



# **PERSONNEL HANDBOOK**

# Table of Contents

Foreword.....	3
Employee Classifications.....	4
Equal Opportunity Employment/Non-discrimination .....	7
Sexual Harassment/Harassment Based on Race, National Origin, Disability, and Religion .....	9
Recruitment, Selection, Assignment, and Transfers.....	10
Contracts and Salary Memoranda .....	12
Duties and Regulations Governing Employment.....	13
Professional Staff Development .....	14
Acceptable Computer System Use.....	15
Health and Safety.....	16
Salary Compensation and Personnel Benefits .....	18
Expense Reimbursement .....	20
Employee Leaves and Absences .....	21
Supervision and Evaluation of Employees .....	25
Probation, Dismissal, and/or Suspension .....	25
Rights to Due Process and Appeals (Grievances) .....	27
Resignation, Reduction in Staff, and Retirement .....	28
Personnel Records .....	30
Guidelines for Professional Staff Dress.....	31

## **Foreword**

This handbook provides a reference for faculty and staff regarding some of the school division policies related to personnel. Complete and up-to-date policies are found in the school division Policy Manual. A copy of the Policy Manual is located in the library and main office of each school and on-line.

Please seek clarification from your principal/supervisor or from the Human Resources Office if you have further questions. Refer to your school handbook for school other specific information and procedures.

It is the responsibility of all employees to be familiar with and to adhere to all division policies and regulations found in the Caroline County School Board Policy Manual.

# Employee Classifications

## Employee Classifications

Employee classifications are defined for purposes of differentiating among various types of employees of Caroline County Public Schools. These reference specific terms and conditions of employment. All employees are “Employees of the Board.” It is required that all employees are recommended and approved by the Superintendent and School Board. Listed below are six (6) types of personnel.

- **Professional Personnel**- must have teaching endorsements or other certification from the Virginia Department of Education Licensure Division. Professional staff must follow School Board Policies. Licensed personnel receive annual contracts or salary memoranda in accordance with Board of Education Regulations.
- **Administrative/Supervisory Personnel**-have positions assigned to administrative and supervisory salary scales. According to state or local guidelines, certain positions require a license or certification from the State Board of Education. Administrative/Supervisory personnel receive annual contracts or salary memoranda in accordance with Board of Education Regulations.
- **Support Staff Personnel**- employees that do not need a license issued by the state education authorities to obtain their positions.
- **Temporary Personnel**- employed for a limited period of time to perform special functions. Substitute teachers are paid at a daily rate.
- **Homebased/Homebound Teachers**- employed on a part-time, hourly basis selected from an active file of applicants in the Human Resources Office or approved substitute teacher list. Homebound teachers must have a current teaching license issued by the Virginia Department of Education.
- **Summer School Teachers**-must meet certification and health requirements of full-time teaching personnel, and will be paid hourly.

## Full-time/Part -time/Hourly Employees

- **Full time employees**
  - Full-time, Board approved employees who work at least 180 days a year, no less than five (5) hours a day. Fringe benefits include health insurance, participation in the Virginia Retirement System, Workers’ Compensation, Social Security, and others.
- **Part-time Employees**
  - A part -time employee’s position is less than 180 days a year, or less than six (6) hours per day. Part-time employees are designated as part-time, thus identified by the number of hours approved by the School Board. Employees scheduled to work 17 and a half hours per week qualify for all benefits stated above except the Virginia Retirement System.
  - **Hourly Employees**- are paid by the hour approved by the School Board.

*See School Board Policies: GAA, GCE, GD, GDB*

## **Staff Time Schedules**

The following information concerning staff time schedules is listed below:

### **Work schedules**

The workday for full-time licensed and professional staff is a minimum of seven hours and thirty minutes and continued until professional responsibilities are completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, planning, and extra-curricular activities may require hours beyond the stated minimum. Work schedules for other employees will be defined by the Superintendent or his designee, consistent with the Fair Labor Standards Act and provisions of this policy.

***See School Board Policy GAA-Staff Time Schedules***

### **Work Week Defined**

Working hours for employees not exempted under the Fair Labor Standards Act, including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel must conform to Federal and State regulations. The Superintendent ensures that job positions are classified as exempt or non-exempt, and that employees are aware of job positions identified as exempt or non-exempt positions. Supervisors will make efforts to avoid circumstances which will require non-exempt employees to work more than 40 hours each week. Principals or Supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours a week.

***See School Board Policy GAA-Staff Time Schedules***

**Non-exempt employees**-These employees may not work more than 40 hours a week, consistent with the Fair Labor Standards Act and the provisions of this policy.

***See School Board Policy GAA-Staff Time Schedules***

**Exempt employees**-These employees have work schedules that may go beyond the stated minimum due to other professional responsibilities.

***See School Board Policy GAA-Staff Time Schedules***

### **Overtime and Compensatory Time**

Caroline County School Board discourages overtime work by non-exempt employees without the approval of their supervisor. Overtime work must be approved in writing by the Superintendent or his designee. An employee's work shall be monitored on a weekly basis by the supervisor and the hours reported to the Superintendent for compensation. Please refer to the policy for a full explanation of this topic.

***See School Board Policy GAA-Staff Time Schedules***

### **Attendance Expectations and Incentives**

It is important that employees report promptly and regularly to work each day, and that they notify their Supervisors as early as possible if they need to be absent.

***See School Board Policy GAA-Staff Time Schedules***

### **Teacher Attendance Incentive Plan**

A description of the incentive plan for perfect or excellent attendance is listed below:

- 1. Perfect Attendance Award-** An annual award will be paid to full-time classroom teachers for whom a substitute is required who is not absent any (0) days (except for professional leave) and not tardy more than three (3) times during the contract year. The tardies must not exceed 30 minutes each time. The award shall be \$500 or a lesser amount determined by dividing the number of teachers with perfect attendance with the balance remaining in the substitute teacher budget line item.
- 2. Excellent Attendance Award-**An annual award will be paid to full-time classroom teachers for whom a substitute is required, who is not absent (except for professional leave) more than one (1) day per semester and not tardy more than three (3) times during the contract year. The tardies must not exceed 30 minutes each time. The award shall be \$250 or a lesser amount determined by dividing the number of teachers, in this category, with the balance remaining in the substitute teacher budget line item.

***See School Board Policy GCBD-R Professional Staff Leaves***

**Substitute teachers-** must be at least 18 years old, and have a high school diploma or GED certificate. A substitute may petition for an exception if he or she has recent successful experience in this district (if the above requirements are not met). The Caroline County School Board shall seek to employ substitute teachers that exceed the requirements.

**Home-based/Homebound Teachers-**are employed on a part-time, hourly basis, selected from the active file of applicants in the Personnel Office or from the approved substitute list. They must hold a valid teaching certificate.

**Part-Time Teachers-**work less than 180 days or less than six (6) hours per day or who is restricted to temporary or interim employment. They must meet certification requirements of the State Board of Education.

