

King William County Public Schools



2018-2019 Employee Handbook

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SUPERINTENDENT'S MESSAGE

Dear Colleagues:

On behalf of the School Board and Administration, it is with great pleasure that I welcome you to King William County Public Schools. We greatly appreciate your decision to be a part of our school family and look forward to working side-by-side with each of you during this school year. As a member of a learning organization, it is our duty to ensure that all King William students have the opportunity to experience a high-quality, engaging educational experience which will begin them on the path to future success.

As we begin the new school year, it is my sincere desire that we adhere to those skills which we expect to develop in our students: *Critical Thinking, Communicating, Collaborating and Creativity*. It is important that we, as educators, model those behaviors for our community of learners. And, above all, we must imbue a sense of *trust* in the abilities and motives of all stakeholders.

The purpose of this handbook is to provide information and guidance that will assist employees in understanding what is expected from the district and what the district expects from them. This handbook has been developed to provide essential information, procedures and rules required to deliver a quality education for our students. The employee handbook describes the professional expectations and necessary conditions for our very important work together - the teaching and learning of our students.

We hope that this handbook will be a valuable tool for you to use to understand how the school division works and to serve as a reference guide for answering questions about employment. In addition, this handbook includes guidelines for job performance, professional expectations, and ethical standards. It also provides information and outlines procedures to follow should circumstances present themselves that may require further attention, examination or clarification.

We greatly appreciate your decision to dedicate your professional talent and expertise to the success of the students of King William County.

Respectfully,

David O. White, Ed.D.
Division Superintendent

SECTION I: GENERAL INFORMATION

FOREWORD

King William County Schools Employee Handbook contains personnel policies, regulations, and interpretations governing all employees of the King William County Public School Division. Policies contained in this handbook will be administered by the Superintendent through the Human Resources Department.

The policies are reviewed annually, with input from staff members regarding suggestions for additions and revisions. All revisions and additions are subject to approval by the School Board on the recommendation of the Superintendent.

Documents/Forms detailed in this document can be found on the division web site under the Human Resources link.

Questions regarding the contents of this handbook may be directed to Mrs. Tinya D. Ryland, Lead Director of Human Resources, at 804-769-3434.

DISCLAIMER

School Board policies and regulations are subject to change. As such, the Superintendent and School Board reserve the right to amend, modify, or delete provisions in this Employee Handbook without prior notice. The handbook contains brief descriptions of many policies and regulations. The handbook is not intended to replace the King William County Public Schools Policy Manual, but rather to provide a one-document summary and reference point of appropriate items which would be useful to all employees. When formal, up-to-date information is required, employees should consult the King William County Public Schools Policy Manual, which is located on the website www.kwcps.k12.va.us. Policy revisions will be forwarded to this site periodically until the next distribution of the Employee Handbook.

King William County Public Schools

VISION

King William County Public Schools will provide a high quality education for all students to become productive members of their community.

MISSION STATEMENT

The King William County School Division provides instruction in a challenging atmosphere to meet the educational needs of all students by supporting the efforts of the professional team and encouraging community involvement.

GOALS

- Teamwork will be developed in the schools between all stakeholders which will translate into a positive perception of the 'culture' of each school in the community.
- The highest quality education will be provided for each student while meeting, and exceeding, state and federal mandates in a safe, disciplined, and secure environment.
- All levels of King William County Public Schools will take ownership of the educational process and be accountable for demonstrating professionalism and leadership.

DIVISION PRIORITIES

- Ensure successful student performance on Standards of Learning assessments
- Implement an articulated K-12 program of instruction including career education, special education, gifted education, and a program of alternative education
- Continuously assess and plan for the environmental and safety issues affecting student achievement
- Emphasize the importance of parent involvement and community partnerships.
- Pursue professional development opportunities for all faculty, administration, and staff to enhance the quality of student learning.

ASSURANCE STATEMENT

All Educational Programs administered by King William County Public Schools are equally available and accessible to all persons regardless of sex, race, creed, color, disability, national origin, and religion. Inquiries regarding compliance with Title IX or other Civil Rights Legislation may be directed to:

Legislation may be directed to:

- Dr. David O. White, Division Superintendent
King William County School Board Office
P.O. Box 185
King William, Virginia 23086
Phone: 769-3434
- **Building Principals**
Dr. Rachel Ball, Cool Spring Primary School
Mrs. Shelley Nester, Acquinton Elementary School
Mrs. Tina Rudd, Hamilton Holmes Middle School
Mr. Corey McConville, King William High School
- Director of the Office of Civil Rights
Department of Health, Education and Welfare
Washington, D.C.

King William County Public Schools Non-Discrimination & Equal Employment Notice

The King William County School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, religion, color, sex, national origin, age, disability, political affiliation, gender, marital status, or other basis is prohibited. In addition, the Board supports equal access to educational opportunities and provides equal access to the Boy Scouts and other designated youth groups.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and may be reached at (804) 769-3434:

Title IX Compliance Officer

Mrs. Tinya D. Ryland, Lead Director of Human Resources

504 Compliance Officer

Mrs. Rosalin Ball, Director of Special Programs

CODE OF ETHICS
King William County Public
Schools will provide a high
quality education for all
students in order that each
may reach their potential and
become productive members
of their community.

As an educator in King William County, I am part of an education workforce serving the needs of all students. I recognize the magnitude of the responsibility inherent in the teaching process and will strive to raise professional standards. I believe in the worth and dignity of each student and recognize the importance of adherence to division policy, devotion to excellence, and the nurturing of the democratic principles. I will strive to maintain the highest regard of ethical conduct to gain the respect, trust and confidence of my administrators, colleagues, students, parents, and members of the community. To fulfill my obligations to King William County I will:

1. Protect confidential material and information gained through employment unless disclosure is required by law.
2. Help individuals in authorized practices of teaching to aid in the school division's mission; respect the professional standing and opinions of colleagues and shall maintain in my relations with them the highest standards of professional courtesy; attain and maintain the status of highly qualified through research and continuing professional development.
3. Utilize SOL blueprints, pacing guides, standardized test data, and other VDOE released materials when planning for instruction and remediation.
4. Present research based instructional activities that address student learning styles and needs.
5. Comply with the school division's policy manual and the terms of the teacher contract and apply these policies/terms when instructing students and communicating with parents.
6. Adhere to local, state, and national laws.
7. Conduct myself in school and in the community in a manner that does not negatively reflect on the educational profession or on King William County Public Schools and recognize the responsibility of my own actions and judgments.
8. Maintain accurate electronic academic and attendance reports while meeting deadlines.
9. Adhere to contractual hours as stated in the school handbook. This includes arriving on time for meetings, appointments, conferences, and all duty assignments.
10. Avoid using my position for personal gain through political, social, religious, economic or other influences.
11. Accept academic degrees or professional certification only from accredited institutions.
12. Recognize the right of a parent to consult with me, through proper channels, on the welfare or progress of a pupil, recognize the right of a parent to be consulted about any matter which concerns the future of their child, and make every effort to encourage parents to interest themselves actively in the education and welfare of their child.

COMMITMENT TO STUDENTS

As an educator, I will strive to ensure every student's success by providing the highest quality education while meeting and exceeding state and federal mandates in a safe, disciplined, and secure environment. To fulfill my obligations to the students of King William County I will:

1. Make the education and well-being of students the fundamental value of all decision making.
2. Differentiate instructional practice to engage all students and address various student learning styles and modify the pacing of activities in order to assist each student in his/her pursuit of learning.
3. Provide challenging instruction to encourage critical thought, imagination, and attainment of goals.
4. Assist all pupils under my charge to develop their talents suitably and to the fullest extent feasible.
5. Protect each student from conditions harmful to the learning environment and will refrain from demeaning, humiliating, or intentionally exposing a student to ridicule.
6. Include all students and never discriminate based on race, religion, sex, color, or national origin, ensuring that no student will be granted advantages beyond another student and providing equal opportunities for all students.
7. Maintain a professional relationship with pupils at all times.
8. Model professional behavior, while presenting the highest ideals of my profession.
9. Foster in students honesty, fairness, self-discipline, integrity, and consideration for others, through example.
10. Model professional attitudes in all aspects of the school environment and in the community.
11. Recognize an obligation to work with parents to promote the welfare of students, particularly by consulting and involving parents, whenever possible.
12. Not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

Employee's Name (Print)

Employee's Signature

Date

Administrator's Signature

Date

Note: This *Code of Ethics* and *Commitment to Students* will be reviewed periodically throughout the school year by the building principal with all members of the instructional staff.

KING WILLIAM COUNTY SCHOOL BOARD

Mrs. Kathy H. Morrison – Chair
Mr. Steven M. Tupponce – Vice Chair
Mr. Donald B. Longest
Mr. Bryan K. Major
Mrs. Lindsay M. Robinson

CENTRAL OFFICE ADMINISTRATIVE STAFF

Dr. David O. White
Division Superintendent

Mrs. Stacy B. Johnson, Assistant Superintendent of Instruction
Mrs. Tinya D. Ryland, Lead Director of Human Resources
Mrs. Amy Siepka, Director of Curriculum & Assessment
Mrs. Rosalin Ball, Director of Special Programs
Mr. Tony Stone, Director of Operations
Mrs. Sherri Harris, Director of Food Services
Ms. Deborah Stickle, Director of Finance
Mr. Nick Cammarano, Director of Technology & CTE

SCHOOL ADMINISTRATIVE STAFF

Cool Spring Primary School

Dr. Rachel Ball
Principal

Dr. Michael Jarvis
Assistant Principal

Acquinton Elementary School

Mrs. Shelley Nester
Principal

Mrs. Kim Napier
Assistant Principal

Hamilton Holmes Middle School

Mrs. Tina Rudd
Principal

Mr. John Sheridan III
Assistant Principal

King William High School

Mr. Corey McConville
Principal

Mr. Andrew Perego
Assistant Principal

Mr. Anthony Elliott
Assistant Principal

Mr. Dan Jones
Athletic Director

KING WILLIAM COUNTY PUBLIC SCHOOLS CALENDAR 2018-2019

<u>MONTH</u>	<u>DATES</u>	<u>DESCRIPTION</u>	<u>INSTRUCTIONAL</u>	<u>HOLIDAY</u>	<u>PROFESSIONAL</u>
August	16, 20, 21	New Teacher Orientation			
August	22-31	Teacher Workdays			8
August	29	Open House at Schools			
September	03	Labor Day		1	
September	04	School Begins	19		
October	03	1 st Quarter Interims	21		
October	10	2-Hour Early Dismissal/Staff Dev. Day PSAT Testing Day			
November	02	2-Hour Early Dismissal/1 st Quarter Ends			
November	06	School Closed-Election Day Parent-Teacher Conf.			
November	21 - 23	Thanksgiving Holiday	18	3	
December	7	2-Hour Early Dismissal/Staff Dev. Day			
December	10	2 nd Quarter Interims			
December	20-	Winter Break - Schools Closed	12	10	
January	02				
January	03	Schools Re-open			
January	21	School Closed - Martin Luther King, Jr. Holiday		1	
January	25	2-Hour Early Dismissal-2 nd Quarter Ends	20		
FIRST SEMESTER TOTALS			93	15	8
January	28	First Day of Second Semester			
February	15	2-Hour Early Dismissal/Staff Dev. Day			
February	18	School Closed – Presidents' Day	19	1	
February	28	3 rd Quarter Interims			
March	08	2-Hour Early Dismissal/Staff Dev. Day			
March	29	2-Hour Early Dismissal/3 rd Quarter Ends	23		
April	01-	Spring Break	15	5	
	05				
April	19	2-Hour Early Dismissal			
April	22	School Closed – Easter Monday		1	
May	09	4 th Quarter Interims			
May	24	2-Hour Early Dismissal			
May	27	Memorial Day-School Closed	22	1	
June	10	Examination Schedule (Regular Schedule)			
June	11-12	Exam Schedule-2-Hour Early Dismissal (All Schools)			
June	13	Last Day of School – Exam Schedule All Schools Dismissed 2 Hours Early	11		
June	14	School Closed – Staff Development Day			1
SECOND SEMESTER TOTALS			87	8	1
2018-19 TOTALS			180	23	9

GENERAL: This school calendar requires 180 instructional days, 12 professional days, and 8 teacher contract days to be used and assigned at the discretion of the building principal.

CONTRACTUAL DAYS

PROFESSIONAL & CLASSIFIED EMPLOYEES

SCHOOL DAY EMPLOYEES - Work days school is in session.

INSTRUCTIONAL ASSISTANTS - Report each day school is in session, plus four days scheduled by the principal. Work day from 7:55 a.m. to 3:25 p.m.

SCHOOL NUTRITION EMPLOYEES - Report every day school is in session. Managers report 3 additional days before school starts and 3 days after school is closed. Workers report 1 additional day before school starts and 1 day after school is closed.

10 MONTH TEACHERS - Report on August 22, 2018 (new employees report on August 16, 20 & 21, 2018), follow school calendar, and complete contract obligation on June 14, 2019 or as amended.

11 MONTH TEACHERS, ADMINISTRATORS, AND CLASSIFIED EMPLOYEES - Report on August 1ST and complete obligation on June 30, 2019. Follow teacher calendar when school is in session.

12 MONTH ADMINISTRATORS AND CLASSIFIED EMPLOYEES - Report on July 1ST and work a normal work week with the exception of paid holidays and vacation. Paid holidays are established as follows:

July 4, 2018	Independence Day
September 3, 2018	Labor Day
November 22-23, 2018	Thanksgiving
December 20, 21, 22, 24, 25, 31, 2018 & Jan. 1, 2, 2019	Winter Break
January 21, 2019	Martin Luther King, Jr. Day
February 18, 2019	President's Day
April 1-3, 2019	Spring Break
May 27, 2019	Memorial Day

Complete contract obligation on June 28, 2019.

*Non-vacation days will be determined by the superintendent.

SECTION II: POLICIES AND PROCEDURES

PRIVACY LIMITATIONS AND RECORD DISCLOSURE

Users of the KWCPs network should be aware that the data they create on the KWCPs systems remain the property of KWCPs. Because of the need to protect the KWCPs network infrastructure, management cannot guarantee the confidentiality of information stored on any computer or network device.

The release of sensitive confidential information can be devastating not only to the individual but also to the school system as a whole and is not tolerated. Employees shall make every effort to ensure that sensitive confidential information is kept sensitive and confidential. Every precaution shall be made to maintain the integrity of sensitive confidential information if it resides on any computing device that is capable of being transported beyond the property of KWCPs.

Electronic information including email, whether or not created or stored on KWCPs equipment, may constitute a school record subject to disclosure under law or as a result of litigation under certain circumstances. When a request for disclosure is presented, KWCPs will closely evaluate all such requests against the precise provision of laws concerning disclosure and privacy, or other applicable laws; therefore, users should be aware that KWCPs does not guarantee protection of personal electronic mail or other information residing on KWCPs facilities. **(Reference GAB/IIBEA)**

ELECTRONIC MAIL

Employees should consider the following when utilizing electronic mail:

- a. Employees are expected to conduct themselves in a professional manner at all times.
- b. Electronic mail intended for specific individuals can often be forwarded and widely re-distributed by the recipients.
- c. A reply intended to address the originator of the message on a message bulletin board, discussion forum, or the like may potentially be viewed by all subscribed members.
- d. Forwarded electronic mail may be intercepted and modified.
- e. Senders of electronic mail may be able to disguise their identities.
- f. Unless *authenticated* mail systems are in use, no electronic mail received is guaranteed to originate from the purported sender.
- g. An electronic mail, which is deleted from a computer or an electronic mail account, may still be retained on backup facilities, and thus be subject to disclosure by law.
- h. As with printed documents, receivers of electronic mail messages should check with the purported sender to validate authorship of authenticity.

(Reference GAB/IIBEA)

ACCEPTABLE COMPUTER SYSTEM USE (GAB/IIBEA-R)

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart telephones, the internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material generated using the computer system, including electronic mail, instant or text messages, tweets, or other files deleted from a user's account, may be monitored, read, and/or archived by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system. The procedures shall include: (1) a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet; (2) provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256; (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, materials that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors; (3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers by minors; (4) provisions establishing that all usage of the computer system may be monitored; (5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites and in chat rooms and cyberbullying awareness and response; (6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities; (7) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/personal information of or regarding minors; and (8) a component of Internet safety for students that is integrated in the division's instructional program.

