



New Employee Guide 2022-2023

General Information and Benefits



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(336) 748-4000
wsfcs.k12.nc.us

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

The information in this guide is current as of January 11, 2023.

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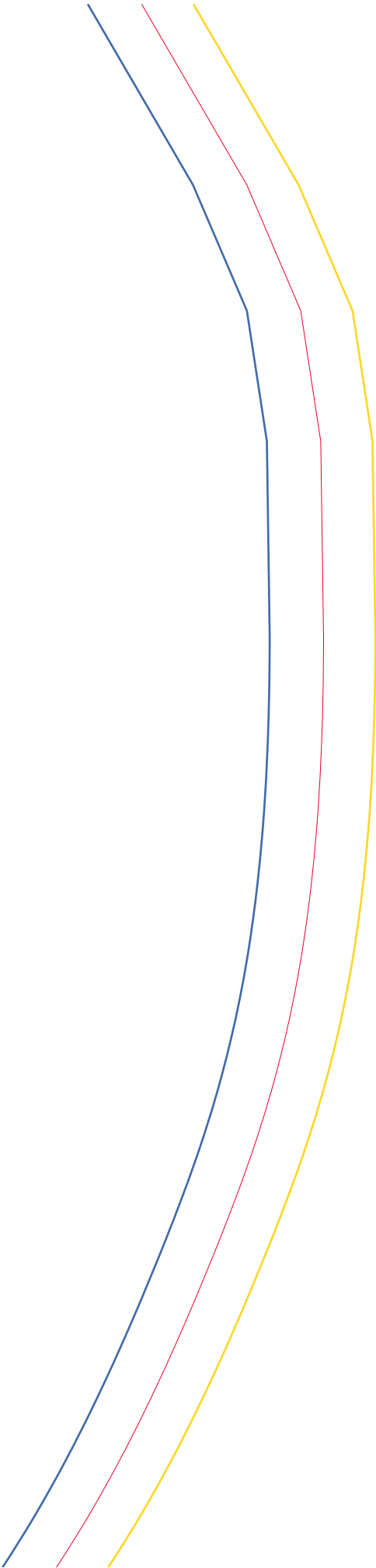
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The History of WS/FCS

Welcome to Winston-Salem/Forsyth County School. Winston-Salem/Forsyth County Schools formed in 1963 with the merger of the Winston-Salem and Forsyth County school systems. It is the fourth-largest system in North Carolina and the 81st largest in the nation.

Winston-Salem/Forsyth County Schools serves about 55,000 students with the goal of providing a quality education for each child. The school system has 42 elementary schools, 15 middle schools, and 16 high schools. Eight specialty schools bring the system-wide total to 81.

Mission & Vision

Winston-Salem/Forsyth County Schools will engage all students in high-quality, relevant learning experiences so they will graduate with interpersonal, academic, and workforce skills to compete globally and contribute to society.

Winston-Salem/Forsyth County Schools will be the best place to learn and work through excellence, collaboration, and inclusiveness.

Organization

The Board of Education is composed of nine members who serve four-year terms of office. The board designates a superintendent to oversee the day-to-day operations of the school system. Superintendent Tricia McManus manages more than 7,200 employees.

Calendar

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

Curriculum

Elementary students are generally taught in self-contained classes. Reading interventionists, school counselors, media coordinators, instructional facilitators and specialists in art, music and physical education add to regular instruction.

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

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

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

Exceptional Children

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

Staff

WS/FCS has a workforce of more than 7,400 employees, including more than 1,500 part-time and contract workers.

For more information, please contact the Department of Communications and External Relations, Winston-Salem/Forsyth County Schools, PO Box 2513, Winston-Salem, NC, 27102-2513 or call 336-727-2696.

Professional & Talent Development Office



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

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



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

The Professional and Talent Development office supports the Core Academy program. This program provides training and support for 1st year and residency licensed teachers via an orientation and ongoing professional learning opportunities. 1st, 2nd, and 3rd year teachers are all provided mentors.



For additional information about professional learning opportunities contact or email Dr. Tina Lupton at tmlupton@wsfcs.k12.nc.us

North Carolina Educator's License Renewal Requirements

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

Internal/External Communications

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

Courier Service

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

WS/FCS Website

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

E-Mail

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

WS/FCS-Cable 2 TV Station

The primary broadcast source for news and information about Winston-Salem/Forsyth County Schools, broadcasting to the WS/FCS community of parents, teachers, students, staff and volunteers on Time-Warner Cable channel 2, digital 74-1, or on the Cable 2 webpage: <https://www.wsfcs.k12.nc.us/Cable2>



Keeping You Informed – Weekly District E-Newsletter

Each week you will receive a E-Newsletter on your district email from the WS/FCS Department of Communications and External Relations. It includes information about professional development opportunities, news from across the district, information on conferences, trainings, and coupons and money saving deals offered just to district employees. It is also the place where important districtwide information is shared. If you miss an edition, they can be found on the employee page of the WS/FCS website under Employee Publications.

