retirees who wish to return to work. To learn how re-employment could affect retirement benefits, it is advisable that retirees contact the Teacher's and State Employee's Retirement System prior to returning to work. For additional questions regarding employment following retirement, please refer to Board Policy 2280/3800/4900 § 16.1 and 16.2, or contact the school system's Retirement Administrator for assistance at 919-854-1759.

WCPSS DEPARTMENTS

FAMILY AND COMMUNITY ENGAGEMENT

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

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

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

WCPSS Family and Community Engagement Department

The Family and Community Engagement Department has a number of tools that can help communicate school information:

WWW.WCPSS.NET, the school system website provides quick access to news with information targeted for parents, students, community and careers. Click on the links at the top of the page for this targeted information and look in the lower right hand corner for the latest news. The website serves as the platform for important school system communication tools. Find links to our social media in the lower left hand corner of the website. Look for the logos for Facebook, Twitter, YouTube, and more.

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

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

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

Spanish media and translation services: Family and Community Engagement coordinates with Spanish-language media, as well as English-language media with Latino audiences, to communicate with families about key initiatives, including newcomer enrollment, back to school, enrollment, school choice, parent involvement, parent academies and other programs. The district has long-established partnerships with outlets including Qué Pasa, La Conexión, Univisión TV and La Ley FM radio station.

The district provides Spanish language versions of most communications, including student handbooks, information about a student's due process, the availability of special education and academically gifted education, information on the ESL program and other community resources at wcpss.net and in person at school facilities.

WCPSS provides translation and interpretation services to every customer of the district. For more information on translation services, contact Maria Rosa Rangel at 919-431-7703 or mrangell@wcpss.net.

Parent Academies are another important tool for families. The Parent Academy is a series of classes, workshops and events aimed at helping families learn to engage with the school system and positively contribute to their child's academic and social success. Visit <http://www.wcpss.net/parent-academy/>.

The Family and Community Engagement Department routinely works with the news media covering the school system and information about our schools.

Working with News Reporters

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

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

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

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

- Each contact with the news media is an opportunity.
- Know the school system rules for talking about students and employees.
- Know what reporters from different news media need.
- When a reporter calls, find out what you can about their story ideas. Is it based on a news report or comment that they can share with you? Return phone calls promptly. It helps you.
- Help reporters get the facts right. Provide written background information on issues. Prepare handouts on frequently asked questions or specific topics.

Telling Your Story

Every school has activities and programs that deserve attention from the media. Here are some attention-getting tips:

- Include who, what, when, where, and why in the first paragraph or two, written in a creative, interesting way.
- Write in an inverted pyramid style with most important facts at the beginning of the release.
- Avoid excessive use of adjectives and keep personal opinions out of the story.
- Include direct quotes to add warmth and color.
- Identify staff members by title and grade taught, and students by grade or age. Use full names, first and last, in the initial reference to an individual. Use only the last name in subsequent references. Make sure you spell everything correctly.

Format tips for news releases

- The contact person should have a copy of the release and know the materials in the release.
- Place a headline (larger type) above the story. It should have a subject and a verb, and be short and catchy.
- The release should be e-mailed at least five weekdays prior to the event. For key events and news items, it might be helpful to make a follow-up call to check if they have the information.

For schools supported by a community newspaper, you may get better coverage by targeting that paper. For example, Cary schools may receive better attention from *The Cary News*.

News Media and Students

When You Need Parental Permission

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

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

The above information deals exclusively with *news* photography. If pictures are being taken for *promotional* materials (either for the school, school system, the state Department of Public Instruction or other non-media photographers), parental permission is required.

Please contact the Family and Community Engagement Department if a photographer for a private firm asks to take pictures of students.

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

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

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

News Media and Special Programs Students

When You Need Parental Permission

Pictures: Parental permission is required before news photographers or TV cameras are allowed to take pictures of Special Programs students in any context that would identify a child as being a special-needs student (e.g., filming a self-contained class). You should obtain permission in writing. **Special Note:** You should obtain parent permission each time before a news photographer takes pictures where you can readily identify the student. An 'annual' permission form is not appropriate. In potentially sensitive cases where the news organization may name the child in the picture and may identify the child as a special education student, you should provide a note attached to the permission form indicating the nature of the article and how the child's picture may be used.

Interviews: As in the case of pictures, parental permission is always required. It would be helpful for the parent to understand fully what the potential article would be about and how the news media will use the interview with the child.

Discussion of Disciplinary Cases

Restrictions: Federal privacy laws protect the confidentiality of young persons who may be involved in disciplinary cases; therefore, school or district spokespersons may not release the names of students involved in criminal activity or violations of board policy.

Principals and designated spokespersons may certainly answer reporters' questions regarding any incident that may have happened on campus, but they are not to use students' names, whether the student is the alleged perpetrator or victim. Principals and spokespersons may give general information about disciplinary action and procedures.

The Family and Community Engagement Department is always available to help you with your communications and publicity needs. Please feel free to contact our staff for any advice or assistance.

Approvals for Distribution and Display of Materials

Approvals for Materials to Display in School for Students

Non-students are not permitted to distribute or place literature in any school location except in compliance with Policy 2420 and the rules and procedures for Policy 2420. Principals may approve materials for distribution to students from agencies/departments within the city, county, state or federal government, PTA's, school booster clubs, licensed day care providers operating on school campuses, higher education institutions and school/business partnerships. All other entities may request a letter of approval for DISPLAY ONLY from the Public Information

Office. Contact Dannice Moss at dmoss@wcpss.net for additional information. Only materials that comply with Policy 2420 and the rules and procedures for Policy 2420 can be approved.

Employee Mailboxes

Principals are authorized to approve the use of employee mailboxes for solicitations or announcements by PTAs, school booster clubs, organizations that provide or administer employee benefits programs approved by Central Services, non-profit organizations approved for employee deductions, school/business partnerships, agencies/departments within the city, county, state or federal government. Also, posted mail addressed to individuals may also be placed in employee mailboxes.

Community Services Program

Community Services is a department of the WCPSS Family and Community Engagement 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. 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.

Community Services offers educational, recreational, cultural, civic-oriented, and social programs designed for a variety of age groups from preschool to senior citizens. For more information, call the Community Services office at 919-431-7599. 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 Online Learning with Community Schools. Additional information can be found at: <http://cs.wcpss.net/>.

WCPSS PRINT SHOP

The WCPSS Print Shop prints for all schools, administrative offices, and affiliated clubs or organizations of the Wake County Public School System. Print Shop services include high speed B&W copying, digital color copies, wide format poster, banners and signs, traditional offset printing, and data personalization/mail merges. Professional bindery and finishing options include packing and distribution to schools, mailing, collation, lamination, folding, drilling, spiral/coil and saddle stitch binding. Please visit our departmental webpage on the Intranet to learn more about the Print Shop services.

Submitting Projects

Currently, the options for submitting projects are via e-mail, fax, walk-in, and through inter-office mail. Orders are entered by completing a work order (available on the Print Shop's departmental webpage or under Forms on the Intranet) signed by the budget manager along with a budget code, and the specifications for each project that is submitted. Files for print projects can be e-mailed to printshop@wcpss.net.

