

2023-2024 EMPLOYEE HANDBOOK

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WAKE COUNTY
PUBLIC SCHOOL SYSTEM



Excellence + Equity

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About the Wake County Public School System

The Wake County Public School System provides the best choice for students in Wake County, North Carolina.

Our students consistently outperform their peers on state and national tests. Our schools have been recognized as state and national models for their commitment to military families as well as environmental sustainability. Our magnet program is a perennial national award winner.

With approximately 20,000 employees, our district works in partnership with parents, businesses, colleges, and the community to provide a relevant and engaging education to our students, with the goal of teaching them to be collaborative, creative, effective communicators, and critical thinkers.

The school system also partners with other institutions to offer students early college opportunities. These smaller schools provide students in grades 9-13 the chance to complete a high school diploma and earn up to two years of transferable college credit. The district’s Leadership Academies emphasize leadership development for men and women in an early college program that begins at grade 6. Students at the Vernon Malone College and Career Academy and the North Wake College and Career Academy can complete studies in Career and Technical Education programs, apply earned credits towards an Associate of Applied Science degree, certificate, or diploma program at Wake Technical Community College, or continue to a four-year university.

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

Wake is the largest county in the Research Triangle Region of North Carolina and is home to the state capital of Raleigh. The Triangle’s major research universities are N.C. State in Raleigh, UNC-Chapel Hill in Orange County, and Duke in Durham. The Triangle also includes several Historically Black Colleges and Universities including Saint Augustine’s and Shaw in Raleigh and N.C. Central in Durham. The Research Triangle Park also is home to international companies that foster a culture of scientific advancement and competitive excellence.

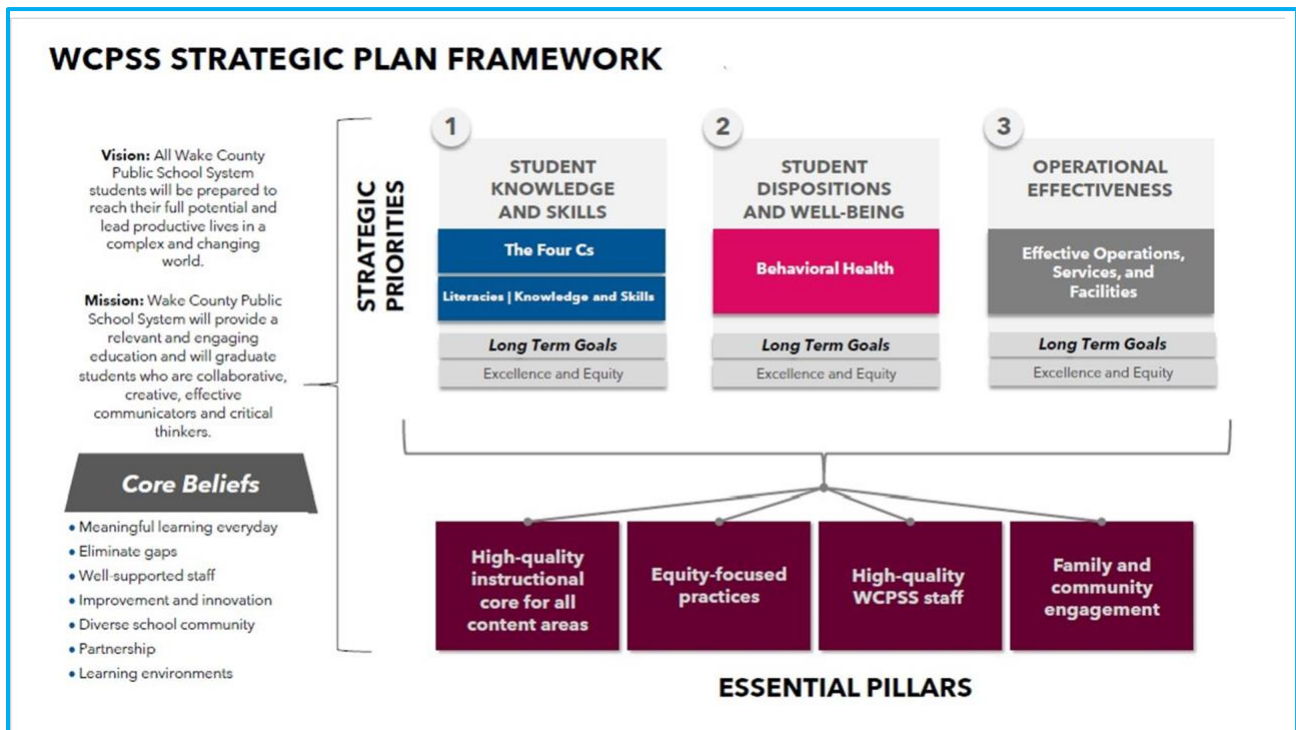


Table of Contents

About the Wake County Public School System----- 3

Introduction----- 7

Employee Handbook and Board Policy ----- 7

New Information for 2023-2024 ----- 8

Important Reminders for 2023-24 ----- 8

Classification of Personnel----- 11

Equal Employment Opportunities----- 11

Types of Employees ----- 11

At-Will Employees ----- 12

Career Status (Tenured) Teachers ----- 12

Renewable Contract Teachers ----- 12

School Administrators ----- 13

Employee Conduct----- 14

Code of Ethics and Standards of Conduct ----- 14

Equity ----- 17

Prohibition Against Discrimination, Harassment, and Bullying ----- 19

Discrimination, Harassment and Bullying Complaint Process ----- 21

Title IX Sexual Harassment Complaint Procedure ----- 26

Staff-Student Relations ----- 27

Technology Responsible Use ----- 29

Fraud Hotline ----- 32

Gifts to Employees ----- 32

Confidentiality of Personal Identifying Information----- 33

School Safety----- 33

Corporal Punishment----- 34

Use of Seclusion and Restraint----- 35

Prohibited Conduct on School Property and at School Events ----- 35

Prohibition of Alcoholic Beverages----- 35

Drug-Free Workplace Environment----- 36

Drug and Alcohol Testing of Commercial Motor Vehicle Operators ----- 37

Tobacco Free Environment ----- 37

Weapons Prohibited on School Property----- 37

Criminal Charges and/or Records ----- 38

Reporting Information to the Principal and External Agencies----- 39

Reports of Child Abuse and Related Threats to Child Safety ----- 39

Faculty/Employee Dress ----- 40

Employee Mailboxes ----- 41

Surveys of Students----- 41

Code of Student Conduct----- 41

Work Environment and Procedures ----- 42

Workday Hours, Overtime and Compensatory Time----- 42

Time Sheets----- 43

Telework----- 43

Extra Duty and Coaching Assignments ----- 45

Assignment and Transfers----- 45

Transfers for Support Personnel----- 46

Transfers for Licensed Employees----- 46

Accommodation Request Procedures ----- 46

Pregnant, Parenting, and Lactating Students and Employees ----- 47

Travel Procedures ----- 49

Gifts to the School System ----- 49

Teacher Duties and Responsibilities----- 50

Responsibilities and Duties ----- 50

Lesson Planning----- 50

Selection of Instructional Materials----- 50

Professional Learning Communities ----- 51

Teacher Workday Hours ----- 51

Duty-Free Lunch Period----- 51

Tutoring or Providing Services for Pay----- 51

Job Sharing for Certified Employees ----- 52

Licensure for Certified Instructional Personnel----- 52

Praxis Reimbursement ----- 53

Tuition Assistance ----- 53

Substitute Teacher Management ----- 54

Absence Management – Automated Substitute Placement Service ----- 54

Substitute Teacher Folder ----- 54

General Practices----- 55

Emergency Procedures ----- 55

Cancellation Practices ----- 55

Employee Handbook

Substitute “Do Not Use” Requests-----	55	Episode of Violence-----	86
Substitute Teacher Renewal-----	56	Leadership and Professional Learning -----	87
Evaluations -----	57	National Board Certification-----	87
Certified Evaluation Process-----	57	School Improvement Planning -----	87
Classified Evaluation Process-----	57	Community Schools-----	88
Improvement Plans-----	57	Personnel Files -----	89
Compensation and Benefits-----	58	Maintenance and Content of Personnel Files -----	89
Employee Compensation -----	58	Removal of Information from Personnel File-----	89
Longevity Payments-----	60	Employee Complaints and Grievances-----	90
Master’s Pay for Certified Staff-----	60	Complaints-----	90
Employee Insurance Benefits-----	60	Grievances-----	90
Employee Support and Wellness Program-----	65	Ending Employment -----	91
Employee Assistance Program-----	65	Retirement-----	91
Leaves and Absences-----	67	Resignation -----	92
Introduction-----	67	Reduction in Force -----	92
Employee Absences -----	67	Dismissal-----	92
Procedures for Reporting Absences-----	68	Employment after Retirement -----	92
Annual Vacation Leave -----	68	Health, Safety and Emergencies -----	93
Bonus Vacation Leave -----	70	Bloodborne Pathogens Exposure-----	93
Annual Vacation Leave for Catastrophic Illness-----	71	Contagious Diseases-----	93
Sick Leave-----	72	Administration of Medicine to Students-----	93
Extended Sick Leave (For Teachers Only) -----	74	Principal’s Monthly Fire Drill and Inspection-----	93
Voluntary Shared Leave (Donated Leave)-----	74	Driver Approval (Activity Buses and WCPSS Vehicles)-----	93
Family and Medical Leave Act (FMLA)-----	76	Office of Security-----	93
Paid Parental Leave -----	78	Identification Badges -----	94
Annual Vacation Leave for New Parents-----	78	System-Wide Identification Badges-----	94
Parental Leave Without Pay-----	78	Adjusting Schedules When School Closes for Inclement weather-----	95
Holiday Leave -----	79	Reporting Employee Absences during Inclement Weather Days -----	96
Civil Responsibility Leave-----	79	Emergency Response-----	96
Educational Leave -----	80	Emergency Operations Plan -----	97
Professional Leave-----	81	Emergency Shelters-----	98
Military Leave-----	81	WCPSS Departments and Programs of Interest -----	99
Other Leaves without Pay-----	82	Community Services Program-----	99
Compensatory Leave (FLSA)-----	82	Print Shop-----	99
Parental Involvement in Schools Leave-----	82	Data, Research and Accountability-----	99
Personal Leave (for Teachers Only)-----	82	Office of Grants-----	99
Leave for Teachers Employed in Charter School -----	83	Translation and Interpretation Services-----	99
Leave for Teachers on Loan -----	83		
Disability Income Plan -----	83		
Workers’ Compensation Leave-----	84		



Wake County Public School System

Counseling and Student Services-----	100	Area Superintendents-----	109
McKinney-Vento Program-----	100	Helpful Resources-----	110
Human Resources Department-----	101	Calendars-----	111
Human Resources Staff Directory-----	102	2023-2024 Holidays-----	111
Human Resources General Email Accounts-----	105	Religious Holidays-----	111
WCPS Leadership Directories-----	107	Understanding the Workday Calendar-----	112
Board of Education Office-----	107	Traditional School Calendar 2023-2024-----	113
Superintendent’s Leadership Team-----	108	Comprehensive Calendar 2023-2024-----	114
Assistant Superintendents and Officers-----	108		

Introduction

EMPLOYEE HANDBOOK AND BOARD POLICY

NOTE: Check the on-line version for the most current information. www.wcpss.net/employeehandbook.

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

Every employee is responsible for reading and complying with the provisions of the Employee Handbook and acknowledging in writing the employee's familiarity with its contents. The Employee Handbook acknowledgment/disclaimer form is on WakeConnect at [Employee Relations](#).

It is important to note that the Handbook is both selective and general in its coverage of school system policies and procedures. In accordance with Board Policy, each employee is responsible for knowing and complying with the policies of the Wake County Board of Education. Copies of the Wake County Board Policies and Regulations and Procedures (R&Ps) are available to employees in school media centers, from principals and supervisors, or on the Wake County Public School System web page at: www.wcpss.net/boardpolicy.

The Wake County Board of Education is in the process of revising its policy manual to incorporate the *Policies to Lead*

the Schools (PLS) system published by the North Carolina School Boards Association. During the revision process, the Board will maintain two policy manuals. The Old Policy Manual (Old) will contain policies adopted prior to May 2015. The New Policy Manual (New) contains policies adopted in May 2015 or later. All policies replaced by new policies will be removed from the Old Policy Manual.

If there is any conflict between the language of a policy in the New Manual and the Old Manual, the language in the new manual should be followed. The New Policy Manual and the Old Policy Manual can both be accessed here: www.wcpss.net/boardpolicy.

Since this Handbook only summarizes many detailed provisions about employment and benefits and other related matters, the official policies, regulations, and procedures will always govern when questions arise. Nothing in this handbook is intended to create or imply any contract rights.

It is the policy of the Wake County Board of Education to comply with the benefits and employment policies promulgated by the State Board of Education and the Department of Public Instruction in the most current edition of the North Carolina Public Schools Benefits and Employment Policy Manual located at <https://www.dpi.nc.gov/media/344/open>.



NEW INFORMATION FOR 2023-2024

Updates to Personnel Policies

Many of the personnel policies will be updated this school year. Please check the online Handbook (www.wcps.net/employeehandbook) and the Board Policy Manuals ([New](#)) and ([Old](#)) for modifications to the policies.

Equity

[Policy 1150 \(New\)](#)

The new Equity Policy establishes a commitment to all students having a fair, just, and equitable education that prepares them to reach their full potential and lead productive lives in a complex and changing world. The District's commitment to equity seeks an educational environment in which all students have the opportunity to benefit equally, accomplished by identifying and appropriately interrupting practices and policies that perpetuate opportunity gaps in order to provide all students with the opportunity to succeed irrespective of race, ethnicity, socioeconomic status, language of origin, disability, sex, gender identity, and sexual orientation.

The Superintendent will take active steps to ensure all areas and levels of the organization apply an equity lens in their efforts to achieve success for all students through the district's strategic plan pillars and priorities. See the Handbook Section on Equity for important details.

Paid Parental Leave

[\(N.C.G.S. § 126-8.6. effective July 1, 2023\)](#)

Permanent full-time state employees, including public school employees, will receive eight weeks of paid parental leave after giving birth to a child and four weeks of paid parental leave following the birth (non-birthing parent), adoption or placement of a child through foster care. This benefit will be prorated for part-time employees. See the Handbook Section on Paid Parental Leave or important details.

Pregnant, Parenting and Lactating Students and Employees

[Policy 4023/7233 \(New\)](#)

This new Policy retains the current educational protections for pregnant and parenting students and incorporates additional detailed protections for lactating employees and students. These protections include:

- a designated space, privacy, and time for lactating employees and students to express milk;

- reasonable accommodations for employees or students with medical conditions related to pregnancy, childbirth, or lactation; and
- a complaint process

See the Handbook Section on Pregnant, Parenting, and Lactating Students and Employees for important details.

Tutoring or Providing Services to Students for Pay Policy 7735 (New)

This new Policy affords employees expanded opportunities to tutor or provide other services for pay, with restrictions tailored to prevent favoritism or unfair advantage. Employees, in a private capacity (as defined in the Policy), will be able to tutor or provide services for pay to students, other than those they are currently assigned to teach or serve. The Policy also prohibits services for pay on school system property or with school system supplies, unless such services fall within a Policy exception. See the Handbook Section on Tutoring or Providing Services for Pay for important details.

Regulation and Procedures for Teleworking Policy 7503 (New) and R&P

The Teleworking Policy R&P provides:

- definitions relevant to teleworking;
- the Required Telework Agreement;
- information on eligibility for different types of telework, teleworking on unprotected workdays, intermittent telework on non-instructional days, discretionary telework, hybrid telework positions, and full telework positions;
- a process for an employee request and supervisor approval of telework; and
- a process for recommending classification of a particular position.

See the Handbook Section on Teleworking or the WakeConnect Teleworking site for important details.

IMPORTANT REMINDERS FOR 2023-24

Staff-Student Relationships

The Wake County Board of Education expects all employees to maintain the highest professional, moral, and ethical standards in their interactions with students. The interactions and relationships between staff and students must be based upon cooperation, mutual respect, and an understanding of the appropriate boundaries between adults and students inside and outside of the educational setting. Employees are expected to demonstrate good judgment and to avoid the

appearance of impropriety in their interactions with students. *Employees are prohibited from engaging in inappropriate relationships with students and are restricted as to their electronic communications with students, as described in detail in this Handbook and Board policy.* Employees must consult their supervisor any time they suspect or are unsure whether conduct is inappropriate or otherwise constitutes a violation of this or any other Board policy.

Title IX Sexual Harassment Complaint Procedure

The Wake County Public School System [Title IX Sexual Harassment Complaint Procedure](#) is designed to address reports of sexual harassment in violation of Title IX and Policy 1710/4021/7230. All incidents of conduct that could constitute sexual harassment under that Policy are to be reported in accordance with the Title IX Sexual Harassment Complaint Procedure, including situations where the incidents may also constitute violations of other Board policies or standards of conduct. Conduct that may also constitute a violation of other Board policies or standards of conduct may be investigated and addressed pursuant to the usual procedures for addressing such violations, whether or not there is also an investigation and adjudication under the Title IX process.

Employees who believe they are victims of sexual harassment occurring in the work environment are encouraged to report the matter to the employee's principal/supervisor or to the Title IX Coordinator for Employees. An employee who has actual knowledge of sexual harassment or allegations of sexual harassment occurring in the education program, any activity of the school system, or the work environment must report that information immediately to the appropriate Title IX Coordinator. Actual knowledge includes any report of sexual harassment, any conduct witnessed that could reasonably be sexual harassment, or any reason to believe that someone may have been sexually harassed. Any doubt about whether specific conduct is sexual harassment should be resolved in favor of reporting the conduct. See the Title IX Section in this Handbook for important details.

Guidance Regarding Handling Sexual or Explicit Images of Underage Individuals

It is illegal under state and federal law to produce, transport, share, receive or possess images of underage individuals engaged in sexual activities. If any employee is aware of or encounters any inappropriate sexual images in electronic or hard copy format:

- Immediately shut down the device or stop looking at the images.
- Notify principal/supervisor and law enforcement as soon as possible.
- Secure the device or image to give to law enforcement. If the images are on a device belonging to another individual, tell the individual

you are required to turn in the device or image to law enforcement.

- Do not save, share, print, or delete images unless directed by law enforcement.
- Contact Employee Relations for clarification.

Mandatory Reporting and Training Regarding Child Sexual Abuse

An Act to Protect Children from Sexual Abuse and to Strengthen and Modernize Sexual Assault Laws was enacted December 7, 2019 and has two provisions which apply to local boards of education: (1) a requirement that adults report potential violent or sexual offenses against child victims to law enforcement and (2) a requirement that school districts adopt a child sexual abuse and sex trafficking training program for school personnel who work directly with students. For more information, see the section in this Handbook on Reports of Child Abuse and Related Threats to Child Safety.

Use of Leave

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

Expectations of Professionalism in the Work Environment

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 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. While different styles, approaches, and opinions may exist among coworkers, all employees should exhibit respect and professionalism, working to resolve differences and to support the total school program.

Confidentiality of Student Information

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

Beneficiary Election

After enrollment in the Teachers and State Employees' Retirement System (within one to two pay periods), employees are able to create a secure ORBIT account and name a beneficiary(ies) to receive a return of retirement contributions and, if applicable, a death benefit, should the



Wake County Public School System

employee die before retirement. Employees have the option to name any person as a beneficiary regardless of relationship to the employee (i.e., the beneficiary does not have to be a spouse or family member). Employees may add or edit beneficiaries for eligible benefits.

All employees should ensure that a beneficiary(ies) has been designated. Additionally, employees should perform a beneficiary checkup every couple of years or if there has been a life-changing event, such as marriage, divorce, family changes or adoptions. See the [TSERS Handbook](#) for additional details.



Classification of Personnel

For questions related to this section, call Human Resources at (919) 533-7200 or see www.wcpss.net/wakeconnect/HRdirectory. See also [N.C. Public Schools Benefits and Employment Policy Manual \(DPI Benefits Manual\)](#).

EQUAL EMPLOYMENT OPPORTUNITIES

Policy 7100 (New)

It is the policy of the Board 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, military affiliation, genetic information, sex (including pregnancy and childbirth), age, sexual orientation, transgender or gender identity, or disability, except when sex, age, or physical requirements are essential occupational qualifications. All candidates will be evaluated on their merits and qualifications for positions. All employment decisions will be consistent with the Board's objective of providing students with the opportunity to receive a sound basic education, as required by state law.

To further the Board's commitment to diversity, the recruitment and employment program should be designed to encourage a diverse pool of qualified applicants. The Board endeavors to recruit staff members who reflect the diversity of the Wake County community and the students who attend the Wake County Public Schools.

TYPES OF EMPLOYEES

DPI Benefits Manual § 1.1

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

Permanent Employee

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

Permanent employees may be employed full-time or part-time. The regular workweek of a permanent employee must be at least 20 hours per week. Permanent employees who

work at least 30 hours per week must be enrolled in the Teachers' and State Employees' Retirement System and must receive employer-paid medical insurance for self. Permanent employees do not lose permanent status during any period of temporary or interim assignment to another position in the same school system when it is anticipated that the employee will be returned to the permanent position.

Part-Time Employee

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

Full-Time Employee

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

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

Temporary Employee

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

Interim Employee

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



Instructional Personnel

Instructional personnel are teachers, as defined by North Carolina law, with the exception of supervisors and non-teaching principals, non-teaching assistant principals, social workers, non-teaching counselors and psychologists. Instructional personnel who require substitutes are prohibited from using annual vacation leave on student attendance days, except as provided in Board policy.

Substitute Employee

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

Return to Work Retirees

A Teachers and State Employees' Retirement System (TSERS) retiree, who wishes to return to work with a TSERS employer and to continue to receive TSERS monthly retirement benefits, must be retired at least six months before returning to work and work in a position that does not require membership in TSERS. If such retiree is reemployed in a TSERS position as a permanent employee who works at least 30 hours per week for nine months per year, the retirement payment must be stopped, and the retiree will again become a contributing TSERS member.

A TSERS retiree also will be subject to earnings restrictions and can earn whichever is greater: 50 percent of the retiree's gross pre-retirement salary (excluding termination payments) or current salary cap as defined by the NC Retirement System. These earnings restrictions apply for the 12 months immediately following retirement and for each calendar year of retirement.

A TSERS retiree may return to work as an unpaid bona fide volunteer in a school during the first six months after the effective retirement date. However, the volunteer service cannot be paid, cannot be holding a paid position open or helping to secure paid work in the future, and must be work typically done by a volunteer (e.g., selling concessions at an athletic event or assisting with fundraisers). The responsibility of maintaining bona fide volunteer status or the earnings restrictions resides with the retiree, not with the local school district. Retirees should consult the retirement system if they have questions about their retirement status.

AT-WILL EMPLOYEES

DPI Benefits Manual § 14.5

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

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

CAREER STATUS (TENURED) TEACHERS

N.C.G.S 115C-325; DPI Benefits Manual § 14.1

Employees who are classified as teachers who obtained career status before August 1, 2013, can retain their status as long as they are employed full-time or on approved leave. A current career status (tenured) teacher will lose career status if one of the following occurs: the teacher no longer performs teacher responsibilities as defined in G.S. 115C-325(a)(6)2; the employee resigns; the employee requests part-time employment; the employee requests a non-career position (including waiver of career status by a career administrator who wishes to be employed under contract as defined in G.S. 115C-287.1); due process outlined in G.S. 115C-325 for the reasons outlined in that statute; a teacher or administrator is convicted, pleads guilty, or pleads *nolo contendere* to a serious offense described in G.S. 115C-296(d); or a career status employee leaves the LEA in which he/she had career status prior to July 1st, 2013.