**Summer School Teachers-**must meet all certification requirements.

**Interns-** Arrangements for the use of interns shall be initiated through the Superintendent.

**Student Teachers-** Student teachers shall be accepted only from accredited institutions. They must meet the same health requirements as all other personnel. The assignment and placement of student teachers in the school system shall be made by the Superintendent. Student teachers shall not be used as substitute teachers.

***See School Board Policy GCE-Part-time and Substitute Professional Staff Employment***

### **Support Staff**

The policy defines support staff personnel as those employees who do not need to hold a license issued by state education authorities in order to obtain their positions. This category includes, but is not limited to the following positions: non-licensed administrative positions, clerical, maintenance, transportation, food services, and instructional assistants.

***See School Board Policy GD-Support Staff***

### **Support Staff Employment Status**

Support staff personnel shall be employed on a non-contract basis. Support staff will receive a notification of employment stating hours and wages. The three types of support staff employment are listed below:

- **Temporary**-hired for short-term needs on a daily basis. There are no benefits and are paid only for hours worked.
- **Probationary employees**-fully qualified new employees assigned to authorized positions on a month-to-month basis. These employees are eligible for salary increments, and shall qualify for sick leave benefits.
- **Regular employees**-successfully completed the prescribed probationary period. They are eligible for all employment benefits under the School Board policy. Employees shall maintain regular employment status while serving a probationary period in a new position following a transfer to a new department or a promotion to a higher position.

***See School Board Policy GDB- Support Staff Employment Status***

## **Equal Opportunity Employment/Non-discrimination**

### **Non-discrimination**

The Caroline County School Board is committed to a policy of non-discrimination in regard to race, color, gender, age, religion, disability, national origin, or status as a parent. This attitude will prevail in all of its policies concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

***See School Board Policy AC-Non-discrimination***

### **Policy Statement**

Caroline County School Board is committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Personnel decisions shall be based on merit and ability to perform the functions of the job.

Qualified disabled persons shall not be discriminated against. Accessible facilities, programs, and activities shall be provided for qualified disabled persons. All application forms state "Caroline County School Board is an equal opportunity employer."

***See School Board Policy GB—Equal Employment Opportunity/Non-discrimination***

Policy GB provides information on Equal Employment Opportunity/Non-discrimination, notices of the policy and its prevention, and specific complaint procedures. Please refer to this policy for specific information on this topic.

***See School Board Policy GB-Equal Employment Opportunity/Non-discrimination***

**Harassment**

The policy states that sexual harassment and harassment based on race, national origin, disability, or religion of any student or school personnel at school, or any school sponsored activity is prohibited. School personnel include School Board members, school employees, agents, volunteers, contractors, or other persons subject to the supervision and control of the School Division. Procedures for violation of this policy are provided. Specific examples of harassment based on discrimination are listed, and procedures for complaints are explained in the policy.

***See School Board Policy GBA/JFHA-Sexual Harassment/Harassment Based On Race, National Origin, Disability, and Religion***

**Board –Staff Communications**

It is the policy of the School Board not to discriminate against any employee due to their membership in an employee organization or participation in any lawful activities of the organization. The School Board desires positive relationships with its employees.

***See School Board Policy GBD-Board-Staff Communication***

**Third-Party Complaints Against Employees**

Specific steps are to be taken when parents or guardians of a student enrolled in Caroline County or any resident of the County files a complaint that involves allegations of abuse or neglect regarding an employee. Please refer to the Policy in order to understand various procedures.

***See School Board Policy GBLA-Third –Party Complaints Against Employees***

**Child Abuse and Neglect Reporting Requirement**

If an employee suspects that a child is abused or neglected, it must be reported immediately. The policy lists three places for which to report this information.

***See School Board Policy JHG-Child Abuse and Neglect Reporting***

**Notice of Reporting Requirement**

The School Board shall post a notice in each school stating the requirements of reporting suspected child abuse or neglect. The policy explains specific information pertaining to this notice for reporting child abuse or neglect.

***See School Board Policy JHG-Child Abuse and Neglect Reporting***



### **Equal Educational Opportunities/Non-discrimination**

Equal educational opportunities shall be available for all students. Educational programs shall be designed to meet the varying needs of all students. The School Board provides a specific list of Equal Educational Opportunities for students. Please refer to the policy to read this list on Equal Educational Opportunities for students. Also, refer to the policy for a thorough explanation of complaint procedures.

***See School Board Policy JB-Equal Educational Opportunities/Non-discrimination***

## **Sexual Harassment/Harassment Based on Race, National Origin, Disability, and Religion**

### **Sexual Harassment/Harassment Based on Race, National Origin, Disability, and Religion**

Caroline County Schools are committed to maintaining a positive learning/working environment. Therefore, sexual harassment and harassment based on race, national origin, disability, or religion will not be tolerated. Sexual harassment or harassment by any student, school personnel, or any school sponsored activity is prohibited.

Sexual harassment or harassment made by students, school personnel, or any third parties participating in, observing or engaging in school sponsored activities is a violation of this policy. Harassment shall not be tolerated by any student or school personnel.

School personnel include School Board members, school employees, agents, volunteers, contractors, or any other person subject to the supervision and control of the school division. Listed below are guidelines to follow when dealing with harassment issues:

- Promptly investigate all written and verbal complaints of sexual harassment and harassment based on race, national origin, disability, or religion;
- Promptly take appropriate action to stop any harassment; and
- Take appropriate action against any student or school personnel who violates this policy, as well as any other action to end and prevent further harassment of school personnel or students.

### **Sexual Harassment**

Unwelcome sexual advances or requests for sexual favors, or engaging in verbal or physical sexual conduct is prohibited when:

- Submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting the employee or student.
- Such conduct creates an intimidating, hostile, or offensive work environment.

Actions considered to be sexually harassing behaviors are:

- Verbal harassment or abuse
- Pressure for sexual activity

- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcomed touching, or requests for inappropriate touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's employment, grades, honors, programs, or activities
- Display of sexually suggestive objects or pictures.

***See School Board Policy-GBA/JFHA-Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion***

## **Recruitment, Selection, Assignment, and Transfers**

### **Recruitment**

Current vacancies in Caroline County Schools are posted regularly on the county website. Also, recruitment for licensed professional positions may be conducted at in-house, out of state, or regional job fairs.

### **Application and Selection**

All current employees of Caroline County Schools must submit a letter of interest and resume to be considered for other employment in the system.

Any prior convictions of law must be disclosed. The information provided by applicants may be verified by work history, personal reference, and/or criminal record inquiries to determine an applicant's acceptability for employment. If a prior conviction is found, the school system will consider the nature of the offense, the date, and the relationship between the offense and the position sought. If an applicant refuses to permit a criminal history record search, he or she will then be removed from further employment consideration.

A professional interview is a prerequisite to employment. A list of references must be provided with the application, as references shall be verified before making recommendations of employment to the School Board. Accurate information must be provided. Any falsification of information or credentials is cause for dismissal, refusal to employ, and may also constitute a criminal act under the Code of Virginia.