Print Shop Location

1551 Rock Quarry Road, Building B, Raleigh, NC 27610

Phone: 919-856-8222, Fax: 919-856-8209

For pricing, contact Carla Copes at ccopes@wcpss.net

DATA AND ACCOUNTABILITY

The mission of the Data and Accountability Department (D&A) is to promote data-based decision making to support learning and teaching in WCPSS. Major activities include:

- analysis of testing results and dissemination of outcomes to schools and the community
- monitoring of status on the strategic plan
- evaluation of programs and initiatives within WCPSS
- administration and analysis of the system's student, staff, and parent surveys
- support services to school and central office staff
- training online and in-person in data use and monitoring the success of efforts
- coordination and administration of external research

Information Sources: Employees may find the following information sources to be useful.

- General information on offices within D&A, reports on student outcomes and program evaluations, and external research procedures. See D&A Internet page: <http://www.wcpss.net>. Click on departments and then Data and Accountability.
- Internal reports on accountability, first-year or grant evaluations of instructional services, and testing information. Links are provided to access training, Department of Public Instruction (DPI) School Report Cards and Accountability Division reports, a test and measurement term glossary, and sources for national research. See D&A intranet page <http://www2.wcpss.net>. Click on departments and then Data and Accountability.
- School testing, survey, and database results are included in Quickr, which can be accessed by principals, test coordinators and other district and school staff.
- The Principal's Dashboard, a quick-access site with key basic school-level performance information. Principals have access.

Data Collection: To promote data-based decision making within WCPSS, as well as at the state and federal levels, data collection is necessary. D&A obtains information from central files or contacts whenever possible. D&A tries to balance requests for additional information from district staff and the general public with the level of need and time commitment required. Because of year-end testing demands, we avoid data collection in the last month of schools' academic year. It is expected, however, that all WCPSS staff will respond to requests for information that is considered necessary. We need complete data to maintain the integrity in the school system's accountability efforts.

External Research: All external research involving new data collection through our schools must be approved in advance by the External Research Committee. External research includes university faculty projects, marketing research, graduate theses/dissertations, grant-funded projects, external surveys, and outside agency or group projects. It does not include school

climate surveys conducted by school staff as part of their school improvement plan. Administrators should request to see the official approval letter to help protect schools and students from unwanted, unnecessary, or inappropriate intrusions. If approached with a data collection request without such a letter, contact Nancy Baenen (nbaenen1@wcpss.net).

OFFICE OF GRANTS

Grants

All grant applications, regardless of funding range or source (e.g., local, state, national, corporate, foundations, professional associations, or governmental agencies) must be approved in advance by the Board of Education. Staff should contact the Office of Grants for assistance in securing the necessary approvals.

Time and Effort Reporting

The Office of Grants is charged with recording and reporting the time and effort of Wake County Public School System (WCPSS) employees whose salaries are supported in whole or part with federal funds. This reporting also includes those employees within a federal cost-sharing obligation, such as program 013 (Career and Technical Education) or Fund 5 (Child Nutrition Services).

Split-funded personnel, those individuals whose salary is paid in part by federal funds, report on time and effort twice a year via the Personnel Activity Reporting System (PARS) forms. Supervisors of participating employees should ensure that those employees are keeping a record of their actual distribution of time and effort during those months. In addition, supervisors should ensure that split-funded personnel are devoting the required time and effort to activities as allocated per a respective federal grant throughout the duration of the funding.

Time and effort for staff that are funded wholly through federal and state grant program(s) is documented via a “Personnel Certification” form. These individuals are working on a “single cost objective” or a “school-wide activity” associated with their funding source. Similarly, time and effort is documented for employees that receive stipends, extra duty or miscellaneous payments not associated with salaried position codes that are funded through federal programs via the “Federal Statement of Wages Certification” form. Both the certification and statement of wages are collected semi-annually.

Time and effort reporting requirements are in addition to the standards for payroll documentation and are required per federal guidelines.

SAFETY

Emergency Shelters

In the event it becomes necessary to open a shelter/relocation center for citizens who are required to evacuate their homes because of circumstances beyond their control, such as a hurricane, tornado, fire, chemical spill, etc., there are certain procedures that should be followed. While employees may not be involved in the actual reporting phase, this information is shared so that each employee will be aware of the steps involved and the potential effects on the school system. Any school or building site may be designated as an emergency shelter in the event of an

emergency situation, including times when students and staff are on-site. In the event that a school or WCPSS facility is designated as a county-wide shelter, all site-based employees may be called upon to provide for and maintain the safety and well-being of students and/or staff present at the shelter.

Listed below is the order that should be followed to notify the proper agencies if it becomes necessary to open a shelter/relocation center:

1. A top level administrator authorized by any city or town in Wake County shall call the Wake County Emergency Management office at (919) 856-6480. This number may be called 24 hours a day. After regular weekday working hours (5 p.m.) and on holidays and weekends, such person(s) should leave a voice mail message with contact information. The voice mail message will be forwarded to the on-call WCEM personnel via pager.
2. A top level administrator authorized by any city or town in Wake County not able to reach the Wake County Emergency Management office should contact the WCPSS Security Department at (919) 431-777 during weekdays, 8 a.m. to 5 p.m. After 5 p.m. and on weekends, such person(s) should contact the WCPSS Alarm Monitoring Center for assistance at (919) 856-2890.

Principal's Monthly Fire Drill and Inspection

All employees should be aware that N.C.G.S. 115C-288(d) requires each principal "to conduct a fire drill during the first week after opening of school and thereafter at least one fire drill each month, in each building in his charge, where children are assembled." It further requires each principal "to inspect each of the buildings in his charge at least twice a month during the regular school session" and to file a written report on the Principal's Monthly Fire Drill and Inspection Report (Form 2906) once each month with the school officials indicated. Failure to perform these duties is considered a misdemeanor [N.C.G.S. 115C-525 (c)]. Principals will inform employees of the appropriate steps you should take to maintain student safety during these drills.

SECURITY

WCPSS Security Department provides assistance and resources to ensure the safety of students and staff in all schools and administrative offices. Working in conjunction with school system administration, local law enforcement, and other emergency personnel, the Security Department has implemented a comprehensive system of security measures designed to make WCPSS campuses safe places to learn and work. Should an employee have any security concerns, he/she should advise an administrator at his/her work site or contact the Security Department Monday through Friday between 8 a.m. and 5 p.m. at 919-431-7777. Employees may report security concerns after 5 p.m. and on weekends and holidays to the WCPSS Alarm Monitoring Center at 919-856-2890 or 919-856-1911.

Emergency Response

WCPSS employees must be prepared to respond to an emergency or traumatic event in an organized and timely manner so that students and staff can continue to function effectively without additional trauma or the development of additional emergencies. Accordingly, every school and administrative building must have an emergency response plan. These emergency plans are designed to protect students and staff during an emergency and to minimize injuries or property loss. All employees should be familiar with the emergency plans that are developed for their work site. Additionally, every employee at a school site should obtain a copy of the WCPSS “Emergency/Crisis Guide,” a flip chart that covers various emergency situations and includes checklists on how to respond.

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 Human Resources at 919-854-1716.

System-wide Identification Badges

A system wide identification badge may be utilized as an athletic pass in accordance with the following policies:

- Can be used at all middle and high school regular season games in Wake County during the 2013-2014 school year.
- Admits only one.
- Does not guarantee admission. (in case of sold-out games)
- Cannot be transferred.
- Is not applicable for playoffs or championship games.
- Is the only WCPSS identification badge that will admit an employee to an athletic event.
Note: As has been done in past years, each middle and high school may allow its employees free admission into home athletic events without the ID.
- If misused, the employee's privilege will be revoked.

