CHARLOTTESVILLE CITY SCHOOLS
EMPLOYEE HANDBOOK

"Personal and Academic Excellence Inspired by a Collaborative and Innovative Learning Environment"

Information provided in this booklet is in summary form. Please refer to the online version of the Employee Handbook for the most up-to-date information. For more detailed information, please refer to the School Board Policies and Regulations Manual in your school office, the Charlottesville City School's website at www.charlottesvilleschools.org, or contact the Office of Human Resources.

Note: Employees are responsible for knowledge of all information contained within the Employee Handbook as well as knowledge of the Division's policies as determined by the School Board.

Charlottesville City Schools does not discriminate on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital or veteran's status, physical or mental genetic information, sexual orientation, gender identity or expression, or any classification protected by applicable law in its programs or activities.
Regulation: GB-R

The CCS Employee Handbook is provided as a quick reference for many policies, regulations and procedures related to employment with the Division. Each employee is expected to read the handbook carefully for information about expectations, communications, and benefits. The complete policy manual and regulation manual are available in all schools and online.

The Human Resource policies, regulations and procedures are reviewed annually. You are encouraged to submit suggestions or questions related to these. Please use the form below to submit any items to Carole M. Nelson, Director of Human Resources, 1562 Dairy Road, Charlottesville, VA 22903.

Suggestions for Human Resource Policies, Regulations and Procedures

Date: _____

Policy, Regulation or Procedure to be reviewed: _____

Suggestion, Question, or Concern:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Optional:

Name: _____
Contact Information: (phone or email) _____

TABLE OF CONTENTS

GENERAL INFORMATION

Table of Contents 4-6
2016-2017 Calendar 8
2016-2017 Payroll Calendar 9
Definitions of Employees 10-11
Holidays (12 month employees) 11
Inclement Weather Procedures for Custodians 12
Office Schedule 12
Staff Time Schedules 12-13
Work Day for Instructional Staff 14
Work Procedures for Personnel on School Closings 14

INFORMATION FOR ALL EMPLOYEES

Bloodborne Pathogens Exposure Training 14-15
Drug-Free Workplace 15-16
Tobacco-Free School for Staff 16
Employment of Family Members 17
Effects of Criminal Convictions 17-19
Equal Employment Opportunity/Nondiscrimination 20-24
Lactation Support 24
Grievance Procedures 24
Harassment 24-30
Board-Staff Communications 30
Personnel Records 30-31
Retirement Procedures 31
Vacancies 31-32

BENEFITS FOR ALL EMPLOYEES

AFLAC 32
COBRA 32-34
Deferred Compensation Plan – 457 (b) 34
Employee Assistance Program 34-35
Federal Insurance Contributions Act (FICA) Social Security and Medicare 35
FLEXCOMP 35
Flexible Spending Accounts for Un-reimbursed Medical and Dependent Daycare 36
Influenza and Hepatitis-B Inoculations 36-37
Life Insurance 37
Long Term Care Insurance Plan 37
Optional Life Insurance Coverage 37
Payment of Accumulated Sick Leave upon Termination of Employment for Non-retirement 38
Payroll Deductions 38
Retirement Benefits 38-40
Retirement Savings Account – 403 (b) 40-41

Short Term Disability Option 41
Travel Allowance 42
Tuition Reimbursement 42-43
Unemployment Compensation 43

BENEFITS FOR ALL EMPLOYEES

Virginia Retirement System (VRS) 43
Wellness Program 43
Worker's Compensation 43-44

LEAVE

Annual Leave (12 month employees) 44-45
Court Appearance Leave 45
Family and Medical Leave (FMLA) 45-52
Leave for Religious Holidays 52
Leave Without Pay 52-53
Military Leave 53-54
Personal Leave 54
Professional or Educational Leave 54
Sick or Accident Leave 55
Unpaid Leave 55-56

LICENSED STAFF

Courses for Renewal Credit 56
Duty-Free Lunch Periods 56
Evaluation of Professional Staff 56
Home Contacts 56
Licensure 56-57
Licensure Fees for Recertification 57
National Board Certification 57
Non-School Employment by Professional Staff Members 57
Part-time and Substitute Professional Staff Employment 57-58
Professional Growth/Staff Development 59
Professional Staff Assignments and Transfers 59
Professional Staff Contracts 59-60
Professional Staff Members: Contract Status and Discipline 60-63
Professional Staff Probation and Continuing Contract 63-65
Resignation of Professional Staff Members 66
Salaries and Credit for Teaching Experience 66-67
Staff Assignments 67
Tutoring for Pay 67

CLASSIFIED STAFF

Probationary Period for Classified Staff 67
Resignation of Support Staff Members 67-68
Support Staff Assignments and Transfers 68
Support Staff Members: Contract Status and Discipline Process 68-69
Licensure Fees for School Nurses 69
Terms of Employment 69

Charlottesville City Schools
2016-2017 Calendar

August 9-11 ..... New Teacher Orientation
August 15-16, 19, 22 ..... Teacher Workdays
August 17-18 ..... Professional Learning Days
August 23 ..... **First Day of School**
September 5 ..... Labor Day – School Division Closed
September 26 ..... Professional Learning Day (no school for students)
October 27 ..... End of First Grading Period (45 teaching days)
October 28 ..... Teacher Workday (no school for students)
November 7 ..... Parent Conferences/Teacher Workday (no school for students)
November 8 ..... Professional Learning Day (no school for students)
November 23-25 ..... Thanksgiving Break
December 19-30 ..... Winter Break
January 2 ..... Teacher Workday (no school for students)
January 3 ..... Students Return from Winter Break
January 16 ..... Martin Luther King, Jr. Holiday, school division closed
January 20 ..... End of Second Grading Period (45 teaching days)
January 23 ..... Teacher Workday (no school for students)
February 20 ..... Professional Learning Day (no school for students)
March 30 ..... End of Third Grading Period (47 teaching days)
March 31 ..... Teacher Workday (no school for students)
April 3-7 ..... Spring Break
April 10 ..... Students/Staff Return from Spring Break
May 29 ..... Memorial Day – School Division Closed
June 3 ..... CHS Graduation
June 9 ..... **Last Day of School; half-day for students***
End of Fourth Grading Period (43 teaching days)
End of School Year (180 teaching days)

Schedule of Inclement Weather Make-Up Days

Day 1 ..... February 20
Day 2 ..... March 31
Days 3-5 will not be made up. (The division will cover that time with banked hours.)
Additional days will be made up at the discretion of the School Board.

***Early Release Times**

3-year olds	11:00 a.m.
Grades PreK-4	12:00 noon
Grades 5-8	12:45 p.m.
Grades 9-12	1:30 p.m.

PAYROLL CALENDAR FOR 2016–2017

Payroll and local travel forms should be sent to Alyson Woodward at the Division Administration Office or logged in at the receptionist desk the first Tuesday following the last day of the pay period. Payroll dates have been modified to accommodate occurrences when payroll dates fall on weekends, holidays, etc. (Remember that inclement weather can also shift these dates, e.g., snow, make-up days, etc.)

Payroll checks may be picked up at the Division Administration Office after 7:00 A.M. on the date of payroll in the event that an employee is not scheduled to receive direct deposit. Any checks not picked up by 5:00 P.M. will be mailed to the address on the check.

Pay Periods	Pay Dates
June 12-June 18	
June 19-June 25	July 15
June 26-July 2	
July 3-July 9	
July 10-July 16	July 29
July 17-July 23	
July 24-July 30	Aug 15
July 31-Aug 6	
Aug 7-Aug 13	Aug 31
Aug 14-Aug 20	
Aug 21-Aug 27	Sept 15
Aug 28-Sept 3	
Sept 4-Sept 10	
Sept 11-Sept 17	Sept 30
Sept 18-Sept 24	
Sept 25-Oct 1	Oct 14
Oct 2-Oct 8	
Oct 9-Oct 15	Oct 31
Oct 16-Oct 22	
Oct 23-Oct 29	Nov 15
Oct 30-Nov 5	
Nov 6-Nov 12	Nov 30
Nov 13-Nov 19	
Nov 20-Nov 26	Dec 15
Nov 27-Dec 3	
Dec 4-Dec 10	Dec 16

Pay Periods	Pay Dates
Dec 11-Dec 17	
Dec 18-Dec 24	Jan 13
Dec 25-Dec 31	
2017	
Jan 1-Jan 7	
Jan 8-Jan 14	Jan 31
Jan 15-Jan 21	
Jan 22-Jan 28	Feb 15
Jan 29-Feb 4	
Feb 5-Feb 11	Feb 28
Feb 12-Feb 18	
Feb 19-Feb 25	Mar 15
Feb 26-March 4	
March 5-March 11	Mar 31
March 12-March 18	
March 19-March 25	
March 26-April 1	Apr 14
April 2-April 8	
April 9-April 15	Apr 28
April 16-April 22	
April 23-April 29	May 15
April 30-May 6	
May 7-May 13	May 31
May 14-May 20	
May 21-May 27	Jun 15
May 28-June 3	
June 4-June 10	Jun 30
June 11-June 17	
June 18-June 24	Jul 14
June 25-July 1	

DEFINITIONS OF EMPLOYEES

For the Department of Human Resources Regulations, the following definitions shall apply:

1. **Employees of the Board** are all "employees of the Charlottesville City School Board." Whenever reference is made to employees without distinction, such statement shall refer to all School Board employees except the Superintendent.

2. **Licensed or professional employees** shall include Charlottesville City School Board employees whose positions require licensure by the Virginia Board of Education.

3. **Classified employees** shall include Charlottesville City School Board employees whose positions do not require licensure by the Virginia Board of Education and who are employed on a non-contract basis unless otherwise required by law.

4. **Supervisory employees** shall include Charlottesville City School Board principals, assistant principals, and other persons employed full-time in a supervisory position who are required by the Virginia Board of Education to hold a license to be employed in that capacity, excluding the Superintendent.

5. **Full-time/half-time/part-time employees**:

   A. A full-time employee is an employee who works the full daily and yearly time schedule associated with the salary schedule to which he/she is assigned and who is eligible for a full program of fringe benefits as approved by the School Board.

   B. A half-time employee is an employee who does not work the full daily and yearly time schedule associated with a given position but who does work no fewer than 17.5 hours per week during the school year and who earns sick leave, personal leave and health insurance benefits at one-half the rate of said benefits earned by full-time employees. A half-time employee is not eligible for continuing contract status and VRS benefits.

   C. A part-time employee is an employee who is hired on an hourly, as needed basis and who is not eligible, therefore, for any program or fringe benefits.

6. **Temporary employees**:

   A. A temporary teacher is one who is employed: (1) to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or (2) to fill a teacher vacancy for a period not longer than ninety teaching days.

   B. A classified temporary shall be a classified employee hired for a period not longer than ninety working days.

   C. Temporary employees are not eligible for fringe benefits, except for temporary teachers who may be hired for a full instructional year and as may be determined at the time of employment.

DEFINITIONS OF EMPLOYEES

7. **Exempt and Nonexempt Employees**:

   Employees are classified as either exempt or nonexempt according to the federal Fair Labor Standards Act (FLSA).

   Exempt employees are employees who, because of their duties, responsibilities and decision-making authority, are exempt from the overtime provisions of the FLSA. Exempt employees are expected to work whatever hours are necessary to accomplish the requirements of their position. Teachers, counselors, administrators, social workers, psychologists, etc. are exempt employees.

   Nonexempt employees are subject to wage laws and are eligible to receive overtime pay for working more than 40 hours a week. Instructional assistants, custodians, child nutrition workers, clerical staff, nurses, etc. are nonexempt employees.
   HR Regulation

HOLIDAYS (12-MONTH EMPLOYEES)

The following days shall be observed as holidays for all full-time twelve-month employees:

Independence Day
Labor Day
Thanksgiving Day
Friday following Thanksgiving Day
Christmas Eve
Christmas Day
Day following Christmas
New Year's Day
Martin Luther King, Jr. Day
Monday of Spring Break
Memorial Day

Buildings Closed- No Employees Report

December 19, 2016 - December 30, 2016 (Winter Break)

Whenever the student calendar is adjusted and students are to attend school on a holiday, all employees will be expected to report to work.

The Department of Human Resources will send a notice to twelve-month employees regarding the make up for the holiday work.

Whenever a paid holiday falls on Saturday, the workday immediately preceding Saturday shall be observed as the holiday. Whenever the paid holiday falls on a Sunday, the next workday following such day, shall be observed as the holiday.
Regulation: GCBD-R

INCLEMENT WEATHER PROCEDURES FOR CUSTODIANS

School Closing

- If schools close due to inclement weather custodians do not report to work.
- The Superintendent of Administration will notify the Coordinator of Housekeeping when custodians are to report to work.
- The Coordinator of Housekeeping will notify Head Custodians of their work schedule.
- Head Custodians will notify his/her staff when to report to work to prepare the grounds for the reopening of school. All school custodial staff must report.

Late Opening

- The custodial day shift must report to work within 2 hours of the opening of school.
- The custodial day shift will prepare the grounds for a safe arrival of students and staff.
- Head Custodian will survey the grounds, and if necessary, will call the evening shift in to work. Evening shift will be paid for their time at work.

Early Dismissal

- The custodial day shift will prepare the grounds for a safe exit of students and staff.
- Head custodian will call the Coordinator of Housekeeping to determine if the evening shift will report to work.
- Coordinator of Housekeeping will notify the Assistant Superintendent.

OFFICE SCHEDULES

Clerical and administrative staff in all schools, the Division Administration Office and Division Administration Annex report for an 8 hour day. There may be some variance in the schedules but phone and office coverage is as follows:

Division Administration Office:	8:00 a.m. to 5:00 p.m.
CHS:	7:45 a.m. to 4:15 p.m.
Walker:	8:00 a.m. to 4:30 p.m.
Buford and Elementary Schools:	7:30 a.m. to 4:00 p.m.

STAFF TIME SCHEDULES

The Superintendent or designee shall establish daily time schedules for all classifications of employees. The established schedules shall be subject to School Board review.

1. In setting such schedules, consideration must be given but not be limited to evening and weekend responsibilities, wage and hour regulations, comparative schedules of employees in other school systems, and schedules established by other employers in the community that provide a generally accepted standard.

2. All employees shall be designated according to regulations of the Fair Labor Standards Act as exempt or nonexempt for purposes of determining schedules and expectation of the position within each designation. Each employee shall be notified of the designation and the effect on time schedules during the hiring process.

