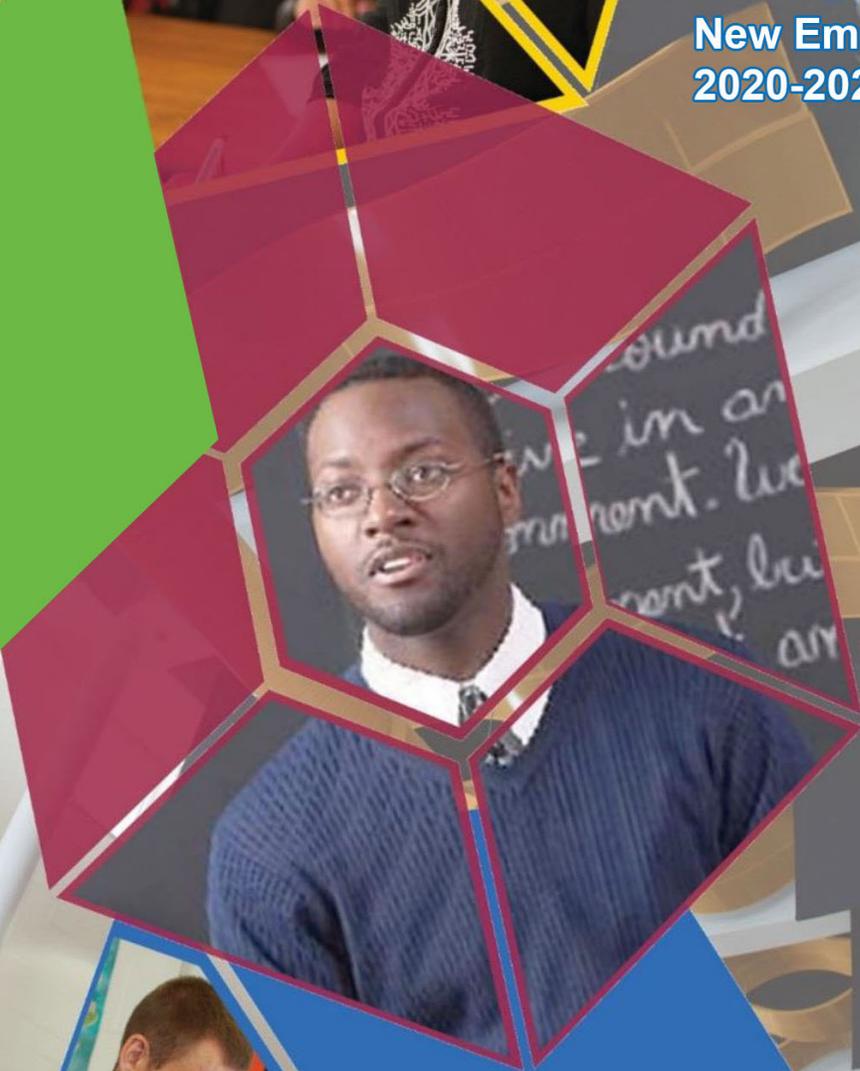




New Employee Guide 2020-2021





P.O. Box 2513
Winston-Salem, NC 27102
(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 May 4, 2020.

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P.O. Box 2513 • Winston-Salem, NC 27102-2513

Welcome to Winston-Salem/Forsyth County Schools,

On behalf of the Board of Education and the other 7,000+ employees on our team, we are so glad you have chosen to work with us. Every person on our team matters. No matter your role, every job is critical in our efforts to provide our students with the best education possible.

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

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

With the Mission and Vision as your guide please know your work, whether directly or indirectly with students will impact children and this community. What you do is critical in making sure we can engage all students, provide relevant learning experiences, and teach the skills they need to compete globally and contribute to our community for years to come.

With your commitment to us, we commit to you to make this the best environment we can for you to work, grow, and succeed. And as you work, please never forget our core values:

- Student-Centered
- High Expectations
- Accountability
- Integrity
- Collaboration
- Equity

We are excited you are here!

Sincerely,

A handwritten signature in black ink that reads 'Angela P. Hairston'.