New Employee Website

WS/FCS new employees can access the “New Employee” website to obtain support or information related to questions and documents for new employees. Go to: wsfcs.k12.nc.us/newemployee to access the website.

Be the First to Know



Download the WS/FCS mobile app now!



The official WS/FCS app gives you a personalized window into what is happening in the district and your student's school

Available on the  Google play 

Policies and Handbooks

During new employee orientation you have been provided with an overview of vital policies for new employees. A description of employment policies can be found on the Winston-Salem/Forsyth County Schools Policy webpage at: <https://bit.ly/WSFCSBOEPolicies>

In addition to the policy webpage, the employee handbook is an important resource for all employees. The employee handbook is posted online at: <wsfcs.k12.nc.us/newemployee>

The screenshot displays the official policy manual website for Winston-Salem/Forsyth County Schools. The interface is organized into a sidebar on the left and a main content area on the right. The sidebar contains a vertical stack of color-coded buttons, each representing a different article of the manual: Article 1 Community Relations (orange), Article 2 Administration (light orange), Article 3 Business (yellow-orange), Article 4 Personnel (yellow), Article 5 Students (light yellow), Article 6 Instruction (light green), Article 7 New Construction (green), Article 8 Internal Board Policies (blue), Article 9 Bylaws of the Board (light blue), and a Revision History button (purple). The main content area features the WSFCS logo at the top, followed by a navigation bar with icons and a search bar. Below this, the 'INTRODUCTION' section explains the manual's purpose. The 'BROWSING AND NAVIGATION' section provides instructions on how to use the site's search and navigation features. The 'SEARCHING THE MANUAL' section describes how to find specific policies. The 'RECENT REVISIONS' section includes a link to view recent changes. The 'QUESTIONS OR COMMENTS' section provides contact information for the superintendent's office. At the bottom of the page, there are buttons for 'Previous Policy', 'Next Policy', 'Clear Search', 'Search Results', 'Previous Hit', and 'Next Hit'.

1000
Article 1 Community Relations

2000
Article 2 Administration

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Article 3 Business

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Article 4 Personnel

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Article 5 Students

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Article 6 Instruction

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Article 7 New Construction

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Article 8 Internal Board Policies

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Article 9 Bylaws of the Board

Revision History

INTRODUCTION

This manual contains the official policies of the Board of Education and related administrative regulations of the Superintendent organized by topic. Board policies state positions adopted by the Board of Education to provide direction, control and/or management of its legal functions. Regulations establish procedures and rules developed by the superintendent to guide and direct the implementation of board policy.

BROWSING AND NAVIGATION

The policies are provided in a fully searchable and easy to use format. Click the color-coded section headings to the left to view all the policies and related procedures within each section of the manual. You may also use the Previous Policy and Next Policy buttons at the bottom left to browse the policies. To view the complete Table of Contents, click the Site Map/TOC button at the top left.

SEARCHING THE MANUAL

You may search for policies by policy number or by specific words or phrases by using the search box at the top right. When you have completed a search, hit the "clear search" button at the bottom of the screen to return to a full view of the policy manual.

RECENT REVISIONS

Click here to view [recent modifications](#) to board policies.

QUESTIONS OR COMMENTS

Please contact the superintendent's office if you have any questions or comments related to this manual.

Winston-Salem/Forsyth County Schools

Previous Policy Next Policy Clear Search Search Results Previous Hit Next Hit

Compliance Programs

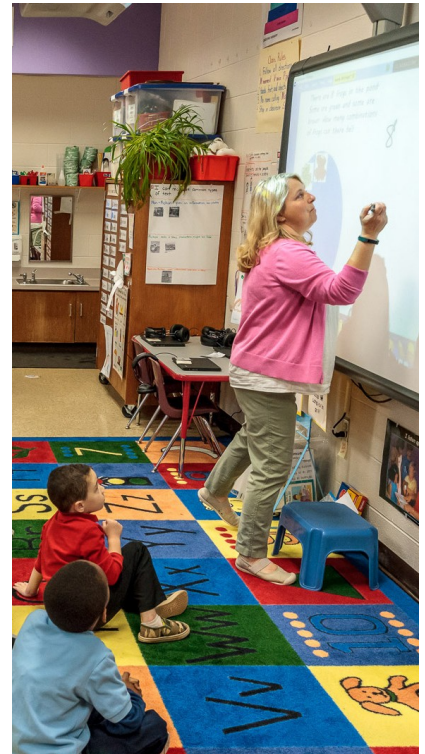
Criminal Records

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

Alcohol/Drug Testing

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

For additional information, please call 336-748-4079.



CompPsych Guidance Resources, Worldwide

Employee Assistance Program: What does it mean?