The recommendation of the Superintendent is mandatory. Recommendations for employment (full-time, part-time, and substitute positions) must be approved by the School Board.

### **Staff Assignment**

A teaching license issued by the Board of Education is essential for employment of all instructional personnel. This includes classroom teachers, special education teachers, vocational education teachers, school counselors, reading specialists, school psychologists, and social workers. Support employees are assigned where they are most needed.

***See School Board Policy GCI-Professional Staff Assignments and Transfers***

## **Transfers**

The Superintendent may reassign any employee to any school or facility within the school division. Those seeking transfers of assignment to another work location for the next school year must request in writing and submit it to the Human Resources Office by April 1st. Support employees may initiate transfers for which they may qualify.

***See School Board Policy GCI-Professional Staff Assignments and Transfers***

### **Voluntary Transfers (Professional Staff)**

1. First consideration will be given to transfers requested by current employees of the school division.
2. A desire to transfer may be requested on the intent form.
3. Due to specific reasons, involuntary transfers may be necessary.

***See School Board Policy GCI-Professional Staff Assignments and Transfers***

### **Involuntary Transfer Process**

1. Principals and supervisory personnel submit recommendations to the Superintendent.
2. The Superintendent reviews recommendations.
3. The Superintendent submits recommendations to the School Board.
4. The School Board approves the recommendation.
5. The Human Resources Office delivers letters communicating Board approved transfer to impacted employee(s).
6. The impacted employee may request a meeting with Superintendent or his designee
  - a. No person is assigned outside of his/her certification area.

## **Nepotism in Employment**

No family members (father, mother, brother, sister, spouse, son, daughter-in-law, son-in-law, or brother-in-law) of the Superintendent or School Board member may be recommended for employment. Employment and assignment of family members in the same organizational unit is discouraged. Family members are not allowed to be directly responsible for an employee's supervision.

***See School Board Policy GCCB-Employment of Family Members***

## **Personnel Policies Goals**

The Superintendent or his/her designee shall be responsible for appropriate recruitment, staffing, and employee relations of personnel of the Caroline County School Division. A personnel file system shall be maintained for all employees of the school division.

The personnel policies shall be reviewed annually and suggestions for revision shall be sought from staff members. Revisions and additions must be approved by the School Board.

***See School Board Policy GA-Personnel Policies Goals***

## **Application for Positions**

The application for employment in Caroline County Public Schools shall be on-line. A professional interview is required as a pre-requisite to employment. It is the responsibility of

the applicant to furnish accurate information. Any falsification of information or credentials shall be cause for dismissal or refusal to employ.

Caroline County School Board desires to recruit and retain the best possible highly-qualified applicants. Vacancies will be advertised on-line.

***See School Board Policy GBN-Application for Positions***

### **Effect of Criminal Conviction**

Please refer to the section on Effect of Criminal Conviction listed under Contracts and Salary Memoranda. Policy GCDA provides a thorough explanation.

***See School Board Policy GCDA-Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect***

### **Support Staff Assignments And Transfers**

Support staff shall be assigned to positions for which their qualifications meet the needs of the school division's operation. A support staff employee may request a transfer within his/her area of competence and for which he/she is qualified. Support staff may be transferred to positions for which their qualifications best meet the needs of the school division.

***See School Board Policy GDI-Support Staff Assignments and Transfers***

## **Contracts and Salary Memoranda**

### **Professional Staff Contracts**

The School Board shall enter into written contracts with professional staff (teachers, assistant principals, principals, and supervisors) before an employee assumes his/her duties. Contracts will be in the form prescribed by the State Board of Education, with special covenants added by the local School Board as appropriate. Temporary employees are not required to receive contracts.

Coaching contracts and contracts for extra-curricular activity sponsorship assignments that provide a monetary supplement are different from the contract listed above. The termination of coaching and extra-curricular activity sponsorship assignments does not affect the regular annual or continuing contract. For purposes of this policy, "extra-curricular activity sponsorship" means a paid assignment for student organizations, clubs, or groups apart from the regular classroom.

Supervisors and principals shall be given contracts for ten (10), eleven (11), or twelve (12) months determined by the School Board.

***See School Board Policy GCB- Professional Staff Contracts***

### **Effect Of Criminal Conviction**

The Board will not hire or continue employment of any person determined to be unsuited for service due to criminal conviction. The policy discusses the specific criteria used to determine

the eligibility of a candidate for employment with Caroline County Public Schools. All of the specific screening procedures are explained in this policy.

***See School Board Policy GCDA-Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect***

### **Support Staff Salary Schedules**

The School Board shall annually approve a salary schedule for support staff personnel.

***See School Board Policy GDBA- Support Staff Salary Schedules***

## **Duties and Regulations Governing Employment**

### **Prohibited Conduct**

The manufacture, distribution, dispensing, or possessing a controlled substance on school property, school activity, or school-sponsored trip is forbidden. It is a condition of employment that no employee shall engage in such prohibited conduct.

### **Discipline**

The prohibited conduct listed above shall result in personnel action up to and including dismissal. The satisfactory participation in a drug abuse assistance or rehabilitation program may be required.

All employees shall be given a copy of this policy. Please refer to this policy to learn about the various benefits provided to assist employees regarding drug abuse.

***See School Board Policy GBEA-Unlawful Manufacture, Distribution, Dispensing, Possession or Use of A Controlled Substance***

### **Unlawful Manufacture, Distribution, Dispensing, Possession Or Use Of A Controlled Substance**

The Caroline County School Board is committed to maintaining a Drug-Free Workplace.

### **Staff Weapons in School**

The Caroline County School Board is committed to maintaining a safe and secure working and learning environment. No one may possess or use any firearm or weapon, as defined in Policy JFCD, on school property (including school vehicles), on that portion of any property open to the public and then exclusively used for school-sponsored functions or extra-curricular activities while such functions or activities are taking place; or any school bus without authorization of the Superintendent or his designee.

Appropriate personnel action up to and including dismissal will be taken if found in violation of this provision. All incidences involving illegal carrying of a firearm shall be reported in accordance with state law.

***See School Board Policy GBEB-Staff Weapons in School***

### **Tobacco-Free School for Staff and Students**

Smoking, chewing, or other use of tobacco products by staff and students are prohibited on school property. See the policy for definitions that apply for the policy's purpose. Specific definitions for *School property*, *tobacco*, and *smoking* have been defined. This policy shall be published in student handbooks, posted on bulletin boards, and announced in meetings. Those employees who violate this policy shall be subject to appropriate disciplinary action.

***See School Board Policy GBEC-Tobacco-Free School for Staff and Students***

### **Staff Involvement in Decision Making**

Employees are encouraged to communicate their ideas and concerns in an orderly and constructive manner to the School Board and/or administrative staff. A system of two-way communication shall be established by the Superintendent to hear from and respond to all employees.