RENEWABLE CONTRACT TEACHERS

Policies 3225 (Old) and 7410 (New)

In accord with North Carolina law, a new or renewed contract will be for a term of one school year for teachers who have been employed by the Board as a teacher for less than three consecutive years. For current teachers who have been employed by the Board as a teacher for three or more consecutive years and who are in good standing, a renewed contract will be for a term of two school years. After a teacher has completed a two-year contract, subsequent contracts will be for a term of four school years if the teacher is in good standing at the time of the contract offer. A contract for a teacher who is not in good standing may be for a term of one year only, if the teacher's contract is renewed.

Employee Handbook

Renewable contract teachers shall not be dismissed, demoted, or reduced to employment on a part-time basis for disciplinary reasons during the term of the contract except for one or more of the provisions specified in N.C.G.S. §115C-325.4. The local board of education, upon recommendation of the local superintendent, may refuse to renew the contract of any renewable contract teacher or to reemploy any teacher who is not under contract for any cause it deems sufficient. However, the cause may not be arbitrary, capricious, discriminatory or for personal or political reasons. A renewable contract teacher whose contract will not be renewed for the next school year must be provided written notice by June 15. For more information, See [Certified Employee Contract Information](#) on WakeConnect. For questions: hr-contracts@wcpss.net.

SCHOOL ADMINISTRATORS [DPI Benefits Manual § 14.2; Policy 2010 \(Old\)](#)

School administrators are principals, assistant principals, directors and supervisors whose major function includes the direct or indirect supervision of teaching or of any other part of the instructional program. School administrators must be employed on contracts. The initial contract between the local board of education and a school administrator must be for

two to four years ending on June 30th of the final 12 months of the contract. However, the initial contract may be for a period of less than 12 months provided the contract becomes effective on or before September 1. In the case of a subsequent contract between a principal or assistant principal and the local board of education, the contract shall be for a term of four years. Extensions or renewals of the contract for other school administrators may only be for a period of two years. The local board of education may, with the written consent of the school administrator, extend, renew, or offer a new school administrator's contract at any time after the first 12 months of the contract so long as the term of the new, renewed, or extended contract does not exceed four years. Rolling annual contract renewals are not allowed. Nothing in the statute shall be construed to prohibit the filling of an administrative position on an interim or temporary basis.

During the term of the contract, the school administrator cannot be dismissed or demoted except for the grounds and by the procedures in NC G.S. §115C-325 for which a career teacher may be dismissed or demoted.

WCPSS CORE BELIEF #1

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

Employee Conduct

CODE OF ETHICS AND STANDARDS OF CONDUCT

Policy [2305/3005/4005](#), [R&P 1](#), [R&P 2 \(Old\)](#)

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 the employee's 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 be familiar with the rules and procedures associated with this Policy.

Conflict of Interest

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

- An employee shall not, for personal financial gain, solicit or sell or have any pecuniary (financial) interest in the supplying of any goods, wares, merchandise materials, supplies, services, or equipment to the Wake County Public School System. Approved extended employment shall not be a violation of this.
- An employee shall not, for personal financial gain, solicit or sell or have any pecuniary (financial) interest in the sale of any goods, wares, merchandise, materials, supplies, equipment, or services to students or employees of this school

system at school, on school premises, or any Wake County Public School System facility.

- An employee shall not act as an agent for any manufacturer, merchant, dealer, publisher, or author seeking to sell any goods, wares, merchandise, materials, supplies, services, or equipment to the Wake County Public School System.
- An employee shall not receive or accept any gift, reward, gratuity, or other compensation from any manufacturer, merchant, dealer, publisher, or author for influencing or recommending to the school system or any school that it use a seller's goods, wares, merchandise, materials, supplies, services, or equipment.
- An employee shall not use for personal financial gain, any school facilities, supplies, equipment, or student labor (student labor during regular school hours), in the manufacture, creation, or repair of any goods, wares, or merchandise for sale, or for the providing of services to the general public. However, this provision shall not prohibit the renting of school facilities to school employees in accordance with Community Schools' policies and regulations.
- Except as allowed by state law (N.C.G.S. §14-234, 143-58.1), no employee shall use the powers, policies, and procedures of the State's Division of Purchase and Contract or the school system's Purchasing Division to purchase or procure any property or service for private use or benefit.

Nepotism

Per Board Policy 7100 Recruitment and Selection of Personnel (New), the following definitions apply.

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

Before any immediate family of any Board of Education member, central office staff administrator, or principal is employed by the Board or engaged in any capacity as an employee, independent contractor, or other paid role, the Board member or central office staff administrator must disclose the immediate family relationship to the Board and

Employee Handbook

the prospective employment or engagement must be approved by the Board in a duly called open session meeting.

Job applicants shall be required to disclose known immediate family relationships to the Assistant Superintendent for Human Resources or designee during the hiring process.

Central office staff administrators and principals shall notify the Assistant Superintendent for Human Resources or designee of any immediate family relationship in a timely manner. This notification shall be deemed disclosure to the Board. The Assistant Superintendent of Human Resources is responsible for conveying the disclosure to the Board before the Board takes action on the prospective employment or engagement. Any central office staff administrator or principal who knowingly fails to disclose any immediate family relationship to the Board as required will be subject to disciplinary action up to and including dismissal.

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

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

No employee shall approve any contract with or purchase any goods or services from any immediate family member without disclosure to and approval of the Chief Business Officer.

Outside Employment

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

Accounting Records, School System, and Individual School Funds

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

fairly reflect the transactions and disposition of its assets and other similar activities.

Requests for Information

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

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.

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.

North Carolina Code of Ethics and Standards of Conduct for Educators

All professional educators shall be familiar with and comply with the State's Code of Ethics and Standards for Conduct for North Carolina Educators. See <https://files.nc.gov/dpi/code-of-ethics.pdf>

Application of this Policy

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

Responsibility

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



EQUITY

Policy 1150 (New)

The Board believes in and commits to all students having a fair, just, and equitable education that prepares them to reach their full potential and lead productive lives in a complex and changing world.

To this end, the Board defines Equity is an outcome and an action. Equity as an outcome is the elimination of predictability and disproportionality of outcomes based on student characteristics including but not limited to race, ethnicity, socioeconomic status, language of origin, disability, sex, gender identity, and sexual orientation. Equity as an action is equipping every student with – and removing barriers to – access to opportunity, support, resources, and an inclusive environment in which they can learn, grow, succeed, and reach their unbounded potential.

Equity Lens

The Board acknowledges that disparities exist within our school district, and that there is a predictive association between race, ethnicity, and socioeconomic status and student outcomes. These patterns are not unique to the Wake County Public School System and are evident across the country.

The Board believes equity benefits all students. We hold ourselves accountable to practices that will interrupt the predictive association between race, ethnicity, and socioeconomic status and student outcomes.

Progress toward equity is made by applying an equity lens to view and analyze our service to students and their families. The Board expects this equity lens to be applied to all policies, programs, practices, and decisions by asking and taking necessary actions to address*:

- How will this decision impact students or families disparately?
- What current disparities exist for these groups? How does the knowledge of any disparity shape teaching and learning for impacted students and their opportunity for success?
- What specific strategies are being used to mitigate opportunity gaps?
- How are the voices and experiences of marginalized groups informing this work?
- How does this work align with and advance our Core Beliefs and district equity goals?

Progress towards equity also requires an application of an equity lens to individual practice. The Board believes all employees must apply an equity lens to examine and reflect on individual practices and biases that negatively impact

student outcomes by asking and taking necessary actions to address:

- How might my own practice limit opportunities for all students to learn, grow, and succeed?
- How do I advance my understanding of students and their characteristics as defined above?
- How do I recognize and make use of the gifts, talents, and skill sets that each student possesses?
- How do I see, understand, and interrupt inequity?
- In what ways do I center students and affirm their lived experiences, culture, and identities?

Commitments to Equity

A commitment to equity ensures an educational environment in which all students have the opportunity to benefit equally. This can be accomplished only by identifying and appropriately interrupting practices and policies that perpetuate opportunity gaps in order to provide all students with the opportunity to succeed irrespective of race, ethnicity, socioeconomic status, language of origin, disability, sex, gender identity, and sexual orientation.

The District will endeavor to:

- identify and address systemic deficiencies that create gaps in academic achievement by using disaggregated data to inform district decision-making and strategic planning to identify barriers to equitable opportunities and equitable outcomes for all students;
- create and nurture an inclusive and welcoming environment for students, families, and staff;
- identify and provide high quality instructional materials and methods that represent the rich diversity of our nation, respect the legitimacy of different cultures, and empower students to value diverse perspectives. These materials and methods are also appropriate for the maturity levels and abilities of the students and address a spectrum of learning styles.
- provide students with equitable access to effective teachers and principals, and sufficient support services, even when this means differentiating resource allocation;
- provide access to equitable school facilities and support facilities;
- recruit and retain racially and linguistically diverse and culturally competent administrative, instructional, and support personnel;
- provide evidence-based professional learning with a focus on understanding, teaching, and serving a diverse population and honors the legitimacy of different cultures and the diverse capabilities, interests, and individual patterns of growth and learning of all students;



Wake County Public School System

- eliminate practices that lead to the over- or under-representation of any student group compared to peers in areas such as special education, student discipline, academically or intellectually gifted programs, advanced coursework, and Advanced Placement courses;
- encourage effective partnerships with families, students, and communities to examine issues related to inequity in our schools. These stakeholders will serve as essential partners in planning and decision-making for their student's education and offer diverse perspectives in developing strategies to confront inequities;

- ensure that the District's Strategic Plan embraces the principle of equity as a key feature and outlines measurable outcomes to attain the goal of preparing all students for college and career readiness;
- promote equity in business practices and in the diversification of school system vendors and suppliers in accordance with law and Board policies on Participation by Historically Underutilized Businesses and Minority Business Enterprise Participation in Construction Contracts.

This Policy reflects the Board's philosophy, goals, and broad commitments regarding equity for the school district. This Policy does not create enforceable rights for individuals and may not be used as the basis of any formal grievance or appeal under any Board policy. Any discriminatory treatment of individuals is not authorized by this Policy.

*Questions adapted from The Annie E. Casey Foundation Racial Equity Impact Analysis



PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND BULLYING

Policy 1710/4021/7230 (New)

The Wake County Board of Education acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. The Board prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, transgender or gender identity, disability, or age and will provide equal access to designated youth groups as required by law. Any form of unlawful discrimination, harassment, or bullying as defined in this Policy in any educational or employment activities or programs is against Board policy.

Prohibited Behaviors

DISCRIMINATION

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

HARASSMENT AND BULLYING

The Board prohibits all forms of harassment and bullying, as defined in this Policy, against any student or staff member, regardless of whether the student or staff member has any specific differentiating characteristic. For purposes of this policy, harassment or bullying behavior is any pattern of gestures or written, verbal, electronic communications (as noted below in the section on cyber-bullying and cyber-harassment), or any physical act or any threatening communication that: places a student or school employee in actual and reasonable fear of harm to the student or employee's person or damage to the student or employee's property; or creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits or by adversely altering the conditions of an employee's employment.

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

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

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

CYBER-BULLYING AND CYBER-HARASSMENT

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

SEXUAL HARASSMENT

The Board prohibits unlawful sexual harassment. Sexual harassment is one type of harassment. (See the [Title IX Sexual Harassment Complaint Procedure](#).)

Sexual harassment prohibited under Title IX and by this Policy is conduct on the basis of sex occurring in a school system education program or activity that satisfies one or more of the following:

- an employee of the school system conditioning the provision of an aid, benefit, or service of the school system on an individual's participation in unwelcome sexual conduct;
- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school system's education program or activities. This determination requires consideration



of all the facts and circumstances, including, but not limited to, the ages and disability statuses of the harasser and the victim and the number of individuals involved and their authority;

- sexual assault including rape, statutory rape, fondling, and incest
- dating violence;
- domestic violence; or
- stalking.

Sexual assault, dating violence, domestic violence, and stalking will be defined in accordance with applicable law and the definitions will be incorporated into an administrative regulation developed by the Superintendent.

Conduct that satisfies this standard but that occurred outside the United States is not sexual harassment for purposes of this policy.

Sexual harassment in the employment context is prohibited. In addition to the definition above, prohibited employment sexual harassment includes unwelcome conduct which is either of a sexual nature, or is directed at a person because of the person's sex, when:

- submission to the conduct is made either explicitly or implicitly a term or condition of a person's employment;
- submission to or rejection of such conduct is made the basis for decisions affecting a person's employment; or
- the conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may be committed by members of the same sex or by members of the opposite sex. Romantic or sexual advances toward students by employees or romantic or sexual relationships between school system employees and students are never appropriate, whether they are consensual or otherwise outside the definition of sexual harassment. Such relationships are prohibited. Employees engaging in inappropriate relationships with students will be subject to disciplinary action, up to and including dismissal.

GENDER-BASED HARASSMENT

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

RETALIATION

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

Application of Policy

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

This Policy applies to behavior that takes place:

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

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

Reporting and Investigating Complaints of Discrimination, Harassment, or Bullying

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

Consequences

Any violation of this Policy is serious and shall result in prompt and appropriate action. Students who violate this Policy will be disciplined in accordance with applicable policies and procedures governing student conduct and discipline. Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be

Employee Handbook

subject to appropriate consequences and/or remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

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

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

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

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

Coordinators

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

Records and Reporting

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

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

DISCRIMINATION, HARASSMENT AND BULLYING COMPLAINT PROCESS

[Policy 1720/4015/7225 \(New\)](#)

The Wake County Board of Education takes seriously all complaints of discrimination, harassment, and bullying. The process provided in this Policy is designed for those individuals who believe that they may have been discriminated against unlawfully, bullied, or harassed in violation of Policy [1710/4021/7230](#), Prohibition Against Discrimination, Harassment, and Bullying or Policy [1730/4022/7231](#), Nondiscrimination on the Basis of Disabilities.

Where an individual seeks to assert allegations regarding or related to the identification, evaluation, educational placement, or free appropriate public education of a student under Section 504 or the IDEA, such allegations may be raised through the procedures established through Policy [1730/4022/7231](#) (Part 6) or the Parents Rights Handbook, and the process set forth in this Policy shall not apply.

Where an individual seeks to assert allegations of sexual harassment pursuant to Title IX of the Education Amendments of 1972, the process of investigating and adjudicating such allegations shall follow the regulations prescribed by the U.S. Department of Education contained in [Chapter 34, Part 106 of the Code of Federal Regulations](#), notwithstanding anything to the contrary in this Policy. All reports of alleged sexual harassment shall be routed to the Title IX Coordinator as soon as practicable, who will contact the relevant parties and shall be responsible for assuring compliance with the regulations. The decisionmaker for a complaint pursuant to Title IX shall be the Superintendent or designee, and following an investigation conducted in accordance with the regulations, shall make a determination whether the preponderance of the evidence supports a finding of responsibility. Should there be any delay or change in the implementation date of the Title IX regulations, the Superintendent is authorized to amend the complaint and investigation procedures as appropriate.

Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment, or bullying also should report such violations in the manner provided in this Policy. Reports may be made anonymously.



Definitions

- **Alleged Perpetrator:** The alleged perpetrator is the individual alleged to have discriminated against, harassed, or bullied the complainant.
- **Complaint:** A complaint is an oral or written notification made by a person who believes he or she is the victim of unlawful discrimination, harassment, or bullying.
- **Complainant:** The complainant is the individual complaining of being discriminated against, harassed, or bullied.
- **Days:** Days are the working days as set forth in the school calendar. In counting days, the first day will be the first full working day following receipt of the complaint.
- **Investigator:** The investigator is the school official responsible for investigating and responding to the complaint.
- **Report:** A report is an oral or written notification that an individual, other than the reporter, is a suspected perpetrator or victim of unlawful discrimination, harassment, or bullying.

Reporting by Employees or Other Third Parties

- **Mandatory Reporting by School Employees:** Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed, or bullied in violation of Policy [1710/4021/7230](#) or Policy [1730/4022/7231](#) must report the offense immediately to an appropriate individual designated below. An employee who does not promptly report possible discrimination, harassment, or bullying shall be subject to disciplinary action.
- **Reporting by Other Third Parties:** All members of the school community including students, parents, volunteers, and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment, or bullying.
- **Anonymous Reporting:** Reports of discrimination, harassment, or bullying may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.
- **Investigation of Reports:** Reports of discrimination, harassment, or bullying will be investigated sufficiently to determine whether further action under this Policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this Policy.

Complaints Brought by Alleged Victims of Discrimination, Harassment, or Bullying

FILING A COMPLAINT

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

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

TIME PERIOD FOR FILING A COMPLAINT

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

INFORMAL RESOLUTION

The Board acknowledges that many complaints may be addressed informally through such methods as conferences or mediation. The Board encourages the use of informal procedures such as mediation to the extent possible; however, mediation or other informal procedures will not be used to resolve complaints alleging sexual assault or sexual

violence or complaints by a student of sexual harassment perpetrated by an employee. Informal procedures may be used only if the parties involved voluntarily agree.

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

Process for Addressing Complaints of Alleged Incidents of Discrimination, Harassment, or Bullying

INITIATING THE INVESTIGATION

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

- If the alleged perpetrator is a student, the investigator is the school principal.
- If the alleged perpetrator is an employee other than the Assistant Superintendent of Human Resources or the Superintendent, the investigator is the Assistant Superintendent of Human Resources or designee.
- If the alleged perpetrator is the Assistant Superintendent of Human Resources, the Superintendent or designee is the investigator.
- If the alleged perpetrator is the Superintendent, the Board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment, or bullying shall immediately notify the Assistant Superintendent of Human Resources who shall immediately notify the Board chair. The Board chair shall direct the Board attorney to respond to the complaint and investigate.)
- If the alleged perpetrator is a member of the Board, the Board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment, or bullying shall immediately notify the Superintendent who shall direct the Board attorney to respond to the complaint and investigate. Unless the Board chair is the alleged perpetrator, the Superintendent shall also notify the Board chair of the complaint.)

As applicable, the investigator shall immediately notify the Title IX, Section 504, ADA, or other relevant coordinator of the

complaint, and, as appropriate, may designate the coordinator to conduct the investigation. The investigator shall explain the process of the investigation to the complainant and the alleged perpetrator. Written documentation of all formal reports and complaints, as well as the school system's response, must be maintained in accordance with Policy [1710/4021/7230](#). Failure to report, investigate, and/or address claims of discrimination, harassment, or bullying may result in disciplinary action.

CONDUCTING THE INVESTIGATION

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

If the investigator, after receipt of the complaint, an interview with the complainant, and consultation with the board attorney, determines that the allegations submitted, even if factual, do not constitute discrimination, harassment, or bullying as defined in Policy [1710/4021/7230](#), the matter will be treated outside the scope of this Policy. Information regarding the investigator's determination and the process for addressing the complaint will be provided to the complainant.

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

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

NOTICE TO COMPLAINANT AND ALLEGED PERPETRATOR

The investigator shall provide written notification to the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The



investigator shall specify whether the complaint was substantiated and, if so, shall also specify:

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

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

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

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

APPEAL

If the complainant is dissatisfied with the results of the investigation, the complainant may appeal the decision to the Superintendent. The appeal must be submitted in writing within 10 days of receiving the notice of the results of the investigation. The appeal must state with particularity whether the complainant is appealing the investigator's determination of whether the alleged conduct constitutes discrimination, harassment, or bullying in violation of Policy [1710/4021/7230](#), or the district's response to any violation, including the appropriateness of any remedial measures taken by the district. If the complainant is appealing the district's response, he or she must state what additional measures the complainant believes should have been taken by

the district. The Superintendent or designee may review the documents, conduct any further investigation necessary, or take any other steps the Superintendent or designee determines to be appropriate in order to respond to the complaint. The Superintendent or designee shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed. If the alleged perpetrator is the Assistant Superintendent of Human Resources or the Superintendent, the complainant may appeal directly to the Board in accordance with the procedure described below.

If the complainant is dissatisfied with the Superintendent's or designee's response or preventative measures, he or she may appeal the decision to the Board in writing within 10 days of receipt. The appeal must state with particularity whether the complainant is appealing the Superintendent's decision with regard to (1) the investigator's determination of whether the alleged conduct constitutes discrimination, harassment, or bullying in violation of New Policy Manual [1710/4021/7230](#), or (2) the district's response to any violation, including the appropriateness of any remedial measures taken by the district. If the complainant is appealing pursuant to option (2), he or she must state what additional measures the complainant believes should have been taken by the district. The complainant shall send the appeal to the Superintendent to forward to the Board Chair. Upon receipt of the appeal, the Board Chair shall appoint a panel of not less than two members of the Board to hear and decide the appeal. The panel shall make reasonable efforts to meet and consider the appeal within twenty days after the chairperson refers the grievance to the panel. Notice of the appeal hearing will be given to the parties. The panel shall review the complaint on the record unless it determines that additional information may be presented. No new evidence, written or verbal, may be presented without the prior knowledge and consent of both parties. Each party may make a brief oral presentation of no more than twenty minutes to summarize his or her position. The panel has the authority to ask questions, extend time limits, exclude extraneous or duplicative information, and otherwise maintain an efficient and fair appeal hearing. The hearing will be recorded and shall be held in closed session.

The Board panel may affirm, reverse or modify the decision of the Superintendent. The Superintendent's decision will be reversed if the decision was

- in violation of constitutional provisions;
- in excess of the statutory authority or jurisdiction of the school system;
- made upon unlawful procedure;
- affected by other error of law;
- unsupported by substantial evidence in view of the entire record as submitted; or
- arbitrary, capricious, or otherwise not in the best interest of the school system.

Employee Handbook

Substantial evidence refers to relevant evidence as a reasonable mind might accept as adequate to support a conclusion. The panel will provide a final written decision within twenty days after the Board hearing unless the panel determines that additional time is needed for further review. The decision of the Board panel shall be final.

Timeliness of Process

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

Failure by the complainant at any step in the process to appeal a complaint to the next step within the specified time or to attend a scheduled meeting or hearing under this Policy will be considered acceptance of the results of the investigation and the district's response to the complaint, unless the complainant has provided notice of the delay and the reason for the delay, and the district consented in writing to the delay.

General Requirements

No reprisals or retaliation of any kind will be taken by the Board or by any employee of the school system against the

complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this Policy.

Disciplinary or other action may be taken against the complainant or other individual if the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.

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

The Board and school system officials will consider requests to hear complaints from a group, but the Board and officials have the discretion to hear and respond to complainants individually.

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

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

WCPS CORE BELIEF #2

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



TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURE

The Wake County Public School System [Title IX Sexual Harassment Complaint Procedure](#) is designed to address reports of sexual harassment in violation of Title IX and [Policy 1710/4021/7230](#). All incidents of conduct that could constitute sexual harassment under that Policy are to be reported in accordance with the Title IX Sexual Harassment Complaint Procedure, including situations where the incidents may also constitute violations of other board policies or standards of conduct. Conduct that may also constitute a violation of other board policies or standards of conduct may be investigated and addressed pursuant to the usual procedures for addressing such violations, whether or not there is also an investigation and adjudication under the Title IX process.

Employees who believe they are victims of sexual harassment occurring in the work environment are encouraged to report the matter to the employee's principal/supervisor or to the Title IX Coordinator for Employees. An employee who has actual knowledge of sexual harassment or allegations of sexual harassment occurring in the education program, any activity of the school system, or the work environment must report that information immediately to the appropriate Title IX Coordinator. Actual knowledge includes any report of sexual harassment, any conduct witnessed that could reasonably be sexual harassment, or any reason to believe that someone may have been sexually harassed.

Any doubt about whether specific conduct is sexual harassment should be resolved in favor of reporting the conduct.

The Title IX Coordinator is the school official who is designated to coordinate the school system's response to sexual harassment and allegations of sexual harassment.