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The Division's computer system is not a public forum.

RULES FOR USE OF CLASSROOM MANAGEMENT SYSTEM/WEBSITES

As with (**GAB/IIBEA & GABR/IIBEA-R**), employees of King William County Public Schools are expected to protect the confidentiality of all students when designing a classroom web site. In order to ensure this confidentiality, employees will comply with the following standards:

1. Staff members may not publish the names of students.
2. Staff members should designate themselves as a teacher only (no titles).
3. Classrooms may list subject and grade where appropriate.
4. Do not use any title/description that would directly or indirectly reveal confidential information about a student or group of students. The following titles/descriptions must **not** be used for children or teachers (not a complete list):
 - a) Talented & Gifted
 - b) Free & Reduced Lunch
 - c) Ethnic or racial information
 - d) Dual Enrollment
 - e) Students with disabilities
5. If pictures of students are published staff members are required to verify that none of the students' parents have opted out of media exposure for their child. The media opt out list can be found on the division network. Each building principal also maintains a list for you to review.

Each teacher shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the Division's computer system. The failure of any teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

NOTICE: When staff members sign the Technology and Electronic Devices Acceptable Use Agreement, there will be an added signature line pertaining to the above stated Rules for Use of Classroom Management Systems/Websites.

APPLICATION FOR POSITIONS

Applications for employment shall be completed through the TalentEd on-line application system. All applicants must submit an application. An on-site interview is required of all applicants as prerequisite to employment. All candidates for employment shall be subject to a criminal background check prior to issuance of an official contract

of employment. Applicants are also subject to a review of their participation in Facebook, Twitter, or similar modes of electronic communications (**GAD**). Current employees who would like to be considered as a candidate for a posted vacancy shall comply with the directive found in the job posting or they may contact the Lead Director of Human Resources for details regarding the application process.

It shall be the responsibility of the applicant to furnish accurate information, and any falsification of either information or credentials shall be cause for dismissal or refusal to employ.

All employees of King William County Public Schools must submit written proof (from a health care provider) of having had a tuberculosis screening. Documentation will be maintained in each staff member's personnel file.

It is the desire of the King William County School Board to recruit and retain the best possible qualified applicants. Qualified applicants within the division will be given an opportunity to apply for positions for which they are qualified. Employees who would like to be considered to fill an internal vacancy should submit a signed and dated letter of interest to the Lead Director of Human Resources. Vacancies will be advertised and notifications posted on the school division website.

The King William County School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, political affiliation, sex, gender, age, marital status, genetic information or disability is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

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 handbook and/or the KWCPSS Policy Manual. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall immediately report such conduct to one of the compliance officers designated in this handbook and/or in the KWCPSS Policy Handbook.

ASSIGNMENTS AND TRANSFERS

On the recommendation of the superintendent, the School Board approves placement of employees within the schools and facilities in the division. Once placement has been approved, the superintendent has the authority to determine the employee's position within that school or facility.

The superintendent may reassign any employee to any school or facility within the division, provided no change or reassignment during the school year shall affect the salary of such employee for that school year.

Principals and other supervisory personnel may submit recommendations to the superintendent for the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to their supervision.

Upon recommendation of the superintendent, the King William County School Board shall place all employees within the various schools and facilities located in the school division. The superintendent shall have the authority to assign such employees to their respective positions within the school or facility wherein they had been placed by the School Board.

The superintendent may reassign any such employee for that school year to any school or facility within such division, provided no change or reassignment during a school year shall affect the salary of such employee for that school year. However, the spouse of an administrator (principal or assistant principal) should not be employed in a situation whereby the administrator is directly responsible for that employee's supervision.

Any employee seeking a transfer of assignment to another work location must make a request in writing to the superintendent or his/her designee, with copies to the current supervisor, no later than **April 1** of that calendar year. This type of request, if granted, will be considered a voluntary transfer. A change of assignment within an immediate work station is the responsibility of the immediate supervisor.

If a teacher or administrator who has not achieved continuing status receives notice of re-employment, he/she must accept or reject in writing within 15 calendar days of receipt of the notice. Failure to respond shall be considered a rejection of the re-employment offer and the position will be declared vacant.

Support staff shall be assigned by the superintendent to positions for which their qualifications meet the needs of the school division's operations. Support staff personnel are entitled to initiate a transfer request for a position within their area of competence and for which they are qualified. Support staff personnel may be transferred to positions for which their qualifications best meet the needs of the school division at any time.

RESIGNATION OF STAFF MEMBERS

The superintendent is authorized to approve resignations of employees. Any resignation must be in writing with signature—except under extreme circumstances.

A teacher may resign after June 15 of any school year with the approval of the superintendent. The teacher shall request release from contract at least two weeks in advance of intended date of resignation. Such requests shall be in writing (signed, dated, hard copy) stating the cause of the resignation. The notice shall be submitted to the Lead Director of Human Resources. 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 who will make 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 division superintendent declines to grant the request for release on the grounds of insufficient or unjustifiable cause, and the teacher breaches such contract, disciplinary action, which may include revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education.

A teacher who submits a letter of resignation during the school year may do so, with the understanding that the request may not be granted until a qualified teacher has been hired to fill the impending vacancy. If the teacher does not comply with this policy disciplinary action, including revocation of the teacher's license may occur.

Other employees who wish to terminate their employment must give notice at least ten school days prior to their desired separation date. Written notice should be given to the employee's immediate supervisor and the Lead Director of Human Resources. All notices must be signed, dated and include the requested last day of work. At its next regular meeting, the School Board will be notified of the resignation by the superintendent.

REDUCTION IN STAFF

A decrease in enrollment, a budget reduction or an adjustment, the phasing out of programs or other conditions may cause a reduction in the number of staff needed in a building, program, or department, or in the entire school division. If a reduction of staff is necessary, it must occur under the guidelines outlined in the policy. The School Board, with a recommendation from the superintendent, may approve a reduction in the number of employees because of a decrease in enrollment or the abolition of particular subjects or specific positions. Each year, the School Board and superintendent must notify any teacher who may be subject to a reduction in force due to a decrease in the School Board's budget. In the case where a reduction of staff occurs at a particular school or in a particular program, when possible, the employee may be transferred to a position for which the employee qualifies. **The regulations will not provide for reductions to be made solely on the basis of seniority; they will include consideration of the performance evaluations of the teachers potentially affected by the reduction in workforce.**

To review the complete policy refer to: *School Board Policies GCPA, GCPA-R Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78, 22.1-304.*

NEPOTISM IN EMPLOYMENT

The School Board may not employ, and the superintendent may not recommend for employment, any family member of the superintendent or a School Board member. This prohibition does not apply to any family member who was regularly employed or employed as a substitute teacher by the School Board prior to the taking of office of the superintendent or School Board member or to one who was so employed prior to the inception of family membership.

No family member of any employee may be employed by the School Board in a direct supervisory, administrative, or subordinate relationship to the existing employee. The employment and assignment of family members in the same organization unit is discouraged. Family members are defined as father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law or brother-in-law.

BOARD-STAFF COMMUNICATIONS

The King William County School Board supports and encourages the concept of 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.

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

It is the policy of the School Board not to discriminate against any employee by reason of his or her membership in an employee organization, or participation in any lawful activities of the organization.

PROFESSIONAL STAFF CONTRACT OBLIGATIONS

The School Board enters into written contracts with professional staff (teachers, assistant principals, and supervisors) before employees assume their duties. Written contracts with those who are temporarily employed are not required. Contracts are signed in duplicate, with a copy furnished to each party.

The State Board of Education shall, by regulation, prescribe the requirements for licensure of teachers and other school personnel. No teacher shall be regularly employed by a School Board or paid from public funds unless such teacher holds a license issued by the State Board of Education. Requirements for classroom teachers, special education, vocational 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.

Each beginning teacher is required to submit passing scores on tests as prescribed by the Department of Education. Failure to achieve passing scores on the required tests will result in termination of any employment agreement within the probationary period.

Licensed personnel appointed by the Board are under contract effective on the date that the Board officially approved their employment. Probationary contracts will be issued to persons holding a valid teaching license who do not have three (3) years of service, to persons transferring to King William County from another school division, and to persons teaching for a contracted employee on Board approved leave of absence. Continuing contracts may be issued to employees who have completed their probationary terms as prescribed by the State Board.

When a teacher has attained continuing contract status and separates and returns to teaching service by the beginning of the third year, the teacher is required to serve a probationary period not to exceed one year. If the teacher does not return to teaching for a period longer than two years, a new three-year probationary period is required.

CONTRACT STATUS AND DISCIPLINE

Professional Staff Members

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

A. Employment Contracts

All certificated personnel in the King William County Public Schools shall be issued a written employment contract, except those temporarily employed as substitute teachers, before such employee enters upon his duty. Such contract shall be signed in duplicate, with a copy thereof furnished to both parties.

The State Board of Education shall, by regulation, prescribe the requirements for licensure of teachers and other school personnel. No teacher shall be regularly employed by a School Board or paid from public funds unless such teacher holds a valid license issued by the State Board of Education. Requirements for classroom teachers, special education vocational (career technical) education, guidance counselors, reading specialist, school psychologists, visiting teacher/social worker are stated in the Licensure Regulations for School Personnel adopted by the State Board of Education.

Each beginning teacher is required to submit passing scores on tests as prescribed by the Department of Education. Failure to achieve passing scores on the required test will result in termination of any employment agreement within the probationary period.

Licensed personnel appointed by the board are under contract effective on the date that the board officially approved their employment. Probationary contracts will be issued to persons holding a valid teaching license who do not have five (5) years' service, to persons transferring to King William County from another school division, and to persons teaching for a contracted employee on board-approved leave of absence. Continuing contracts may be issued to employees who have completed their probationary terms as prescribed by the State Board.

B. Contractual Status of Administrative Staff

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 three (3) 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 (i) 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 April 15 of any year or (ii) as entitling any such principal, assistant principal or supervisor in the case of any such reassignment to a teaching 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. 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.

C. **Probationary Contracts for Teaching Staff/Re-employment of a Probationary Contract Teacher**

A probationary term for service of five years in the same school division shall be required before a teacher is issued a continuing contract. Once a continuing contract status has been attained in a school division in the Commonwealth, another probationary period need not be served in any other school division unless such probationary period, not to exceed one year, is made a part of the contract of employment. Further, when a teacher has attained continuing contract status in a school division in the Commonwealth, and separates from and returns to teaching service in a school division in Virginia by the beginning of the third year, such teacher shall be required to serve a probationary period not to exceed one year, if made a part of the contract for employment. In the event that an employee working under a provisional or conditional license, does not complete the requirement to convert to a full teaching license, upon expiration of the present license, the contract will not be renewed.

D. **Continuing Contracts**

Teachers employed after completing the probationary period shall be entitled to continuing contracts contingent upon good behavior and satisfactory service. Continuing contracts may be executed on behalf of persons holding a valid post graduate, collegiate professional, or vocational certificate.

E. **Special Covenants**

Special covenants shall be included in each contract. The individual's contract shall contain the specific covenants relative to his/her position and contract type.

F. **License Renewal Process and License Holder's Responsibilities**

A person who does not hold a valid teaching license cannot be issued a contract. Therefore, it is the responsibility of the employee to take the necessary steps to ensure that his/her license is renewed. Please refer to pp. 59-61 for more information.

G. **Fulfillment of the 200 Day Annual Contract**

Unassigned Contract Days

Ten-month professional staff have an annual contract of 200 workdays. The King William Public School calendar assigns 180 teaching days and 11 planning or professional days for ten-month teachers. Nine days of the ten-month professional contract have not been assigned on the school calendar.

Principals will provide teachers with a guide of activities which may be used for unassigned days at the start of each school year. The principal may also develop with each ten-month teacher an individual written plan for fulfillment of the unassigned days. The unassigned days are intended to encompass additional duties and assignments beyond the normal scope of assigned duties for ten-month professional teachers. Activities included in the accounting of unassigned days must be completed between the last work day of the previous school contract and the final day of work for the present contract.

Permissible work-related activities may not be used for meeting both the unassigned days requirement and points towards license renewal. Teachers receiving supplemental salary compensation for additional responsibilities (e.g. coaching, department chairperson, etc.) may not use these activities toward fulfillment of the unassigned days.

Work-Related Activities *Examples*

1. **Completion of graduate coursework (1 semester hour = 1 day)**
2. **Completion of an undergraduate course (1 semester hour = 1 day)**
3. **Academic conferences, workshops, etc. (1 day per full day conference)**
4. **Athletic events, academic competitions, awards ceremonies, etc. (“day” determined by the principal)**
5. **Serving on committees (textbook, curriculum development, etc. (“day” determined by the principal)**

It is the responsibility of each staff member to maintain documentation that verifies completion of unassigned contract days. The principal will notify the Lead Director of Human Resources of staff members who do not fulfill this obligation. **Individuals who do not fulfill their “unassigned days” will not receive payment for those days.**

H. Teachers in Master’s Program

Teachers in a graduate program leading to a Master’s degree will qualify for supplement upon completion of 18 semester hours. Six semester hours must be earned each year thereafter to continue eligibility for the stipend. A transcript of credits earned must be submitted **prior to September 15** for credit earned during the previous year until Master’s degree requirements have been completed. Stipends for courses completed the previous school year will not be added after September 15 of any contract year. The teacher is responsible for submitting a written request to receive a graduate program supplement. An official transcript must be on file or accompany the request prior to the deadline.

I. Probation and Dismissal

Teachers may be dismissed or placed on probation for incompetency, immorality, non-compliance with school laws and regulations, disability in accordance with State and federal law, conviction of a felony or a crime of moral turpitude or other good and just cause. Teachers shall be dismissed if is or becomes the subject of a founded complaint of child abuse and neglect, pursuant to VA Code § 63.2-1505, and after all rights to an appeal provided by VA Code § 63.2-1526 have been exhausted. The fact of such finding, after all

rights to an appeal provided by VA Code § 63.2-1526 have been exhausted, shall be grounds for the School Board to recommend that the Board of Education revoke the individual's license to teach. Administrative regulations are developed for the dismissal or placing on probation of continuing contract teachers and probationary teachers during the school year. No teacher shall be dismissed or placed on probation solely on the basis of the teachers' refusal to submit to a polygraph examination requested by the School Board. **Any teacher receiving an unsatisfactory evaluation will not be placed under contract in the ensuing year.**

J. **Suspension**

A teacher or other public school employee, whether full-time or part-time, permanent or temporary may be suspended for good and just cause when the safety or welfare of the school division or the students therein are threatened or when the teacher or other employees has been charged by summons, warrant, indictment or information with the commission of a felony, a misdemeanor involving sexual assault, obscenity and related offenses, drugs, moral turpitude, or the physical or sexual abuse or neglect of a child; or an equivalent offense in another state. Except when a teacher or other employee is suspended because of being charged by summons, warrant, indictment or information with the commission of any of the above listed criminal offenses, the superintendent or appropriate central office designee shall not suspend a teacher or other employee for longer than sixty (60) days and shall not suspend a teacher or other employee for a period in excess of five (5) days unless such teacher or other employee is advised in writing of the reason for the suspension and afforded an opportunity for a hearing before the Board in accordance with state law. Any teacher or other employee so suspended shall continue to receive his then applicable salary unless and until the Board, after a hearing, determines otherwise. No teacher or other employee shall be suspended solely on the basis of the teachers' refusal to submit to a polygraph examination requested by the School Board.

Any employee suspended because of being charged by summons, warrant, information or indictment with any of the above listed criminal offenses may be suspended with or without pay. In the event an employee is suspended without pay, an amount equal to his/her salary while on suspended status shall be placed in an escrow account. Upon being found not guilty of any of the above listed criminal offenses or upon the dismissal or nolle prosequi of the charge, such employee shall be reinstated with all unpaid salary and accrued interest from the escrow account, less any earning received by the employee during the period of suspension, but in no event shall such payment exceed one year's salary.