***See School Board Policy GBB-Staff Involvement in Decision Making***

### **School Year/School Day**

According to the Code of Virginia, Caroline County Schools shall be in session for a minimum of 180 teaching days or 990 teaching hours. Days/hours missed for the closing of schools due to inclement weather or emergencies shall be made up, if necessary, to meet the 180 day or 990 teaching hours requirement.

### **School Calendar**

The first day of school shall be after Labor Day, unless this requirement has been waived by the Board of Education pursuant to the Code of Virginia. See the policy for other information regarding the school calendar.

***See School Board Policy IC/ID-School Year/School Day***

## **Professional Staff Development**

### **Professional Staff Development**

The county will provide a high-quality professional development program that addresses the following purposes:

- Using and documenting performance standards and evaluation criteria based on student academic progress. Skills for teachers and administrators to clarify roles, performance expectations, and to facilitate implementation of instructional progress
- As part of license renewal, assisting teachers and principals in acquiring the skills needed to work with gifted students, students with disabilities, and limited English proficiency
- Facilitating the integration of computer skills and related technology into the curriculum
- For administrative personnel, increasing proficiency in instructional leadership and management

***See School Board Policy GCL-Professional Staff Development***

**Five other practical purposes for Professional Development include:**

1. Creating tests and assessment measures;
2. Standards of Learning assessment materials or criterion-referenced tests matching locally developed objectives;
3. Utilizing instruction/remediation techniques in English, math, science, history and social science;
4. Interpreting test data for instructional purposes; and
5. Utilizing technology applications to implement the Standards of Learning

***See School Policy GCL-Professional Staff Development***

## **Acceptable Computer System Use**

Employees shall use the computer system of Caroline County Public Schools for the mutual benefit of all concerned. Proper conduct and adherence to regulations are essential. The goals of promoting educational excellence through sharing of resources, innovation, and communication are stressed. Employees are expected to act responsibly and ethically in accordance with district policy, accepted rules of the Internet, etiquette, and federal and state laws. Students shall be taught appropriate online behavior. The following uses of technology are prohibited.

- The use of technology resources to facilitate illegal activity
- To use technology for commercial or for profit purposes
- The use of technology for non-school related work
- The use of technology to gain unauthorized access to resources' entities
- Technology used to submit, post, publish, display obscene, threatening illegal material
- The use of technology resources for unapproved use of copyrighted materials
- The use of technology resources to post material authorized or created by another without his/her permission
- The use of the Internet, or other, to access obscene visual depictions, contain child pornography and are potentially harmful to minors
- Use of technology resources while privileges are suspended or revoked
- Vandalizing the computer system, destroying data by creating or spreading viruses or by other means

All use of the Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, mainframe and personal computers, the internet, and any other internal or external network.

## **Security**

System security is achieved by authorized users. The purpose of a user account is to support instruction, and to facilitate research. It is critical to log off upon completion in order to prevent any unauthorized access to their account. Any user identified as a security risk may be denied access to the network.

## **Consequences for Inappropriate Use**

The use of technology is a privilege. Users will be held accountable for damages from deliberate or willful acts. Loss of access and other disciplinary actions will be taken for inappropriate use in violation of this policy. Employees are required to sign a "User Agreement" form before using the network and computers.

***See School Board Policy GAB/IIBEA-Internet Safety and Acceptable Computer System Use***

## **Computer System Use-Terms and Conditions**

1. Acceptable Use- Access shall be (1) for educational purposes or research, and be consistent with the educational objectives of the Division (2) for legitimate school business.
2. Privilege-The use of the Division's computer system is a privilege, not a right.
3. Unacceptable Use-Each user is responsible for his/her actions on the computer. Refer to the policy for additional examples of unacceptable use of computers.

## **Network Etiquette**

Each user is expected to abide by generally acceptable rules of etiquette. Eight rules of network etiquette are listed in the policy IIBEA-R.

Also, please refer to the policy for the explanations of the following terms: liability, security, vandalism, charges, electronic mail, and enforcement.

***See School Board Policy GAB-R/IIBEA-R-Acceptable Computer System Use***

# **Health and Safety**

## **Staff Health**

As a condition of employment every new employee of the School Board including teachers, cafeteria workers, janitors and bus drivers, shall submit a certificate signed by a licensed physician, physician assistant, nurse practitioner, or registered nurse stating the employee appears free of communicable tuberculosis. Volunteers may be required to provide such a certificate. After consulting with the local health director, the School Board may require the submission of such certificates annually, or at such intervals as it deems appropriate, as a condition to continued employment. Physical Exams for School Bus Drivers No person shall be employed as a bus driver unless he or she has a physical exam of the scope required by the Board of Education and provides the School Board the results of the exam on the



form prescribed by the Board of Education. Such exam and report may be provided by a licensed nurse practitioner or physician assistant.

***See School Board Policy GBE-Staff Health***

### **Workers' Compensation**

When an employee is injured while on the job, please report to the nurse or Workers' Compensation contact in your building **as soon as possible**. The nurse will fill out the Employer's Accident Report based upon the facts provided by you. Please be very specific as to how the accident happened and which body parts were injured (example: right hand, left knee, lower back on left side) when providing information to the nurse.

Be sure to sign and date the Panel of Physicians' form before seeing a physician. After you visit a doctor, please provide your nurse or Workers' Compensation contact with your appointment time, physical capabilities form, and any notes from the doctor. The Director of Budget and Finance serves as the division contact for Workers' Compensation.

### **Physical Exams for School Bus Drivers**

Descriptions of school bus drivers' requirements for employment are provided in the policy. Such requirements include physical exam, forms prescribed by the Board of Education, and drug and alcohol testing.

***See School Board Policy GBE-Staff Health***

### **School Bus Drivers**

The policy discusses the requirement of a drug and alcohol testing program for school bus drivers and other employees required to hold a commercial driver's license (CDL) by U.S. Department of Transportation Regulations. Drivers who require the performance of safety-sensitive function must adhere to strict guidelines.

Prohibited conduct concerning alcohol possession and its usage on and off the job are explained. Alcohol misuse and its use following an accident are discussed. The consequences (if testing indicates drug or alcohol misuse) are specified in the policy GDQ.

The testing program is stated in the policy.

Drivers shall receive educational materials depicting the requirements of federal law and regulation, a copy of the policy, and the procedure for meeting these requirements.

***See School Board Policy GDQ-School Bus Drivers***

### **Communicable Diseases**

The School Board is responsible for both protecting students and employees from transmission of communicable diseases, and protecting the legitimate interests and rights of students and employees with communicable diseases. The policy discusses the correct ways to handle situations dealing with communicable diseases.

***See School Board Policy JHCC-Communicable Diseases***

**Blood borne Contagious or Infectious Diseases**

The policy relates contagious diseases of a student to their attendance at school. AIDS and Hepatitis B are cited examples. The determining factor shall be made by the Superintendent on a case-by-case basis. The School Board shall adopt guidelines for school attendance for children with human immunodeficiency virus, developed in consultation with the local department of health. The need for an alternative educational program shall be made available if a student must be removed from school due to contagious disease.