TITLE IX COORDINATOR FOR STUDENT MATTERS

For allegations or reports that a student has engaged in sexual harassment:

Gia Hoke, Title IX Coordinator for Students
Senior Administrator, Office of Equity Affairs
Phone: (919) 694-7637
Email: ghoke@wcpss.net

TITLE IX COORDINATOR FOR EMPLOYEE MATTERS

For allegations or reports that an employee, volunteer or contractor has engaged in sexual harassment:

Sally Pitofsky, Title IX Coordinator for Employees
Senior Administrator for Compliance--Employee Relations
Phone: (919) 533-7221
Email: spitofsky@wcpss.net

STAFF-STUDENT RELATIONS

Policy 4040/7310 (New)

The Wake County Board of Education expects all employees to maintain the highest professional, moral, and ethical standards in their interactions with students. Employees are required to provide an atmosphere conducive to learning through consistently and fairly applied discipline and established and maintained professional boundaries. Employees are expected to motivate each student to perform to his or her capacity while modeling the behavior expected of students in staff-student relationships.

The interactions and relationships between staff and students must be based upon cooperation, mutual respect, and an understanding of the appropriate boundaries between adults and students inside and outside of the educational setting. Employees are expected to demonstrate good judgment and to avoid the appearance of impropriety in their interactions with students. Employees must consult their supervisor any time they suspect or are unsure whether conduct is inappropriate or otherwise constitutes a violation of this or any other Board policy.

For the purposes of this Policy, the terms “staff” and “employees” include independent contractors, school safety officers, and volunteers, but do not include student employees or student volunteers.

Romantic Relationships and Sexual Contact Prohibited

All employees are prohibited from dating, courting, engaging in inappropriate sexual dialogue, entering into a romantic relationship, or having sexual contact with any student enrolled in the 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, and may be subject to criminal action as provided in North Carolina law. Further, school system personnel shall provide no assistance to an employee in finding another job, beyond the routine transmittal of personnel or administrative files, if the employee engaged in sexual misconduct with a minor or a student in violation of the law.

Restrictions on Electronic Communications

All employee-student electronic communication must be appropriate and professional and comply with all applicable laws and Board policies. Employees are prohibited from using non-school-controlled electronic communication to interact with students unless approved by a supervisor and a parent/guardian or as described below. Electronic communication includes but is not limited to social media, telephone, voice, email, texting, photo or video transmission, or any instant or temporary messages, pictures, or communications. Employees are also prohibited from

communicating electronically with students on platforms using content that disappears.

Examples of permissible employee-student electronic communications are:

- the communication is related to an educational purpose, and (1) conducted through a school system-provided platform which archives all such communications for a period of at least three years (this requirement does not apply to telephone or voice mail communications) or (2) conducted through video-conferencing or any other platform approved by the school administration for instructional use and whose communication can be made available to a supervisor or parent/guardian;
- the communication is used on a limited basis, serves an educational purpose, and is simultaneously copied or transmitted to the employee’s supervisor or designee and, upon request, to the parent or guardian;
- the communication is necessary in a bona fide emergency, provided the communication is disclosed to the supervisor and appropriate parent/guardian as soon as reasonably possible;
- the communication derives from a relationship or association outside of the school setting and occurs with the consent of a parent/guardian; or
- the communication is for and limited to logistical information associated with an approved school related activity.

Any electronic communication permitted by this subsection must be appropriate and professional and comply with applicable policies and laws.

It is the duty of every employee to notify his or her supervisor of any unsolicited one-to-one communication, in any form, electronic or otherwise, received from a student when the communication lacks a clear educational purpose. School counselors are excluded from this requirement only to the extent that it conflicts with their professional duties.

Violations of this section will be considered unprofessional behavior subject to discipline, up to and including dismissal. Factors that may be relevant to the determination of an appropriate disciplinary response to unauthorized communications with students include, but are not limited to:

- the content, frequency, appropriateness, educational relevance, subject, and timing of the communication(s);
- whether the communication(s) could reasonably be viewed as a solicitation of sexual contact or the



courting of a romantic relationship, including sexual grooming;

- whether there was an attempt to conceal the communication(s) from the employee’s supervisor and/or the student’s parent or guardian;
- whether the communication(s) created a disruption of the educational environment; and
- whether the communication(s) harmed the student in any manner or reasonably could have led to a harm.

Reporting Inappropriate Conduct

Any employee who has reason to believe any of the following shall immediately report that information to the Superintendent or designee:

- that another employee is involved in a romantic or other inappropriate relationship or has had sexual contact with a student;
- that another employee has engaged in other behavior prohibited by this Policy; or
- that the employee has witnessed behavior by another employee that has the appearance of impropriety, whether or not the behavior may have a valid purpose.

An employee who fails to inform the Superintendent or designee as provided in this section may be subject to disciplinary action, up to and including dismissal.

Any student who believes that he or she or another student has been subject to misconduct that violates this Policy should immediately report the situation to the principal or the Title IX Coordinator designated in the Title IX Sexual Harassment Complaint Procedure.

Any principal who has reason to believe that a student has been the victim of criminal conduct shall immediately report the incident in accordance with the Criminal Behavior Policy.

Any administrator, including the Superintendent, a deputy/associate/assistant superintendent, a personnel administrator, or a principal, who knows or has reason to believe that a licensed employee has engaged in conduct that would justify automatic revocation of the employee’s licensure pursuant to [N.C.G.S. 115C-270.35\(b\)](#) or involves physical or sexual abuse of a child shall report that information to the State Superintendent of Public Instruction within five working days of any disciplinary action, dismissal, or resignation based on the conduct. For purposes of this subsection, physical abuse is the infliction of physical injury other than by accidental means or in self-defense, and sexual abuse is the commission of any sexual act upon a student or

causing a student to commit a sexual act, regardless of consent and the age of the student. Failure to report such conduct may result in the suspension or revocation of an administrator’s license by the State Board of Education.

This reporting requirement applies in addition to any duty to report suspected child abuse in accordance with state law and the Child Abuse and Related Threats to Child Safety Policy, as applicable.



TECHNOLOGY RESPONSIBLE USE

Policies [3225/4312/7320](#) and [6521](#) (New)

The Board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community.

The Board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the Board establishes this Policy to govern student and employee use of school system technological resources. This Policy also applies to any individuals who are expressly authorized by the Wake County Public School System to use electronic information resources, including, but not limited to, Board of Education members, contractors, consultants, and temporary workers. This Policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

Expectations for Use of School Technological Resources

Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable Board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources.

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

All users must be informed annually of the requirements of this Policy and the methods by which they may obtain a copy of this Policy. Before using school system technological resources, users must sign a statement indicating that they understand and will strictly comply with the Policy requirements and acknowledging awareness that the school system may use monitoring systems to monitor and detect inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary action,

including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

Rules for Use of School Technological Resources

- School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Because some incidental and occasional personal use by employees is inevitable, the Board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by Board policy or procedure. Financial gain from materials created on school system resources are not permitted. The use of personal taglines or signature additions are not allowed on WCPSS email or other accounts.
- Using Wake County Public School Systems computers, networks, or other technology resources to endorse or oppose referendum, election, or particular candidate for office, including but not limited to advocacy in support of or against school bond referenda or candidates for the Board of Education is prohibited.
- Under no circumstance may software purchased by the school system be copied for personal use.
- Users must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records and must follow any district applicable software application subscription service terms and conditions. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism.
- No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, or intended to and likely to incite imminent unlawful action, or otherwise prohibited by Board policy.
- Users must not circumvent network security measures (e.g., firewalls). The use of anonymous proxies to circumvent content filtering is prohibited.



- Users may not install or use any Wake County Public School System computer, network, or other technology resource to facilitate the sharing of copyrighted material.
- Users of technological resources may not send electronic communications fraudulently (e.g., misrepresenting the identity of the sender).
- Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of themselves or fellow students. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA). Users also may not forward or post personal communications without the author's prior consent.
- Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.
- Users may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express permission of the technology director or designee.
- Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
- Sharing Computer/Application Credentials: Users are prohibited from working under another person's login information (username and password). Users are prohibited from giving their login information to someone else or directing one to share their login information.
- Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.
- Users shall not use passwords or user IDs for any technology resource (e.g., the state student information and instructional improvement system applications or time-keeping software) for an unauthorized or improper purpose.
- If a user identifies a security problem on a technological resource, the user must immediately notify an administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
- Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.
- Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the Superintendent or designee.
- Students may not access chat rooms unless assigned by a teacher or administrator for a valid educational purpose.

Restricted Material on the Internet

The Board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The Superintendent shall ensure that technology protection measures are used and are disabled or minimized only when permitted by law and Board policy. The Board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology.

Parental Consent

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

In addition, in accordance with the Board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to

meet other educational goals. Parental permission will be obtained when necessary to create and manage such third-party accounts.

Privacy

The Board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will be private. The school system may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate fileserver space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with Board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests. School system personnel may monitor online activities of individuals who access the Internet via a school-owned device subject to Board Policy [1710/4021/7230](#) (New), Prohibition against Discrimination, Harassment, and Bullying.

In the course of monitoring the online activities of individuals who access the Internet as described in this Policy, school system personnel may identify information pertaining to school safety or student safety. School system personnel who receive notice of online communications that suggest a student may be at imminent risk of harm should refer the matter to the student's family and/or appropriate authorities. However, parents and guardians must take primary responsibility for supervising and monitoring the online activities of their children when those activities occur outside of the school setting. The school system is not able to guarantee continuous, comprehensive monitoring of online activities such that it can identify and respond to potential risks suggested by various forms of online communication.

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

Use of Personal Technology on School System Property

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

Students are expected to comply with the Code of Conduct and the applicable "Rules for Use of Technology Resources" set forth in this Policy when students use a personal device on school property, at school sponsored events, on school-based transportation, or anytime a personal device is connected to school system technology resources.

Personal Websites

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

- Students - Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with Board policy.
- Staff and Volunteers - Staff and volunteers are to maintain an appropriate relationship with students at all times. They are encouraged to block students from viewing personal information on personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual staff or volunteer's relationship with the school system may be terminated if they engage in inappropriate online interaction with students as referenced in Board Policy [4040/7310](#) (New), Staff-Student Relations.
- The school system makes no warranties of any kind, whether expressed or implied, for the technology services it is providing. The school system is not responsible for any damage suffered, including, but not limited to, loss of data resulting from delays, non-deliveries, miss-deliveries, service interruptions, or personal errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school system specifically denies any responsibility for the accuracy or quality of information obtained through Internet access.



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 or report online at WCPSS.ETHICSPPOINT.COM**. The hotline is completely anonymous; users do not have to identify themselves. The name of any user that identifies themselves are kept confidential except as may be necessary to investigate a claim or as otherwise required by law.

GIFTS TO EMPLOYEES

[Policy 3243/4243 \(Old\)](#)

School system employees shall not accept any cash gifts or accept any other 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.

WCPSS CORE BELIEF #3

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

CONFIDENTIALITY OF PERSONAL IDENTIFYING INFORMATION

Policy 4705/7825 (New)

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

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

Social security numbers shall only be collected:

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

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

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

SCHOOL SAFETY

Policy 1510/4200/7270 (New)

Safe schools are critical to creating a learning environment in which students can succeed. Staff and students share the responsibility for taking reasonable precautions and following established safety measures to create and maintain safe schools. Some of the safety measures that must be implemented at each school include:

Supervision of Students

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

Safety of School Buildings and Grounds

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

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



Use of Force

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

Responding to Student Altercations and Other Threats to Safety

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

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

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

Planning for Emergencies and Conducting Fire and Other Emergency Drills

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

Reporting Suspicious Behavior

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

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

Supervision of Volunteers Policies [1510](#) and [5015](#) (New); Policy [5422 R&P](#) (Old)

All employees who supervise volunteers in the workplace or on field trips must ensure that the volunteers are properly registered through the WCPSS Volunteer Registration System. Employees cannot relinquish all supervisory responsibility to volunteers. Employees do not need to go through a criminal background check to be a volunteer.

CORPORAL PUNISHMENT Policy [4309\(d\)](#) (New)

Wake County Board of Education prohibits the use of corporal punishment. No principal, assistant principal, teacher, substitute teacher, any other school employee, or volunteer may use corporal punishment to discipline any student. Corporal punishment is the intentional infliction of physical pain upon the body of a student as a disciplinary measure. It includes, but is not limited to, spanking, paddling, and slapping. Violations of this prohibition may result in disciplinary action, up to and including dismissal. Reasonable force that is necessary to protect oneself or others is not considered corporal punishment ([N.C.G.S. 115C-390.3; - 391.1](#)).

USE OF SECLUSION AND RESTRAINT

Policy 4302 and R&P (New)

It is the policy of the Wake County Board of Education to promote the safety of all students, staff, and visitors in its schools. To further this Policy, school personnel may, in compliance with N.C.G.S. §115C-391.1 and state and local policies and procedures, employ reasonable restraint or seclusion techniques with students.

The Superintendent or designee shall provide copies of this policy and N.C.G.S. §115C-391.1 to school personnel and parents/guardians at the beginning of each school year. School personnel shall promptly notify the principal or principal's designee of any use of aversive procedures, any prohibited use of mechanical restraint, any use of physical restraint resulting in observable physical injury to a student, or any prohibited use of seclusion or seclusion that exceeds 10 minutes or the amount of time specified on a student's behavior intervention plan. Principals shall notify the student's parent or guardian of any prohibited use of seclusion, restraint, or aversive techniques by the end of the workday during which the incident occurred when reasonably possible, but in no event later than the end of following workday, and shall provide a written incident report within 30 days of any such incident as required by N.C.G.S. §115C-391.1 and applicable policies and procedures. The Superintendent or designee shall annually provide a record of reported incidents to the State Board of Education.

No employee of the Wake County Public Schools System shall retaliate against another employee for making a report alleging a prohibited use of seclusion, restraint, or aversive techniques, provided, however, an employee may be disciplined for making such a report if the employee knew or should have known that the report was false.

PROHIBITED CONDUCT ON SCHOOL PROPERTY AND AT SCHOOL EVENTS

Policy 5021 (New)

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

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

prohibited at all times on school grounds and at all school-related events:

1. Profane, lewd, obscene or offensive conduct, including the use of profane, lewd, obscene or offensive language
2. Conduct that creates a material and substantial disruption of school activity, the operation of the school, or the rights of students
3. Disorderly or assaultive conduct
4. Defacing public property
5. Commission of any nuisance
6. Threatening the health or safety of others
7. Harassment as prohibited in Board Policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying
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. The school principal or other appropriate personnel shall have the authority to take other reasonable measures to implement this Policy, including invoking state trespassing laws.

For purposes of this Policy, "school property" shall include school parking lots, auditoriums, gymnasiums, athletic fields, buildings, school buses, school bus and carpool drop-off and pick-up locations, as well as all lands surrounding such places that are owned by or leased to the school system.

PROHIBITION OF ALCOHOLIC BEVERAGES

Policy 5025 (New)

The Wake County Board of Education prohibits the possession or consumption of alcoholic beverages, including beer, malt liquor, and wine, on property owned or occupied by the school system. Any person who violates this Policy will be asked to leave the school property immediately and, if he or she fails to do so, the matter will be referred to the law enforcement for appropriate legal action. Employees who violate this Policy will be addressed in accord with the Code of Ethics and Standards of Conduct, Drug and Alcohol Free Workplace policies, and any other applicable policies or procedures.



DRUG-FREE WORKPLACE ENVIRONMENT

Policy 2307/3007/4007 (Old)

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 the employee's 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 employee's 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 resuming his/her duties. Prior to the employee's returning to work, the employee must provide written assurance that the medication's use has been terminated or the medication has been adjusted/modified to avoid impairment.

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

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

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

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

DRUG AND ALCOHOL TESTING OF COMMERCIAL MOTOR VEHICLE OPERATORS

[Policy 7241 \(New\)](#)

Anyone operating a commercial motor vehicle for WCPSS is not to be under the influence of alcohol and/or prescription or non-prescription drugs. All commercial motor vehicle operators will be subject to random testing for drugs. Refusal of any test shall be cause for dismissal. Employees should understand that while the use of Cannabidiol (CBD) products is not legally prohibited, it is possible that certain CBD products may contain sufficient tetrahydrocannabinol (THC) to lead to a positive drug test.

WCPSS is required to report drug and alcohol program violations and certain information to the Commercial Driver's License Drug and Alcohol Clearinghouse. The reportable information includes, but is not limited to, verified positive test results, refusals to submit to any DOT-mandated test, and any alcohol or controlled-substance use that is prohibited by federal regulations.

TOBACCO FREE ENVIRONMENT

[Policy 5026/7250 \(New\)](#)

The Wake County Board of Education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The Board believes that the use of tobacco or nicotine products on school grounds, in school buildings and facilities, in or on any other school property owned or operated by the Board, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff, and school visitors. To this end, and to comply with state and federal law, the Board adopts this Policy that prohibits smoking and the use or display of tobacco or nicotine products. For the purposes of this Policy, the term "tobacco or nicotine product" means any product that contains or is made or derived from tobacco or nicotine and is intended for human consumption, any lighted and smokeless eliquid products, or any device, including, but not limited to, e-cigarettes or vaporizers, intended for the use of said products even if they do not contain tobacco or nicotine. The term "display" is defined as having any tobacco or nicotine product in a location or position that is visible to students or school personnel.

WEAPONS PROHIBITED ON SCHOOL PROPERTY

[Policy 5027/7275 \(New\)](#)

The Wake County Board of Education is committed to providing a safe school environment that is free from violence, to the maximum extent possible. Employees, students, visitors, and other persons are prohibited from possessing, carrying, using, or threatening to use, or encouraging another

person to possess, carry, use, or threaten to use, weapons or explosives on school property or while attending curricular or extracurricular activities sponsored by the school system. This Policy applies to weapons or explosives carried openly or concealed.

A weapon includes, but is not limited to, any gun, rifle, pistol, or other firearm of any kind; any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors, and razor blades (except solely for personal shaving), or fireworks; any sharp-pointed or -edged instrument, except instructional supplies, unaltered nail files, and clips and tools used solely for the preparation of food, instruction, and/or maintenance on educational property; and mace, pepper spray, and other personal defense sprays. For purposes of this Policy, an explosive includes, but is not limited to, any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in [N.C.G.S. 14-284.1](#).

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

This Policy shall not apply to:

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

Any employee who violates this policy will be subject to dismissal. Any visitor or other person who violates this policy will be escorted from the premises and/or school activity immediately.

The Superintendent or principal shall immediately report any violation of this Policy to law enforcement officials. Any employee who is aware that a weapon or explosive is present



Wake County Public School System

on school property or at a school event in violation of this Policy must immediately report this information to the principal or designee or the school resource officer as appropriate.

CRIMINAL CHARGES AND/OR RECORDS **Policies [7100 \(New\)](#) and [2303/3003/4003 \(Old\)](#)**

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

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

If an employee has any doubt about whether specific conduct should be reported, the employee should err on the side of reporting the conduct.

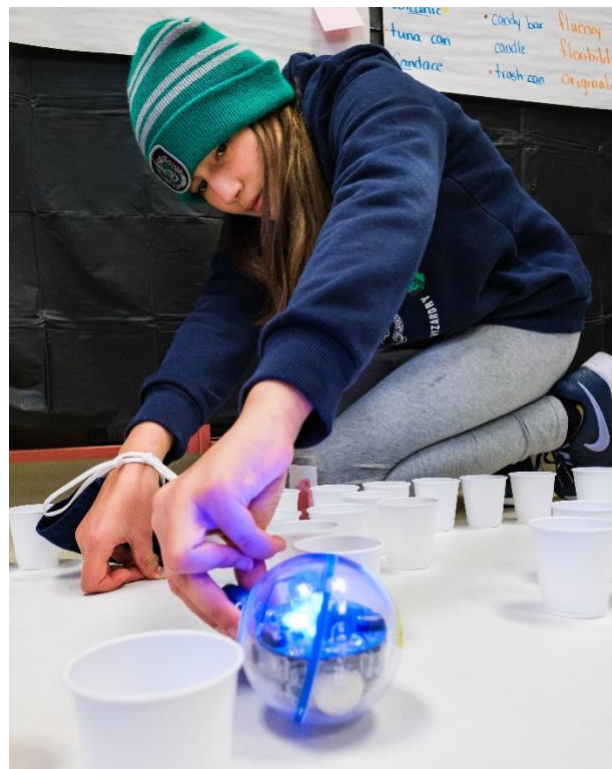
Criminal Background Checks for Volunteers

All employees who supervise volunteers in the workplace are responsible for the proper registration of all volunteers through the WCPSS Volunteer Registration System, including a criminal background check. See www.wcpss.net/volunteer for more information.

Criminal Background Checks for Contractors

Policies [4260/5022](#) and [7100 \(New\)](#); Policy [2303/3003/4003 \(Old\)](#)

All employees who hire or supervise contractors must ensure that the appropriate sexual offender and criminal background checks have been conducted for the contractors. For questions, contact Tanisha McCoy at 694-7742 or email crc@wcpss.net.



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 employees, including, but not limited to, teachers, substitute teachers, student teachers, and teacher assistants as well as volunteers, must immediately report to the principal or his/her designee any act of violence in school, on school property, or at school-sponsored events. Acts that should be reported are all those known or believed to be violent. This includes, but is not limited to, acts reportable by the principal to law enforcement under Board Policy [2333.B/3033.B/4033.B](#). If it is the principal who is accused of engaging in the violent act, the report shall be made to the Assistant Superintendent for Human Resources.

REPORTS OF CHILD ABUSE AND RELATED THREATS TO CHILD SAFETY

[Policy 4240/7312 \(New\)](#)

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

Duty to Report Certain Crimes Against Children to Local Law Enforcement

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

means. The employee, contractor, or volunteer also shall immediately report the case to the principal.

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

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

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

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

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

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



Wake County Public School System

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

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

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

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

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

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

consent and the age of the child. Failure to report such conduct may result in the suspension or revocation of an administrator’s license by the State Board of Education.

FACULTY/EMPLOYEE DRESS Policy 3004/4004 (Old)

All faculty and employees of the Wake County Public School System serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all faculty and employees shall dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work, the duties of their jobs, and the impressionable youth they serve. Supervisors and school level administrators are authorized to interpret this policy and their interpretations shall be given deference.

EMPLOYEE MAILBOXES

[Policy 5211 \(New\)](#)

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

SURVEYS OF STUDENTS

[Policy 4720 \(New\)](#)

The Superintendent shall ensure that all notification requirements of the Protection of Pupil Rights Amendment are met, along with any other legal requirements regarding the surveying of students. The school system must obtain prior written consent of a parent/guardian or eligible student before the student is required to participate in any survey, analysis, or evaluation that reveals information concerning the following “protected topics.”

1. Political affiliations or beliefs of the student or the student’s parent/guardian;
2. Mental or psychological problems of the student or the student’s family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The school system is required to notify parents/guardians at the beginning of each school year of the specific or approximate dates of administration of surveys concerning the protected topics. Parents/guardians have the right to review any survey that concerns one of the protected topics

or any instructional materials used in any such survey. The school system must obtain prior written consent of a parent/guardian or eligible student before the student participates in the survey(s).

CODE OF STUDENT CONDUCT

[Policies 4300 and R&P; 4309 and R&P \(New\)](#)

To provide a positive learning environment for students and staff, schools must be safe and orderly, students must be given clear expectations for appropriate behavior in school, and fair practices for disciplining students must be followed. Teachers and principals are encouraged to utilize a variety of behavioral interventions and disciplinary consequences to accomplish a positive change in student behavior. When a student violates the [Student Code of Conduct](#), and a behavioral intervention or in-school discipline consequence is imposed, the school will attempt to notify the parent. Examples of in-school interventions include, but are not limited to, behavior contract, peer mediation, in-school suspension, conflict resolution, detention, restitution, and loss of privileges.