SUPPORT STAFF

Support staff personnel are non-licensed employees who are employed on a non-contract basis unless otherwise required by law. Non-probationary support staff are eligible for salary increments and accrue sick leave benefits at the rate of one-day per working month. Regular employees shall be eligible for all employment benefits available under School Board policy.

Support staff personnel who wish to terminate their employment shall give at least two least two weeks' notice in advance of intended date of resignation. The notice shall be in writing and forwarded to the Lead Director of Human Resources who in turn will notify the superintendent. The School Board will be notified at its next regular meeting.

Support personnel shall be notified of impending termination with 15 calendar days' notice in advance of an anticipated separation date. Support personnel may be subject to immediate dismissal for just cause.

Support personnel, whether full-time or part-time, permanent or temporary, may be suspended for good and just cause when the safety or welfare of the school division or the students therein are threatened or when the support employee has been charged by summons, warrant, indictment or information with the commission of a felony, a misdemeanor involving sexual assault, obscenity and related offenses, drugs, moral turpitude, or the physical or sexual abuse or neglect of a child; or an equivalent offense in another state. Except when a support employee is suspended because of being charged by summons, warrant, indictment or information with the commission of any of the above listed offenses, the superintendent or appropriate central office designee shall not suspend a support employee for longer than sixty (60) days and shall not suspend a support employee for a period in excess of five (5) days unless such employee is advised in writing of the reason for the suspension and afforded an opportunity for a hearing before the Board in accordance with state law. Any support personnel so suspended shall continue to receive his then applicable salary unless and until the Board, after a hearing, determines otherwise. No support employees shall be suspended solely on the basis of the employee's refusal to submit to a polygraph examination requested by the School Board.

Any support employee suspended because of being charged by summons, warrant, information or indictment with any of the listed criminal offenses may be suspended with or without pay. In the event an employee is suspended without pay, an amount equal to the employee's salary while on suspended status shall be placed in an interest-bearing demand escrow account. Upon being found not guilty of any of the above listed criminal offenses or upon the dismissal or nolle prosequi of the charge, such employee shall be reinstated with all unpaid salary and accrued interest from the escrow account, less any earning received by the employee during the period of suspension, but in no event shall such payment exceed one year's salary.

In the event a support employee is found guilty by an appropriate court of any of the above listed criminal offenses and, after all available appeals have been exhausted and such conviction is upheld, all funds, including interest, in the escrow account shall be repaid to the School Board.

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 obtained from the Central Criminal Records Exchange to the employee.

Support personnel who are removed from employment for just cause by the superintendent shall be ineligible thereafter for employment in any school or duty station within the school system.

STAFF CONDUCT AND RESPONSIBILITIES

All employees of King William County Schools have a responsibility to model for students the basic values of civility and civic responsibility. They are expected to comply with School Board and administrative requirements for professional performance, professional appearance and personal behavior associated with and required as a part of their position. Any staff member who engages in conduct (whether on-the-job, in the community or via social media) that threatens the safety and security of students, can be viewed as questioning another individual's integrity or competency, interferes with the efficient and effective management of the school, fails to model professionalism, or in some other way is detrimental to the best interests of the students or the profession, will be subject to disciplinary action that may include termination.

Teachers and other employees should refrain from using personal wireless communications devices to "text" students and from interacting one-on-one with students through personal online social-networking sites. Teachers and other employees should decline or disregard invitations from students to interact privately through texting and personal social-networking sites. Instances that violate staff conduct expectations will result in immediate disciplinary action that may include termination. Although the King William County School Board does not require an employee to disclose his or her username or password to the employee's personal social media accounts or to add an employee, supervisor, or administrator to the list of account contacts, this does not prohibit the School Board from requesting an employee to disclose access information if the employee's social media account activity is relevant to an investigation or allegations of an employee's violation of federal, state or local laws or regulations or of the Board's written policies (**GAD**).

EFFECT OF CRIMINAL CONVICTION

The Board will not hire or continue the employment of any part-time, full-time, temporary, or permanent personnel who are deemed unsuited for service by reason of criminal conviction. Individuals applying for employment in the King William County Public Schools for any position shall be required to disclose prior convictions of law other than minor traffic violations or juvenile offenses.

Applicants for any position in the King William County Public Schools must certify that they have not been convicted of a felony; a misdemeanor involving sexual assault, obscenity and related offenses, drugs, moral turpitude, or the physical or sexual abuse or neglect of a child; or an equivalent offense in another state. Such a conviction shall bar employment, in accordance with state law. Further, where a conviction relates to the suitability of the individual to perform duties in a particular position, such person may be denied employment.

All persons newly employed by the school system shall submit to a back-ground screening for the purpose of determining previous convictions. **Fingerprinting is conducted on-sight at the School Board Office.** An individual's fingerprints will be electronically sent to the Virginia Department of State Police and the FBI for analysis. There shall also be a search of the Department of Social Services registry to ensure no convictions of any offenses related to child molestation. Employees are also subject to a review of their participation on Facebook, Twitter, or similar modes of electronic communications.

SELF-REPORTING CHARGE/ARREST CONVICTION

If an employee is charged with a criminal offense other than a moving traffic violation, the employee shall promptly report the fact of such charges to the Lead Director of Human Resources for King William County Public Schools. If the employee is convicted of any criminal offense other than a moving traffic violation, the employee shall immediately and in no event later than five days after such conviction, report such conviction to the Lead Director of Human Resources for the King William County Public Schools. Compliance with this provision is a condition of employment and appropriate disciplinary action shall be taken if such an offense should occur. The employee's failure to timely report such criminal charges and/or conviction may also result in disciplinary action up to and including dismissal.

CHILD ABUSE AND NEGLECT REPORTING

Every employee of King William County School Board who, in his professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia § 63.2-1509 et seq. shall immediately report the matter to their administrator or supervisor. (See GAE/JHG for this policy in its entirety).

CONFIDENTIALITY

School Board policy requires that all employees maintain strict confidentiality regarding protected student and employee information pursuant to FERPA and HIPPA regulations. As a condition of employment with King William County Public Schools, all employees are required to sign a confidentiality agreement – please read and understand this policy before signing.

STAFF DEVELOPMENT AND STAFF WORKDAYS

The goal of the professional development program is to provide better learning experiences in the classroom which result in a positive effect on student performance and attitude. This can be accomplished through the improved awareness and effectiveness of the staff. Utilizing total staff involvement, the professional development process consists of identifying the areas in which improvement is needed; establishing programs that are designed to achieve the desired results and implementing these programs with evaluation and revision as needed.

The School Board views its instructional personnel's proficiency with educational technology as vital to the division's educational mission. A program of professional development will be provided in educational technology for all instructional personnel.

Workdays will be included in the Board's calendar approved annually. The length of the workday will be determined by the superintendent if alternate from the normal contracted day. Staff members are expected to be in attendance each day per contract expectations; including those days designated as full or half-day "staff development" days. *All instructional personnel are required to participate each year in professional*

development programs (**Policy GCL**). **Staff members who do not participate in scheduled staff development activities will be required to participate in a make-up session or alternate activity.** The assistant superintendent of instruction and building principal will coordinate the make-up session.

DRESS GUIDELINES

King William County Public Schools employees serve as role models for the students and as representatives of the division. Consistent with these roles, all employees, volunteers and substitutes shall dress professionally and appropriately. Teachers, volunteers, and support personnel are expected to follow the staff dress guidelines on ALL days students are in attendance.

Principals may designate reasonable modifications to this policy, but must notify the superintendent's office when implementing any modifications to this policy. Principals may also determine the appropriate dress to be worn on workdays students are not in attendance. All other personnel shall follow the policy on all work days unless directed differently by their supervisor.

Physical Education teachers, coaches and athletic volunteers should wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities and a sweat or warm-up suit when not actively teaching physical education classes or coaching. Physical Education teachers must follow the staff dress code on parent conference days, designated meetings/ceremonies, and other occasions when not instructing class.

Administrators are expected to project a professional image and should dress appropriately for an office/business environment.

District level employees must adhere to the staff dress guidelines.

The following are staff dress expectations:

1. Dresses and skirts may be no shorter than three inches above the knee. Dress and skirts which are ankle length and tight enough to hinder walking are not acceptable attire. The slit of a dress or skirt must come no higher than three inches above the knee.
2. Slacks and casual dress pants are acceptable but may not be low-cut or excessively tight; leggings must be covered by a top/shirt/dress that is no more than three inches above the knee.
3. Physical education teachers may wear shorts. All other staff may not wear shorts.
4. Jeans are not permitted other than on days designated by the principal with superintendent approval.
5. Non-school related T-shirts are not allowed. Low cut blouses, see-through clothing, off the shoulder, halter style, tank tops, or clothing which reveals the midriff are not allowed. Sleeveless clothing must cover undergarments.
6. Shoes and sandals without a back strap are not advised due to the potential of injury. Flip-flops are NOT allowed.

7. Athletic shoes/sneakers are not permitted unless there is a medical condition. Staff members must submit a physician's note annually in order to wear athletic shoes/sneakers. The note will be submitted to the building principal who will forward to Human Resources.
8. Male administrators are expected to wear ties during the school day. While neckties are encouraged, male faculty members may elect to wear collared Oxford/"button down" shirts without the tie.

Employee dress, footwear, and overall appearance (to include body art and/or body piercing), grooming, etc. are expected to reflect professionalism at all times throughout the workday. It shall be the building principal's discretion to determine whether or not an employee's general form of dress or appearance is considered a violation and, therefore, will not be permitted.

Any employee deemed inappropriately dressed according to this dress code policy will be sent home until he/she returns with appropriate attire.

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

In accordance with Policy GDQ, the school division implements a drug and alcohol testing program for school bus drivers and other employees who are required to hold a commercial driver's license (CDL) by the U.S. Department of Transportation Regulations and who perform safety-sensitive functions as required by federal and state law and regulations. This program also includes employees hired as transporters (car drivers) of students on a regular basis.

Prohibited Conduct

Drivers are prohibited from alcohol possession and/or use on the job, use during the four hours before performing safety-sensitive functions, having prohibited concentrations of alcohol in their systems while on duty or performing safety-sensitive functions, exhibiting behavior/appearance characteristic of alcohol misuse, and use during eight hours following an accident or until after undergoing a post-accident alcohol test, whichever occurs first.

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect his ability to safely operate a motor vehicle.

Required Testing

Drivers are subject to pre-employment/pre-duty drug testing, reasonable suspicion alcohol and drug testing, random alcohol and drug testing, post-accident alcohol and drug testing, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations. Pursuant to state law, drivers shall be subject to pre-employment alcohol testing. **Any employee who refuses to submit to a post-accident, random, reasonable suspicion or follow up test shall not perform or continue to perform safety-sensitive functions.**

Notification

Each driver receives educational materials that explain the requirements of federal law and regulations together with a copy of the division's policy and procedures for meeting these requirements. Each driver shall sign a statement certifying that he/she has received a copy of the educational materials and the division shall maintain this signed copy. **The division shall notify employees as required by federal law.**

If testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from safety-sensitive functions in accordance with federal regulations. All drivers shall be advised of resources available and before a driver is re-instated, if at all, the driver shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation and undergo a return-to-duty test with negative urine sample.

Before performing each alcohol or controlled substance test, the division will notify the driver that the test is required by federal law or regulation. The division shall administer controlled substance tests in accordance with federal laws governing test procedures and testing sites.

DRUG-FREE WORKPLACE

The King William County School Board is committed to maintaining a Drug-Free Workplace. Please refer to Policy **GBEA** to review this policy in its entirety.

A. Violations

- (1) The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (including alcohol or anabolic steroids) by any employee on school property, at any school activity, or on any school-sponsored trip is prohibited. Any employee convicted of any drug related crime occurring under the circumstances described in A (1) shall notify the superintendent within five (5) days after such conviction. Compliance with this provision is a condition of employment.
- (2) Engaging in conduct prohibited by the Omnibus Transportation Employee Training Act of 1991 and the U.S. Department of Transportation Regulations, (policy GDQ).

B. Disciplinary Action

- (1) The superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found in violation of paragraphs A (1) and A (2) above.
- (2) Such actions of the superintendent and School Board shall begin immediately upon notification of a violation.

C. Distribution of Policy

By signing the “Acknowledgement Statement” of the handbook staff members are indicating that he or she has received notice and that they agree to abide by paragraphs A (1) and A (2) of this section as a condition of employment.

TOBACCO-FREE WORKPLACE

Smoking, electronic cigarettes, chewing or any other use of tobacco products by staff is prohibited on school property. This includes all school sponsored activities on school property. **“School Property” shall mean all property owned, leased, rented or otherwise used by a school.** Staff found to be in violation of this policy shall be subject to appropriate disciplinary action. Please refer to Policy **GBEC** (also **JFCH**) to review this policy in its entirety. As with the Board’s expectation of a Drug Free Workplace, signature on the Employee Handbook “Acknowledgement Statement” indicates that each employee has received notice and that they agree to abide by the stipulations found in Policy GBEC regarding tobacco products and GBECA regarding electronic cigarettes.

MONEY/SCHOOL FUNDS

All money collected as a result of approved fund-raising events, student fees, dues, fieldtrips, etc. **must be turned in daily to the bookkeeper in each school building. No money shall be kept overnight in a classroom or taken home for any reason.** Each student will receive a receipt to verify money paid to the school.* If the bookkeeper is not available, teachers must turn in all funds to the building principal or assistant principal. All personnel are required to adhere to this policy without exception. Failure to comply will result in immediate disciplinary action. **Exceptions must be pre-approved by the building principal.**

HARASSMENT – GBA/JFHA

The King William County School Division is committed to maintaining a learning/working environment that is free from any form of sexual harassment and harassment based on sex, race, national origin, disability or religion. Therefore, King William County School Division prohibits 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.

It shall be a violation of this policy for any student or school personnel to harass a student or school personnel as stated above. 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 the School Division.

The School Division shall: (1) promptly investigate all complaints, written or verbal, of sexual harassment and harassment based on sex, 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 violate this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

DEFINITIONS

Generally, harassment means to repeatedly annoy or attack a person or group in such a way as to cause anxiety or fear for safety. Several different types of harassment are against Virginia law.

A. Workplace

Workplace harassment consists of any unwelcome verbal, written or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, or disability, that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an employee's work performance; or (3) affects an employee's employment opportunities or compensation.

B. Sexual Harassment

Sexual harassment consists of any unwelcome sexual advances, request for sexual favors, or verbal, written or physical conduct of a sexual nature by a manager, supervisor, co-workers or non-employee (third party). **Please refer to GBA/JFHA to review this policy in its entirety.**

It is the policy of the King William County School Board to maintain a working and learning environment for all its employees and students which provides for fair and equitable treatment, including freedom from sexual harassment. It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature. It also includes conduct that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Further, the victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

Any employee or student who believes that he or she has been subjected to sexual harassment should file a complaint of the alleged act immediately to the compliance officer (Lead Director of Human Resources). False charges of sexual harassment shall be treated as a serious offense and those persons making false charges shall be subject to disciplinary action.

Any administrator, teacher or other employee or student who is found after appropriate investigation to have engaged in sexual harassment of another employee or student will be subject to disciplinary action appropriate to the offense from a warning up to expulsion or discharge. Any individual filing a sexual harassment complaint is assured that he/she will be free from any retaliation from filing such a complaint.

Examples of conduct which may constitute sexual harassment include:

- Unwelcome sexual physical contact
- Requests for sexual favors
- Unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Graphic comments about an individual's body
- Spreading sexual rumors
- Impeding or blocking movement in a sexually intimidating manner
- Misuse of one's level of authority (perceived position of power)

C. Harassment Based on race, sex, color, national origin, religion, age, veteran status, political affiliation, or disability.

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct relating to an individual's basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, or disability when the conduct: (1) creates an intimidating, hostile or offensive working or educational environment; (2) substantially or unreasonably interferes with an individual's work or education, or (3) otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

D. Phone Calls & Computer/Computer Network

Prank telephone calls are a form of harassment. Any person who uses obscene, vulgar, profane, or indecent language or threatens any illegal or immoral act with intent to coerce, intimidate, or harass any person on a telephone or through text message is guilty of a **Class 1** misdemeanor. (*Code of Virginia* § 18.2-427).

