

Prince George County Public Schools



**Employee Handbook
2016-2017**

**EMPLOYEE HANDBOOK
RECEIPT ACKNOWLEDGEMENT**

To be signed by employee to indicate he/she has received the Prince George County Public Schools' Employee Handbook and understands its effect:

I have received my copy of the Prince George County Public Schools' Employee Handbook. It is my responsibility to read and understand the matters set forth in this Handbook.

I understand that no statement contained in this Handbook creates any guarantee of continued employment or creates any obligation, contractual or otherwise, on the part of Prince George County Public Schools.

I understand and acknowledge that Prince George County Public Schools has the right, without prior notice, to modify, amend or terminate policies, practices, benefit plans, and other institutional programs within the limits and requirements imposed by law.

[Signature] _____

Name
(printed) _____

Dated: _____

(PLEASE PROVIDE THE SIGNED/DATED ACKNOWLEDGEMENT TO YOUR PRINCIPAL OR SUPERVISOR WITHIN 14 DAYS OF RECEIPT OF THIS HANDBOOK.)

FORWARD

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Rather, it is a quick reference to and brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; and these changes shall supersede any handbook provisions that are not compatible with the change.

For more information, employees may refer to the policy codes that are associated with the handbook topics. District policies may be accessed online at pgs.k12.va.us.

PREFACE

We are pleased to provide you with this handbook and hope that it will become a useful reference. It is designed to provide employees with highlights of critical information. Much of this booklet summarizes policies that have been adopted by the School Board to help guide our work. Please review the policies so you are familiar with the content.

Thank you for your commitment to the children and families of our school community. We look forward to working with you throughout the coming year. My hope is that your experience working in Prince George County will be rewarding to you and to the students we serve.

Best wishes for a successful school year with Prince George County Public Schools.

Dr. Patrick J. Bingham
Assistant Superintendent

Mission Statement

Prince George County Public Schools, in partnership with parents and the community, will provide a meaningful and challenging educational program in a safe environment that prepares all students for post-secondary education, the workforce, and to be responsible, productive citizens in a global society.

Strategic Goal

To provide students with the knowledge and skills to exceed state, national and international standards

Guiding Principles

- ❖ Students learn best in a safe, secure, and positive environment.
- ❖ Student achievement and continuous growth are the core priorities of our school division.
- ❖ Student achievement is excelling academically to one's highest potential.
- ❖ Recruiting and retaining a highly qualified and diverse staff are essential to the success of our students.
- ❖ Staff is committed to understanding and meeting the needs of our school community.

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Prince George County School Board
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Prince George, Virginia 23875
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School Board Members

Mr. Kevin S. Foster
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138 Holly Berry Lane
Prince George, VA 23875
Phone: 732-1096
E-mail: kfoster@pgs.k12.va.us

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Vice Chairman
5179 Ruffin Road
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1341 Butler Branch Road
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5497 Snow Creek Court
Prince George, VA 23875
Phone: 994-3595
E-mail: rashcraft@pgs.k12.va.us

Mrs. Rebecca B. Kirk
Clerk of the Board
P. O. Box 400
Phone: 733-2700
E-mail: bkirk@pgs.k12.va.us

School Board Meeting Schedule

September 12, 2016 - 6:30 PM

October 10, 2016 - 6:30 PM

November 14, 2016 - 6:30 PM

December 12, 2016 - 6:30 PM

January 09, 2017 - 6:30 PM

(remaining 2017 meetings to be determined at a later date)

**All meetings will be held in the
Board of Supervisors
Meeting Room
County Administration Building
Third Floor.
(unless otherwise noted)**

**Call (804) 733-2700
for further information.**

Central Office Administrative Staff

Renee P. Williams
Superintendent

Lisa L. Pennycuff
Assistant Superintendent for Instruction and Accountability

Patrick J. Bingham
Assistant Superintendent for Admin., Personnel, Maint. & Operations

Rebecca Kirk
Assistant to the Superintendent

Rebecca Hicks
Director of Finance

James Scruggs
Director of Elementary Education

William Barnes
Director of Secondary Education

Zetta Ethington
Director of Student Services

Willie Elliott
Director of Gifted, Title I & MYP

John Brockwell
Director of Technology, Research, & Planning

Ronald Rhodes
Director of Operations

Russell Stone
Coordinator of Transportation

Michelle Grate
Coordinator of Health Services

Lana Pearce
Coordinator of Food and Nutrition Services

Robin Brown & Jennifer McGuire
Coordinator of Student Services

Pete Fisher
CTE Coordinator

School Buildings and Principals

L. L. Beazley Elementary

6700 Courthouse Road
Prince George, VA 23875
Gr. K-5 733-2745
Robin Germanos, Principal
Priscilla Hicks, Asst. Principal

David A. Harrison Elementary

12900 E. Quaker Road
Disputanta, VA 23842
Gr. K-5 991-2242
Christopher Scruggs, Principal
Meghan Burgwyn, Asst. Principal

North Elementary

11106 Old Stage Road
Prince George, VA 23875
Gr. K-5 458-8922
Donna Branch-Harris, Principal
Christina Franchok, Asst. Principal

South Elementary

13400 Prince George Drive
Disputanta, VA 23842
Gr. K-5 733-2755
Robin Pruett, Principal
Susan Braswell, Asst. Principal

William A. Walton Elementary

4101 Courthouse Road
Prince George, VA 23875
Gr. K-5 733-2750
Sharon Kushma, Principal
Stephanie Bailey, Asst. Principal

J. E. J. Moore Middle

11455 Prince George Drive
Disputanta, VA 23842
Gr. 6-7 733-2740
Stephanie Bishop, Principal
Tana Jones, Asst. Principal
Chrystal Barnwell, Asst. Principal

N. B. Clements Jr. High

7800 Laurel Spring Road
Prince George, VA 23875
Gr. 8-9 733-2730
Christina Romig, Principal
Christopher Wills, Asst. Principal
Christopher Sumner, Asst. Principal

Prince George High

7801 Laurel Spring Road
Prince George, VA 23875
Gr. 10-12 733-2720
Michael Nelson, Principal
Jeffrey Darby, Asst. Principal
Karen Rhodes, Asst. Principal
Kristina Truell, Asst. Principal

Prince George Ed Center

11465 Prince George Drive
Disputanta, VA 23842
Gr. 6-12 733-2748
Mattie Thweatt, Principal

Rowanty Voc. Tech Center

20000 Rowanty Road
Carson, VA 23830
732-4950
Cheryl Simmers, Principal

School Calendar

August 22-23

Orientation for New Teachers

August 24- September 2

Workdays/Staff Dev. for Teachers

September 5

Labor Day Holiday

September 6

First Day of School

November 8

*Teacher Workday & Staff Dev. Day
No school for Students*

November 11

Veterans Day Observance

November 23-25

Thanksgiving Break

December 19 – December 30

Christmas Break

January 16

Martin Luther King Holiday

January 30

*Teacher Workday & Staff Dev. Day
No School for Students*

April 10 – April 14

Easter Break

April 3

*Teacher Workday & Staff Dev. Day
No School for Students*

May 29

Memorial Day Holiday

June 17

Graduation

June 16

Last day for Students & Teachers

EMERGENCY CLOSING PROCEDURES

Extreme weather conditions can cause emergency school closings. The decision to close schools or delay opening is based on reports from weather bureau officials, local and state police, the county health department and other authorities. As soon as the decision is made, the local radio and television stations are notified and the information becomes available via any of the sources listed below.

Generally, stations will broadcast the announcement during the very early morning hours.

Please check our website, pgs.k12.va.us, and any of these sources:

WWBT - Channel 12	Radio 1140 AM	Radio 102.1 FM	Radio 89.5 FM
WRIC - Channel 8	Radio 95.3 FM	Radio 106.5 FM	
WTVR - Channel 6	Radio 94.5 FM	Radio 88.9 FM	

CLOSING CODES

CODE 1 Workday for teachers (8:00 A.M. to 1:00 P.M.), if feasible. Inclement weather conditions and safety may change these hours. Teachers are advised to listen to school closing announcement. Regular hours for all other personnel.