3. Information regarding the differences between exempt and nonexempt will be provided in the Employee Handbook with time schedules for employees. An explanation of the expectations of each group for the purposes of determining work schedules and any requirements for work beyond a stated minimum number of hours will be included.

4. The Director of Human Resources shall work with elementary principals to insure that all elementary teachers are provided an average of thirty minutes per day during the students' school week as planning time.

Overtime and Compensatory Time

The Director of Human Resources shall include in the Employee Handbook information for all employees about the requirements of the Fair Labor Standards Act relating to the distinction between results of overtime and compensatory time for all classifications of employees.

1. Supervisory personnel shall receive training regarding the requirements of the Fair Labor Standards Act and notification of the status of all employees under the supervisor's supervision.

2. Non-exempt employees whose work week is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Such employees will be provided overtime pay or compensatory time as provided above for working more than 40 hours in a work week.

3. If a supervisor requires the services of an employee designated as nonexempt beyond the normal work schedule of the employee, the supervisor will be required to contact the Superintendent or designee and follow all procedures to properly compensate the nonexempt employee with overtime or compensatory time as approved by the Director of Human Resources.

4. The Director of Finance shall monitor the use of overtime for nonexempt employees. Ongoing information will be provided to the Superintendent.

Attendance Expectations

1. All employees are expected to be present during work hours. If an employee needs to be absent for any reason, the employee shall follow all procedures for absences and leaves as described in the Employee Handbook.

2. Any employee who does not follow the expectations will be subject to possible disciplinary action.
   Regulations: GAA-R

Maintenance and custodial staff members will work an 8-hour day, not including lunch. Secretaries and bookkeepers, unless otherwise noted, will work an 8 hour day, not including lunch. Instructional assistants will work a 7 hour day, not including lunch. Work schedules and duty stations will be determined by the principal or program supervisor.

Workweek Defined

Working hours for all employees not exempted under the Fair Labor Standards Act, including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel conforms to federal and state regulations. The Superintendent ensures that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors make every effort to avoid circumstances which require non-exempt employees to work more than 40 hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be 12:00 a.m. Sunday until 11:59 p.m. Saturday.
Policy: GAA

WORK DAY FOR INSTRUCTIONAL STAFF

During preschool week and on professional development days, instructional staff works from 8 to 4 with an hour for lunch.

When students are in school, the school building work hours are staggered to allow for sharing of school buses.

The schedules for instructional staff are as follows:

Charlottesville High School	8:35 a.m. to 4:05 p.m.
Walker and Buford.	8:15 a.m. to 3:45 p.m.
Elementary (PreK-4)	7:30 a.m. to 3:00 p.m. (This time may vary slightly due to bus arrival times.)

Staff members who leave the building during the hours listed above should arrange such leave with the building principal. If school is closed during the school year, makeup days will be determined by the School Board.

WORK PROCEDURES FOR PERSONNEL ON SCHOOL CLOSINGS

On days of inclement weather there will be notification through the media and the Charlottesville City School's website (http://.charlottesvilleschools.org) so that appropriate employees will know to report to their work stations. The inclement weather telephone number is: 434.245.2401.

INFORMATION FOR ALL EMPLOYEES

BLOODBORNE PATHOGENS TRAINING AND EXPOSURE

1. The Superintendent or designee shall establish a written Exposure Control Plan. The plan shall list jobs with occupational risk of exposure, establish precautionary procedures to avoid exposures in these jobs, and provide for instruction of employees in precautionary procedures. A copy of the plan shall be located in the office of each CCS school and made available to any employee upon request. Information for access to the plan will be included in the employee handbook

2. The plan will be reviewed annually with the administrative team and nurses.

3. Any employee who believes he/she has been involved in a possible exposure-prone incident which may have exposed the employee to the blood or body fluids of a student or other employee shall contact the Superintendent or designee. The Superintendent or designee shall contact the local Health Director who, upon immediate investigation of the incident, shall determine if a potentially harmful exposure has occurred and make recommendations regarding how the employee can reduce any risks from such exposure.

4. The Superintendent or designee shall share these recommendations with the school employee.

5. The Superintendent or designee and the school employee shall not divulge any information provided by the local Health Department regarding the student and/or employee involved.

6. The Director of Human Resources shall require all employees to participate in training regarding blood borne pathogens on an annual basis. Documentation of participation in the training shall be maintained in the Department of Human Resources.
   Regulations: GBE-R

DRUG-FREE WORKPLACE

UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING, POSSESSION OR USE OF A CONTROLLED SUBSTANCE

The Charlottesville City School Board is committed to maintaining a Drug Free Workplace.

Prohibited Conduct

Employees may not unlawfully manufacture, distribute, dispense, possess or use a controlled substance on school property, at any school activity, or on any school-sponsored trip. It is a condition of employment that each employee of the Charlottesville City School Board will not engage in such prohibited conduct and will notify the Charlottesville City School Board of any criminal drug conviction for a violation occurring on school property, at any school activity or on any school-sponsored trip no later than 5 days after such conviction.

Discipline

The Superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found to have engaged in prohibited conduct listed above on school property, at any school activity or on any school-sponsored trip. Such personnel action will include the imposition of a sanction on, or the requiring of the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted of a violation occurring on school property, at any school activity, or on any school-sponsored trip.

Distribution of Policy

All employees shall be given a copy of this policy.

Drug-Free Awareness Program

The Charlottesville City School Board shall establish a drug-free awareness program to inform its employees about the dangers of drug abuse in the workplace, the Board's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for violations of laws and policies regarding drug abuse.
Policy: GBEA

TOBACCO-FREE SCHOOL FOR STAFF

Possession, smoking, chewing or any other use of any tobacco products by employees shall be prohibited on school property.

For purposes of this policy, the following definitions shall apply:

1. "School property" shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following:
    a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage;
    b. Any indoor facility or portion of such facility owned or leased or contracted for and used for the provision of regular or routine health care, day care, or early childhood development services;
    c. All vehicles used by the division for transporting students, staff, visitors or other persons.
2. "Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" shall include cloves of any other product packaged for smoking.
3. "Smoking" means the carrying or holding of any lighted pipe, cigar, cigarette of any kind, or any other lighted smoking equipment or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

Employees found to be in violation of this policy shall be subject to appropriate disciplinary action.

Electronic Cigarettes

Employees are prohibited from possessing electronic cigarettes on school buses, on school premises and at school-sponsored activities.

All other persons are prohibited from using electronic cigarettes on school premises and school vehicles.
Policy: GBEC-JFCH

EMPLOYMENT OF FAMILY MEMBERS

The Charlottesville City School Board may not employ or pay, and the Superintendent may not recommend for employment, any family member of the Superintendent or of a School Board member.

This prohibition shall not apply to the employment, transfer or promotion of any family member who

- has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the taking of office of the Superintendent or any School Board member, or

- has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the inception of the family relationship, or

- was employed by the school board at any time prior to June 10, 1994, and had been employed at any time as a teacher or other employee of any Virginia School Board prior to the taking of office of any member of the School Board or Division Superintendent of schools.

  A family member employed as a substitute teacher may not be given any greater employment than that obtained in the last full school year prior to the taking of office of the Superintendent or a School Board member or to the inception of such relationship.

  No family member of any employee may be employed by the School Board if the family member is to be employed in a direct supervisory and/or administrative relationship either supervisory or subordinate to the employee. The employment and assignment of family members in the same organizational unit is discouraged. The employee may not be highly involved in the hiring process of the family member and may not be included in the evaluation process.

Family members are defined as father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, brother-in law, grandson, or granddaughter.

Policy: GCCB

EFFECTS OF CRIMINAL CONVICTIONS

The Charlottesville City School Board will not hire or continue the employment of any part-time, full-time, temporary, or permanent personnel who are determined to be unsuited for service by reason of criminal conviction or information appearing in the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services.

I. APPLICANTS FOR EMPLOYMENT

A. Criminal Convictions

As a condition of employment for all of its public school employees, whether full-time or part- time, permanent, or temporary, the Charlottesville City School Board shall require on its application for employment certification (i) that the applicant has not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child; and (ii) whether the applicant has been convicted of a crime of moral turpitude.

The Charlottesville City School Board shall also require on its application for employment, as a condition of employment requiring direct contact with students, whether full-time or part-time, permanent, or temporary, certification that the applicant has not been the subject of a founded case of child abuse and neglect. Any person making a materially false statement regarding a finding of child abuse and neglect shall be guilty of a Class 1 misdemeanor and upon conviction, the fact of said conviction shall be grounds for the Board of education to revoke such person's license to teach.

As a condition of employment, all Charlottesville City School Board employees, whether full-time or part-time, permanent or temporary, shall submit to fingerprinting and shall provide personal descriptive information. The information and fingerprints shall be forwarded through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information on applicants who are offered or accept employment.

To conserve the costs of conducting criminal history record checks to applicants and school boards, upon the written request of the applicant, the Charlottesville City School Board shall inform another school board with which reciprocity has been established and to which the applicant also has applied for employment of the results of the criminal history record information conducted within the previous ninety days that it obtained concerning the applicant. Criminal history record information pertaining to an applicant for employment by a school board shall be exchanged only between school boards in the Commonwealth in which a current agreement of reciprocity for the exchange of such information has been established and is in effect. Reciprocity agreements shall provide for the apportionment of the costs of the fingerprinting or criminal records check between the applicant and Charlottesville City School Board as provided by statute.

If an applicant is denied employment because of information appearing on his/her criminal history record, the School Board shall provide a copy of the information provided by the Central Criminal Records Exchange to the applicant.

B. Founded Complaints of Child Abuse or Neglect

The School Board requires, as a condition of employment, that any applicant who is offered or accepts employment requiring direct contact with students, whether full-time or part- time, permanent or temporary, provide written consent and the necessary personal information for the School Board to obtain a search of the registry of founded complaints of child abuse and neglect. The registry is maintained by the Department of Social Services. The School Board shall ensure that all such searches are requested in conformance with the regulations of the Board of Social Services. In addition, where the applicant has resided in another state within the last five years, the School Board requires as a condition of employment that such applicant provide written consent and

the necessary personal information for the School Board to obtain information from each relevant state as to whether the applicant was the subject of a founded complaint of child abuse and neglect in such state. The School Board shall take responsible steps to determine whether the applicant was the subject of a founded complaint of child abuse and neglect in the relevant state. The Department of Social Services shall maintain a database of central child abuse and neglect registries in other states that provide access to out-of-state school boards for use by local school boards. The applicant may be required to pay the cost of any search conducted pursuant to this subsection at the discretion of the School Board. From such funds as may be available for this purpose, however, the School Board may pay for the search.

If the information obtained pursuant to the preceding paragraph indicates that the applicant is the subject of a founded case of child abuse and neglect, such applicant shall be denied employment, or the employment shall be rescinded.

If an applicant is denied employment because of information appearing on his record in the registry, the School Board shall provide a copy of the information obtained from the registry to the applicant. The information provided to the School Board by the Department of Social Services shall be confidential and shall not be disseminated by the School Board.

II. EMPLOYEE CHARGES AND CONVICTIONS

An employee who is charged by summons, warrant, indictment, or information with the commission of a felony or a misdemeanor specified in Va. Code § 22.1-315 may be suspended in accordance with Policy GCPF Suspension of Staff Members.

If a current employee is suspended or dismissed because of information appearing on his/her criminal history record, the School Board shall provide a copy of the information provided by the Central Criminal Records Exchange to the employee.

The superintendent shall inform the School Board of any notification of arrest of a School Board employee received pursuant to Virginia Code section 19.2-83.1. The School Board shall require such employee, whether full-time or part-time, permanent, or temporary, to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the employee's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such employee. The contents of the employee's criminal record shall be used only to implement dismissal, suspension or probation in accordance with §§22.1-307 and 22.1-315 of the Code of Virginia.

Policy: GCDA

EQUAL EMPLOYMENT OPPORTUNITY/ NONDISCRIMINATION

1. The School Board promotes equal employment opportunity in the recruitment and selection process by ensuring that qualification requirements are job-related and that such requirements do not limit or restrict employment opportunities because of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital or veteran's status, physical or mental genetic information, sexual orientation, gender identity or expression, or any classification protected by applicable law.

2. The School Board shall provide facilities, programs and activities that are accessible, usable and available to qualified persons with disabilities. Further, the School Board shall not discriminate against qualified persons with disabilities in the provision of health, welfare and other social services.

3. The statement, "*The Charlottesville City School Board is an Equal Opportunity Employer*" shall be placed on all employment application forms.

4. The complete Nondiscrimination statement or access information for the statement will also be placed on the school division website and on all documents used in the recruitment and selection of employees and students.

   Charlottesville City Schools does not discriminate on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital or veteran's status, physical or mental genetic information, sexual orientation, gender identity or expression, or any classification protected by applicable law in its programs or activities. The Director of Human Resources shall act as the Compliance Officer for discrimination issues regarding employees and the general public under Title IX.

   The Director of Student Services shall act as the Compliance Office for discrimination issues regarding students under Title IX and Section 504 of Rehabilitative Act of 1973. Both compliance officers may be contacted at the Administrative Offices of Charlottesville City Schools, 1562 Dairy Road, Charlottesville, VA. 22903. The phone number is 434.245.2400.

A. Notice of Policy/Prevention

   Policy GB shall be (1) posted in prominent areas of each CCS building, (2) included in employee handbooks and (3) provided to any employee or candidate for employment upon request. Training to prevent prohibited discrimination should be included in employee in-service training.

B. Employee Compliance

   All Charlottesville City School Board employees are expected to act in a nondiscriminatory manner towards other employees and students. Acts of discrimination by employees will not be tolerated and will be the subject of disciplinary action up to and including discharge.

C. Complaint/Grievance Procedure

1. File Report

Any person who believes he has not received equal employment opportunities should report the alleged discrimination to one of the compliance officers designated in this policy. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall report such conduct to one of the compliance officers designated in this policy.

2. The reporting party should use the form, GB-F, to make complaints of discrimination. However, oral reports and other written reports will also be accepted. The complaint must be filed with one of the compliance officers designated in this regulation (page 4). Any complaint that involves the compliance officer shall be reported to the Superintendent.

3. The complaint and the identity of the complainant and the person or persons allegedly responsible for the discrimination will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. A complainant who wishes to remain anonymous will be advised that anonymity may limit the school division's ability to fully respond to the complaint.

D. Investigation

1. Upon receipt of a report of alleged discrimination, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division.

2. The investigation shall be completed as soon as practicable, which generally should be not later than 14 calendar days after receipt of the report by the compliance officer.