It's tough balancing the demands of a full-time job and a full-time personal life.

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

How can your EAP help?

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

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

What about confidentiality?

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

Together, WS/FCS and CompPsych provide you with the best available EAP

services. Your job is important, and your job performance can ultimately be affected by ongoing personal problems.

Through the Employee Assistance Program, you will gain appropriate tools to resolve problems.

Regardless of where you live, you are eligible for Employee Assistance Program Services.

How do I access EAP?

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

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

What is the best way to prepare for an appointment?

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

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

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

Employee Benefits Program

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

- Annual Leave
- Credit Union Membership (State Employee's Credit Union)
- Dental Insurance
- Disability (State and Supplemental)
- Family and Medical Leave
- Flexible Spending Account (Health and Dependent care)
- Group Term Life Insurance
- Paid Holidays
- Personal Days (Teachers)
- Sick Leave
- State Retirement Plan
- Supplemental Insurance Plans (Accident, Vision, Cancer, Life, etc.)
- Unemployment
- Workers Compensation



Benefit Eligibility Requirements

All full-time employees working 30 or more hours (at least 75% employed) are eligible for health, dental, vision, and life insurance at the time of hire. Part-time employees working at least 20 hours or more (employed at least 50%) are eligible for health, dental, and vision insurance at the time of hire. Employees who change employment status from part-time to full-time or from temporary to permanent will be eligible for benefits following the same guidelines as new employees.

Employees who change from full to part time may still be eligible for health and dental insurance but will be responsible for the entire cost. Insurance benefits are not available to employees working less than 20 hours per week.

New employees will have thirty (30) calendar days from date of hire (the day you begin work) to enroll in your health, dental, vision, and life benefits.

Health Plans

Group major medical health and dental insurance is available for full and part-time employees and their legal dependents effective the first of the month following the date of hire. For detailed information on the plans and options available, please contact the Human Resources Benefits department.

Employee Benefits Program, continued

Financial Programs

- Teachers and State Employees Retirement System (TSERS)
 - 6% of gross wages is deducted pre-tax for all full-time employees.
 - For additional information, visit <https://orbit.myncretirement.com/>
- Retirement savings plans [401(k), 457] – visit www.NCPlans.prudential.com for more information.

Other

- Group Term life insurance
 - Employees are covered at no cost by the district. Amount of coverage is based on position classification.
 - Additional coverage up to \$350,000 is available for purchase
 - Coverage for spouse and children is available for purchase
- State Disability plans (short-term and long-term)
- Discount purchasing program
- Additional supplemental insurance options are available in the fall through the Pierce Group. Available plans include:
 - Accident insurance
 - Discounted home and auto insurance
 - Hospital Confinement (Medical Bridge)
 - Flexible Spending Accounts (health care and dependent care)
 - Legal plan
 - Specified Disease with Optional Cancer Insurance
 - Supplemental whole and term life options
 - Vision

For additional information, visit our WS/FCS Intranet site at wsfcs.k12.nc.us/newemployee

and

<https://www.dpi.nc.gov/documents/district-humanresources/benefits-and-employment-policy-manual>

Disability Income

The Disability Income Plan of North Carolina provides short-term, extended short-term, and long-term disability benefits at the employer's expense for permanent employees who are members of the Teachers' and State Employees' Retirement System, and who meet certain eligibility requirements.

Short-term disability benefits are available to disabled employees who have at least one year of contributing retirement membership service earned within the 36 calendar months preceding the disability, and who meet all eligibility requirements. Short-term disability benefits are payable after the conclusion of a 60-day waiting period, and therefore generally begin on the 61st day of disability.

Short-term disability benefits are paid by the employer and provide monthly income equal to 50 percent of one-twelfth of the annual base salary, including longevity and local supplements, if any, for up to 365 calendar days subject to a monthly maximum of \$3,000, and also subject to certain offsets or reductions for benefits received from other programs. The employer's portion of the cost of the member's State Health Plan coverage is provided at the same level as during active employment if the employee has at least five years of Teachers' and State Employees' Retirement System membership service.

Employee Benefits Program, continued

Long-term disability benefits are payable to employees who meet all eligibility requirements after the conclusion of the short-term disability period or after salary continuation payments cease, whichever is later. In order to be eligible, the member must:

- have at least five years of contributing retirement membership service earned within the 96 calendar months prior to becoming disabled or upon cessation of continuous salary continuation payments, whichever is later,
- be approved by the Plan's Medical Review Board to be mentally or physically disabled for the further performance of his/her usual occupation,
- have a disability that has been continuous, is likely to be permanent, and was incurred at the time of active employment,
- terminate employment as a full-time teacher or State employee, and
- not be eligible to receive an unreduced retirement benefit from the Teachers' and State Employees' Retirement System

Long-term disability benefits are paid by the Retirement Systems Division and provide one monthly income equal to 65 percent of one-twelfth of the annual base salary that was last payable to the member prior to the beginning of the short-term period, including longevity and local supplements, if any, subject to a monthly maximum of \$3,900, and also subject to certain offsets or reductions for benefits received from other programs. Long-term disability benefits continue until the earliest date the member becomes eligible for unreduced retirement benefits, or otherwise no longer meets the requirements to receive the benefits.

