

Welcome to New Employees of the Wake County Public School System!

If you've received a job offer from the Wake County Public School System, congratulations! As one of this country's top performing school systems, Wake depends on qualified committed employees to help our students achieve their highest academic potential.

These pages are designed for candidates who have received a job offer but have not yet attended Pre-Employment Orientation. Wake's school system is large and dynamic, so there's a lot to learn, but here are a just a few pieces of information to help you along the way.

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The Application

Certified Staff (*teachers, media specialists, counselors, psychologists, administrators, etc.*)

If you are an employee requiring a professional license from the state Department of Public Instruction, that means you should have completed all sections of the [online application](#), and the [supplemental application](#). If there are any documents missing, your hiring will be delayed.

When completing the online application, be sure to check “Wake County.” Don’t forget to complete **all** parts of the supplemental application, including, a waiver that allows us to conduct the mandatory criminal background check, forms for your references to complete, some additional information from you, your transcript(s), any test scores (such as Praxis II), and a copy of your professional license.

Non-Certified Staff (*teacher assistants, clerical support, custodians, transportation workers, child nutrition workers, media assistants, etc.*)

If you are non-certified, you should have completed the [application](#). If this has not been completed and submitted, you cannot be hired. Your application also includes a document that permits the school system to conduct the criminal records check. You must also provide forms to your references, which they must complete and send to the school system.



The Hiring Process

Your school principal or department head has probably told you he/she is *recommending* you for employment. That means the principal or department head has reviewed your application, resume, and references; interviewed you; and perhaps involved other staff members in the interview. The principal or department head has determined you'd be a good addition to the school system!

While that is great news, that does not mean you are officially hired...yet. The principal or department head sends the recommendation to a Human Resources Administrator who reviews and verifies the various components of the application. For teachers and other certified staff, a review may be necessary to determine if an NC teaching license can be established. For all candidates, a criminal background check is mandatory.

Once the review and background check are complete and favorable, you'll be assigned to a Pre-Employment Orientation session, and your recommendation will be scheduled for consideration by the Wake County Board of Education.

For additional information on procedures and other important legal considerations in the hiring process, read on!

Criminal Background Check

According to [NC General Statute](#) §115C-332, all public school employees must undergo a criminal records check prior to beginning their new jobs. In Wake County, the criminal records check is conducted after the principal/department head recommends you for employment and before the recommendation goes to the Board of Education for approval. While state law permits school systems to require fingerprinting of new employees, Wake County does not require fingerprinting. An extensive criminal background check is conducted on each individual recommended for employment. If criminal violations are found in an applicant's history, the applicant is disqualified from employment.



The New Hire Packet

If your intended start date is several days (or weeks) away, the new hire packet may be mailed to you. If you are expected at work soon, you may pick it up at the Human Resources Office at the Crossroads II Building, 110 Corning Road, Cary, NC 27518. **Please plan on picking up your packet as soon as you can:** The packet contains a wealth of information that will require some decisions from you. The sooner you can review the information, the better.

New Hire Packet Contents (subject to change)

- **New Hire Letter**—written by your school or department’s Human Resources Administrator, this letter contains information about your job title, percentage of employment, job category, employment conditions, Pre-Employment Orientation date, and information about what to bring to Orientation.
- **Benefits Summary**
- **NC 401(k)** booklet and applications
- **Health Certificate Form**
- **Transfer of Leave Balances & Verification of NC Employment form**
- **Direct Deposit** Authorization
- **Dental Plan** Summary Description
- **Life Insurance flyer**
- **List of acceptable identification documents for the federal I-9 form**



The Health Certificate

According to NC General Statute and Wake County Board of Education policy, all new school system employees are expected to undergo a brief physical exam, which typically includes a test for tuberculosis.

The health certificate is included in the new employee packet, provided to new hires once the criminal background check is complete and their Pre-Employment Orientation is scheduled.