Board Policy establishes requirements for imposing out-of-school suspensions. Recognizing that removal of students from school can exacerbate behavioral problems, diminish academic achievement, and hasten school dropouts, the Board encourages teachers and school administrators to use in-school disciplinary measures when possible and to reserve long-term out-of-school suspensions for serious misconduct, such as threats to the safety of students, staff, or visitors or substantial disruptions of operations. See additional information on the WakeConnect Due Process page.

Due Process

Under state and federal law, students are entitled to due process before being removed from school for misconduct. The principal shall notify the student and parent/guardian of any suspension, including the reason for the suspension and a description of the alleged conduct that formed the basis of the suspension. When reasonably possible, the official notice of suspension shall be given to the parent/guardian by the end of the workday on which the suspension was imposed and can be given in person, by certified mail, electronic communication or any other method reasonably designed to achieve actual notice. See [Student Due Process](#) page on WakeConnect.



Work Environment and Procedures

WORKDAY HOURS, OVERTIME AND COMPENSATORY TIME

Policy 4100/7910 (Old)

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

Fair Labor Standards Act Compliance

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

Overtime

Employees who are not exempt from the provisions of the FLSA shall be entitled to time and a half pay for all hours worked beyond 40 in a given work week except as provided in 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 the employee working more than 40 hours in a given week. Employees shall maintain accurate daily records of their hours worked on forms provided by the school system. Any employee who falsifies work records will be subject to termination. Teacher Assistants may not be assigned coaching responsibilities without the written approval of the principal and a school's Human Resources Administrator.

Compensatory Time

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

authorization will a non-exempt employee be compensated for overtime worked at a rate of one and one-half times their regular hourly rate.

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

Instructional Assistant Workday Hours Policy 4205 (Old)

A principal shall set the workday for instructional assistants for a minimum of 37.5 hours, not to exceed 40 hours per week. Instructional assistants shall strictly follow the working hours set by the principal. The workday will begin at least 30 minutes prior to the instructional day for students. The 40-hour workweek includes time spent attending school or school personnel functions, as requested by the instructional assistant's supervisor.

TIME SHEETS

Time sheets are provided for non-exempt employees and for exempt employees who are employed less than 50 percent.

Time sheets are available at the employee's work site location or online. The time sheet should be completed on a daily basis. In accordance with FLSA (Fair Labor Standards Act), employees are required to report on their time sheets the exact hour and minute that work starts and ends at any point during the workday. For information regarding proper completion of time sheets, go to: www.wcpss.net/wakeconnect/timesheet.

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

Time and Effort Reporting for Federally-Funded Positions

WCPSS employees whose salaries are supported in whole or part with federal funds need to record and report their time to Compensation Services. This reporting also includes those employees within a federal cost-sharing obligation, such as program 013 (Career and Technical Education) or Fund 5 (Child Nutrition Services).

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

Time and effort for staff that are funded wholly through federal and state grant programs is documented via a "Personnel Certification" form. These individuals are working on a "single cost objective" or a "school-wide activity" associated with their funding source. Similarly, time and effort is documented for employees that receive stipends, extra duty or miscellaneous payments not associated with salaried position codes that are funded through federal programs via the "Federal Statement of Wages Certification" form. Both the certification and statement of wages are collected semi-annually. Time and effort reporting requirements are in addition to the standards for payroll documentation and are required per federal guidelines.

TELEWORK

Policy 7503 and R&P (New)

The Board understands that offering innovative workplace flexibility, through teleworking, enhances competitive recruitment and retention, improves utilization of facilities, and allows for continuity of work in temporary, emergency situations. The Board also recognizes the importance of employees performing work at their regularly assigned place of work, which allows for in-person education and services, supports collaboration, encourages collegiality, and promotes an efficient workplace.

Consistent with these operational needs and when it supports the efficient operations of the school system, the Board authorizes the establishment of telework positions when in-person work is not an essential function of the job and permits occasional teleworking for staff when in-person work is an essential function. For employees who regularly provide in-person instruction, in-person services or significant in-person supervision, it remains an essential function of the employee's job for their work to be performed at their regularly assigned place of work as a matter of course; however, the Board recognizes that in certain limited circumstances it may be necessary or permissible to allow or require these employees to temporarily telework.

Telework/Teleworking is defined as the performance of an employee's job duties at an alternative work location, typically the employee's residence, via electronic means in accordance with the employee's usual expected standards of performance and subject to other school system conditions.

Temporary Telework in Emergency Situations

When the Superintendent determines that any employees cannot or should not work at their regularly assigned place of work as a result of natural disaster, inclement weather, public health emergency, or other situation that threatens the health and safety of employees, students, or the community (collectively, an "emergency situation") or potentially prevents the effective operations at a work site, the Superintendent may, consistent with state and federal law, permit or require individual employees or classes of employees to temporarily telework. In the event the Superintendent permits or orders any employee(s) to telework pursuant to this section, the Superintendent shall notify the Board of the decision and supporting rationale as soon as practical and before announcing the decision to any employees or the public.

Discretionary Teleworking

With approval from the employee's supervisor or principal and when telework supports the efficient operations of the school system, employees who temporarily can complete their job responsibilities remotely and who have an extenuating circumstance that prevents them from reporting to their



assigned worksite may temporarily telework on a situational basis. Discretionary teleworking is expected to be used on an infrequent basis. Discretionary teleworking is not available for employees who provide in-person instruction or in-person services.

Telework for School-Based Employees on Unprotected Teacher Workdays

Individual school staff, with the prior approval of the principal, may telework on unprotected teacher workdays if the principal determines such staff members can perform the functions of the job in light of the school needs and job responsibilities applicable to these specific days. Principals must communicate with staff at the beginning of the year which workdays are unprotected and what the process will be for staff to telework on these days. Principals should ensure that sufficient front office and other staff are present at school on unprotected teacher workdays so that buildings are open for the completion of any necessary onsite responsibilities and to accommodate staff who prefer to work onsite. For purposes of this provision, an unprotected teacher workday is a non-student day on the school's calendar on which staff is permitted to take accumulated vacation leave.

Intermittent Telework for 11-12 Month Administrative/Clerical School-Based Employees on Non-Instructional Days

With principal approval (or Area Superintendent approval for principal teleworking requests), individual school staff whose job responsibilities can be performed remotely, in light of the school needs and job responsibilities applicable to these specific days, may telework during non-instructional days (excluding teacher workdays, which are addressed above) when telework supports the efficient operations of the school system. Intermittent teleworking under this section is only available to 11- and 12-month administrative or clerical staff who are assigned to work on non-instructional days in the summer or during winter or spring break. Intermittent teleworking days are limited to up to an average of two days per week during non-instructional time periods. Principals should ensure that sufficient front office and other staff are present at school on non-instructional days so that buildings are open for the completion of any necessary onsite responsibilities and to accommodate staff who prefer to work onsite.

Telework Positions

The Superintendent or designee is authorized to designate or establish telework positions within Central Services when it is determined to be in the best interest of the school system and consistent with the efficient operations of the school system. When teleworking positions are authorized, supervisors should ensure that sufficient staff are present so that departments are open for the completion of any necessary

onsite responsibilities and to accommodate staff who prefer to work onsite.

Hybrid Telework Positions

A hybrid telework position is a Central Services position where the essential job responsibilities of the position can routinely be completed remotely for part of the work week, but where it remains in the school system's best interest for an individual in the position to be physically present at the worksite at least part of the work week. Supervisors will recommend which positions may be eligible for hybrid telework when it supports the efficient operational needs of the district. The recommendation will be reviewed by an interdepartmental team for final approval. If the position is approved for hybrid telework, supervisors may allow the employee in such a position to telework for two or three days per week on a set schedule approved by the supervisor.

Full Telework Positions

A full telework position is a Central Services position where all essential job responsibilities of the position can be completed remotely full time with the exception of periodic in-person meetings or onsite tasks as determined by the supervisor. Supervisors will recommend which positions may be eligible for full telework when it supports the efficient operational needs of the school system. The recommendation will be reviewed by an interdepartmental team for final approval. Directors, Senior Directors, members of the Superintendent's Leadership Team or other employee positions with significant supervisory responsibilities cannot be designated as full telework positions.

General Conditions on Teleworking

- No employee is entitled to telework as a replacement for leave to accommodate family care arrangements, sick leave, Family and Medical Leave, or Workers' Compensation leave. Employees who need to take leave while they are teleworking must follow normal leave procedures.
- Teleworking is not an entitlement and may be offered to the employee at the sole discretion of the school system. Teleworking arrangements are subject to termination or modification at any time at the discretion of the school system.
- Teleworkers should obtain permission from their supervisor before removing school system equipment or supplies from the employee's regularly assigned place of work to use at an alternative work location. Teleworkers are responsible for maintaining and protecting such school system equipment and returning it to the employee's regularly assigned place of work when the teleworking period ends. Use of school system technological resources is governed by Policy

3225/4312/7320, Technology Responsible Use. School system equipment must not be used by non-school employees, such as family members. Any damage to school system equipment shall be reported immediately to the teleworker's supervisor and the WCPSS Help Desk.

- All costs incurred by an employee to arrange an alternative work location and to telework are the employee's responsibility and will not be reimbursed unless otherwise required by law.
- A teleworker's alternative work location must be safe, secure, and free of undue distractions. The alternative work location must have reliable access to computer and telecommunications equipment necessary for the employee to complete their job responsibilities. Employee dress and appearance while teleworking at the alternative work location shall be consistent with expectations at the worksite.
- Work-related injuries that occur in the alternative work location must be reported to the teleworker's supervisor.
- Teleworkers shall be accessible by phone, email, and any other approved or required communication services during work hours. In addition, attendance at the employee's regularly assigned place of work for on-site meetings, conferences, training sessions, and other school business activities may be required on scheduled telework days. Transportation for such attendance is the teleworker's responsibility.
- Teleworkers must adhere to the same policies and procedures established for all school system employees and be able to complete all required work in accordance with the employee's usual expected standards of performance. A teleworker's performance will be monitored and assessed in the same manner as employees working from their regularly assigned place of work.
- Teleworkers are subject to any and all school system policies and governing law guarding the confidentiality of student and employee records. Student and employee records and other confidential materials must be maintained and accessed in a secure and confidential manner, and consistent with school system policies and procedures, during remote work.
- Teleworkers must not deviate from the work schedule that would be expected of them at their regularly assigned place of work (including, but not limited to, working hours or lunch breaks) unless specifically authorized to do so by their supervisor. Non-exempt employees under the Fair Labor Standards Act are not permitted to work off-the-

clock while teleworking and will not be permitted to work overtime absent authorization from the employee's supervisor.

Employees with Disabilities

Requests to telework as a reasonable disability accommodation will be reviewed and evaluated pursuant to the Americans with Disabilities Act (ADA).

This Policy and any eligibility criteria or procedures developed by the Superintendent to implement this Policy are not intended to, and do not, confer any additional employment rights on any employee, including any right to telework or to be assigned to a job position that is suitable for teleworking.

EXTRA DUTY AND COACHING ASSIGNMENTS

Extra Duty Assignments

Extra Duty assignments are for one school year only. Assignments for Extra Duty positions are made by the principal each school year. Further information regarding Extra Duty positions is found on the [WCPSS Extra Duty Information page](#) on WakeConnect.

Coaching Assignments

All coaches are expected to comply with Wake County Board of Education policies, regulations, and other requirements, including Policy 2305/3005/4005, *Code of Ethics and Standards of Conduct*, which requires each employee to act as a positive role model and to conduct oneself in a manner that protects the individual's integrity and reputation, and that of the school system.

A coaching position is considered an at-will assignment or an extra duty that can be terminated at any point during the school year. In addition, any coaching position will terminate at the end of the season, and there is no guarantee of coaching for a future season. Any future assignment of coaching must be recommended and approved by the Board of Education.

All coaches must annually sign and comply with the Coaching Agreement which sets out guidelines and expectations for all coaches in the Wake County Public School System.

ASSIGNMENT AND TRANSFERS

Policies [3200](#) and [3210/4201 \(Old\)](#)

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



Wake County Public School System

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 individuals shall reflect their professional status.

TRANSFERS FOR SUPPORT PERSONNEL Policies [4312](#) and [4320](#) (Old)

An instructional support employee may request a transfer to a different school for the next school year by fulfilling the requirements of the online transfer process. Instructional support employees may only request a transfer during the school year with the supervisor's approval. See wakeconnect.wcpss.net/sites/transfer-process. Non-instructional support employees seeking a transfer should notify their supervisor.

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

TRANSFERS FOR LICENSED EMPLOYEES Policies [3320](#) and [3321](#) (Old)

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

Licensed, non-school based employees seeking a transfer should notify their supervisor.

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

ACCOMMODATION REQUEST PROCEDURES

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

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

Additional information on temporary accommodations is available at [ADA Temporary Accommodation Request Process](#) on the Employee Relations WakeConnect site.

PREGNANT, PARENTING, AND LACTATING STUDENTS AND EMPLOYEES

Policy 4023/7233 (New)

Students

The Board will provide all pregnant, parenting, and lactating students with the same educational instruction as other students or its equivalent. Pregnant, parenting and lactating students will not be discriminated against or excluded from school or from any program, class, or extracurricular activity because they are pregnant, parenting or lactating students. School administrators shall provide assistance and support to encourage pregnant, parenting and lactating students to remain enrolled in school and graduate, including referrals for services to community agencies where appropriate.

In accordance with state law, school system officials shall use, as needed, supplemental funds from the At-Risk Student Services allotment to support programs for pregnant and parenting students. Students who are pregnant, parenting or lactating will be given excused absences from school and or activities for pregnancy and related conditions for the length of time the students' physicians find medically necessary. These absences include those due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent. Homework and make-up work will be made available to pregnant, parenting and lactating students to ensure that they have the opportunity to keep current with assignments and avoid losing course credit because of their absence from school, and, to the extent necessary, a homebound teacher will be assigned.

Upon request, schools shall provide reasonable accommodations to pregnant, parenting or lactating students to the same extent provided to other students with comparable medical restrictions as determined by a medical provider.

Employees

The Board prohibits discrimination in employment on the basis of pregnancy, childbirth, lactation, or related medical conditions. (See also Policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying). Pregnant and nursing employees will be provided accommodations as required by law.

In accordance with the Pregnant Workers Fairness Act, qualifying applicants and employees with known limitations related to pregnancy, childbirth, lactation or related medical conditions will be provided reasonable accommodations, unless the accommodation demonstrably would impose an undue hardship on the operation of the school system. No adverse action will be taken against an applicant or employee for requesting or using a reasonable accommodation.

Lactation Support for Students and Employees

The Board, recognizing the well-documented health advantages of breast feeding, is committed to assisting employees and students with the transition back to work/school following the birth of a child by providing lactation support for up to one year after the child's birth. Research has shown that lactation support is beneficial to the working/learning nursing parent and child as well as to schools by decreasing medical expenses, reducing absenteeism, increasing retention, and improving morale.

Schools and other Wake County Public School System locations will provide a lactation support program that allows a nursing employee or student reasonable scheduled breaks to express breast milk during the workday/school day when the nursing employee/student has a need to express breast milk. This lactation support for nursing students is in addition to the other supports found in this Policy.

The Wake County Public School System shall provide space, privacy, and time for nursing employees and students to express breast milk as described below:

Designated Space and Privacy

Each school and central office location shall provide a private space for nursing employees and students that is not a restroom or other common area. The space should be well-maintained and should have a door that can be secured or locked, adequate lighting and seating, and electrical outlets for pumping equipment. A sign stating "Private Do-Not Disturb" shall be made available for employees/students to attach to the door of the space while being used for lactation purposes.

In identifying a designated space for lactation, the school or department should consider the proximity of the space to employee or student work/classroom areas. Additionally, school/department should consider the distance of the space in relation to a source of running water.

The employee/student will be responsible for storage of the expressed milk and appropriate sanitation of pumping equipment. The employee may use refrigerators that are otherwise available to the employee. Students should work with the counselor to identify appropriate refrigeration options for expressed milk, with the understanding that the school district will make an appropriate arrangement for refrigeration of expressed milk.

Lactation Break Time

Each school/department may require the employee/student to use a break time to express breast milk. The employee and the principal/supervisor should work to establish a lactation schedule prior to the employee's return to work. Students should work with their school counselor to create a lactation



plan prior to the student's return to school. Reasonable efforts will be made to schedule lactation breaks during break times for the employee/student. If time is needed beyond the regularly scheduled break times, the schools and departments shall make reasonable efforts to allow employees/students the appropriate time for this purpose. The amount of time for each lactation session, the number of sessions per day, and the scheduling of the sessions will be determined by mutual agreement between the employee/student and school administration/department supervisor with the understanding that the needs of the student/employee will be the primary factor in determining the appropriate schedule. The Board notes that pumping about every three hours per day for up to 30 minutes per session is reasonable in most cases.

For employees, reasonable efforts will be made to schedule the lactation breaks to coincide with the employee's paid break times, planning time or existing duty-free time (only applicable to teachers), or times when the employee is able to complete other work-related tasks. If the employee needs to take a lactation break during another time, the employee may adjust the work schedule subject to supervisor approval and, where feasible, supervisors should accommodate requested revisions in work schedules so that the employee is able to maintain the employee's regular number of hours worked. If an employee elects to use accrued leave or nonpaid leave for a lactation break, any nonpaid leave use will not be considered excessive as defined in the Board Policy 7500, Workday and Overtime.

Complaint Process

If a nursing employee or student believes the school/department has not provided adequate and private space for lactation sessions, adequate breaks, or has otherwise not complied with this policy or applicable law, the affected individual may submit a complaint as follows:

STUDENTS

A nursing student or parent/guardian of the nursing student should notify the principal and the student's school counselor of the concern in writing, identifying (1) whether the complaint pertains to space for lactation sessions, breaks for lactation sessions, or some other violation of law or policy, and (2) explaining why the current space or breaks are inadequate if that is the concern. The principal shall review the student's complaint and, within ten (10) calendar days, will address any concerns regarding violations of requirements for adequate and private space. For complaints involving breaks, the response time may be extended if additional time is needed to determine an adequate break schedule, but in such instances, the principal will notify the student of the interim plan for breaks during the review period. Principals should work with the Director of School Counseling as needed to address student lactation break needs.

EMPLOYEES

A nursing employee should notify Employee Relations and the principal/supervisor of the concern in writing, identifying whether the complaint pertains to space for lactation sessions, breaks for lactation sessions, or some other violation of law or policy, and explaining why the current space or breaks are inadequate if that is the concern. Employee Relations shall review the employee's complaint and, within ten calendar days, will address any concerns regarding violations of requirements for adequate and private space. For complaints involving breaks, Employee Relations may extend the response time if additional time is needed to determine an adequate break schedule, but in such instances, Employee Relations will notify the employee of the interim plan for breaks during the review period.

TRAVEL PROCEDURES

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

Employees of the school system may have their travel expenses reimbursed subject to the limitations as outlined in the Finance Manual. Prior written Chief Officer or Superintendent approval using the Out of District Travel Waiver is required for all employee out-of-district travel. Employees must abide by WCPSS workplace and conference health requirements while attending out-of-district events. 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 the supervisor or the Fraud Hotline at 1 (866) 674-4872. See [WakeConnect under Employee Portal/Forms/Accounting Forms](#)

GIFTS TO THE SCHOOL SYSTEM Policy 2410 (Old)

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.

All gifts shall be reported electronically by authorized school personnel logging in to gifts.wcpss.net or going to the WakeConnect site and clicking on Apps and Tools at the top of the page. For more information, see WakeConnect page on [Gifts to the System](#) or contact Aunecia Howell (919) 694-0366, ahowell1@wcpss.net in Financial Services.



Teacher Duties and Responsibilities

RESPONSIBILITIES AND DUTIES

[Policy 3220 \(Old\)](#)

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. Refer to Board Policy 3220 for a full explanation of these responsibilities and duties.

LESSON PLANNING

[Policy 3120 \(New\)](#)

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

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

Upon request, teachers shall provide the principal with daily lesson plans. Teachers are required to have at least three days of emergency lesson plans available at all times. In addition, before taking planned leave, teachers should provide sufficient substitute lesson plans that will allow for the delivery of continued effective instruction. When teachers are on medical or other approved long-term leave, they cannot be required to perform work (e.g., lesson plans, interim reports, grades, or IEP meetings). For long-term situations, if the teacher has not left adequate information for the substitute, the responsibility falls upon the individual teams, department chairs and other staff members to provide the necessary lesson plans.

Every full-time assigned classroom teacher must be provided duty-free instructional planning time to the maximum extent that the safety and proper supervision of children may allow during regular student contact hours and insofar as funds are provided for this purpose by the General Assembly. It is the Board's goal to provide an average of at least five hours of planning time per week.

SELECTION OF INSTRUCTIONAL MATERIALS

[Policy 3200 \(New\)](#)

Instructional materials should be representative of the rich diversity of our nation, respect the legitimacy of different cultures, and empower students to value diverse perspectives. Instructional materials should also be appropriate for the age, maturity, and grade levels of the students, address a spectrum of learning styles, and not be pervasively vulgar.

Policy 3200 provides general principles and detailed procedures used to govern the selection and review of core instructional resources, supplemental materials, and school library collection materials, including the district personnel responsible for the selection of materials in each group. Moreover, the selection process for instructional materials includes input from teachers and feedback from parents/guardians and the community when practicable.

Parents/guardians may have concerns about instructional materials used in the school system. Thus, the Board provides opportunities for parents/guardians to review instructional materials and a process for parents/guardians to use when they object to instructional materials.

Any instructional materials may be removed only for legitimate educational reasons and subject to the limitations of the [First Amendment](#). Requests by parents/guardians to remove core instructional materials, supplemental materials, or school library collection materials due to an objection to the materials will be reviewed pursuant to Board Policy [3210](#), Parental Inspection of and Objection to Instructional Materials (New).

PROFESSIONAL LEARNING COMMUNITIES

Policies [3432](#), [3200](#), and [3400](#) (New)

The Board recognizes that it is important to designate instructional staff time for collaboration and planning around learning and teaching in Professional Learning Communities (PLCs). A strong relationship exists between professional learning and collaboration of employees, and the quality of instruction provided to students. Instructional staff are expected to participate in PLCs that:

- examine curriculum and content standards;
- design instruction to implement research based practices that provide strong academic and behavioral support for all students, demonstrate knowledge of students and their varying needs, and implement the most beneficial supports to meet the needs of each student;
- utilize and review common evaluative tools that measure student understanding and/or application of content knowledge to determine patterns and trends;
- identify students who need scaffolding, intervention, and/or enrichment, and modify instruction; and
- discuss and consistently implement common grading procedures.

TEACHER WORKDAY HOURS

[Policy 3221](#) (Old)

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.

DUTY-FREE LUNCH PERIOD

[Policy 3224](#) (Old)

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, teachers shall not be assigned duties on an ongoing, regular basis without their consent, except that the principal may assign such duties as from time to time the safety and proper supervision of students shall require.

TUTORING OR PROVIDING SERVICES FOR PAY

[Policy 7735](#) (New)

Any tutoring or other services permitted under this Policy must comply with all applicable laws, policies and regulations. To the extent that tutoring or providing other services are permitted under this Policy, it is imperative that there be no pressure on students or parents to participate in such services and that there be no favoritism shown towards students who participate in such services.

For purposes of this Policy, "private capacity" means serving a child (such as for childcare or non-WCPSS coaching) as an individual, a sole proprietor or through a business owned in full or part by the employee. Private capacity does not include providing tutoring or other services on behalf of the school system.

Consistent with Board Policy 6521, Personal Use of Equipment, Materials, and Supplies, no use of school system equipment, no matter how minimal, shall be for personal gain.