Extended Short-Term Disability: Short-term disability benefits may be extended for a maximum of 365 days beyond the short-term

Medical Board finds that the disability is ongoing but is likely to end during the extended period. You must complete an application for extended short-term disability benefits and forward the application and the appropriate medical documentation to the Retirement Systems Division. Extended short-term disability benefits are paid by the Retirement Systems Division.

For additional information about Disability Income Plan benefits, please visit the Retirement System's website at www.myncretirement.com.

Unemployment Insurance

Public school employees are entitled to unemployment insurance. Benefit amounts are based on a percentage of a person's earnings, up to the allowable maximum.

Workers' Compensation

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.

Episode of Violence

Any permanent full-time employee who suffers an injury or disability while engaged in the course of his or her employment can receive full salary if the injury or disability arose from an episode of violence, as defined by General Statute 115C-338, and the employee did not participate or provoke the violence. Salary compensation continues for one year, the continuation of the disability or time during which the employee is unable to engage in his or her employment because of the injury, whichever period is shortest. While receiving the benefit, an employee is not eligible to receive workers' compensation income benefits. However, the employee may receive medical, hospital, drug, and related expense payments from workers' compensation. The employee is not required to use paid leave for absences due to an episode of violence.

Benefit Reference Guide for HR



Status Changes

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

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

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

Employees who become newly eligible for benefits will be contacted by Human Resources or a Benefits Specialist to set up a benefits appointment.

All enrollment must be completed within 30 days of the status change. Benefits become effective on the 1st day of the following calendar month.

Terminated Employees

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

Retirees

Health coverage ends the last day of the month of the retirement effective date. For example, if the retirement is effective 1/1/2016, WS/FCS health and dental coverage ends 1/31/2016.

Terminations Transferring to Another NC LEA or NC State Agency

The State Health Plan coverage will extend over the summer through August 31 for employees that finish the school year, if you are transferring to another NC LEA or NC state agency. If you become employed by another state agency, you will need to re-enroll in health and dental coverage with the new agency.

For employees that resign and complete the end of a school year, and do not transfer to another NC LEA or NC state agency, the health and dental benefits will terminate at the end of the employment term.

Life insurance cancels your last day of active employment, for full time employees.

During open enrollment for health, all employees, this includes full or part time and all current new hires who qualify for benefits, must complete all enhancements for the upcoming year of coverage, to reduce your premium or change your plan type.

Time Off and Leave Policies

Holidays

Permanent employees, employed for less than twelve (12) months a year are granted eleven (11) holidays yearly. Permanent employees employed for twelve (12) months a year are granted thirteen (13) holidays yearly. The employee calendar should be referenced annually to determine the dates chosen by the WS/FCS Board of Education as holidays.

Annual Leave

Permanent employees who are working or on paid leave for half of the workdays in a month or more earn Annual leave monthly. The number of days earned each month increases as years of State service increase. The chart below shows how annual leave is earned monthly.

For employees who work less than 100% of a workday, annual leave is paid according to the percentage of employment. State regulations, along with regulations established by Winston-Salem/Forsyth County Schools, govern when annual leave may be taken. Use of annual leave requires supervisory approval.

Annual leave may be accumulated without any applicable maximum until June 30 of each year. Employees with more than thirty (30)

accumulated annual leave days as of June 30 each year, shall have the excess leave converted to sick leave so that only thirty (30) annual leave days are carried forward on July 1. Upon retirement, resignation or termination, an employee will be paid for a maximum of thirty (30) annual leave days. Annual leave may be transferred when an employee transfers between local educational agencies. Annual leave may be transferred to a state agency if the agency is willing to accept the leave; otherwise, the employee leaving WS/FCS will be paid for up to thirty (30) days accumulated leave.

If an active employee has a negative annual leave balance at the end of the academic year, a deduction in the appropriate amount will be made to his/her May paycheck, or a subsequent check.

If you are a less than twelve (12) month employee in a position that follows the teacher calendar and also hired after August 17, you will not accrue the ten (10) annual leave days that are mandatory. Therefore, you may be in a negative balance at the end of the academic year and a deduction will be taken in your May check or a subsequent check.

Annual Leave Days Granted Each Year

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

Time Off and Leave Policies, continued

Sick Leave

Employees working or on paid leave for half of the workdays in a month or more earn sick leave computed at the rate of one day per month. Sick leave may be granted for:

- (1) periods of temporary disability caused by or contributed by any personal illness, injury, or other temporary disability, which prevents an employee from performing his or her usual duties
- (2) illness in the employee's immediate family and medical appointments that necessitate the employee's attendance
- (3) death in the immediate family
- (4) medical appointment.