CODE 2 Only 12-month administrators, secretarial and other support personnel report at 10:00 A.M. and dismiss at 4:00 P.M. Construction and Maintenance, Custodial, and Bus Garage staff report at 9:00 A.M. to prepare the school campuses and fleet for operation with release at 3:00 P.M. Teachers and instructional staff do not report for Code 2.

CODE 3 Only 12-month administrators report at 10:00 A.M. and dismiss at 4:00 P.M. Construction and Maintenance, Custodial, and Bus Garage staff report at 9:00 A.M. to prepare the school campuses and fleet for operation with release at 3:00 P.M. Teachers, instructional support, secretarial, and other support staff do not report for Code 3.

CODE 4 Schools are closed for all personnel. Twelve month administrators are responsible for checking their building(s) sometime during the day with notification of need for any emergency repairs to the Clerk of the Works or the Superintendent.

Notes:

- Whenever an announcement is made that schools will open 1 or 2 hours late for inclement weather, only essential personnel will be expected to report at their regular time. All other employees are to report 1-2 hours later than their normal reporting time, whichever the case according to the announcement.
- Whenever schools close early for inclement weather, essential personnel will work their normal hours unless announced otherwise. All other employees may depart the campus once ALL students have vacated the school premises.
- "Essential personnel" are all 12 month contracted personnel such as administrators, secretaries, custodians, construction and maintenance, bus garage, support staff, etc. and any others determined by the Superintendent. In any of the situations described above, if an individual classified as essential has extenuating conditions or circumstances, he/she should contact their supervisor immediately to discuss any special arrangements that could be made. Liberal leave may be used by an employee if one cannot report for work.

EMPLOYEE HANDBOOK

The administration will update, publish, and distribute to all employees a personnel handbook annually.

POLICY CHANGES

Copies of all School Board policy changes are sent to each school building as well as being maintained at the School Board Office. Policy manuals are also maintained at the Prince George public libraries and can be found at the school system's home page at pgs.k12.va.us under *Forms & Documents/Policy Manual*.

FINGERPRINTING and CHILD PROTECTIVE SERVICES

By law, a Federal Bureau of Investigation (FBI) criminal history record check/fingerprinting, as well as a Child Protective Services Search of the Central Registry, is a condition of employment for employees hired as of July 1, 2000. Failure to meet this requirement will result in dismissal. Employees will pay the required fee (*cash or money order only*). Fingerprints are kept on file permanently. The report cannot be disseminated to any other agency.

VACANCIES

Information on job openings within the Prince George County Public Schools can be obtained by calling (804) 733-2700 or by reviewing our website at pgs.k12.va.us. Positions are posted within the school system and advertised in local newspapers when appropriate.

SUBSTITUTES

Substitutes for personnel must be authorized by the superintendent.

SUPERVISION OF THE EVALUATION PROCESS

The superintendent of schools shall supervise the establishment of a cooperatively developed procedure for adequate and periodic evaluation of the work of each employee and shall maintain suitable records. The evaluation procedure shall allow for personnel evaluation appropriate to tasks performed by those being evaluated.

CHILD ABUSE PREVENTION

Every employee of Prince George Schools who, in his professional or official capacity, has reason to suspect that a child is an abused or neglected child, shall immediately report the matter to the proper authorities, per School Board policy JHG.

EMPLOYEE IDENTIFICATION BADGES

All employees are required to wear Prince George Employee ID badges while on school property and at appropriate school activities.

POSITION RECLASSIFICATION

Whenever a position is reclassified, meaning changed from one grade level to another, the position will be advertised, unless the change in grade is two grades or less. In such cases, the superintendent has the latitude to fill the position without advertising.

STAFF ASSIGNMENTS AND TRANSFERS

1. Upon recommendation of the superintendent, the Prince George 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 employees to their respective positions within the school or facility wherein they have been placed by the School Board.
2. The superintendent, subject to School Board approval, is authorized to transfer employees to any location and to any position for which they are qualified. However, an immediate family member may not be employed in a situation where he/she is directly supervised by or responsible to another immediate family member. Transfers are designed to meet the program and staffing requirements of the division and/or professional or personal needs of the employees. The salary of any employee reassigned or transferred during the school year or during a prior school year shall be adjusted on July 1 of the following school year to the salary of the position to which the employee has been reassigned or transferred.

Upon recommendation of the superintendent, the School Board may consider individual exceptions to the salary provisions stated.

STAFF ASSIGNMENTS AND TRANSFERS (continued)

3. Support staff shall be assigned to positions for which their qualifications meet the needs of the school division's operations.
4. Principals and other supervisory personnel may submit recommendations to the superintendent for the appointment, assignment, promotion, transfer, or dismissal of all personnel assigned to his/her supervision.
5. Instructional staff seeking a transfer or assignment to another location must make a request in writing to the superintendent with copies to the current supervisor. The request must be made prior to May 1 for transfers for the ensuing year; however, the superintendent may adjust this date. Requests for transfer submitted after May 1 may be approved only when the personnel department and both the gaining and losing administrator agree. 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.
6. A division initiated transfer may result from failure to meet enrollment projections, a change in the school's program, closing of a school, or any other condition which would require reducing the number of employees allocated to a school or work location.
 - The principal or supervisor and personnel department shall be responsible for developing a written plan to adjust staff.
 - Recommendations to retain personnel at a work location shall be made after careful consideration of the program needs and may include the balancing of staff (qualifications, experience, or endorsements), extracurricular requirements, seniority in the division, and length of time since last transfer.
 - A current list of vacancies shall be provided to personnel assigned to grade levels, subject areas, or departments

STAFF ASSIGNMENTS AND TRANSFERS (continued)

where the reduction shall occur. Time will be allowed to determine if there is a staff member in the identified area who is willing to accept involuntary transfer status.

- When the above measures have not resulted in the assignment of employees, the principal or supervisor shall designate the employee who has the least division-wide seniority in the grade level, subject area, or department for involuntary transfer unless previous move was involuntary.
 - If a transfer is involuntary, the employee does not lose his/her seniority.
7. In order to meet division needs, administrative employees may be transferred by the superintendent or designee to an assignment for which the employee is qualified.
 8. Support staff personnel are entitled to initiate a transfer request for a position within their area of competence and for which they are qualified. The request must be made in writing to the superintendent with copies to the current supervisor. Prior to an employee initiated transfer, the principal/supervisor of the receiving school/department shall be consulted. This is considered a voluntary transfer and probationary employees are not eligible for employee initiated transfers.

ADMINISTRATIVE AIDE

Prince George County Public Schools utilizes administrative aides as an opportunity for internal candidates to gain experience in preparation of future employment opportunities.

Applicants must be certified teachers working for the division and must hold an Administration and Supervision endorsement issued by the Virginia Department of Education.

After an interview process, persons selected for the program are assigned to a school. The individual is not guaranteed a position as

ADMINISTRATIVE AIDE (continued)

a principal or assistant principal at the completion of the internship.

While serving as an administrative aide, the employee will receive the same salary he/she would receive in their present position. Administrative Aides chosen for Summer School assignment will be paid at \$25 per hour based upon program hours and availability of funds.

If interested, employees should make their wishes known to their building principal who will then inform the Assistant Superintendent for Operations, Administration and Personnel.

JOB SHARING

Job sharing for employees may be approved by the superintendent when it is mutually beneficial for the employees and the school division. (Refer to School Board policy GCE.)

GRIEVANCE PROCEDURE

The Prince George County School Board honors the procedures for adjusting grievances as prescribed by the Board of Education of the Commonwealth of Virginia and amended by that body from time to time. (See School Board policies GBM, GBMA, and GBMA-R.)

TOBACCO-FREE SCHOOLS

Smoking, chewing, or any other use of any tobacco products by staff and students shall be prohibited in or on school property as defined in School Board policy GBEC.

EFFECT OF CRIMINAL CONVICTION OR FOUNDED COMPLAINT OF CHILD ABUSE OR NEGLECT

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

DRUG FREE WORKPLACE

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

Violations: The unlawful manufacture, distribution, dispensing, possession, or use (which includes being under the influence) 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. (Refer to school board policy GBEA and GBEA-R.)