Confidentiality in accordance with state law is essential.

Training for employees in the use of handling blood shall be conducted periodically.

***See School Board Policy JHCCA-Blood borne Contagious or Infectious Diseases***

**Possible Exposure to Viral Infections**

The policy discusses specific guidelines to take if an employee believes that he/she has been exposed to the blood or bodily fluids of a student due to an exposure-prone incident. The incident should be shared immediately with the Superintendent, and recommendation to reduce the risks shall be made. The policy provides major steps to take when dealing with human immunodeficiency virus or hepatitis B or C viruses. Topics such as confidentiality, testing, and test results of the student and employee, and court hearing procedures may be found in this policy.

***See School Board Policy EBAB-Possible Exposure to Viral Infections***

**Personnel Training – Viral Infections**

All school personnel that have direct contact with students shall receive proper training in the area of blood-borne pathogens, specifically hepatitis B and human immunodeficiency viruses. The effects of blood-borne pathogens, etiology, prevention, and transmission modes shall be taught at this training session to all employees of the school system.

***See School Board Policy EBBB-Personnel Training-Viral Infections***

## **Salary Compensation and Personnel Benefits**

**Staff Compensation Procedures**

The salaries of employees are annualized and paid over a twelve-month period of the current contract year. Listed below are the time periods that 10, 11, and 12-month employees are paid, over the twelve-month period.

**12-month** employees are paid from July-June.

**11-month** employees are paid from August-July.

**10-month** employees are paid from September-August.

***See School Board Policy GBC-Staff Compensation Procedures***

**Virginia Retirement System**

Eligible employees of the school division will be members of the Virginia Retirement System. Employee retirement benefits shall be governed by the rules and regulations established by the Virginia Retirement System.

***See School Board Policy GBO-Virginia Retirement System***

**Staff Salary Schedules**

The School Board establishes and approves salaries annually for all school employees.

***See School Board Policy GCBA-Staff Salary Schedules***

**Professional Staff Supplementary Pay Plans**

Certain certificated employees who have special training or experience may receive supplementary pay for supervising activities that cannot feasibly be included in the regular school curriculum. The School Board shall provide an employee a separate contract in the form prescribed by the State Board of Education for these extra assignments. An athletic coaching assignment or extra-curricular activity sponsorship assignment shall receive a contract and monetary supplement separate and apart from the contract for teaching.

For purposes of the policy, “extra-curricular activity sponsorship” is an assignment for which a monetary supplement is received requiring responsibility for any student organizations, clubs, or groups apart from those that are in conjunction with the regular classroom, curriculum or instructional programs.

***See School Board Policy GCBB- Professional Supplementary Pay Plans***

**Procedures for Requesting an Academic Supplement**

The procedures for requesting an academic supplement are listed below:

- Present proof of acceptance into a graduate program (Master’s, Doctorate, or Certificate of Advance Graduate Study) to the Personnel Department. This proof would be a letter of acceptance into a graduate program.
- Mail or bring a transcript of all completed course work to the Personnel Department of Caroline Schools. Advanced degrees must be posted on the transcript.
- Complete the Academic Supplement Application and turn it in to the Personnel Department.

**Rules:**

- Academic supplements are posted once a year in September at the beginning of a new school and payroll year. All new academic supplements must be filed on or before September 15<sup>th</sup> each year. If individuals complete courses after September 15<sup>th</sup>, then the academic supplement cannot begin until the following school year.
- In order to qualify for an academic supplement, teachers and administrators must submit written verification of acceptance into a graduate program, transcripts, and an Academic Supplement Application.

- The graduate program in which the teacher or administrator is enrolled shall be related to his/her present assignment. The Superintendent or designee shall determine, on an individual basis, whether graduate work is related to assignment. Teachers wishing to seek enrollment in graduate programs may wish to inquire of the Superintendent or designee regarding this rule prior to enrolling. Graduate study in school administration and/or supervision will be accepted for teachers and administration regardless of present assignment.
- Academic supplements are paid only for graduate work toward an advanced degree. In order to be eligible for the Master's +15, the individual must be working toward a CAGS or Doctorate, for example. Academic supplements will not be paid to individuals who earn a second same-level degree, nor will individuals be paid for hours accumulated without being in a degree program. The assumption is that the teacher or administrator will advance to the next highest degree.

If you are eligible for a new academic supplement for the next school year according to the above procedures and rules, please fill out the Academic Supplement Application and return it and the documentation to the Personnel Department no later than September 15<sup>th</sup>. Academic Supplements for the current year will not be added after September 15<sup>th</sup> for any reason.

### **Staff Fringe Benefits**

Caroline County offers various fringe benefits pursuant to regulation established by the Board. The Caroline County School Board recognizes the need for fringe benefits in order to promote the employment and retention of the highest quality personnel and effectively serve the educational needs of its students.

***See School Board Policy GCBC-Staff Fringe Benefits***

### **Reimbursement for Unused Vacation Time**

The Board provides a vacation policy for all full-time twelve-month employees. Twelve-month employees may earn accumulated vacation time not to exceed thirty (30) days in (2) years. It is understood that employees may not be able to use all of their vacation leaves as earned. The Board authorizes the payment to those employees who are retiring, resigning, or being terminated for other reasons. The payment amount for unused vacation time shall be equal to one day's pay for each earned day of vacation time not used. This pay cannot exceed the amount of unused vacation time earned at the time of termination.

***See School Board Policy GCBDAC-R-Reimbursement for Unused Vacation Time***

## **Expense Reimbursement**

### **In-service Tuition Assistance**

A tuition program for teachers and administrators is authorized by the Board to encourage professional growth and development.

The priority in approving applications will be given for the following:

- To help personnel meet requirements for licensure and/or endorsement in areas to which they have been assigned;
- To help personnel comply with Virginia Standards of Quality and State and Federal laws and regulations; and/or
- To enhance competence.

Applications will be approved by the Superintendent as long as funds are available.

***See School Board Policy GCL-R -In-service Tuition Assistance***

**Refer to Policy GCL-E for an application for In-service Tuition Assistance**

**Refer to Policy GCLA-E for a Request for Tuition Reimbursement**

## **Employee Leaves and Absences**

### **Professional and Support Staff Leaves and Absences**

All staff employee leaves and absences shall be subject to school division policy and regulations. The Superintendent shall provide for the interpretation and application of these policies and regulations regarding leaves and absences.

***See School Board Policy GCBD- Staff Leaves and Absences***

### **Family and Medical Leave**

The policy describes the benefits available to eligible employees under the Family and Medical Leave Act (FMLA).

#### **Leave**

An eligible employee is entitled for a combined total of twelve (12) weeks per year for the following situations:

- The birth and care of a newborn child
- The adoption or foster placement of a child
- To care for a spouse, parent, or child with a serious health condition
- A serious health condition of an employee where he or she is unable to perform the essential functions of the job

Paid leave may be substituted for unpaid (FMLA) Family Medical Leave Act if an employee is entitled to other compensated leave under other Caroline County School Division policies.