Prohibition for Tutoring or Providing Services to Students Being Taught or Served by an Employee

Employees are prohibited from tutoring or providing other services in a private capacity for a fee to students whom they are currently assigned to teach or serve, whether on or off school system property.

Prohibition for Tutoring or Providing Services on WCPSS Property

All employees also are prohibited from tutoring students or providing other services in a private capacity for a fee to any students on school system property or with school system supplies. This subsection does not apply in the following instances:



Wake County Public School System

- where the employee is being paid by the school system to provide tutoring or other services;
- where the employee is being paid by a third party that has contracted with the school system to provide tutoring or other services to students on behalf of the school system, when the services provided by the employee are within the scope of the contract;
- where the employee has rented school system facilities in compliance with Board Policy 5030, Community Use of Facilities, with the understanding that the employee remains prohibited from tutoring or providing services in a private capacity for a fee to a student whom they are currently assigned to teach or serve.

Exceptions

The Superintendent or designee is authorized under compelling circumstances to grant exceptions to the restrictions set forth in this policy if there are no other available resources in the local community to provide tutoring or other services to the student or if it would deny the students an educational opportunity with WCPSS. An exception will only be granted if doing so would not adversely affect the employee's implementation of the employee's regular duties. An employee's effectiveness in assisting a student does not establish a basis for an exception to this Policy.

JOB SHARING FOR CERTIFIED EMPLOYEES [DPI Benefits Manual §17.1](#)

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.

LICENSURE FOR CERTIFIED INSTRUCTIONAL PERSONNEL [Policy 3100 \(Old\)](#)

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

Licensure ensures that students in our school system are served by educators with the knowledge and skills to deliver a

sound educational program. Certified employees of the Wake County Public School System are required to hold the appropriate license for the subject, grade level, and/or area of assignment.

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

Obtaining a License

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

The NC Department of Public Instruction (NCDPI) provides a comprehensive overview of licensure requirements, how to apply, and other related information at www.ncpublicschools.org/licensure.

Candidates who are entering the teaching profession through residency license or another means of alternative entry licensing must work with the Administrator assigned to your base school to submit an application in the online system. The NC Department of Public Instruction charges a fee for establishing and updating licenses. See dpi.nc.gov/educators/educators-licensure/forms-and-fags.

Assistance with Licensure Issues

All licensed personnel with questions pertaining to their licensure requirements and status should contact the Human Resources Administrator assigned to their school. Employees may call Human Resources at 919-533-7200 to be directed to the appropriate administrator or may submit an email to LicensureQuestions@wcpss.net. **It is strongly advised that emergency license holders, residency license holders, and provisionally licensed teachers maintain regular contact with their licensure administrator to ensure that state licensure requirements are met.**

Instructional Assistant Experience Credit for Teachers

North Carolina State Board of Education LICN-006, Section 6.20, outlines Non-Teaching Work Experience Credit. One year of teaching experience is awarded for every two years of full-time employment as an instructional assistant completed before an earned bachelor's degree and one year of teaching experience is awarded for every year of full-time employment as an instructional assistant completed after an earned

bachelor's degree. Teachers who have not received educator license years of experience credit for service as an instructional teacher assistant should contact the WCPSS Licensure Group at LicensureQuestions@wcpss.net.

Non-Teaching Experience Credit for Teachers

Relevant non-teaching experience can be credited towards an individual's total licensure experience through a recommendation of the local employing agency (WCPSS). This recommendation, along with a completed non-teaching experience form (NE) and an official job description signed by the employer, must be sent to the Department of Public Instruction for approval. It is important to note that credit for non-teaching work is not transferable to other licensure areas for which the experience is not relevant. Teachers should work with their Administrator for guidance on adding non-teaching experience to a license. See wakeconnect.wcpss.net/sites/licensure/SitePage/2251/licensure for additional information.

PRAXIS REIMBURSEMENT

Funds are sometimes available to reimburse WCPSS employees who have taken the Praxis II tests/other required

tests in order to maintain their licenses. Employees wishing to add another license area may also be eligible for reimbursement if funding is available. See wakeconnect.wcpss.net/sites/licensure/SitePage/6799/praxis-pearson-remimbursement-and-tuition-assistance for additional information and application forms or search "Praxis Reimbursement" on the WCPSS Intranet at wakeconnect.wcpss.net. For additional questions call Human Resources at (919) 533-7200.

TUITION ASSISTANCE

Tuition assistance for college course work is sometimes available on a limited basis to active full-time and part-time licensed employees. Applicants should read detailed procedures and eligibility requirements on the WCPSS Intranet site. Application forms are also available online on WakeConnect at Praxis/Pearson Reimbursement and Tuition Assistance, or by visiting WakeConnect and typing "tuition assistance" into the search box. Contact dclifton@wcpss.net for more information.

WCPSS CORE BELIEF #4

The Board of Education, superintendent, and all staff, while sustaining best practices, will promote and support a culture of continuous improvement, risk-taking, and innovation that results in a high-performing organization focused on student achievement, well-being, and student agency.



Substitute Teacher Management

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

ABSENCE MANAGEMENT – AUTOMATED SUBSTITUTE PLACEMENT SERVICE

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

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

SUBSTITUTE TEACHER FOLDER

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

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

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

- Attendance procedures and an up-to-date class roster
- Lesson plans along with texts, guides, handouts, or equipment
- Instructions for using electronic equipment such as SmartBoards
- Daily schedule for students and teacher (pull-out programs)

- Discipline/management procedures (group and/or individual plans)
- Medical plans and/or procedures for students with physical disabilities
- Lunch procedures, money, and student lunch cards (mainly for elementary)
- Accident procedures, reports
- Any extra duties that the absent teacher may have (carpool, bus, lunch duty)
- Emergency procedures

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

Employees cannot work as a substitute teacher during regular school hours on days that they are taking annual vacation leave, including any days on their calendar that are designated as annual vacation leave days. All employees are responsible for knowing which days are designated for annual vacation leave on their calendar.

GENERAL PRACTICES

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

Schools are not required to provide a lesson planning period for substitute teachers. If there are times throughout the day where students are not in the classroom, the school can have the substitute teacher help out in other areas. On planned early release days, it is the expectation that substitute teachers will work the full duration of the job. The school may have the substitute teacher help out in other areas once students have been released. It is at the school's discretion to allow substitute teachers to leave once students have left for the day.

Active substitute teachers are not required to go through the yearly volunteer criminal background check if they want to volunteer in our schools. However, they must complete any required forms.

In the event of inclement weather, substitute teachers will follow the change in schedule for students. If students are delayed reporting for school, subs would be delayed reporting for work. If schools are closed, subs would not report. Workdays missed due to inclement weather are not paid.

EMERGENCY PROCEDURES

Questions concerning emergency procedures should be directed to the school front office. Schools should provide substitute teachers with a method for locking the classroom door in case of an emergency.

CANCELLATION PRACTICES

Substitute teachers can cancel a job up to the start time of the job.

- Please only cancel a job if absolutely necessary. Last minute cancellations do cause a hardship for the school
- If a job must be cancelled within 48 hours of the job start time, the sub must:

- Remove themselves from the job in Absence Management
- Call the school and leave a message for the lead secretary
- If a job is cancelled within 12 hours of the job start time, the Absence Management system will block the sub from picking up another job for the day.
- Long term subs must communicate with the lead secretary if they need a day off during their long term assignment

Teachers can cancel a job up to the start time of the job.

SUBSTITUTE "DO NOT USE" REQUESTS

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

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

A substitute teacher may submit a letter of rebuttal to the school administrator and Substitute Office for any "Do Not Use" request. The school administrator will consider all rebuttals and inform the substitute teacher if the "Do Not Use" request will be rescinded with Human Resources approval.

If a substitute teacher receives a third "Do Not Use" request and is terminated from employment, the substitute teacher may submit a written appeal to the Assistant Superintendent for Human Resources or designee within 30 calendar days. A substitute teacher will be blocked from taking additional substitute teaching jobs during the time of such an appeal. While an important action in protecting the integrity of the educational environment for students, "Do Not Use" requests are not common. The majority of substitute teachers renew their active status from year to year in good standing.



SUBSTITUTE TEACHER RENEWAL

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

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



Evaluations

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

wakeconnect.wcpss.net/sites/evaluations/SitePage/2142/evaluations

CERTIFIED EVALUATION PROCESS

[Policy 3230 \(Old\)](#)

For teachers and other certified staff, all observations, evaluations, and professional development plans will be completed on-line. The evaluation process is designed to assess the teacher's performance in relation to the North Carolina Professional Teaching Standards and to design a plan for professional growth. Information on individual, monitored, and directed professional development plans can also be found on WakeConnect at [Certified Evaluation Information](#).

CLASSIFIED EVALUATION PROCESS

[Policy 4230 \(Old\)](#)

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

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

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

Conditional Evaluation: Conducted 60 workdays after an employee is formally notified of performance or conduct

concerns by either a non-proficient rating on an evaluation or other documentation included in the employee's personnel file.

IMPROVEMENT PLANS

[Policy 3233 \(Old\)](#)

Improvement Plans for Classified Employees

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

Improvement Plans for Certified Employees

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

An improvement plan constitutes a warning to the employee that the employee must improve his/her performance in order to continue working for the school system. A *Monitored Professional Development Plan* and *Directed Professional Development Plan* meet the definition of an improvement plan.

Certified Employees in Low-Performing Schools

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



Compensation and Benefits

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

Additional meaningful information and materials regarding the Compensation Services Department can be found on the [Compensation Services](#) section of WakeConnect.

EMPLOYEE COMPENSATION

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

Compensation Services support employees by providing valuable information including:

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

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

- **Email:** payroll@wcpss.net or benefits@wcpss.net
- **Fax:** (919) 626-4328
- **Location:** 111 Corning Road, Suite 110, Cary, NC 27518

Employees may review salary schedules and other information regarding compensation on WakeConnect at [Salary and Contracts](#).

Pay Dates

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

Employees are encouraged to validate their address via the Employee Self-Service link and print their specific work calendar.

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

Direct Deposit

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

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

Electronic Pay Stub

Employees' payroll information is available on WakeConnect as part of [Employee Self-Service](#) (type employee self-service into the search bar).

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

To access your account, you will need:

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

To request assistance with accessing your account, contact the Help Desk at (919) 664-5700 or wait 24 hours and retry for

Employee Handbook

locked accounts. Neither Payroll nor the Help Desk can reset a locked form.

Concerns on either of these statements can be addressed by emailing a request to reporting@wcpss.net or faxing a request to (919) 626-4328. *Proof of identification will be required prior to releasing information.

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

W-2 Form and 1095 Form

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

To request a reprint of any tax form, complete a 'Duplicate W-2 Request Form' and either email request to reporting@wcpss.net or fax it to (919) 626-4328. Make sure to include your full name and employee number; allow 5-7 business days for processing.

Federal and State Withholding

Employees must complete both the 'W-4 Tax Withholding Form' and 'NC-4 Tax Withholding Form' for Federal and State tax withholdings respectively. Non-specified tax withholdings will default per the IRS guidelines. Changes can be made via Employee Self-Service.

FICA Withholding

As of January 2021:

Social Security: 6.2% Rate; \$142,800 Wage Base and \$8,853.60 Maximum Tax

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

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

State Employees' Credit Union

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

Payroll Deductions

- Voluntary payroll deductions are allowed via an active 'Payroll Deduction Authorization Form' for any Board approved vendor.

- Involuntary deductions are taken whenever there are earned wages for reasons required by law.

NC State Retirement Contributions

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

Summer Cash Savings Account

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



LONGEVITY PAYMENTS

[DPI Benefits Manual § 13.1 and Policies 3800 and 4800 \(Old\)](#)

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

Earning North Carolina State Service

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

An eligible employee may not earn more than one year of state service in a 12-month period. If an eligible employee did not earn a full year of state service credit during a 12-month period, summer school employment will be included in state service credit for longevity purposes, provided that the employee was employed at least part-time (20 hours per week or more). See [N.C. Public Schools Benefits and Employment Policy Manual §13.1.3](#) to determine creditable service.

Payment of Longevity Pay

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

Years of State Service:

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

Leave Without Pay and Longevity Pay

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

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

New Employees Longevity Credit

New WCPSS employees who have previous service with a creditable North Carolina state government agency must have their most recent NC state government employer complete a Transfer of State Service and Leave Balances form so that this service is counted toward longevity pay credit.

Employees should submit their completed Transfer of State Service Credit and Leave Balances form to WCPSS Human Resources within the first 30 days of their employment. The employee has the responsibility at the time of initial hire within the district to ensure that all state service is transferred and in timely manner. Late submission of this form may result in late or missed longevity payments. The failure to submit documents may result in a loss of longevity payments and corrections cannot be made for prior fiscal years.

MASTER'S PAY FOR CERTIFIED STAFF

The Board will pay teachers and certified instructional support staff who missed the state deadline but would have otherwise been eligible to receive pay for their relevant master's, advanced or doctoral degrees, beginning in July 2023. For questions, contact gradpayreview@wcpss.net.

EMPLOYEE INSURANCE BENEFITS

Insurance benefits are offered to eligible employees and their "dependents" in accordance with the Department of Public Instruction and Board of Education Policy 2280/3800/4800. The Benefits Team can assist employees with insurance enrollment, plan transfers or changes, qualifying life events and insurance related payroll deductions. Insurance providers can assist employees with plan ID cards, insurance claims, coverage types and investment options. Insurance claims are not processed through Compensation Services. Concerns can be addressed by emailing your situation to benefits@wcpss.net or faxing it to (919) 626-4328. For more complex situations, arrange for an in-person consult at 111 Corning Road, Suite 110, Cary, NC 27518.

Employee Obligation

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

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

Insurance Changes

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

Enrollment changes to all health benefits (Medical, Dental, Vision, and Flexible Spending Plans) can be made on the wcpss.hrintouch.com online enrollment site or by calling 855-856-0966. Enrollment changes to Colonial voluntary benefits

can be made at harmony.benselect.com/wcpss or by contacting Pierce Group Benefits at 919-577-0700.

Cafeteria Benefit Plans

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

PRE-TAX PROGRAMS (QUALIFIED PLANS)

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

POST-TAX PROGRAMS (NON-QUALIFIED PLANS)

- Life Insurance
- Critical Illness Insurance
- Supplemental Disability Insurance



Benefits

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

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

Qualifying Events

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

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

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

COBRA Benefits

The Consolidated Omnibus Budget Reconciliation Act (COBRA) offers an employee and their dependents an opportunity to continue participating in the following insurance plans at group rates:

- State Health Plan – COBRA Health Insurance
- Delta Dental – COBRA Dental Plan
- Superior – COBRA Vision Plan

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
Benefitfocus	Benefits Enrollment	(855) 859-0966	wcpss.hrintouch.com
CVS CareMark	State Health Plan Pharmacy	(888) 321-3124	caremark.com
Delta Dental	Dental Insurance	(800) 662-8856	deltadentalinc.com
Superior Vision	Vision Insurance	(800) 507-3800	superiorvision.com
Pierce Group Benefits	Colonial Products & Flex Accounts	(919) 577-0700	piercergroupbenefits.com
MetLife	Group Universal Life Insurance	(800) 438-6388	metlife.com/mybenefits
Prudential	401(k) Supplement	(866) 624-0151	ncplans.prudential.com
VOYA	403(b) Annuity & 457 Deferred Compensation	(919) 789-7100	voyaretirementplans.com
NC State Treasurer	Defined Benefit Retirement Plan	(877) 627-3287	myncretirement.com

SUMMARY OF BENEFITS

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

EMPLOYEE SUPPORT AND WELLNESS PROGRAM

The Employee Support and Wellness Program was designed to support and encourage a holistic approach to employee wellbeing by creating an organizational culture of health and wellness. The Employee Wellness Coordinators can assist with:

- Employee Mental Health - providing referrals and resources to help employees address mental health issues that impact their wellbeing.
- Employee Wellness – giving presentations and hosting workshops on wellness, stress management, and self-care.
- Employee Crisis Response - responding on-site or virtually to crisis situations.
- Support for Supervisors - addressing employee mental health and wellness concerns.
- Mediations/Restorative Conversations – resolving conflicts between staff members, working toward resolution, and strengthening team building.
- Employee Assistance Program – recommending resources for short-term counseling – individual or family members, eldercare resources, pet care, legal consultation, financial resources and more.

Contact the Employee Wellness Coordinators at employeeewellness@wcpss.net.

EMPLOYEE ASSISTANCE PROGRAM [Policy 2309/3009/4009 \(Old\)](#)

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 which affect job performance can be readily resolved if they are properly identified, diagnosed, and treated. To accomplish this goal, the Board has made available the Deer Oaks Employee Assistance Program to provide confidential short-term counseling and referral services for eligible employees and their immediate family members. The establishment of this program reflects the Board's concern for its employees, as well as its dedication to the effective accomplishment of the objectives of the school system.

For more information about this confidential program, see the [Employee Assistance Program link](#) on WakeConnect. The Employee Assistance Program website is www.deeroaks.com. Employees may also call the Deer Oaks Employee Assistance Program 24 hours a day at (866) 327-2400. See next page for additional details.

“People who wonder if the glass is half empty or full miss the point. The glass is refillable.”

-Unknown





Discover Your EAP + Work-Life Benefit

Employee Assistance Program

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

- ✔ **Program Access:** You may access the EAP by calling the toll-free Helpline number, using our iConnectYou App, or instant messaging with a work-life consultant through our online instant messaging system.
- ✔ **Telephonic Assessments & Support:** In-the-moment telephonic support and crisis intervention are available 24/7 along with intake and clinical assessments.
- ✔ **Short-term Counseling (3 visit model):** Counseling sessions with a qualified counselor to assist with issues such as stress, anxiety, grief, marital/family challenges, relationship issues, addiction, etc. Counseling is available via structured telephonic sessions, video, and in-person at local provider offices.
- ✔ **Referrals & Community Resources:** Our team provides referrals to local community resources, member health plans, support groups, legal resources, and child/elder care/daily living resources.
- ✔ **Advantage Legal Assist:** Free 30 minute telephonic or in-person consultation with a plan attorney; 25% discount on hourly attorney fees if representation is required; unlimited online access to a wealth of educational legal resources, links, tools and forms; and interactive online Simple Will preparation.
- ✔ **Advantage Financial Assist:** Unlimited telephonic consultation with an Accredited Financial Counselor qualified to advise on a range of financial issues such as bankruptcy prevention, debt reduction, financial planning, and identity theft; supporting educational materials available; unlimited online access to a wealth of educational financial resources, links, tools and forms (i.e. tax guides, financial calculators, etc.).
- ✔ **Alternate Modes of Support:** Your EAP offers support alternatives in addition to traditional short-term counseling including telephonic life coaching, AWARE stress reduction sessions, and virtual group counseling. During your call with one of our counselors, ask if these programs would be right for you.
- ✔ **Work-life Services:** Our work-life consultants are available to assist you with a wide range of daily living resources such as locating pet sitters, event planners, home repair, tutors, travel planning, and moving services. Simply call the Helpline for resource and referral information.
- ✔ **Child & Elder Care Referrals:** Our child and elder care specialists can help you with your search for licensed child and elder care facilities in your area. They will discuss your needs, provide guidance, resources, and qualified referral packets. Searchable databases and other resources are also available on the Deer Oaks member website.
- ✔ **Take the High Road Ride Reimbursement Program:** Deer Oaks reimburses members for their cab, Lyft and Uber fares in the event that they are incapacitated due to impairment by a substance or extreme emotional condition. This service is available once per year per participant, with a maximum reimbursement of \$45.00 (excludes tips).

CONTACT US:



Toll-Free: (866) 327-2400



Website: www.deeroakseap.com

Username/Password: **wcpss**

Email: eap@deeroaks.com

iConnect You Passcode: **46118**



Leaves and Absences

For questions related to this section, call Human Resources at (919) 533-7200, email hr-leaves@wcpss.net, or see www.wcpss.net/wakeconnect/HRdirectory.

INTRODUCTION

Board Policy Supplement to the N.C. Public Schools Benefits and Employment Policy Manual

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 in the most current edition of the N.C. Public Schools Benefits and Employment Policy Manual (DPI Benefits Manual), as supplemented by local board policy. To this end, Board Policy 3800/4800 (Old) serves as a supplement to the DPI Benefits Manual. The Board has retained the Department of Public Instruction numbering scheme in Policy 3800/4800 for ease in locating a particular policy.

For a complete information regarding Board approved leave policies, employees must consult both the [DPI Benefits Manual](#) and the Board Supplement, Policy [3800/4800](#). Due to anticipated revisions to Board policies, we recommend referring to the updated online Board policies, as well as the online Handbook.

Use of Paid Leave before Non-Paid Leave

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

Additional information regarding leave options and forms is available on WakeConnect at <https://wakeconnect.wcpss.net/sites/leave/SitePage/2208/leave>.

Definition of Immediate Family Member

[DPI Benefits Manual §§ 1.1.12 and 8.2.1](#)

For purposes of most leave policies below, "immediate family" means the employee's: spouse, children, parents, brothers, sisters, grandparents, grandchildren, and dependents living in the employee's household. Also included are step, half, and in-law relationships.

As used in the federal Family Medical Leave Act, "immediate family" is parent, spouse or child.

EMPLOYEE ABSENCES

[Policy 2281/3801/4801 \(Old\)](#)

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 voluntary shared leave (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.

In an emergency situation beyond an employee's control in which the employee is unable to notify



the school of an unforeseen extended absence, the employee's immediate supervisor must be notified by the seventh day of absence. If an employee is absent for seven consecutive days without notification to the supervisor, the employee shall be deemed to have abandoned his/her job and shall immediately be subject to dismissal.

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

PROCEDURES FOR REPORTING ABSENCES **Policy 2280 (Old)**

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

Employees who do not call in to report their absences in a timely fashion may be subject to disciplinary action. Employees who repeatedly fail to call their supervisors in a timely manner when absent jeopardize their jobs and shall be subject to disciplinary action up to, and including, dismissal. In an emergency situation beyond an employee's control in which the employee is unable to notify the school of an unforeseen extended absence, the employee's immediate supervisor must be notified by the seventh day of absence. If an employee is absent for seven consecutive days without notification to the supervisor, the employee may be deemed to have abandoned the job and be subject to dismissal.

ANNUAL VACATION LEAVE **DPI Benefits Manual § 3.1**

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

regardless of whether the separate positions the employee holds are part-time or full-time.

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

Years of State Service:

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

Use of Annual Vacation Leave

Leave is to be used in one-half or whole day units. An employee who is absent less than one-half day shall be charged with the use of one-half day of leave; if an absence is more than one-half day but less than one full day, one day of leave shall be charged.

Leave benefits earned in a full-time position may be applied to any current or subsequent part-time position, provided the employee is eligible to earn leave in the part-time position or when it is anticipated that the employee will be returned to the permanent position.

Annual vacation leave shall not be used to extend the term of employment.

APPROVAL OF ANNUAL LEAVE

Requests for annual vacation leave are to be submitted to the immediate supervisor and approved prior to the absence. An employee should not call in to say that he or 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, and the employee will be required to use non-paid leave for the absence.

10-MONTH AND 11-MONTH EMPLOYEES

For 10-month and 11-month employees, the first 10 days of annual vacation leave must be scheduled in the school calendar and must be taken as designated.

INSTRUCTIONAL PERSONNEL

Classroom teachers, school media coordinators, and teacher assistants who require a substitute 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](#), and in the [DPI Benefits Manual](#) Section 3.2 (Catastrophic Illness) and Section 3.3 (Annual Vacation Leave for New Parents).

Instructional personnel, including instructional assistants, who do not require a substitute, may take annual vacation leave on any day school is in session with their supervisor's prior approval. All instructional personnel, including instructional assistants, who require a substitute and work 11 or 12 months in year-round schools, may take annual vacation leave on days when students are in attendance with the prior approval of the principal.