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

Extended Sick Leave

Classroom teachers are provided up to 20 days each year of extended sick leave, less a \$50 per day deduction to help defray the cost of substitutes. Extended sick leave may be used for personal illness, personal injury, or other personal temporary disability. Extended sick leave can be used only when all sick leave and available vacation leave has been

exhausted. Unused extended sick leave does not carry forward to subsequent school years.

Voluntary Shared Leave

Voluntary shared leave is intended to provide economic relief for employees who face financial hardship due to a prolonged absence or frequent short-term absences caused by a serious medical condition. Voluntary shared leave may also be used during the required waiting period for short-term disability. An employee who is receiving benefits or is eligible to receive benefits from the Disability Income Plan is not eligible to receive donated leave. Permanent full-time and part-time employees are eligible to receive donated leave. The employee must exhaust available sick leave and vacation leave before using donated leave. Employees who are approved by their superintendent to receive donated leave may receive vacation leave and/or sick leave from any employee in the same school system. With the approval of the superintendent, annual vacation leave may be received from an immediate family member and coworkers in any school system or state agency (the immediate family member may also donate sick leave). Public school employees cannot donate or receive leave from employees or family members in county agencies.

For more information on voluntary shared leave, visit the Benefits Manual section 4.3 at <https://www.dpi.nc.gov/documents/district-humanresources/benefits-and-employment-policy-manual>

Personal Leave

Teachers in permanent positions earn two days of personal leave during the ten-month school term (.2 days per month). When used on a

Time Off and Leave Policies, continued

student attendance day or protected workday, a salary deduction of \$50 per day is assessed. Personal leave in excess of 5 days rolls to sick leave on June 30 and is transferable among school systems. Personal leave cannot be advanced and is granted upon authorization of an employee's immediate supervisor. This type of leave is not normally provided on the first day of school, a required teacher workday, or the last day before or the next working day after a holiday or scheduled vacation day. In special situations, supervisors may approve leave which does not conform to these stipulations.

Compensatory Leave

Only employees classified as nonexempt under the Fair Labor Standards Act (FLSA) who work more than 40 hours in a work week are eligible for overtime pay. Compensatory time off in lieu of overtime pay may be given if agreed to by the employee and employer prior to the performance of the work. Compensatory time off is calculated at the rate of one and one-half hours for each hour of overtime worked. Compensatory leave may be accumulated to a maximum of 240 hours. When the maximum is reached, additional overtime work must be paid. If a non-exempt employee terminates employment, he/she must be paid for any unused compensatory leave.

Parental Leave

Permanent full-time and part-time school employees may request a leave of absence using appropriate paid leave and/or leave without pay for up to one calendar year immediately following the birth or adoption of a child. The 12 months of leave may be extended for the remainder of the school year when this

leave would otherwise end in the latter half of the school year.

Military Leave

Leave with pay 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-time or part-time permanent school employees, normally not to exceed 15 working days during the federal fiscal year (October 1st – September 30th), for training and military maneuvers. Military leave without pay can be granted for one enlistment period of active service, not to exceed five years plus 90 days. For those called to active duty whose military pay is less than their school system pay, North Carolina provides differential pay.

Family Medical Leave Act

The Family and Medical Leave Act of 1993 (FMLA) provides up to a total of 12 weeks of unpaid, job-protected leave during a 12-month period for specified family or medical reasons (listed below) to employees who have completed at least 12 months of active service and have worked a minimum of 1,250 hours preceding the leave. The leave may be taken intermittently but may not be taken in less than one-hour increments. During the 12 weeks, the employer-paid portion of health benefits will be maintained. The 12 weeks provided by FMLA are concurrent with and not in addition to the parental leave of absence.

Special provisions in the federal legislation regarding instructional personnel should be discussed with your Leave Coordinator.

Time Off and Leave Policies, continued

Under the guidelines of FMLA, the District requires that employees on FMLA leave use all of their accrued, unused annual and sick time during the leave period. Once those benefits are exhausted, the balance of the leave will be without pay. Employees who are on Workers' Comp or who have elected optional Short-term Disability insurance may receive disability pay concurrent with FMLA leave. Once an employee has exhausted the 12 weeks of FMLA leave, the regular Leave of Absence policies may apply.

The district uses the "rolling year", to determine the "12-month period" in which the 12 weeks of leave entitlement occurs. Additionally, the district reserves the right to require that an employee provide medical certification to support FMLA leave.