Conduct prohibited by the Omnibus Transportation Employee Testing Act of 1991 and U. S. Department of Transportation Regulations is prohibited. *(For bus drivers, please refer to policy GDQ and GDQ-R of the Prince George County Public Schools Policy Manual.)*

Any employee convicted of any drug related crime occurring under the circumstances described above shall notify the superintendent within five (5) days after such conviction. Compliance with this provision is a condition of employment.

Disciplinary Action: The superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found in violation of information found in the paragraphs above.

Such actions of the superintendent and School Board shall begin immediately on notification of a violation.

COMMUNICABLE DISEASE

The School Board, in compliance with state law, shall exclude from school or work any person with an infectious or communicable disease. (See School Board policy GBE-R.)

FIREARMS AND DANGEROUS WEAPONS

Employees of the School Board shall not carry firearms or dangerous weapons of any kind on school property or while involved in school sponsored activities. The penalty for violating this section of the policy is immediate suspension from work pending a hearing of the School Board to terminate employment.

SEXUAL HARASSMENT

It is the policy of the Prince George 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 contact of a sexual nature, when (1) submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting the employee or student, (2) such conduct creates an intimidating, hostile or offensive working or learning environment, or (3) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs.

Any employee or student who believes that he/she has been subjected to sexual harassment should file a written complaint of the alleged act immediately with his/her immediate supervisor/principal or to the Title IX compliance officer (Assistant Superintendent for Operations, Administration, and Personnel; Assistant Superintendent for Instructional Services; and Director of Secondary Education). The written complaint should state in detail the basis for the complaint, the names of the person(s) involved, and the dates of any specific incidents. A thorough confidential investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment will be undertaken immediately. If the complaint is against the Title IX compliance officer, the complaint shall be filed with the Chairman of the School Board. The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. A written report shall be filed at the conclusion of any investigation of sexual harassment regardless of the outcome of that investigation.

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. Retaliators will be subject to discipline up to and including expulsion or discharge. *(Refer to School Board Policy GBA/JFHA.)*

NONDISCRIMINATION

This Board is committed to a policy of nondiscrimination in relation to race, color, sex, age, religion, disability, national origin, or marital status. This attitude will prevail in all of its policies concerning staff, students, educational programs and services, and individuals with whom the School Board does business.

The Board and staff shall promote good human relations by prohibiting discrimination in employment and of personnel matters, in location and use of facilities, in educational offerings, and in instructional materials.

The Board and staff shall work with other institutions and agencies to develop improved human relations in the schools and make channels available through which citizens can communicate their human relation concerns to the Board and its employees.

Accordingly, the Board will designate an individual(s) to act as the division's compliance officer under the provisions of Title IX and Section 504 of the Rehabilitation Act. Title IX compliance officers are: Assistant Superintendent for Operations, Administration, and Personnel; Assistant Superintendent for Instructional Services; and Director of Secondary Education. All students and employees will be notified of name(s), office address and telephone number of the designee(s). (*Refer to School Board Policy GB.*)

INTERNET USE

Internet use by employees shall be in accordance with acceptable computer use policies and regulations (***refer to school board policy GAB/IIBEA***). Prince George County Public Schools strive to provide equitable access and encourages the use of technology whenever possible and appropriate, to support the curriculum and student learning objectives. The term "computer system" includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and any other internal or external network. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

INSTRUCTIONAL AND ADMINISTRATIVE STAFF EMPLOYMENT

Upon recommendation of the superintendent, the Board will approve the employment of all instructional and administrative personnel. Contracts will be issued in compliance with state laws and regulations and will be binding and can be broken only by mutual consent.

INSTRUCTIONAL AND ADMINISTRATIVE STAFF EMPLOYMENT **(continued)**

The State Board of Education or the Prince George School Board shall, by regulation, prescribe the requirements for certification 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 educators, vocational educators, guidance counselors, reading specialists, school psychologists, visiting teachers/social workers, etc., are stated in the *Licensure Regulations for School Personnel* adopted by the State Board of Education.

It is the responsibility of the teacher to keep his/her license in force. All licenses except the Provisional License are renewable. Renewal is based on the completion of 180 professional development points every five years.

LICENSURE RENEWAL

It is the employee's responsibility to maintain a valid license. Instructional and professional licenses for renewal are sent to the Virginia Department of Education twice a year -- February and June. Paperwork for license renewal must be in the office of personnel by the close of business on January 31 or **March 31*** of the license renewal year. It is the employee's responsibility to provide the necessary information and documentation. The School Board will assist the employee by paying the licensure fee for all current employees as well as Prince George retirees who desire to maintain an active license. Any license renewals received after March 31 will not be paid by the School Board. All requirements for license renewal **must** be completed and filed with the Virginia Department of Education prior to July 1 for the individual to be employable. ****Please note that teachers who have not completed the requirements to renew their license by March 31 of their current year of renewal WILL NOT BE REAPPOINTED.***

FOOD AND NUTRITION CERTIFICATION

Any food and nutrition employee who desires to participate in the certification program sponsored by the American School Food Service Association is encouraged to do so. Additional compensation will be paid based upon the level of certification achieved. The Food and Nutrition Department will pay the fee for certification and renewal.

PROBATIONARY PERIOD FOR INSTRUCTIONAL PERSONNEL

Teachers (effective 2013-14 contract year) who are beginning their Virginia teaching careers in Prince George will serve five years of probation before they are eligible to be recommended for a continuing contract. Teachers who have attained a continuing contract in another school division in the Commonwealth of Virginia may serve up to two years probation before they are eligible for a continuing contract in Prince George. Those teachers who have experience but do not have a continuing contract in another division in Virginia must serve a five year probationary period. (Refer to School Board policy GCG).

COURSES FOR RENEWAL CREDIT

Courses taken for recertification by a teacher must be approved by the building principal or Assistant Superintendent for Operations, Administration and Personnel. This requirement is established to ensure that teachers enroll in classes in their academic teaching area or classes required to improve a deficient area.

STAFF DEVELOPMENT

Standards of Quality and Objectives for Public Schools in Virginia states that each school division shall provide a program of personnel development which shall be designed to help all personnel become more proficient in performing their assigned responsibilities. Prince George County School Board supports the concept of staff development and provides opportunity for in-service training in a number of ways.

DUTY-FREE LUNCH PERIODS

Principals in each school will make every reasonable effort to develop cooperatively with the teachers a plan to provide lunch periods without supervisory duties.

HOME CONTACT

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

SALARIES

Teachers employed by the Prince George County Public Schools will be given credit on the salary schedule based upon full time experience in an accredited public or private school for related experience. Non-instructional personnel will be given credit for related experience. Personnel may be given a maximum of three years credit for prior military experience. Teachers in the Career Switcher Program may be given up to three years experience for related outside full-time work experience. Additional credit may be given at the discretion of the superintendent.

Instructional personnel holding or working towards a master's degree are eligible for the masters supplement as approved by the School Board if the degree is in the field of education. A supplement is also provided for staff with the Education Specialist Degree or with a doctorate degree.

ATTENDANCE EXPECTATIONS

All employees are expected to be present during all work hours. Absence 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. (Refer to School Board policy GAA.)

WORKDAY FOR STAFF

Principal and Assistant Principal Regular Workday: Principals and assistant principals shall be in their buildings and/or pursuing their duties each official workday and shall remain as long after the teachers leave as their duties require. It shall also be understood that additional time may be required of principals and assistant principals to insure the orderly and efficient operation of their school.

Teacher Regular Workday: Teachers shall report for duty each morning before their assigned duties as required by School Board policy. Each teacher shall be on duty at least fifteen minutes after school is dismissed unless assigned duties, scheduled meetings, or extenuating circumstances require an earlier or later departure. While it is anticipated that the employee shall be at the school for a minimum of seven (7) hours per day on days set forth in the official calendar requiring teachers to report for duty, subject to calendar changes approved by the School Board, the employee shall be required to do so by the principal, superintendent, or School Board. Reduction in time requirements will be made at the discretion of the superintendent or School Board.

WORKDAY FOR STAFF (continued)

Where approved by the School Board, certain teachers are paid a per diem rate for extended employment. On extended days before or after regular teacher workdays, teachers shall work their normal hours.