Family and Medical Leave is unpaid to the extent that an employee is entitled to these other compensated leave, under other policies.

Those employees on FMLA must report their status and intention to return to work every four weeks.

### **Notice to Employees of Their Rights Under the FMLA**

Notices shall be posted explaining the FMLA's provision and providing information about the procedure for filing complaints with the Department of Labor.

### **Leave for the Birth, Adoption, or Foster Placement of a Child**

Leave taken for the birth, adoption, or foster placement of a child may be taken intermittently or on a reduced leave schedule if the Superintendent agrees. If the dates are foreseeable, the employee shall provide the employer with at least 30 days notice before the date the leave begins. If the birth date or adoption placement requires leave to begin in less than 30 days, such notice shall be given as is practicable.

### **Serious Health Condition of Employee**

Employees are entitled, when medically necessary, to take such leave on an intermittent or reduced leave schedule except as provided below. If the necessity for leave is foreseeable, based on planned medical treatment, the employee shall:

- make reasonable effort to schedule treatment so as not to disrupt the operations of the division; and
- provide at least 30 days' notice before the leave date. If it is less than 30 days, the employee shall provide notice as is practical.

For a serious health condition a certification issued by a health care provider should be provided to the employer in a timely manner. Please refer to the policy concerning certification for intermittent or reduced leave for planned medical treatment or serious health condition.

### **Serious Health Condition of a Child, Spouse, or Parent of an Employee**

See the policy for Family and Medical Leave for a serious health condition of a child, spouse, or parent of an employee, regarding intermittent or reduced leave schedules, and certification requirements.

### **Rules for Intermittent and Reduced Schedule Leave**

Sometimes the school division may temporarily transfer an employee to an available alternative position with equal pay and benefits to accommodate the intermittent or reduced schedule leave.

### **Rules for a Husband and Wife employed by Caroline County School Division**

Specific rules exist for a husband and wife both working for Caroline County school division. Time schedules and reasons for leave are cited in this policy.

### **Employee Notice and Certification of the Need for Leave**

The proper notice for the need of family and medical leave must be given. Sufficient information must be provided for the division to determine if family and medical leave applies. Certification may be needed on a form provided by the division. See Attachment 2 for a certification form and information concerning the medical certification.

### **Benefits during Family and Medical Leave**

Group health insurance coverage and other benefits are provided according to Caroline County Public School division policy during the period of paid or unpaid leave, whichever applies.

### **Return to Work**

Refer to the policy for return to work provisions that apply to instructional employees.

### **Outside Employment**

An employee on family and medical leave may not engage in employment for another employer or self-employment while on leave. Falsification of records will result in discipline, including termination. See the policy for the following Attachments:

Notice to be posted "Your Rights under the FMLA of 1993".

Attachment 2- "Certification of Health Care Provider" form.

Attachment 3- "Employer Response to Employee Request for Family or Medical Leave" form.

***See School Board Policy GCBE-Family and Medical Leave***

***See School Board Policy GCBE-E- "Your Rights Under Family and Medical Leave Act of 1993" notice***

### **Sick Leave Bank**

The policy describes how the Sick Leave Bank works. The following topics are explained in the policy: eligibility, enrollment, procedures, records, and termination. The purpose of the Sick Leave Bank is to provide protection against loss of income to those who have exhausted all but 3 sick leave days. Caroline County School Board maintains a Sick Leave Bank to be used by eligible employees due to prolonged catastrophic or long-term illness, and to eligible employees whose immediate family members (husband, wife, mother, father, son, or daughter) become incapacitated by long-term illness or injury. It shall remain operative as long as one-third of eligible employees participate in accordance with the terms contained.

An employee needs to have been enrolled in the program for six consecutive months prior to becoming eligible for the benefits. There is a twenty (20) day waiting period before an employee can use the benefits of the Sick Leave Bank.

### **Eligibility**

- Membership in the Sick Leave Bank shall be voluntary and open to all full and part time personnel who accrue sick leave.
- Each employee who accumulates sick leave is eligible for membership and may become a member by donating one (1) day of sick leave upon joining and one (1) day thereafter whenever the balance drops below 100 days.

### **Enrollment**

- An employee may enroll within the first thirty (30) calendar days of employment or prior to September 30 of any school year.
- Membership in the Bank shall be continuous unless the employee informs the Superintendent or designee in writing of the intent to withdraw from participation in the Bank prior to September 30 of each year.
- A completed Sick Leave Bank Enrollment Application must be submitted to the Human Resources Office for membership into the Sick Leave Bank within the enrollment period.

### **Procedures**

- A physician's certificate is required before Sick Leave Bank Members may use their Bank leave entitlement. This certificate is to be submitted to the Human Resources Office and must include the employee's name, social security number, and occupation. The doctor must indicate the nature of the illness or disability; that the employee is totally unable to perform any work because of such illness or disability; the date the employee ceased work; and approximately how long the employee will be unable to return to work. All medical documents must be certified by a duly licensed physician who is practicing within the scope of his or her license in the state where he or she is licensed and who is not related to the member.
- A maximum of 45 days within a twelve-month period may be drawn by any member after the employee has used all but three (3) sick leave days.
- Days drawn from the Bank for any one period of eligibility shall be consecutive, except those additional periods of disability resulting from recurrence or relapse of the original illness will be covered fully on a continuing basis up to the annual maximum of 45 days.
- An employee must be absent for 20 consecutive days before being eligible for sick leave bank benefits.
- Appeals for the Sick Leave Bank will be made in person to the Assistant Superintendent for Administrative Services.
- The employee must make application to the Sick Leave Bank to use leave from the Sick Leave Bank. **It is not automatic.** Applications must be made twenty (20) working days before benefits begin, except in cases of an emergency. As soon as possible after the emergency, the member must submit a request to use benefits from the Sick Leave Bank.

#### Records

- The Sick Leave Bank will be administered by the Assistant Superintendent and the payroll specialist.
- Members in the Sick Leave Bank will be assessed an additional day of sick leave at the time when the bank is depleted to one hundred (100) days unless they choose not to participate further in the bank. Written notice of the assessment shall be sent to each member within 30 days of the assessment being made. Members may terminate membership by informing the Superintendent or designee in writing within fifteen (15) calendar days of the assessment notice. Those members having no sick leave to contribute at the assessment time but desire to remain in the Bank will be assessed the first sick leave day subsequently accumulated.

#### Termination

- Employees may not withdraw days contributed to the Bank upon termination of employment, or membership in the Bank.
- The Sick Leave Bank will carry over its total days from one school year to the next.
- If the Bank is abolished by the Board or legal ruling, the remaining Sick Leave Bank days shall be distributed to members if sufficient days exist. In the absence of sufficient days to distribute, the Sick Leave Bank shall terminate with no distribution of days to anyone.
- If the Bank becomes inoperative for any reason, the sick leave days remaining in the bank will be distributed first to those members receiving benefits. The remaining bank balance will be credited to the nearest one-half day, if sufficient days exist. If there is an insufficient balance, the bank shall terminate and no further distribution will be made.
- The Caroline County School Board reserves the right to abolish the Sick Leave Bank at any time.