Specified family or medical reasons for FMLA, as defined by the Department of Labor, are as follows:

Twelve workweeks of leave may be granted in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement
- to care for the employee's spouse, child, or parent who has a serious health condition
- a serious health condition* that makes the employee unable to perform the essential functions of his or her job

*A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires

continuing care by a licensed health care provider. *

- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Contact the Human Resources Leave Coordinator to determine eligibility and to request FMLA forms. Employees must provide a physician's certification that they may return to work if out for their own medical reason.

Leave of Absence Without Pay

Public school employees may be granted leaves of absence without pay for periods determined by the local administrative unit. This leave should be requested in advance and must comply with regulations adopted by the local school system. Local school systems will assist with the proper procedures for applying for a leave of absence.

Non-FMLA Leave of Absence

Employees who need to take time off work for their own medical condition (or to care for a family member's medical condition), but are not eligible for FMLA, may request a medical leave of absence. Leave of absence for medical reasons will be granted based on certification by a physician's statement.

Employees must give a 2-week advance notice of the need for medical or personal leave if the leave is foreseeable. If the leave is not

Time Off and Leave Policies, continued

foreseeable or the need for leave is not known as far as 2 weeks in advance, an employee must notify the manager as soon as the need for leave is known. Employees who have been placed on medical or personal leave may not perform any job duties, including work from home. (Note – any work from home while on medical leave may affect an employee's ability to collect disability if a claim is filed.) An employee seeking to return from medical leave must also provide certification from a physician that they are able to return to work.

It is our practice and policy to treat pregnancy like any other illness. We ask that pregnant employees, like other employees with medical issues, obtain periodic physician's certifications to ensure that the nature of their work does not impair their health.

Employees who wish to take a personal leave of absence to tend to their own non-medical affairs may request a personal leave of absence. Unpaid personal leave of absence for non-medical leave may be granted on a case-by-case basis with approval from the employee's principal or manager and Human Resources.

A job vacated by a leave of absence for illness, injury, pregnancy, or personal reasons may be filled temporarily where necessary, however, the district reserves the right to permanently fill these vacancies where business needs require. While the District generally will try to hold a position for an employee on a non-FMLA leave of absence, we cannot guarantee the position will be held more than 30 days if business needs require the position to be filled.

Employees on leave for personal or medical reasons must remain in contact with the district each month to provide status updates on their anticipated return or need for continued leave. If an employee does not check in by the last day

of each month or fails to return calls or other communication from their school, manager, HR, or leave coordinator, that employee may be considered to have voluntarily resigned.

Employees must give their manager at least one (1) week notice of their intent and request to return to work. Employees who fail to report for work on the first day following any leave of absence or an approved extension of such leave will be considered to have voluntarily resigned.

Employees who take leave under the provisions of the Family Medical Leave Act will have all the rights and responsibilities provided under that statute.

Jury Duty

When permanent school employees are absent from work to serve on a jury, no deduction is made from their regular salaries. Employees are entitled to their regular compensation plus any fees received for jury duty.

Court Attendance

When employees are absent from work to attend court in connection with their official duty or because they were subpoenaed as a witness to a crime, no salary deduction is made. Except for travel reimbursement, any fees received in an official capacity must be returned to the local school system. If, however, an employee must be absent from work as a defendant, plaintiff, or witness in a case for personal matters, no salary is received unless the employee uses appropriate vacation leave or personal leave.

****For a full listing and details on benefit and leave policies, please visit:**

<https://www.dpi.nc.gov/documents/district-humanresources/benefits-and-employment-policy-manual>

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

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

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

Emergency Responders

Custodians

Health Occupation Teachers

Exceptional Children School based staff

SBS Teachers, Teacher Assistants, Bus Drivers and Bus Monitors

Maintenance (i.e. Plumbers, Carpenters)

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

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



How to log on to the SafeSchools Online Training Program:

- a. Using your web browser, go to the web page
<https://winstonsalemforsyth-nc.safeschools.com/login> (No "www" is necessary.)
- b. To access your assigned training, enter your username, which follows the following format:
Employee ID number
- c. Your assigned course or courses will be listed on your personal SafeSchools Training home page under "Mandatory Training."
- d. Select any course by simply clicking on the name of the course. The courses have audio so turn up your speakers if you wish to hear the narration. Complete all the training scenarios and the assessment to receive completion credit for the course. You will have the option to print out a Certification of Completion once you successfully complete the course.

Employees who do not have access to computers or have limited computer skills will need to receive an alternative training method. These trainings are provided on various dates district-wide. Contact your department head or school principal for additional information.

Questions related to Safety Training should be directed to Cedric Collins, District Safety and Security Director at cvcollins@wsfcs.k12.nc.us or by calling 336-748-4001.

Health Exam Certificate (HEC) North Carolina Public Schools



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

WS/FCS will pay for this service at FastMed locations in Winston-Salem and Kernersville areas.