3. Upon receiving the complaint, the compliance officer will acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the complainant and the Superintendent.

4. If the compliance officer determines that more than 14 days will be required to investigate the complaint, the complainant and the Superintendent will be notified of the reason for the extended investigation and the date by which the investigation will be concluded.

5. The investigation may consist of personal interviews with the complainant, the person(s) alleged to have violated the policy and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint.

6. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator.

7. The school division shall take necessary steps to protect the complainant and others pending the investigation.

8. Determining if a particular action or incident constitutes a violation of Policy GB or these regulations may require a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

9. The compliance officer shall issue a written report to the Superintendent upon completion of the investigation.

10. If the complaint alleges the Superintendent has violated this policy, then the report shall be sent to the School Board.

11. The report shall include a determination of whether the allegations are substantiated, whether the policy or regulations were violated and recommendations for corrective action, if any.

12. All employees shall cooperate with any investigation of alleged discrimination conducted under the policy, these regulations or by an appropriate state or federal agency.

E. Action by Superintendent

1. Within 5 calendar days of receiving the compliance officer's report, the Superintendent or designee shall issue a written decision regarding (1) whether this policy was violated and (2) what action if any should be taken.

2. If the complaint alleges that the Superintendent has violated this regulation, the School Board's standing Equal Employment Opportunity/Nondiscrimination Committee shall make the decision and determine what action should be taken.

3. If the School Board does not have such a standing committee, at its next scheduled meeting it shall appoint a committee consisting of three of its members to handle the matter. The committee shall issue a written decision within 14 calendar days of the time the School Board receives the compliance officer's report or the time a committee is appointed, if there is no standing committee.

4. The written decision shall state (1) whether the policy or regulation was violated and (2) what action, if any, should be taken. The written decision must be mailed to or personally delivered to the complainant within five calendar days of the issuance of the decision.

5. If the Superintendent or committee concludes that prohibited discrimination occurred, the Superintendent or designee shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including dismissal.

F. Appeal

1. If the Superintendent or committee determines that no prohibited discrimination occurred, the person who was allegedly subjected to discrimination may appeal this finding to the School Board within 5 calendar days of receiving the decision. Notice of appeal must be filed with the Superintendent, or with a member of the committee which issued the written decision, who shall forward the record to the School Board.

2. The School Board shall make a decision within 30 calendar days of receiving the record.

3. The School Board may ask for oral or written argument from the aggrieved party and the Superintendent, or the committee, whichever issued the written decision, and any other individual the School Board deems relevant.

4. Employees may choose to pursue their complaints arising under this regulation through the relevant employee grievance procedure instead of the complaint procedure in this regulation.

G. Compliance Officer and Alternate Compliance Officer

1. The Superintendent will designate an individual to act as the division's Equal Opportunity Compliance Officer for employees. The Compliance Officer will be the Director of Human Resources, 1562 Dairy Road, Charlottesville, VA 22903. The Alternate Compliance Officer for employment issues will be the Assistant Superintendent for Administrative Services also located at 1562 Dairy Road, Charlottesville, VA 22903. Both officers may be contacted at 434.245.2400.

2. All employees will be notified of the name, office address and telephone number of the designee in the employee handbook.

The Compliance Officer shall:

- receive reports or complaints of discrimination;
- oversee the investigation of any alleged discrimination;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy;
- insure that any discrimination investigation is conducted by an impartial investigator who is knowledgeable of the requirements of equal employment opportunity, including the authority to protect the alleged victim and others during the investigation.

H. Retaliation

1. Retaliation against employees who report discrimination or participate in the related proceedings is prohibited.

2. Charlottesville City Schools shall take appropriate action against any employee who retaliates against another employee or candidate for employment who reports alleged discrimination or participates in related proceedings.

I. Right to Alternative Complaint Procedure

1. Nothing in this regulation shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

J. False Charges

1. Employees who make false charges of discrimination shall be subject to disciplinary action.
   Regulation: GB-R

It is the intent of Charlottesville City Schools to comply with both the letter and spirit of the law in making sure discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the schools.

LACATATION SUPPORT

The Superintendent shall designate a non-restroom location in each school as an area in which any mother who is employed by the Charlottesville City School Board may take breaks of reasonable length during the school day to express milk to feed her child. The area must be shielded from public view.

GRIEVANCE PROCEDURE

Copies of grievance policies and regulations are available on-line, in the principal's or program director's office at each work location as well as the Office of Human Resources (See Policy GBM: "Procedures for Adjusting Grievances" 8 VAC 20-90-10 et seq. and Policy: GBMA-R Procedures for Adjusting Grievances for Support Staff)

Staff Grievances

The Charlottesville City Schools Board adopts the most recent version of Procedures for Adjusting Grievances promulgated by the Virginia Board of Education.
Policy: GBM

Support Staff Grievances

The School Board adopts the Procedure for Adjusting Grievances (GBMA-R) in accordance with state law to afford a timely and fair method of resolution of disputes regarding dismissal, or other disciplinary actions arising between the School Board and employees who have completed the probationary period set forth in policy GDG, except the division superintendent and those employees covered under the provisions of Article 2 (§ 22.1-293 et seq.) and Article 3 (§ 22.1-306 et seq.) of Chapter 15 of Title 22.1 of the Code of Virginia. Such procedure is consistent with the State Board of Education's procedure for adjusting grievances.
Policy: GBMA

HARASSMENT

The Charlottesville City School Division prohibits sexual harassment and harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information, sexual orientation, gender identity or expression or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity.

1. It shall be a violation of Policy GBA or these regulations for any student or school personnel to harass any school personnel sexually, or based on of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information, sexual orientation, gender identity or expression or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity.

2. Further, it shall be a violation of this policy for any school personnel to tolerate sexual harassment or harassment based on a student's or employee's of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information, sexual orientation, gender identity or expression or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity.

3. For the purpose of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of Charlottesville City Schools.

4. Charlottesville City Schools shall: (1) promptly investigate all complaints, written or verbal, of sexual harassment and harassment based on race, national origin, disability or religion; (2) promptly take appropriate action to stop any harassment and (3) take appropriate action against any student or school personnel who violates the policy or these regulations and take any other action reasonably calculated to end and prevent further harassment of school personnel.

Complaint/Grievance Procedure

A. Formal Procedure

1. File Report
   a. Any student or school personnel who believes he or she has been the victim of sexual harassment or harassment based on race, national origin, religion or disability by a student, school personnel or a third party should report the alleged harassment to one of the compliance officers designated in these regulations or to any school personnel.

   b. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence using *Form GBA*. The complaint may be received in any written form if the person filing the complaint does not submit the form using *Form GBA*.

   c. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the compliance officers designated in this policy or to any school personnel.

   d. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the compliance officers designated in this regulation.

e. The reporting party should use the form, *Report of Harassment*, *GBA/JFHA-F*, to make complaints of harassment. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in these regulations.

f. The principal shall immediately forward any report of alleged prohibited harassment to the compliance officer.

g. Any complaint that involves the compliance officer or principal shall be reported to the Superintendent.

h. The complaint, and identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the school division's ability to fully respond to the complaint.

2. Investigation

a. Upon receipt of a report of alleged prohibited harassment, the compliance officer shall immediately authorize or undertake an investigation.

b. The investigation may be conducted by school personnel or a third party designated by the CCS.

c. The investigation shall be completed as soon as practicable, which generally should be not later than 14 calendar days after receipt of the report by the compliance officer.

d. Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment.

e. Also upon receiving the complaint, the compliance officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified.

f. If the compliance officer determines that more than 14 days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

g. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Service in accordance with *Policy JHG*. Regulations and procedures for reporting child abuse or neglect cases shall then be followed and this regulation stopped pending the outcome of the child abuse and neglect process.

h. The investigation may consist of personal interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint.

i. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator.

j. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

k. In determining whether alleged conduct constitutes a violation of the policy or these regulations, the CCS administrators shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred.

l. Determining if a particular action or incident constitutes a violation of the policy or these regulations may require a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

m. The compliance officer shall issue a written report to the Superintendent upon completion of the investigation.

n. If the complaint involves the Superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether the policy or these regulations were violated and recommendations for corrective action, if any.

o. All employees shall cooperate with any investigation of alleged harassment conducted under the policy, these regulations or by an appropriate state or federal agency.

3. Action by Superintendent

a. Within 5 calendar days of receiving the compliance officer's report, the Superintendent or designee shall issue a decision regarding whether the policy or these regulations were violated.

b. This decision must be provided in writing to the complainant and the alleged perpetrator.

c. If the Superintendent or designee determines that prohibited harassment occurred, the Superintendent or designee shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge.

d. Whether or not the Superintendent or designee determines that prohibited harassment occurred, the Superintendent or designee may determine that school-wide or division-wide training be conducted or that the complainant receive counseling.

4. Appeal

a. If the Superintendent or designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 calendar days of receiving the decision.

b. Notice of appeal must be filed with the Superintendent who shall forward the record to the School Board.

c. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the Superintendent and any other individual the School Board deems relevant.

d. If the Superintendent or designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

e. Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

5. Compliance Officer and Alternate Compliance Officer

a. The Superintendent will designate an individual to act as the division's Equal Opportunity Compliance Officer for employee issues. The Compliance Officer will be the Director of Human Resources, 1562 Dairy Road, Charlottesville, VA 22903. The alternate Compliance Officer for employment issues will be the Assistant Superintendent for Administrative Services also located at 1562 Dairy Road, Charlottesville, VA 22903. Both officers may be contacted at 434.245. 2400. All employees will be notified of the name, office address and telephone number of the designee in the Human Resources Handbook and on the division website.

The Compliance Officer shall:

- receive reports or complaints of harassment;
- oversee the investigation of any alleged harassment;
- assess the training needs of the school division in connection with this regulation;
- arrange necessary training to achieve compliance with this regulation;
- insure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity, including the authority to protect the alleged victim and others during the investigation.

B. Informal Procedure

1. If the complainant and the person accused of harassment agree, the employee's principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, or administrator.

2. If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Formal Procedures set forth herein. The principal or designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved.

3. The written notice shall state whether prohibited harassment occurred.

Retaliation

1. Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited.

2. CCS administrators shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings.

Right to Alternative Complaint Procedure

1. Nothing in this regulation shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

Prevention and Notice of Policy

1. Training to prevent sexual harassment and harassment based on race, national origin, disability and religion should be included in employee and student orientations as well as employee in-service training.

2. *Policy GBA* shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; (3) included on the Charlottesville City Schools website and (4) sent to parents of all students within 30 calendar days of the start of school (*File JFHA* is the policy for students and that will be sent to parents along with required contact information for the Compliance Officers).

3. Further, all students, and their parents/guardians, and employees shall be notified annually of the names and contact information of the compliance officers.

False Charges

1. School personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.
   Regulation: GBA-R

BOARD-STAFF COMMUNICATIONS

The Charlottesville City School Board supports and encourages two-way communication between the Board and employees. The Superintendent is the official representative of the School Board as its chief administrative officer in its relations and communications with its employees. A description of the two-way communications system is included in this policy manual.

Employees are encouraged to communicate their ideas and concerns in an orderly and constructive manner to the School Board and/or administrative staff. If an employee has a concern regarding school operations, he/she should first communicate with his/her immediate supervisor. If the supervisor is part of the concern or issue, the employee should communicate with the next person in the line of authority.

The School Board desires to develop and maintain the best possible working relationship with the employees of the School Division. The School Board welcomes the viewpoints of employees, and it shall allow at its meetings for employees to be heard.

The School Board does not discriminate against any employee by reason of his or her membership in an employee organization, or participation in any lawful activities of the organization.
Policy: GBD/BG

PERSONNEL RECORDS

Each staff member employed by Charlottesville City Schools shall have a personnel file in the Department of Human Resources located at the division administration offices. Additional information may be maintained in other locations; however, no file shall be maintained that is not accessible to the employee.

1. Each staff member shall have access to review the record but may not remove any part of the file from the office.

2. Each employee shall have the opportunity to request a review of any potentially inaccurate information.

3. Each employee shall have the right to place a statement in his/her file regarding his/her version of any disputed information.

4. Information determined to be unfounded after a reasonable administrative review shall not be maintained in any employee personnel file, but may be retained in a separate sealed file by the Superintendent or designee if such information alleges civil or criminal offenses.

5. Any release of information from personnel records to banks or other individuals must have written permission for the release from the employee prior to the information being released.

6. No release is required for a judicial order, a lawfully issued subpoena, the Virginia Freedom of Information Act (Va. Code § 2.2-2700 et seq.), or other law.

7. Notification will be made to the employee if any request for records is made.
   Policy: GBL-R

RETIREMENT PROCEDURES

All employees are encouraged to plan ahead when considering retirement. VRS offers the following timeline showing you the steps to take for a smooth retirement process. Three (3) to four (4) months prior to your planned retirement date, call the Human Resources office at 434.245.2950 or email Humanresources@charlottesvilleschools.org and schedule a time to review your retirement options and to:

1. Submit your application for service retirement (VRS-5) and associated documentation.

2. Submit your federal and state income tax withholding form (VRS-15).

3. Submit your authorization for direct deposit of monthly benefits (VRS-57).

4. Review your beneficiary designations and submit any changes on the beneficiary designation form (VRS-2).

5. Submit your request for health insurance credit (VRS-45) if eligible.

6. Review purchases of prior service and complete outstanding purchases before your retirement date.

For further information, please refer to section "Benefits for All Employees" and review Retirement Benefits.

VACANCIES

1. All job vacancies for professional staff positions shall be posted at least one week on the CCS website.

2. Professional staff positions may also be posted on media outlets and in the local, state or national publications or websites.

3. All postings shall provide contact information for the application process.

BENEFITS FOR ALL EMPLOYEES

AFLAC INSURANCE

Charlottesville City Schools offers to interested employees accident and cancer benefit options on a pre-tax basis and short term disability benefit options on an after tax basis, all through payroll deduction. These plans are regardless of any other insurance you may have and pay cash benefits directly to you. For further information and to enroll in AFLAC, please contact Michelle Lawson at mlawson@bostbenefits.com or call 434.760.2257.

COBRA Continuation Coverage

On April 7, 1986, a Federal law was enacted (Public Law 99-272, Title X) called the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called continuation coverage) at group rate plus two percent in certain instances where coverage under the plan would otherwise end (called a qualifying event). The following information should be read by the employee and any other family members that may be covered under the employee's plan.