ACADEMICS

Title I

The ultimate goal of the Title I program “...is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and meet challenging State academic standards.” During the 2012-13 school year, all schools in the Wake County Public School System that receive Title I funding will operate under a school-wide model. This approach allows schools to use Title I funding more flexibly than Targeted Assistance Programs may. Title

I provides funding for elementary schools with Free/Reduced Lunch percentages of 35% or greater. These moneys also fund preschool programs, professional development, and parental involvement activities.

All Title I funded teachers and paraprofessionals must meet the standards for Highly Qualified under the federal *No Child Left Behind/Elementary and Secondary Education Act*. All teachers in Title I schools must be fully certified in the area(s) in which they teach. Literacy teachers must have North Carolina Reading certification. Preschool teachers must have Birth-Kindergarten certification.

For further questions, contact the Title I Department at 919-431-7681.

MAGNET AND CURRICULUM ENHANCEMENT PROGRAMS

Magnet Programs

Since 1982, magnet programs have been an effective means of addressing diversity and helping students experience success. Magnet schools provide a variety of teaching approaches and curriculum offerings that help to customize a student's educational program. Additionally, the magnet schools network has provided a positive climate through which other critical issues have been addressed – educational innovation, and effective use of space.

There are thirty-nine magnet/application schools in the district. Elementary magnet themes include Engineering, Museums, Creative Arts and Sciences, Leadership, Active Learning and Technology, International Baccalaureate Primary Years Programme, Center for Spanish Language, Gifted and Talented/AG Basics, and Leadership and World Languages and International Studies. Middle school magnet themes include Gifted and Talented/AG Basics, International Baccalaureate Middle Years Programme/Creative Arts, Leadership and Technology, and University Connections. High school magnet themes include Gifted and Talented, International Baccalaureate Middle Years and Diploma Programmes, Early College and Leadership and Technology.

Information about the various magnet programs is available at the Office of Magnet and Curriculum Enhancement located at 5625 Dillard Drive in the Crossroads I building in Cary, NC. The Office of Magnet and Curriculum Enhancement is open Monday-Friday from 8:00 am - 4:00 pm. The Office has articles, brochures, newsletters, videos, student work and other material. For more information, contact us at 919.431.7355, magnetcenter@wcpss.net, or visit www.wcpss.net/magnet.

Curriculum Enhancement Programs

The Global Collaborative Network Schools and the STEM Collaborative Network Schools are currently the primary Curriculum Enhancement programs. The schools in both networks focus on Project Based Inquiry Learning integrating their respective content. Both networks also emphasize the importance of forming sustainable business and community partnerships

that extend learning opportunities outside the classroom. There are currently eighteen schools in the Global Collaborative Schools Network and twenty-eight STEM Collaborative Network Schools. See www.wcpss.net/magnet, contact 919.431.7355 or email magnetcenter@wcpss.net.

Year-Round Education

In the Wake County Public School System, multi-track year-round calendars are used as a way to better utilize school buildings to accommodate more students and to provide parents with calendar choice. The calendar followed in Wake County in the multi-track schools is referred to as a 45-15 calendar which means that students typically attend school for 45 days and then take a 15 day break. At any given time, three tracks of students are in the building at one time and one track is on break which, in effect, means that a typical school building when fully utilized can accommodate up to 33 percent more students than the building was intended to hold.

Translation and Interpretation Services

WCPSS offers interpretation and translation services for parents needing language assistance through qualified district staff and outside contractors. While parents may on occasion bring friends or family with them to meetings to provide language assistance, staff should not rely on those individuals to provide translations or interpretation. Using such individuals to provide language assistance to parents may raise issues of confidentiality, privacy, or conflict of interest, and such persons may not be competent to provide accurate interpretations. The use of minor children, in particular, raises concerns about the competency, quality, and accuracy of interpretations, and children should not be relied upon to convey accurate information to their parents about educational matters. For more information, please contact the Office of Translation and Interpretation Services at 919-852-3303, or see: <http://www2.wcpss.net/departments/academics/translation-interpretation/index.htm>.

STUDENT SUPPORT SERVICES

Student Support Services provides systems and structures for learning and teaching for all students and supports interventions to overcome barriers to learning. These systems and structures include Counseling and Student Services, Alternative Schools, Student Due Process, Office of Early Learning, Intervention Services, and changes to Board Policy. Contact Student Support Services at (919) 854-4349 or at <http://www2.wcpss.net/departments/studentssupport>.

Counseling and Student Services

Counseling and Student Services (CaSS) include counselors, school psychologists, social workers, Section 504, Homebound Services, school nurses and SCORE (Second Chance Online Resource for Education). CaSS supports school and central level staff in the provision of services to students. CaSS services are available at all elementary and secondary schools. CaSS staff work closely with the Academics Department, as well as Intervention Services and Special Education Services to ensure that all students have access to the Standard Course of Study and assistance for those students in need of additional strategies and service.

Student Due Process

An educated citizenry is essential to good government in this country and cannot exist without effective public schools. The Board of Education earnestly solicits the cooperation of every student, every parent and the community at large in its effort to maintain order and safety in the Wake County Public School System. North Carolina law requires teachers to maintain good order and discipline in their school. The law further gives principals the power and duty to discipline students and to assign duties to teachers with regard to discipline and general well being of students. The WCPSS Code of Student Conduct is not intended to restrict in any way the authority of principals or teachers to make such rules, not inconsistent with the code, as they are authorized by law to make for the operation of their respective schools or classes. Principals and teachers are to assist students in understanding school rules. The Board of Education encourages and supports the right of principals to employ a variety of disciplinary actions which may include but are not limited to in-school suspension, suspension from school events and activities, afterschool detention and out-of-school suspension. Suspension from school is a serious measure. Principals should utilize every reasonable resource at their disposal to affect another solution to student misconduct.

If a student is recommended for suspension, the principal shall notify the student and parent that during a short-term suspension and throughout any level of appeal a student shall be provided:

- a. The opportunity to take textbooks home for the duration of the suspension.
- b. The opportunity to obtain homework assignment for the duration of the suspension.
- c. The opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.

If, at any level of investigation or appeal, the student is determined not guilty of the misconduct in question, the student shall have the right to make up missed work for full credit. Additional information concerning Discipline, Student Code of Conduct and Due Process is available in the Student/Parent Handbook or by contacting the Office of Student Due Process.

Office of Early Learning (OEL)

The Office of Early Learning includes Preschool Special Education, Title I Pre-K, Project Enlightenment and the Ready to Learn Centers. The office provides leadership in the development, coordination, and implementation of early learning programs, specialized services, parent education and intervention programs for children ages 3-5. The system has approximately 114 classrooms supported by this area which provide programs to students with various needs. A major goal of the OEL is for all students participating in our programs to be prepared for kindergarten to ensure academic success.

Intervention Services

Intervention services mission is to provide targeted research based interventions so all students significantly increase academic achievement. In addition to core instruction Intervention Services will provide the structures for students, schools, families and the community to have equitable opportunities to increase student growth. Equitable opportunities will be determined

by collecting and analyzing pertinent data in order to provide targeted research based interventions. School based structures provided by Intervention Services include: Tier 2 PEP, ongoing support of PBIS through assigned coaches, continuous professional growth for intervention teachers and support of licensed before and after-school programs.