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

- Please submit the Health Exam Certificate **completed in its entirety**: Name, Address, Social Security Number, and Position. Feel free to write the name of your school/department on the form.
- All physical and TB skin tests must be current **within the past 12 months** to be accepted.
- All info should be included on the form, with the exception of TB results which may be attached if administered by a separate facility. No additional medical info is required.
- When scheduling your appointment with your physician, please keep in mind that TB results are read after 48 hours of administering the test. For example, you cannot take the TB test on Friday unless the facility is open on Sunday to read the results.

New Employee Account Setup and Resources

Accessing the WS/FCS Network

Employees new to the district must complete all Pre-Employment paperwork and attend an Orientation Session before gaining access to the WSFCS network or activating an email.

STEP 1

Obtain Your Email Account

Once your WS/FCS account has been created, that information may be obtained in the [Employee Directory](#) by pointing your browser to <https://www.wsfcs.k12.nc.us/directory> and searching for your last name.

Email = **FMLast@wsfcs.k12.nc.us**

UserName = **FMLast**

STEP 2

Claim Your Account

From any internet connected device, point your browser to the [WSFCS IT Portal](#) at <https://ITPortal.wsfcs.k12.nc.us> Log in with your UserName and temporary **One-Time Password**. You will then be required to set your own unique password and answer security questions. You may now log out of the IT portal.



One-Time Password

Wsfcs#### → Wsfcs + Last 4 SSN

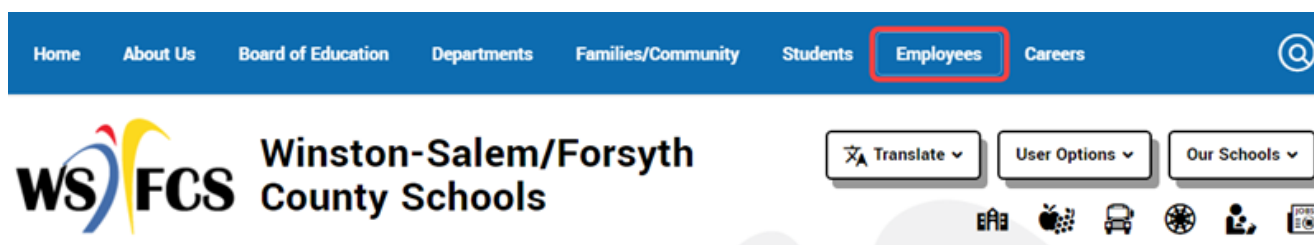
STEP 3

Ready To Work

Now that you have created your own unique password, you can use your UserName and Password to log into WS/FCS devices as well as all other district created accounts.

Employee Resource Links

Access the Employee Resources Links through the Employees tab at the top of any district level webpage, requires login using school issued Google account.



Questions? Contact Technology Service Desk at 336-727-8300

Employee Self-Service

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

To access ESS while at work, log into <https://www.wsfcs.k12.nc.us/domain/79>

Select the *Employee/Administrator Resources > Contact Information Update*.

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

This online service will give you access to your personal information in the Human Resources & Payroll system. You will be able to view e- docs (check leave balances, tax withholdings, etc.). You can also change your address/phone number or add an emergency contact information.

Please note:

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

Employee Self Service

Questions regarding Employee Self-Service may be directed to your Human Resources Specialist.

Frequently Called WS/FCS Contact Numbers

EMPLOYEE NAME	EXT	EMPLOYEE TITLE/DEPARTMENT	TEL.#
Dr. Leslie Alexander	70268	Chief Human Resources Officer	727-2033
Heather Surratt	70130	Executive Assistant to Chief Human Resources Officer	727-2033
		HUMAN RESOURCES SCHOOLS & CENTRAL OFFICE	
Brenda Bourne	70601	Executive Director of Human Resources-Schools	727-2322
Ashley Burnett	70611	HR. Specialist --- South & Inspire 340 Network: Ashley, Bolton, Cook, Diggs-Latham, Easton, Forest Park, Gibson, Hall-Woodward, Ibrahim, Kimberley Park, North Hills, Old Town, Petree, Philo-Hill, Winston-Salem Prep (MS/HS); Brunson, Downtown ES/MS, Flat Rock, Griffith, Hanes, Kimmel Farm, Kingswood, Konnoak; Moore, Parkland, Reynolds, Sherwood Forest, South Fork, Whitaker, Wiley; Hospital Homebound, Virtual Academy, Main Street Academy, Principals, AP's, Central Office Certified, Lead Secretaries	727-2322
Jackie Rhodes	70609	HR. Specialist --- West & North Area: Clemmons ES/MS, Jefferson ES/MS, Lewisville ES/MS, Meadowlark ES/MS, Morgan, Old Richmond, Reagan, Rural Hall, Southwest, Vienna, Ward, West Forsyth; Atkins, Career Center, Carter HS, Carver, Children's Center, Early/Middle College, Kennedy, Lowrance, Mineral Springs (ES/MS), Mount Tabor, North Forsyth, Northwest, Paisley, Speas; Special Children's School; Psychologists, Central Office/Classified, School Nurses, Lead Secretaries	727-2322
Kisha Felder	70602	HR. Specialist --- East Area: Caleb's Creek, Cash, East Forsyth (MS/HS), Glenn, Kernersville (ES/MS), Middle Fork, Piney Grove, Sedge Garden, Smith Farm, Southeast MS, Union Cross, Walkertown (ES/MS/HS); Social Workers; Lead Secretaries	727-2322
Jayla Givens		HR Specialist	748-4000
Brenda Del Cid	70142	Sr. Employee Support Specialist	748-4000
Kenya Penn	70607	Employee Support Specialist	748-4000
Manly Fonville	70414	Employee Support Specialist	
Sherri Holloway-Gilliam	70606	Licensure Coordinator (INSPIRE 340, Virtual, Administrators, Central Office)	727-2324
Melissa Cisneros-Damaso	70131	Licensure Specialist (North, South Area)	727-2323
Holly Hamilton	70862	Licensure Specialist (East & West Area)	748-4000
		HUMAN RESOURCES OPERATIONS (TRANSPORTATION, MAINTENANCE, CHILD NUTRITION, SAFETY & MAGNET STOP	
Kim Pizzulo	70420	Director - Operations Manager & Benefits	748-4000

