

PERSONNEL

File: GDB-R

SUPPORT STAFF EMPLOYMENT STATUS

1. Support staff shall not be issued a written contract unless otherwise required by law.
2. There are three types of support staff:
 - A. **Temporary**—these staff members who are hired for short-term needs on a daily basis. These employees are not eligible for benefits.
 - B. **Probationary**—these staff members are fully-qualified new employees. These employees are eligible for benefits to include salary increments and sick leave at the rate of 1.25 days per month. The probationary period is 18 months.
 - C. **Regular**—these staff members have completed the probationary period and are eligible for benefits available to all employees under School Board policy.

Regular employees shall maintain that status while serving a probationary period for any transfer or promotion.

3. Support employees may be terminated with a fifteen calendar-day notice.
4. Support employees may also be dismissed immediately for just cause.
5. Any support employee who is removed for just cause shall not be eligible for further employment with Charlottesville City Schools.

Issued: August 17, 2009
Revised: January 9, 2013

Legal References: Code of Virginia, 1950, as amended Section 22.1-78

Cross References:	GCDA	Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect
	GDG	Support Staff Probationary Period
	GBMA	Support Staff Grievances
	GBMA-R	Procedure for Adjusting Grievances for Support Staff
	GCPF	Suspension of Staff Members