Angela P. Hairston



Board of Education

Malishai Woodbury, *Chair* • Lida Calvert-Hayes, *Vice Chair* • Barbara Burke • Andrea Bramer
Leah Crowley • Dana Caudill Jones • Deanna Kaplan • Elisabeth Motsinger • Marilyn Parker

[Dr. Angela P. Hairston, Superintendent](#)

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 78th 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, 14 middle schools and 15 high schools. Nine special schools bring the system-wide total to 80.

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 Dr. Angela Pringle Hairston 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 cooperative innovative high school.) If waiver is approved, the start date can be no earlier than the Monday closest to August 19.

Curriculum

Elementary students are generally taught in self-contained classes. 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. 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 employs more than 7,200 people, including about 4,200 classroom and part-time teachers. Students are also served by about 360 bus drivers, 535 food-service workers, 140 custodians, and a network of administrators, principals, school counselors, psychologists, social workers and other staff.

Budget

In 2019-20, the school system's total budget was \$623.9 million, including capital projects and child nutrition. Typically, about 56.5 percent of the budget comes from the state; about 20.6 percent from Forsyth County; and 22.9 percent from federal and other sources.

Achievement

- WS/FCS adheres to the NC Standard Course of Study, and test results reflect the use of rigorous standards in reading, math, and science. Across the district in 2018-19, 54.9 percent of students in grades 3-8 were proficient in reading; 54.4 percent were proficient in math; and 72.7 percent were proficient in grades 5 & 8 science. In high school, 57.4 percent of students were proficient in Biology; 56 percent were proficient in English II; and 36.1 percent were proficient in Math I; and 45.5 percent were proficient in Math III.
- The 2018-19 four year cohort graduation rate was 86.2 percent. Generous support from the United Way of Forsyth County, the Winston-Salem Chamber of Commerce, Graduate. It Pays. Big Brothers Big Sisters, Communities in Schools and Forsyth Promise has helped the school system increase the rate.
- In 2019, our ACT pass rate (percentage of students that scored a 17 or higher) was 53.9 percent.
- Over 3,900 students graduated in 2019.
- Members of the class of 2019 earned over \$111 million in scholarships.
- In 2019-2020, High Schools won two state championships and 15 individual state championships.
- 2019 Teacher of the Year: Abi Woodson, Speas Global Elementary School.
- 2019 Classified Employee of the Year: Sandra Shropshire, East Forsyth High School.
- 2019 Assistant Principal of the Year: Samantha Fitzgerald, Lewisville Elementary School.
- 2019 Principal of the Year: Debra Gladstone, Mineral Springs Elementary and Middle Schools.
- For more information, please contact the Office of Marketing and Communications, Winston-Salem/Forsyth County Schools, PO Box 2513, Winston-Salem, NC, 27102-2513 or call 336-727-2696.

Professional & Talent Development Office



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

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



The Training and Development Office organizes and manages professional development for all employees through 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 or talent development contact or email Cydney Conger at cconger@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/Page/58378>



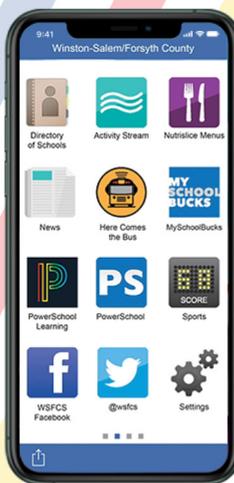
Keeping You Informed – Weekly District E-Newsletter

Each week you will receive a E-Newsletter on your district email from the WS/FCS Marketing & Communications office. 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



Policies and Handbooks

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

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

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

The screenshot shows the website's navigation bar with a home icon, "Select a School", "Language", "Staff/Student Links", and "User Options". The logo for Winston-Salem/Forsyth County Schools (WSFCS) is prominently displayed. Below the logo is a search bar and a main navigation menu with items: Home, About Us, Board of Education (highlighted), Departments, Parents/Community, Students, Employees, Careers, and Calendar. The "BOARD OF EDUCATION" section is expanded, listing various committees and "Policies". The "Policies" sub-section is further expanded to show "Proposed Revisions", "Board of Education (BOE) Meeting Calendar", and "Policies". The main content area contains the following text:

Home > Board of Education > Board of Education > Policies

School System policies are approved by a majority vote from the Board of Education. Our Administrative Regulations (AR) describe the rules and procedures for implementing laws or Board of Education policies.