If a person calls, pages or texts another person with the intent to annoy that person, both the person making the call and any other person who allows use of his/her telephone are guilty of a **Class 3** misdemeanor. (*Code of Virginia* § 18.2-429)

It is also illegal to harass someone using a computer or computer network. If a person has intent to coerce, intimidate, or harass and communicates obscene or indecent language or threatens an illegal or immoral act, the person is guilty of a **Class 1** misdemeanor. (*Code of Virginia* § 18.2-152.7:1)

E. Retaliation

Retaliation consists of overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against students or school personnel who report harassment or participate in any related proceedings is prohibited. The school division 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.

REPORT PROCEDURE

Please refer to Policy **GBA-F/JFHA-F**

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURE

Any individual may 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.

FALSE CHARGES

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

STAFF GRIEVANCES

The King William County School Board adopts the most recent version of Procedure for Adjusting Grievances promulgated by the Virginia Board of Education based on current statutory provisions (**Policy GBM**).

COMPLIANCE OFFICERS

The King William County Public School Board has designated Mrs. Tinya D. Ryland, Lead Director for Human Resources as the Compliance Officer responsible for identifying, preventing and remedying prohibited harassment. Complaints of harassment may also be made to Mrs. Rosalin Ball, Director of Special Programs who has been designated as the 504 Compliance Officer.

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 policy;
- arrange necessary training to achieve compliance with this policy;
- ensure 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.

Whether or not an action or incident is prohibited behavior will be determined by the Compliance Officer, or designee, based on a review of the available facts. A written report will be filed at the conclusion of any investigation of alleged harassment regardless of the outcome of the investigation.

Individuals that file a harassment complaint are assured that he or she will be free from any retaliation. Retaliators will be subject to discipline up to and including expulsion or discharge. Individuals making false charges are subject to disciplinary action.

EVALUATION

Administration & Professional Staff

Evaluation shall be a requirement for all personnel in the King William County School Division. Evaluations are based on Seven Standards. Standards 1-6 account for 60% of a staff member's evaluation; Standard 7 (Student Achievement) is 40% of the evaluation. Criteria, approved forms, and timelines regarding the process are found in the *Teacher Evaluation System Handbook*. Guidelines for administration can be found in the *Uniform Performance Standards and Evaluation Criteria for Principals Handbook*.

Support Staff

Principals, assistant principals or supervisors shall provide a copy of the support staff evaluation to each employee and explain procedures. Employees shall receive an evaluation by **June 7, 2019**. A recommendation for continued employment of each support staff member will be based on approved performance standards.

PERFORMANCE IMPROVEMENT PLAN (PIP)

If a staff member's performance does not meet the expectations established by the school, the individual shall be placed on a Performance Improvement Plan. Each Performance Improvement Plan will be written, implemented, and monitored by the building principal.

A Performance Improvement Plan is designed to support a staff member in addressing areas of concern through targeted supervision and additional resources. It may be used by an evaluator at any point during the year for a staff member whose professional practice would benefit from additional support.

Prior to the evaluator making a final recommendation regarding resolution of the performance concerns, the evaluator shall meet with the staff member to review progress made on the *Performance Improvement Plan*, according to the established timeline. At the conclusion of the final meeting, one of three options will be designated:

- a) Sufficient improvement has been achieved; the staff member has successfully completed their PIP.
- b) Improvement has been achieved but additional improvement is needed; the staff members remains on the plan for a specified extended period of time.
- c) Little or no improvement has been achieved; the staff member's job

performance is “unacceptable”; the staff member may be recommended for dismissal or with approval from the superintendent, required to work towards achievement of a new PIP.

A copy of the Professional Plan of Improvement (PIP) will be placed in the staff member’s personnel file.

RESPONSIBILITY REMINDER – EVALUATION PROCESS

It is the expectation and responsibility of all staff members to familiarize themselves with the criteria upon which they will be evaluated by reading the appropriate evaluation manual. All questions regarding evaluation should be directed to the immediate supervisor. In addition, it is the responsibility of each building principal to communicate the evaluation process and clarify any additional criteria upon which staff will be evaluated.

WRITTEN STAFF CONCERNS

A staff member who elects to submit a letter of concern (rebuttal) regarding an administrative decision such as, but not limited to: letters of reprimand; notification of implementation of a plan of improvement; written evaluation, **shall do so within five (5) business days of receiving the decision**. The rebuttal shall be submitted to the administrator and a copy shall be submitted to Mrs. Ryland, Lead Director of Human Resources. If the deadline is not met, the document shall not be accepted.

In order for disciplinary documents to be placed in a staff member’s *personnel file*, this expectation must be indicated on the document.

FAMILY AND MEDICAL LEAVE (Policy GCBE)

The King William County School Board recognizes its obligation to provide its eligible employees with unpaid leave pursuant to the Family and Medical Leave Act, 29 U.S.C. § 2601, et. seq. This policy describes the benefits available to eligible employees under the Act.

Employees who experience a serious health condition that incapacitates them (renders them unable to perform one essential function of his or her job or perform regular daily activities) for more than **5 calendar days** and requires *continuing medical treatment* from a physician or “healthcare provider” may have their period of absence designated as FMLA leave. An employee may not elect to use his or her accrued sick days instead of FMLA leave.

Prior to the start of an FMLA leave, each teacher is required to prepare detailed substitute teacher lesson plans. These lesson plans are to be designed for use by the long-term substitute teacher and should include all necessary information regarding student assignments, materials, and available teacher resources.

DEFINITIONS

Covered active duty: The term covered “active duty” means in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member of the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

Covered service member: 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; or a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Eligible employee: To be eligible for leave under this policy the employee must have at least twelve (12) months of service with the King William County school division and have worked at least 1250 hours according to the Fair Labor Standards Act in the twelve (12) months preceding the commencement of the leave. Full-time teachers are deemed to meet the 1250 hour test.

Instructional employee: Employees whose principal function is to teach and instruct students in a class, a small group, or an individual setting such as teachers, athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does **not** include teacher assistants or aides who do not have as their principal function actual teaching or instructing, or auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

Next of kin: The term “next of kin” used with respect to an individual, means the nearest blood relative of that individual other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin.

Year: A rolling 12-month period measured backward from the date an employee uses an FMLA leave.

Therefore, eligible employees are entitled, pursuant to the Family and Medical Leave Act (FMLA), to leave for a combined total of twelve (12) weeks per year for the following reasons:

1. The birth and care of a newborn child;
2. The adoption or foster placement of a child;
3. To care for an employee's spouse, parent, or child with a serious health condition; and
4. Because of a serious health condition that makes the employee unable to perform the essential functions of the employee's job; and
5. Because of any qualifying exigency as defined in Department of Labor regulations, arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

However, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to a total of 26 workweeks of leave per year to care for the service member. Leave under this paragraph is available only during a single year. During that year the employee is entitled to a combined total of 26 workweeks of leave under this policy.

To the extent that an employee is entitled to compensated leave under other King William County school division policies, such paid leave shall be substituted for unpaid FMLA leave. Otherwise, family and medical leave is unpaid. When paid leave is available, the employee must satisfy any procedural requirements of the division's paid leave policy. Employees on FMLA leave will be required to report their status and intention regarding returning to work to the school division every four weeks.

For the purposes of this policy a year is defined as beginning September 1 and ending August 31. To the extent that an employee is entitled to be compensated under other King William County School Division policies, such paid leave shall be used concurrently with the family and medical leave entitlement. Otherwise, family and medical leave is unpaid.

Employees must provide 30 days advance notice of the need to take FMLA when the need is foreseeable. Each employee will be required to submit an Employee Request for Family or Medical Leave request form to the Lead Director of Human Resources. In order to use paid leave for FMLA leave, employees must comply with normal paid leave policies. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Employees must also inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees may be required to provide a certification and periodic recertification supporting the need for leave. In addition, the employer has the right to request a "second opinion" if a leave request is received from the employee that does not coincide with that of the attending physician.

Prior to returning to work, employees are required to submit a the FMLA Return to Work Authorization Form from the physician who completed the Certification of Health Care Provider for Employee's Serious Health Condition section of the FMLA application.

Employees may not return to work prior to submitting this document to the Lead Director of Human Resources. Non-compliance will result in the employee being sent home until the required medical release is received by Human Resources.

Upon the employee's return to the school division, the employee shall be placed in the same or equivalent position for which the employee is qualified unless the division shows that the employee would not otherwise have been employed at the time reinstatement is requested.

Personal leave, accumulated sick leave, accrued paid vacation leave will be used during an approved family and medical leave. The maximum amount of accumulated leave that may be used by an employee during a family or medical leave is twelve (12) work weeks, unless additional time is requested by a licensed health care provider approved by the Board. As stated above, accrued sick leave, personal days, and vacation will be used concurrently with FMLA leave. If an employee exhausts their accumulated "days" while on FMLA leave, the employee's salary will be negatively impacted. Further, salary deductions will not be "spread over multiple pay periods". Salary deductions will occur within the affected pay period or immediately following the current pay period.

Employees do not earn sick leave while on Family Medical or other approved leaves.

Please refer to Policy GCBE for the complete policy and related attachments.

NOTICE: All required forms may be found on the division web site under Human Resources.

SALARY SCHEDULES

The School Board shall annually, establish and approve salaries for all school employees.

Direct Deposit

Employees are paid through the convenience of electronic direct deposit of payroll. Any bank or credit union in the Federal Reserve System, regardless of location, may automatically receive your pay. **Employees are required to enroll in the online payroll voucher option (EPAY) to receive access electronically to monthly payroll vouchers.** Enrollment can be completed through the division website under "Staff Resources". Employees may still receive a paper voucher that contains the same detailed payroll information as a payroll check. Direct deposit forms are available from the payroll clerk in the School Board Office. **It is the responsibility of the employee to provide the payroll department with information regarding change in deposit information by the 15th of the month prior to change in depository.**

Mistakes on Deposits

Once a mistake is made on a deposit and the payroll has been finalized, the deposit cannot be corrected other than by the official action of the School Board. A mistake should be brought to the attention of the Payroll Clerk immediately and will be corrected

as follows: If it is an overpayment and the employee continues employment, the amount overpaid will be deducted on the next deposit. If it is the employee's final deposit, we will request a refund from the employee. If it is an underpayment, the amount underpaid will be paid on the next deposit.

Change of Personal Information

Complete an Employee Data Change Form for changes pertaining to personal information, i.e. address, last name, bank of record, etc. It is the responsibility of the employee to notify Human Resources and Payroll whenever changes occur that could impact the following examples: benefits, payroll, legal inquiries, etc. This form can be obtained from the bookkeeper in each school building and must be forwarded to the Lead Director of Human Resources.

Questions Regarding Paychecks

Contact the payroll accountant at the School Board Office if you have any questions about your deposit or need further information.

Ten-month Employees

Ten-month professional employees are paid on the basis of their annual contracted salary divided into twelve (12) equal payments, beginning with the September payment. The daily rate of pay is 1/200 of the annual salary. Absences that make it necessary to deduct pay are deducted at the rate of 1/200 of the annual salary.

Eleven-month Employees

The employee's annual salary is divided into twelve (12) equal payments beginning with the August payment. All "Unpaid" Absences are deducted at the per diem rate.

Twelve-month Employees

The employee's annual salary is divided into twelve (12) equal payments beginning with the July payment. Absences that make it necessary to deduct pay are deducted at the rate of 1/260 of the annual salary.

Instructional Aides

The employee's annual salary is divided into twelve (12) equal payments beginning with the September payment. Absences that make it necessary to deduct pay are deducted at the rate of 1/184 of the annual salary.

Other Employees

The annual salary of bus drivers, school nutrition workers, hourly custodians, and per diem employees is divided into monthly payments and is paid as specified in their annual agreement with the School Board.

Date of Payment

Payment is made by direct deposit on the last business day of each month.

PAYROLL DEDUCTIONS

Required Deductions:

- Federal Withholding Tax
- Social Security (comprised of FICA and MEDICARE components)
- State Withholding Taxes
- Virginia Retirement Member Share

Membership in the Virginia Retirement System is mandatory for all full-time employees. Individual contributions are based on the VRS rules in place at the time each employee is hired. The school system also pays an employer share at a rate which is regulated by actuarial information provided by the General Assembly. For full details about the Virginia Retirement System Plan, go to <https://www.varetire.org> and click on the Members link to view the Plan 1, Plan 2, or Hybrid descriptions.

PAYROLL/BENEFIT CHANGES (PERSONAL)

It is the responsibility of each employee to notify the Lead Director of Human Resources and the Payroll Clerk whenever personal data changes occur. Examples include: mailing address, primary bank/account number(s), name of beneficiary, name change, payroll deductions, etc.

All payroll changes and/or changes in personal data are due by the 15th of each month. Requests received after this date will be reflected on the next pay period.

E-PAY

E-Pay stub is a secure way for employees to view and/or print their earnings and/or W2's via the Internet from any computer with internet access. Information regarding use of this system will be emailed to all staff members annually in August.

TIMESHEETS

Employees who are required to submit a timesheet may only submit approved timesheets. Employees are not permitted to “design” their own timesheet. **Approved timesheets are available on the division web site under Human Resources.** Timesheets must be completed as required **and signed by an administrator before submission to payroll.** An administrative signature is required as verification that the timesheet is accurate.

Timesheets that are incomplete and/or do not have an administrative signature will be returned to the appropriate administrator. **Timesheets received after the deadlines (Table 1), may not receive payment until the next pay cycle.**

Table 1: Timesheet Deadlines

Deadline to Submit Timesheet to Supervisor for Signature	Deadline for Supervisor to submit Timesheets to Payroll
September 17 th	September 18 th
October 15 th	October 16 th
November 15 th	November 16 th
December 7 ^h **	December 10 th **
January 15 th	January 16 th
February 15 th	February 18 th
March 15 th	March 18 th
April 15 th	April 16 th
May 15 th	May 16 th
June 17 th	June 18 th
July 15 th	July 16 th
August 15 th	August 16 th

** Date may change. Notification will be communicated.

TIME SCHEDULES & HOURS OF WORK

The King William County School Board recognizes the need for establishing daily time schedules for all employees that provide for consistency throughout the school system. The School Board also recognizes the need for daily time schedules to allow for differences in responsibilities and requirements in the variety of positions held by school system employees.

The superintendent is authorized to establish daily time schedules for all classifications of employees that shall be subject to School Board review. To ensure adequate student supervision school-based employees are expected to remain on school grounds during the instructional day unless their assignment requires otherwise, appropriate leave is utilized, or otherwise approved by the administration.

The workday for full-time professional staff will be a minimum of seven hours and thirty minutes inclusive of a duty free lunch period and will continue until professional responsibilities to the students and school are completed. Elementary teachers will be provided at least an average of thirty minutes per day during the students' school week as planning time. Administrative meetings, curriculum development, pupil supervision, high school graduations, assigned duties, parent conferences, group or individual 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/her designee, consistent with the Fair Labor Standards Act. The work-day for full-time support staff is defined annually in a salary memorandum issued to each support employee.

ATTENDANCE EXPECTATIONS

All employees are expected to be present during all work hours. Absences without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including

dismissal. Should any employee be unable to report for work as scheduled he/she must make this known to the building principal/supervisor or designee. Non-compliance of attendance expectations will be addressed by the building principal. Continued disregard of the expectations will be referred to human resources.

All employees are required to register their attendance, through the KeepNTrack log-in system, immediately upon arriving at their assigned job location. All employees are required to utilize the same tracking system to register their exit time when leaving for the day.

Under no circumstances are employees permitted to leave their assigned work location for personal reasons without the approval of a building principal or supervisor. Non-compliance of this expectation will result in disciplinary action.

Schools' Operational Hours

7:55 a.m.-3:25 p.m. (Teachers & Instructional Assistants)

8:00 a.m.-4:30 p.m.(Office Staff)

*Building principals may adjust the employee work hours in order to ensure proper student supervision for varying student transportation arrival/departure times.

Central Office Operational Hours

8:00 a.m.-4:30 p.m.

Bus Shop Operational Hours

7:00 a.m.-4:30 p.m.

Teachers

Arrival and departure times for teachers will be designated by the principal and/or superintendent. A minimum of seven and one-half (7½) hours shall be observed in all schools.