The TB test is a simple skin test that requires 48 hours between test administration and evaluation. Individuals who test positive for TB exposure are typically required to get a chest X-ray to confirm that they show no symptoms of TB.

Obtaining a Health Certificate

Because the health certificate represents a conditional offer of employment in Wake schools, it is provided only to those individuals who have been recommended for employment and who have been successfully cleared in their criminal background check. The appropriate form is available only from the Human Resources Department of the Wake County Public School System. It is the new employee's responsibility to provide the form to their health care professional.

State law requires that the health exam be conducted by a licensed physician, physician's assistant, or nurse practitioner. The health professional may be licensed in any state. NC state law and local procedures also require that the results of the health exam be recorded on the official NC health certificate and not on a form provided by other agencies or by your doctor's office.

Coming from another NC School System

If there has been no interruption in service, in most circumstances, Wake can accept the health certificate provided to your prior school system, as long as it is recorded on the appropriate form. This decision is up to the Human Resources Administrator for your school or department.

Coming from out-of-state

Wake cannot accept health certificates from out-of-state school systems.

We've included the North Carolina law and our local school board policy regarding the Health Certificate.



Health Certificate

North Carolina General Statute

§ 115C-323. Employee health certificate.

(a) Any person initially employed in a public school or reemployed in a public school after an absence of more than one school year shall provide to the superintendent a certificate certifying that the person does not have any physical or mental disease, including tuberculosis in the communicable form or other communicable disease, that would impair the person's ability to perform his or her duties effectively. A local board or a superintendent may require any school employee to take a physical examination when considered necessary.

Any public school employee who has been absent for more than 40 successive school days because of a communicable disease shall, before returning to work, provide to the superintendent a certificate certifying that the individual is free from any communicable disease.

(b) One of the following individuals shall prepare any certificate required under this section:

- (1) A physician licensed to practice in North Carolina.
- (2) A nurse practitioner approved under G.S. 90-18(14).
- (3) A physician's assistant licensed to practice in North Carolina.

(c) Notwithstanding subsection (b) of this section, in the case of a person initially employed in a public school, any of the following who holds a current unrestricted license or registration in another state may prepare the certificate so long as evidence of that license or registration is on the certificate:

- (1) A physician.
- (2) A nurse practitioner.
- (3) A physician's assistant.

(d) The certificate shall be prepared on a form supplied by the Superintendent of Public Instruction. The certificate shall be issued only after a physical examination has been conducted, at the time of the certification, in accordance with rules adopted by the Superintendent of Public Instruction, with approval of the Secretary of Health and Human Services. These rules may require an X-ray chest examination for all new employees of the public school system.

(e) It shall be the duty of the superintendent of the school in which the person is employed to enforce the provisions of this section. **Any person violating any of the provisions of this section shall be guilty of a Class 1 misdemeanor.** (1955, c. 1372, art. 17, s. 1; 1957, c. 1357, ss. 2, 14; 1973, c. 476, s. 128; 1975, c. 72; 1981, c. 423, s. 1; 1985 (Reg. Sess., 1986), c. 975, s. 20; 1991, c. 342, s. 4; 1993, c. 539, s. 886; 1994, Ex. Sess., c. 24, s. 14(c); 1997-443, s. 11A.50; 2001-118, s. 1.)

Wake County Board of Education Policy

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Health Certificate Required

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Every new employee and any employee returning after separation of more than one year shall be required to furnish an approved health certificate on the prescribed forms before assuming his/her duties.

Any employee who has been absent for more than 40 successive school days because of a communicable disease must, before returning to work, provide a physician's certificate on the prescribed form certifying that the employee is free of any communicable disease.

Employment Eligibility Verification

Federal Citizenship and Immigration Laws require employers to ensure that new workers are eligible to work in the United States. This process entails the completion of a form known as the “Employment Eligibility Verification” or the I-9 form. This form is completed at Orientation, and ID’s are checked by staff. Please bring original appropriate ID to your Pre-Employment Orientation Session. According to NC Statute, all new employees’ social security numbers and/or Alien Registration numbers are verified through the eVerify system which matches employee information with databases maintained by the Social Security Administration and the Department of Homeland Security.

