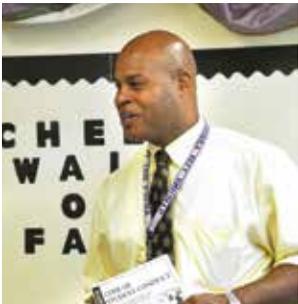


I am cms[®]



2017-2018 EMPLOYEE GUIDE

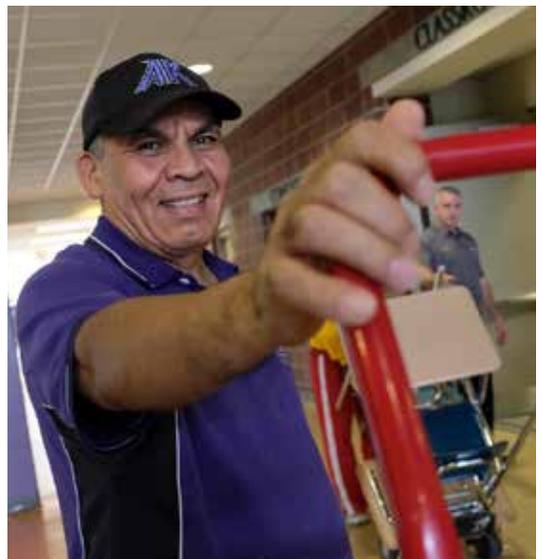
General Information and Benefits

Every Child. Every Day. For a Better Tomorrow.

Human Resources • www.cms.k12.nc.us

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Welcome

from Dr. Wilcox



On behalf of 19,000 CMS team members, let me welcome you to the Charlotte-Mecklenburg Schools family.

We want each of our schools to be safe, welcoming and academically challenging places where every student succeeds. We value each of our students and the CMS team members who are privileged to serve them. We strive to create environments conducive to teaching and learning. Working together, we ensure our students have a seamless, successful educational experience from the first day of school to the eventual walk across the stage to receive a diploma.

You are an important part of our aspiration that every child and young person we are privileged to serve receives a great education. Every CMS team member plays a vital role in educating our students. Whether you're a teacher, support team member, or administrator – each of us plays a critical part in building a stronger community which values creativity, commitment and achievement.

CMS has a strong commitment to academic excellence, equity and access for every student. We have been recognized nationally as one of America's most innovative and effective districts. Together, we will build on that foundation. We stand on a rich legacy of successful practices, yet we are not shying away from the challenges of the 21st century. We will not rest on our laurels or defend the status quo. We will embrace the challenges presented to us and together we will create the next great school district in the United States, ensuring that all students have access to the American dream.

I am energized by the opportunities to strengthen and support our more than 147,000 students. I hope you share my excitement and eagerness.

Thank you for choosing to become a member of Team CMS. I wish you the best of everything in the years ahead and in your service to this community's young people.

Respectfully,

A handwritten signature in black ink that reads "Clayton M. Wilcox". The signature is written in a cursive, slightly slanted style.

Dr. Clayton M. Wilcox
Superintendent



The History of CMS

The history of Charlotte-Mecklenburg Schools dates to the 1700s when the local Presbyterian minister oversaw the weekly education of the town's children. Learning was carried out in one-room schools made of locally fired bricks and attached to the local church building. Each of the preacher's students owned a Bible, but many had to borrow textbooks. The curriculum in this frontier school covered just the basics.

Public education in Charlotte began officially in 1840 with an appropriation to provide free schooling to children whose parents could not afford to pay tuition. But the "graded" schools, created in 1870, failed because of a shortage of funds and instability following the Civil War. Despite the availability of public schools, many parents continued to send their children to private schools.

But public education became increasingly important as Charlotte grew and prospered, becoming a vital inland transportation center. The Charlotte City and Mecklenburg County school districts were separate until 1960, when the city and county systems were merged to form the unified Charlotte-Mecklenburg Schools of today.

Today, we are the 18th largest school district in America. Charlotte-Mecklenburg Schools has 175 schools, over 147,000 K-12 students, and over 18,000 employees. We are governed by a nine-member Board of Education which appoints the superintendent.

CMS strives to produce high school graduates who are college- and career-ready. We believe that true success means lifting every student to new heights of academic achievement.

Additional information regarding the history of CMS is located at www.cms.k12.nc.us.



Vision

CMS provides all students the best education available anywhere, preparing every child to lead a rich and productive life.

Mission

The mission of Charlotte-Mecklenburg Schools is to maximize academic achievement by every student in every school.

Employee Core Values

Student Centered

Community

Diversity

Dependability

Learning



Every student in Charlotte-Mecklenburg Schools today will enter a workforce that will require 21st-century skills to compete successfully in the workforce of tomorrow. These skills include higher-level thinking, digital and technological competency, literacy and content mastery, creativity, innovation, communications and entrepreneurship. It is our challenge, privilege and responsibility to ensure that every student in every school leaves CMS with those skills and competencies.

Strategic Plan 2018: For a Better Tomorrow is our roadmap to transform CMS. The plan sets out the goals and strategies we are using to prepare our students and our employees, and the metrics and milestones we are using to measure our progress. *Strategic Plan 2018: For a Better Tomorrow* is not only a plan for CMS; it is also the articulation of aspirations, goals and priorities shared by all members of our community.