*See School Board Policy GCBEA-R-Sick Leave Bank Policy*

## **Supervision and Evaluation of Employees**

### **Evaluation of Professional Staff**

Evaluation is required for all personnel in the Caroline County School Division. The evaluation of professional employees shall be a cooperative and continuing process with formal appraisal periodically. The results of the evaluation shall be in writing, dated, and signed by the evaluator and the employee. One copy will go to the Central Office personnel file and one to the employee. The purposes of evaluation are:

- To optimize student learning and growth;
- To contribute to the successful achievement of the goals and objectives of the division's educational plan;
- To improve the quality of instruction by ensuring accountability for classroom performance and teacher effectiveness;
- To provide a basis for leadership improvement through productive performance appraisal and growth;
- To implement a performance evaluation system that promotes a positive working environment and continuous communication between the employee and the evaluator that promotes continuous professional growth, leadership effectiveness, improvement of overall job performance and improved student outcomes; and
- To promote self-growth, instructional effectiveness, and improvement of overall professional performance.

The procedures will be consistent with the performance objectives included in the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers and the Guidelines of Uniform Performance Standards and Evaluation Criteria for Principals.

A teacher whose evaluation indicates deficiencies in managing student conduct may be required to attend professional development activities designed to improve classroom management and discipline skills.

*See School Board Policy GCN-Evaluation of Professional Staff*

## **Probation, Dismissal, and/or Suspension**

### **Effect of Criminal Conviction**

The Board will not hire or continue employment of any part-time, full-time, temporary, or permanent personnel determined to be unsuited for service due to criminal conviction. The policy discusses procedures and requirements for new applicants and those already employed concerning criminal conviction.

***See School Board Policy GCDA-Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect***

### **Professional Staff Probation and Continuing Contract**

Probationary teachers, terms of service, mentorship, evaluations, and re-employment procedures are discussed below. Continuing contract status, time frames, and various contract procedures are also explained.

A probationary term of 5 years of service in the county is required before a teacher is issued a continuing contract. A mentor teacher shall be provided to all first year probationary teachers to assist them in achieving excellence in instruction. Probationary teachers shall be evaluated at least 3 times annually and the evaluations shall be one factor for the recommendation for re-employment. If a teacher has reached continuing status in another county, there is an additional probationary period of 2 years.

Teachers employed after completing the probationary period shall be entitled to continuing contract until they are eligible or required to retire.

A School Board may have to reduce the number of teachers, whether or not such teachers have reached continuing contract status, due to a decrease in enrollment or abolition of particular subjects. If the funds are not available, the School Board cannot provide beyond the period for which funds have been made available.

Once the school budget is approved, after April 15, the School Board shall furnish each teacher a statement confirming continuation of employment. The School Board will notify any teacher subject to a reduction-in-force due to a decrease in the School Board's budget.

***See School Board Policy GCG-Professional Staff Probationary Term and Continuing Contract***

### **Professional Staff Members: Contract Status and Discipline**

All professional personnel must be issued a contract. The three categories when discussing employment status are: re-employment, non-renewal, and dismissal.

The contract status of administrative staff is explained in full in the policy. The procedures relating to contract, reassignment, salary reduction, processes of administrative staff are addressed in the policy.

### **Professional Staff -Probation and Dismissal**

Teachers may be dismissed or placed on probation for the following reasons: incompetence, immorality, non-compliance with school laws and regulations, disability (in accordance with state and federal law) as shown by medical evidence, conviction of a felony or crime, failure to meet requirements for licensure, or other just causes. Please refer to the policy for dismissal and probation procedures of teachers on annual and continuing contract.

***See School Board Policy GCPD-Professional Staff Discipline***

### **Suspension**

A teacher or any employee of the School Board may be suspended when the safety or welfare of the school division or the students is threatened. Suspension may not last more than 60 days unless a teacher has been charged by summons, warrant, indictment, or information with the commission of a felony, or offense involving sexual molestation, physical or sexual abuse, or rape of a child. If necessary an opportunity for a hearing before the School Board in accordance with state law will be held.

***See School Board Policy GCPF-Suspension of Staff Members***

### **Support Staff**

**The employment of support personnel may be terminated with fifteen calendar days' notice.**

Support staff may be subject to immediate dismissal for a just cause.

Support personnel who are removed from employment for just cause shall be ineligible thereafter for employment by the Caroline County School Board.

***See School Board Policy GDB-Support Staff Employment Status***

### **Third-Party Complaints Against Employees**

Third-party complaints consist of parents or guardians of a student enrolled in the Caroline County Public Schools, or any resident of the county. Specific procedures shall be followed when complaints against employees occur. Please refer to Policy GBLA in regard to third-party complaints against employees.

***See School Board Policy GBLA-Third-Party Complaints Against Employees***

## **Rights to Due Process and Appeals (Grievances)**

The School Board has adopted procedures for adjusting grievances for all employees in accordance with state law. They provide an orderly course of action for resolving disputes as they affect the work of employees as well as provide rights of due process regarding dismissal.

### **Professional Staff Grievances**

The School Board adopts the Procedure for Adjusting Grievances in accordance with state law and Virginia Board of Education Regulation. The policy provides a copy of the grievance procedure and explains in full the steps of the process. Part I defines and explains the following terms when used in these regulations: business day, days, dismissal, grievance, personnel file, probation, teacher, shall file, shall respond in writing, and shall serve written notice, supervisory employee, and written grievance appeal.

***See School Board Policy GBM-Professional Staff Grievances***

### **Grievances/Due Process Rights and Appeals for Professional Staff**

Grievance refers to a complaint or dispute by a teacher relating to his or her employment, including but not limiting to the following:

- disciplinary actions other than dismissal or being placed on probation
- disciplinary action of dismissal or being placed on probation
- the application or interpretation of personnel policies, procedures, rules, and regulations, ordinances, and statutes
- acts of reprisal against a teacher for filing/processing a grievance, participating as a witness in any step, meeting, or serving as a member of a fact-finding panel
- discrimination on the basis of race, color, creed, political affiliation, disability, age, national origin, and gender

### **Non-grievable Matters**

The term "grievance" does not apply to a complaint or dispute by a teacher relating to the following:

- salary issues, position classifications, general benefits
- the suspension of a teacher or the non-renewal of the contract of a teacher not on continuing contract
- the establishment or contents of ordinances, statutes, or personnel policies, procedures, rules, and regulations
- failure to promote;
- the discharge, layoff, or suspension from duties because of decrease in enrollment, abolition of a particular subject, or insufficient funding (reduction-in-staff)
- the hiring, transfer, assignment, and retention of teachers within the school division
- suspension from duties in emergencies
- methods, means, and personnel by which the school division's operations are to be carried out.