Alternative Schools

Bridges is an alternative elementary program for grades Kindergarten through 5th Grade. The Bridges staff works cooperatively with adults who are important in the students' lives to develop supportive interventions so students can experience success in an appropriate educational setting.

Mt. Vernon is an alternative school with the capacity to serve 110, sixth through eighth grade, mild to moderate at-risk students. Approximately 10 percent of these are identified as special education students receiving additional consultative and resource services.

River Oaks Middle School serves 110 students who are not finding success in their base school. The program is a rigorous academic program designed to help mild to moderate at-risk students.

Longview School is a public separate school, serving students in grades 6-12 who have experienced behavioral difficulty in a regular school setting. Students are referred through their base schools and placed by IEP (individualized educational plan) team decision. Longview offers small class sizes and a structured behavioral management program.

Mary E. Phillips High School is Wake County's high school alternative that provides academic, character and career programs for students who have a wide and varied range of unique needs.

The Booster Program is a rigorous academic program designed to help overage seventh and eighth grade students, who meet acceptance criteria, get on track for high school graduation. The middle school program is housed at Mount Vernon and River Oaks alternative schools. Mary Phillips supports the high school component of the program.

Board Policy

Additions, revisions, and updates to Board Policy are made through the Office of the Chief of Staff. Questions about Board Policy can be emailed to boardpolicy@wcpss.net, or made directly to the Board Policy Office (431-7750). Board Policy revisions, adoptions and notices can be found on the Intranet at <http://boardpolicy.wcpss.net>. The Board Policy Manual is located on the internet at <http://www.wcpss.net/policy-files>.

DIRECTORIES, CALENDARS AND RESOURCES

DIRECTORIES

Board of Education
Superintendent's Leadership Team
Human Resources Department

CALENDARS

2013-2014 Payroll End of Month Calendar
2013-2014 Payroll Calendar for Bus Employees
2013-2014 Payroll Calendar for CNS Employees
2013-2014 Payroll Calendar for Substitutes
2013-2014 Traditional Instructional Calendar
2013-2014 Year Round School Calendar
2013-2014 Modified Instructional Calendar
2013-2014 Wake Early College of Health and Sciences Operating Calendar
2013-2014 Holidays

For downloadable versions of these calendars, please visit the following websites:

<http://www2.wcpss.net/calendars/index.htm>

<http://www2.wcpss.net/departments/compservices/payroll/processing/schedules.htm#2010>

RESOURCES

Website Reference List
Important Phone Numbers
Handbook Acknowledgment Form

School Board Members

District 1 (Northeast Wake)

MR. TOM BENTON

212 W. Gannon Avenue

Zebulon, NC 27597

919-431-7324/office

tbenton@wcpss.net

Term Expires: November 2013

District 6 (Central Raleigh)

MRS. CHRISTINE KUSHNER, VICE

CHAIR

3220 Birnamwood Road

Raleigh, NC 27607

919-431-7329 /office

ckushner@wcpss.net

Term Expires: November 2015

District 2 (Southeast Wake)

MR. JOHN TEDESCO

104 Rock Fish Lane

Garner, North Carolina 27529

919-701-9253/office

jtedesco@wcpss.net

Term Expires: November 2013

District 7 (W Raleigh/Morrisville)

MRS. DEBORAH PRICKETT

11305 Ridgeway Drive

Raleigh, North Carolina 27617

919-431-7330/office

dprickett@wcpss.net

Term Expires: November 2013

District 3 (North Raleigh)

MR. KEVIN L. HILL

300 Paprika Court

Raleigh, North Carolina 27614

919-431-7326/office

klhill@wcpss.net

Term Expires: November 2015

District 8 (Southern Wake)

MRS. SUSAN P. EVANS

2016 W. Sterlington Place

Apex, NC 27502

919-431-7331 / office

sevans5@wcpss.net

Term Expires: November 2015

District 4 (East Raleigh)

MR. KEITH SUTTON, CHAIR

4536 Drewbridge Way

Raleigh, North Carolina 27604

919-431-7327/office

ksutton@wcpss.net

Term Expires: November 2015

District 9 (Western Wake)

MR. BILL FLETCHER

126 Castlewood Drive

Cary, NC 27511

431-7332/Office

bfletcher@wcpss.net

Term Expires: 2013

District 5 (South Central Raleigh)

DR. JIM MARTIN

8613 Cavatina Court

Apex, NC 27539

919-431-7328 / office

jmartin4@wcpss.net

Term Expires: November 2015

**For additional information
regarding school Board activities
and members, visit
www.wcpss.net/Board.**

Superintendent's Leadership Team

OFFICE

FAX

Cathy Moore – <i>Interim Superintendent (cqmoore)</i>	919-431-7550.....	919-431-7563
Jan MacPherson – <i>Executive Assistant (jmacpherson)</i>	919-431-7560.....	919-431-7563
Board of Education		
Melissa Allen - <i>Board Relations Specialist (mrallen)</i>	919-431-7566.....	919-431-7563
Cathy Moore – <i>Deputy Superintendent for School Performance (cqmoore)</i>	919-431-7263.....	919-431-7265
Julie Ward – <i>Administrative Assistant (jward)</i>		
Stella Shelton – <i>Interim Chief of Family and Public Engagement (eshelton)</i>	919-431-7800.....	919-431-7799
Lori Roach - <i>Administrative Assistant (lroach)</i>		
David Neter – <i>Chief Business Officer (dneter)</i>	919-431-7313.....	919-431-7323
Debi Dingee - <i>Administrative Assistant (ddingee)</i>		
Vacant – <i>Chief Facilities and Operations Officer ()</i>	919-856-8275.....	919-856-8003
Jan Bunn - <i>Administrative Assistant (jlbunn1)</i>		
Vacant – <i>Eastern Area Superintendent ()</i>	919-431-7757.....	919-431-7731
Becky Scipien - <i>Administrative Assistant (bscipien)</i>		
Lloyd Gardner – <i>Southern Area Superintendent (lygardner)</i>	919-431-7748.....	919-431-7727
Cindy Kinney - <i>Administrative Assistant (ckinney)</i>		
Pamela Kinsey-Barker – <i>Northern Area Superintendent (pkinsey-barker)</i>	919-431-7753.....	919-431-7728
Marian McLaurin - <i>Administrative Assistant (mmclaurin)</i>		
Clinton Robinson – <i>Southwestern Area Superintendent (crobinson3)</i>	919-431-7740.....	919-431-7729
Connie Wall - <i>Administrative Assistant (cwall2)</i>		
Rose Ann Gonzalez – <i>Central Area Superintendent (rgonzalez)</i>	919-431-7742.....	919-431-7730
Cindy Mukherjee - <i>Administrative Assistant (cmukherjee)</i>		
Andre Smith – <i>Northeastern Area Superintendent (acsmith)</i>	919-431-7755.....	919-431-7732
Kaye Whitehurst - <i>Administrative Assistant (kwhitehurst)</i>		
Jacqueline Ellis – <i>Western Area Superintendent (jellis)</i>	919-431-7763.....	919-431-7759
Aunecia Howell - <i>Administrative Assistant (ahowell1)</i>		
Todd Wirt – <i>Assistant Superintendent for Academics (hwirt)</i>	919-431-7638.....	919-431-7697
Patricia Philbrook - <i>Administrative Assistant (pphilbrook)</i>		
Doug Thilman – <i>Assistant Superintendent for Human Resources (dthilman)</i>	919-854-1743.....	919-854-1679
Tonya Acosta - <i>Administrative Assistant (tacosta)</i>		
Karen Hamilton – <i>Assistant Superintendent for Special Education (khamilton)</i>	919-858-3149.....	919-854-2385
Donna Blair - <i>Administrative Assistant (dblair)</i>		
Marvin Connelly – <i>Assistant Superintendent for Student Support Services (mconnelly)</i>	919-854-4349.....	919-854-1293
Crystal Lewis - <i>Administrative Assistant (clewis3)</i>		
Joe Desormeaux – <i>Assistant Superintendent for Facilities (jdesormeaux)</i>	919-664-5730.....	919-856-8172
Ann Turner - <i>Administrative Assistant (aturner)</i>		
Mark Winters – <i>Finance Officer (mwinters)</i>	919-431-7339.....	919-431-7498
Lisa Richardson - <i>Administrative Assistant (lwrichardson)</i>		