If you are an employee of Charlottesville City Schools (hereafter, "Company") and are covered by the Plan, you have a right to choose continuation coverage if you lose your group health coverage because of a reduction in your hours of employment with the Company or the termination of your employment (for reasons other than gross misconduct on your part).

If you are the spouse of an employee covered by the Plan, you have the right to choose continuation coverage for yourself if you lose group health coverage under the Plan for any of the following reasons: (1) the death of your spouse; (2) a termination of your spouse's employment with the company or reduction in your spouse's hours of employment with the Company; (3) divorce or legal separation from your spouse; or (4) your spouse becomes entitled to Medicare.

Dependent children of an employee covered under the Plan have the right to choose continuation coverage if group health coverage under the Plan is lost for any of the following reasons: (1) the death of a parent; (2) the termination of a parent's employment with the Company or reduction in a parent's hours of employment with the Company; (3) parents' divorce or legal separation; (4) a parent becomes entitled to Medicare; or (5) the dependent ceases to be a dependent child under the terms of the Plan.

In addition, there is a right to continuation coverage for any employee who retired on or before the date of a substantial elimination of coverage (hereafter, "Retiree") and any spouse or surviving spouse of such Retiree who was covered under the Plan on the day before a Title 11 bankruptcy proceeding is commenced with

regard to the Company, provided there is a loss of group health coverage as a result of the proceeding or

there is a substantial elimination of coverage within one year before or after commencement of such proceeding.

Under the law, the employee or family member has the responsibility to inform the Plan Administrator of a divorce, legal separation, or child losing dependent status under the Plan, within 60 days of the date of the event or the date on which coverage would end under the Plan because of the event, whichever is later. The Company has the responsibility to notify the Plan Administrator of the employee's death, termination of employment, reduction in hours of employment, or Medicare entitlement. When the Plan Administrator is notified that one of these events has happened, you will, in turn, be notified that you have the right to choose continuation coverage. Under the law, you have 60 days from the later of (1) the date you ordinarily would have lost coverage because of one of the events described above or (2) the date of the notice of your right to elect continuation coverage to inform the Plan Administrator that you want continuation coverage.

If you do not choose continuation coverage, your group health insurance coverage under the Plan will end. If you choose continuation coverage, you are entitled to be provided with coverage that is identical to the coverage being provided under the Plan to similarly situated employees (or their family members). The law requires that you be afforded the opportunity to maintain continuation coverage for 18 months. Coverage may be available for 29 months if you have been determined to be disabled (within the 18-month continuation coverage period). In the case of a Retiree or an individual who was a covered surviving spouse of a Retiree on the day before the Title 11 filing, coverage may continue until death, and in the case of the spouse or dependent child of a Retiree, 36 months after the date of death of the Retiree.

Additional qualifying events can occur while the continuation coverage is in effect. Such events may extend an 18-month continuation coverage period to 36 months, but in no event will coverage extend beyond 36 months after the initial qualifying event. You should notify the Plan Administrator if a second qualifying event occurs during your continuation coverage period. Second qualifying events pertain to only the dependent (spouse and/or child(ren). Employees cannot have more than 29 months of coverage under federal COBRA.

However, the law also provides that your continuation coverage may be cut short prior to the expiration of the 18-, 29-, or 36-month period for any of the following reasons: (1) the Company no longer provides group health coverage to any of its employees; (2) the premium for your continuation coverage is not timely paid (within the applicable grace period); (3) the individual becomes covered under another group health plan (as an employee or otherwise) that does not contain an exclusion or limitation with respect to any preexisting condition of such individual; (4) the individual becomes entitled to Medicare; or (5) coverage has been extended for up to 29 months due to disability and there has been a final determination that the individual is no longer disabled.

You do not have to show that you are insurable to choose continuation coverage. However, continuation coverage under the law is provided subject to your eligibility for coverage under the Plan. The Company reserves the right to terminate your continuation coverage retroactively if you are determined to be ineligible.

Under the law, you may have to pay all or part of the premium for your continuation coverage. The law also says that, at the end of the 18-, 29-, or 36-month continuation coverage period, you must be allowed to enroll in an individual conversion health plan that is approved under the Plan. Under the present arrangement, individual conversion coverage is provided by Aetna Health. Once your continuation coverage terminates for any reason, it cannot be reinstated.

This is a summary of the law and, therefore, is general in nature. The law itself and the actual Plan provisions must be consulted with regard to the application of these provisions in any particular circumstance. If you have any questions about the law, please contact the Plan Administrator. Also, if you have changed marital status, or if either you or your spouse has changed addresses, please notify the Plan Administrator immediately.

Military Call-Up 24 Months COBRA

If an employee, that is also a military reservist, is called to active duty and loses group health insurance as a result of the reduction in hours, the reservist is a qualified beneficiary and is eligible to continue coverage through the COBRA system. In addition, any covered family members who lose insurance as a result of the reduction of hours are also qualified beneficiaries and are eligible to continue group health insurance through COBRA, as well.

DEFERRED COMPENSATION PLAN – 457 (b)

The Commonwealth of Virginia 457 Deferred Compensation Plan (457 Plan) is a tax-deferred retirement savings plan established under Internal Revenue Code Section 457(b) and Chapter Six of Title 51.1 of the Code of Virginia. The Plan enables employees of the Commonwealth and other public employers in Virginia who adopt the Plan to contribute up to the annual limit, or 100% of includible compensation, whichever is less. Includible compensation is all compensation except that used to purchase VRS defined benefit plan service on a tax deferred basis. The annual limit for calendar year 2016-2017 is $18,000. If you are age 50 or older, you may contribute an additional $6,000 for a total of $24,000. If you are nearing retirement, you also may be eligible for the Standard Catch-Up, which might allow you to contribute up to $36,000 in 2016. The amount contributed accumulates tax-deferred until the Plan amounts are distributed, generally after retirement.

This plan is available through the Virginia Retirement System (VRS) for all employees of Charlottesville City Schools (CCS). For those enrolled, there are a number of investment options ranging from low to high risk. For further information on the plan, go to the VRS website (http://www.varetirement.org/dcp/plan-info/contributions.html), click on the drop down tab labeled Defined Contribution Plans, and then select the Commonwealth of Virginia Deferred Compensation Plan. Or, you may contact Renee Hoover in Payroll at 434.245.2952.

EMPLOYEE ASSISTANCE PROGRAM

The School Board offers a confidential Employee Assistance Program for employees and family members who choose to accept help with substance abuse, emotional or family-related problems.

General Guidelines:

1. Program participation is voluntary and confidential. Exceptions to confidentiality are cases of suspected child abuse, which must be reported to appropriate authorities in accordance with Virginia law, and other unprofessional or inappropriate conduct involving students.
2. Employees and family members of employees who have problems are encouraged to seek counseling and information on a voluntary basis by contacting the designated EAP counselor.

3. Upon the written request of the employee to the Office of Human Resources, documentation regarding the employee's participation in the EAP program will become part of the employee's personnel file.

4. At employee request, sick leave may be granted for documented EAP treatment or rehabilitation on the same basis as is granted for other health problems.

5. If there are costs incurred as a result of a program referral that exceed those covered by the employee's insurance benefits, these additional costs will be the responsibility of the employee.

All employees and their families are eligible to participate in an Employee Assistance Program. The EAP is a confidential assessment and referral service available through UVA Health Systems – Faculty and Employee Assistance Program. The telephone number, Mondays through Fridays, 8:00 a.m.-4:30 p.m. is: 434.243.2643 (confidential voice mail) or email at dds4e@virginia.edu.

FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA) SOCIAL SECURITY & MEDICARE

Participation and rates through FICA are mandated by law. The Charlottesville City Schools contributes 7.65 percent of employees' gross pay and the employees contribute 7.65 percent through FICA deduction from their wages. The tax rate for the social security portion of FICA is 6.20 percent; the tax rate for the Medicare portion of FICA is 1.45 percent.

FLEXCOMP

The School Board offers a comprehensive health care plan for eligible employees. All employees must comply with enrollment procedures to participate. The procedures for enrollment will be provided to all new employees during the hiring process and annually for all returning employees.

FLEXCOMP is designated to allow employees to purchase school division-sponsored medical benefits with a Flex Credit.

FLEX Credit amounts will vary depending on employment status (i.e. full or part-time) and the level of medical coverage elected.

For further information pertaining to the Charlottesville City School's Insurance program/FLEXCOMP please contact:

Kim Garrison
Digital Benefit Advisors
215 Wayles Lane, Suite 175
Charlottesville, VA 22911
Telephone: 434.817.1097
Fax: 855.401.0649
E-mail: benefits@charlottesvilleschools.org

Detailed information can be found in the FLEXCOMP Plan Summary which is given to each employee at the time of hire and during open enrollment each year.

FLEXIBLE SPENDING ACCOUNTS FOR UNREIMBURSED MEDICAL & DEPENDENT DAYCARE

The School Division allows employees to set aside up to $2,550 for Medical Expenses and $5,000 for Childcare expenses incurred during the Benefit Plan Year of July 1, 2016 to June 30, 2017. Employees have an additional 75 days beyond the June 30th cutoff to use their FSA benefits for medical expenses incurred during the 75 day grace period. You may elect to participate in this plan during the annual open enrollment period or when newly hired.

Participation in one or both of these accounts can save you money by reducing your taxable income. This is because the funds will be deducted from your salary and then you are taxed on the lower adjusted income. There are certain rules that apply to these plans due to the rules that are set by the IRS. These rules can be found on the VBAS site under the forms library in the Wage works brochure.

For the Medical Account you are issued a Credit Card that gives you an annual election. You may use the credit card the same as you would use cash at a pharmacy, dentist office, doctor office, emergency room or to purchase eligible medical expenses.

To learn more about these programs please contact Michelle Lawson at 434.760.2257 or email her at mlawson@bostbenefits.com. Ms. Lawson's office is located at 923 East Market Street, Suite B, Charlottesville, VA 22902.

As of January 1, 2011 over the counter medications are no longer eligible for reimbursement.

INFLUENZA AND HEPATITIS-B INOCULATIONS

Influenza Inoculations

The Influenza and Hepatitis-B inoculations are offered through the Charlottesville City Schools and administered by UVA Work Med for employees eligible for benefits.

The flu inoculations are offered at no cost to all employees who receive benefits and any members of their immediate families (living in the same household) 18 years old or older. All recipients will be asked to read and sign an information sheet and HIPPA right to privacy statement as well as asked to complete a waiver. Expectant mothers wanting the inoculation are required to have written permission from their physicians. All children under 18 are ***ineligible*** for the flu vaccine through the Charlottesville City Schools. Children under 18 should be taken to their personal physician or the health department.

Hepatitis-B Vaccination Series

The hepatitis-b vaccination series is provided free to all employees of the Charlottesville City Schools who are eligible for benefits. If employees are interested in taking the series of vaccinations through their primary care physician, the Charlottesville City Schools will pay their co-pay. One advantage to employees choosing to take the series through their physicians is that they can schedule their doctor visits at their discretion.

The hepatitis-b shots are available only for new employees or employees who have not taken the shot in the past. If interested in taking the inoculation, employees will need to sign a waiver form at the time/date of inoculation. If additional information is needed, please contact the Human Resources Office at 434.245.2400.

LIFE INSURANCE

VRS group life insurance provides division employees who are eligible for membership in VRS with two kinds of insurance during active employment - life insurance and accidental death and dismemberment insurance. The specific benefits are:

a. group life insurance without a medical examination

b. natural death benefit

c. accidental death benefit

d. double indemnity for accidental loss of one or more limbs or eyesight

The amount of coverage provided is equal to the employee's annual salary rounded to the next highest thousand, and doubled. An accidental death benefit would be double the natural death benefit. For loss of one limb or sight of one eye, the employee would receive a payment equal to his/her salary rounded to the next highest thousand. For the loss of two or more limbs and/or eyesight, payment received would equal his/her salary rounded to the next thousand and doubled.

LONG TERM CARE INSURANCE PLAN

The Virginia Retirement System (VRS) has established a new benefit for VRS members that provides for long term care insurance coverage. Long term care insurance helps provide for the cost of long-term care beyond a predetermined period; and covers care generally not covered by health insurance, Medicare, or Medicaid. Individuals who require long-term care are generally not sick in the traditional sense, but instead, are unable to perform the basic activities of daily living (ADL's) such as dressing, bathing, eating, toileting, continence, transferring (getting in and out of a bed or chair), and walking.

The plan is administered by Genworth Life Insurance Company and is available for active employees and retirees up to the age of 80 years. Active employees may also pay their premiums through payroll contributions.
For further information on the plan, employees can call Genworth Life toll free at 1.866.859.6060 or visit www.genworth.com/cov to learn more about the plan and how to enroll. You may also contact Kim Powell in Payroll for assistance at 434.245.2952.

OPTIONAL LIFE INSURANCE COVERAGE

Optional employee group term life insurance coverage is offered through Minnesota Life Insurance Company. For further information or to apply for this optional insurance benefit, contact the Office of Human Resources at 434.245.2950.

PAYMENT OF ACCUMULATED SICK LEAVE UPON TERMINATION OF EMPLOYMENT FOR NON-RETIREMENT

The Charlottesville City School Board will pay eligible School Board employees for unused sick leave under the following conditions:

1. Employees who have been employed by Charlottesville City Schools for a period of three consecutive years shall be eligible for payment of unused sick leave with voluntary termination of employment.

2. Payment of unused sick leave will be made at the rate of $10 per day.

3. The maximum number of days for which payment is made will not exceed 25 days.

4. Payment will be made only for days of sick leave earned while an employee of the Charlottesville City Schools. Payment will not be made for days transferred from another employer.

5. Requests for payment must be made within 30 days of termination and shall be requested from the Director of Human Resources on forms provided by the Department of Human Resources. Payment must be made during the same calendar year in which the termination occurs.

6. If an employee has applied for accumulated sick leave and dies prior to receipt of the money, the payment will be made to the employee's beneficiaries.
Regulations: GCBC-R

PAYROLL DEDUCTIONS

The Charlottesville School Division offers to all employees the benefit of having the following items payroll deducted for their convenience: cancer insurance premiums, TSA, Credit Union, health insurance premiums, membership dues (CEA, ACAC, Golds Gym, Smith Aquatic & Fitness Center, life insurance premiums, short term disability).