Though these management rights are reserved for the School Board, where applicable, failure to apply them is grievable.

### **Grievances Due Process-Rights and Appeals for Support Staff**

The School Board adopts the procedure for Adjusting Grievances in accordance with the state law, thus providing a timely and fair method of resolution of disputes regarding dismissal, or other disciplinary actions that arise between employees and the School Board. This procedure does not include a hearing before a fact-finding panel.

*See School Board Policy GBM-Professional Staff Grievances*

## **Resignation, Reduction in Staff, and Retirement**

### **Reduction in Professional Staff Work Force**

A decrease in enrollment, a budget reduction, or adjustment, a consolidation of schools, the phasing out of programs, departments, or grade levels and other conditions may cause a

reduction in the number of staff needed in a building, program or department, or in the entire school division.

Redistribution and reduction in total personnel within designated programs shall be done in accordance with regulations adopted by the Board.

***See School Board Policy GCPA-R- Reduction In Professional Staff Work Force***

### **Resignation of Professional Staff**

The Superintendent of schools is authorized to approve resignations of employees. Any resignation must be done in writing.

A teacher may resign after June 15 with the approval of the Superintendent. A teacher may request release from a contract at least two weeks in advance of the intended date of the resignation. The teacher may, within one week, withdraw a request to resign. Upon the expiration of the one week period, the Superintendent shall notify the School Board of the decision to accept or reject the resignation. The School Board, within two weeks, may reverse the decision of the Superintendent. In the event that the Board or the Superintendent declines to grant the request for release due to insufficient or unjustifiable cause, and the teacher breaches the contract, disciplinary action may include revocation of the teacher's license pursuant to regulations prescribed by the Board of Education.

Other employees who wish to terminate their employment must give notice at least ten school days prior to their desired separation date. Notice should be given to the employee's immediate supervisor, who will inform the Superintendent. The Superintendent will inform the School Board of the resignation at its next regular meeting.

***See School Board Policy GCPB-Resignation of Staff Members***

### **Retirement**

Full-time qualified personnel are eligible for benefits of the Virginia Retirement System. A written notice requesting retirement should be submitted to the Personnel Office. Individuals retiring from School Board employment who meet the following criteria are eligible for continued health insurance coverage outlined in the policy. Individuals under age sixty-five (65) would have the same health insurance benefits offered to full-time active employees. Individuals over sixty-five would subscribe to a plan supplemental to Medicare coverage.

### **Retirement Procedures**

All employees who plan to retire should:

- Review the "Applying for Service Retirement Guide". This can be accessed from the Virginia Retirement System (VRS) website at : [www.varetire.org](http://www.varetire.org)
- Complete all forms enclosed in the guide.
- Schedule an appointment with the Financial Specialist after all the forms have been completed to confirm proper completion of all information. Be sure you have submitted a letter with your employment plan indicating that you will be retiring and will not require a contract for the upcoming year. If you decide to retire after you have

submitted your employment plan, please inform the Human Resources Office in writing of your intent to retire.

Employees may address questions or concerns to the Virginia Retirement System by phone at 1-888-827-3847 or schedule an appointment with the Financial Specialist in the Finance Office. Both full-time and part-time employees are eligible for employee benefits such as sick leave payment, annual leave payout (if applicable) and retiree health insurance. To be eligible for such benefits, employees must be employed for a minimum of five consecutive years at the time of retirement and must be of retirement age or eligible for retirement benefits under the Virginia Retirement System (VRS). Please see the policy for further information on retirement. ***See School Board Policy GBO and GCBD-R***

## **Personnel Records**

### **Personnel Policies Goals**

See File GA for policies regarding Personnel. The Superintendent or his or her designee shall be responsible for the appropriate recruitment, staffing, and employee relations in the school district. A personnel file for all employees of the school division shall be maintained. Personnel policies shall be reviewed and revised annually. Suggestions will be sought from staff members in the revision of personnel policies. Revisions and additions shall be subject to the approval of the School Board.

***See School Board Policy GA-Personnel Policies Goals***

### **Personnel Records**

The policy gives specific information concerning personnel files and records kept by the Caroline County School Division. It states that current or past employees have the right to view their personnel files and record. A separate sealed file may be kept only if specific information alleges a civil or criminal offense.

The policy states that an employee must give written permission before any information relative to employment is released to banks, other establishments, or individuals. Thus written permission is necessary unless a judicial order, a lawfully issued subpoena, or Virginia Code or other law requests it.

***See School Board Policy GBL-Personnel Records***

## **Guidelines for Professional Staff Dress**

All employees must present themselves to our students and parents, and the general public in a professional manner. It is our intent to ensure all employees model appropriate attire for students, enabling them to be college and career ready.

All employees are expected to dress in a professional manner. Clothing should be neat, clean, in good condition, and appropriate for on the job appearances at all times. CCPS ID badges should be worn when school is in session. The following are guidelines for acceptable clothing options:

### **Men**

- Dress pants
- Collared shirts with or without a tie (button up front), Polo shirts
- T-Shirts (Spirit Days only)
- Socks
- No jeans or shorts
- Shirts without writing or messages. School logo shirts are permitted.
- Clothing without holes
- Shoes must be professional in style (No flip flops or tennis shoes)

### **Women**

- Dress pants (Calf length or longer)
- Skirts or dresses no more than 3 inches above the knee with your arms raised
- Skirts or dresses with slits no higher than 3 inches above the knee
- Tops with 2 inch strap or more (no spaghetti straps, tank tops, tube tops), unless covered by a jacket or a top
- No cleavage or midriff exposed

- No jeans, leggings, or shorts
- Shoes must be professional in style (No flip flops or tennis shoes)
- Shirts without writing or messages. School logo shirts are permitted.

\*\* An employee shall not have any piercing or jewelry affixed to his or her nose, mouth, tongue, lip, chin, cheek, or eyebrow, unless it is for a legitimate religious purpose with prior approval from the building principal or the employee's immediate supervisor.

\*\*Appropriate attire also is expected for cafeteria, maintenance, technology, nurse, and transportation personnel, but the attire for these individuals may vary from the staff dress code as determined by the immediate supervisor.

The principal may designate **three to four (3-4)** School Spirit Days during the school year. School shirts and jeans may be worn on School Spirit Days. Administrative discretion will be allowed for permitting staff to wear jeans for the purpose of fundraising, spirit days, and staff morale.

Field trip attire must be professional and appropriate to represent Caroline County Public Schools.

Only physical education teachers are permitted to wear jogging/wind suits. Shorts are permitted for classes that are held outside only and must be covered with pants when in the building. Physical education teachers shall follow the above dress code on parent-teacher conference days, PTA meetings, and when not instructing gym class (e.g., when instructing health class or administering SOL testing).

Any violation of this policy will be addressed appropriately by the administrator or supervisor. Failure to follow the administrator's or supervisor's directive and/or blatant or repeated violations of this policy will subject the employee to appropriate disciplinary action up to and including termination.