Human Resources Department Directory (919) 854-1744

Doug Thilman Assistant Superintendent

***Mission Statement:** To establish quality systems to recruit, retain, and develop committed employees who promote student success.*

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 four (4) main areas:

- Retention and Recruitment,
- Staffing and Operations,
- Licensure and Salary, and
- Employee Relations.

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

Assistant Superintendent's Office

Tonya Acosta, Secretary to the Assistant Superintendent (919) 854-1743

Lora Watson, Human Resources Coordinator/Budget Analyst (919-854-1763

Sallie Wall, Secretary / Event Planner (919) 854-1676

Carolann Wade, Peace College Liaison and National Board Certification (919) 854-1712

Office of Retention and Recruitment

Teresa Cunningham-Brown, Senior Director (919) 854-1696

Nancy Hutchinson, Secretary (919) 854-1706

Recruitment	Mentoring	Pre-Employment Orientation
Job fairs/Virtual fairs	Mentor training	Student Teacher Placement
ID badges	Tuition assistance	TEACH-UP Grant program
Praxis reimbursement	Teaching Fellows	Beginning Teacher Support Program
Transfer Fair	Retention	Title II-Improving Teacher Quality
DSSF Mentor Program	HR Newsletter & website initiatives	

Beginning Teacher Support Program/DSSF Mentor Program

Vacant, Senior Administrator (919) 854-1694

Coordinating Teachers:

Deron Levine (919) 852-3385

Jennifer Ouellette (919) 854-1692

Lori Rutherford (919) 852-3387

Tasha Thompson (919) 854-1710

Pre-Employment Orientation/Praxis Reimbursement/Tuition Assistance

Vacant, Administrator (919) 854-1709

Ed Stansberry, Event Coordinator, ID Badges (919) 854-1716

Recruitment/ Student Teaching/Teaching Fellows

Jason Kennedy, Senior Administrator (919) 854-1702

Sherri Morris, Senior Administrator (919) 854-1704

Kristin Tart, Recruitment Technician (919) 854-1690

Melanie Brown, Incentives & Recruitment Technician (919) 854-1729

TEACH-UP Grant Program

Shelia Bennett, Senior Administrator (919) 854-1698

Vacant – Teach-Up Program Secretary (919) 854-1699

Title II – Improving Teacher Quality Initiatives

Jessica Perry, Coordinating Teacher (919) 854-1714

Vacant, Coordinating Teacher (Special Education) (919) 854-3386

Staffing and Operations

Wilma Jenkins-Flythe, Senior Director (854-1775)

Barbara Sanderson, Processor (858-1766)

Please contact the HR Administrator assigned to your location for questions related to:

Hiring procedures	Eligibility for employment	Types of contracts
Continuing employment	Job concerns	Evaluations
Personnel file reviews	Job performance	General HR questions
FMLA	Leaves of absence	Extra Duty
Lateral Entry 10 Day Induction		

School and Location Assignments

Wilma Jenkins-Flythe – Senior Director (919) 854-1775

See Below for Areas

Barbara Sanderson – Processor – (919) 858-1766

All HR Staffing Administrators and Operations

High Schools	Extra Duty
Project Enlightenment	Special Education/Central Services Staffing
Applications	Speech Language Pathologists
Employee File Room	Substitute Teachers

Substitute Teacher Mgmt. System (Aesop)

Renata McAdams – 854-1746

Sara Nesmith – (919)_858-1758

Applications File Room Technicians

Kesha Hunter – (919)_858-1732

Madeline Walker– (919)_858-1730

Employee File Room Technicians

Louise Wood – (919)_854-1779

Georgette Duncan - (919)_854-1777

High Schools

Apex	Enloe	Heritage	Leesville Road
Longview	Sanderson	Southeast Raleigh	Wake Forest
Wake NC STEM Early College			

Alice Briggs- Director - (919) 854-1682

Middle Schools

DeSiree Brown-Patterson – Processor - (919)_854-1684

Schools

Apex	Carnage	Carroll	Centennial
Daniels	Davis Drive	Dillard Drive	East Garner
East Millbrook	Fuquay-Varina	Holly Grove	Holly Ridge
Leesville Road	Ligon	Martin	Mills Park
Moore Square	Mt. Vernon/Bridges	Reedy Creek	River Oaks
Rolesville	Salem	Wake Forest	Wakefield
Wendell	West Cary	West Millbrook	Zebulon

Linda Hodges – Senior Administrator - (919) 854-1722

High Schools

Carole Daley– Processor - (919)_858-1762

Schools

Athens Drive	
Cary	Phillips
Garner	East Wake School of Health Sciences
Green Hope	East Wake HG Integrated Technology
Knightdale	East Wake HG Engineering Systems
Middle Creek	East Wake HG Arts, Education. & Global

Sally Reynolds – Senior Administrator - (919) 852-3383

Middle, High Schools and Central Office

Beverly Cooke - Processor – (919)_852-3391

High Schools

Broughton
Fuquay Varina
Garner
Holly Springs
Millbrook
Panther Creek
Rolesville
Wake Early College
Wakefield

Middle Schools

Durant Road	Rolesville
East Cary	West Lake
East Wake	
Heritage	
Lufkin	
North Garner	
Wake Young Men’s Leadership Academy	
Wake Young Women’s Leadership Academy	

Georgiate Milton - Senior Administrator - (919) 858-1754

Elementary Schools

Sterling Palmer- Processor - (919)_854-1748

Schools

Adams	Aversboro	Banks Rd.	Barwell
Brassfield	Carver	Creech Road	Durant Rd.
Forest Pines Dr.	Forestville	Fuquay-Varina	Herbert Akins
Heritage	Holly Grove	Holly Ridge	Holly Springs
Jones Diary	Knightdale	Lincoln Heights	Middle Creek
Morrisville	North Forest Pines		River Bend
Rolesville	Smith	Vance	Vandora Springs
Wake Forest-Rolesville	Wakefield	Wakelon	Wendell
Wilburn	Wildwood Forest	Willow Springs	Zebulon

Pam Smith – Senior Administrator - (919) 854-1767

Elementary Schools

Valerie Scott – Processor - (919)_854-1773

Schools

Alston Ridge	Ballentine	Brentwood	Brooks
Bugg	Conn	Douglas	Fox Road
Fuller	Green	Hilburn Drive Academy	Hodge Rd.
Hunter	Joyner	Kingswood	Lacy
Lake Myra	Leesville Rd.	Lead Mine	Lockhart
Lynn Road	Millbrook	Partnership	Poe
Powell	Rand Road	Root	Sanford Creek
Stough	Sycamore Creek	Timber Drive	Underwood
Walnut Creek	Washington	Wiley	York