Benefits eligible for payroll deduction shall be made at the written request of the individual employee desiring such deduction(s).
Regulation: GCBC-R

RETIREMENT BENEFITS

Eligibility

To receive the retirement benefit providing for sick leave payout, service credit, and assistance with health insurance coverage, an employee must meet the following criteria:

1. Currently employed by CCS

2. Eligible for full retirement under VRS *****
   - Age 65 with a least 5 years of service credit; or
   - Age 50 with at least 30 years of service credit

3. Employed in a full-time position
    - Category A: All employees in a full-time VRS covered position working 7 or more hours a day.
    - Category B: All employees in a full-time VRS covered position working less than a 7 hour day schedule.

***** *Employees who retire under VRS with less than full-time benefits are eligible for sick leave payout and service credit.*

Sick Leave Payout

Eligible employees who retire effective June 30, 2010 or after and have 3 or more consecutive years of service with CCS will receive payment for unused sick leave as described below:

Years in CCS	Pay-out Rate
Less than 10 years	$10 a day
10 through 19 years	$20 a day
20 through 29 years	$30 a day
30 or more years	$40 a day

The payment of unused sick leave will be made in the form of a non-elective employer contribution into an eligible retiree's 403(b) TSA or 457(b) account. If an eligible employee fails to establish a 403(b) or 457(b) account into which this sick leave payout may be deposited, the benefit will be forfeited. The sick leave payout will not be paid as cash.

Service Credit

Eligible employees who retire effective June 30, 2010 or after and have 5 or more consecutive years of service with CCS will receive $200 a year for years of service up to a maximum of $6000.

Health Insurance Coverage

Eligible employees who retire effective June 30, 2010 or after, have 10 or more consecutive years of service with CCS, and currently are on the health insurance plan will receive an annual allotment to assist in paying for individual health insurance coverage with Charlottesville City Schools. The maximum allotment is as follows:

Category A: $4000
Category B: $2000

The supplement for health insurance coverage will end on June 30 of the 7th year following the date of retirement or on the last day of the month in which the employee turns 65, whichever occurs first.

Employees who are eligible for the retirement benefit but are not eligible for or do not choose health insurance coverage will receive a one-time payment of:

Category A: $5000
Category B: $2500

Retirement Incentive

Eligible employees who sign up for retirement at least five (5) months prior to the retirement date will receive a bonus of $1000.

403 (b) RETIREMENT SAVINGS ACCOUNTS

Qualified retirement savings accounts are available only to employees of public school systems and certain other non-profit organizations. The legislation creating these tax-deferred plans originated in 1958 and specifically added public school employees as eligible participants in 1961. As a result, these plans became regulated by Section 403 (b) of the Internal Revenue Service Code.

Employee accounts are commonly referred to as Tax Sheltered Annuities or TSA. This is due to the fact that only standard interest annuities and variable annuities were allowable account types until the passage of the Employee Retirement Income Security Act (ERISA) in 1974. This development added mutual funds under custodial arrangements as an additional investment option. All regularly scheduled employees may elect to contribute a limited portion of their salary before taxes to one of the authorized plans available through the Charlottesville City Schools.
Policy: GCBC

Types of 403 (b) Accounts

You may choose from several types of 403 (b) TSA accounts for your retirement savings. It is important to select the type of plan best suited to your needs and goals. The different plans listed below represent the majority of all account types currently available. Note that each plan type has specific provisions and advantages associated with its use.

403 (b) - Standard Interest Annuity

These plans are offered by the majority of all insurance companies and are the simplest forms of retirement savings. They offer a guarantee of principal as well as a guaranteed minimum rate of return. The company also credits a current rate of interest on your deposits based on the earnings of their general account. This current rate will change periodically as determined by earnings in the general account and declared by the company. There are usually no sales charges or fees associated with establishing these accounts. Surrender charges for early withdrawals are common. Loan provisions are usually included.

These account types are the most recent addition to the 403 (b) product list. Developed by insurance companies, this annuity combines the characteristics of an interest annuity with the opportunity to participate in any positive returns realized in a stock market index. One of the most commonly used indexes is the Standard and Poor's 500 or S&P 500. The annuity will guarantee some minimum rate of return over a specified time period. Issuing companies may have different methods of crediting interest, so the investor should be comfortable with the method being used before making contributions. Two other terms which may be used with these accounts are: 1.) the *participation rate* and 2.) the *interest cap*. The *participation rate* reflects the percentage of the increase in the index used (such as the S&P 500) which is credited to the account in the form of interest earnings. The *interest cap* is the maximum interest which may be credited in any one year period. These provisions are usually determined at the beginning of each contract year.

403 (b) - Variable Annuity

Several investment alternatives are combined within these plans. The participant may select one or more investment accounts managed by the carrier or other various investment management companies. Interest bearing accounts with principal guarantees are available in addition to investment sub-accounts in which the participant assumes the investment risk. This flexible combination allows participants to allocate their contributions and account balances over a broad range of investments, if desired. Transfers among the separate accounts are commonly permitted. Annual fees and other charges are typical in these plans as well as surrender charges for early withdrawals. Loan provisions are also normally included.

403 (b) – Custodial Accounts

These plan types are offered by investment management companies and brokerage firms. Participants may direct their contributions to various investment portfolios which are managed by the custodian or management company. Annual fees, sales charges and other expenses may be associated with these plans. Loan provisions may also be available. Custodial accounts usually offer no guarantees. Long-range returns are subject to the performance of the investment accounts chosen by the participant. Investment options typically include money market accounts or mutual funds based on equity or bond investments.

The selection of a plan type for your retirement savings is an important part of your overall retirement savings program. The assistance of a professional representative can prove helpful in understanding how a particular plan may be beneficial in achieving your accumulation goals and should suggest a plan which is suitable to your risk tolerance. You should realize that the success of your program depends primarily on the amount you choose to deposit in your account. Returns are important, but secondary to the contribution itself. Employees should contact Central Office at 434.245.2400 and request a list of authorized vendors.

SHORT TERM DISABILITY OPTION

Charlottesville City Schools provides short-term and long-term disability benefits for VRS covered employees who have a qualifying event outside of work.

Both short-term and long-term disability benefits are mandated by VRS for Hybrid employees. Hybrid employees under VRS are eligible for short-term disability benefits after one year of service with the employer. Voluntary short-term disability coverage is made available for Hybrid employees to purchase coverage for the first year of service with Charlottesville City Schools.

For VRS Plan 1 & Plan 2 employees, VRS provides a disability retirement benefit. Charlottesville City Schools administers short-term disability benefits, and also provides a long-term disability plan to help bridge coverage to the VRS disability retirement benefit.

There is a seven day wait or elimination period for short-term disability benefits. If you have questions about disability benefits and how they relate to your specific VRS plan, please contact Human Resources.

TRAVEL ALLOWANCE

Charlottesville City School employees must follow the following process for approved vehicle travel on school business:

1. Contact the Division Administration Office at 434.245.2400 for availability of division vehicle.

2. When a division vehicle is not available, a determination will be made regarding the least cost alternative between two options; use of personal vehicle or use of a rental car.

If a division vehicle is not available, and a rental car is indicated as the least cost, employees may still choose to use their personal vehicle. Reimbursement will then be based on the lower amount.

TUITION REIMBURSEMENT

The School Board approves funds to provide partial tuition reimbursement for the cost of a course taken by an employee in order to strengthen the employee's knowledge of and skills in his/her primary area of responsibility within the school division.

In order to support the effectiveness of the division's instructional programs and initiatives, to insure compliance with accreditation, licensure and legal mandates, and to enhance the performance of individual staff members, the following procedures will be implemented when reimbursing staff members for college and graduate level course work.

Tuition Reimbursement for Employees Taking College Level Courses

1. Reimbursement is available for up to $500 of the tuition cost for full-time staff and a partial tuition reimbursement up to $250 for part-time staff for the following:

   T1 A course taken for recertification and/or to increase a staff member's knowledge within his/her primary field of responsibility.

   T2 A course formally approved for a staff member to obtain additional endorsement in order to meet the human resource needs of the division.

2. Staff will be reimbursed for **no more than three credit hours**, the equivalent of **one (1)** college level course, for each fiscal year (July 1 through June 30).

3. Employees will be reimbursed upon satisfactory completion of eligible courses.

Reimbursement for Fees Associated with GED Session Completion

1. Employees seeking to earn their GED are also eligible for tuition reimbursement. Eligible employees can apply for tuition reimbursement for up to 3 sessions per year and a maximum of $500.

2. Upon successful completion of a GED session, a copy of a receipt of payment and a progress report

issued by the Adult Education program should be submitted to the Office of Human Resources in order for reimbursement to be approved.

All reimbursements will be dependent on available funding for courses taken in the year in which the money is budgeted. Staff members will be reimbursed in the order in which they are approved until all available money has been spent. Once available money is allocated, applications for tuition reimbursement can not be approved.

To apply for tuition reimbursement, staff members should complete a tuition reimbursement application form and submit it to the Office of Human Resources prior to formal enrollment in the course. The tuition reimbursement forms can be found on the Human Resources webpage or can be obtained in school offices or Central Office.

UNEMPLOYMENT COMPENSATION

Under certain conditions unemployment compensation is available to all staff. Rates are determined by the state. The school system is considered a reimbursable employer. For further information contact the Virginia Employment Commission at 434.984.7630.

VIRGINIA RETIREMENT SYSTEM (VRS)

Membership in the Virginia Retirement System is mandatory for all full-time employees. In fiscal year 2012-2013 each enrolled employee and the school division contributed into the plan. The rate of contribution for employees is 5% of their annual creditable compensation. Each employee's contribution will be deducted from their net pay on a pre-tax basis. For 11-month and 10-month employees this deduction will begin in August and September, respectively. The deduction will then continue based on each employee's number of pays.

Employees who were enrolled in VRS prior to July 1, 2010 are in VRS Plan 1. New employees hired from July 1, 2010 to December 31, 2013, or if your enrollment date is before July 1, 2010, and you were not vested as of January 1, 2013, are in VRS Plan 2. Employees hired on or after January 1, 2014, are on the Hybrid Retirement Plan. Detailed information on the VRS system, Plan 1, Plan 2, and Hybrid, and benefits is available through the Office of Human Resources or on the internet at www.varetire.org.

WELLNESS PROGRAM

All full-time and half-time employees who work 17.5 hours or more a week may join the CCS wellness program. ACAC, Gold's Gym, Smith Pool, and Carver Recreation Center are the approved fitness centers that are available to Charlottesville City School's employees. Additional information regarding rates for employees and their families are available through the Human Resources office.

WORKERS' COMPENSATION

All claims for Workers' Compensation benefits should be made through Ms. Donna Seay, Secretary, Division Administration Office, 1562 Dairy Road, 22903; telephone number 434.245.2948. All accident information must be collected and proper forms completed and forwarded to Ms. Seay at Central Office. All employees of the Charlottesville City Schools are covered by Workers' Compensation insurance. This insurance covers job-

related injuries. In case of injuries, employees shall go to approved physicians or health care centers for treatment after proper notification has been given to the immediate supervisor. These locations are posted in each building. Treatment by any other physician/hospital, without prior referral from physicians listed below, will not be recognized by the Charlottesville City Schools for payment of claims. In the event of lost time on the job due to a work-related injury, the employee will receive only a partial salary.

Employees who are on approved leave for a job-related injury will receive leave time in accordance with Workers' Compensation procedures. Employees absent from work, in such instances, are to be coded by the immediate supervisor as Workers' Compensation, with the note attached to the Employee Absentee Report that such absences are related to a job-injury.

Use one of these physicians for a work-related injury:

Martha Jefferson Emergency
500 Martha Jefferson Drive
Charlottesville, VA 22911
Tel: 434.654.7009

First Med
125 Riverbend Drive
Charlottesville, VA 22911
Tel: 434.984-4200

MedExpress Urgent Care
260 Pantops Center
Charlottesville, VA 22911
Tel: 434.244.3027

MEDExpress Urgent Care
1149 Seminole Trail
Charlottesville, VA 22901
Tel: 434.978.3998

Charlottesville Family Medicine
3025 Berkmar Drive, STE 1
Charlottesville, VA 22901
Tel: 434.973.1831

LEAVE

ANNUAL LEAVE

Twelve-month full-time employees shall earn annual leave in the following manner:

12 working days per year for less than five years of service in a 12-month capacity in the Charlottesville City Schools (1 day per month)

15 working days per year for more than five years but less than 10 full years service in a 12 month capacity in the Charlottesville City Schools (1.25 days per month)

18 working days per year for more than 10 years service in a 12-month capacity in the Charlottesville City Schools (1.50 days per month)

Annual leave should be planned and approved in advance to avoid employee shortages and scheduling conflicts.

If an employee is transferred, promoted or demoted to a position in which annual leave is not an earned benefit, the employee may retain the leave or may receive payment for the accrued annual leave up to the maximum allowed at the employee's daily rate of pay prior to the transfer, promotion or demotion.
If the employee does not request the payment, the employee may retain the leave and will be paid upon separation from the division at the rate following the change in position.

On separation from Charlottesville City Schools, unused annual leave, up to the equivalent of two full years earned annual leave, will be paid at the employee's daily rate as of the date of separation. Any employee may be paid for accumulated annual leave on the following basis:

24 days for less than five years of service
30 days for at least five years of service but less than 10 years of service
36 days for 10 full years or more of service

Employees may retain an unlimited amount of annual leave from year to year.

No more than 15 days of annual leave may be taken at any one time without permission from the Superintendent.

Annual leave may not be transferred from another school division
Regulations: GCBD-R

COURT APPEARANCE LEAVE

A paid administrative leave of absence may be granted employees to serve on a jury or to attend court as a witness under subpoena.

If an employee is involved in a personal case, either as a plaintiff or as a defendant, he/she may not be granted court appearance leave. The time may be charged to personal leave, vacation leave, or leave without pay. The employee is expected to provide notification of the absence and follow procedures for personal leave.
Regulations: GCBD-R

FAMILY MEDICAL LEAVE ACT (FMLA)

Charlottesville City Schools' policy GCBE and forms for FMLA are available in the Charlottesville City Schools Policy Manual and on the CCS HR web page with forms and documents.

Employee Rights and Responsibilities Under the Family and Medical Leave Act

A. Eligible Employees

An employee who has worked for the School Board (i) for at least 12 months and (ii) for at least 1,250 hours during the previous 12-months is eligible to apply for the leave provided herein.

B. Definitions

The following definitions shall apply for purposes of this policy:

1. The term "active duty" means duty under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

2. The term “covered military member” means a member of the Reserves or a retired member of the Regular Armed Forces or Reserves. A member of the Regular Armed Forces is not a covered military member for purposes of qualifying exigency leave.