Strategic Plan Goals

GOAL

1

Maximize academic achievement in a personalized 21st-century learning environment for every child to graduate college- and career-ready.

GOAL

2

Recruit, develop, retain and reward a premier workforce.

GOAL

3

Cultivate partnerships with families, businesses, faith-based groups and community organizations to provide a sustainable system of support and care for each child.

GOAL

4

Promote a system-wide culture of safety, high engagement, cultural competency and customer service.

GOAL

5

Optimize district performance and accountability by strengthening data use, processes and systems.

GOAL

6

Inspire and nurture learning, creativity, innovation and entrepreneurship through technology and strategic school design.

Our Promise:
To provide a
personalized
environment
of academic
excellence
that prepares
Every Child.
Every Day.
For a Better
Tomorrow.

For more
information visit:
www.cms.k12.nc.us

Every Child. Every Day. For a Better Tomorrow.

In compliance with federal law, Charlotte-Mecklenburg Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.

Professional Learning & Development



Charlotte-Mecklenburg Schools believes that comprehensive, continuous professional development is essential to school improvement and student achievement. To that end, CMS provides organizational professional learning (PL) and development services to promote a variety of professional growth opportunities to build the knowledge and skills of all staff. When all employees are an active part of the CMS learning community, positive change results in organizational effectiveness and student success. In addition to providing Help Desk services, CMS' professional learning and development teams organize and manage PL opportunities through My Talent and Canvas.

There are two district offices in charge of the professional learning and development of CMS employees: Office of Teacher Professional Development and Office of Leadership Development.

The Teacher PD (TPD) team serves 9,000+ teachers and 9,000+ non-instructional staff to support learning in schools. The team provides training and support in the state mandated mentor program and lateral entry advancement program (LEAP). The office also creates and facilitates PL opportunities in district strategic areas: New Teacher Topics, teacher leadership development, National Board, support staff conferences and institutes, etc.

The Office of Leadership Development creates, aligns, and facilitates professional learning to support school and central office leaders that advances the capabilities of school and district leadership.

For more information, contact **980-343-5404**.



Navigating Canvas & MyTalent

As a new or a former employee returning to CMS, you may not have an email set up at this point. Once your email is established, you will be able to log into the MyTalent system.

MyTalent is an online system that supports employees across the district with all performance evaluations, performance feedback and documentation, professional development, coaching and mentoring, onboarding, forms and letters, and beginning teacher/induction support.

Logging In

- Log on to **MyTalent**. Access MyTalent through CMS Intranet (**my.cms.k12.nc.us**). Click on MyTalent under Quicklinks or go to **cms.truenorthlogic.com**
- Enter your username and password:
Username is the first part of your CMS email address without @cms... (Example: email address janea.smith@cms.k12.nc.us, username = janea.smith)
Password - Cm\$12345
(last 5 digits of your social security number)
Once in the system you can change the password.
- Click the “Enter” button.
New employees may not have access to the MyTalent system until you are updated in the HR system which may be 2-3 days.

To receive more information on how to navigate in MyTalent visit the Help Guides in MyTalent.



Canvas

Canvas is CMS’ learning management system, a digital space where CMS employees and students can go to organize and facilitate learning experiences. All employees and students have access to Canvas through the NCEdCloud (my.ncedcloud.org). You can log into Canvas and NCEdCloud using the same ID and password as you use for Powerschool.

Please contact CMS Helpdesk at **980.343.5736** and select option 3 for assistance on logging into Canvas or NCEdCloud.

Internal/External Communications

Charlotte-Mecklenburg Schools provides ongoing two-way communication with CMS employees to help you do your job better, increase morale, productivity and build a stronger commitment to the CMS vision. The following are some of the communication tools in place to keep you informed:

Courier –

CMS provides daily courier to all schools and offices. Questions about courier service should be directed to your principal/ department head, secretary or Supply Services at **980-343-6710**.

CMS Web site –

The CMS Web site at **www.cms.k12.nc.us** offers information about CMS programs, departments, test scores, district and school profiles, the latest news, individual school information and much more.

CMS Intranet –

The Intranet site at **my.cms.k12.nc.us** allows employees to access their own “internal” Web site for employees. The Intranet features information from Learning and Teaching, training and development teams, Human Resources and employment information, benefits, policies and the latest school district and employee news.

Weekly E-Mail Newsletter –

The weekly newsletter, “*CMS Insider*”, is e-mailed to all users and includes district news, School Board updates, and information helpful to all employees. To submit information for this e-newsletter, e-mail **cmsinsider@cms.k12.nc.us**

E-Mail –

Internet mail is available in all schools and offices. 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. Regular e-mails from the Superintendent will provide timely information to the staff.

CMS-TV –

The primary broadcast source for news and information about Charlotte-Mecklenburg Schools, broadcasting to the CMS community of parents, teachers, students, staff and volunteers on Time-Warner Cable channel 3.

CMS Social Media –

Stay up to date by following our district, superintendent, and human resources social media accounts.