Annual vacation leave may be used in lieu of sick leave; however, instructional personnel who require substitutes are subject to the restrictions set forth above. Employees may elect to use annual vacation leave for absences due to adverse weather conditions only on days when students are not required to attend school due to the adverse weather conditions.

DISABILITY

Employees may elect to exhaust available annual vacation leave during the 60-day waiting period in lieu of short-term disability benefits. Instructional personnel who require substitutes may use this leave only on days that students are not scheduled to be in regular attendance or in accordance with the provisions of Board Policy [3800/4800](#), and of the [DPI Benefits Manual](#) Section 3.2 (Catastrophic Illness) and Section 3.3 (Annual Vacation Leave for New Parents). This election does not extend the 365-day duration of short-term disability.

INTERIM OR TEMPORARY EMPLOYEES

Interim or temporary employees who had previously earned annual vacation leave may not use this leave while employed in an interim position of less than six months, a temporary position, or a position of less than 20 hours per week except as provided in Board Policy [3800/4800](#) § 1.1.2.

SUMMER EMPLOYMENT

Any employee who earned annual vacation leave in the regular school term will continue to earn annual vacation leave during the summer if employed at least 20 hours per week in the same school system.

The rate will be pro rata if the summer employment is less than full-time. Annual vacation leave may be used under the same conditions as during the regular term.

LEAVE DEFICIT

An employee who has neither earned nor will earn sufficient annual vacation leave to cover any scheduled vacation day in the school calendar may be required to take nonpaid leave or have any overages recovered from the paycheck.

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 [DPI Benefits Manual § 3.4](#)

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.

ANNUAL VACATION LEAVE FOR CATASTROPHIC ILLNESS [DPI Benefits Manual § 3.2](#)

Instructional personnel who require substitutes 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:

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

WCPSS CORE BELIEF #5

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



SICK LEAVE

DPI Benefits Manual § 4.1

Eligibility and Rate of Earning

- **Full-time employees** - all permanent, full-time employees working or on paid leave (including paid holidays and workers' compensation) for one-half or more of the workdays in any monthly pay period earn one sick day per month or the number of hours worked daily by a full-time employee in that class of work up to a maximum of eight hours.
- **Part-time employees** - all permanent, part-time employees working or on paid leave (including paid holidays and workers' compensation) for one-half or more of the workdays in any monthly pay period earn sick leave computed on a pro rata basis of the amount earned by a full-time employee in that class of work. Permanent, part-time employees previously employed in a full-time position retain the balance of sick leave earned in the prior position upon transferring to a part-time position.
- **Units** - Sick leave must be used in one-half or whole day units. An employee who is absent less than one-half day shall be charged with the use of one-half day of leave; if an absence is more than one-half day but less than one full day, one day of leave shall be charged. Only sick leave taken on an employee's workday shall be deducted from the employee's sick leave balance.
- **Accumulation** - Sick leave may be accumulated indefinitely.

Purposes for Which Sick Leave May Be Used

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

any other temporary disability. There is a presumptive temporary disability period of 30 workdays (i.e., six weeks) for maternity leave beginning from the date of birth of the child. Longer periods may be granted, although medical documentation is required. Up to 30 days of earned sick leave may be used to care for a newborn child or for a child placed with the employee for adoption. These days should be consecutive and used within the first 12 months after birth or placement of the child, unless otherwise agreed upon by the employee and administration.

- Medical appointments of the employee.
- Illness in the immediate family and related medical appointments that necessitates the employee's attendance.
- Death in the immediate family. See Introduction section for list of immediate family members. The length of leave granted for illness or death in the immediate family is normally from three to five days; however, individual circumstances may dictate shorter or longer leaves for this purpose. It is the employee's responsibility to communicate with the supervisor regarding the need for this leave and its length.

Verification of Need for Sick Leave

The Superintendent or designee may require a statement from a medical doctor or other acceptable proof that the employee was unable to work due to personal illness, medical appointment, illness or death in the family or adoption. Unless waived by the employee's supervisor, absences of more than three days duration must be supported by a physician's statement or other acceptable proof that the employee was unable to work due to personal illness, medical appointment, illness, or death in the immediate family. If a supervisor wishes to verify the need for sick leave in other circumstances, contact Human Resources for guidance.

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

Procedure for Reporting Absences for Sick Leave

Sick leave often is not requested in advance of the absence. An employee should follow the supervisor's instructions for reporting absences and should submit a Request for Leave Form immediately upon returning to work. If the sick leave is for a scheduled appointment or an anticipated absence, it should be requested by submitting a Request for Leave Form as far in advance as possible.

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

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

Limitations on Sick Leave

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

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

Teacher Instructional Responsibilities During Long-Term Leave

When teachers are on long-term medical leave, they cannot be required to perform work (e.g., plan lessons, prepare interim reports, submit grades, or attend IEP meetings). 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.

Reinstatement Following Sick Leave

When the period of temporary disability does not exceed 30 working days, the employee shall be reinstated to the employee's 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



Wake County Public School System

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.

EXTENDED SICK LEAVE (FOR TEACHERS ONLY)

[DPI Benefits Manual § 4.2](#)

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, nor can it be used during a leave for adoption. Accumulated sick leave must be exhausted before extended sick leave is granted. Extended sick leave days do not have to be used consecutively. Unused extended sick leave days do not carry forward to succeeding school years.

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

For purposes of short-term disability under the Disability Income Plan, extended sick leave may be used only during the required waiting period.

VOLUNTARY SHARED LEAVE (DONATED LEAVE)

[DPI Benefits Manual §§ 4.3 and 1.1.10](#)

The purpose of voluntary shared leave (donated 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 for Donated 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 the [DPI Benefits Manual](#) § 1.1.10. An employee need not exhaust personal leave and the 20 days of extended sick leave to be eligible for donated 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. Donated leave

may be used only during the required waiting period. Similarly, an employee who has exhausted accumulated leave and is eligible for donated leave may use this leave during the required waiting period for workers' compensation. At the end of the waiting period, should there still be a balance of donated 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 Donated Leave

An employee may submit an application to receive donated 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 employee may submit medical information directly to Human Resources personnel.

After completing the application for donated leave, the employee should submit the application to the immediate supervisor. The immediate supervisor will notify employees at the work site of the employee's request to receive donated leave.

The Superintendent or designee shall approve or deny an employee's use of donated leave.

Employees must not directly or indirectly use force, coercion, or give or receive compensation for donated leave days. Employees also are discouraged from soliciting for donated leave days.

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. Additionally, the amount donated must not reduce the donor's annual vacation leave balance below one-half of what that person can earn in the year.

- **Sick leave** – Sick leave may be donated to an employee of a public school system (LEA). A public school employee shall not donate more than five days of sick leave per school year to any one nonfamily member. Sick leave may be donated to an immediate family member in the same or another LEA, community college or state agency. A donor may not reduce his or her sick leave balance below one-half of what s/he can earn in a year. The combined total of sick leave donated to a recipient from nonfamily members shall not exceed 20 days per year.

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

Length of Leave

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

Earning Leave While Using Donated Leave

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



Unused Leave

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

FAMILY AND MEDICAL LEAVE ACT (FMLA) **DPI Benefits Manual § 8.2; Policy 3800/4800** **(Old)**

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

Eligibility for FMLA Leave

To be eligible for FMLA benefits, an individual must be employed by the Wake County Public School System 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, the employee may take a total of 12 workweeks 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 one or more of the essential functions of the job, or
 - a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is on active duty in the armed forces (or has been notified of an impending call or order to active duty).

The 12-month period is measured forward from the date the first FMLA-eligible absence begins. Leave may be taken continuously, intermittently, or on a reduced schedule when medically

necessary or related to a qualifying exigency arising out of active-duty service. Spouses who are eligible for the FMLA entitlement and are employed by the same employer are limited to a combined total of 12 workweeks of eligibility during any 12-month period when caring for a newborn child, a child placed with the employee through foster care, or an adopted child.

2. Additionally, an eligible employee may take up to 26 workweeks 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.
3. An eligible employee is entitled to a maximum combined total of 26 weeks of FMLA leave regardless of the reason for the FMLA leave.

Exhausting Other Leave

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

Notice of Need for FMLA Leave

The employee must provide at least 30 days advanced notice to an immediate supervisor before FMLA leave is to begin. If a 30-day notice is not practical under the circumstances, or the need for leave is not foreseeable, the employee must give notice as soon as practicable. The employee must tell their supervisor whether the employee 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 the supervisor and make a reasonable effort to schedule leave so as not to unduly disrupt school operations. While an employee is required to provide notice and proper leave forms to the supervisor, an employee is not required to provide to the supervisor any documents that reveal specific

medical information about the employee or a family member, including the medical certification form. An employee may send such forms and documentation directly to Human Resources personnel.

It is the employee's responsibility to provide the appropriate medical certification within fifteen (15) days of the absence. The employee should work with the school's HR Administrator who will facilitate the placement of an employee on FMLA immediately upon notification of the employee's medical situation.

Medical Certification

The employee will be required to furnish medical certification of a serious health condition from a licensed health care provider and may be required to provide recertification every 30 days while remaining on FMLA leave. The employee will also be required to furnish a fitness for duty certificate prior to being restored to employment when the employee is requesting to return to work prior to the end of their previously approved FMLA leave date. The employee may also be asked to periodically provide status updates 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 when returning from leave. This does not mean that the employee will be restored to the same job position held before the leave, nor to a position at the same worksite. Instructional employees who begin leave near the end of an academic term may be required to continue taking leave until the end of the term. The school district is not required to reinstate employees following FMLA leave if the employee:



- Fails to provide a requested fitness-for-duty certification to return to work. The school system may delay reinstating the employee until a certificate is submitted.
- Fails to periodically provide status updates and intent to return to work, when asked to do so.
- Fraudulently obtains FMLA leave.

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

Confirmation of FMLA Leave

An employee will receive written confirmation when FMLA job protection is applied to a leave.

Additional Description of FMLA Rights

Consult an HR Administrator and See U.S. Department of Labor FMLA resources: www.dol.gov/agencies/whd/fmla

PAID PARENTAL LEAVE [DPI Benefits Manual \(Effective July 1, 2023\)](#)

State law provides eight weeks of paid leave after giving birth to a child or four weeks of paid leave following the birth (non-birthing parent), adoption, or placement of child through foster care for permanent, full-time state employees, including public school employees. This benefit will be prorated for permanent, part-time employees.

Our district is developing policies to make accessing this new benefit as simple as possible for parents who give birth, adopt, or become a parent on or after July 1. The school system will provide additional details regarding Paid Parental Leave and the use of other available leave when such information becomes available. Please contact hr-leaves@wcpss.net with questions.

ANNUAL VACATION LEAVE FOR NEW PARENTS

[DPI Benefits Manual § 3.3](#)

For questions related to this section, call Human Resources at (919) 533-7200 or see the [Human Resources Directory](#).

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

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

PARENTAL LEAVE WITHOUT PAY

[DPI Benefits Manual § 8.1](#)

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. Spouses 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.

Effect of Leave on Career/Contract Status

Tenured employees approved for a leave of absence retain career status upon return from the authorized leave. A teacher in a full-time, permanent position who 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.

Employee Handbook

Teachers on multiple year contracts should retain their contract status while out on leave unless they do not complete 120 workdays, in which case, the contract will be extended.”

HOLIDAY LEAVE

[DPI Benefits Manual §§ 2.1 and 2.2](#)

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 month. This includes Independence Day for summer employment. Employees do not earn holidays scheduled before their date of employment or after their date of separation.

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

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving - Two days
- Christmas (two days if on Friday, Saturday, Sunday, or Monday or three days if on Tuesday, Wednesday, or Thursday)

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 an absence has been excused. The time must be made up at a time agreed upon by the

employee and the immediate supervisor or principal.

CIVIL RESPONSIBILITY LEAVE

[DPI Benefits Manual § 7; Policy 3800/4800 \(Old\)](#)

Community Responsibility

There are two purposes for community responsibility leave which employees may use.

COMMUNITY FUNCTION ATTENDANCE

Upon approval of the supervisor, full-time or part-time public school employees may be granted community responsibility leave to represent the school or administrative unit at community functions such as the funeral of a school child or 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.

WAKE COUNTY VOLUNTEER ACTIVITIES

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

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

Jury Duty

Full-time or part-time employees retain full salary when absent from work to serve on a jury.



Employees are entitled to their regular compensation plus any fees received for jury duty.

Court Attendance

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

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

Elected Officials

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

EDUCATIONAL LEAVE [DPI Benefits Manual § 6.1](#)

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 Beginning Teacher requirements and observations. Proper provisions must be made for the continuation of the employee's regular work either by the employment of a substitute (to be paid from the same funds supporting the employee's salary) or by making satisfactory arrangements within the school.

State-Sponsored Staff Development Activities

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

North Carolina Center for Advancement of Teaching (NCCAT)

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

Other Educational Leave

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

Notification and Reinstatement

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

Employees enrolled in the Principal Fellows Program must notify Human Resources of their continued enrollment by May 15th. Additionally, by May 15th of their second year, they must notify Human Resources of their intent to return to the school system. During the first year of approved non-paid educational leave, Principal Fellows may work in WCPSS a maximum of 20 per week as a temporary hourly or substitute employee.

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

PROFESSIONAL LEAVE

[DPI Benefits Manual § 6.2](#)

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

Professional Leave with Deduction

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

Professional Leave without Deduction

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

Officers of Professional Organizations

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

MILITARY LEAVE

[DPI Benefits Manual § 10](#)

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 (October 1 of one calendar year through September 30 of the next), 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.

WCPSS CORE BELIEF #6

The Wake County residents value a strong public school system and will partner to provide the support and resources to fully realize our shared vision, accomplish the mission, and sustain our core beliefs.



OTHER LEAVES WITHOUT PAY

DPI Benefits Manual § 9.6

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

Discretionary Leave

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

Effect on Career Status

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

Continuation of Health Insurance

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

COMPENSATORY LEAVE (FLSA)

DPI Benefits Manual § 9.1; Policy 4100 (Old)

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

It is the practice of the Wake County Public School System 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.

PARENTAL INVOLVEMENT IN SCHOOLS LEAVE

DPI Benefits Manual § 8.3

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

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

PERSONAL LEAVE (FOR TEACHERS ONLY)

DPI Benefits Manual § 5.1

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 personal leave; the remainder of the teacher's personal leave shall be converted to sick leave on June 30. At the time of retirement, a teacher may also convert accumulated personal leave to sick leave for creditable service towards retirement.

Use of Personal Leave

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

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

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

Limitations on Personal Leave

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

Salary Deduction for Personal Leave

Teachers using personal leave receive full salary less the state required deduction of the full cost of hiring a substitute. (Currently, WCPSS uses a \$115 deduction for all substitutes.) However, teachers may avoid this deduction if they provide the reason for the personal leave on their Leave Form. Teachers are not required to provide an elaborate description on the Leave Form, and no reason is needed if personal leave is taken on a teacher workday.

LEAVE FOR TEACHERS EMPLOYED IN CHARTER SCHOOL Policy 2280/3800/4800 (Old)

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

LEAVE FOR TEACHERS ON LOAN Policy 3800/4800 (Old)

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

DISABILITY INCOME PLAN

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

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

An eligible employee may apply for short-term disability by submitting appropriate medical documentation for review to the WCPSS Human Resources disability staff. If the employee is approved for short-term disability, WCPSS will process the disability claim and will assist the employee with accessing disability benefits. For questions, contact Capricia Cottingham at ccottingham@wcpss.net, or (919) 533-7270.



WORKERS' COMPENSATION LEAVE
DPI Benefits Manual § 9.2; Policy
3800/4800 (Old)

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

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

Process for Filing a Workers' Compensation Claim

An employee who has been injured while on the job performing work functions is responsible for reporting the injury within 24 hours of the accident. The employee must submit a Statement of Injury form (wakeconnect.wcpss.net/sites/forms/SitePage/25749/forms) to the Workers' Compensation Office via facsimile (919-589-6202) or to workerscomp@wcpss.net at the time of the injury. The form must be filled out entirely, including a complete description of the injury, and signed by the supervisor.

If the employee will be out of work for seven days or longer as a result of the injury, the employee or the work site supervisor must complete a leave form to indicate that the employee is out of work on workers' compensation leave and submit it to one's Human Resources Administrator with a copy to the Workers' Compensation Office. There is a seven-day waiting period during which the employee can elect to use appropriate accumulated leave, voluntary shared leave, or elect to go on leave without pay. All medical documentation must be turned into the Workers' Compensation Office, including, but not limited to, return-to-work release notices and any restrictions pertaining to the ability to perform one's job.

Once an insurance adjuster is assigned and the employee's claim has been approved, the insurance carrier will contact 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.

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 employees regularly and to return employees to their own regular job assignment as soon as medically possible. The Return-to-Work (RTW) Coordinator, Katrina Smith, can be reached at (919) 533-7206 or ksmith16@wcpss.net.

When an employee sustains a work-related injury or illness compensable under Workers' Compensation, and the treating physician releases the employee to return to work, the school system will make reasonable efforts to enable the employee to return to their 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 below.

EMPLOYEE RESPONSIBILITIES

- An employee will return to their existing position with or without restrictions as soon as possible once released to return to work by the treating physician.
- An employee must provide appropriate written medical documentation releasing the employee to return to work and any temporary physician-imposed restrictions. The work restrictions must clearly describe the physical restrictions and limitations related to the employee's ability to perform their job duties. The written

medical documentation must be provided to the supervisor and the RTW Coordinator.

- The employee must provide written medical documentation of any changes in their physical restrictions to their supervisor and the RTW Coordinator immediately upon gaining knowledge of such changes.
- The employee must follow the physical restrictions imposed by the treating physician and must continue all medical treatment and/or rehabilitation, including all appointments with W/C designated physicians while participating in this program. (NOTE: The W/C Act covers time lost from work due to a physical inability to work as certified by a doctor. It does not cover time lost due to a doctor's visit or physical therapy scheduled or rescheduled by the employee during normal work hours if an employee is otherwise able to work.)
- The employee must comply with all requirements of the W/C Act and Rules and any reasonable instructions not inconsistent with its provisions.
- Once an employee returns to work, if the employee calls in sick and the illness is not associated with the work-related injury, the normal sick leave policy and procedures apply for the duration of the illness. Similarly, other types of leave (e.g., annual, holidays) will be treated in accordance with Board Policy.

RETURN-TO-WORK COORDINATOR (RTW) DUTIES

- Maintain effective communications with all parties involved in a W/C claim after obtaining all necessary releases and/or consent from the employee. This communication will include, but is not limited to the following: employee, supervisor(s), medical care provider(s), insurance representative(s) and administrative personnel.
- Facilitate an employee's return to work in their existing position with or without reasonable restrictions as soon as possible when the employee is released to return to work.
- If the RTW Coordinator determines that an employee cannot return to the employee's existing job with or without reasonable restrictions, the RTW Coordinator will contact the W/C Director to explore other

options for returning the employee to work in the best interests of the school system.

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

SUPERVISOR RESPONSIBILITIES

- The supervisor should make reasonable efforts to contact the employee regularly while the employee is away from the worksite due to injury or illness to maintain an open line of communication. In addition, the supervisor should regularly contact an employee with physician-imposed restrictions who has returned to work in any capacity for updates on the employee's condition.
- Supervisors must assist the RTW Coordinator in returning an employee to work.
- Supervisors should take appropriate steps to prevent an employee from returning to work until the employee provides appropriate written medical documentation releasing the employee to return.
- Supervisors should monitor the employee's compliance with return-to-work restrictions once the employee is back at the work site.
- Supervisors must keep the RTW Coordinator informed regularly of the status, condition, and progress of all employees assigned who have returned to work.

Returning Employees to Work with or without Reasonable Restrictions

The primary goal of this program is to return the employee to the 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 the existing position, the RTW Coordinator and W/C Director may explore other return to work options in the best interests of the school system.

Medical Records and/or Information

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



Rights

These policies and practices are not intended to, and do not, create any additional employment rights on behalf of employees.

EPISODE OF VIOLENCE

[DPI Benefits Manual § 9.3; Policy 3800/4800 \(Old\)](#)

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

Resources as soon as possible, but not later than one year following the event or occurrence that caused the injury or disability.

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



Leadership and Professional Learning

The Office of Professional Learning promotes a district-wide culture of learning through the support and development of professional learning systems for all employees. Areas of responsibility include: administering the WakeLearns software, supporting professional learning systems, and providing leadership development.

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

WakeLearns

All staff use the WakeLearns software to register for and document their professional learning. WakeLearns is the official software used to track credits earned by certified staff who renew professional licenses. It provides a Course Catalog of all professional learning opportunities offered in WCPSS. All staff have access to their transcript of professional learning through WakeLearns.

NATIONAL BOARD CERTIFICATION

The Wake County Public School System remains a national leader in the number of National Board Certified Teachers (NBCT) and school counselors who have achieved this distinction. The National Board for Professional Teaching Standards (NBPTS) was created in 1987, establishing a system of advanced certification for teachers based on high and rigorous standards. It identifies five core propositions that describe the knowledge, skills, and dispositions that characterize accomplished teaching. For more information on the NBPTS, visit their website at www.nbpts.org. There is a loan from the state available for initial candidacy fees. Details can be found on the DPI website at <https://www.dpi.nc.gov/educators/national-board-certification/application-state-funding>.

Teachers who complete initial National Board candidacy earn one complete renewal cycle of credits to renew a North Carolina teaching license, whether certification is achieved or not. These credits can be applied to the teacher's current NC licensure renewal cycle or banked for use during the teacher's

next licensure renewal cycle. Teachers who maintain their National Board Certification through the Maintenance of Certification process earn two licensure renewal credits, one in Literacy, and one in Subject Area. These renewal credits must be used during the same NC licensure renewal cycle in which they are earned. They cannot be banked. To request National Board renewal credits, documentation must be uploaded in WakeLearns. For questions about earning or renewing National Board Certification, contact Sherri Morris at boardcertified@wcpss.net.

WCPSS offers a program for beginning teachers to assist them in preparing to pursue their National Board Certification during a future school year. The Beginner to Board-Certified program is a national model for teachers in their early years of teaching, providing a career trajectory toward accomplished teacher leadership.

WCPSS also offers information sessions and organizes cohorts led by NBCT coaches to assist those seeking National Board Certification. Registration for these sessions and support cohorts will be accessible on the [National Board Certification page on WakeConnect](#) beginning in late August. Teachers are also encouraged to take advantage of the additional resources that are posted on WakeConnect, Learning Central, and the NBPTS website.

Contact Sherri Morris at boardcertified@wcpss.net or (919) 533-7219 for additional information.

SCHOOL IMPROVEMENT PLANNING [Policy 3430 \(New\)](#)

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

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



COMMUNITY SCHOOLS

Lifelong Learning with Community Schools offers two valuable opportunities to connect the community with WCPSS. Requested by parents, the *Triangle Camps, Track-Out, and More* publication and web directory shares local youth opportunities, camps, track-out options, and additional valuable resources in North Carolina. The publication is printed and shared at all WCPSS schools, Wake County public

libraries, and local businesses bi-annually in the spring and fall. Learn more at wcpss.net/camps.

There also are over 800 online classes available that cover topics such as: arts, business, computers, language, SAT Test Preparation, teacher professional development. Interested employees should visit wcpss.net/onlineclasses for more information. Lifelong learning with Community Schools can be reached at (919) 694-0559 or email lifelonglearning@wcpss.net.



Personnel Files

MAINTENANCE AND CONTENT OF PERSONNEL FILES

[Policy 3231/4231 \(Old\)](#)

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 through the Human Resources office.