3. The term "covered service member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

4. The term "next of kin" used with respect to an individual, means the nearest blood relative of that individual.

5. The term "outpatient status," with respect to a covered service member, means the status of a member of the Armed Forces assigned to (i) a military medical treatment facility as an outpatient; or (ii) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

6. The term "parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.

7. The term "son or daughter" means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is (i) under 18 years of age or (ii) 18 years of age or older and incapable of self-care because of mental or physical disability. "Incapable of self-care" means that the individual requires active assistance or supervision to provide daily self-care in several of the activities of daily living.

8. The term "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves
   (i) inpatient care in a hospital, hospice, or residential medical care facility and any period of incapacity or treatment in connection with inpatient care; or
   (ii) continuing treatment by a healthcare provider.

9. The term "continuing treatment by a health care provider" means one or more of the following:
   (i) A period of incapacity lasting more than three full, calendar days, and subsequent period of treatment relating to the same condition that also involves

      (a) Two or more treatments by a health care provider, one of which occurs within 7 days of the first day of incapacity and both of which occur within 30 days of the first day of incapacity, unless extenuating circumstances exist; or

(b) treatment by a healthcare provider on at least one occasion, which must occur within 7 days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the healthcare provider.

(ii) Any period of incapacity due to pregnancy or for prenatal care;

(iii) Any period of incapacity due to a chronic serious health condition which

(a) requires periodic visits of at least twice per year for treatment by a health care provider;

(b) continues over an extended period of time; and

(c) may cause episodic rather than a continuing period of incapacity.

(iv) A period of incapacity which is permanent or long-term due to a condition which for treatment may not be effective and which requires the continuing supervision of a healthcare provider;

(v) Any period of absence to receive multiple treatments (including recovery time) by a healthcare provider for:

(a) restorative surgery after an accident or injury;

(b) a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days in the absence of medical treatment, such as cancer, severe arthritis, or kidney disease.

(vi) The term “treatment by a health care provider” does not include routine physical examinations, eye examinations, or dental examinations. Voluntary or cosmetic treatments which are not medically necessary are not serious health conditions, unless inpatient hospital care is required.

10. The term "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

11. The term “single 12-month period,” in the case of Military Caregiver Leave, means the 12-month period measured forward from the date that the employee’s first leave to care for the covered service member begins.

12. The term "reduced leave schedule" means a leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee.

C. Types of FMLA Leave

1. In General

Except as hereinafter provided, an eligible employee shall be entitled to a total of 12 work weeks of unpaid leave during the rolling 12-month period measured backward from the date the employee takes leave for one or more of the following:

(a) because of the birth of a son or daughter of the employee and in order to care for such son or daughter;

(b) because of the placement of a son or daughter with the employee for adoption or foster care.

(c) because the employee is needed to care for his spouse, son, daughter or parent, if such spouse, son, daughter, or parent has a serious health condition.

(d) because of a serious health condition that makes the employee unable to perform the functions of his or her position.

(e) because of any qualifying exigency as defined in Department of Labor regulations, (hereinafter Qualifying Exigency Leave), arising out of the fact that the spouse, or a son, daughter, or parent of the employee is a covered military member on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

2. Military Caregiver Leave

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness shall be entitled to a total of 26 work weeks of leave during a single 12-month period to care for the service member. During the single 12-month period, an eligible employee shall be entitled to a combined total of 26 workweeks of leave for any FMLA qualifying reason, no more than 12 weeks of which may be for reasons other than to care for a covered service member with a serious injury or illness.

D. Additional Provisions

1. <u>Husband and Wife Both Employed by School Board.</u>

A husband and wife who are employed by the School Board may only take a combined total of 12 weeks of leave during the school year for the birth or placement of a child or to care for a parent (but not a parent-in-law) with a serious health condition.

2. The entitlement to leave for a birth or placement of a son or daughter shall expire 12-months after such birth or placement.

3. <u>Leave taken intermittently or on a reduced schedule</u>

(a) Leave for the birth or placement of a child shall not be taken by an employee intermittently or on a reduced leave schedule without the written authorization of the Division Superintendent.

(b) Leave for the serious health condition of an employee, an employee's spouse, parent or child, or a service member may be taken intermittently or on a reduced leave schedule when medically

necessary. If such leave is foreseeable based on planned medical treatment, the Division Superintendent may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits and, in the Division Superintendent's opinion, better accommodates recurring periods of leave than the regular employment position of the employee.

4. Substitution of Paid Leave

(a) An employee must substitute any accrued paid vacation leave, personal leave or family leave for unpaid leave under paragraphs C 1(a), (b), (c), (e), and C2 above.

(b) An employee must substitute any accrued paid vacation leave, personal leave, or sick leave for unpaid leave for under paragraph C1(d) above.

E. Foreseeable Leave

1. Notice

In any case in which the necessity for leave is foreseeable based on an expected birth or placement, or planned medical treatment, the employee shall request such leave not less than 30 days before the date leave is to begin, except that if the date of the birth or placement, or medical treatment, requires leave to begin in less than 30 days, the employee shall provide as much notice as is practicable.

If the necessity for leave because of a qualifying exigency arising from the fact that a family member is on active duty or has been notified of an impending call to active duty is foreseeable, the employee shall give such notice to the school division as is reasonable and practicable.

2. Duties of Employee

In any case in which the necessity for leave for the serious health condition of an employee, of an employee's spouse, parent or child, or of a service member is foreseeable, based on planned medical treatment, the employee shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the School Division.

3. Requests for Leave

Requests for leave shall be made on forms provided by the Division Superintendent.

F. Certification and Other Opinions

1. Certification of Serious Health Condition

(i) An employee requesting leave for the employee's own serious health condition or to care for a spouse, son, daughter, or parent with a serious health condition must submit a medical certification on the form provided by the Division Superintendent.

(ii) In any case in which the Division Superintendent has reason to doubt the validity of the certification for leave, he may require, at the School Board's expense, that the employee obtain a second opinion of a provider designated or approved by the Division Superintendent concerning any information in the certification.

(iii) If the second opinion differs from the original certification, the Division Superintendent may require, at the School Board's expense, that the employee obtain a third opinion of a provider jointly approved by the employee and the Division Superintendent. The third opinion shall be final and binding.

(iv) The Division Superintendent may require an employee to obtain subsequent certifications on a reasonable basis.

2. Certification for Military Caregiver Leave

(i) An employee requesting leave to care for a covered service member with a serious injury or illness must submit to the Division Superintendent either

(a) a medical certification on a form provided by the Division Superintendent; or

(b) initial Travel Orders or Initial Travel Authorizations issued to a family member by the military to join an injured or ill service member at his or her bedside, pursuant to the regulations adopted by the Secretary of Labor.

3. Certification for Qualifying Exigency Leave

(i) An employee requesting Qualifying Exigency Leave may be required to furnish to the Division Superintendent the following:

(a) a copy of the covered military members active duty orders or other documentation issued by the military which indicates that the covered military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the active duty service; and

(b) a Qualifying Exigency Certification on the form provided by the Division Superintendent.

4. Submission of Certifications.

(a) Certifications required under paragraphs F1-F3 shall be submitted to the Division Superintendent with 15 days of the employee's request for leave.

(b) The failure of an employee to provide the certification required under paragraphs F1, F2, or F3 will result in denial of the employee's request for FMLA leave.

G. Employment and Benefits Protection

1. An employee who takes leave under this regulation shall, upon return from said leave, be restored to the position he or she left or to an equivalent position.

2. An employee taking leave under this regulation shall not lose any benefits accrued prior to taking leave, but no such employee shall accrue seniority or benefits while on unpaid leave.

3. An employee who takes leave for his own serious health condition shall provide the Division Superintendent with a certification from the health care provider, on the prescribed form, that the employee is able to resume work.

4. The Division Superintendent may require employees on leave under this regulation to report periodically on the status and intention of the employee to return to work.

5. The School Board may recover any premiums that it paid for maintaining benefit coverages for an employee during the period of unpaid leave hereunder if the employee does not return to work after the expiration of the leave, except for health benefit premiums when the employee does not return to work because of the continuation, recurrence, or onset of a serious health condition that entitles the employee to leave under paragraphs C1(c), (d), or C2 above, or other circumstances beyond the employee's control. The Division Superintendent may require the employee to provide a certification from a health care provider if the employee does not return to work because of reasons specified in paragraph C1(c), (d) or C2. If the employee fails to provide the requested certification within thirty (30) days of the request, the employee will be obligated to repay all health benefit premiums paid by the School Board.

H. <u>Additional Rules for Instructional Employees</u>

1. In addition to the requirements set forth above, an eligible employee employed principally in an instructional capacity shall comply with the requirements specified in this paragraph.

2. An employee who requests leave under paragraphs C1(c) or (d) that is foreseeable based on planned medical treatment and that would last more than 20 percent of the working days in the following 12-month period must elect either:

   (i) to take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or

   (ii) to transfer temporarily to an alternative position, if available and offered by the Division Superintendent, for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the regular position.

3. If the employee begins leave for any qualifying reason more than 5 weeks prior to the end of the semester, the Division Superintendent may require the employee to continue taking leave until the end of the semester if:

   (i) the leave is of at least 3 weeks duration; and
   (ii) the return to work would occur during the 3-week period before the end of the semester.

4. If the employee begins leave under paragraphs C1(a), (b), (c) or C2 during the period that commences 5 weeks prior to the end of the semester, the Division Superintendent may require the employee to continue taking leave until the end of the semester if:

   (i) the leave is of greater than 2 weeks duration; and
   (ii) the return to work would occur during the 2-week period before the end of the semester.

5. If an employee begins leave under paragraphs C1(a), (b), (c) or C2 during the period that commences 3 weeks prior to the end of the semester and the duration of leave is greater than 5 working days, the Division Superintendent may require the employee to continue to take leave until the end of the semester.

Policy: GCBE

LEAVE FOR RELIGIOUS HOLIDAYS

Employees whose religious affiliations require the observance of holidays other than those scheduled in the school calendar may request leave not to exceed three days per school year. The first day of such leave will be granted with pay.

Additional days will be charged against the employee's personal leave. Such leave should be requested at least 10 working days prior to the holiday. If the leave is not requested within 10 working days prior to the holiday, the leave will be granted only if it does not impose an undue burden on the school or department where assigned.

Religious holiday leave requests exceeding three days per school year will be granted without pay, and only if the granting of leave does not impose an undue burden on the school or department where assigned.

Regulation: GCBD-R

LEAVE WITHOUT PAY

A leave of absence, without pay, may be granted to employees of the school division who have a debilitating or life-threatening illness or injury and who are not eligible for Family Medical Leave as described in Policy GCBE Family and Medical Leave because they have not worked for the division for 12 months or have not worked at least 1250 hours according to the Fair Labor Standards Act, 29 U.S. Code 201 et seq.

Medical

1. Employees with a debilitating or life-threatening illness who are entitled to leave under Policy GCBEA may take up to thirty (30) days unpaid leave during their first year of employment with the school division. This leave may be taken only in full-day increments and be taken only when the employee has no other leave (such as sick leave) available.

2. Employees requesting leave without pay for medical issues shall submit medical documentation of their need for leave. Whenever possible, documentation must be provided prior to leave being taken.

3. Prior approval must be obtained prior to leave being taken. If the employee is too ill to complete the request, the request must be completed as soon as possible and may be completed by a family member on behalf of the employee and documented by the employee's physician.

4. The employee shall verify the request as soon as medically possible if the request is by a family member.

5. All rights under Policy GCBEA and this regulation expire at the end of the employee's first year of service.

6. Employees who are on unpaid leave pursuant to Policy GCBEA or any other policy, except those on leave pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) (see Policy GCBEB), shall not engage in work for which they receive pay or any other type of remuneration without the prior written approval of the Superintendent.

Extended Medical Leave Without Pay

1. An extended leave of absence for hardship (family emergencies, extended personal illness, or other extraordinary circumstances beyond the employee's control) may be requested by employees who have exhausted all available Family Medical Leave. The request should be submitted to the Superintendent. Unless approved prior to the leave, the leave shall not extend from one contractual year to the next.

2. Requests for extended medical leave without pay must be submitted, in writing, to the Superintendent. The request shall include detailed information which supports the necessity for such leave.

3. Written notice of intent to return to active employment must be given by the employee to the Department of Human Resources 60 calendar days before the leave expires. Failure to do so will result in termination of continued employment.

4. When an employees returns to active employment, the employee will be assigned to the first available vacant position for which the employee is qualified. If no suitable vacancy exists, the employee will continue in a leave without pay status and will be given preference over new applicants for the next suitable opening.

5. The guarantee of assignment to the first available position for which the employee is qualified will expire 12 months after the employee notifies the Superintendent or designee of his/her intent to return, or if the employee refuses a position for which he/she is qualified, whichever first occurs.

6. An employee on extended medical leave without pay may continue participation in medical and life insurance at his/her own expense.

7. Information for Leave Without Pay or Extended Medical Leave Without Pay is located on the CCS website in the Human Resources section and in the Employee Handbook.
   Regulations: GCBEA-R

MILITARY LEAVE

The Charlottesville City Schools division shall comply with all federal and state laws regarding the employment rights of members of the military, both full-time and in any reserve capacity.

Policy GCBEB describes the requirements of the federal and state laws regarding military leave.

Information contained in the policy regarding paid military leave during active duty service applies only to full-time employees of Charlottesville City Schools.

All employees of CCS are entitled to paid leave during annual training or when called forth by the Governor. Paid leave for all employees is not to exceed fifteen (15) days per federal fiscal year (October-September).

The CCS employee may request to use any vacation, annual, or similar leave that is accrued at the beginning of the military leave.

Any employee with questions regarding the leave should contact the Human Resources Office at the Central Administration Office Building.
Regulation: GCBEB-R

Complete information can be found under policy GCBEB and GCBEB-R.

PERSONAL LEAVE

Personal leave is available to School Board employees for personal business. Full-time employees are permitted three days of paid personal leave annually. Half-time, but less than full-time employees working no fewer than 17.5 hours per week is permitted one and one-half days of paid personal leave annually.

Personal leave will not be granted on any student contact day immediately preceding or following a holiday or during the last eight days of student contact and any post-school work days. Any exception to this must be granted by the Superintendent.