Facebook

District: **Charlotte Mecklenburg Schools**
Human Resources: **Charlotte Mecklenburg Schools Jobs**

Instagram

District: **@charmeckschools**
Superintendent: **@cmssupt**
Human Resources: **@jobsatcms**

Twitter

District: **@CharMeckSchools**
Superintendent: **@CMSSupt**
Human Resources: **@jobsatcms**

LinkedIn

Human Resources: **Charlotte-Mecklenburg Schools**

Documents, Forms, Policies, and Handbooks

CMS provides important documents readily available for employees, parents and students to download or view. Visit the Media Room page on the CMS website for more information. Please share your ideas with us and which additional CMS documents you would like to see available on-line.

[Comprehensive Annual Financial Reports](#)
[Documents Web site](#)
[High School Planning Guide](#)
[Internet Agreements and Regulations](#)
[Middle Schools Course Offerings Handbook](#)
[Parent – Student Handbook](#)
[Photo and Video Release Form](#)
[Policies](#)
[Public School Laws](#)
[School Leadership Teams Handbook](#)
[Student Code of Conduct](#)
[Web site Accessibility, Privacy and Security](#)

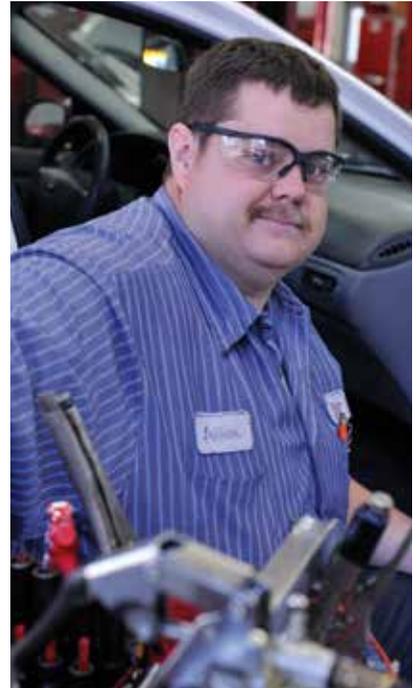
A description of employment policies can be found in the Charlotte-Mecklenburg Schools Policies booklet you received at orientation. These policies can also be found on the CMS intranet at my.cms.k12.nc.us.

Select **Departments**

Select tab **E-H**

Select **Employee Relations**

You will see the policies listed on the bottom left side of the screen under **Important Documents**.



Employee Relations

Problem Resolution

The Employee Relations staff provides direction and assistance with various employment-related issues. We encourage you to seek a resolution by contacting your supervisor/principal or HR Team Leader. If you are unable to reach a resolution, you may contact our office at **980-343-6254**.

In addition, the Employee Relations Office provides guidance and counseling, training and awareness, criminal records, finger printing, alcohol/drug testing, diversity awareness, and policy review.

Policy Review and Revision

Employee Relations staff reviews all Human Resources policies on a regular basis to ensure consistency with all federal, state, and local laws and regulations as they relate to employment. Also, these policies are reviewed/ revised for consistency and compliance with Charlotte-Mecklenburg Schools' Board of Education policies or regulations. A copy of the CMS Policy Manual is available at each school or work-site. If you have questions related to employment policies, you should first contact your supervisor or site administrator. If additional assistance or guidance is needed, you may contact the Employee Relations Office.

Guidance & Consulting – Performance Management

Supervisors and administrators should develop and maintain clear, concise, and open lines of communication regarding work criteria and performance standards. Employee Relations staff is available to provide insight, information, and support necessary to encourage open communication and understanding regarding performance standards and expectations.

The Employee Relations Office encourages and embraces a total performance management system which:

- fosters mutual respect between employees and supervisors
- creates an atmosphere conducive to employee growth
- advocates healthy communications between all employees
- solicits employee and supervisory involvement throughout all phases of the performance appraisal process
- increases efficiency, productivity, accountability, and achievement

We are here and available to provide advice and consulting services that will help employees and supervisors to achieve ultimate success in their work.

Training and Awareness

The Employee Relations staff is available to provide training and information on a wide range of subjects pertaining to Human Resources policies, performance management, employment compliance requirements, and diversity sensitivity (working with the Executive Coordinator for Diversity). Based upon the need(s) of employees, supervisors, or administrators, training or other information may be provided on an individual basis, in small groups, or in a larger group setting.

For example, the Employee Relations staff has provided training on drug/alcohol awareness, the Fair Labor Standards Act and overtime, basic supervisory skills, team building, and performance management. For additional information, you may contact the Employee Relations Department.

Compliance Programs

Criminal Records & Fingerprinting

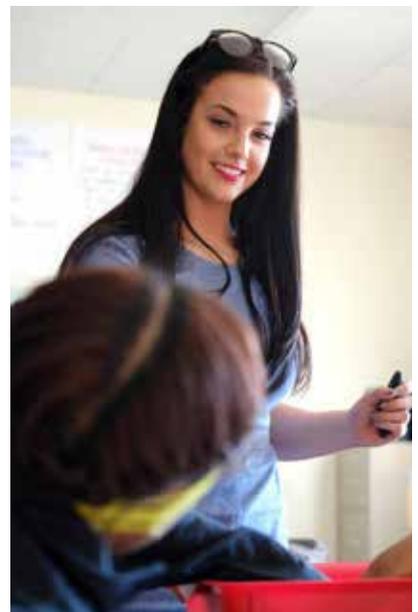
All newly hired employees are required to have a criminal records check and fingerprinting conducted. For additional information, refer to CMS Board Policy GBE.