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

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

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

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

REMOVAL OF INFORMATION FROM PERSONNEL FILE

[Policy 3232/4232 \(Old\)](#)

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. A [Petition to Have Information Removed from Personnel File form](#) is located on the Forms section of WakeConnect.

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.



Employee Complaints and Grievances

COMPLAINTS

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

GRIEVANCES

[Policy 1750/7220 \(New\)](#)

It is desirable for an employee and his/her immediate supervisor to resolve problems through informal communication. However, if the informal process fails to resolve the situation or an employee elects a formal process, a grievance may be filed in accordance with Board Policy 1750/7220, *Grievance Procedure for Employees*.

A grievance is a formal written complaint by an employee or group of employees that a **final administrative decision** has resulted in:

- a violation of a specified federal law, State law, State Board of Education policy, State rule, or local board policy; or
- an adverse effect on the terms or conditions of employment or employment status of the school employee

No grievance shall be heard unless it has been filed in writing on the appropriate form within 30 calendar days after the act or condition giving rise to the grievance and states with particularity the basis for the grievance and the remedy sought. An [Employee Grievance Form](#) is available on WakeConnect in the Forms section.

If an employee concern does not meet the definition of a grievance, it will be reviewed as a complaint by appropriate school system personnel.



Ending Employment

RETIREMENT

There is no mandatory retirement age for school system employees. Retirement policies and procedures are in accordance with statutes establishing and empowering the function of the Teachers’ and State Employees’ Retirement System of North Carolina. Unless specified otherwise in a written contract, any employee who anticipates retirement should notify the Human Resources –Talent Management Department at least 60 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 on the [Retirement](#) section of WakeConnect, at the State Retirement System’s website at www.myncretirement.com, or at (919) 533-7230. Refer to the [Retirement Benefits Manual](#) online which provides the following information:

Service Retirement (Unreduced Benefits)

You may retire with an unreduced service retirement benefit after you:

- Reach age 65 and complete five years of membership service
- Reach age 60 and complete 25 years of creditable service
- Complete 30 years of creditable service at any age

Early Retirement (Reduced Benefits)

You may retire early with a reduced retirement benefit after you:

- Reach age 50 and complete 20 years of creditable service
- Reach age 60 and complete five years of membership service

Early Retirement Reduction Percentages

Early retirement benefits are calculated using the same formula as a service retirement multiplied by a reduction percentage based on your age and/or service at early retirement. If you are between ages 60 and 65, with less than 25 years of creditable service, your early service retirement benefit will be reduced to the following percentages. If you are between birthdays when payments start, the reduction will be adjusted proportionally.

If you are this age when payments start	You receive this percentage of your benefit
64	97%
63	94%
62	91%
61	88%
60	85%

If you are between ages 50 and 59 with less than 30 years of creditable service, your early retirement will be reduced by the percentages shown in the table below.

		<i>Years of Creditable Service</i>									
		29	28	27	26	25	24	23	22	21	20
Age	59	95%	90%	85%	80%	80%	80%	80%	80%	80%	80%
	58	95%	90%	85%	80%	75%	75%	75%	75%	75%	75%
	57	95%	90%	85%	80%	75%	70%	70%	70%	70%	70%
	56	95%	90%	85%	80%	75%	70%	65%	65%	65%	65%
	55	95%	90%	85%	80%	75%	70%	65%	60%	60%	60%
	54	95%	90%	85%	80%	75%	70%	65%	60%	55%	55%
	53	95%	90%	85%	80%	75%	70%	65%	60%	55%	52%
	52	95%	90%	85%	80%	75%	70%	65%	60%	55%	50%
	51	95%	90%	85%	80%	75%	70%	65%	60%	55%	50%
	50	95%	90%	85%	80%	75%	70%	65%	60%	55%	50%

RESIGNATION

Policies [3400](#) and [4400](#) (Old)

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

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

Annual vacation leave cannot be used to extend employment.

REDUCTION IN FORCE

Policies [3430](#) and [4430](#) (Old)

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

DISMISSAL

Policy [3420/4420](#) (Old)

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.

EMPLOYMENT AFTER RETIREMENT

[DPI Benefits Manual § 16.1](#)

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.

Retirement means the termination of employment and the complete separation from active service with no intent or agreement to return to service. In order for an employee's retirement to become effective, the retiree must render no service, including part-time, temporary, substitute, or contractor service, at any time during the six months immediately following the effective date of retirement. Anyone who is retired through the Teachers' and State Employees' Retirement System and completes the six month break in service described above, is eligible to be reemployed subject to an earnings cap, as provided in the DPI Benefits Manual. Service as a member of a school board or as an unpaid bona fide volunteer in an LEA shall not be considered service. 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, contact the school system's Retirement Administrator for assistance at 919-533-7230.

Health, Safety and Emergencies

BLOODBORNE PATHOGENS EXPOSURE

Policy [2332/3032/4032](#) and [R&P \(Old\)](#)

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, and Wake County Board of Education Policy [2332/3032/4032](#), 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 on WakeConnect or at each school unit or department. It shall be the duty of each employee to familiarize himself or herself with the provisions of the Bloodborne Pathogens Exposure Control Plan and to comply with its provisions.

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

CONTAGIOUS DISEASES

Policy [3031 \(Old\)](#)

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).

ADMINISTRATION OF MEDICINE TO STUDENTS

Policy [6125 \(New\)](#)

The administration of medication to students by employees shall be permitted only upon the proper authorization by a physician and the student's parent or guardian. For further information, see WakeConnect on [Medication](#).

PRINCIPAL'S MONTHLY FIRE DRILL AND INSPECTION

All school employees should be aware that NC G.S. 115C-288(d) requires each principal "to conduct a fire drill during the first week after opening of school and thereafter at least one fire drill each month, in each building in his charge, where children are assembled." It further requires each principal "to inspect each of the buildings in his charge at least twice a month during the regular school session" and to file a report of the Principal's Monthly Fire Drill and Inspection Report (Form 2906) once each month. WCPSS uses an online submission of the fire drill and inspections report. All principals and assistant principals have access to the app for fire drill and inspections found in the WakeID portal. Failure to perform these duties is considered a misdemeanor per NC G.S. 115C-525(c). Principals will inform employees of the appropriate steps you should take to maintain student safety during these drills. For questions or assistance relating to Fire Drills, Fire Safety Inspections, or Fire Codes contact Risk Management at (919) 588-3470 or (919) 694-7603.

DRIVER APPROVAL (ACTIVITY BUSES AND WCPSS VEHICLES)

Employees who drive a WCPSS owned or rented vehicle must be approved by Risk Management prior to driving. Submission of the employee's NCDL information can be made by opening a ticket for approval in the Risk Management portal through the helpdesk. [Instructions](#) can be found on the Risk Management and Safety workspace on WakeConnect. Questions regarding driver approval can be directed to Risk Management at (919) 694-7603.



OFFICE OF SECURITY

WCPSS Office of Security 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 Office of Security has implemented a comprehensive system of security measures designed to make WCPSS campuses safe places to learn and work. Employees with any security concerns should notify an administrator at their work site or contact the Office of Security Monday through Friday between 8 a.m. and 5 p.m. at (919) 431-7777. Employees may report security concerns after 5 p.m. and on weekends and holidays to the WCPSS Alarm Monitoring Center at (919) 856-2890 or (919) 856-1911.

IDENTIFICATION BADGES

All employees will be supplied with a picture identification badge. These identification badges are required to be worn and displayed at all times when on WCPSS properties. For replacement badges or questions, contact the Office of Security at (919) 533-7227.

SYSTEM-WIDE IDENTIFICATION BADGES

A system-wide identification badge may be utilized as an athletic pass as follows:

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

WCPSS CORE BELIEF #7

All students and staff deserve to work in optimal learning environments supported by sufficient resources, well-maintained facilities, and sustainable operational systems.

ADJUSTING SCHEDULES WHEN SCHOOL CLOSES FOR INCLEMENT WEATHER

Policy 5050 (New)

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

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

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

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

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

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

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

- An early morning notice will be received through news media, voice mail, and email. Adjustments which are announced during the school day will be called to the schools through the internal communication network.
- 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.
- 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.

- 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.
- 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.
- Community schools, which operate during the evening hours, will be announced separately, but generally follow the same closing schedule as the schools. Any change in their schedules will be announced separately from the regular school notice.
- If school is delayed one hour or more, breakfast may be served, but the final decision is the responsibility of the principal. On days of early dismissal, lunch may be served, but the final decision is the responsibility of the principal. Principals recognize that school meals are a primary source of nutrition for many students and will make decisions accordingly. Prior to an abbreviated school day, the principal will alert parents and CNS staff through local school communications about the availability of school meals.



Wake County Public School System

The following adjustments will be followed for the Before-School and After-School programs:

WCPSS After School Programs

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

WCPSS Before School Programs

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

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

REPORTING EMPLOYEE ABSENCES DURING INCLEMENT WEATHER DAYS

Pursuant to policy 7503, Teleworking, when the Superintendent determines that any employees cannot or should not work at their regularly assigned place of work as a result of inclement weather, the Superintendent may, consistent with state and federal law, permit or require individual employees or classes of employees to temporarily telework. Employees may be eligible to telework if, under the circumstances of the emergency situation, they can temporarily perform their essential job duties at an alternative work location, have an available and suitable designated workspace at the alternative work location, and have access to any computer and telecommunications equipment necessary for the completion of tasks. As needed, the school district will provide additional guidance to employees about teleworking due to inclement weather.

When teleworking is not an option for an employee and the employee is unable to report to the work location due to inclement weather, the employee may take any appropriate available leave or make up the day on a whole day or piecemeal basis.

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

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

If employees are unable to report to their work location because it has been officially closed by the Superintendent, they will be compensated as if they had worked their normal hours.

EMERGENCY RESPONSE Policies 1510/4200/7270 (New)

WCPSS employees must be prepared to respond to an emergency or traumatic event in an organized and timely manner so that students and staff can continue to function effectively without additional trauma or the development of additional emergencies. Accordingly, every school and administrative building must have an emergency response plan. These emergency plans are designed to protect students and staff during an emergency and to minimize injuries or property loss. All employees should be familiar with the emergency plans that are developed for their work site. Additionally, every employee at a school site should maintain a copy of the WCPSS Emergency/Crisis Guide in their classroom or workspace. The classroom guide provides a quick

reference of procedures for managing classroom-based emergency situations. Each administrator at a school site should maintain a copy of the WCPSS Administrative Emergency/Crisis Guide. The administrative guide serves to provide procedures for managing emergency situations at an administrative level.

EMERGENCY OPERATIONS PLAN

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

The District, all schools, and all administrative facilities must have a comprehensive Emergency Operations Plan. The Superintendent shall be responsible for establishing an Emergency Response Team for the District which will be responsible for reviewing and updating the District plan annually.

All school principals and building managers for administrative facilities will be responsible for establishing Emergency Response Teams which will be responsible for reviewing and updating their site Emergency Operation Plans annually. An electronic copy of the site-specific Information must be submitted to the Office of Security by October 1 each school year.

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

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

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

Annually all schools and administrative buildings shall conduct a minimum of two emergency practice drills and one table-top exercise. The minimum drills will consist of one lockdown drills and one severe weather drill. Prior to conducting the first emergency lockdown drill, each school and/or administrative building must receive basic and advanced lockdown procedures training from the Office of Security. In addition to the lockdown trainings all Emergency Team Members shall complete the following to ensure they have the minimum level of emergency preparedness training - Emergency Operations Plan training and Incident Command System 100 and 200.

Upon completion of a lockdown or severe weather drill the event must be documented within the WCPSS online reporting tool for drills. Following an actual incident, a Security After Action Review form must be completed. The Office of Security will conduct a security review of every campus on an annual basis.

EMERGENCY SHELTERS

In the event it becomes necessary to open a shelter/relocation center for citizens who are required to evacuate their homes because of circumstances beyond their control, such as a hurricane, tornado, fire, chemical spill, etc., there are certain procedures that should be followed. While employees may not be involved in the actual reporting phase, this information is shared so that each employee will be aware of the steps involved and the potential effects on the school system. Any school or building site may be designated as an emergency shelter in the event of an emergency situation, including times when students and staff are on-site. In the event that a school or WCPSS facility is designated as a county-wide shelter, all site-based employees may be called upon to provide for and maintain the safety and well-being of students and/or staff present at the shelter.

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

- A top-level administrator authorized by any city or town in Wake County shall call the Wake County Emergency Management office at (919) 856-6480. This number may be called 24 hours a day. After regular weekday working hours (5 p.m.) and on holidays and weekends, such persons should leave a voice mail message with contact information. The voice mail message will be forwarded to the on-call WCEM personnel via pager.
- A top-level administrator authorized by any city or town in Wake County not able to reach the Wake County Emergency Management office should contact the Office of Security at (919) 431-7777.



WCPSS Departments and Programs of Interest

COMMUNITY SERVICES PROGRAM

Policy 5030 and R&P (New)

Community Services is a department of the WCPSS Communications division dedicated to improving the visibility of WCPSS in the community, promoting positive cooperation with members of the community who do not have children in schools, and maximizing the use of public school buildings during non-school hours.

Through the enactment of the Community Schools Act of 1977, all public schools are involved in the promotion and utilization of school facilities by the community. In accord with Board Policy 5030, [Community Use of Facilities](#), WCPSS facilities are available year-round to community groups and organizations on a rental basis when the facility is not already scheduled for school/community use or maintenance and there is an approved individual(s) to supervise and perform custodial duties. Per G.S. 163-129 the county board of elections shall be entitled to use any school or a part thereof, for the purpose of conducting registration and voting for any primary or election, and it may require that the requisitioned premises, or a part thereof, be vacated for the purposes.

Community Services offers educational, recreational, cultural, civic-oriented, and social programs designed for a variety of age groups from preschool to senior citizens. Community Services strives to meet the needs of each individual community at the neighborhood level through three core programs: Community Schools-Community Use, Lifelong Learning with Community Schools, and Triangle Camps. Call (919) 694-0561 or see <https://cs.wcpss.net> for additional information.

PRINT SHOP

The Print Shop provides high quality printing for WCPSS Schools, Parent Teacher Associations and Central Office departments. Certain offering includes, but not limited to, high volume printing, notebook printing, offset printing, large format printing and versatile finishing. Design assistance is available for schools through WCPSS Communications Department. Visit wakeconnect.wcpss.net/sites/print-shop/SitePage/1613/print-shop to access a work order form or our webstore <https://stores.pagedna.com/wcpss>.

Print Shop work order forms can be emailed to printshop@wcpss.net. Call (919) 588-3493 or visit the physical location at 1551 Rock Quarry Road, Building B, Raleigh, N.C. 27610 for additional information.

DATA, RESEARCH AND ACCOUNTABILITY

The mission of the Data, Research and Accountability Department is to promote data-based decision making to support learning and teaching in WCPSS. Reports on student outcomes, accountability status, program evaluations including a test and measurement terminology glossary can be found at www.wcpss.net/Page/95. Internal presentations, brief summaries of analyses, status of program implementations, grant evaluations of instructional programs, and testing information are also available at wakeconnect.wcpss.net/sites/data-and-accountability/SitePage/1573/data-research-and-accountability. School-level testing, survey reports, and other results are housed in Quickr, OASIS or the Data Dashboards, which can be accessed by principals, test coordinators, and other selected district and school staff.

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

OFFICE OF GRANTS

All funding opportunities, regardless of funding range or source (e.g., local, state, national, corporate, foundations, professional associations, or governmental agencies) must be approved by the Board of Education in advance of application submission. Staff applying for grants should contact the Office of Grants for guidance and support in securing the necessary approvals at (919) 533-7720 or grants@wcpss.net. Information about the grants process can be found at wakeconnect.wcpss.net/sites/grants. School-based staff should work with their principal or school grant contact to submit an Intent to Apply form, and the Grants office will respond with next steps.



TRANSLATION AND INTERPRETATION SERVICES

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

COUNSELING AND STUDENT SERVICES

The Counseling & Student Services Department (CaSS) supports the restorative practices and trauma-informed practices strategies for the district. CaSS staff work closely with all departments to ensure that all students have access to rigorous highly engaging coursework, and we address the needs of the Whole Child by advocating for the removal of any barriers to access of services. CaSS personnel include school counselors, psychologists, and social workers; and the department ensures the following support services: Section 504, McKinney-Vento Program, and Alliance Mental Health referrals. Contact Counseling and Student Services at (919) 694-0599 for more information.

MCKINNEY-VENTO PROGRAM

The McKinney-Vento Program is federal legislation that provides legal protection and services to children and youth experiencing a housing crisis. A housing crisis can include, but is not limited to, living with others due to a loss of housing; staying in a motel, hotel or campground; living at a shelter; participating in a transitional housing program; living in a car, park or other unsheltered space or being an unaccompanied runaway youth. Services can include immediate enrollment, school selection, transportation, nutrition and academic support. Contact Michelle Mozingo, (919) 694-0574, mmozingo@wcpss.net, for more information.

Human Resources Department

Dr. Anthony J. Muttillio, Assistant Superintendent

The Human Resources Department is organized to better serve our mission to establish quality systems to recruit, retain, and develop committed employees who promote student success. Our organization allows us to improve oversight, management, and support for the school system and district wide human capital initiatives as follows:

- Align the department to support the work of the Strategic Plan
- Improve the inner workings of the Human Resources department
- Focus on talent across the system
- Position the department for improved succession planning and exposure to roles and responsibilities
- Leverage talents and skills of current employees with specific shifts in responsibilities

In order to best support and serve the employees and students of the Wake County Public School System, the Human Resources Department is divided into four main divisions.

Talent Acquisition

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

Talent Management

- Administrative Interns
- Certified Contracts\
- Employee Discounts
- Evaluations
- Job Descriptions
- Lateral Entry
- Praxis Reimbursement
- Teacher Support
- Tuition Assistance

Salary and Info Systems

- Data and Reporting
- Employment Verifications
- Licensure
- Longevity
- Retirement
- Salary Administration

Employee Relations

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

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

- Main line: (919) 533-7200
- Contact information for the Human Resources Department is available at www.wcpss.net/wakeconnect/HRdirectory and includes:
 - Whom to Call List
 - Staff Directory
 - Human Resource Organizational Chart



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

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

NAME	NUMBER	EMAIL	POSITION
Flor, Kathy	533-7196	kflor	Secretary
Muttillo, AJ	533-7198	amuttillo	Assistant Superintendent
Smith, Annette	533-7200	asmith8	Receptionist
Watson, Lora	533-7197	lwatson	Administrator/School Administrator Staffing

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

NAME	NUMBER	EMAIL	POSITION
Atwood, Lynette	533-7245	latwood	Processing Technician
Bennett, Shelia	533-7249	sbennett	Director
Brown-Patterson, De'Siree'	533-7231	dbrown-patterson	Lead Staffing Processor
Cason, Shriine	533-7234	scason	Processing Technician
Cherry, Michelle	533-7242	mcherry	Processing Technician
Crabtree, Josephine	694-8163	jocrabtree	Processing Technician
Hunter, Kesha	533-7213	kkhunter	Processing Technician
Johnson, Tonya	533-7232	tjohnson7	Benefits Manager
Kennedy, Jason	533-7258	jkennedy3	Director – Talent Sourcing & Comm.
Kerr, Aleah	533-7233	akerr2	Processing Technician
Lassiter, Chris	533-7802	classiter	Senior Administrator
Mathis, Cedrina	533-7212	cmathis	Senior Administrator
Milton, Georgiate	533-7251	gmilton	Senior Administrator
Morris, Sherri	533-7219	smorris1	Administrator – Human Capital
Muir, Leslie	533-7210	lmuir	Senior Administrator
Murphy, Delora	533-7256	dmurphy2	Senior Administrator
Murphy, Sandy	533-7201	smurphy1	Human Resource Specialist
O'Gorman, Gina	533-7269	gogorman	Substitute Staffing & Onboarding
Outlaw, Sharion	694-7616	soutlaw	Processing Technician
Pendergraft, Jennifer	533-7239	jpendergraft	Processing Technician
Peppers, Jessica	533-7208	jpeppers	Senior Administrator
Reed, Donna	533-7248	dreed	Processing Technician
Reynolds, Sally	533-7262	slreynolds	Senior Director
Smith, Stacey	533-7228	ssmith32	File Room Technician
Traub, Leanne	694-7594	ltraub	Processing Technician
Warwick, John	533-7252	jwarwick	Senior Administrator
White, Sam	533-7209	swhite	Senior Administrator
Williams, Patricia	533-7264	pwilliams6	Senior Administrator
Wise, Amber	533-7260	awise2	Sr Administrator-AppliTrack & Onboarding

TALENT MANAGEMENT
(FAX: 670-4215)

NAME	NUMBER	EMAIL	POSITION
Clifton, Deborah	533-7259	dclifton	Senior Administrator- Performance Mgmt.
Dickerson, Shirley	533-7216	sdickerson	Coordinating Teacher
Dumas, Lorraine	533-7238	lddumas	Secretary to Senior Director
Frescoln, Rob	533-7199	rfrescoln	Coordinating Teacher
Olden, Nicole	533-7195	nolden	Coordinating Teacher
Ouellette, Jennifer	533-7214	jouellette	Coordinating Teacher
Pinette Comulada, Elora	533-7241	epinettecomulada	Processing Technician – Performance Mgmt.
Priest, Maribeth	694-8221	mpriest	Coordinating Teacher
Rutherford, Lori	533-7804	lrutherford	Senior Administrator-Talent Recognition
Saunders, Marcus	533-7803	mjsaunders	Coordinating Teacher
Scholl, Paul	694-8225	pscholl	Coordinating Teacher
Shaw, Holly	694-8214	hshaw	Director
Sonricker, Lisa		lsonricker	Senior Administrator
Stewart, Damian	694-8245	dstewart4	Processing Technician
Stidham, Cheryl	533-7203	cstidham	Senior Director
Szeto, Mayra	694-7595	mszeto	Senior Administrator
Wilson, Tony	533-7220	awilson	Director
Wright, Latoya	854-1743	lwright6	Coordinating Teacher

SALARY AND INFORMATION SYSTEMS
(FAX: 670-4215)

NAME	NUMBER	EMAIL	POSITION
Alston, Kizzy	533-7236	kalston3	Senior Administrator
Anderson, Ramona "Tina"	533-7235	rganderson	Data Analyst - Oracle
Brown, Marc	533-7243	mtbrown	Senior Administrator
Burton, Jeanne	533-7261	jburton3	Senior Administrator - Licensure
Cobb, Avion	694-7652	acobb2	Data Analyst - Oracle
Corpuz, Michelle	533-7268	mcorpuz	Data Analyst - Oracle
Howard, Letitia	533-7194	lrhoward	Senior Administrator - Licensure
Johnson, Kelly	694-7623	kjohnson15	Director
Levine, Deron	533-7215	dlevine	Director – Data & Reporting
McCotter, Terrance	533-7266	tmccotter2	Senior Director
Myatt, Sybil	533-7247	smyatt	Processing Technician - Licensure
Patterson, Courtney	694-7695	cepatterson	Data Analyst - Oracle
Perry, Shakia	533-7222	sperry5	Senior Administrator
Stewart, Bryan	694-7502	bstewart2	Processing Technician
Winston, Deborah	533-7237	dwinston	Administrator



EMPLOYEE RELATIONS

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

NAME	NUMBER	EMAIL	POSITION
Aaron, Perry	533-7257	paaron	Senior Administrator – Investigations & CRCs
Battle, Milton	694-8233	mtbattle	Volunteer Coordinator
Brown, Sherri	694-8234	sbrown20	Senior Administrator - Wellness Coord
Cottingham, Capricia	533-7270	ccottingham	Processor – Disability
Duncan, Georgette	533-7205	gduncan2	Receptionist; Processor - Unemployment, Performance, Volunteers
Griffin, Beverly	533-7206	bgriffin	Director – Disability & Workers' Compensation
Griffith, Jerry	533-7223	jgriffith	Senior Admin –Investigations, CRCs, Contractors
Hill, Kendra	533-7267	kdhill	Senior Director
Mangum-Fuller, Renae	533-7271	hmangum	Secretary to Senior Director
McCoy, Tanisha	694-7742	tdmccoy	Senior Administrator – Investigations & CRCs
Norales, Alicia	694-8190	anorales	Processing Technician - Workers' Compensation
Pitofsky, Sally	533-7221	spitofsky	Senior Administrator – Compliance
Rose, Nia	694-8235	nrose	Senior Administrator-Wellness Coord.
Smith, Katrina	533-7224	ksmith16	Return to Work Coordinator - Workers' Compensation
Thompson, Veronica	694-8230	vthompson	Senior Admin –Investigations, CRCs
Vaughan, Christina	533-7255	clvaughan	Senior Administrator – Performance Issues
Wright, Debra	533-7229	dwright	Processing Technician - Workers' Compensation



HUMAN RESOURCES GENERAL EMAIL ACCOUNTS

Talent Acquisition

- BoardCertified@wcpss.net – Use for questions or information about National Board Certification.
- FutureTeachers@wcpss.net – Use for any questions or information about future teachers.
- HRAppliTrack@wcpss.net – Use for support with the AppliTrack hiring system.
- HREmpFileRoom@wcpss.net – Use if you need to pull a file for a current or former WCPSS employee. Note: All employee files are now stored electronically.
- HR-Leaves@wcpss.net – Use for any military, medical, or parental leave inquiries.
- HumanResourcesSubstitute@wcpss.net – Use for questions regarding substitute teaching.
- OrientationQuestions@wcpss.net – Use for any questions about new employee orientation.
- Student-Teaching@wcpss.net – Use to submit questions about student teaching.