Juliet Blackmon – Senior Administrator - (919) 858-1760

Elementary Schools

Sandy Murphy – Processor - (919)_858-1764

Schools

Apex	Baileywick	Baucom	Briar Creek
Briarcliff	Carpenter	Cary	Cedar Fork
Combs	Davis Drive	Dillard Drive	East Garner
Farmington Woods	Green Hope	Harris Creek	Highcroft Drive
Jeffreys Grove	Laurel Park	Mills Park	North Ridge
Northwoods	Oak Grove	Olds	Olive Chapel
Penny Road	Pleasant Union	Reedy Creek	Salem
Swift Creek	Turner Creek	Weatherstone	West Lake
Yates Mill			

Auxiliary

Connie Wiggins-Price– CNS Administrator -(919) 854-1727

Child Nutrition Services

Carole Daley- Processor – (919)_858-1772

Leigh Mobley – Administrator- (919) 854-1793

Elementary Teacher Assistants

Gloria Kuhn– Processor – (919)_858-1772

Elementary Before-school and After-school programs

Sam White – Administrator - (919) 858-1756

See Below for Areas

Kim Cooper – Processor – (919)_858-1752

Teacher Assistants – Middle and High Schools
Maintenance & Operations (Custodians)

Support Staff for Administrative Services
Transportation

Salary and Licensure

David Howell, Senior Director (919) 854-1770

Mary Washam, Director (919) 854-1791

See Below for Areas

Vacant, Processor (919) 854-1681

Superintendent's Staffing
Education Leave

All Central Office Administrators
Teachers on Loan Visas

Salary Issues
MSA Intern

Oracle/HR Reporting and Processing

Bill Brown, Senior Administrator – HR Reporting/Oracle (919) 854-1798

Sheri Stroud, Manager – Oracle HR Processing (919) 858-1724

Licensure

Andrea Evans, Licensure Administrator (919) 858-1726

Jessica Bragg, Licensure Administrator (919) 858-1728

Letitia Howard, Licensure Administrator (919) 854-1721

Pat McCarthy, Licensure Administrator (919) 854-1725

Carolyn Isenhower, Licensure Secretary (919) 858-1768

(Visit www2.wcpss.net/departments/hr/licensure/licensure-assignments.htm for Licensure Administrator school assignments.)

Longevity/Transfer of Leave Balances

Tonya Johnson, Longevity Specialist (919) 854-1795

Salary and Employment Verification

Lorraine Dumas, processing technician (919) 854-1678

New Employee Orientation Benefits

Tracy Mitchell, processing technician (919) 858-1719

or benefitsfornewemployees@wcpss.net

Employee Relations

J. Bryan Martin, Senior Director (919) 854-1672

Pat Bridgers, Secretary (919) 854-1672

Absenteeism	Employee Handbook & Policies	Personnel Evaluations
Accommodation requests	Grievances & Complaints	Personnel File Petitions
Bloodborne Pathogens	Growth Plans	Retirement
Criminal Record Checks	Investigations	Unemployment
Disability & FMLA	Job Abandonment	Volunteers
Employee Assistance Program	Non-renewals	Workers Compensation

Jeff Koweek, Director of Employee Entitlements (919) 854-1755

Taffy Moore, Unemployment Processor (919) 854-2948

Absenteeism	Employee Policies	Investigations
Accommodation Requests	FMLA	Personnel Evaluations
Employee Assistance Program	Grievances & Complaints	Personnel File Petitions
Employee Handbook	Job Abandonment	Unemployment

Martha P. Freeman, Director, Disability, Retirement, Workers' Compensation (919) 854-1759

Beverly Griffin, Return to Work Coordinator (919) 854-1757

Cathy Avery, Disability and Retirement Processor (919) 854-1761

Judy Starritt, Workers' Compensation Claims Specialist (919) 854-2382

Anthony Manzo, Director (919) 854-1750

Taffy Moore, Criminal Records Check Processor (919) 854-2948

Investigations	Criminal Records Checks	Volunteers
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Calvin Hooker, Senior Administrator (919) 854-2966

Investigations	Criminal Records Checks
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Mary Swann, Senior Administrator (919) 852-3384

Investigations	Personnel Evaluations	Growth Plans	Non-renewals
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END OF MONTH
10- 11- 12- MONTH & Year Round Employees
Time sheet Periods and Payroll Lock Schedule



School Year	Timesheet Period Beginning / Ending Dates	Number of Weeks	Payroll Locked 5 PM Misc Forms Due 12 PM	Payroll Distribution Dates
2013 - 2014				
12 Month	06/17/13 - 07/14/13	4	07/15/13	07/31/13
12 Month	07/15/13 - 08/11/13	4	08/12/13	08/30/13
10, 11 and 12 Month	08/12/13 - 09/08/13	4	09/13/13	09/30/13
10, 11 and 12 Month	09/09/13 - 10/06/13	4	10/14/13	10/31/13
10, 11 and 12 Month	10/07/13 - 11/10/13	*5	11/08/13	11/27/13
10, 11 and 12 Month	11/11/13 - 12/08/13	*4	12/05/13	*12/17/13*
10, 11 and 12 Month	12/09/13 - 01/05/14	4	01/13/14	01/31/14
10, 11 and 12 Month	01/06/14 - 02/02/14	4	02/10/14	02/28/14
10, 11 and 12 Month	02/03/14 - 03/02/14	4	03/10/14	03/31/14
10, 11 and 12 Month	03/03/14 - 04/06/14	5	04/10/14	04/30/14
10, 11 and 12 Month	04/07/14 - 05/11/14	5	05/12/14	05/30/14
10, 11 and 12 Month	05/12/14 - 06/15/14	*5	06/06/14	06/27/14
12 Month			See 2014 - 2015 Calendar	

Time sheet periods are for recordkeeping purposes only.

Refer to employee calendars for pay periods.

*December pay date subject to change.

**Hours must be projected for this time sheet period.

***Lock dates are subject to change.

For Bus Employees



BUS Employees 10 and 12 Month

Time Sheet Periods and Payroll Lock Schedule

School Year 2013 - 2014	Timesheet Period Beginning / Ending Dates	Number of Weeks	Payroll Locked 5 PM Misc Forms Due 12 PM	Payroll Distribution Dates
12 Month	06/17/13 - 07/14/13	4	07/15/13	07/31/13
12 Month	07/15/13 - 08/11/13	4	08/12/13	08/30/13
10 and 12 Month	08/12/13 - 09/08/13	4	09/13/13	09/30/13
10 and 12 Month	09/09/13 - 10/06/13	4	10/14/13	10/31/13
10 and 12 Month	10/07/13 - 11/10/13	*5	11/08/13	11/27/13
10 and 12 Month	11/11/13 - 12/08/13	*4	12/05/13	***12/17/13***
10 and 12 Month	12/09/13 - 01/05/14	4	01/13/14	01/31/14
10 and 12 Month	01/06/14 - 02/02/14	4	02/10/14	02/28/14
10 and 12 Month	02/03/14 - 03/02/14	4	03/10/14	03/31/14
10 and 12 Month	03/03/14 - 04/06/14	5	04/10/14	04/30/14
10 and 12 Month	04/07/14 - 05/11/14	5	05/12/14	05/30/14
10 and 12 Month	05/12/14 - 06/15/14	*5	06/06/14	06/27/14
12 Month			See 2014 - 2015 Calendar	

*Hours must be projected for these time sheet periods.