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 Charlotte-Mecklenburg Board of Education. A confirmed positive test indicating use of illegal substances will disqualify the applicant for employment with the Charlotte-Mecklenburg Board of Education.

*Finger printing and drug testing is to be completed immediately following New Employee Orientation. **No exceptions will be made.***

For additional information, please call **980-343-1900**.



EAP of the Carolinas, Inc.

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. That's where we come in. We are your EAP.

How can your EAP help?

You and your immediate family members can contact an experienced EAP counselor who is ready to meet, listen and talk with you. You need not be alone in coping with issues such as:

- 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 located off site from the work environment. No one will know you have used our services unless you inform them.

Together, your employer and EAP of the Carolinas, Inc. provide you with the best available EAP services. Your job is important and your job performance can ultimately be affected by on going 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. EAP of the Carolinas, Inc. is affiliated with a national network of high-quality, licensed and certified counselors.

How do I make an appointment?

Just call us. We will schedule you or your family member for a face-to-face counseling session within two business days. Emergencies can be seen the same day or within 24 hours. Convenient appointment times are always available to accommodate your schedule. We have flexible hours and evening appointments. Appointments are generally an hour long depending on the circumstances. And remember that our crisis line is open 24 hours a day.

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 appointment will be with a master's level counselor with years of experience in helping people solve problems. Your counselor will help you:

- Identify the problem
- Sort through you 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. Consider your decision an investment in yourself, your career and your quality of life. For professional and confidential assistance 24 hours a day, call: **704-527-5300** or Toll Free **888-221-9800**.

Employee Benefits Program

CMS provides a broad array of benefits so that you can select the coverage that best meets the needs of you and your family. We provide benefits from best in class, highly rated insurance carriers and supportive resources to help you make decisions that best fit your situation.

We recognize your health care and financial objectives may change over time. As such, there are a variety of plans available from which you can choose. These include:

Health Plans

- Medical/Rx plan options
- Three dental plan options
- Two vision plan options
- Specified Disease with Optional Cancer Insurance
- Group Hospital Indemnity

Financial Programs

- Life Insurance options (basic and supplemental)
- Disability plans (short-term and long-term)
- Accident insurance
- Retirement savings plans [401(k), 403(b), 457]

Other

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

Schedule your personal benefits education and enrollment session by calling **1-877-401-6390**. For additional information, visit our website at <http://bit.ly/2017cmsbenefits>.

All enrollments must be completed within 30 days of your date of hire. No exceptions will be made.



Benefits Enrollment

New Hires:

New Hires should call our benefits enrollment center at **1-877-401-6390** to schedule their personal enrollment session. To self-enroll in the Medical/Rx plan, log into the State Health Plan at **cms.hrintouch.com**.

You may also use the self-service option and enroll in several of the plans through Lawson Employee Self-Service (ESS).

See page 21 for instruction on accessing Lawson ESS.

When you log into Lawson ESS, you will select benefit/change and then select New Hire Benefit Enroll. Several of our plans require enrollment by a licensed benefit counselor, so we encourage you to call one at **1-877-401-6390**.

All enrollments must be completed within 30 days of your date of hire—no exceptions!

If you fail to enroll by the end of this time period, you may not enroll in benefits until our next Annual Enrollment unless you experience a qualifying life status change.

Re-Hires:

ALL re-hires should call the benefits enrollment center at **1-877-401-6390** to complete their benefits enrollment. To self-enroll in the Medical/Rx plan, log into the State Health Plan at **cms.hrintouch.com**.

You may also use the self-service option and enroll in several of the plans through Lawson Employee Self-Service (ESS)

See page 21 for instruction on accessing Lawson ESS.

When you log into Lawson ESS, you will select benefit/change and then select New Hire Benefit Enroll. Several of our plans require enrollment by a licensed benefit counselor, so we encourage you to call one at **1-877-401-6390**.

All enrollments must be complete within **30 days** of the rehire date—**no exceptions!** **This includes employees who are terminated and rehired within the same month—ALL must re-enroll.**

Benefits are effective the first day of the month following the enrollment date, which is typically the first of the month following the date of re-hire.

For example, an employee hired or re-hired November 16 who completes enrollment November 28 would have benefits effective December 1.

Did You Know?