Please see the following page for identification documents that are appropriate. Employees may bring an item from List A, OR two items—one from List B, and a second from List C.



LIST OF ACCEPTABLE DOCUMENTS

List A
Documents that establish both identity and employment eligibility

1. US Passport (*unexpired or expired*)
2. Permanent Resident Card or Alien Registration Receipt Card with Photograph (*Form I-551*)
3. Unexpired foreign passport with a temporary I-551 stamp
4. Unexpired Employment Authorization Document that contains a photograph (*Form I-766, Form I-688, I-688A, I-688B*)
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer

OR

List B
Documents that establish identity (MUST be photo ID)

1. Driver's license or ID card issued by a state or outlying possessions of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with photograph
4. Voter Registration Card
5. US Military or draft record
6. Military Dependents ID Card
7. US Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Drivers license issues by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor or hospital record
12. Day-care or nursery school record

AND

List C
Documents that establish employment eligibility

1. US Social Security card issued by the Social Security Administration (*other than a card stating it is not valid for employment*)
2. Certificate of Birth Abroad issued by the Department of State (*Form FS-545 or Form DS-1350*)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United states bearing an official seal
4. Native American tribal document
5. US Citizen ID Card (*Form I-197*)
6. ID card for use of Resident Citizen in the US (*Form I-179*)
7. Unexpired employment document issued by DHS (*other than those listed under List A*)



New Employee Orientation

WCPSS's New Employee Orientation is designed to give new staff members a glimpse of the school system's culture and requirements. Held at the Webster Center in Cary, Pre-Employment Orientation also enables new staff members to get their questions answered and make important decisions about insurance plans, income taxes, retirement plans. . .all with the guidance of trained staff members.

Once your principal or supervisor turns in your recommendation for hiring, an administrator in WCPSS's Human Resources Department makes all the necessary arrangements for your official recommendation to the board of education. Your application paperwork is reviewed, and your criminal background check is conducted.

Upon favorable completion of the criminal background check, the Human Resources Administrator assigns you to a New Employee Orientation session

Some of the more common questions about Orientation are listed below:

How long does Orientation last?

- **Teachers, Teacher Evaluators, and others paid on the teacher salary schedule**
Teacher Orientations are conducted in two parts: The morning session runs from approximately 8:30—11:30. Lunch is on your own. During the afternoon session (12:30—3:30), teachers, teacher evaluators and anyone paid on the teacher salary schedule are trained on the NC Teacher Evaluation Process. Participants should be finished by 3:30 p.m.
- **All Other Employees**
Most sessions average three-to-four hours, depending on the number of questions.

What should I bring?

- Appropriate identification, for completion of the federal Employment Eligibility Verification Form (see the list on page 8) You will need to bring original forms of your identification documents, not photocopies or faxed copies.
- Completed health certificate, with TB results. If you have not had an opportunity to have your doctor complete your health form, arrangements will be made for you to submit the form after Orientation and before you go to work
- A voided check from the bank account where you would like your paycheck direct deposited. If you prefer that your pay is deposited to a savings account, you will take the form to your bank, where a bank employee will complete the paperwork. If you plan on opening a new account, you may send in the paperwork later.
- A sweater or jacket, in the event the air conditioning is too chilly for you.
- You may choose to bring a light snack, or, individuals participating in the Professional sessions may choose to bring lunch. There are vending machines available on-site; however, selections may not be to your liking or limited by previous participants' purchases. Unfortunately, refreshments are not provided

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- Teachers and other certified staff who have NOT applied for their NC license should bring the following:
 - [Form A](#) NC License Application
 - Official transcripts (if not already supplied to WCPSS Human Resources)
 - Copy of out-of-state license or [Form V \(Verification by Institution\)](#)
 - [Form E \(Verification of K-12 experience\)](#) and/or [Form CE \(Verification of Postsecondary Experience\)](#)
 - Copy of Praxis II or other state subject-area test scores,
 - A check to pay NC mandated processing fee.