Administrators and Supervisors

Administrators and supervisors shall work an eight hour day exclusive of lunch.

Classified Employees

Classified employees shall work an eight (8) hour day, exclusive of lunch, unless their agreement spells out a shorter work day. Teacher aides/interpreters shall work a seven and one-half (7½) hour day. Per diem aides shall work a 6 hour day on days students are in school.

Days When Schools are Closed

When schools are closed because of weather conditions or other emergencies, all employees (professional and classified) are expected to refer to the inclement Weather Operational Guidelines" and follow the designated CODE (0 thru 5) to determine whether or not employees are to report to work. Generally, administrative and twelve-month employees are expected to report to work on days when schools are closed because of weather conditions or other emergencies. Should travel conditions stop the employee from reporting to work, the employee may use earned leave, lose pay for the lost time or have the day declared by the superintendent as an "excused day" (vacation day or personal leave). Employees do not lose time when the superintendent, because

of safety, excuses employees from reporting to work. Employees are urged to call 804-769-3434 to learn the status of the school division in times of inclement weather

Make-up Days

When schools are closed because of weather conditions or other emergencies, “make-up” days will be determined by the Superintendent with Board approval.

EMPLOYEE WORKDAYS, HOLIDAYS, AND VACATION

Workdays

Licensed Employees

10-month Teachers (200 days) – Report in August as indicated by the Board’s calendar, follow school calendar, and complete contract in June.

11-month Teachers (220) and Administrators (240) – Report on August 1 and complete obligation on June 30. Follow school calendar when school is in session.

12-month Administrators (240) – Report on July 1 and work a normal work week with the exception of paid holidays and vacation. Complete contract obligation on June 30.

Classified Employees

180-day Employees – Report each day school is in session.

184-day Employees (Instructional Assistants) – Report each day school is in session, plus five (4) additional days scheduled by the principal.

School Nutrition – Report each day school is in session. Managers report three (3) additional days after school is closed. Workers report one (1) additional day before school starts and one (1) day after school is closed.

11-month Employees – Report August 1 and complete obligation on June 30. Follow school calendar when school is in session.

12-month Employees – Report on July 1 and work each day the central administration office is open or as amended by supervisor. Terminate contract year on June 30.

Holidays

Paid holidays shall be established on a yearly basis as part of the Board approved calendar.

VACATION – TWELVE MONTH/FULL-TIME EMPLOYEES

Twelve-month, full-time employees shall be entitled to paid vacation days based upon the number of years of service credited with the Virginia Retirement System (VRS).

Individuals with key accounting roles are required to take time off for at least five consecutive workdays annually. During this period of absence duties assigned to this employee will be completed by another employee with like set skills. Vacation days may be accumulated to a maximum of thirty (35) days. Vacation days must be utilized by July 1 annually. Vacation days accumulated beyond the maximum allowed may be transferred to the employee's sick leave accumulation on an annual basis. The superintendent or his/her designee shall approve all vacation schedules and days so as not to impair the operation of the school division. Requests for leave should be submitted for approval at least five (5) days before the anticipated leave date.

Vacation time for full time 12-month administrative/supervisory professional and support employees shall be earned in the following manner and leave shall be approved by the superintendent or his/her designee:

- 1 day per month (12 work days per year) for one through the end of six years of service;
- 1 ¼ days per month (15 working days per year) for seven through the end of twelve years of service;
- 1 ½ days per month (18 working days per year) for thirteen through the end of twenty years of service;
- 1 ¾ days per month (21 working days per year) for twenty-one through the end of twenty-nine years of service; and
- 2 days per month (24 working days per year) for 30 or more years of service.

LEAVE AND ABSENCES

All professional and support staff employee leaves of absences are subject to school division policy and regulations. The superintendent provides for the interpretation and application of the school division's policies and regulations regarding leaves and absences (Policy GCDB; GCDB-R).

AESOP On-Line Attendance System

All employees are required to document leave requests via the AESOP System. Administration and clerical staff are not responsible for this task. All staff members will be held responsible for documenting his or her attendance. Leave requests submitted through the AESOP System require administrative approval.

If illness or other emergency occurs during a regular workday that necessitates leaving school, notify the principal or assistant principal so a substitute can be called or supervision can be arranged. If illness occurs during non-working hours that will necessitate being absent from work, please contact Source4Teachers online at Sams@Source4Teachers.com or by phone at (877) 983-2244 prompt 2. If you are going to be late, please call the designated campus contact for your assigned school to ensure coverage for your class until you arrive.

Personal Leave

Full-time personnel are allowed two (2) days of personal leave each year. It may be accumulated from year to year as sick leave. The personal leave day must be approved a minimum of five (5) days in advance by the employee's supervisor and superintendent or designee. **Leave is not approved for days immediately preceding**

or following scheduled holidays. One additional day of personal leave may be used, and deducted from sick leave, upon approval of the employee's supervisor, and having exhausted the other two (2) days of personal leave. Requests to convert one day of accrued sick leave to a third personal day must be submitted to the Lead Director of Human Resources. **The request will be submitted in writing, dated and signed. Include in the request the specific date of the absence for which the third personal day is needed. Once approved by an administrator, the request is forwarded to the Lead Director of Human Resources for final approval.**

Leave of Absence

The Board may approve the request for a leave without pay for full-time personnel employed in this school division for at least one (1) year. It shall be for a maximum of one (1) year. The number of leaves shall be limited. Upon the employee's return to the school division, the employee shall be placed in the same or comparable position for which the employee is qualified unless there has been a staff reorganization or a significant decrease in enrollment or funds. Personnel on leave are not considered employees and have no replacement guarantee; however, approved personnel will be given employment priority over other applicants.

Absences

Employees taking an unauthorized leave, or who are absent without authorization, will not be paid for the day or days of absence and may result in disciplinary action. Should any employee be unable to report for work as scheduled he/she must make this known to the appropriate administrator/supervisor. Leave immediately preceding or following scheduled holidays shall be categorized as leave without pay.

The Lead Director of Human Resources may approve leave with pay in the event that the absence was as a result of a medical emergency or legal circumstance. Request for leave with pay must be submitted in writing to the Lead Director of Human Resources who will then schedule a meeting with the staff member. Requests for consideration (including supporting/verifying documents) must be submitted to the Lead Director of Human Resources no less than 5 days prior to the absence or 5 days upon returning to work. Non-compliance of the five days prior or after expectation shall result in the absence(s) categorized as "unpaid" and non-appealable.

In the event that an initial request is denied, the staff member may appeal to the superintendent, in writing, within 5 days of the decision. It is the responsibility of the employee to follow the procedure designated by each school regarding necessary absences from work. An amount of money equal to the employee's per diem rate shall be withheld from the next paycheck, and the employee may be reprimanded or dismissed if the violation is intentional. The superintendent is authorized to release employees from their assignments without loss of pay to participate in activities germane to the school division or for reason of emergency when the employee cannot apply another policy or regulation.

Loss of Pay Due to Absences

When an employee has exhausted his or her accrued leave and attempts to request leave via the Source4Teachers system, the employee will receive notification that the day requested will be designated as "without pay". The Lead Director of Human Resources will be notified and will notify payroll to deduct money from the employee's

next paycheck based on the number of “days without pay”. **Excessive absenteeism shall be included under Standard 6 (Professionalism and Communication) of the staff member’s evaluation. Should this pattern continue a second time, the staff member shall receive a Needs Improvement/Unacceptable rating in Standard 6. A pattern of excessive absenteeism may also result in the employee receiving a written reprimand or receiving notification of dismissal. Staff members shall not be penalized for verified long-term absences.**

Chronic Conditions

Staff members who suffer with a chronic medical condition that requires special considerations shall be required to submit medical documents supporting such condition annually. Documentation shall be submitted to the Lead Director of Human Resources for review. A meeting shall be required between the staff member and the Lead Director of Human Resources if the condition falls under the umbrella of FMLA or additional clarification regarding the condition is required.

Long Term Sick Leave

For all extended medical leave requests exceeding ten (10) days absence from duty, please refer to the Federal Guidelines for Family Medical Leave Act approved by the King William County School Board. Guidelines are found on **pages 36-39** of this handbook and in the Policy Manual (Policy GCBE).

Leave Without Pay (GCBEA)

When an employee has used all his/her paid leave and is absent from work for a justifiable reason, he/she will be placed in a leave without pay status.

For employees during their first year of employment, a justifiable reason is having a debilitating or life-threatening illness or injury, as confirmed by the employee’s physician. If the illness requires an absence of up to ten consecutive days, this policy will be used. If the absence is longer than ten consecutive days, the Leave of Absence policy will be used. When any employee accumulates three days leave without pay in a fiscal year, he/she will be required to have a conference with his/her supervisor to discuss the absences, including but not limited to the reason(s) for the absence(s), the pattern of absences, strategies for avoiding future absences and identification of resources to aid/support the employee, if needed.

As a result of the conference, the supervisor will develop a plan for responding to the absences. If the explanation for the absence is reasonable and will continue to impact the employee’s presence at work, the plan may include use of additional leave under other policies, resources to aid/support the employee and adjustments in work schedules. Any such plan must not compromise the delivery of the instructional program or impede any facet of the school system with which the employee is involved.

If no reasonable explanation is offered for the absences, the employee will be counseled about disciplinary consequences up to and including termination for any further leave without pay absences. If warranted by additional absence, the superintendent will recommend to the School Board that the employee be terminated for job abandonment.

An employee may request in writing advance approval for leave without pay for up to ten consecutive days per occurrence. Approval must be given by the immediate supervisor and the superintendent/designee. Absences longer than ten consecutive days must be requested under the Leave of Absence Policy.

When an employee is absent from work and has not been approved for leave, (either the employee followed request procedures and was denied leave, or did not follow request procedures), he/she will be placed in a leave without pay status and will be required to have a conference with his/her supervisor to discuss the absence, including but not limited to the reason for the absence, procedures for requesting leave, strategies for avoiding future absences and identification of resources to aid/support the employee, if needed. As a result of the conference, the supervisor will develop a plan for responding to the absence.

If no reasonable explanation is offered for the absence, the employee will be counseled about disciplinary consequences up to and including termination for any further leave without pay absences. If warranted, the superintendent will recommend to the School Board that the employee be terminated for job abandonment. The superintendent will ensure that a system of monitoring leave without pay absences is in place to permit timely notification when a conference is required.

Absence Due to Work-Related Injury

Employees who are compensated for time missed due to a work-related injury will receive credit for sick days used during the first seven days of their absence. Personal illness days will be re-instated following the seventh (7th) day of absence and upon notification of compensation through the workers' compensation insurance carrier. If an employee is absent more than 7 days and receives compensation from the workers' compensation insurance company, that time will not be counted as "sick leave". Any days previously counted as sick leave will be credited to the employee's sick leave balance. At that time the employee would be considered Absent Without Pay and his/her next paycheck adjusted to deduct the amount previously paid as sick leave.

Court Appearances

Employees who receive a subpoena to appear in court for personal involvement may request the use of a personal leave day. Leave without pay will be given for all other court appearances that are not job related.

Jury Duty

Employees called for jury duty during the term of the contract or agreement will be given a leave of absence. During the leave of absence, the employee will be paid his/her contracted salary, less the amount received from the court for jury duty.

Military Leave

Employees having to serve on military reserve duty during the term of the contract or agreement will be given a leave of absence not to exceed two (2) weeks. Such employees will be paid on a per diem basis a sum equal to the difference between their pay from the service and their daily rate. Persons called to active duty, while under contract, will follow the federal guidelines.

Religious Leave

Any employee whose religious affiliation requires the observance of holidays other than those scheduled in the school year may request religious leave. Religious leave may be granted provided the granting will not have a severe impact on the instructional program. The Leave Reporting Form must be submitted to the superintendent one (1) week prior to the day of the requested leave.

Educational Leave

Part-time, full-year, and sabbatical educational leave may be granted to full-time personnel. Personnel on leave are not considered employees and have no reemployment guarantee; however, approved personnel will be given employment priority over other applicants.

Professional Conference Leave

Employees are required to submit a Professional Conference Attendance Request Form each time they are seeking approval to attend a conference or other events that could be categorized as professional in nature; **do not** submit a Leave Request Form in addition to the conference request form. Requests should be submitted in a timely manner and in compliance with requirements stated on the form. If reimbursement for expenses is requested, a Conference Expense Reimbursement Form must be submitted upon returning to work. It is the responsibility of the employee to read and understand what can be requested, the amount that can be requested, and required verifying attachments prior to submitting the Conference Expenses Reimbursement Form. Failure to follow policy will result in denial of requests.

Sick Leave

Employees are expected to maintain a positive attendance pattern. Poor attendance may be cause for a recommendation of non-renewal or dismissal. Sick leave days are earned at a rate of one (1) day per month of contracted full-time employment. Contracted employees covered under this sick leave plan shall receive their allotted days for the year on the first day they report to work. Should the employee fail to earn the advanced sick leave days, the superintendent shall withhold monies equal to the per diem rate of the employee times the number of leave days advanced. Sick leave is meant to be used for an illness of the employee or immediate family member. Verification may be required. Employees must work more than half of the scheduled work days in the month to earn a sick leave day.

Employees who are members of VRS Plan 1 or plan 2 may carry over any unused sick leave. Employees who are members of the VRS Hybrid Plan may carry over any unused sick leave for a total of up to 90 days.

A licensed employee may transfer accumulated leave to another school division in Virginia if the board of the division to which the transfer is being made is willing to accept the transfer. **New staff members are required to submit the appropriate documentation to have their accrued sick leave transferred from their prior division to KWCPs by September 15th of their first school year. The requests are submitted to the Human Resources Department for review and approval.**

A licensed employee will be presumed to have left the teaching profession when he/she accepts employment other than in the Virginia public schools or is unable to work in the Virginia public schools for a period of three consecutive years. **King William County Public Schools will maintain unused sick leave for three years; after this time the leave is forfeited.** Licensed employees who leave the teaching profession to enter the armed services do not forfeit accumulated earnings unless they fail to return to the teaching profession immediately upon discharge from an original tour of duty in the armed services. Sick leave shall be allowed for personal illness including quarantine.

Sick leave is allowed for illnesses in the immediate family for a maximum of five (5) consecutive days for each separate case of illness. Upon written request to the superintendent which provides for medical documentation of need, an employee may be allowed to use an additional maximum of five (5) consecutive days to attend an ill member of the immediate family. Therefore, for each separate case of illness in the immediate family, the total number of days of sick leave which could be permitted to be applied is ten (10) days. The Employee must have accumulated sick leave from which to draw up to ten (10) days.

The immediate family is regarded to include natural parents, foster parents, stepmother, stepfather, wife, husband, children (foster and natural), grandchildren, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, grandparents-in-law, and any other household member of the employee (any other household member of an employee limited only in that the person, however distantly related or not must live in the household of the employee). In the case of prolonged illness (absence of more than ten (10) consecutive days), an employee who is a member of VRS Plan 1 or Plan 2 shall file for long-term disability leave.

An employee who is a member of the VRS Hybrid Plan shall be required to use any accumulated sick leave to supplement his or her disability replacement compensation to reach a total of 100% of his usual payroll compensation. In no event shall such employee's combined compensation exceed his usual gross payroll amount. If such employee has no available sick leave, the employee will be paid at the rate set forth in the Hybrid Disability Program.

Bereavement Leave

Employees may be absent without loss of pay and without sick leave deduction in the case of the death of an immediate family member for a period not to exceed three days for each separate case. The immediate family is regarded to include natural parents, foster parents, stepmother, stepfather, wife, husband, children (foster and natural), brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, grandparents-in-law, and any other household member of the employee (any other household member of an employee limited only in that the person, however distantly related or not must live in the household of the employee). Additional days in these instances may be charged to sick leave with approval of the superintendent.