Pam Schmal	70608	Senior HR Specialist (Transportation/Maintenance/Warehouse)	748-4078
Ashley Maciag	70603	HR Specialist (Custodian/Child Nutrition/Magnet Stop)	727-2054
		RECRUITMENT AND RETENTION	
Bree Christensen	70928	Director - Recruitment and Retention	748-4000
Vacant	70532	Human Resources Receptionist	748-4000
Gloria Lewis	70418	Personnel Records Specialist	748-4000
Nia Johnson	70274	Substitute Support Coordinator	727-2861
Haley Genet	70273	Sourcing Specialist	748-3018
Angela Bostic-Phelps	70270	Employee Recruitment Coordinator - Teacher/Certified	727-2969
Kelly Crisp	70613	Onboarding & Retention Specialist	748-4000
Kaitlin Wilmoth	70930	Employee Recruitment Coordinator - Operations	748-4000
		COMPENSATION/BENEFITS (HEALTH, DENTAL AND LIFE) EMPLOYEE RELATIONS	
Alex Hoskins	70556	Exec. Director Performance Management	748-4000
Sherry Allen	70253	Compensation Analyst	748-4000
Matthew Hauser	70931	Investigator	748-4000
Gwen Ward	70903	Sr. Workers' Comp Specialist	703-4271
Sharessa Wilkins	70612	Benefits/Workers' Comp Specialist - East Area - (Caleb's Creek, Cash, East Forsyth MS, East Forsyth HS, Glenn, Kernersville, Middle Fork, Piney Grove, Sedge Garden, Smith Farm, Southeast, Union Cross, Walkertown ES, Walkertown MS, and Walkertown HS)	703-4271
Devonshire "Von" Clemons	70271	Leave Coordinator – FMLA/Short & Long Term Disability and Benefits Specialist - Inspire 340 - (Ashley, Bolton, Cook, Diggs-Latham, Easton, Forest Park, Gibson, Hall Woodward, Ibrahim, Kimberly Park, North Hills, Old Town, Petree, WS Prep) South Area - (Brunson, Downtown, Flatrock, Griffith, Hanes, Kimmel Farm, Kingswood, Konnak, Main Street, Moore, Parkland, Reynolds, Sherwood Forest, South Fork, Virtual Academy, Whitaker, Wiley)	727-8569
Joy Todd	70536	Benefits Specialist- Central Office and All Departments	727-8398
Melissa Faylen	70272	Benefits Specialist - North Area - (Atkins, Career Center, Carter, Carver, Children's Center, Early College, Forsyth MS, Kennedy, Lowrance, Mineral Springs ES, Mineral Springs MS, Mt. Tabor, North Forsyth, Northwest MS, Paisley, Speas, The Special Children's School) West Area - Clemmons ES, Clemmons MS, Jefferson ES, Jefferson MS, Lewisville ES, Lewisville MS, Meadowlark ES, Morgan ES, Old Richmond, Philo-Hill, Reagan, Rural Hall, Southwest, Vienna, Ward, West Forsyth)	727-8390

		LEADERSHIP DEVELOPMENT	
Nora Baker	70432	Director - Leadership Development	727-2033
Heather Surratt	70130	Administrative Assistant - Leadership Development	727-2033
475 Corporate Square Dr.		MAILING: P.O. Box 2513, W-S, NC 27102-2513	AS OF 6/28/2022
Winston Salem, NC 27105		Fax: 336-661-6536	
		ORBIT RETIREMENT SYSTEM: 1-877-627-3287	