More information on obtaining a North Carolina license can be found here:
[Steps to A NC License](#)

- Teachers and other certified who already have their licenses or who have applied for their NC licenses should bring the following:
 - A copy of the license, OR
 - A copy of Form A, NC License Application

Teachers and other certified and non-certified staff and teachers will attend additional training sessions, workshops, and school/department information sessions as directed by their supervisors and principals. Beginning teachers will participate in induction activities.

Will I be paid for attending New Employee Orientation or the other induction sessions?

Only those teachers licensed for less than six months may be eligible to be paid for New Employee Orientation and induction sessions.

What should I NOT bring to New Employee Orientation?

- We love animals and children, but we are not prepared to provide supervision and care for Orientation participants' pets or children. *Service animals are allowed.*
- Because our sessions can be crowded, we allow participants to be accompanied only by other adults who are needed for language translation or legal guardian purposes.



DIRECTIONS TO ORIENTATION

New Employee Orientation is usually held at the headquarters of the Wake County Public School System's Human Resources Department, at the Crossroads I Building, 5625 Dillard Drive, Cary, NC 27518. The building is located between the intersections with Jones Franklin Road and Walnut Street. The facility is just south of the Crossroads Shopping Center.

IMPORTANT NOTE: From time-to-time, New Employee Orientation is held at other locations. Your Human Resources Administrator or Processor will let you know if the location is different from the one specified here.

From Durham, Chapel Hill, and all points West of Raleigh

- Take I-40 East, past the Airport exits and past the Wade Avenue exits
- Take Exit 293
- Immediately take Exit 293-A,
- Follow the highway to "Walnut Street, Exit 101-A."
- At the top of the ramp, turn RIGHT at the traffic signal onto Walnut Street
- Go three **more** traffic signals and turn LEFT onto Dillard Drive
- Go 3/10 of a mile, just past the Columbus Avenue intersection (Holiday Inn on left)
- Crossroads I is on the right.
- Enter through the front door.

From Raleigh—Capitol Blvd., Wake Forest Road, Six Forks, Highway70/Glenwood Ave., all areas with easy access to outer Beltline

- Take Outer Beltline (I-440) to Jones Franklin Road Exit
- Turn LEFT at top of exit ramp onto Jones Franklin Road
- Take Jones Franklin to the intersection of Dillard Drive
- Turn RIGHT onto Dillard Drive.
- Go 3/10 of a mile.
- Crossroads I is on the LEFT just past the Corning Road intersection. A Holiday Inn is across the street.
- Enter through the front door.