Overtime and Compensatory Time

The King William County School Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of his/her supervisor. All overtime work must be expressly approved in writing by the superintendent or his/her designee. All supervisory personnel must monitor overtime on a weekly basis and report such time to the superintendent or his/her designee. Principals and supervisors will monitor employees' work, will ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and will ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent nonexempt employees from working more than 40 hours in a workweek. Accurate and complete time sheets of actual hours worked during the workweek will be signed by each employee and submitted to the finance officer. The finance officer will review work records of employees on a regular basis to make an assessment of overtime use. In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for each hour of overtime worked, if such compensatory time (1) is pursuant to an agreement between the employer and employee reached before overtime work is performed, and (2) is authorized by the immediate supervisor.

Employees will be allowed to use compensatory time within a reasonable period after requesting such use if the requested use of the compensatory time does not unduly disrupt the operation of the school division. Employees may accrue a maximum of 240 compensatory time hours before they will be provided overtime pay at the rate earned by the employee at the time the employee receives such payment. In addition, upon leaving the school division, an employee must be paid for any unused compensatory time at the rate of not less than the higher of (1) the average regular rate received by the employee during his/her last three years of employment, or (2) the final regular rate received by the employee.

Non-exempt employees whose workweek 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 workweek. Employees will be provided with a copy of this policy and be required to sign this policy to acknowledge their understanding of overtime and compensatory time provisions. Such signed policy will constitute the written agreement required in this section.

Payment of Unused Sick Leave and Unused Vacation

The board shall compensate at an approved rate eligible retiring employees for their unused accumulated sick leave. The retiring employee must retire under the regulations of the VRS and have been under contract in this school division for five (5) consecutive years preceding retirement.

For employees retiring under VRS Plan 1 or Plan 2, the maximum number of allowable days will be 150. The rate is 16% of the daily rate, or \$20.00 per day, whichever is greater. For employees retiring under the VRS Hybrid Plan, the maximum number of allowable days will be 90. The rate is 16% of the daily rate, or \$20.00 per day, whichever is greater. Twelve month employees who have unused vacation days

(up to 35 days) will be paid at the employee's per diem rate. **Employees are expected to submit a written request they want to receive a "pay-out" of their unused sick leave. The request is submitted to the Lead Director of Human Resources.**

Sick Leave Bank

The School Board will maintain a sick leave bank for full-time contracted employees who have prolonged medical challenges (defined as life threatening and so serious in nature as to require expensive, extensive, long-term treatment) or long-term illness or injury and who have exhausted their own sick leave.

A. Administrative Regulations

Each full-time employee who accumulates sick-leave is eligible for membership in the sick-leave bank and may become a member by donating one day of sick-leave upon joining and one day thereafter whenever an assessment is required.

Days donated to the Sick Leave Bank are irrevocably donated and lost to the control or individual use of the donor except as a participant in the Sick Leave Bank.

B. Enrollment

1. An employee may enroll within the first 30 calendar days of employment. An employee who does not enroll when first eligible may do so between any subsequent August 15 and September 15 period by making a written request to the Lead Director of Human Resources.
2. Membership in the sick-leave bank shall be continuous unless the employee informs the Lead Director of Human Resources in writing prior to September 15 of his /her intent to withdraw from participation in the sick-leave bank.

An employee shall be enrolled in the Sick Leave Bank for one month prior to becoming eligible to utilize the benefits of the Sick Leave Bank.

C. Application

1. Before becoming eligible for sick-leave bank benefits, the employee shall have exhausted completely his/her own sick leave accumulation. After such exhausting of his/her own sick leave, there shall be a waiting period of 20 working days—without pay—before being eligible for sick leave benefits. A maximum of 40 days each school year may be drawn by any one member.
2. A member must make application for use of the sick-leave bank entitlement within 10 working days after using all accumulated sick leave and personal leave.
3. Members utilizing days from the sick-leave bank will not have to replace these days.
4. Additional periods of disability resulting from a recurrence or relapse of the original illness will be covered fully on a continuing basis up to the annual maximum of forty-five days. Otherwise, members must return to work and meet the 20-day elimination requirement before becoming eligible to utilize

sick-leave bank benefits again.

5. A doctor's certificate is required before a sick-leave bank member can use his/her sick-leave bank entitlement. This statement is to be submitted in writing to the Assistant Superintendent of Personnel/Operations in advance of the absence for which the days are to be granted. Requests cannot be made retroactively.
6. The sick-leave bank cannot be used for family care.
7. The contribution of a sick leave day to the sick-leave bank by an enrolling employee will not interfere with said employee's perfect attendance.
8. The sick-leave bank will carry over its total days from one school year to another.

D. Assessment

1. Participants in the sick-leave bank will be assessed an additional day(s) of sick leave at such times as the sick-leave bank is depleted to thirty (30) days. Notification of such assessment shall be sent to each member at the time it is determined to be necessary.
2. A member who has no sick leave to contribute at the time of assessment shall be assessed this day(s) from the first sick leave day(s) subsequently accumulated.

E. Termination of Sick-Leave Bank

1. If the sick-leave is abolished by the school board or by legal ruling, the remaining sick-leave bank days shall be distributed first to those members drawing from the bank, and then to each member if sufficient days exist to return a minimum of one-half day to each member. In the absence of sufficient days to redistribute at least one-half day per member, the sick-leave bank will terminate with no distribution of days to anyone.
2. If the sick-leave bank becomes inoperative for any reason, the school board shall not be held responsible to anyone, enrolled now or eligible in the future, for any claims.

F. Termination of Employment or Membership

1. Upon termination of employment or withdrawal of membership from the bank, a participant will not be permitted to withdraw or be paid for his/her contributed day(s).

VIRGINIA RETIREMENT SYSTEM

All eligible employees must be members of the Virginia Retirement System. Employee retirement benefits are governed by the rules and regulations established by the Virginia Retirement System.

Based on an employee's hire date, he or she is categorized as a VRS members under **Plan 1** (employees who are hired prior to July 1, 2012, including deferred members who

have service prior to that date), **Plan 2** (employees who were hired or rehired after July 1, 2010) and **Hybrid Retirement Plan Members** (employees who were hired after January 1, 2014).

Employees designated as **Hybrid Plan Members** should refer to the Virginia Retirement System (myVRS) web site for complete details and tutorials regarding this new retirement plan option.

In order for a staff member to monitor or review their VRS account, he or she must submit the required log-in information. In order to access your account (first time users):

1. Go to www.varetire.org – and once the home page appears, activate the “members” drop down screen;
2. Under “Resources”, click on the *myVRS Log-In* field;
3. As a first time user you will need to click on the “Register Now” button and follow the subsequent prompts;
4. Remember your log-in and password...you will need to provide this information each time you log into the VRS site to check you VRS information.

Another important reason for creating an account (Plan 1 and Plan 2 members only) is to access your annual Member Benefit Profile (MBP). The MBP is your annual benefit statement based on information reported to VRS as of June 30. It provides account balance information, retirement eligibility and eligibility for other benefits such as group life insurance and the health insurance credit.

Retirement

Retirement is at the discretion of the employee. Full-time personnel who qualify are eligible for benefits in accordance with the regulations of the Virginia Retirement System. The employee is required to provide written notice to the Lead Director of Human Resources in anticipation of retirement. The deadline for doing so is in December with the actual date given annually.

School division employees who are eligible will be members of the Virginia Retirement System. Employees may retire when they meet the disability or service retirement criteria as established by the VRS and their employer. Vested members are eligible to receive a lifetime monthly retirement benefit when they reach the age and service requirements.

Under Plan 1, members with at least 5 years of service may retire at age 65 with unreduced benefits. Members with at least 30 years of service may retire at age 50 with unreduced benefits. Under Plan 2, employees are eligible for an unreduced retirement benefit when he/she reach their normal Social Security retirement age and they have at least five years of service credit or when their retirement age and service credit equal at least 90. *Example: Age 60 with 30 years of service credit.*

The Virginia Retirement System administers a defined benefit plan, a group life insurance plan. Eligible employees should complete the Member Information and Beneficiary Designation Sheet in order to supply information and designation of beneficiary for membership in the Virginia Retirement System. The beneficiary given on this form applies to both Retirement and Group Life Insurance Benefits. The face value

of the term life insurance doubles in the event of accidental death. Complete all requested information, including the correct Social Security number, before the form (with signature) is notarized. Optional Group Life Insurance is also offered through VRS. Please visit the Web site as often as possible to remain abreast of changes – www.varetire.org.

For complete information concerning VRS benefits, retirement, etc., refer to the VRS Web site – www.varetire.org. Additionally, employees may address questions or concerns to the Virginia Retirement System via telephone at: 1-888-827-3847.

Employees employed in a position not covered by VRS may resign and shall be considered retired if he/she meets the State retirement requirements. Non-covered VRS employees are not eligible for service benefits from VRS or the School Board. Retirement requests are not officially approved until presented to and accepted by the Board.

Retirement Procedures

All employees who plan to retire should:

1. Notify the Lead Director of Human Resources, in writing, of your decision to retire by December 15th of the ensuing year unless the superintendent approves a waiver;
2. Access your VRS account information through the secure online my VRS system. Through this system you can view your benefit information, use the *Calculator & Estimator* to estimate your retirement benefit, including average final compensation, and a benefit payout option.
3. Read the *Getting Ready to Retire: Plan 1 and Plan 2 Members* or the Handbook for Hybrid Plan Members; both can be accessed at www.varetire.org under “publications”;
4. Contact the VRS Counseling Center: Monday-Friday, 8:30 a.m.-4:00 p.m., 1-888-827-3847 to have specific questions answered regarding retirement;
5. Complete all forms as listed in the handbook; ensure that you are able to provide a copy of your birth certificate (and the survivor’s birth certificate if applicable);
6. Contact the Lead Director of Human Resources once all forms have been completed and submit the documents for review. Once reviewed, you will receive notification from human resources that your application has been submitted to VRS. Please submit retirement documents to HR for review by March 15th.

Retirement documents, once reviewed and cleared by HR may be mailed or faxed to the Virginia Retirement System. Retiring staff members who personally mail or

fax their documents are required to submit a copy of all retirement documents to HR for placement in his/her personnel file.

EARLY RETIREMENT (ERIP)

The King William County School Board provides full time professional staff covered by the Virginia Retirement System (VRS) a plan of early retirement as set forth in this regulation. Applications for this early retirement program must be received on or before December 15th for the ensuing year unless the superintendent approves a waiver. This incentive program for Early Retirement is contingent upon the appropriation of funds. It must be reauthorized each year by the School Board following the approval of the annual budget.

To be eligible for benefits under the early retirement program, full-time professional staff employed prior to July 1, 2007 must have been employed for five (5) consecutive years by the King William County School Board. Full-time professional staff employed on or after July 1, 2007, must have been employed for ten (10) consecutive years by the King William County School Board. In addition, eligible employees must have twenty (20) years of coverage under the Virginia Retirement System (VRS), must be employed by the King William County School Board at the time of retirement, and must be at least 50 (by August 31) years of age. Upon meeting all of the requirements to participate in the early retirement plan, the employee may remain in the program for no more than five (5) years from the date early retirement benefits are first paid. An employee may not receive early retirement benefits concurrent with disability retirement.

Employees receiving early retirement benefits under this plan shall receive a per day stipend for each day worked. For teachers, the stipend shall be \$75 per day worked; for administrators, the stipend shall be \$125 per day worked. In addition, the King William County School Board shall pay an amount equal to the cost of employee-only health insurance premiums for that year. The employee may use this amount towards the cost of such employee-only health insurance under the plan offered to School Board employees. Early retirement benefits shall be paid for as long as the employee is an eligible participant.

Early retirees will be required to work two (2) days per contract month. Ten (10) month employees will be required to work twenty (20) days per calendar year, eleven (11) month employees will be required to work twenty-two (22) days per calendar year and twelve (12) month employees will be required to work twenty-four (24) days per calendar year. There must be a minimum separation from service of at least 30 regularly scheduled working days from the date of retirement to any reemployment with the School Board. The tasks and the days assigned shall be determined by mutual agreement between the superintendent or his/her designee and the retiree. Early retirees may receive across the board cost-of-living increases, subject to approval by the School Board.

Employees should refer to the policy manual (GBOA, GBOA-R) for details regarding the formula and benefits, requirements, and withdrawal procedures from the program. This incentive program for Early Retirement is contingent upon the appropriation of funds. It must be reauthorized each year by the School Board following the approval of the annual budget.

Prior to working to fulfill the required number of days, an Early Retirement Participant Work Request must be submitted by the building principal or designee to the Lead Director of Human Resources. ERIP participants may not work prior to approval. Once an ERIP participant has fulfilled his or her required number of days, the participant will be required to submit the appropriate timesheet in order to receive payment for any days worked after the required number of days. It is the responsibility of the employee to ensure that their timesheet has been signed by an administrator prior to submitting to it to payroll. ERIP participants do not submit a timesheet until after they have fulfilled the required number of “work” days. (See GBOA-R for complete policy details).

LESSON PLANS

Lesson plans shall be maintained as an integral part of the instructional program. Lesson plans are to serve two basic purposes: 1) to provide direction to classroom instruction and 2) to assist the teacher and principal in maintaining quality control over delivery of instructional services in the classroom.

Daily plans shall be developed, maintained and submitted electronically to the appropriate administrator on Mondays by 9:00 a.m. The principal shall approve the lesson plan format for each teacher and shall monitor lesson plans on a weekly basis.

Lesson plans must include the following:

- SOL (Number and written standard with Bloom’s verb highlighted)
- Objective
- Essential Vocabulary
- Instructional Activities
- Plan for Evaluation
- Differentiation

-
- **Other components specific to an age group and determined by the principal**

Each teacher is required to prepare detailed substitute teacher lesson plans for pre-arranged absences, such as **FMLA** and professional conference days. These lesson plans are to be designed for use by the substitute teacher and should include all necessary information regarding student assignments, materials, and available teacher resources.

In addition to the weekly plan, each classroom teacher shall provide an emergency plan (three-day minimum) to be maintained in a file in the principal’s office for use by substitute teachers. Included shall be the daily attendance procedures, class roster and/or seating chart (updated regularly), location of necessary keys, policy for handling school money, fire and emergency drill procedures, day and time of special classes (for both the entire class and individuals), special needs of any students, policy for dismissing a student from the classroom for early dismissal, discipline referral form, substitute’s summary form, lunch procedures/schedule and a set of additional learning activities to supplement the regular daily plans, if needed.

ANNUAL SMART GOALS OF INSTRUCTION

Teachers have a definite impact on student learning and on student's academic performance. **SMART goals (where applicable)** are developed early in the school year and describe observable behavior and measurable results that would occur when each goal is achieved. Teachers set annual goals for improving student achievement based on the School Improvement Plan. The goals and the goal fulfillment are important data sources for teacher performance evaluation. Annual goals for improving student achievement include content areas to be addressed, baseline data, goal statements for desired results, and activities to accomplish the desired results.

The evaluator and the teacher meet to discuss how to meet the goals stated in the School Improvement Plan. And although new goals are identified each year, the focus must be how to ensure academic success for every student. Each building administrator is present guidelines regarding goals and expectation prior to the initial meeting. The initial goal meeting should be completed per the schedule found in the KWPCS Evaluation Manual.

LICENSE RENEWAL PROCESS AND LICENSE HOLDER'S RESPONSIBILITIES

Effective July 1, 2018, renewable licenses will be issued for ten years.

The postgraduate professional, collegiate professional, vocational education, and pupil personnel services license may be renewed upon accrual of 180 professional development points based on an individualized professional development plan within a 10 year validity period. Please read the *Virginia Licensure Renewal Manual, November 22, 2017*, in order to gain a clear understanding of all licensure requirements.

License holders are responsible for satisfying license renewal requirements as set forth in the regulations governing licensing of school personnel (8 VAC 20-21-110). License holders are responsible for maintaining all documents necessary to support information submitted on the licensure application. The current (May, 2016) *Virginia Licensure Renewal Manual* provides guidance. The manual describes the process for renewing a license through an individualized plan. It is the responsibility of all staff members to review the Virginia Licensure Renewal Manual located on the Virginia Department of Education website and to submit the most recent forms designated by the Virginia Department of Education Licensure Department.

Those seeking an initial license or who are renewing their license are required to show evidence that the following have been completed:

1. **Child Abuse Recognition and Intervention Training**
2. **Emergency First Aid, and CPR, and use of AEDs**
 - Certification or training in Emergency First Aid, CPR, and use of AEDs, must be completed **each time** your teaching license is renewed. The verification must include a completion date within the 5 year window.
 - Effective September 1, 2017, certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators

that is required of every person seeking initial licensure or renewal of a license as a teacher shall include hands-on practice of the skills necessary to perform cardiopulmonary resuscitation.