The CMS Benefits Service Center is available to you as a resource for all of your benefit questions. Call 1-877-401-6390

Paid Time Off Policies

Permanent employees, employed for less than twelve (12) months a year are granted ten (10) holidays yearly. Permanent employees employed for twelve (12) months a year are granted eleven (11) holidays yearly. Depending upon when Christmas Day falls, an extra day may be granted. The employee calendar should be referenced annually to determine the dates chosen by the CMS 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 Charlotte-Mecklenburg 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 CMS will be paid for up to thirty (30) days accumulated leave. If an 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 must follow the teacher calendar and hired after August 30, 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 Service	Days per Month	9-Month Employee	10-Month Employee	11-Month Employee	12-Month Employee
Less than 5 years	1.17	10.53	11.70	12.87	14.04
5-9 years	1.42	12.78	14.20	15.62	17.04
10-14 years	1.67	15.03	16.70	18.37	20.04
15-19 years	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 (1) 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.



Severe Weather Procedures

Each year, make-up days for school students and staff are built into the school calendar, indicating whether the day will be an optional teacher workday or a required annual leave day. Media announcements (television and radio stations, and CMS Web site www.cms.k12.nc.us) will also indicate the type of day. All announcements will be made by 5:30 a.m. The following codes will be used:

CODE A: Optional Teacher Workday

All 11 and 12-month employees will report to work, use annual leave, use personal leave (classroom teachers) or take the day without pay. Eleven and 12-month employees do not have a make-up option.

Ten-month employees (i.e. teachers, teacher assistants, ten-month secretaries, etc.) choose one of the following five options:

- Report to work.
- Use annual leave.
- Use personal leave (teachers, EC Assistants, PreK Assistants).
- Take the day without pay.
- Make up the time on specified make-up days only. (The specified make-up days are scheduled annually and usually occur within the first five days following the end of the teacher calendar. Employees should not select the make-up option unless they can commit to work on the specified make-up days. Employees who select the make-up option and do not work will be charged for a day without pay and will not be able to use sick leave or annual leave.)

Nine-month employees with available annual leave may take an annual leave day. All other nine-month employees will take the day without pay.

CODE B: Required Annual Leave Day

All 11 and 12-month employees will report to work, use annual leave or can take the day without pay.

Nine-month employees will use available annual leave or take the day without pay.

Ten-month employees not subject to required annual leave days (i.e. secretaries) follow the option of 11 and 12-month employees.

Ten-month employees subject to required annual leave days (i.e. teachers, teacher assistants) are required to use annual leave on this day.

Employees who are required to take leave do not have a make-up option for the required day.

CODE C: Essential Personnel Only.

Code C indicates extremely hazardous weather and is reserved for rare instances designated as emergency circumstances by the Deputy Superintendent. Only essential personnel designated by the Deputy Superintendent or her designee are to report to work, provided they are able to travel safely.

Special Note to Staff With Less Than Five Years' Experience

Teachers and teacher assistants who are employed the first day of the school year and work the entire year will earn 11.7 days of annual leave in the year. Ten days are scheduled in the calendar on specific dates as mandatory, built-in annual leave days. This leaves 1.7 days of annual leave available for use on optional workdays or for severe weather. In the event of severe weather only, a designated make-up day is an option after the end of school.

New ten-month employees who begin work after the first day of the school year should work on all optional workdays. However, a pay deduction will occur at year end if the employee has not had an opportunity to earn at least the number of required annual leave days built into the calendar based on the late—date of hire.

* For additional information on the severe weather procedures please contact your supervisor or log onto the Intranet.

All CMS Employees are required to be trained on the following 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:

Athletic Trainers

Emergency Responders

Custodians

Principals and Assistant Principals

Health Occupation Teachers

Football, Wrestling, Basketball Coaches

Exceptional Children School based staff, including Metro School

After School Enrichment Program (ASEP) Coordinators

SBS Teachers, Teacher Assistants, Bus Drivers and Bus Monitors

Transportation Service Truck Operators & Mechanics

Maintenance (i.e. Plumbers, Painters, Electricians, etc.)

If you have one of these job titles you are identified to receive additional training annually from your School or Department Administration. School based staff should access the CMS MyTalent system to enroll in these courses.

Accessing Bloodborne Pathogens & Hazard Communication Training Modules: (Each class is a separate module and each must be registered for separately).

Login to the CMS intranet at **my.cms.k12.nc.us**

Enter Username:
(email username – Example janeb.smith)

Enter Password: Cm\$12345
(last 5 digits of your social security number)

Under Quicklinks, select MyTalent

Enter Username:
(email username – Example janeb.smith)

Enter Password: Cm\$12345
(last 5 digits of your social security number)

Click: Professional Learning

Enter Class ID/Title: OSHA

Click: Desired class – OSHA Bloodborne Pathogens or Hazard Communication

Register for Class

An email will immediately be sent to you and you may begin the class

Employees who do not have access to computers or have limited computer skills will need to receive an alternative training method. Contact your Department Head or School Assistant Principal. Both the written Bloodborne Pathogens and Hazard Communication Plans are accessible on the CMS intranet site under the Safety Department. Questions can be sent to **Safety@cms.k12.nc.us**.

CMS Hazard Communication Program

The Charlotte Mecklenburg Schools Hazard Communication Program intent is to protect the safety and health of employees who are exposed to hazardous chemicals in our schools and worksites and to comply with the provisions of the North Carolina Department of Labor and Federal OSHA Hazard Communication Standard 29 CFR 1910.1200.