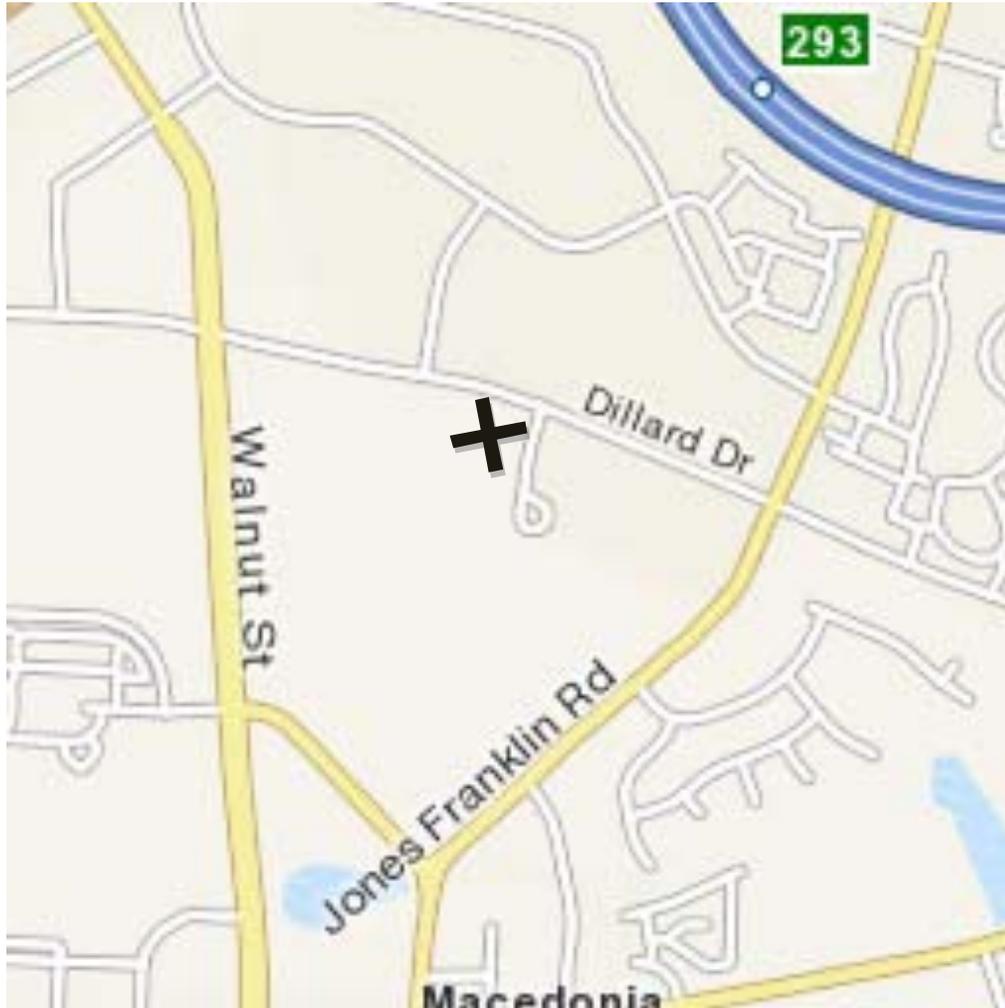
From Sanford, Apex, Chatham County, southern Cary

- Take US 1 North
- Take Walnut Street Exit toward Cary/Buck Jones Road
- Turn RIGHT onto Walnut Street
- At the third traffic signal, turn LEFT onto Dillard Drive.
- Go 3/10 of a mile, just past the Columbus Avenue intersection (Holiday Inn on left)
- Crossroads I is on the right.
- Enter through the front door.

WCPSS Human Resources Department
Crossroads I
5625 Dillard Drive
Cary, NC 27518
919-854-1744



Mapquest © of 5625 Dillard Drive, Cary, NC 27518





What to Expect at Orientation

For Teachers and certified staff

- Presentation on Policies, Culture, Pay dates, Retirement
- Introduction to the *Employee Handbook*
- Completion of Employment Eligibility Verification
- Overview of Electronic Resources
- Presentation on NC Licensure; completion of paperwork
- Screening for Beginning Teacher Support Program
- Presentation on Longevity and Transfer of Leave/Service to Wake County
- Presentation on health, dental, and other insurance/savings benefits
- Official WCPSS ID Badge Photo
- Training on the NC Teacher Evaluation Process

For non-certified staff

- Presentation on Policies, Culture, Leaves and Absences, Pay-Dates, Retirement
- Introduction to the *Employee Handbook*
- Explanation of Incentives
- Completion of Employment Eligibility Verification
- Overview of Electronic Resources
- Presentation on Longevity and Transfer of Leave/Service to Wake County
- Presentation on health, dental, and other insurance/savings benefits
- Official WCPSS ID Badge Photo

New employees who complete all the required Orientation activities and paperwork receive their ID Badge and an official “Admit to Work” card to present to their principal/supervisor. New employees who do not complete all the activities receive instructions on how to submit the remaining documents and receive their authorization to work.



Salary

This topic should be discussed during your job interview. [Salary](#) schedules are available online and in hard copy form at the Orientation site.