	<u>Teachers Arrive</u>	<u>Teachers Leave</u>
Elementary Schools	8:30 A.M.	3:45 P.M.
Middle School/Ed Center	7:20 A.M.	2:50 P.M.
Jr. High School	7:30 A.M.	3:00 P.M.
High School	7:25 A.M.	2:55 P.M.

Guidance Counselor: Guidance counselors shall work the same daily hours as the building administrator in their respective buildings except for teacher workdays. On such workdays, their hours will be the same as teachers. Counselors' contracts reflect extended days beyond teachers' days of employment as necessary in individual schools. Salaries include a responsibility factor approved by the School Board plus a per diem rate for the extended employment.

Library Media Specialist: Library media specialists shall work the same daily hours as the teachers in their respective buildings. Contracts reflect extended days beyond teachers' days of employment as necessary in individual schools. Library media specialists are paid a per diem rate for the extended employment. On extended days before or after teacher workdays, library media specialists shall work their normal hours.

Grade Level and Department Chair: Grade level and department chairs shall work the same hours as other teachers in their respective schools. Salaries include a responsibility factor approved by the School Board. Department chairs also are paid a per diem rate for additional employment per contract year (ten (10) days for high school and five (5) days for junior high school department chairs). Hours for those days shall be the same as during the regular school year.

School Board Administrative Office Personnel Workday: Personnel assigned to teach any part of the school day in a school shall be on duty for the hours established for teachers in that school or, if assigned to teach in more than one school, the maximum time schedule of the schools served (See Teacher Regular Workday).

Non-teaching personnel employed in the School Board Administrative Office shall be on duty between 8:30 a.m. - 5:00 p.m.(Food and Nutrition

WORKDAY FOR STAFF (continued)

hours are from 8:00 a.m. - 4:30 p.m.) with a lunch period of one hour, as well as that time necessary to perform duties to carry out the responsibilities of their positions that must be performed at times other than during office hours.

School Board Support Staff Personnel Workday: Support staff personnel employed in the School Board Administrative Office shall be on duty between 8:30 a.m. - 5:00 p.m. with a lunch period of one hour. Exceptions for employees to set regular hours beginning prior to 8:30 a.m. or ending before or after 5:00 p.m. may be authorized by the superintendent to accommodate custodial services, mail delivery, telephone services, and/or similar special services.

School Secretarial and School Clerical Staff Regular Workday: School secretarial and clerical staff shall work an eight hour day, excluding lunch with daily beginning and ending times set by the principal/administrator in accordance with individual building needs and bus schedules. There will be a required lunch break during which time the secretary must be away from the desk and duties.

School Board Maintenance Department Regular Workday: Maintenance personnel employed in the School Board Maintenance Department shall be on duty eight hours each official workday with a lunch period of thirty minutes.

Non-maintenance staff employed in the School Board Maintenance Department shall be on duty eight hours each official workday with a lunch period of thirty minutes.

School Bus Garage Regular Workday: Personnel employed in the school bus garage shall be on duty forty hours each official work week with a daily schedule to provide sufficient staff for emergency bus service between 6:00 a.m. and 5:00 p.m. during the regular school term.

Other Support Staff Regular Workday: Custodians and paraprofessionals shall be on duty each official workday for the hours established by the superintendent or his/her designee and based on the salary-wage schedules adopted by the Prince George County School Board.

WORKDAY FOR STAFF (continued)

Paraprofessionals shall work student days and teacher hours. Principals of each school shall be responsible for the supervision of hours worked and for coordinating beginning, ending, and lunch time schedules with appropriate supervisory personnel.

School Bus Drivers Workday: School bus drivers shall observe directions issued by the Director of Transportation or his/her designee for meeting schedules for regular school days, delayed opening and early closing of school days, and for training and inservice activity.

School Food and Nutrition Staff: Food and Nutrition employees shall observe directions issued by the Director of Food and Nutrition Services or his/her designee for their expected hours of employment, assigned duties, and any other work, training, or inservice activity.

DRESS CODE

Employees are expected to wear appropriate dress for work that is in good taste and suitable for job duties. (Refer to School Board policy GAA-R.)

SUPPORT PERSONNEL EMPLOYMENT

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-certificate administrative positions, clerical, maintenance, transportation, food and nutrition, and paraprofessionals.

Terms of Employment: Full-time non-teaching personnel receive a contract annually. *Full-time* is defined as working more than six (6) hours per day. All food and nutrition personnel, regardless of full-time or part-time status, receive contracts. If the Board or the employee wishes to terminate employment, two weeks notice must be given by either party.

PROBATIONARY PERIOD FOR SUPPORT STAFF

The probationary period for all support staff positions shall be twelve months.

MISCELLANEOUS LEAVES

All employees' leaves and absences shall be subject to the school division's policies and regulations. The superintendent shall provide for the interpretation and application of the school division's policies and regulations regarding leaves and absences.

Note: Absences on all early release days will be charged as a full day.

Personal Leave: Three (3) days of personal leave are granted for each full time employee per academic year. No more than two (2) unused personal days at the end of the academic year can be carried over to the next year for a maximum of five (5) personal days in one fiscal year. Any remaining personal leave shall be converted to sick leave. Personal leave shall be pro-rated for individuals not employed the entire year. (Refer to School Board policy GCBD-R.)

Sick Leave Plan:

Revisions in leave policies GCBD-R and GCBD-R HYBRID were made at the May 2014 School Board meeting. Separate policies were necessitated by the introduction of the Virginia Retirement System's Hybrid Plan. The changes effect the sick leave accumulation and sick bank eligibility for the Virginia Retirement System **Hybrid employees.** (Refer to School Board policies GCBD-R and GCBD-R HYBRID.)

1. Each employee under contractual agreement shall earn one sick day per month (total of 10 days per year for 10-month contracted employees) without loss of pay for personal illness. Accumulation is based upon the employee's retirement plan (VRS 1 & 2 or Hybrid Plan.) Food and Nutrition employees working more than six (6) hours per day also accumulate sick leave at the rate of one day per month (10 total) with accumulation based upon the employee's VRS retirement plan. Part-time employees who work between 15 and 30 hours per week may be eligible for part-time benefits.
2. Employees who do not begin work at the start of the school year and those who do not complete the full year shall earn sick leave at the rate of one per month or major fraction thereof.

MISCELLANEOUS LEAVES (continued)

3. Employees may use paid sick leave for any illness/injury of self and of a member of the employee's immediate family. In all cases of illness/injury of five or more consecutive days absence, the employee must supply the division superintendent's office with a doctor's certificate verifying the illness. Employees identified with chronic absences may be required to provide medical documentation for any absence.
4. Employees will be granted up to five days of bereavement leave, with pay, per school year for the death of a member of the employee's immediate family. If more than five workdays are needed, employees may use accumulated sick leave. However, in the event of the death of a child, spouse or parent, upon approval, additional accumulated sick leave may be used.
5. The immediate family of any employee shall be regarded to include the natural parents, foster parents, stepmother, stepfather, wife, husband, children, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparents, and grandchildren, as well as other relatives living in the household. (Any other relatives living in the household of an employee is limited only in that the relative, however distant, must live in the actual household.)
6. All accumulated sick leave shall terminate upon expiration of employment. An employee may transfer from one school system to another in Virginia and likewise transfer such accumulated leave if the School Board of the system to which the transfer is being made signifies its willingness to accept such transfer. The Prince George County School Board will accept transfer of accumulated sick leave earned from another Virginia school system regardless of the length of time elapsed since last employment, unless the employee was paid for the sick leave. The number of days accepted is based upon the employee's retirement plan (VRS 1&2 or Hybrid). Prince George does not accept accumulated sick leave outside the state of Virginia.
7. Upon retirement with a minimum of ten (10) years of service with Prince George County Public Schools, employees will be paid a daily rate equal to 25% of their per diem rate for accumulated sick leave up to a maximum of days based upon school board policies GCBD-R and GCBD-R Hybrid. Retirement is defined as receiving a benefit from a bona fide retirement system such as the Virginia Retirement System or Social Security.