AREAS COVERED IN THE STANDARD AND THE IMPLICATIONS TO CMS:

Determining the Hazards of Chemicals

- Identify all physical and health hazardous chemicals at the worksite.

Safety Data Sheets (SDS)

- These are fact sheets for chemicals which may pose a physical or health hazard in the workplace. The following areas of the SDS should be highlighted:
- Identity of the chemical (as described on the label)
- Name, address, and phone number of manufacturer
- Emergency and First Aid procedures
- Each worksite or school must have an SDS for each hazardous chemical. CMS chemical inventory can be accessed on-line through the Safety Department Intranet site. Link: MSDS Online.
- Copies must be kept where it is accessible to each employee.
- If a school or worksite has chemicals in its possession that do not have an SDS, these chemicals shall be placed under lock and key and not be used until the necessary hazardous chemical information can be obtained from the manufacturer.

Labels and Labeling

Labels for a hazardous chemical must contain:

- Name, Address and Telephone Number
- Product Identifier
- Signal Word
- Hazard Statement(s)
- Precautionary Statement(s)
- Pictogram(s)

NOTE: Any chemical not labeled should be secured and Safety Department notified.

Employee Information and Training

Provide a training program for all current employees consisting of the following elements:

- The requirements of the Hazard Communication Standard
- Work locations where hazardous chemicals are present
- Location and availability of the CMS Hazard Communication Program
- The purpose and basic components of an MSDS
- How to read and understand a label

A Written Hazard Communication Program

The full written program is available on the CMS Safety Department Website. via the CMS intranet at my.cms.k12.nc.us

Select **Departments**

Select tab **Q-S**

Select **Safety**

Health Exam Certificate North Carolina Public Schools



*The Health Exam Certificate (HEC) can be downloaded from your new employee checklist or from the CMS website by clicking Careers, then New Employee Orientation.

If you do not have a regular physician, a list of Medical Facilities can be downloaded from your new employee checklist. Medical Facilities are also listed on the HEC supplied on the CMS website.

*Completion of the HEC is required by Public School Law 115C-323
http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_115c/GS_115c-323.html

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

- Please submit the HEC **completed in its entirety and print:** Name, Address, Social Security Number or your Lawson Employee ID found on your new employee profile, and Position. Feel free to write the name of your school/department on the form.
- All physical and TB skin tests must be completed **within the past 12 months** to be current.
- Do not submit a separate HEC for the physical or TB tests. 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.
- For employment of an out-of-state applicant, this certificate may be completed by a health care provider who holds an unrestricted current license or registration.
- If you are coming to CMS from another **North Carolina School District**, and have not been separated from public school employment for more than one school year, please contact that Human Resource Department and request a copy of your HEC to be mailed/faxed to you, for forwarding to CMS Human Resources. The NC School District **must** be noted on the HEC.
- Human Resources will allow an additional two weeks from your initial two-week due date to submit your completed Health Exam Certificate. Therefore, the Medical Facilities are available to have your Health Exam Certificate completed within the 2-4 week deadline.
- Human Resources will contact your supervisor if you do not submit your health form.

Please select one of the following methods of submitting your completed HEC:

Compliance - courier #871 **OR** Fax Number: **980-343-3124**



Email Sign-on – Password

To log into your email, go to the Intranet at my.cms.k12.nc.us. Next, click on the red Employee Email icon toward the top of the screen. This will bring you to the log-in page.

How your username is created

Your username is created from the information you gave HR. It is a combination of your first name, middle initial and last name. Example: you gave HR your name as Mary Sue Jones, so your user name will be marys.jones. If you did not give HR a middle name, a 1 is substituted for the middle initial, so your user name will be mary1.jones.

Your email account & password is used to sign on to the following:

- E-mail (Outlook Web Access, Outlook)
- Workstation (Computer) Login
- Lawson
- Intranet

Username

myusername@cms.k12.nc.us

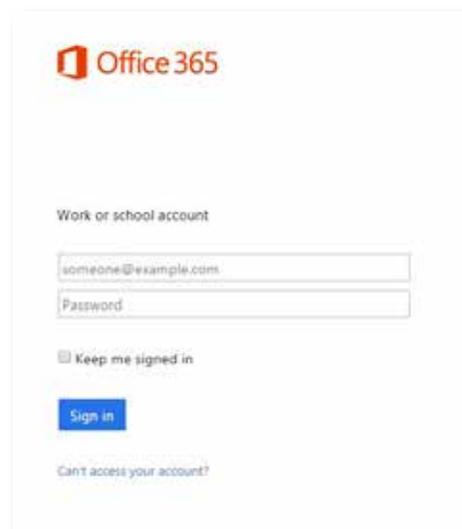
Password

Default password is Cm\$ and last 5 digits of SSN. It is a CAPITAL “C”, a lower case “m”, a dollar mark “\$”, and the last 5 digits of your SSN.