**Lock dates are subject to change.

***December pay date subject to change.

Compensation Services / Processing 05/08/13



For CNS Employees



CNS Employees 10 and 12 Month Time Sheet Periods and Payroll Lock Schedule

School Year 2013 - 2014	Timesheet Period Beginning / Ending Dates	Number of Weeks	Payroll Locked 5 PM Misc Forms Due 12 PM	Payroll Distribution Dates
12 Month	06/17/13 - 07/14/13	4	07/15/13	07/31/13
12 Month	07/15/13 - 08/11/13	4	08/12/13	08/30/13
10 and 12 Month	08/12/13 - 09/08/13	4	09/13/13	09/30/13
10 and 12 Month	09/09/13 - 10/06/13	4	10/14/13	10/31/13
10 and 12 Month	10/07/13 - 11/10/13	*5	11/08/13	11/27/13
10 and 12 Month	11/11/13 - 12/08/13	*4	12/05/13	***12/17/13***
10 and 12 Month	12/09/13 - 01/05/14	4	01/13/14	01/31/14
10 and 12 Month	01/06/14 - 02/02/14	4	02/10/14	02/28/14
10 and 12 Month	02/03/14 - 03/02/14	4	03/10/14	03/31/14
10 and 12 Month	03/03/14 - 04/06/14	5	04/10/14	04/30/14
10 and 12 Month	04/07/14 - 05/11/14	5	05/12/14	05/30/14
10 and 12 Month	05/12/14 - 06/15/14	*5	06/06/14	06/27/14
12 Month			See 2014 - 2015 Calendar	

*Hours must be projected for these time sheet periods.

** Lock dates are subject to change.

***December pay date subject to change.

Compensation Services / Processing 05/08/13



2013 - 2014
SUBSTITUTE CALENDAR



PAYROLL LOCKED 5 PM	PAYROLL Distribution Dates	PAYROLL LOCKED 5 PM	PAYROLL Distribution Dates
07/08/13	07/15/13	01/07/14	01/15/14
07/22/13	07/31/13	01/21/14	01/31/14
08/07/13	08/15/13	02/05/14	02/14/14
08/20/13	08/30/13	02/17/14	02/28/14
09/06/13	09/13/13	03/05/14	03/14/14
09/23/13	09/30/13	03/18/14	03/31/14
10/07/13	10/15/13	04/07/14	04/15/14
10/21/13	10/31/13	04/21/14	04/30/14
11/05/13	11/15/13	05/06/14	05/15/14
11/15/13	11/27/13	05/19/14	05/30/14
12/04/13	12/13/13	06/04/14	06/13/14
12/11/13	**12/20/13	06/12/14	06/27/14

***After Batch Forms Due by 3 PM on Lock Dates

***After Batch forms received after 3:00 PM will be processed on the next substitute payroll

** December pay date subject to change.

** Lock dates are subject to change.

CALENDARS, SCHOOLS Traditional

WAKE COUNTY PUBLIC SCHOOL SYSTEM 2013-2014 TRADITIONAL CALENDAR

LEGEND

- H - Holiday
- W - Teacher Workday
- W - Teacher Workday*
- V - Required Vacation Day

JULY 2013							AUGUST 2013							SEPTEMBER 2013							OCTOBER 2013																																																																																																																																																																							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																																																																																																																																																	
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			7	8	9	10	11	12	13				4	5	6	7	8	9	10	11	12	13	14													14	15	16	17	18	19	20				11	12	13	14	15	16	17	18	19	20	21														21	22	23	24	25	26	27				18	19	20	21	22	23	24	25	26	27	28														28	29	30	31							25	26	27	28	29	30	31																																																																				
			14	15	16	17	18	19	20				11	12	13	14	15	16	17	18	19	20	21														21	22	23	24	25	26	27				18	19	20	21	22	23	24	25	26	27	28														28	29	30	31							25	26	27	28	29	30	31																																																																																																					
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NOVEMBER 2013							DECEMBER 2013							JANUARY 2014							FEBRUARY 2014																																																																																																																																																												
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			3	4	5	6	7	8	9				8	9	10	11	12	13	14																			10	11	12	13	14	15	16				15	16	17	18	19	20	21																				17	18	19	20	21	22	23				22	23	24	25	26	27	28																				24	25	26	27	28	29	30				29	30	31																																																							
			10	11	12	13	14	15	16				15	16	17	18	19	20	21																				17	18	19	20	21	22	23				22	23	24	25	26	27	28																				24	25	26	27	28	29	30				29	30	31																																																																																										
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MARCH 2014							APRIL 2014							MAY 2014							JUNE 2014																																																																																																																																																																																																	
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			2	3	4	5	6	7	8				6	7	8	9	10	11	12																				9	10	11	12	13	14	15				13	14	15	16	17	18	19																				16	17	18	19	20	21	22				20	21	22	23	24	25	26																				23	24	25	26	27	28	29				27	28	29	30																							30	31																																																																		
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			23	24	25	26	27	28	29				27	28	29	30																							30	31																																																																																																																																																																														
			30	31																																																																																																																																																																																																																		

- ★ First and last days
- Q - End of Nine Weeks

- Weather Make-up Days**
(in order)
- October 28
 - January 21
 - February 17
 - April 21
 - March 28
 - March 31
 - April 1
 - April 2
 - June 11

2013-2014 YEAR-ROUND INSTRUCTIONAL CALENDAR



July		August							September																			
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
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W

Year Round

October		November							December																					
30	31	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
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	

January		February							March																						
30	31	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
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	

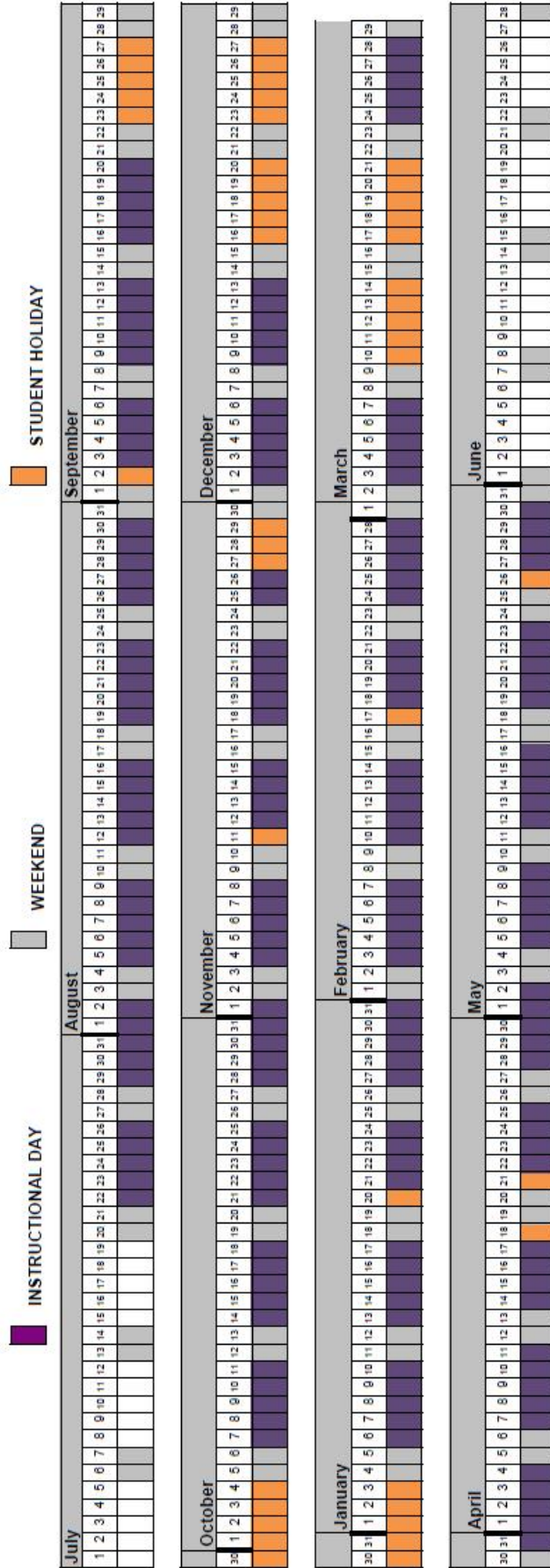
April		May							June																					
30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	