3. Module specifically related to Virginia history or state and local government;

- Effective July 1, 2014, any individual licensed and endorsed to teach (i) middle school civics or economics or (ii) high school government or history who is seeking renewal of such license is required to demonstrate knowledge of Virginia history or state and local government by completing a module or professional development course specifically related to Virginia history or state and local government that has a value of five professional development points. This requirement applies to the individual's next or initial renewal occurring after July 1, 2014. Once completed, employees are required to print and submit the module certificate with renewal documentation to the Lead Director of Human Resources.

4. Dyslexia Awareness Training Module

- Effective July 1, 2017, every person seeking initial licensure or renewal of a license shall complete awareness training, provided by VDOE, on the indicators of dyslexia, as that term is defined by the board pursuant to regulations, and the evidence-based interventions and accommodations for dyslexia. This module is accessible from PCs and Mac computers. Viewing on an iPad or smartphone requires the download of the free “mobile player.” Users should complete the module in one session and have access to a printer.

5. School Counselor Training

- Effective July 1, 2017, the *Code of Virginia* requires every person seeking initial licensure or renewal of a license with an endorsement as a school counselor to complete training in the recognition of mental health disorder and behavioral distress, including depression, trauma, violence, youth suicide, and substance abuse.

To complete the requirements for recertification, the license holder should annually plan and review his/her program of professional development activities in consultation with an administrator. Requests regarding renewal points shall be presented to the administrator by the employee for prior approval. Points for renewal will be based upon activities that may be earned from the eight options listed in the renewal manual. Renewal point options will not be approved through the human resources.

Once the relicensure activity has been completed, the license holder must supply reasonable documentation to the administrator. During the fifth year of the validity period after January 1, the license holder and administrator should submit the Individualized Renewal Record document to the Human Resources Office. The license holder is responsible for completing the following steps in order to accrue the 180 professional development points necessary for recertification during the validity period.

1. Develop an individualized relicensure plan based on his/her professional need(s)/goal(s) and the employing educational agency's staff development priorities.

2. Meet annually with the administrator, as necessary, to review, amend, and verify the individualized relicensure plan and activities on the Individualized Relicensure form.
3. Present renewal activities to the administrator for approval before beginning.
4. With the administrator, certify and submit the completed Individualized Relicensure Form (located in the VLR Manual) along with supporting documents and appropriate fee to the Licensure Specialist (Mrs. Teresa Robinson). Once received, the information will be reviewed and submitted to the Lead Director of Human Resources for final review and signature.

If errors are found on the application or if invalid documents are submitted, all documents will be returned to the employee. A letter from human resources specifying the problem(s) and required revision(s) will be included. After the changes have been

addressed, the Individualized Renewal Record and verifying documents will be resubmitted for review and approval.

The school system will not offer a contract to persons who have not completed the renewal process prior to April 30 of the expiration year. In addition, the Board may require that the position of the individual be advertised as a vacancy as of June 1.

PERSONNEL RECORDS AND RELEASE OF INFORMATION

Present and past employees shall have access to their personnel files and records, which are maintained by the King William County School Division. **All requests to review one's personnel file shall be in written form and submitted to the Lead Director of Human Resources with a minimum of three (3) days advance notice.** No separate employee files shall be maintained which are not available for that employee's inspection.

All employees have a right to review their Official Personnel File by making an appointment with the Lead Director of Human Resources. Requests must be submitted in writing. All individuals requesting file reviews must allow 48 hours advance notice before they can come and review the file. File reviews are only conducted in the office of the Lead Director of Human Resources. Therefore, employees cannot remove the file, nor review the file unsupervised. Employees who require copies from their file must submit such request in writing to the Lead Director of Human Resources.

Employees have the right to request an administrative review of their file and the removal of items that they feel should not be maintained as part of their file. An administrative review must be requested in writing, detail the employee's concerns, and submitted to the Lead Director of Human Resources. Once the request is received, the review will be completed within 5 school days. The Lead Director of Human Resources will make a determination regarding the request and notify the employee in person and in writing the decision. 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 administration if such information alleges civil or criminal offenses.

If information relative to employment is requested by banks or other establishments, **written permission from the employee to release such information is required,**

except to comply with a judicial order or a lawfully issued subpoena. **Personal information will not be given via phone or email.** Social Security numbers will not be transmitted via email and will not be **faxed** without permission from the employee.

It is the responsibility of the employee to notify the human resources department immediately in writing of any changes relevant to the individual's records, including name and address.

RESEARCH AND PUBLISHING

The Board adopts the "work for hire doctrine", and shall have the copyright of all employees' work produced at the instance and expense of the Board and/or any of its administrative staff. Works authored by employees on their own time, without expense to the Board, and without instruction, direction, or control of the employees' superiors are the copyright of the employees.

Copyrights of the Board may be waived in favor of or assigned to the author by the Board upon application submitted to the Board through the superintendent. The Board authorizes the superintendent to review materials prepared by employees for which the Board has no copyright, and to waive or assign all or part of any interest or proprietary rights therein which is alleged the Board may have, in favor of the employees producing such works.

Any materials copyrighted under this section shall be made available to King William County Public Schools at no charge to the system.

Work made for hire is defined as materials prepared by an employee in connection with his or her job duties, and it includes instructional texts, tests, answer sheets, and materials specifically commissioned.

STAFF INVOLVEMENT IN DECISION MAKING

Employees are encouraged to communicate their ideas and concerns in an orderly and constructive manner to the superintendent and/or administrative staff. The Superintendent's Advisory Council is one vehicle to facilitate such communication.

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The King William County School Board recognizes the right of its employees to engage in political activity. Employees may solicit support for political candidates or political issues outside regular work hours, and off school property. School employees engaging in political activity must make it clear that their views and actions are made as individuals and that they do not represent the views of the school division.

STAFF VISITATIONS AND CONFERENCES

The Board includes funds in the annual budget to cover the expenses and fees for the attendance of professional staff at conventions, conferences, institutes, and meetings recommended by the superintendent. The superintendent is authorized to approve the

conferences and meetings to the extent provided for in the budget. Any additional requests must be approved by the Board. The superintendent is encouraged to approve the requests of as many staff members as feasible in order to provide a variety of professional experiences. Licensed employees should submit to their principal/supervisor the Professional Conference Request Form prior to any conference/workshop registration or attendance. The principal/supervisor will forward the conference request form to the superintendent for consideration. The superintendent shall have discretionary authority in this matter.

SUBSTITUTE AND PART-TIME PROFESSIONAL STAFF EMPLOYMENT

Substitute Teachers

Persons who meet the requirements of the School Board shall be eligible for substitute teaching. Substitutes are provided through the division's contractual agreement with Source4Teachers.

Homebound Teachers

Homebound teachers shall be employed on a part-time, hourly basis. They shall be selected from the active file of applicants in the Human Resources Department or from the approved substitute teacher list and shall hold a valid teaching certificate.

Part-Time Teachers

An employee working less than 180 days or less than six (6) hours per day or who is restricted to temporary or interim employment is considered part-time. Part-time teachers shall meet the certification requirements of the State Board of Education.

Summer School Teachers

Summer school teachers shall meet all licensure requirements.

STUDENT TEACHERS & INTERNS

The school division shall accept student teachers only from accredited institutions. All requests shall be directed to the Lead Director of Human Resources. All student teachers shall meet the same health/security requirements as all other personnel. The Lead Director of Human Resources shall have the responsibility of reviewing required documentation regarding program requirements and the assignment/placement of student teachers within the school system. Student teachers shall not be used as substitute teachers.

As in the case of student teachers, individuals requesting to complete an internship shall also be directed to contact the Lead Director of Human Resources and be held to similar criteria prior to approval.

Employees who request to fulfill the requirements of an internship must submit their request in writing to the Lead Director of Human Resources. An internship request from a member of the staff will only be considered for approval if the internship requirements

do not conflict with the staff members' contractual obligations and/or requires deviation from the established schedule.

SUPPLEMENTARY PAY PLANS

The School Board may authorize extra pay for the supervision of activities which require at least some special training or experience by one or more licensed employees and which are of such a nature that, although the school program includes these activities, they cannot feasibly be included in the regular school day. The School Board annually shall establish categories and shall determine compensation. A separate annual agreement shall be executed by the School Board with an employee who is receiving a monetary supplement for any athletic coaching assignment or extra-curricular activity sponsorship assignment. This agreement shall be separate and apart from the contract for teaching.

For purposes of this policy, "extra-curricular 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. **In no instance may staff be compensated twice for the same period of work. Staff will be evaluated annually on their extra-curricular sponsorship responsibilities.**

SUPPORT STAFF

Support staff personnel are those employees who need not hold a license issued by state education authorities in order to obtain their positions. This category includes, but is not limited to, non-licensed administrative positions, clerical, maintenance, transportation, food services, and aides.

Support staff personnel shall be employed on a non-contract basis unless otherwise required by state law.

The school division offers three types of employment to support staff personnel.

1. Temporary employees shall be hired for short-term needs on a daily basis. These employees shall accrue no benefits and be paid only for hours worked;

2. Probationary employees shall be fully qualified new employees assigned to authorized positions on a month-to-month basis. These employees are eligible for salary increments and shall accrue sick leave benefits at the rate of one-day per working month;

3. Regular Employees shall have successfully completed the prescribed probationary period. Regular employees shall be eligible for all employment benefits available under School Board policy. Such 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.

TELEPHONE USE

Telephones are located throughout each school building and are there for the express purpose of conducting school business. Itemized phone bills are received monthly detailing locations, phone numbers, time of calls, and associated costs. **All long distance calls should be recorded in the Main Office of each building in order to account for usage.** Employees should refrain from using school phones for personal use and are encouraged to use personal cellular phones for such. Any personal long distance calls made on school phones must receive prior approval through the building level administration with arrangements for reimbursement. All phone calls, personal or professional, are to be conducted in private during non-instructional time. Noncompliance may result in the staff member being required to reimburse the division for non-approved long-distance phone calls and additional disciplinary action including, but not limited to suspension or termination.

CELLULAR PHONE USE

The use of cellular phones during an instructional block with students present is not permitted. Teachers may not use or display “Bluetooth” type devices on their person while in the presence of students.

THIRD PARTY COMPLAINTS AGAINST EMPLOYEES

Any parent or guardian of a student enrolled in the King William County Public Schools or any resident of King William County may file a complaint regarding an employee of the King William County Public Schools. Such complaint shall be filed with the superintendent or his/her designee. The superintendent or his/her designee shall hold a conference with the employee to consider all sides of the issue. Following the conference, a specific memorandum shall be given to the employee indicating the nature of the complaint and any specific action taken. Individuals affected shall acknowledge receipt of the memorandum by signing a statement on the copy to be filed, indicating the memorandum was received. In instances where the employee does not agree with the facts stated in the memorandum or the action taken, he or she shall be allowed to respond in writing and have the response filed with the memorandum. If, after investigation by the designated individual, the complaint is deemed unsubstantiated, the memorandum shall be destroyed. If the complaint involves allegations of child abuse or neglect, the complaint will be investigated in accordance with §63.2-1503, and §63.2-1505 of the Code of Virginia. If the complaint is substantiated, the memorandum shall be placed in the employee’s personnel file.

Individuals lodging a complaint shall be sent a letter noting that the complaint has been filed and is in the process of being investigated. The complaint must be filed within 30 days after the alleged incident and should be processed after a reasonable period of time, normally within 60 days or less.

Use of School Position for Private Gain

An employee who engages in outside employment may not:

- Use his or her school position for private gain;
- Use school property or equipment while engaged in such employment;
- Use official time during such employment. An employee may not participate in outside activities that conflict with his or her official duties.

Personnel requested to serve as consultants in other school systems or educational institutions may do so with the permission of the Superintendent. The School Board subscribes to the principal that no employee shall be paid twice for the same work period. Personnel serving as consultants may do so only through use of leave time with pay, leave time without pay, or such other leave which the Superintendent deems is in keeping with policy. **Professional personnel may not tutor for pay students whom they currently teach.**

GIFTS AND SOLICITATIONS

Exchange of gifts between students and staff shall be discouraged. No school division employee shall solicit goods or services for personal use or for student use during school hours on school property without written authorization from the superintendent.

FRINGE BENEFITS

The King William 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 students. Accordingly, fringe benefits shall be provided pursuant to regulations established by the Board.

DIVISION-WIDE FORMS

All staff members are required to ensure that forms/applications submitted for review and approval are current. Staff members will only submit forms dated **July 2015 or later**. Forms are located on the division website. If a form does not include a date, it has been approved for use. Forms containing the incorrect time frame will not be approved and will be returned to the staff member. It is the responsibility of every staff member to read/review division forms carefully, to submit required documentation as needed, and adhere to all deadlines.

FUND-RAISING AND SOLICITATION

All fund-raising activities conducted for the benefit of the King William County school division must provide an educational benefit to students and must not interfere with the instructional program. All fund-raising activities conducted by school-sponsored organizations or clubs must be approved in advance by the principal and athletic director (KWHS only). Once the request is approved at the building level, a final approval must be given by the Lead Director of Human Resources. Do not submit a fund-raising request without building level approval.

Fund-raising refers to the raising of non-appropriated funds by students, parents, or others for the educational benefit of students and their schools funds. Fundraising activities should be carefully monitored and regulated by the school principal or principal's designee. Elementary school students may not participate in door-to-door solicitation. Students will not be excused from class to participate in fund-raising activities. No grade will be affected by a student's participation, or lack of participation, in a fundraising activity. Each principal shall develop and maintain a list of all approved fund-raising activities and report all activities to the superintendent pursuant to procedures issued by the superintendent.

No fund-raising activities may be announced or held until the principal and sponsor have received approval from the Lead Director of Human Resources. Allow a minimum of two weeks for processing.

SECTION III: BENEFITS

VACORP/WORKERS' COMPENSATION

Injuries to employees from accidents in the line of duty are compensable under the State Workers' Compensation Act. If an employee is injured by an accident or contracts an occupational disease, he/she should: Get medical attention if there is an emergency. Report the injury as soon as possible by giving written notice to his/her supervisor or someone in a supervisory position. In the notice explain when and how the accident or occupational disease occurred. **All staff injuries will be reported.**

Immediately after reporting the incident to the supervisor, the employee shall call Company Nurse® at 1-888-770-0925. The attending nurse will provide first aid advice and direct the injured employee to an appropriate treatment site, if necessary. Failure to give notice within 30/60 days may affect the employee's right to benefits. The employee should report all accidents even if the injury seems minor.

All employees should review the 8-9 minute video overviewing this process at the following link – <http://companynurse.vidmeup.com/> and the 12 minute video at <https://companynurse.webex.com/companynurse/ldr.pht?AT=pb&SP=MC&rID=18294472&rKey=cc7077564801dd3a>.

The Company Nurse® Hotline is available 24 hours per day, seven days per week. Company Nurse® will complete the information and send it to Risk Management and the department/site workers' compensation liaison. Company Nurse® will handle all initial reporting of employee incidents. It is important to report all incidents no matter how minor.

The employee should contact the Lead Director of Human Resources for additional procedural information. The school system reserves the right to have employees seek treatment from a pre-approved panel of doctors.

***Special note:* If the employee is unable to report their injury, the Building Administrator, Supervisor/Director or School Nurse must report the injury.**

STAFF HEALTH INSURANCE & BENEFITS

Hospitalization and Major Medical Insurance

The King William County School Board will designate one insurance company to which hospitalization benefits will apply. Payment of an amount established by the Board will be made toward the individual subscriber cost for each full-time employee.

Hourly, daily, part-time, or temporary employees shall not receive the hospitalization benefit. Bus drivers shall be considered full-time employees with regard to the hospitalization benefit. Cafeteria workers will receive benefit of payment, from cafeteria funds, of an amount annually established by the Board toward hospitalization benefits.