MISCELLANEOUS LEAVES (continued)

Administrators, teachers, and secretaries employed prior to July 1, 2000, who qualify for this benefit, will have the option of receiving either 25% of their per diem or \$60.00 per day for their accumulated sick leave up to a maximum of 125-150 days (depending on years of service). Para-professionals, custodians, transportation personnel, maintenance personnel, and food and nutrition personnel employed prior to July 1, 2000, who qualify for this benefit, will be paid the greater of \$25.00 per day for 70 days, or 25% of their per diem for a maximum of 125 or 150 days.

Military Leave: Request for military leave of absence of any kind must be presented and approved by the School Board/Central Office. Please refer to School Board policy GCBEB for further details.

Court Appearance Leave: Leave of absence, with pay, will be granted to an employee to serve on a jury or to attend court on a matter relating to the school system as a witness under subpoena. A copy of all applicable subpoenas and summonses for jury duty/court appearance must be provided with time sheet.

In a case not involving the employee in his or her capacity as a School Board employee, the employee shall not be granted court appearance leave; however, the time may be charged to personal leave, vacation leave, or leave without pay.

Religious Leave: Personnel who are absent because of observance of religious holidays may apply for leave without loss of pay under provisions and limitations of vacation, sick leave, or personal leave.

Liberal Leave: For emergency closing purposes, liberal leave may be taken if an employee is unable to report to work. Liberal leave is defined as personal or vacation leave.

FAMILY MEDICAL LEAVE

Eligible employees: An employee who has worked for the School Board (i) for at least 12 months and (ii) for at least 1,250 hours during the previous 12-months is eligible to apply for the leave provided herein. Except as hereinafter provided, an eligible employee shall be entitled to a total of 12 weeks (60 days) of unpaid leave during a year for one or more of the following:

FAMILY MEDICAL LEAVE (continued)

- because of the birth of a son or daughter of the employee and in order to care for such son or daughter;
- because of the placement of a son or daughter with the employee or adoption or foster care;
- because the employee is needed to care for his/her spouse, son, daughter, or parent, if such spouse, son, daughter, or parent has a serious health condition;
- because of a serious health condition that makes the employee unable to perform the functions of his or her position;
- any qualifying exigency arising from a spouse, son, daughter, or parent who is on or has been called to active military duty status in support of a contingency operation (12 weeks);
- illness or injury sustained by a spouse, son, daughter, parent, or next of kin, in the line of military duty (26 weeks).

(Refer to School Board policy GCBE for further details.)

LEAVE WITHOUT PAY

A leave of absence, without pay, may be granted to employees of the school division who have a debilitating or life-threatening illness or injury and who are not eligible for Family Medical Leave. (Refer to School Board policy GCBEA.)

EMPLOYEE UTILIZATION IN MAJOR EMERGENCY SITUATIONS

All Prince George County School Board employees are to participate in emergency operations, as directed, as part of their employment requirement. (Refer to School Board policy GDQB.)

STAFF ETHICS/CONFLICT OF INTEREST

The Board expects members of its professional staff to be familiar with the Code of Ethics that applies to their profession and to adhere to it in their relationships with students, parents, co-workers, and officials of the division.

Conflict of Interest: Employees of the Board will not engage in, or have financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. This means that:

STAFF ETHICS/CONFLICT OF INTEREST (continued)

Employees will not participate for financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to pupils or their parents.

Employees who have patented or copyrighted any device, publication, or other item will not receive royalties for use of such item in the division schools.

Employees will not engage in any type of work where the source of information concerning customer, client, or employer originates from information obtained through the school system.

FRINGE BENEFITS

Salary Schedule: The Prince George School Board shall set annually before the issuance of contracts, a salary schedule for all personnel based on training, experience, and certificate held. Personnel who are employed for 90 or more contractual days in any school session shall receive credit for a full year's service at the beginning of the next regular session.

All contracted employees will receive compensation in equal installments.

Retirement: The Prince George School Board is a member of the Virginia Retirement System (VRS) inclusive of all full time employees. A member contribution of 5% of the annual salary is paid by all eligible employees. All employees participate in Social Security retirement benefits.

Group Life Insurance: The Board of Trustees of the Virginia Retirement System, under a contract with a private insurance company, provides a contribution plan of group life and accidental death and dismemberment insurance to all full time employees. As a fringe benefit the insurance premium is paid by the Prince George County School Board.

FRINGE BENEFITS (continued)

Health Insurance: Presently, Anthem health insurance is available to all eligible employees. Prince George County School Board pays a portion of the monthly premium. Further information is available through the director of finance or personnel office. All forms must be completed and sent to the School Board Office within 30 days of coverage eligibility. When an individual leaves the Prince George School System they may keep this coverage as defined under COBRA. The premiums must be submitted to the Finance Office at the School Board.

Implementation of the Federal Affordable Care Act of 2010 dictates that starting in 2014, if you do not have medical coverage, you will have to pay a penalty (in the form of a tax). If you do not qualify for coverage through Prince George County School Board or you do not enroll yourself or a dependent, you will have to obtain coverage or pay a penalty. An online Health Insurance Marketplace, also called an exchange, is available at <http://www.healthcare.gov>. The Marketplace describes options you may have available for health insurance (other than employer-based plans).

Upon retirement, any employee under the Prince George Schools' Health Insurance Plan can remain part of the Group Health Insurance Plan on a permanent basis as long as they pay the premiums as established for all employees with health insurance coverage. Once retirees reach the age of 65, their coverage will be converted to a School Board sponsored Medicare supplement. (Refer to School Board policy GCBC-R.)

Voluntary Deductions: There are several voluntary deduction programs, including annuities, health, vision and dental insurance premiums, membership dues (PGEA, NEA, NASSP, NAESP), life insurance premiums, short-term disability insurance, group life insurance purchased through the Virginia Retirement System, AFLAC, and various others, that have been adopted by the Prince George School Board. Payroll deductions for these programs may be made provided individuals participating do so voluntarily and submit individually signed authorizations for such deductions. An optional salary advance is available for new teachers. Contact the Payroll Department or Personnel Department for further information. **All** employees of Prince George County Public Schools (full-time, part-time, substitute, etc.) can contribute to our sponsored Tax Sheltered Annuity [TSA 403(b)] programs through payroll deduction. A listing of available vendors who have been approved for payroll deduction is available from the Finance Office.

Vacation: Each employee working under a twelve month contract is expected to take a vacation annually. Employee vacation days are to be approved by the building administrator/supervisor in advance upon consideration of job responsibilities and deadlines associated with the employee's position. All 12 month employees, after having 10 years of service in the field of education, will receive three weeks of vacation. Three weeks' vacation for those with 10 years of service means that this extended vacation begins at the end of the 11th year of service (*vacation having been earned during the previous year*). Previous part-time employment of more than 15 hours per week for a minimum of a half-year employment will count toward years of experience for vacation purposes. Vacation is noncumulative from one year to the next. (*Employees working under a teacher contract with extended days of employment do not qualify for vacation as described in this policy.*)

Holidays: All employees of the Prince George County School Board are granted holidays in accordance with the adopted school calendar. (*Please refer to school calendar on Page 5.*)

WORKER'S COMPENSATION AND SAFETY

The Occupational Safety and Health Act of 1970 requires employers to provide a safe place to work, a place free from hazards that might cause injury, disability or even death. It is the policy of Prince George County Schools that every employee is entitled to work under the safest conditions possible. Safety and health in our schools is a part of every operation and is every employee's responsibility. We must be constantly aware of conditions in all areas that can produce injuries. Inform your supervisor immediately of any condition that poses a safety threat.

It is important that administrators and supervisors understand that in no instance should they refuse to file an accident or injury report for an employee or prevent the employee from seeking medical attention. If there is any question regarding our responsibility, the report of injury should be accompanied by a separate note to the School Board Office. (Refer to School Board policy GCBE-R.)

The Worker's Compensation carrier for Prince George County Public Schools is:

VML Insurance Programs
P.O. Box 71420
Richmond, VA 23255
Phone: (800) 963-6800 Fax: (800) 273-4865

WORKER'S COMPENSATION AND SAFETY (continued)

The procedure for handling reports of accidents will be as follows:

Each administrator, garage foreman, food and nutrition manager, maintenance foreman, etc., will have a supply of accident report forms on hand.