At the end of each school year, unused personal leave will be credited to the employee's sick leave record.
Regulation: GCBD-R

PROFESSIONAL OR EDUCATIONAL LEAVE

Employees may be allowed to represent CCS at professional meetings, to attend workshops, to serve on committees, and to observe other personnel without loss of pay with prior written approval of the supervisor.

Employees may request unpaid leave to pursue educational purposes. Such leave requests are to be submitted to the Superintendent and leave may be granted with approval of the Superintendent.

The impact on the educational environment will be considered prior to approval.
Regulation: GCBD-R

Family and medical leave status will run concurrently with the sick leave bank.

SICK OR ACCIDENT LEAVE

Full-time employees will be granted one and one fourth (1.25) days of sick leave per contract month with an unlimited accumulation. Half-time employees working no fewer than 17.5 hours per week are entitled to sick leave which will be earned at one-half the rate the benefit is earned by full-time employees.

Sick leave benefits will not accrue for summer school, evening, part-time, substitute or temporary employees.

A new employee may not claim any portion of earned leave unless he/she has reported for duty in accordance with the terms of the employee's contract. If, however, a continuing contract employee is unable, because of illness, to begin working at the time designated in the contract, such employee may be allowed to use his/her accumulated leave, not to exceed the balance of sick leave accumulated as of June 30 of the preceding school year.

Licensed employees may transfer unused sick leave accumulated from other Virginia school divisions. It will be the responsibility of the employee to initiate the transfer of accumulated sick leave credit. The School Board will not accept out-of-state accumulated sick leave credit.

Sick leave may be used for illness or death in the immediate family requiring the attendance of the employee for no more than five days; more than five days of absences requires written approval of the Superintendent or designee. The "immediate family" as defined in these regulations includes natural parents, foster parents, stepmother, stepfather, wife, husband, children, grandchildren, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, and any individual living in the household of the employee.

After five days of sick leave, a doctor's certificate shall be required for personal illness, family illness or death in the family.

Any day observed as a holiday that falls within a period of sick leave, will be paid for as a holiday and will not be charged as sick leave.

Employees who leave the school division due to disability or to enter the military or for other reasons approved by the School Board shall retain accumulated leave if they are re-employed immediately upon return from such leave of absence.

Sick leave may be denied to any employee who is found guilty of making false statements of sickness, and such false statements shall be cause for dismissal.

Any available and applicable paid sick leave must be taken by an employee as a part of any leave authorized by the School Board under the Family and Medical Leave Act (FMLA).
Regulation: GCBD-R

All employees are required to notify their immediate supervisor as soon as they become aware that they will be unable to report to work.

UNPAID LEAVE

Any employee may request leave from work for a reason not covered under Leave Without Pay by providing a

written request and rationale for the request to the Director of Human Resources. The employee shall provide a copy of the request to the supervisor when submitting the request to the Director of Human Resources.

LICENSED STAFF

COURSES FOR RENEWAL CREDIT

All teachers prior to enrolling in a course or professional activity for renewal of a teaching license will prepare, with the assistance of the immediate supervisor, a list of courses related to the teacher's assignment in the Charlottesville City Schools for which renewal credit will be accepted by the Superintendent of the Charlottesville City Schools.

DUTY-FREE LUNCH PERIODS

Charlottesville City Schools' principals will make every reasonable effort to develop cooperatively with the teachers a plan to provide lunch periods without supervisory duties.

EVALUATION OF PROFESSIONAL STAFF

1. All professional staff shall be evaluated according to the Evaluation Procedures Handbook including the timelines and forms to be completed.

2. The process will be completed as a cooperative and continuing process between the employee and his/her supervisor.

3. Any professional employee who demonstrates deficiencies in performance may be placed on an improvement plan. The purpose of the plan is to identify areas of improvement with strategies for improvement. A timeline shall be developed for the review of the plan.

4. The evaluation shall be used as a part of the decision-making process for continued employment.

5. All licensed employees will receive a copy of the Evaluation Handbook. The Handbook is also accessible on the CCS Human Resources website.
   Regulations: GCN-R

HOME CONTACTS

Each teacher will be expected to engage in activities that acquaint him/her with the home environment of assigned students. These activities may vary from teacher to teacher and from school to school. These contacts should be informal and positive, not necessarily precipitated by disciplinary or other problems with the student.

LICENSURE

The Charlottesville City School Board shall not regularly employ any teacher without a license issued by the

Virginia Board of Education. Requirements for classroom teachers, special education, career and technical education, guidance counselors, reading specialists, school psychologists, visiting teacher/social worker are stated in the Licensure Regulations for School Personnel adopted by the State Board of Education.

A Virginia state teacher's license or an application for such license must be on file in the central administration office before a teacher may be paid from public funds. Forms necessary for securing a Virginia license are sent to new teachers along with contracts and should be returned to the central administration office prior to the opening of school. Teachers who have taught in other school divisions are responsible for having copies of their licenses sent to the Charlottesville City Schools.

LICENSURE FEES FOR RECERTIFICATION

The Charlottesville City School Board pays the license renewal fee for all certified staff. The cost to the school system for license renewal is $25.00 per employee. Fees associated with added endorsements are the responsibility of the employee. Contact the Human Resources Office at 434.245.2950 for information regarding other certification fees.

NATIONAL BOARD CERTIFICATION

Employees on paytables D, H1, H2, H3, H4, and H5 are eligible for an annual supplement of $1,058 with documentation of national certification in their assigned area.

NON-SCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS

Employees of the School Board may accept outside employment provided that such employment does not interfere with or affect the quality of performance for which the School Board employed the employee, nor shall the outside employment reflect adversely upon the school division. The superintendent may require employees to report all outside employment.

An employee who is on medical leave from Charlottesville City School Board, in a paid or unpaid status, may not be employed by the School Board or any other employer in any capacity during the period of leave except with the prior written authorization of the superintendent or designee.

The School Board does not endorse, support or assume liability for any activity conducted by School Board employees in which division students or employees participate which is not sponsored by the School Board.
Policy: GCQA

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Substitute Teachers

1. Any person who wants to be included on the substitute teaching list must complete all application materials and provide proof of either a minimum of 60 hours of completed college level coursework or a ParaPro exam report that meets the minimum passing score for Virginia. Persons on the substitute list must also complete background history and child protective services background checks, as well as attend a mandatory orientation session. All persons on the substitute list must be recommended by the Superintendent to the School Board for approval.

2. A teaching license is preferred for long-term substitutes.

3. A written contract must be executed for any substitute teacher who will be in the same assignment for more than ninety days.

Homebound/Homebased Teachers

1. Homebound/homebased teachers shall be hired on a part-time, hourly basis. Any homebound teacher must complete all application materials and provide educational credentials. Persons on the approved list for homebound assignments must also complete background history and child protective services background checks, as well as attend a mandatory orientation session. All persons on the homebound list must be recommended by the Superintendent to the School Board for approval.

2. The rate of pay for homebound teachers will be set annually. Homebound/homebased teachers must hold an active Virginia teaching license.

Part-Time Teachers

1. Any teacher whose assignment is less than 180 days or less than seven (7) hours per day is considered a part-time teacher. All part-time teachers must complete all application materials and provide educational credentials. Part-time teachers must also complete background history and child protective services background checks. All persons hired as part-time teachers must be recommended by the Superintendent to the School Board for approval.

Interns

1. If any school division employee seeks to create a position to be filled by intern, the employee must get approval from the Superintendent for the internship program. If the internship is approved, the employee shall provide all information about the internship and criteria for the intern to the Director of Human Resources for the hiring process. Any intern must complete background history and child protective services background checks.

Summer School Teachers

1. Any teacher wanting to teach summer school must follow all announced procedures for summer school hiring to include meeting all certification requirements. Each summer school employee must be approved by the School Board prior to the start of employment.

Student Teachers

1. Student teachers shall only be accepted from accredited institutions and must meet all health, background and child protective services checks as any employee. The Superintendent or designee shall be responsible for the assignment of student teachers within the school division. Applications and hiring procedures for all part-time and substitute staff employment are located on the Charlottesville City Schools Human Resources website.
   Regulation: GCE-R

PROFESSIONAL GROWTH/STAFF DEVELOPMENT

Professional development courses and workshops are held to promote improvement of instruction. Registration fees and travel expenses to many conferences may be paid by the school division. A request to attend a conference must be submitted and approved prior to registration.

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

1. Principals or other supervisory personnel shall submit written recommendations to the Superintendent for the appointment, assignment, transfer or dismissal of any employee under his/her supervision.

2. The Superintendent shall have the authority to assign all personnel to positions for which they are qualified and have been approved by the School Board for hire.

3. The Superintendent may reassign any employee to another location or facility during the school year as long as the reassignment does not result in a reduction of salary for that school year.

4. An adjustment in salary may be made for the following year after notice of the salary adjustment is provided with the notification of employment. The notification must be made by April 15 for the salary adjustment to be made.

5. No reassignment may be made that would result in one employee being placed in a direct line of supervision with a family member.

6. Any staff member who wants to transfer from one position or location to another must provide a written request to the Director of Human Resources with a copy to the current supervisor by April 1.

7. If the vacancy occurs after April 1, the request for transfer must be made in writing within one week of the vacancy announcement.

8. If a transfer request occurs for a position within the same work group or facility, the supervisor is responsible for making the transfer once approved by the Superintendent or designee.

9. The procedure for requesting a transfer is located on the CCS Human Resources website.
   Regulation: GCI-R

PROFESSIONAL STAFF CONTRACTS

The School Board shall enter into written contracts with professional staff, (teachers, assistant principals, principals, and supervisors) before such employees assume their duties. Written contracts with those who are temporarily employed are not required. A temporarily employed teacher is (i) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or (ii) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year.

Contracts will be in the form prescribed by the State Board of Education, with special covenants added by the local School Board as appropriate. Contracts shall be signed in duplicate, with a copy furnished to each party.

Coaching contracts and contracts for extra curricular activity sponsorship assignments where a monetary supplement is paid shall be separate and apart from the annual or continuing contract and termination of the contract shall not constitute cause for the termination of the annual or continuing contract.

For purposes of this policy, "extracurricular activity sponsorship" means an assignment for which a monetary supplement is received requiring responsibility for any student organizations, clubs, or groups except those activities that are conducted in conjunction with regular classroom, curriculum, or instructional programs.

Supervisors and principals shall be given contracts for 200 days, 220 days, 240 days or 260 days as determined by the School Board.
Policy: GCB

PROFESSIONAL STAFF MEMBERS: CONTRACT STATUS AND DISCIPLINE

Employment Status: Re-employment, Non-renewal and Dismissal

Employment Contracts

1. All newly-hired certified employees shall be issued a written contract prior to beginning work for the school division.

2. Two copies of the contract shall be signed. The employee maintains one copy and one copy is placed in the employee's personnel file.

3. The only category of certified employee not required to have an executed contract prior to beginning employment is temporarily-employed substitute teachers.

Contract Status Administrative Staff

1. Any person employed as a principal, assistant principal, or supervisor, including someone who has achieved continuing contract status as a teacher, shall serve a three year probationary period in that position.

2. Principals, assistant principals, and supervisors who are probationary or have achieved continuing contract status may be reassigned by the School Board to a teaching position with a change in salary to the teachers' scale if the notice for the reassignment is made by April 15.

3. The reassignment may also be made after April 15 if the salary as principal, assistant principal, or supervisor will be continued for one year when the employee is reassigned to a teaching position.

4. If a reassignment is made that will result in a reduced salary, the employee shall have received a written notice of the salary adjustment with reason for the reassignment and salary reduction.

5. The employee shall also have a right to present his or her case at an informal hearing with the Superintendent, designee or School Board. The employee shall decide the type of informal hearing.

6. The Superintendent, designee or School Board shall decide the process to be followed for the hearing.

7. The Superintendent, designee or School Board shall not be required to provide cause for the salary reduction during the hearing.

Probationary Period

1. If a teacher has not achieved continuing contract status and is hired by Charlottesville City Schools, he/she must complete a five-year probationary period.

2. If a teacher has achieved continuing contract status in another division in Virginia, he or she will be required to serve a two-year probationary period.

3. If a teacher separates from service and returns to a Virginia school division by the beginning of the third year after the separation, the teacher shall be required to serve a one-year probationary period. If the separation is longer than the beginning of the third year, a three-year probationary period will be required.

4. Evaluation procedures in GCM and GCN must be followed. Information from the evaluations will be used by the Superintendent prior to any recommendation for continued employment.

5. Staff development shall be provided for all teachers in instructional strategies and techniques for intervention for or remediation of students at risk for failing SOL assessments. The staff development is required for all teachers hired after July 1, 2001 as a condition for the achievement of continuing contract status.

Notice of Reemployment

1. Probationary teachers must accept or reject a notice of reemployment in writing within 15 days of the notice. Failure to provide the written acceptance creates a vacancy in that position.

2. For any probationary teacher not being reemployed for the following school year, notice of non-renewal shall be provided to the employee by April 15.

Continuing Contract Status

1. Following the completion of a successful probationary period and the start of the sixth year, a teacher shall be granted continuing contract status.

2. Continuing contract status shall be continued during good behavior and competent services until the teacher reaches retirement or leaves the school division for other reasons.

3. The Charlottesville City School Board may reduce the number of teachers, whether continuing contract status or probationary, with reduced enrollment, discontinuation of particular subjects, or insufficient funds available.

4. As soon as possible after April 15 or the approval of the budget by Charlottesville City Council, Charlottesville City Schools employees shall receive notice of continued employment with salary and assignment.

5. Any employee who may be affected by a reduction in force due to insufficient funding shall be notified by the Director of Human Resources within two weeks of the approval of the budget by the Charlottesville City Council. This notification must be received prior to June 1.

Probation and Dismissal

1. A teacher may be placed on probation or dismissed for incompetency, immorality, noncompliance with school laws and regulations, disability in accordance with state and federal law, conviction or a felony or crime of moral turpitude or other good and just cause.

2. A teacher shall be dismissed if he/she is the subject of a founded child abuse and neglect case pursuant to Code of Virginia, 1950, as amended Section 63.2-1505 and after all rights to appeal provided by Virginia Code 63.2-1526.

3. Once a teacher is the subject of a founded child abuse and neglect case and has exhausted all rights to appeal, the Superintendent shall recommend revocation of the teaching license from the State Board of Education. The request of revocation shall be made within 10 business days following the final decision from the appeal or acceptance of the resignation.

4. A copy of the procedures used for the investigation of child abuse and neglect cases shall be located in the office of the principal at each location, in the office of the Director of Human Resources and available upon request.

