

## PERSONNEL

File: GCG-R

### PROFESSIONAL STAFF PROBATION AND CONTINUING CONTRACT

All teachers must serve a five-year probationary period prior to achieving continuing contract status. A local license will not be used to satisfy the probationary period requirement. However, the Superintendent may recommend to the School Board that the probationary period of a specific teacher be reduced to no less than three years.

#### Probationary Period

1. The general probationary period for a teacher without previous continuing contract status shall be five years unless the Superintendent makes a recommendation as described in the first paragraph.
2. 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, unless a recommendation is made as described in the first paragraph.
3. 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.
4. If a teacher who has achieved continuing contract status 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 probationary period not to exceed two years. If the separation is longer than the beginning of the third year, a five-year probationary period may be required.
5. 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.
6. 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.

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

### Continuing Contract Status

1. Following the completion of a successful probationary period and the start of the next school 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, works less than full-time, or leaves the school division for other reasons.
3. Written notice of noncontinuation of the contract by either party (teacher or Charlottesville City Schools) must be given by June 15 of each year; otherwise, the contract continues in effect for the ensuing year.
4. The Charlottesville City School Board may reduce the number of teachers, whether continuing contract status or probationary, for the following reasons: reduced enrollment, discontinuation of particular subjects, or lack of sufficient funds available.
5. As soon as possible after June 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.
6. 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.

### Principals, Assistant Principals and Supervisors

1. Any principal, assistant principal or supervisor who has served a probationary period must also serve a required probationary period in this position of three years.
2. Continuing contract status does not preclude the School Board, with the Superintendent's recommendation, to reassign the principal, assistant principal or supervisor to a teaching position if notified by June 15.
3. Such reassignment may include a salary reduction to the level of teacher from the administrative pay tables.

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4. If the reassignment does include the reduction in salary, the procedures in Policy GCG must be followed.

Information explaining probationary status and continuing contract status is located in the Employee Handbook.

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Legal References: Code of Virginia, 1950, as amended, Sections 22.1-294, 22.1-303, 22.1-304  
8 VAC 20-440-10 et. seq.

Cross References: GBM Staff Complaints and Grievances  
GCA Local Licenses for Teachers  
GCB Professional Staff Contracts and Compensation Plans  
GCE Part-Time and Substitute Professional Staff Employment  
GCN Evaluation of Professional Staff  
GCP Professional Staff Termination of Employment  
GCPA Reduction in Professional Staff Workforce  
GCPD Professional Staff Discipline  
GDPF Suspension of Staff Members