When an accident occurs, the person in charge will be responsible for filling in the report of the accident and calling the Nurse on Call at 1-877-234-0898, and sending it to the School Board Office within 24 hours. *Employees are responsible for reporting all accidents to their immediate supervisor.*

At the time of injury the employee will be supplied with a copy of the approved list of physicians. EMPLOYEES MUST UTILIZE THE SERVICES OF ONE OF THE DESIGNATED PHYSICIANS ON THE APPROVED LIST. OTHERWISE, THE EMPLOYEE WILL BE RESPONSIBLE FOR ANY MEDICAL BILLS INCURRED.

The employee who has been injured should ask the physician or hospital to send the physician's report to the Prince George County School Board Office, and the school board office will forward it to VML.

If an injury is serious enough to cause an employee to be absent for any length of time which would qualify the employee for compensation under worker's compensation, the employee has two options:

The employee may use sick leave and receive full benefits from the School Board and submit payments received from worker's compensation to the School Board, or

The employee may accept worker's compensation benefits which is 2/3's pay and which is not taxable. The employee will not receive any compensation from the School Board for days paid by worker's compensation under this option.

We believe that accidents are avoidable and can be prevented. In order to achieve a safe working environment, all members of this organization must be committed to safety through good attitudes and involvement.

TRAVEL

Employees required to use their personal car for approved school travel will be reimbursed for the actual number of miles traveled based on the IRS travel mileage rate. Travel between residence and established work location is excluded. Administrative regulations for payment of expenses incurred while School Board employees are traveling on School Board business can be found in School Board policy DLC-R. *Travel reimbursement is limited and MUST be approved in advance.*

COBRA

A federal law was enacted (Public Law 99-272, Title X) requiring most employers sponsoring group health plans to offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you of the rights and obligations under the continuation coverage provisions of the law. (Both you and your spouse should take the time to read this notice carefully.)

If you are an employee of Prince George County Public Schools covered by Anthem you have a right to choose this continuation of coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part) for a period of up to 18 months.

If you are the spouse of an employee covered by Anthem, you have the right to choose continuation for yourself if you lose group health coverage under Anthem for any of the following reasons:

The death of your spouse;

A termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment;

Divorce or legal separation from your spouse; or

In case of a dependent child of an employee covered by Anthem, he or she has the right to continuation coverage if group health coverage under Anthem is lost for any of the following five reasons:

COBRA (continued)

Death of a parent;

The termination of a parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with Prince George County Public Schools;

Parents' divorce or legal separation;

A parent becomes eligible for Medicare; or

The dependent ceased to be a "dependent child" under Anthem.

Under the law, the employee or a family member has the responsibility to inform the director of finance of a divorce, legal separation, or a child losing dependent status under Anthem within 60 days of the event.

Once the Finance Department and/or Personnel Department has been notified of an employee's death, termination of employment or reduction in hours, or Medicare eligibility, you will in turn be notified that you have the right to choose continuation coverage. Under the law, you have at least 60 days from the date you would lose coverage because of one of the events described above to inform the Finance or Personnel Department that you want continuation coverage. If you do not choose continuation coverage, your group health insurance coverage will end.

If you choose continuation coverage, the Prince George County Public School System is required to give you the coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. The law requires that the person(s) be afforded the opportunity to maintain continued coverage for 3 years unless the loss of group health coverage is because of a termination of employment or reduction in hours. The required combination of events must occur during the 18 month period: divorce, legal separation, or death.

COBRA (continued)

In no event will coverage last beyond 3 years from the date of the event that originally made you eligible to elect coverage. However, the law also provides that your continuation coverage may be cut short for any of the following four reasons:

1. Prince George County Public Schools no longer provides group health coverage to any of its employees;
2. The premium for your continuation coverage is not paid on time;
3. You become covered under another group health plan; or
4. You become eligible for Medicare.

You don't have to show that you are insurable to choose continuation coverage. However, under the law, you may have to pay all or part of the premium for your continuation coverage. There is a grace period of at least 30 days for the regularly scheduled premium. This law applies to Anthem beginning October 1, 1986. If you have any questions about the law, please contact the Finance Department at the School Board Office.

Also, if you have changed marital status, or you or your spouse have changed addresses, please notify the Finance Department at the School Board Office.

Revised COBRA Legislation: Congress has issued technical corrections to the COBRA enacted on July 1, 1986. These corrections are as follows:

1. Divorced spouses and children who are no longer dependents of an employee have 60 days to notify the Prince George County Public Schools of an event qualifying them for continuous hospitalization coverage.
2. Participants who choose continuation coverage have a 30 day "grace period" in which to pay premiums. The Prince George County Schools will cancel coverage for a participant who fails to pay the monthly premium within 30 days after the due date.

EMPLOYEE RECOGNITION

All contracted employees are recognized for years of service to the Prince George County Schools. Recognition is given in five year increments with a lapel pin and personal leave day(s) where appropriate.

HIPAA PRIVACY INFORMATION

As your employer, we have access to certain limited medical information related to your employment and to absences for medical reasons. In addition, we receive medical claims information from our health insurance provider that is NOT identifiable by employee. The Department of Health and Human Services has established a “Privacy Rule” to help insure that personal health information is protected for privacy. We are required by law to maintain the privacy of your personal health information. We will secure and protect your personal health information in accordance with HIPAA guidelines.



PAY GRADES

Contr Duration	Job Title	Grade
200 Days	Teacher	Separate Scale
12 Months	Asst. Superintendent, Operations, Adm. & Personnel	25
12 Months	Asst. Superintendent, Instruction	25
12 Months	Principal III	24
12 Months	Principal II	23
12 Months	Director, Budget & Finance	23
12 Months	Director, Elementary Education	23
12 Months	Director, Gifted/Title I/MYP	23
12 Months	Director, Secondary Education	23
12 Months	Director, Student Services	23
12 Months	Director, Technology, Research & Planning	23
12 Months	Director, Operations	23
12 Months	Principal I	22
12 Months	Assistant Principal III	21
12 Months	Assistant Principal II	20
200 Days	Assistant Principal I (on scale as is)	19
12 Months	Athletic Director	19
192 Days	Health Services Coordinator	19
200 Days	Interpreter III - Nationally Certified	18
VARIABLE	PALS Coordinator	18
VARIABLE	Pre School Coordinator	18
12 Months	Food & Nutrition Services Coordinator	18
12 Months	Special Education Coordinator	18
12 Months	Transportation Coordinator	18
12 Months	Coordinator, Special Programs	18
12 Months	Coordinator, Human Resources & Benefits	18
200 Days	Interpreter III	17
12 Months	Technology Specialist	17
192 or HOURLY	School Nurse (RN)	17
12 Months	Assistant to the Superintendent	15
200 Days	Interpreter II	15
12 Months	JROTC Instructor	15
HOURLY	Part-Time Driver's Education Instructor	15
HOURLY	Part-Time Energy Manager	15

PAY GRADES

Contr Duration	Job Title	Grade
12 Months	Computer Network Technician	14
12 Months	Facility Maintenance Supervisor	14
12 Months	Fleet Maintenance Supervisor	14
200 Days	Interpreter I	14
12 Months	Technology Information Manager	14
12 Months	Accounting Manager	14
12 Months	Personnel Associate	13
12 Months	Accounting Associate	13
12 Months	HVAC Mechanic	13
192 or HOURLY	School Nurse (LPN)	13
12 Months	Assistant Fleet Maintenance Supervisor	12
12 Months	Electrician	12
12 Months	Custodial Supervisor / Warehouseman	12
12 Months	Administrative Associate III	11
12 Months	Fleet Maintenance Technician II	11
12 Months	Administrative Associate II	10
VARIABLES	Food and Nutrition Field Manager	10
12 Months	Administrative Associate I	9
12 Months	Facility Maintenance Worker II	9
VARIABLES	Food and Nutrition Manager II	9
HOURLY	Paint Crew Supervisor	9
VARIABLES	Food and Nutrition Manager I	8
VARIABLES	Driver II	7
12 Months	Fleet Maintenance Technician I	7
180 Days	Highly Qualified Paraprofessional	7
192 Days	Clinic Aide - Licensed Practical Nurse	7
12 Months	Office Associate III	7
VARIABLES	Food and Nutrition Assistant Manager	6
12 Months	Head Custodian	6
200 Days	Office Associate II	6
VARIABLES	Parent Resource Coordinator	6
192 Days	Clinic Aide - Certified Nurses Asst.	6
180 Days (hours vary)	Driver I (Car Driver)	5