To see the proposed revisions select the following link: [Proposed Revisions](#)

Click on the following link to go to the searchable database of all policies: [School Board Policies](#).

To watch a video tutorial on how to use the Online Board Policy Manual, click on the following link: [Online Board Policy Manual How-to Video](#)

If you would like paper copies of a specific policy, please contact the Office of Marketing and Communications at 336-727-2696 or the School Attorney's office at 336-727-2509.

RSS

On the right side of the page, there are social media icons for Twitter, Facebook, Instagram, and LinkedIn.

The footer contains the school's name, address (PO Box 2513, Winston-Salem, NC 27102-2513), phone (336.727.2816), fax (336.661.6572), and hours. It also identifies the Superintendent as Dr. Angela Pringle Hairston. At the bottom, there are links for Blackboard, Questions, Feedback, Privacy Policy, and Terms of Use, along with a Site Map icon and copyright information for Blackboard, Inc. (2002-2020).

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.ComPsych.com or call (800) 272-7255. Use EAP code: COM589.

What is the best way to prepare for an appointment?

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

- Identify the problem
- Sort through 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:

Health Plans

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

Financial Programs

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

Other

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

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

You have thirty (30) calendar days from your hire date (the day you begin work) to enroll in your health, dental and life benefits. As a new employee, you will receive 1 email reminder prior to the end of your eligibility period for enrolling in your health, dental and/or life insurance.

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



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://wsfcs.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.

Paid Time Off 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 twelve (12) 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

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

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

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

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

If you are a less than twelve (12) month employee in a position that follows the teacher calendar and also hired after August 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

Paid Time Off Policies, continued

Sick Leave

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

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



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

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

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

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:

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

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 Ron Pannell, District Safety Manager at RPannell@wsfcs.k12.nc.us or by calling 336-727-2527.

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.

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

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

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



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.

www.wsfcs.k12.nc.us/myaccounts

Employee Quick Links

Access the Staff/Student Quick Links at the top of any district webpage

Select a School		Language		Staff/Student Links		User Options	
Office365	Home Base Apps	PowerSchool Learning	Discovery Ed	Clever	IT Portal	Destiny	
E-Docs	Travel Tracker	Print Shop Orders	Employee Accounts Guide	Staff PD	Maint/Tech Tickets		

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/site/Default.aspx?PageID=104500>

Select the *Employee link*> *Personnel*> *Employee Self-Service*.

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

This online service will give you access to your personal information in the Human Resources & Payroll system. You will be able to view e- docs (check leave balances, tax withholdings, etc). You can also change your address/phone number, 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 SReich@wsfcs.k12.nc.us or your Human Resources Specialist.

Winston-Salem/Forsyth County Schools 2020-2021 Calendar

FIRST DAY FOR 10-MO EMPLOYEES	August 14, 2020
FIRST STUDENT DAY OF SCHOOL	August 24, 2020
Labor Day Holiday	September 7, 2020
Teacher Workdays	October 26, 2020
Veterans Day Holiday	November 11, 2020
Thanksgiving Break	November 25-27, 2020
Winter Break	December 21, 2020 - January 3, 2021
Martin Luther King, Jr. Holiday	January 18, 2021
Teacher Workday	January 21-22, 2021
Teacher Workday	March 26, 2021
Spring Break	March 29-April 2, 2021
Memorial Day Holiday	May 31, 2021
LAST STUDENT DAY OF SCHOOL	June 8, 2021

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

Makeup Days:

1. June 9
2. June 10
3. June 11
4. Jan 21
5. Jan 22
6. Mar 26

Frequently Called WS/FCS Contact Numbers



Ext #	Department	Phone
70269	Human Resources (Main)	336-748-4079
70281	Finance	336-727-2822
70160	Instructional Resource Center	336-727-2373
70136	Instructional Services	336-727-2373
70003	Legal Office	336-727-2509
70109	Mail Room	336-727-8199
70140	Maintenance	336-661-4999
70112	Marketing and Communications	336-727-2696
70288	Payroll	336-727-2843
70107	Print Shop	336-727-8194
70685	Psychological Services	336-727-8194
70122	School Administration - Elem	336-727-2127
70124	School Admin - Secondary	336-727-2870
70412	Safety Training Questions	336-727-2527
70142	Core Academy Program	336-727-2374
70273	Substitute Office	336-748-3018
35010	Technology Service Desk	336-727-8300
70030	Student Assignment	336-748-3302
70034	Student Transcripts	336-727-2306
70041	Transportation	336-748-2287

Jevelyn Bonner-Reed	70268	Chief HR Officer	748-4079
J'Mihya Drayton	70269	Admin. Assistant HR Director/Exec. Asst. HR Director	748-4079
Shaterika Parks	70610	Talent Acquisition	
Anabelle McElroy	70110	Admin. Bldg. Operator/Receptionist	727-2816
EDUCATION BLDG.		4801 BETHANIA STATION RD., W.S. 27105	
Judy Jones	70131	Recruitment Director (50%), PD	727-2374
Cydney Conger	70162	Professional and Talent Development	727-2374
Sharessa Wilkins	70142	ED Bldg. Admin. Asst./Receptionist Assist w/setting PDs/Inputs CEU	727-2374
SCHOOLS & CENTRAL OFFICE			
Brenda Bourne	70601	HR Director School Support (CALL 70607/70606)	727-2322
Ashlea Thornton	70607	Sr. HR Specialist: NCEES, SE - WS Prep, Licensure Specialist: (W Schools) Admn. Ctr. (Licensed/classified, Psych/Soc. Wkrs.)	727-2322
Kiara Ross	70604	HR Specialist: (Glenn - Moore)	727-8350
Frances Yandell	70609	HR Specialist: (Morgan - South Fork)	727-2322
Ashley Watlington	70610	HR Specialist: (Ashley - Gibson)	727-8349
Sherri Holloway-Gilliam	70606	Sr. Licensure Specialist: A - L Admin. Ctr. Licensed/Prinipals/AP's	727-2324
VACANT	70602	Licensure Specialist: (M - SF)	727-2323
COMP/BENEFITS-HEALTH/DENTAL LIFE/ER			
Patricia Rocca		Chief Program Officer	
Von Clemons	70271	Sr. Benefits Specialist: Schools Ashley - Moore, TA's: Konnoak - WSPA, Transportation, Maintenance, Ware- house, Admin. Center (Classified)	727-8569
Faith Miller	70272	Benefits Specialist: Schools: Morgan - WSPA, TA's: Ashley - Kingswood, Psychologists, Social Workers, Custodians, Child Nutrition, Magnet Stop, Principals, AP's, and Admin. Center (Licensed)	727-8390
Sandra Braham	70613	Sr. Workers Comp Specialist	703-4271
Rosemary Cobb	70612	Workers Comp Specialist	703-4271
OPERATIONS			
Pam Hensdale	70605	HR Director of Operations	748-4078
Bernadette Upson	70603	Sr. HR Specialist: (Custodians/Child Nutrition, Magnet Stop, TA's (Ashley - Kingswood)	727-2054
Pam Schmal	70609	HR Specialist: (Transportation, Maintenance, TA's (Kon- noak - WS Prep)	748-4079
Sue Oetken-Slifko	70274	Substitute Coordinator	727-2861
Terri Hoke	70273	Substitute Office Asst. subinquiry@wsfcs.k12.nc.us	748-3018
STAFFING			
Amy Wilson	70270	Staffing Supervisor staffing@wsfcs.k12.nc.us	727-2969
475 Corporate Square Dr, Winston-Salem, NC, 27105 MAILING: P.O. Box 2513, W-S, NC 27102-2513			