As a general rule, IRS Code does not allow changes to pre-tax elections after the start of the coverage period. Changes are permitted for qualifying events providing that the appropriate election form and supporting documentation is provided within 30 days of the event. General examples of qualifying events include, but are not limited to:

- Change in legal marital status
- Birth or adoption of dependent
- Death of dependent
- Change in employment status of employee, spouse or dependent which results in eligibility for coverage

By applying for membership in the health plan you agree, for yourself and your eligible dependents, to abide by the rules and regulations of the health plan and certify that all information provided through the enrollment process is true and correct – and acknowledge that your benefits could be affected if this is not the case. Additionally, KWCCPS reserves the right to deduct from your wages/compensation the appropriate premium to provide your health insurance coverage and, further, to deduct from your paycheck and/or bill you for any missed health insurance premiums. Your coverage may be cancelled if premiums are at any time deemed uncollectable by KWCCPS.

Group Life Insurance

The School Board provides a group life insurance program through the Virginia Retirement System for all full-time employees. Premiums are paid by the School Board. Additional coverage may be purchased at minimal cost through Minnesota Life Insurance Company for employees and their family members. More detailed information is available on the VRS website, www.varetire.org.

Retirement Plan

Membership in the Virginia Retirement System is mandatory for all full-time employees. Individual contributions are based on Virginia Retirement System rules in place at the time each employee is hired.

For full details about the Virginia Retirement System Plans, you can log on to <http://varetire.org?Default.asp> and click on the Members link to view the Plan 1, Plan 2, and Hybrid descriptions.

Retiree Health Insurance

Upon retirement, employees may remain on the School Board's Health/Dental Insurance plan until they become eligible for Medicare. The employee must pay the entire premium and that payment must be submitted to the payroll department by the 15th of the month prior to due date. Failure to meet this will result in cancellation. Please contact Mrs. Renee Ancarrow by September 1st for complete details.

Disability and Cancer

Insurance plans of this type are offered by Pierce Group Benefits under the payroll deduction program.

Dental Insurance

The King William County School Board has approved as a fringe benefit a dental care program for their employees with dependent coverage available. Payment of an amount established by the Board will be made toward the individual subscriber cost for each full-time employee. Hourly, daily, part-time or temporary employees shall not receive the dental benefit. Bus drivers shall be considered full-time employees with regard to the dental benefit. Cafeteria workers will receive benefit of payment, from cafeteria funds, of an amount annually established by the Board toward dental benefits.

KWCPS also offers vision insurance for permanent, full-time employees with dependent coverage available. The employee pays the full premium.

Employees may enroll for coverage during the first thirty (30) days following the hiring date. After that time, employees and/or dependents may enroll only during the annual open enrollment period unless experiencing a qualifying event.

Liability Insurance

King William County School Board carries liability insurance that covers the actions of all employees during their official workday, unless they commit a tort.

Garnishments

Garnishments, if issued by the courts, are required by law to be taken out of the employee's paycheck.

Flexible Benefit Plan

The Flexible Benefits program allows employees to pay for certain insurance premiums, childcare and unreimbursed medical expenses before taxes are taken out of the paycheck. Paying for these benefits in this method reduces the employee's taxes and increases take-home pay.

Tax Sheltered Annuity Plans

Employees may participate in a 403(b) retirement plan. Contributions are free of federal and state income taxes. A list of approved companies and representatives are available in the school board office.

Education Association Dues

If desired, KWEA, VEA, and NEA dues may be deducted from eligible employees' salary in twelve (12) equal deductions beginning with the September payroll. Contact a school KWEA representative for further information.

TUITION ASSISTANCE

Submit applications for tuition assistance to the Lead Director of Human Resources.

Tuition Assistance Protocol

1. Applications for tuition reimbursement will be submitted to the Lead Director of Human Resources on the approved form, "Application for In-Service Education Tuition Assistance" (current school year). **Only one class may be documented per form submitted.** No requests are guaranteed. Requests will be approved or disapproved in writing.
2. All requests must be received and approved **before** the course begins; no exceptions.
3. Applicants who receive tuition assistance/grants from the Department of Education may not request assistance for the same course from King William County Public Schools.
4. Staff members completing coursework towards a Master's degree may be eligible for reimbursement not to exceed \$700.00 per course; **two courses per school year.**
5. Staff members enrolled in a Doctoral program may be eligible for reimbursement not to exceed \$900.00 per course; **two courses per school year.**
6. **Individuals that pursue a new endorsement (critical shortage area) or a specialized course may receive additional assistance as determined by the Lead Director of Human Resources and the Superintendent.**
7. The applicant shall pay for the course and upon completion of the course, an **official** transcript as evidence of such must be received by the Lead Director of Human Resources from the appropriate institution. **Electronic transcripts may be accepted if designated as official.** A minimum grade of B or Pass must be earned. A receipt or canceled check to verify the amount of tuition paid shall accompany the transcript. **In order to receive the requested reimbursement, evidence required for reimbursement must be submitted within 30 days of course completion.**
8. Teachers who leave the school system within one year after receiving tuition assistance will be required to repay the total amount of the assistance. If the teacher leaves within two years after the completion of the course, they will be required to repay one half of the assistance. After completing two years from the end of the course, no reimbursement will be required.
9. **Deadlines for submission of applications:**

Fall	September 14, 2018
Winter.....	January 15, 2019
Spring.....	May 3, 2019
Summer Courses – please contact HR <u>prior</u> to submitting an application.	

Notice: Due to the availability of funds, additional limits may be placed on all tuition requests. Therefore, the conditions stated above may not always be feasible.

ADVANCED DEGREES

Teachers who qualify for supplemental pay for a Master's degree, completion of 18 hours towards a Master's degree, an advanced degree, or Doctorate degree must submit an official transcript of credits earned prior to September 15 for eligibility for the contract year. Teachers are only eligible for this stipend for a maximum of three years and must be currently enrolled in a Master's or Doctoral program during this time. **It is the employee's responsibility to submit the request for an advanced degree stipend in writing, along with an official transcript, to the Human Resources Department. Stipends will not be added after September 15 of any contract year.**

NATIONAL BOARD CERTIFICATION

Individuals who have met the criteria for National Board Certification may submit a written request to the Lead Director of Human Resources to receive a stipend of \$2,500. Contingent upon available funding, the stipend may be issued annually for the life of the active certificate to teachers who meet the eligibility criteria each year. It will be the responsibility of the staff member submit a written request annually, no later than September 15th for the stipend as well as submit verification of the NBC distinction. Stipends will not be added after September 15th of any contract year. When approved, the stipend will be given in 12-month installments.

Teachers who would like to attain NBC should refer to the information provided on the VDOE website or the NBPTS website. Contingent upon the budget, funding to off-set the cost of attaining certification may be available.

INSTRUCTIONAL ASSISTANT STIPENDS

Instructional support staff members are eligible to receive additional compensation if they have earned degrees in education, were former teachers, or had earned degrees in a field related to education. The stipends that can be earned are as follows:

- Associate Degree - \$500.00
- Bachelor Degree - \$1,000.00
- Bachelor Degree (Education) - \$1,500.00
- Teaching Experience with a current VA teaching license – \$2,000.00

It is the responsibility of the instructional support staff member to submit an official transcript or other form of verification to the Lead Director of Human Resources prior to September 15th. Stipends will not be added after September 15th of any contract year.

Notice: Eligibility for the above pertains to staff who met the criteria after May 17, 2014 and moving forward.

SIGNING BONUS FOR HARD TO STAFF POSITIONS

The Virginia Department of Education has designated a number of content areas as “hard to staff”. As a result, new hires endorsed in one of these areas may qualify for a signing bonus in the amount of \$1500 to be paid in one lump sum with the August payroll distribution.

In addition, if the individual attains continuing contract status, he/she would receive an additional bonus of the same amount at the conclusion of the year following attainment of continuing contract status. This second bonus would also be paid with the August payroll distribution.

If the recipient of a signing bonus resigns at the end of year one, they will be required to repay the entire \$1500; after two years \$750.00. This repayment expectation will include the second bonus as well. An additional stipulation to this bonus will be receipt of a final rating of proficient or exemplary on summative evaluations.

New hires that qualify for the bonus will be required to sign a letter of agreement to verify their understanding of the signing bonus protocol.

SECTION IV: EMPLOYEE AND EMPLOYER RESPONSIBILITIES FOR SAFETY

CRISIS INTERVENTION SAFETY AND GUIDELINES

Every teacher in every school shall keep an accurate daily record of attendance of all children. At all times teachers should be aware of the whereabouts of students assigned to their class. **It is the expectation that staff members read the Crisis Manual for their school and periodically review information provided in the manual.**

The term “in-school” crisis can be defined as any student or staff related event which affects that person’s safety and/or the continuance of the educational process at the building level. The goal of the Crisis Intervention Team is to assist both students and staff in handling those events which occur outside the normal instructional process. It is for the welfare of these individuals that this effort is dedicated.

Procedural Guidelines

1. The crisis should be reported to the school administrator or person in charge at the building level. This person will then notify the local crisis team member;
2. The nature of the situation is evaluated at the building level and contact made with the division superintendent and the central office crisis team member. If the crisis is student generated, then the parents or guardians are also called. Should these persons be unavailable, then school personnel must take whatever action is deemed necessary to protect the student’s safety and the safety of the rest of the school population.

3. Following these contacts, it will be determined whether agencies such as mental health, social services, community counseling sources and/or the sheriff's department should be called. The telephone numbers for these agencies are to be listed on the crisis intervention team roster; and
4. Once called, the crisis intervention team will work with all those involved to decide what course of action should be taken. Specific procedures are available from the principal in each school.

SAFETY TRAINING

As part of King William County Public School's on-going focus on ensuring safe and secure schools, all employees will annually be required to participate in assigned training programs or complete online training programs. Training will include but will not be limited to Bloodborne Pathogen Exposure Prevention, Sexual Harassment: Policy and Prevention; Preventing Workplace Injuries; etc. In most cases, training will be completed via the **SafeSchools System**. The training modules provided by SafeSchools will allow completion of required training on or off site. Required training will be tracked and deadlines for completion of modules will be provided. Information regarding the new on-line training system and other training opportunities/requirements will be communicated to staff via human resources and a direct supervisor. However, information may also be provided by central office staff or outside trained professionals enlisted to present professional development sessions.

EMPLOYEE IDENTIFICATION BADGES

The school division provides official identification badges for all employees. All employees of the school division must wear badges at all times while on the job. Employee identification badges are provided primarily for enhanced security in and around all school facilities by providing a physical means of instant identification of all employees. All ID badges issued must be authorized by the Lead Director of Human Resources.

Employees should notify the principal, who will then notify the Lead Director of Human Resources, when an employee badge is lost or stolen. Replacement badges will be authorized by Mrs. Ryland. The charge for the replacement of the identification badge is \$10.00; the cost of the replacement is the responsibility of the employee. Employees may not alter their identification badge in any manner. If "modifications" result in a compromise of the magnetic strip, the staff member will be responsible for a replacement fee of \$10.00.

Identification badges remain the property of the school division and must be returned to the school division when the employee ceases being a school division employee or upon request of the employee's supervisor.

DRINKING WATER

Following the EPA guidelines, King William County Public Schools takes drinking water samples from all school facilities and has them tested at least monthly for any possible

contaminants. The analysis reports are filed in the maintenance office. Personnel and the public are invited to review the reports at any time during normal business hours.

EMERGENCY SCHOOL CLOSINGS

In the event that inclement weather or other emergencies compromise the safe operation of the school division, the superintendent or his/her designee will make the determination whether or not it is necessary to close school. School closing information is available by calling 769-3434. The electronic alert system will place an automated call to each registered number (employees, parents, guardians) to provide immediate information. In addition, school-closing information will be available through local radio and TV stations as noted below:

WDYL 101.0 FM	WRAR 105.5 FM	WRXL 102.1 FM
WKHK 95.3 FM	WNNT 107.5 FM	Channel 6
WMXB 103.7 FM	WRVA 1140 AM	Channel 8
WKLR 96.5 FM	WRVQ 94.5 FM	Channel 12
WCVE 88.9 FM	WRVQ 910 AM	

Closing announcements will include Employee Codes as follows:

- Code 0 All Operations are closed and no employees report to work.
- Code 1 Transportation, maintenance, ALL custodial, and administrative personnel should report to work at the regular time or as soon as road conditions permit. Clerical staff do not report.
- Code 2 Transportation, maintenance, ALL custodial and administrative personnel should report to work at 10:00 a.m. Clerical staff do not report.
- Code 3 All 12-month employees and ALL custodial staff should report at the regular time.
- Code 4 All 12-month employees and ALL custodial staff should report at 10:00 a.m.
- Code 5 All employees report at 9:00 a.m.
- Code 6 All maintenance and custodial staff report as directed.

EPA ASBESTOS MANAGEMENT

King William County Public Schools has conducted inspections for friable asbestos in all school facilities. Areas found to contain friable asbestos have been posted pursuant to the Environmental Protection Agency (EPA) "asbestos-in-schools" rule.

EXPOSURE CONTROL PLAN

In compliance with OSHA's Blood borne Pathogens Standard, the School Board has developed an Exposure Control Plan. A copy of this plan is filed in the central office as well as with each school. Each employee receives in-service on measures to be taken to reduce the risk of exposure to blood borne pathogens on the job. **Documentation of each employee's annual participation in the in-service must be kept on file at the building level.**

HAZARD COMMUNICATION STANDARD

In order to comply with the Virginia Occupational Health and Safety Standard, 1010.1200, Hazard Communication, a notice is published. Safety Data Sheets are maintained in the maintenance office.

HEALTH DOCUMENTS

Tuberculosis Test

As a condition of employment every new employee of the division including teachers, cafeteria workers, janitors and bus drivers, shall submit a certificate signed by a licensed Virginia physician or licensed registered nurse stating the employee appears free of communicable tuberculosis. Volunteers and student teachers may be required to provide such a certificate. All employees of King William County Public Schools must have a current tuberculosis screening on file within the first 30 days of employment. If you have had a screening within the past year, you may submit a copy of the results along with the paperwork to the Human Resources Department. Documentation will be maintained in each staff member's personnel file.

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. The School Board also requires alcohol and drug testing in accordance with Policy GDQ. In addition to the KWCPSS Employee Handbook, bus drivers are required to read the "*Safety First*" Handbook for School Bus Drivers, 2018-2019. This document can be found on the division web site, but a hard copy shall also be given to each bus driver.

Return to Work/Medical Documents

Staff members are reminded that when absent due to a "serious" medical condition, they may not return to their assignment prior to submission of a medical release that has been signed by the attending healthcare provider. The documentation is submitted to the Lead Director of Human Resources, not a building administrator. Medical documents are maintained in a file separate from an employee's personnel file, but are subject to release (e.g. legal subpoena) just as with information maintained in an employee's personnel file.

**KING WILLIAM COUNTY PUBLIC SCHOOLS
EMPLOYEE HANDBOOK ACKNOWLEDGEMENT STATEMENT
AND AGREEMENT**

Dear Employee:

This *Employee Handbook* has been designed to serve as a quick reference for many issues relating to your employment with King William County Public Schools. **It is not a contract, nor is it an invitation to contract.**

In order to remain current, the *Handbook* treats most topics briefly and includes actual Policy Codes should you need to review a policy in its entirety. School Board policy can be found in the King William County Public School's *Policy Manual*. The *Policy Manual* is the authority in case of a disparity between the *Manual* and the *Employee Handbook*.

This *Handbook* is updated annually and therefore, it is important for you to be familiar with the information in this *Handbook*. **Please review it carefully.** If you need to refer to the *Handbook* in the future, remember that the most recent version will be available on the KWCPs Web site. In addition, the Lead Director of Human Resources can provide assistance with questions relating to your employment.

Please sign below to indicate that you have seen and read this *Handbook*, and give the signed page to your principal who will forward the signed page to the Human Resource office. This page will be kept on file.

We wish you a great year!

King William County Public Schools
Human Resources Department

I acknowledge that I have read the 2018-2019 King William County Public Schools Employee Handbook before the first day of the school year. I further acknowledge that my signature verifies that I shall comply with all school policies, Board of Education regulations, and all policies made by the School Board in accordance with law and Board of Education regulations.

Signature: _____

Printed Name: _____

Date: _____