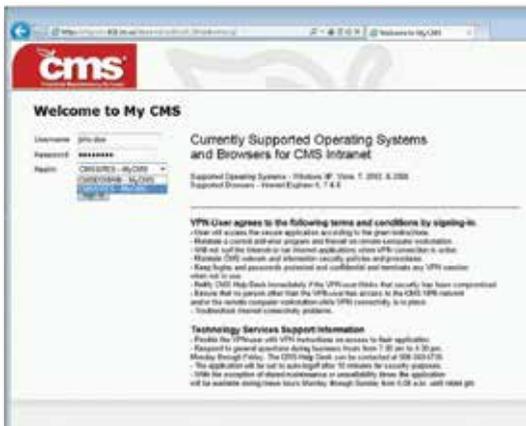
Example: **Cm\$12345**

You will be able to update your password. When you update your password, it must be 8 characters in length.

**Please note that user accounts will be created within 72 hours of start date.*



Accessing CMS Intranet (my.cms.k12.nc.us) from home



1. Open a browser (typically Internet Explorer is the preferred browser) and then type the following in the address location, **my.cms.k12.nc.us**.
2. Enter your username and password. To access the site via Juniper your password must be at least 8 characters in length. If your password needs to be changed please visit: **<http://bit.ly/IntranetPasswordInstructions>**
3. You will now be directed to the new CMS Intranet site, **my.cms.k12.nc.us**.



Need Help?

MySupport Portal – the portal by which users may enter a ticket if a problem has occurred with a user account, password, etc.

For more information contact the CMS Technology Helpline at **980-343-5736** or go to **mysupport.cms.k12.nc.us**.

Employee Self-Service

Employee Self-Service (ESS) is now available for all current Lawson users. You may access ESS while at work or from home.

To access ESS while at work, log into the Lawson system as usual. The ***Employee Self-Service bookmark*** has been added to your bookmarks located on the left side of the screen entitled Lawson Portal Home Page.

You may access Employee Self-Service from HOME.

To access from home:

Log into the CMS Intranet

Under Quick Links, choose **Employee Self-Service**

Two links are available:

- **Employee Self-Service**
- **Employee Self-Service from Home**

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 Lawson Human Resources & Payroll system. You will be able to view pay checks, change Federal/State tax withholdings, check leave balances, change your address/phone number, add an emergency contact and manage direct deposit information. You will also be able to enroll in dental, vision, and supplemental benefits.

Please note:

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

How do I change my password?

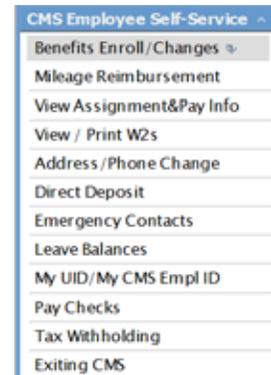
Instructions on how to change a password are located here: <http://bit.ly/IntranetPasswordInstructions>

Questions regarding Employee Self-Service may be directed to **980-343-1900**.

Payroll

Accessing Important Payroll information

Information related to payroll including direct deposit, leave balances, w-2 delivery preferences, pay stubs, and tax withholding information can be accessed using Employee Self Service (my.cms.k12.nc.us). Pay dates for exempt (salaried) and non-exempt (hourly) employees can be found at bit.ly/FY2017Payroll.



Enrolling in Direct Deposit

CMS employees are required to participate in direct deposit and can send a portion of their net pay to up to five different bank accounts each payroll. The accounts can be at different financial institutions. To set up direct deposit, follow the instructions below.

1. Login to Employee Self Service (see page 21)
2. Click **Bookmarks** in the top left corner, then hover over **CMS Employee Self-Service**. Next, click **Direct Deposit**.
3. Enter your social security number with dashes and select continue.
4. Select Add
5. Enter account information

A screenshot of the Direct Deposit form. The form has a "Description" field with an asterisk, an "Account Type" section with radio buttons for "Checking" and "Savings" (both with asterisks), and a "Deposit" section with a line for "AMOUNT". To the right, there are two input fields: "Flat Amount" and "Percent of Net", with "or" between them. Below the "Deposit" line, there are four input fields: "Routing Number" (with an asterisk and "Required" below it), "Re-Enter Routing" (with an asterisk), "Account Number" (with an asterisk), and "Re-Enter Account" (with an asterisk). At the bottom right, there are "Update" and "Cancel" buttons.

Tax Withholding

1. Click **Bookmarks** in the top left corner, then hover over **CMS Employee Self-Service**. Next, click **Tax Withholding**.
2. To complete Federal tax withholding select Federal Tax
3. Select the appropriate marital status and allowances
4. To complete State tax withholding select State Tax
5. Select the appropriate marital status and allowances

Deanna Cureton

LEAD Learning Community Teacher of the Year



Deanna Cureton's students at Charlotte Engineering Early College (CEEC) have a new name for her: Teacher of the Year. "They've basically replaced my name with that," she said. "It's pretty great."

Cureton is the Teacher of the Year for the Leadership Enrichment Achievement Differentiation Learning Community. "She maintains very high expectations for her students in a supportive classroom environment," said Principal Will Leach. "Also known as 'Momma Cureton,' Deanna truly cares for her students and their success at the next level. There is mutual respect between the teacher and the student."

Cureton teaches English Honors II and serves as the 10th-grade team leader. She joined CEEC last year teaching freshmen and will follow her students all the way to graduation. "It's a great way to see the amazing progress they've made and really develop relationships with students," she said.