5. Revocation of license shall also be requested for any conviction of a felony or any crime involving sexual molestation, physical or sexual abuse or rape of a child or any offense involving drugs.

Suspension

1. Any Charlottesville City Schools employee may be suspended for good and just cause when the safety and welfare of the division or the students therein are threatened or when the employee has been charged by summons, warrant, indictment, or information with the commission of a felony, a misdemeanor involving sexual assault, obscenity, drugs, moral turpitude, physical, sexual abuse or neglect of a child, or an equivalent offense in another state (Exact information about the causes may be found in the policy and appropriate legal references.)

2. An employee may not be suspended longer than 60 days except when suspended for summons, warrant, indictment, or information with the commission of a felony or any of the above-listed offenses.

3. No employee shall be suspended for longer than five days without written notice of the reasons for the suspension and an opportunity for a hearing before the School Board.

4. Any employee suspended shall continue to receive his/her salary unless a hearing is held with the School Board and the decision is made for the suspension to be without pay.

5. If the School Board requests that an employee be a subject of a polygraph test as a part of an investigation and the employee refuses, the refusal shall not be grounds for a suspension.

6. If the School Board holds a hearing and determines that the suspension shall be without pay, an amount equal to the pay of the employee shall be placed in an interest-bearing escrow account until the resolution of the investigation.

7. If the employee is cleared of the charge, the employee shall receive the salary plus any accrued interest and shall be reinstated to the school division. The assignment will be determined by the Superintendent and shall be at the same pay rate as before the suspension. Any changes in assignment must follow the regulations GCI.

8. If the employee is found guilty and has exhausted all appeals, the salary and accrued interest shall remain the property of the school division and may be returned to the general operating fund.

9. If an employee is suspended or dismissed based on information received on a criminal history background check, the employee shall be provided a copy of the report used to make that decision.

10. If a court places a CCS employee on probation pursuant to Va. Code 18.2-251, that finding will be treated as a conviction or a finding of guilt.

Failure to Perform Non-Emergency Health-Related Services

1. Licensed instructional employee shall not be disciplined, placed on probation or dismissed solely for refusing to provide non-emergency health-related services to students.

2. This provision does not apply to administrative personnel and individuals employed to perform health-related services for students.
   Regulation: GCPD-R

PROFESSIONAL STAFF PROBATION AND CONTINUING CONTRACT

Teachers

Probationary Term

A probationary term of service of five years in the Charlottesville City School Division is required before a teacher is issued a continuing contract. However, the Superintendent may recommend to the Board that the probationary period for a particular teacher be reduced to no less than 3 years. Service under a local teacher license does not count towards satisfying this probationary requirement. A mentor teacher is provided to every first year probationary teacher to assist him or her in achieving excellence in instruction. Probationary

teachers with prior successful teaching experience may be exempt from this requirement with approval from the superintendent. Probationary teachers shall be evaluated at least annually in accordance with policy GCN-Evaluation of Professional Staff. A teacher in his first year of the probationary period is evaluated informally at least once during the first semester of the school year. The Superintendent shall consider such evaluations as one factor in making recommendations to the School Board regarding the nonrenewal of such teacher's contract. If a probationary teacher's evaluation is not satisfactory, the School Board shall not re-employ the teacher.

In order to achieve continuing contract status, every teacher must successfully completed training as offered through Charlottesville City Schools Professional Development in instructional strategies and techniques for intervention for or remediation of students who fail or are at risk of failing the Standards of Learning assessments. The Charlottesville City School Board provides said training at no cost to teachers it employs. If such training is not offered in a timely manner, no teacher will be denied continuing contract status for failure to obtain such training.

Once a continuing contract status has been attained in a different school division in this State, another probationary period not to exceed two years shall be served in the Charlottesville City School Division and shall be made a part of the contract of employment. If a teacher separates from service and returns to teaching service in Virginia public schools by the beginning of the third year, the person shall be required to begin a new probationary period, not to exceed two years, if made part of the contract.

If a teacher who has not achieved continuing contract status receives notice of re-employment, he/she must accept or reject in writing within 15 calendar days of receipt of the notice. Unless a conference with the Superintendent is requested as specified in the Code of Virginia, or in the case of reduction in force, written notice of nonrenewal of the probationary contract must be given by the board on or before June 15 of each year. If the teacher requests a conference with the Superintendent, then written notice of non-renewal by the School Board must be given within thirty days after the Superintendent notifies the teacher of his/her intention with respect to the recommendation.

Continuing Contract

Teachers employed after completing the probationary period shall be entitled to continuing contracts during good behavior and competent service.

Written notice of non-continuation of the contract by either party must be given by June 15 of each year: otherwise the contract continues in effect for the ensuing year.

The Charlottesville City School Board may reduce the number of teachers, whether or not such teachers have reached continuing contract status, because of decrease in enrollment or abolition of particular subjects.

Furthermore, nothing in the continuing contract shall be construed to authorize the Charlottesville City School Board to contract for any financial obligation beyond the period for which funds have been made available.

As soon after June 15 as the school budget is approved by the appropriating body, the school board shall furnish each teacher a statement confirming continuation of employment, setting forth assignment and salary.

Within two weeks of the approval of the school budget by the appropriating body, but no later than June 1, the school

board will notify any teacher who may be subject to a reduction in force due to a decrease in the school board's budget as approved by the appropriating body.

Principals, Assistant Principals and Supervisors

A person employed as a principal, assistant principal or supervisor, including a person who has previously achieved continuing contract status as a teacher, shall serve a probationary period of three years in such position in the same school division before acquiring continuing contract status as a principal, assistant principal or supervisor.

Continuing contract status acquired by a principal, assistant principal or supervisor shall not be construed (1) as prohibiting the School Board from reassigning such principal, assistant principal or supervisor to a teaching position if notice of reassignment is given by the School Board by June 15 of any year or (ii) as entitling any such principal, assistant principal or supervisor to the salary paid him as principal, assistant principal or supervisor in the case of any such reassignment to a teacher position. No such salary reduction and reassignment, however, shall be made without first providing such principal, assistant principal or supervisor with written notice of the reason for such reduction and reassignment and an opportunity to present his or her position at an informal meeting with the Superintendent, the Superintendent's designee or the School Board. Before recommending such reassignment, the superintendent shall consider, among other things, the performance evaluations for such principal, assistant principal or supervisor. The principal, assistant principal or supervisor shall elect whether such meeting shall be with the Superintendent, the Superintendent's designee or the School Board. The School Board, Superintendent or Superintendent's designee shall determine what processes are to be followed at the meeting. The decision to reassign and reduce salary shall be at the sole discretion of the School Board.

The intent of this section is to provide an opportunity for a principal, assistant principal or supervisor to discuss the reasons for such salary reduction and reassignment with the Superintendent, his/her designee or the School Board, and the provisions of this section are meant to be procedural only. Nothing contained herein shall be taken to require cause for the salary reduction and reassignment of a principal, assistant principal or supervisor.

As used in this policy, "Supervisor" means a person who holds an instructional supervisory position as specified in the regulations of the Board of Education and who is required to hold a license as prescribed by the State Board of Education.
Policy: GCG

Probationary teachers must accept or reject a notice of reemployment in writing within 15 calendar days of the notice. Failure to provide the written acceptance creates a vacancy in that position.

Any employee who does not sign and return his or her contract within 15 calendar days after it was mailed to him or her will be deemed to have declined employment or rejected the offer of employment with the School Board and his or her position will be posted.

RESIGNATION OF PROFESSIONAL STAFF MEMBERS

1. A teacher may resign after April 15 with approval of the Superintendent.

2. Any resignation request shall be in writing with the reason for resignation and provide at least two weeks notice prior to the expected end of employment.

3. Any teacher may withdraw the request to resign within one week of the written request.

4. After the one-week period, the Superintendent shall inform the School Board of the decision to accept or reject the resignation request.

5. The School Board may reverse the decision of the Superintendent regarding a resignation request.

6. If the Superintendent and School Board reject the request for resignation due to insufficient cause and the teacher breaches the contract, consequences may be sought by the school division which may include revocation of the teaching license by the Board of Education.

7. The School Board shall be informed at a business meeting of any requested resignation and the recommended action.

8. The Director of Human Resources will provide an Internet link for an exit interview to all employees when a letter of resignation is submitted. Employees will also be offered the opportunity to have a face-to-face interview with the Director of Human Resources.

9. Data from interviews will be compiled to identify trends or patterns. Only the Superintendent and Director of Human Resources will have access to employee identification on the surveys.
   Regulation: GCPB-R

SALARIES AND CREDIT FOR TEACHING EXPERIENCE

Salary schedules for all school division positions are approved annually by the School Board.

Credit for teaching experience may be allowed:

A. For teaching in public schools in the state and out of state.

B. For teaching in accredited institutions of higher learning in and out of the state.

C. For teaching in schools operated in military installations, supported by federal tax funds, and for which academic credit is accepted for admission to the public schools of Virginia.

D. For teaching in public residential schools, such as the Virginia School for the Deaf and Blind.

E. For teaching in accredited private schools and in private schools for which teachers receive credit under the provisions of the Virginia Retirement System.

For the purpose of determining placement on a salary schedule, one step may be granted for each full

year, or major portion thereof, (employment on or before the last working day of the first semester of the school year) of teaching experience.

A supplement is added to the base salary for (a) 15 college credit hours earned beyond the Bachelors degree, (b) a Masters degree, (c) 30 graduate credit hours earned beyond the Masters degree in an approved program of advanced graduate study (Ed. Specialist, Ph.D. and Ed.D), or an earned doctorate.

STAFF ASSIGNMENTS

The basic considerations in the assignment of professional personnel are the needs of the students and the instructional program. Personnel, therefore, are assigned on the basis of their qualifications and the needs of the school division with full regard to the areas of licensure.

TUTORING FOR PAY

1. No teacher shall tutor, for pay, any student in a class under his/her direction.

2. Teachers may tutor students in their classes as a part of the instructional program but with no pay for the services.

3. This restriction includes any tutoring regardless of the location or time of day for the services.

4. These regulations do not apply to tutoring offered as a part of the remedial or intervention programs offered by CCS and paid by the school division.
   Regulation: GCQAB-R

CLASSIFIED STAFF

PROBATIONARY PERIOD FOR CLASSIFIED STAFF

1. All support staff employees shall serve a probationary period of 18 months.

2. At the end of the probationary period, the employee status will change to regular employee.

3. Once a support staff employee completes the probationary period, the employee shall maintain regular status following a transfer, change in job assignment, or promotion while serving a probationary period in the new position.

4. Information about support staff probation period is located in the Employee Handbook.
   Regulation: GDG-R

RESIGNATION OF SUPPORT STAFF MEMBERS

Any support staff member shall submit a written resignation to his/her immediate supervisor to terminate employment with Charlottesville City Schools.

The written resignation shall be submitted at least 14 calendar days before the employee plans to terminate employment.

The supervisor shall notify the Director of Human Resources about the resignation.

The Supervisor and Director shall develop a timeline for the replacement of the employee.

The Director shall notify the Superintendent of the vacancy.

The Superintendent shall notify the School Board at the next scheduled meeting of any support staff resignations.
Regulation: GDPB-R

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

1. Support staff shall be assigned by the Superintendent or designee to positions for which they are qualified and meet the needs of the school division.

2. Support staff may submit a written request for transfer to any other position for which they are qualified at http://www.ccs.k12.va.us/departments/hr/careeropportunities.html

3. Support staff may be reassigned to other positions in the school division by the Superintendent or designee based on qualifications and the needs of the school division.
   Regulation: GDI-R

SUPPORT STAFF MEMBERS: CONTRACT STATUS AND DISCIPLINE PROCESS

1. A support staff member shall be provided a two-week (14 calendar days) notice by the immediate supervisor of impending dismissal.

2. A support staff member may be immediately dismissed for just cause.

3. Any support staff member removed from employment by the Superintendent for just cause shall not be eligible for further employment in any position of the school division.

4. Any Charlottesville City Schools employee may be suspended for good and just cause when the safety and welfare of the division or the students therein are threatened or when the employee has been charged by summons, warrant, indictment, or information with the commission of a felony, a misdemeanor involving sexual assault, obscenity, drugs, moral turpitude, physical, sexual abuse or neglect of a child, or an equivalent offense in another state (Exact information about the causes may be found in the policy and appropriate legal references.)

5. An employee may not be suspended longer than 60 days except when suspended for summons, warrant, indictment, or information with the commission of a felony or any of the above-listed offenses.

6. No employee shall be suspended for longer than five days without written notice of the reasons for the suspension and an opportunity for a hearing before the School Board.

7. Any employee suspended shall continue to receive his/her salary unless a hearing is held with the School Board and the decision is made for the suspension to be without pay.

8. If the School Board requests that an employee be a subject of a polygraph test as a part of an investigation and the employee refuses, the refusal shall not be grounds for a suspension.

9. If the School Board holds a hearing and determines that the suspension shall be without pay, an amount equal to the pay of the employee shall be placed in an interest-bearing escrow account until the resolution of the investigation.

10. If the employee is cleared of the charge, the employee shall receive the salary plus any accrued interest and shall be reinstated to the school division. The assignment will be determined by the Superintendent and shall be at the same pay rate as before the suspension. Any changes in assignment must follow the *regulations GDI*.

11. If the employee is found guilty and has exhausted all appeals, the salary and accrued interest shall remain the property of the school division and may be returned to the general operating fund.

12. If an employee is suspended or dismissed based on information received on a criminal history background check, the employee shall be provided a copy of the report used to make that decision.

13. If a court places a CCS employee on probation pursuant to Va. Code 18.2-251, that finding will be treated as a conviction or a finding of guilt.

14. Instructional assistants and clerical employees may not be disciplined, placed on probation or dismissed solely for refusing to perform non-emergency health-related services for students.

15. However, instructional aides and clerical employees may be disciplined for refusing to dispense oral medications to students.

16. Information regarding employment status and discipline procedures for support staff is included in the Employee Handbook.
    Regulation: GDPD-R

LICENSURE FEES FOR SCHOOL NURSES

The Charlottesville City School Board will reimburse school nurses for license renewal fees. Once a school nurse applies and receives their renewed nursing license they should submit a reimbursement request along with a copy of their renewed license and a receipt of payment to the Human Resources office.

TERMS OF EMPLOYMENT

Non-teaching personnel and less than full time teaching personnel receive a letter of appointment annually. If the Board or the employee wishes to terminate employment, two weeks' notice should be given by either party.