PAY GRADES

Contr Duration	Job Title	Grade
180 Days	Paraprofessional	5
192 Days	Clinic Aide - No Certification	5
180 Days	Bus Aides	4
12 Months	Custodian	4
VARIES - Hourly	Food and Nutrition Assistant	4
180 Days	Office Associate I (Copier Aides)	4
180 Days	Security Officer	4
VARIES - Hourly	Cafeteria Monitor	4
VARIES - Hourly	Book Crew Worker	3
VARIES - Hourly	Paint Crew Worker	3

Substitute Rates

HRLY/DAILY	Teacher (no degree)	\$75.00/Day
HRLY/DAILY	Teacher (with degree)	\$85.00/Day
HRLY/DAILY	Teacher (degreed retiree of Prince George)	\$90.00/Day
HRLY/DAILY	Secretary - School (Grade 4, Step 1)	\$9.51/Hour
HRLY/DAILY	Secretary - Admin (Grade 7, Step 1)	\$11.57/Hour
HRLY/DAILY	Copier Aide (Grade 4, Step 1)	\$9.51/Hour
HRLY/DAILY	Paraprofessional (ALL Degreed OR Non-Degreed)	\$75.00/Day
HRLY/DAILY	Nurse (RN) – Retired PG RN	\$90.00 Day
HRLY/DAILY	Nurse (RN)	\$85.00/Day
HRLY/DAILY	Nurse (LPN)	\$80.00/Day
HRLY/DAILY	Sub Interpreter III+	\$85.00/Day
HRLY/DAILY	Sub Interpreter I or II	\$80.00/Day
HRLY/DAILY	Clinic Aide (Grade 4, Step 1)	\$9.51/Hour

PAY GRADES

Contr Duration	Job Title	Rate
HRLY/DAILY	Bus Driver (Grade 6, Step 1)	\$13.00/Hour
HRLY/DAILY	Car Driver (Grade 4, Step 1)	\$9.51/Hour
HRLY/DAILY	Transportation Aide (Grade 3, Step 1)	\$8.91/Hour
HRLY/DAILY	Mechanic (Grade 8, Step 1)	\$12.35/Hour
HRLY/DAILY	Maintenance Worker (Grade 8, Step 1)	\$12.35/Hour
HRLY/DAILY	Custodian (Grade 3, Step 1)	\$8.91/Hour
HRLY/DAILY	Cafeteria Monitor (Grade 4, Step 1)	\$9.51/Hour
HRLY/DAILY	Food and Nutrition (Grade 4, Step 1)	\$9.51/Hour
Before & After School Tutors		\$25.00/hour
Saturday School Instructors		\$25.00/hour
Adult Education		\$25.00/hour
Homebound Tutors		\$25.00/hour
LPT Tutors		\$25.00/hour
Jail Instructors		\$25.00/hour
<u>PALs Tutors</u>		
Non-Degreed*		\$15.00/hour
Degreed		\$25.00/hour

* Non-Degreed PALS tutors employed prior to the 2002-2003 school year will continue to be paid \$20.00/hour - their current rate of pay.



Classified 260 Days; 8 Hours per Day

Grade	Minimum	Midpoint	Maximum
1	\$16,183	\$21,765	\$29,272
2	\$17,275	\$23,234	\$31,248
3	\$18,441	\$24,803	\$33,357
4	\$19,666	\$26,477	\$35,608
5	\$21,015	\$28,264	\$38,012
6	\$22,433	\$30,172	\$40,578
7	\$23,974	\$32,208	\$43,317
8	\$25,564	\$34,382	\$46,241
9	\$27,289	\$36,703	\$49,362
10	\$29,131	\$39,181	\$52,694
11	\$31,098	\$41,825	\$56,251
12	\$33,197	\$44,649	\$60,048
13	\$35,438	\$47,662	\$64,101
14	\$37,830	\$50,880	\$68,428
15	\$40,383	\$54,314	\$73,046
16	\$43,109	\$57,980	\$77,977
17	\$46,019	\$61,894	\$83,240
18	\$49,125	\$66,072	\$88,859
19	\$52,441	\$70,532	\$94,857
20	\$55,981	\$75,292	\$101,260
21	\$59,760	\$80,375	\$108,095
22	\$63,793	\$85,800	\$115,392
23	\$68,099	\$91,592	\$123,180
24	\$72,696	\$97,774	\$131,495
25	\$77,603	\$104,374	\$140,371

To Be Used by:

- 12 Month Administrators
- 12 Month Coordinators
- 12 Month Clerical & Office Staff
- JROTC Instructors
- Head Custodians & Custodians
- Custodial Sup./Warehouseman
- Facility Maintenance Supervisor and Technicians
- Fleet Maintenance Supervisor and Technicians
- HVAC Mechanic / Electrician
- Network Technicians
- Technology Specialist
- Technology Information Managers

200 Day Assistant Principals I should also use this scale
215 Day Full-Time Coordinators should also use this scale

Classified 200 Days; 8 Hours per Day

Grade	Minimum	Midpoint	Maximum
1	\$12,448	\$16,742	\$22,517
2	\$13,288	\$17,873	\$24,037
3	\$14,185	\$19,079	\$25,659
4	\$15,143	\$20,367	\$27,391
5	\$16,165	\$21,742	\$29,240
6	\$17,256	\$23,209	\$31,214
7	\$18,421	\$24,776	\$33,321
8	\$19,664	\$26,448	\$35,570
9	\$20,992	\$28,233	\$37,971
10	\$22,409	\$30,139	\$40,534
11	\$23,921	\$32,173	\$43,270
12	\$25,536	\$34,345	\$46,190
13	\$27,260	\$36,663	\$49,308
14	\$29,100	\$39,138	\$52,637
15	\$31,064	\$41,780	\$56,190
16	\$33,161	\$44,600	\$59,982
17	\$35,399	\$47,611	\$64,031
18	\$37,789	\$50,824	\$68,353
19	\$40,339	\$54,255	\$72,967
20	\$43,062	\$57,917	\$77,892
21	\$45,969	\$61,827	\$83,150
22	\$49,072	\$66,000	\$88,763
23	\$52,384	\$70,455	\$94,754
24	\$55,920	\$75,211	\$101,150
25	\$59,695	\$80,287	\$107,978

To Be Used by:

Interpreters

200 Day Clerical and Office Staff

Classified 192 Days; 8 Hours per Day

Grade	Minimum	Midpoint	Maximum
1	\$11,950	\$16,073	\$21,616
2	\$12,757	\$17,158	\$23,075
3	\$13,618	\$18,316	\$24,633
4	\$14,537	\$19,522	\$26,295
5	\$15,519	\$20,872	\$28,070
6	\$16,566	\$22,281	\$29,965
7	\$17,684	\$23,785	\$31,988
8	\$18,878	\$25,390	\$34,147
9	\$20,152	\$27,104	\$36,452
10	\$21,512	\$28,933	\$38,912
11	\$22,965	\$30,866	\$41,539
12	\$24,515	\$32,971	\$44,343
13	\$26,169	\$35,197	\$47,336
14	\$27,936	\$37,573	\$50,531
15	\$29,821	\$40,109	\$53,942
16	\$31,834	\$42,816	\$57,583
17	\$33,983	\$45,706	\$61,470
18	\$36,277	\$48,791	\$65,619
19	\$38,726	\$52,085	\$70,048
20	\$41,340	\$55,601	\$74,777
21	\$44,130	\$59,354	\$79,824
22	\$47,109	\$63,360	\$85,212
23	\$50,289	\$67,637	\$90,964
24	\$53,638	\$72,202	\$97,104
25	\$57,307	\$77,076	\$103,659

To Be Used by:

Health Services Coordinator

Full-Time School Nurses

Classified 180 Days; 8 Hours per Day

Grade	Minimum	Midpoint	Maximum
1	\$11,203	\$15,068	\$20,265
2	\$11,960	\$16,805	\$21,633
3	\$12,767	\$17,171	\$23,093
4	\$13,629	\$18,330	\$24,652
5	\$14,549	\$19,567	\$26,316
6	\$15,531	\$20,888	\$28,092
7	\$16,579	\$22,298	\$29,989
8	\$17,698	\$23,803	\$32,013
9	\$18,893	\$25,410	\$34,174
10	\$20,168	\$27,125	\$36,480
11	\$21,529	\$28,956	\$38,943
12	\$22,982	\$30,911	\$41,571
13	\$24,534	\$32,977	\$44,377
14	\$26,190	\$35,224	\$47,373
15	\$27,958	\$37,602	\$50,571
16	\$29,845	\$40,140	\$53,984
17	\$31,859	\$42,850	\$57,628
18	\$34,010	\$45,742	\$61,518
19	\$36,305	\$48,830	\$65,670
20	\$38,756	\$52,126	\$70,103
21	\$41,372	\$55,644	\$74,835
22	\$44,165	\$59,400	\$79,886
23	\$47,146	\$63,410	\$85,279
24	\$50,328	\$67,690	\$91,035
25	\$53,725	\$72,259	\$97,180

To Be Used by:

- Paraprofessionals
- Nurse Clinic Aides
- Security Officer
- Office Associates I (Copier Aides)

Classified 180 Days; 6.5 Hours per Day

Grade	Minimum	Midpoint	Maximum
1	\$9,103	\$12,243	\$16,465
2	\$9,717	\$13,069	\$17,577
3	\$10,373	\$13,951	\$18,763
4	\$11,073	\$14,893	\$20,030
5	\$11,821	\$15,898	\$21,382
6	\$12,619	\$16,972	\$22,825
7	\$13,470	\$18,117	\$24,366
8	\$14,380	\$19,340	\$26,010
9	\$15,350	\$20,646	\$27,766
10	\$16,386	\$22,039	\$29,640
11	\$17,492	\$23,527	\$31,641
12	\$18,673	\$25,115	\$33,777
13	\$19,934	\$26,810	\$36,057
14	\$21,279	\$28,620	\$38,490
15	\$22,716	\$30,552	\$41,089
16	\$24,249	\$32,614	\$43,862
17	\$25,866	\$34,815	\$46,823
18	\$27,663	\$37,165	\$49,983
19	\$29,498	\$39,674	\$53,357
20	\$31,489	\$42,352	\$56,959
21	\$33,615	\$45,211	\$60,803
22	\$35,884	\$48,263	\$64,908
23	\$38,306	\$51,520	\$69,289
24	\$40,892	\$54,998	\$73,966
25	\$43,652	\$58,710	\$78,959

To Be Used by:

Drivers II - Double Run

Classified Hourly

Grade	Minimum	Midpoint	Maximum
1	\$ 7.78	\$ 10.46	\$ 14.07
2	\$ 8.31	\$ 11.17	\$ 15.02
3	\$ 8.87	\$ 11.92	\$ 16.04
4	\$ 9.46	\$ 12.73	\$ 17.12
5	\$ 10.10	\$ 13.59	\$ 18.27
6	\$ 10.79	\$ 14.51	\$ 19.51
7	\$ 11.51	\$ 15.48	\$ 20.83
8	\$ 12.29	\$ 16.53	\$ 22.23
9	\$ 13.12	\$ 17.65	\$ 23.73
10	\$ 14.01	\$ 18.84	\$ 25.33
11	\$ 14.95	\$ 20.11	\$ 27.04
12	\$ 15.96	\$ 21.47	\$ 28.87
13	\$ 17.04	\$ 22.91	\$ 30.82
14	\$ 18.19	\$ 24.46	\$ 32.90
15	\$ 19.42	\$ 26.11	\$ 35.12
16	\$ 20.73	\$ 27.88	\$ 37.49
17	\$ 22.12	\$ 29.76	\$ 40.22
18	\$ 23.62	\$ 31.77	\$ 42.72
19	\$ 25.21	\$ 33.91	\$ 45.60
20	\$ 26.91	\$ 36.20	\$ 48.68
21	\$ 28.73	\$ 38.64	\$ 51.97
22	\$ 30.67	\$ 41.25	\$ 55.48
23	\$ 32.74	\$ 44.03	\$ 59.22
24	\$ 34.95	\$ 47.01	\$ 63.22
25	\$ 37.31	\$ 50.18	\$ 67.49

To Be Used by:

Drivers II - Single Run & Special Education
 Drivers I - Car Drivers
 Bus Aides
 All Food and Nutrition Staff (Field Manager, FS Managers
 and Asst Managers, FS Assistants)
 PRC - Parent Resource Coordinator
 Part-Time Coordinators
 Part-Time Driver's Education Instructors
 Part-Time School Nurses
 Book Crew Workers
 Paint Crew Workers
 Cafeteria Monitors

TEACHER SALARY SCALE

*Information regarding longevity bonuses is available on school copies of salary scales. (+Doctorate \$2,400)

<u>Exp</u>	<u>Step</u>	<u>Salary</u>	<u>12 Hrs</u>	<u>21 hrs</u>	<u>Masters</u>	<u>Ed Spec.</u>
0	1	\$42,114	42,614	43,114	44,114	45,314
1	2	\$42,742	43,242	43,742	44,742	45,942
2	3	\$42,742	43,242	43,742	44,742	45,942
3	4	\$42,742	43,242	43,742	44,742	45,942
4	5	\$43,771	44,271	44,771	45,771	46,971
5	6	\$43,771	44,271	44,771	45,771	46,971
6	7	\$43,771	44,271	44,771	45,771	46,971
7	8	\$43,771	44,271	44,771	45,771	46,971
8	9	\$43,771	44,271	44,771	45,771	46,971
9	10	\$44,209	44,709	45,209	46,209	47,409
10	11	\$44,652	45,152	45,652	46,652	47,852
11	12	\$45,098	45,598	46,098	47,098	48,298
12	13	\$45,549	46,049	46,549	47,549	48,749
13	14	\$46,005	46,505	47,005	48,005	49,205
14	15	\$46,694	47,194	47,694	48,694	49,894
15	16	\$47,395	47,895	48,395	49,395	50,595
16	17	\$48,106	48,606	49,106	50,106	51,306
17	18	\$48,828	49,328	49,828	50,828	52,028
18	19	\$49,560	50,060	50,560	51,560	52,760
19	20	\$50,303	50,803	51,303	52,303	53,503
20	21	\$51,058	51,558	52,058	53,058	54,258
21	22	\$51,824	52,324	52,824	53,824	55,024
22	23	\$52,600	53,100	53,600	54,600	55,800
23	24	\$53,389	53,889	54,389	55,389	56,589
24	25	\$54,191	54,691	55,191	56,191	57,391
25	26	\$55,003	55,503	56,003	57,003	58,203
26	27	\$55,829	56,329	56,829	57,829	59,029
27	28	\$56,666	57,166	57,666	58,666	59,866
28	29	\$57,516	58,016	58,516	59,516	60,716
29	30	\$58,379	58,879	59,379	60,379	61,579
30	31	\$59,254	59,754	60,254	61,254	62,454
31	32	\$60,144	60,644	61,144	62,144	63,344
32	33	\$61,045	61,545	62,045	63,045	64,245
33	34	\$61,961	62,461	62,961	63,961	65,161
34	35	\$62,891	63,391	63,891	64,891	66,091
35	36	\$63,833	64,333	64,833	65,833	67,033
36	37	\$64,792	65,292	65,792	66,792	67,992
37	38	\$65,763	66,263	66,763	67,763	68,963
38	39	\$66,750	67,250	67,750	68,750	69,950
39+	40	\$67,751	68,251	68,751	69,751	70,951

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DISCLOSURE

The School Board does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, handicapping conditions, or sex in its educational programs or employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Assistant Superintendent for Operations, Administration and Personnel; Assistant Superintendent for Instructional Services; and Director of Secondary Education.