Talent Management

- HR-Contracts@wcpss.net – Used by employees with contracts and their supervisors when they need support or have questions about employment contracts.
- Eval-Support@wcpss.net – Used by all employees (classified, certified, and administrators) who need support or have questions about employee evaluations.
- hr-preschoolcbc@wcpss.net – Use for any questions regarding licensed preschools, including questions for criminal background checks and reimbursements for completing them.
- hr-restart@wcpss.net – Use for Restart Schools Flexible Spending Requests.

Employee Relations

- crc@wcpss.net – Use for questions regarding criminal record checks.
- Disability@wcpss.net -- Use to submit information regarding disability claims under the NC Disability Income Plan. (Do not use for Colonial Insurance or other supplemental plans.)
- EmployeeRelations@wcpss.net – Use to submit information regarding grievances, petitions to remove information, and accommodations.
- ER-performance@wcpss.net – Use for performance concerns.
- EmployeeWellness@wcpss.net – Use for questions regarding the Employee Support and Wellness Program and the Employee Assistance Program.
- Teleworking@wcpss.net – Use for questions regarding the teleworking process.
- WorkersComp@wcpss.net – Use to submit information regarding workers' compensation claims.
- Volunteers@wcpss.net - Internal WCPSS email used for staff questions about volunteers.



Salary and Information Systems

- HRCompReview@wcpss.net - Used by the HR Compensation Review Team, chiefs, assistant superintendents, and senior directors to receive the Compensation Review Form and all supporting documents for compensation cases as well as ongoing communication about the cases.
- HR-Longevity@wcpss.net – Use for verifications of experience and state service: requests to complete forms related to years of service, leave transfers, and documentation of experience credit for employees who are new to Wake and ex-employees who need documentation for another employer.
- HR-OPT@wcpss.net – Use for communication with the HR Oracle Processing Team (OPT) which processes and manages the employee data being entered into Oracle, as well as position/assignment changes and corrections of employee data in Oracle.
- HRRetirement@wcpss.net - Receives WCPSS retirement resignation forms, TSERS paper Form 6, and related documents from employees; Receives from TSERS a copy of Form 6 submitted electronically by employee to the State Retirement System; Handles all retirement-related inquiries.
- HRVerification@wcpss.net – Use for verifications of employment/wages for financial purposes such as mortgages, personal loans, car loans, etc.; Also for verifications for housing (public or otherwise), social services, and loan forgiveness (except Public Service Loan Forgiveness which should be sent to uConfirm). All verifications for new employees that have not gotten a first paycheck yet should come to Lorraine Dumas (Iddumas@wcpss.net) directly.
- JDRequest@wcpss.net – Receives inquiries about job descriptions; used by HR administrators as a communication tool when creating and updating a job description.
- LicensureQuestions@wcpss.net – Use for communication regarding employee/educator licensure, including current, potential, and former employees.

WCPSS Leadership Directories

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

BOARD OF EDUCATION OFFICE

Mrs. Cheryl Caulfield, District 1
(Northeast Wake)
Term Expires: 2026
ccaulfield@wcpss.net

Mrs. Monika Johnson-Hostler, District 2
(Southeast Wake)
Term Expires: 2026
mjohnsonhostler@wcpss.net

Dr. Wing Ng District 3
(North Raleigh)
Term Expires: 2024
wng@wcpss.net

Ms. Tara Waters, District 4
(East Raleigh)
Term Expires: 2024
twaters2@wcpss.net

Mrs. Lynn Edmonds, District 5
(South Central Raleigh)
Term Expires: 2024
ledmonds2@wcpss.net

Mr. Sam Hershey, District 6
(Central Raleigh)
Term Expires: 2024
shershey@wcpss.net

Mr. Chris Heagarty, Vice Chair, District 7
(West Raleigh/Morrisville)
Term Expires: 2026
jheagarty@wcpss.net

Mrs. Lindsay Mahaffey, Chair, District 8
(Southern Wake)
Term Expires: 2024
lmahaffey@wcpss.net

Mr. Tyler Swanson, District 9
(Western Wake)
Term Expires: 2026
tjswanson@wcpss.net

Melissa Allen, Board Relations Senior Administrator
mrallen@wcpss.net, 919-533-7772

Vacant, Board Processing Technician
919-533-7771



SUPERINTENDENT'S LEADERSHIP TEAM

Dr. Randy Bridges, Interim Superintendent
rbridges@wcpss.net, 919-533-7769
Kelly Martin, Executive Assistant kjmartin@wcpss.net

Jackie Ellis, Chief of Schools
jbellis@wcpss.net, 919-533-7011
Angela Cooper Administrative Assistant acooper@wcpss.net

Lisa Luten, Chief Communications Officer
lluten@wcpss.net, 919-533-7097
Aleise Preslar, Administrative Assistant apreslar@wcpss.net

David Neter, Chief Business Officer
dneter@wcpss.net, 919-694-0232
Sharon Ferguson, Administrative Assistant
sferguson2@wcpss.net

Allison Reid, Interim Chief Technology Officer
areid@wcpss.net, 919-694-0168
Teresa Goldston, Administrative Assistant
kgoldston@wcpss.net

Dr. Clinton Robinson, Chief of Staff and Strategic Planning
crobinson3@wcpss.net, 919-533-7082
Susanna Webb, Administrative Assistant swebb@wcpss.net

Mark Strickland, Chief of Facilities & Operations
mrstrickland@wcpss.net, 919-588-3557
Vacant, Administrative Assistant

Dr. Stacey Wilson-Norman, Chief Academic Advancement Officer
swilsonnorman@wcpss.net, 919-533-7033
Katrina Merrill, Administrative Assistant kmerrill@wcpss.net

ASSISTANT SUPERINTENDENTS AND OFFICERS

Dave Burnett, Superintendent for Facilities, Design, and Construction
dburnett@wcpss.net, 919-588-3608
Lisa Bannister, Administrative Assistant lbannister@wcpss.net

Glenn Carrozza, Assistant Superintendent for School Choice, Planning, and Assignment
gcarrozza@wcpss.net, 919-694-7724
Stephanie Riddick, Administrative Assistant
sriddick@wcpss.net

Dr. Will Chavis, Assistant Superintendent for Equity Affairs
wchavis2@wcpss.net, 919-694-0524
Cecelia Green, Administrative Assistant cgreen3@wcpss.net

Drew Cook, Assistant Superintendent for Academics
dcook@wcpss.net, 919-533-7012
Susan Woodard, Administrative Assistant
swoodard@wcpss.net

Paul Koh, Assistant Superintendent for Student Support Services
pkoh@wcpss.net, 919-694-0538
Lynne Dodd, Administrative Assistant ldodd@wcpss.net

Jill McKenna, Assistant Superintendent for Special Education
jmckenna@wcpss.net, 919-694-0281
Donna Blair, Administrative Assistant dblair@wcpss.net

Dr. Brad McMillen, Assistant Superintendent for Data, Research, and Accountability
bmcmillen@wcpss.net, 919-533-7137
Donna Scanlon, Administrative Assistant
dscanlon2@wcpss.net

Dr. AJ Muttillio, Assistant Superintendent for Human Resources
amuttillio@wcpss.net, 919-533-7196
Kathy Flor, Administrative Assistant kflor@wcpss.net

Trisha Posey, Finance Officer
tposey@wcpss.net, 919-694-0312
Lisa Richardson, Administrative Assistant
lwrichardson@wcpss.net

AREA SUPERINTENDENTS

Dr. Elena Ashburn, Central Area Superintendent

eashburn@wcpss.net, 919-533-7077

Renita Hunter, Administrative Assistant rmhunter@wcpss.net

Dr. Mark Savage, Eastern Area Superintendent

msavage@wcpss.net, 919-533-7142

Michelle Fitzsimmons, Administrative Assistant

mfitzsimmons@wcpss.net

Chris McCabe, Northern Area Superintendent

cmccabe@wcpss.net, 919-533-7719

Sherrie Slomkowski, Administrative Assistant

sslomkowski@wcpss.net

Dr. Ve-Lecia Council, Northeastern Area Superintendent

vcouncil@wcpss.net, 919-533-7716

Georgette Tolson-Harrington, Administrative Assistant

gtolson-harrington@wcpss.net

Seydric Williams, Northwestern Area Superintendent

swilliams12@wcpss.net, 919-533-7204

Latitia Rodgers, Administrative Assistant lrodgers@wcpss.net

Dr. Ashlie Thompson, Southern Area Superintendent

athompson@wcpss.net, 919-533-7749

Angela Hill, Administrative Assistant ahill@wcpss.net

James Overman, Southeastern Area Superintendent

joverman@wcpss.net, 919-533-7157

Yolandas Elias, Administrative Assistant yelias@wcpss.net

Jon Enns, Southwestern Area Superintendent

jenns@wcpss.net, 919-533-7752

Cindy Mukherjee, Administrative Assistant

cmukherjee@wcpss.net

Dr. Tammie Sexton, Western Area Superintendent

tsexton@wcpss.net, 919-533-7798

LaVatar Smalls-Beale, Administrative Assistant

lsmalls-beale@wcpss.net

For additional information about the Superintendent's Leadership Teams, Area Superintendents, Assistant Superintendents, and Officers, visit <https://www.wcpss.net/domain/82>.



Helpful Resources

WCPSS Internet website: www.wcpss.net

WCPSS Intranet website: wakeconnect.wcpss.net

WCPSS School Board Policies: www.wcpss.net/policies

WCPSS Office of the Superintendent: <https://www.wcpss.net/domain/82>

WCPSS Human Resources: wakeconnect.wcpss.net/sites/human-resources/SitePage/1781/human-resources

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

Department of Public Instruction (DPI): www.ncpublicschools.org

DPI Benefits and Employment Policy Manual: <https://www.dpi.nc.gov/media/344/open>

NC State Board of Education: stateboard.ncpublicschools.gov

North Carolina General Assembly: www.ncleg.gov

Deer Oaks Employee Assistance Program (EAP): www.deeroaks.com

Absence Management (for Substitute Teachers): www.aesoponline.com

Benefits (Health and Other Insurance) 919-649-8777

Bloodborne Pathogens 919-856-8145

Disability 919-533-7270

Student Assignment 919-431-7333

Human Resources 919-533-7200

Office of Professional Learning 919-431-7430

Payroll 919-649-8777

Risk Management 919-694-0349

Absence Management (for Substitute Teachers) 1-800-942-3767

Calendars

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

- Employee calendars: www.wcpss.net/wakeconnect/employee-calendars
- Understanding the workday calendar: www.wcpss.net/wakeconnect/employee-calendars-explained
- School calendars: www.wcpss.net/calendars
- 2023-2024 Payroll Lock Dates: <https://drive.google.com/file/d/1DeopZtrWSO1uop7v05hOV5S6dbvGc42u/view>

2023-2024 HOLIDAYS

Student Holidays (Traditional Calendar)

- September 4, 2023 (Labor Day)
- September 25, 2023 (Teacher Workday)
- October 9, 2023 (Teacher Workday)
- November 1, 2023 (Teacher Workday)
- November 7, 2023 (Election Day)
- November 10, 2023 (Veterans' Day Observance)
- November 22 - 24, 2023 (Thanksgiving Break)
- December 21 - 29, 2023 (Winter Break)
- January 1, 2024 (New Year's Day)
- January 2, 2024 (Teacher Workday)
- January 15, 2024 (Martin Luther King, Jr. Day)
- January 24, 2024 (Teacher Workday)
- February 19, 2024 (Presidents' Day)
- February 20, 2024 (Teacher Workday)
- March 11, 2024 (Teacher Workday)
- March 25 – March 29, 2024 (Spring Break)
- April 10, 2024 (Teacher Workday)
- April 29, 2024 (Teacher Workday)
- May 27, 2024 (Memorial Day)

Holidays For 10-Month and 11-Month Employees

- September 4, 2023
- November 10, 2023
- November 23-24, 2023
- December 25-27, 2023
- January 1, 2024
- January 15, 2024
- March 29, 2024
- May 27, 2024

Holidays For 12-Month Employees

- July 4, 2023
- September 4, 2023
- November 10, 2023
- November 23 - 24, 2023
- December 25 – 27, 2023
- January 1, 2024
- January 15, 2024
- March 29, 2024
- May 27, 2024

RELIGIOUS HOLIDAYS

Per Board Policy §4400: An absence is excused for religious observance, as suggested by the religion of the student or the student's parents. For additional information about Religious Holidays, see the Holiday Leave section of this handbook.





Understanding the Importance of your Workday Calendar

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

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

Payroll Schedule:

On the right-hand side of every calendar there is a payroll schedule. It lists the Pay Dates for that calendar. *The example to the right shows 10 pay dates starting in August and ending in May for Traditional 10 Month Certified Instructional staff.*

Blocked Payroll Schedule

Period Begins	Period Ends	Pay Dates
No Check		07/31/23
08/21/23	09/19/23	08/31/23
09/19/23	10/18/23	09/29/23
10/19/23	11/17/23	10/31/23
11/17/23	12/18/23	11/30/23
12/19/23	01/17/24	12/19/23
01/17/24	02/15/24	01/24/24
02/16/24	03/18/24	02/29/24
03/18/24	04/16/24	03/28/24
04/17/24	05/16/24	04/30/24
05/16/24	06/14/24	05/31/24
No Check		06/27/24

Calendar Legend:

Legend:	Pay Periods	Track Out	A Required Leave	H Holiday	W Workday	ER Early Release	I Inclement Weather	215.0 Workdays
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- **Pay Periods** are marked by alternating shades of color of the particular calendar.
 - *Example: Track 4 Calendars are in light and medium green*
 - Any day that is in color is a PAID day.
 - Except for days marked H and A, all days in color must be worked or *eligible* leave must be taken.
- **Track out days** are shaded grey on every calendar.
 - These days are not paid.
 - **These are the only days that can be worked at another location as a regular substitute.**
- **A – Required Annual Leave**
 - These annual days are pre-scheduled for 10- and 11-month employees.
 - They cannot be swapped with other days and must be followed as indicated on the calendars.
 - These are paid days and Annual leave is automatically deducted for these days.
 - Since this is already a paid day, employees cannot work at another location as a regular substitute. **Employees cannot be paid twice for the same day.**
- **H – Holiday**
 - Do not work
- **W – Workday**
 - Workdays are only listed on instructional calendars.
 - At this time *Personal Leave* may be taken on these days with no monetary deduction. Oracle will automatically process this unless the employee has a custom calendar.
 - Employees with custom calendars will need the Secretary to contact Payroll.

M	T	W	T	F
	3	4	5	6
W			W	W
W	10	11	12	13
	17	18	19	20
	24	25	26	27
	31			
				9

M	T	W	T	F
		1	2	3
	7	8	9	10
	14	15	16	17
	21	22	23	24
	28	29	30	31
				23

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

A customized calendar requires approval from Human Resources.

Timesheets are for record keeping purposes only. Please refer to employee calendars for pay periods. For additional details, please visit our intranet site under [Compensation Services](#).

TRADITIONAL SCHOOL CALENDAR 2023-2024

July / julio 2023

M/L	T/M	W/M	T/J	F/V
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August / agosto 2023

M/L	T/M	W/M	T/J	F/V
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
W	W	W	W	W
★ 28	29	30	31	

September / septiembre 2023

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

October / octubre 2023

M/L	T/M	W/M	T/J	F/V
2	3	4	5	6
9	10	11	12	13
W				
16	17	18	19	20
23	24	25	26	27
30	31			
Q/43				

November / noviembre 2023

M/L	T/M	W/M	T/J	F/V
		1	2	3
		W		
6	7	8	9	10
	district TWO			H
13	14	15	16	17
20	21	22	23	24
		V	H	H
27	28	29	30	

December / diciembre 2023

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

January / enero 2024

M/L	T/M	W/M	T/J	F/V
1	2	3	4	5
H	W			
8	9	10	11	12
15	16	17	18	19
H				
22	23	24	25	26
	Q/45	W		
29	30	31		

February / febrero 2024

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

March / marzo 2024

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

April / abril 2024

M/L	T/M	W/M	T/J	F/V
1	2	3	4	5
8	9	10	11	12
	Q/46	W		
15	16	17	18	19
22	23	24	25	26
29	30			
W				

May / mayo 2024

M/L	T/M	W/M	T/J	F/V
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
H				

June / junio 2024

M/L	T/M	W/M	T/J	F/V
3	4	5	6	7
10	11	★ 12	13	14
	Q/43	W	W	
17	18	19	20	21
24	25	26	27	28

LEGENDA / LEYENDA

- ★ First and last days
Primer y último días de clase
- H Holiday
Día Festivo
- W Teacher Workday
Día de trabajo del maestro
- V Vacation Day
Día de Vacaciones
- Q End of Nine Weeks
El Final de Nueve Semanas
- R Report Card
Boleta de calificaciones

Days available for weather make-up in order of utilization / Días disponibles para recuperación de clases por orden

- Banked Day
- Banked Day
- Banked Day
- October 9
- February 20
- April 29
- June 13

In accordance with the NC Calendar Law, if the school district must close schools, the superintendent will update this calendar to provide additional days/time by using early release days as full days, scheduled teacher workdays, Saturdays, banked hours of instruction*, or scheduled vacation days to meet legal requirements. If Saturdays are used, they will be full instructional days. If all other options are exhausted, holidays may be used for weather make up.

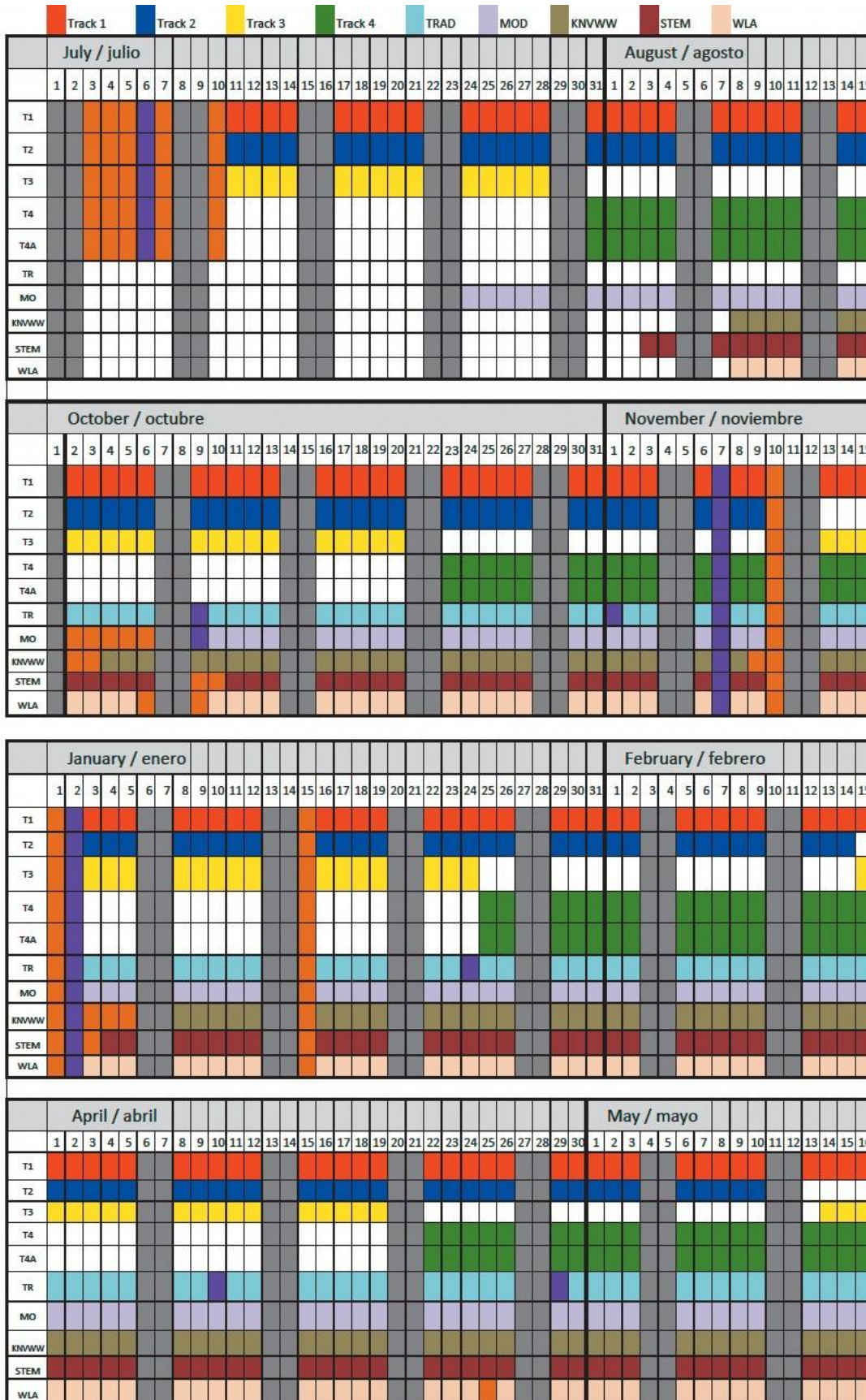
* Hours accrued by schools over the required 1025 instructional hours.

De acuerdo a lo establecido por la Ley de Calendarios de Carolina del Norte, el Superintendente actualizará este calendario deberá ser actualizado para proporcionar días/horas adicionales, utilizando los días de salida temprana como días completos, días laborables de los maestros, sábados, horas acumuladas de instrucción*, o días programados de vacaciones para cumplir con los requerimientos de ley. Si se utilizan los sábados, estos serán días completos de instrucción. Si se terminan todas las demás opciones, se puede utilizar los días festivos como días de recuperación de clases debido al mal tiempo.

* Horas acumuladas por las escuelas, por encima de las 1025 horas requeridas de instrucción.

MORE INFORMATION / MÁS INFORMACIÓN
www.wcpss.net/calendars

COMPREHENSIVE CALENDAR 2023-2024





WAKE COUNTY
PUBLIC SCHOOL SYSTEM



Excellence + Equity