If the school district must close schools, this adopted 2013-2014 year-round calendar may be amended by the Board of Education to provide additional school days on Saturdays or during vacation to meet legal requirements.

2013-2014 MODIFIED INSTRUCTIONAL CALENDAR

WAKE COUNTY PUBLIC SCHOOL SYSTEM

Modified



If for any reason the school district must close schools, this adopted 2013-2014 calendar may be amended by the Board of Education to provide additional days the first week of fall break, the first week of spring break, and at the end of the year to meet legal

Wake Early College of Health and Sciences

2013-2014 Wake Early College of Health and Sciences

	JULY 2013							AUGUST							SEPTEMBER							OCTOBER											
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					

	NOVEMBER							DECEMBER							JANUARY 2014							FEBRUARY												
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S						

	MARCH							APRIL							MAY							JUNE												
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S						

LEGEND	Holiday	Teacher Workday	Early Release	Student End and Last Day	Vacation	Q -End of the Nine Weeks
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Weather Make-Up Days (in order)

May 29, 2014
 May 30, 2014
 January 3, 2014
 January 2, 2014
 February 17, 2014
 April 21, 2014

Workdays on October 4 & 7 are aligned with WTCC Mid-term break (10/3-10/8)

Vacation Days on March 17-21 are aligned with WTCC Mid-term break (3/17-3/21)

2013-2014 Holidays

STUDENT HOLIDAYS (Traditional Calendar)

September 2, 2013
Labor Day

September 6, 2013
Teacher Workday

October 28, 2013
Teacher Workday

November 11, 2013
Veteran's Day

November 27-29, 2013
Thanksgiving Break

Dec. 23, 2013 - Jan. 1, 2014
Winter Break

January 20-21, 2014
Martin Luther King, Jr. Day,
Teacher Workday

February 17, 2014
Teacher Workday

March 28 – April 4, 2014
Teacher Workday, Spring Break

April 18 and 21, 2014
Holiday, Teacher Workday

May 26, 2014
Memorial Day

June 11-12, 2014
Teacher Workdays

EARLY RELEASE DAYS:

September 27, 2013
October 18, 2013
November 8, 2013
January 17, 2014
February 14, 2014
March 7, 2014

HOLIDAYS FOR 10-MONTH & 11-MONTH EMPLOYEES

September 2, 2013

November 11, 2013

November 28-29, 2013

December 24-26, 2013

January 1, 2014

January 20, 2014

April 18, 2014

May 26, 2014

HOLIDAYS FOR 12-MONTH EMPLOYEES

July 4, 2013

September 2, 2013

November 11, 2013

November 28-29, 2013

December 24-26, 2013

January 1, 2014

January 20, 2014

April 18, 2014

May 26, 2014

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.

RESOURCES

Website Reference List

WCPSS uses its websites to provide timely information to the general public, employees, and students. Employees and students may access the Intranet site at www2.wcpss.net. The general public may access the external website at www.wcpss.net.

Employees may sign up for an online newsletter provided every two weeks. The newsletter provides timely information to employees as well as helpful links to detailed news stories and updates. Employees may also choose to sign up for an online newsletter designed for the general public. To sign up for a newsletter, employees should go to the following website: www2.wcpss.net/departments/communications/online_connection/index.htm. Once you submit your e-mail address, the newsletters will be e-mailed to you every two weeks.

If an employee is initiating a website at his/her school, the employee should call the WCPSS Webmaster at 501-7975 to establish links to the WCPSS site and for other important information. Employees may also e-mail pcory@wcpss.net.

If an employee has an interesting event occurring and would like publicity via the WCPSS website or newsletters, the employee should e-mail the details to bposton@wcpss.net and wsudderth@wcpss.net.

WCPSS Internet website ----- www.wcpss.net

WCPSS Intranet website ----- www2.wcpss.net
Site for employees and students

WCPSS School Board Policies ----- www.wcpss.net/policy-files/index.html

WCPSS Human Resources ----- www2.wcpss.net/departments/hr/

WCPSS Compensation Services ----- www2.wcpss.net/departments/compservices/
Payroll and Benefits

Department of Public Instruction (DPI) ----- www.ncpublicschools.org

NC State Board of Education ----- www.dpi.state.nc.us/state_board/

North Carolina General Assembly ----- www.ncleg.net/

Wake County Charter Schools----- www.wakegov.com/schools/charterschools.htm

Deer Oaks Employee Assistance Program (EAP)----- www.deeroaks.com

WAKE COUNTY PUBLIC SCHOOL SYSTEM

Important Phone Numbers

EMERGENCY SERVICES	9-911
SECURITY	919-431-7777
HELP DESK (Technology).....	919-664-5700
DEER OAKS (EAP).....	1-866-327-2400
FRAUD HOT-LINE.....	1-866-674-4872
CUSTOMER SERVICE	919-431-7400
Benefits (Health and Other Insurance).....	919-431-7522
Bloodborne Pathogens	919-856-8145
Child Nutrition Services	919-856-2918
Academics	919-431-7638
Disability	919-854-1759
Student Assignment	919-431-7333
Human Resources	919- 854-1744
Organizational Development and Support (ODS) Division.....	919-858-1675
Payroll	919-431-7522
Employee File Room	919-854-1779
Risk Management	919-850-1808
AESOP (Substitute Employee Management System)	1-800-942-3767
Superintendent's Office.....	919-431-7550
Transportation	919-856-8050
Workers' Compensation	919-854-1757

Handbook Acknowledgment Form

**WCPSS EMPLOYEE HANDBOOK
ACKNOWLEDGMENT FORM**

I acknowledge that I have had access to a copy of the 2013-2014 Wake County Public School System Employee Handbook. I further acknowledge that I am responsible for understanding and adhering to the contents of this handbook, to include but not be limited to School Board policies. I understand that failure to abide by Wake County School Board policies could subject me to disciplinary action up to and including dismissal.

I understand that this document will be placed in my in-house and/or central office personnel file.

Signed: _____

Print Name: _____

Position: _____

School/Department Assignment: _____

Date: _____





www.wcpss.net