How the pay scale works in Wake County Schools

All employees are paid according to the salary schedule for their position and according to the number of ‘steps’ or years to which they are entitled. Principals are also paid according to the size of the staff they must supervise.

Certified staff are paid according to their educational attainment, national board certification, and the years on their license, a number which is ultimately determined by the NC Department of Public Instruction. If you are moving from another state, you will work with your WCPSS Licensure Administrator to ensure that you file the appropriate paperwork with the NC Department of Public Instruction. This insures that you are paid appropriately, according to your years of experience.

Non-certified staff are paid according to their years of service in this school system or in other NC school systems or in comparable jobs in other NC government agencies. Each year of service is called a ‘step.’ If you have worked in another state job, you should provide the appropriate form to your former employer so that your years of service will transfer to Wake County.

Salary schedules are [here](#).

Benefits

Most school system workers would agree that the benefits package offered by WCPSS is excellent. Employees who are 75% employed in a permanent position are entitled to the benefits package, which includes health and dental insurance, as well as the NC Retirement Plan. Some part-time permanent employees may purchase insurance, if they so desire.

There are numerous optional plans for retirement and household savings, as well as low-cost insurance plans for vision, life, long-term care, cancer, etc. These details will be reviewed at Orientation, but you may click on this link to see what's offered:

[Benefits](#)

Employees complete their Benefits enrollment for health insurance, and dental insurance online after their Pre-Employment Orientation is over.

Licensure (Teachers and Certified Staff Only)

The North Carolina Department of Public Instruction is the licensing agency for all teachers employed by NC public school districts. If you do not already have an NC license, you are required to apply for an NC license within 30 days of your hire date. Wake's Licensure staff will be available at Pre-Employment Orientation for general information and to set up private appointments with individuals needing additional information. Click on this link to go directly to the Employment and Licensure area of the North Carolina Department of Public Instruction. Here, you'll be able to download necessary forms to apply for your NC License: [Steps to A NC License](#)

Information Sources

Web Address

www.wcpss.net

www.wcpss.net/compensation-services/

www.wcpss.net/HumanResources/discounts.html

www.ncpublicschools.org

www.ed.gov

www.nctreasurer.com/DSTHome/RetirementSystems/

<http://statehealthplan.state.nc.us/>

[Compare Plans](#)

Details

Wake County Public School System's main website. Use the search function to type in keywords to find information you need. Most potential and new employees click on the 'JOBS' link at the top of the page to search for job openings and link to other items of interest for new employees.

WCPSS's Compensation Services department manages employee benefits. You can find a list of them here, along with links to programs administered by outside organizations.

Discounts for new employees

North Carolina's Department of Public Instruction. Use drop-down menus to learn more about Curriculum, Employment and Licensure, and various programs administered by DPI.

The US Department of Education. Surf this site for information on No Child Left Behind, national statistical data and free instructional resources provided by various federal agencies.

North Carolina Retirement System. Visit the Benefits Estimator and link to the retirement system handbook.

North Carolina's State Health Plan

Link to Plan Comparisons for information on options and costs

State and Local Websites

<http://www.visitnc.com/>
<http://www.ncgov.com/>

North Carolina government and tourism sites

www.wakegov.com

Wake County government

www.raleigh-nc.org

Sites for the 12 municipalities located in Wake County. Each town/city's name is in the web address.

www.townofcary.org/

<http://www.apexnc.org/>

<http://www.fuquay-varina.org/>

<http://www.ci.garner.nc.us/>

<http://www.hollyspringsnc.us/>

www.ci.knightdale.nc.us/

<http://www.ci.morrisville.nc.us/>

<http://www.ci.rolesville.nc.us/>

<http://www.ci.wake-forest.nc.us/>

<http://townofwendell.com/Wendell/>

<http://www.ci.zebulon.nc.us/>

Phone Numbers

WCPSS Main Number (Customer Service Center) ----- 919-850-1600

Human Resources Department ----- 919-854-1744

Email for More Information

hrrecruitment@wcpss.net

WELCOME!!