To make the announcement, Leach called Cureton to the front office as she was grading papers. She was surprised by fellow faculty members and her family. "My mother, brothers, mother-in-law, husband and daughter were here," she said. "I went from shock to just tears. It was such a surprise."

Deanna Cureton_01.jpg Being recognized by her peers is particularly special to Cureton. "Sometimes this can be a thankless profession," she said. "I am truly thankful. This validates you are making a difference with the students."

A native of Dayton, Ohio, Cureton earned her bachelor's degree from Winston-Salem

State University. She considered studying law, but realized it wasn't the path for her. "It isn't in my personality," she said.

Instead, she earned her master's degree from North Carolina Agricultural and Technical University and began her teaching career at Glenn High in Forsyth County. In 2004, she moved to North Mecklenburg High.

Cureton says that teaching at CEEC has been a learning experience for her. "After 16 years of teaching, it's completely changed the type of teacher that I am," she said. "My lessons are focused on collaboration and project-based learning. It's made me a better teacher. My students have benefited from having a voice and a say and a choice. They're very involved in the learning process."

Cureton also values the unique experience of working in an early college program. "As a first-generation college graduate, access to college courses is so important. We all know people that are struggling to pay off student loans and being able to leave here with up to 60 credit hours is invaluable to our students. This model allows students, regardless of their economic status, to have opportunities to become whatever they want."

Cureton spends her free time with her husband of 12 years and 4-year-old daughter. "She's full of energy and personality," she said. "She knows I won something at work and had cake. She told me she was proud of me."

- See more at: <http://www.cms.k12.nc.us/News/Pages/Deanna-Cureton,-LEAD-Teacher-of-the-Year.aspx#sthash.xfzn5WLk.dpuf>

Frequently Called CMS Numbers



Courier #	Department	Phone
670	After School Enrichment Program	980-343-5567
871	Benefits Department	980-343-1754
785	Building Services/Maintenance	980-343-6050
871	Compensation	980-343-1847
871	Compliance	980-343-1900
871	Employee Relations	980-343-6254
871	Employee Support Services	980-343-1690
871	Employment Verification	980-343-1900
564	Graphic Production Center	980-343-3880
871	Human Resources	980-344-0265
835-A	Learning & Teaching Services	980-343-6975
871	Leaves & Retirement	980-343-1754
871	Licensure	980-343-1908
835	Payroll	980-343-1839
871	Professional Development Center	980-343-5404
785	Safety	980-343-6040
839	Security	980-343-6030
871	Sourcing & Onboarding	980-343-1848
834	Student Placement/Records	980-343-5335
871	Talent Management	980-343-1907
835	Technology Help Desk	980-343-5736
835-C	Transportation	980-343-6715

A system-wide directory can be found on the CMS Intranet at my.cms.k12.nc.us

Charlotte-Mecklenburg Schools 2017-2018 Calendar*

Teacher Work Days	August 16-25, 2017
First Day of School	August 28, 2017
Labor Day Holiday	September 4, 2017
Teacher Work Day	September 21, 2017
Teacher Work Day	September 22, 2017
Early Release Day	October 18, 2017
Teacher Work Day	October 30, 2017
Veterans Day Holiday	November 10, 2017
Thanksgiving Break	November 22-24, 2017
Early Release Day	December 6, 2017
Teacher Work Day	December 20, 2017
Teacher Work Day	December 21, 2017
Winter Break	December 22, 2017 - January 2, 2018
Martin Luther King, Jr. Holiday	January 15, 2018
Teacher Workday	January 22, 2018
Early Release Day	February 7, 2018
Teacher Work Day	February 19, 2018
Teacher Work Day	March 29, 2018
Spring Break	March 30-April 6, 2018
Memorial Day Holiday	May 28, 2018
Last Day of School	June 8, 2018
Teacher Work Day	June 11, 2018
Teacher Work Day	June 12, 2018

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

Make-up Days

1. December 20
2. December 21
3. January 22
4. February 19
5. March 29
6. June 11
7. June 12

Report Card Dates

- November 9
- February 2
- April 19
- June 8

* 2017-2018 calendars for Continuous Learning Schools, Early College schools, and Middle College schools can be found on the CMS website under the calendars quicklink.



P.O. Box 30035
Charlotte, NC 28230
www.cms.k12.nc.us



Every Child. Every Day. For a Better Tomorrow.

Charlotte-Mecklenburg Schools administers all education programs, employment activities and admissions without discrimination on the basis of gender, race, color, religion, national origin, age or disability, in compliance with federal law. Inquiries regarding compliance with Title IX, which prohibits discrimination on the basis of gender in education programs or activities, may be referred to the district's Title IX coordinator at titleixcoordinator@cms.k12.nc.us or to the Office for Civil Rights, U.S. Department of Education

Charlotte-Mecklenburg Schools also provides accessibility as required by the Americans with Disabilities Act (ADA). If auxiliary aids for communication are necessary for participation in a CMS program or service, please notify the district's ADA coordinator at least one week before the program or service begins. Call 980-343-6661 or email accessibility@cms.k12.nc.us.

The information in this Guide is current as of July 2017.