

Prince George County Public Schools



**Employee Handbook
2019-2020**

**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 frequently asked questions to guide the way for a successful year. Not all district policies and procedures are included. It is a quick reference to and brief explanation of district policies and procedures related to employment. These policies and procedures may be updated throughout the year. These updates 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 important 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 for you and the students we serve.

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

Mrs. Lisa Pennycuff, Ed.D.
Superintendent

Mission Statement

Prince George County 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 learning 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
6410 Courts Drive, P. O. Box 400
Prince George, Virginia 23875
Phone: (804) 733-2700
Fax: (804) 733-2737

School Board Members

Mr. Robert E. Cox Jr.
Chairman

13640 Taylor Drive
Disputanta, VA 23842
Phone: 991-2162

E-mail: bcox@pgs.k12.va.us
lstevenson@pgs.k12.va.us

Lewis E. Stevenson
Vice Chairman

5179 Ruffin Road
Prince George, VA 23875
Phone: 731-7840

E-mail:

Mr. Robert E. Eley

3616 Lundie Lane
S. Prince George, VA 23805
Phone: 586-9846

E-mail: reley@pgs.k12.va.us

Mr. Kevin Foster

138 Holly Berry Lane
Prince George, VA 23875
Phone: 732-1096

E-mail: kfoster@pgs.k12.va.us

Mr. Christopher A. Johnson

4005 Newstead Place
Prince George, VA 23875
Phone: 731-3385

E-mail: cjohnson@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

2019 School Board Meeting Schedule

DATE	TIME	TYPE	LOCATION
January 14, 2019	6:30 P.M.	Regular	Board of Supervisors Meeting Room
February 11, 2019	6:30 P.M.	Regular	Board of Supervisors Meeting Room
February 12, 2019	5:30 P.M.	Superintendent Presents Proposed 2019-20 Budget	School Board Office
February 18, 2019	6:00 P.M.	Budget Work Session (if needed)	School Board Office
February 25, 2019	6:30 P.M.	PUBLIC HEARING - Budget Work Session	School Board Office
March 5, 2019	6:00 P.M.	Budget Work Session (if needed)	School Board Office
March 11, 2019	6:30 P.M.	Regular – Approval of the 2019-20 Budget	Board of Supervisors Meeting Room
*April 15, 2019	6:30 P.M.	Regular	Board of Supervisors Meeting Room
May 13, 2019	6:30 P.M.	Regular	Board of Supervisors Meeting Room
May 20, 2019	6:30 P.M.	Budget Work Session (if needed)	School Board Office
June 10, 2019	6:30 P.M.	Regular	Board of Supervisors Meeting Room
July 8, 2019	6:30 P.M.	Regular	Board of Supervisors Meeting Room
August 12, 2019	6:30 P.M.	Regular	Board of Supervisors Meeting Room
September 9, 2019	6:30 P.M.	Regular	Board of Supervisors Meeting Room
October 14, 2019	6:30 P.M.	Regular	Board of Supervisors Meeting Room
*November 18, 2019	6:30 P.M.	Regular	Board of Supervisors Meeting Room
December 9, 2019	6:30 P.M.	Regular	Board of Supervisors Meeting Room
January 13, 2020	6:30 P.M.	Regular	Board of Supervisors Meeting Room

APPROVED BY THE SCHOOL BOARD JANUARY 14, 2019

***April 15, 2019 proposed meeting date for April (School Division will be closed for Spring Break April 1-5, 2019)**

***November 18, 2019 proposed meeting date for November (Veterans Day holiday observed November 11, 2019)**

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

Central Office Administrative Staff

Lisa Pennycuff, Ed.D.
Superintendent

William Barnes
Assistant Superintendent for Instruction and Accountability

Rebecca Kirk
Assistant to the Superintendent

Monique Barnes
Director of Finance

Robin Germanos
Director of Elementary Education

Stephanie Bishop
Director of Secondary Education

Zetta Ethington
Director of Student Services

Willie Elliott
Director of Gifted, Title I & MYP

Scott Brubaker
Director of Technology

Ronald Rhodes
Director of Operations

Jeff Darby
Director of Transportation

Pete Fisher
Director of CTE

Michelle Grate
Coordinator of Health Services

Lana Pearce
Coordinator of Food and Nutrition Services

Angela Mitchell
Coordinator of Pre-School and EL

School Buildings and Principals

L. L. Beazley Elementary

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

David A. Harrison Elementary

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

North Elementary

11106 Old Stage Road
Prince George, VA 23875
Gr. K-5 458-8922
Theresa Marshall, Principal
Amber Thompson, Asst. Principal

South Elementary

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

William A. Walton Elementary

4101 Courthouse Road
Prince George, VA 23875
Gr. K-5 733-2750
Chrystal Barnwell, Principal
Jennifer Rollings, Asst. Principal

J. E. J. Moore Middle

11455 Prince George Drive
Disputanta, VA 23842
Gr. 6-7 733-2740
Robert Knowles, Principal
Marlena Smith, Asst Principal
Nick Ligatti, Asst. Principal

N. B. Clements Jr. High

7800 Laurel Spring Road
Prince George, VA 23875
Gr. 8-9 733-2730
Jason Chandler, Principal
Melanie Barron-Ficke, Asst. Principal
Danica Coleman-Millner, Asst. Principal

Prince George High

7801 Laurel Spring Road
Prince George, VA 23875
Gr. 10-12 733-2720
Michael Nelson, Principal
Donna Branch-Harris Asst Principal
Christina Pope, Asst. Principal
Matthew Mcallister, 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
Marseille Maxey, Dean of Students

PRINCE GEORGE, VIRGINIA SCHOOL CALENDAR 2019-2020

**Approved by
School Board
on March 11, 2019**

- ***August 12-20 – New Teacher Orientation
- August 20-29 – All Teachers Report
- September 3 – First Day of School
- *Teacher Workday
- **Holiday
- #Staff Development Day
- @No School for Students
- ? Potential Inclement Weather Make-Up Day (if needed)

Days blocked indicate payday

****Holidays:**

- July 4 – Independence Day
- September 2 – Labor Day
- November 11 – Veterans Day

School Buildings & Central Office will be closed during Thanksgiving, Christmas and Easter Breaks.

November 27-29 – Thanksgiving Break

- Dec. 23 – Jan. 3 – Christmas Break**
- January 20 – Martin Luther King Jr. Day

2019 Summer Work Hours for 12-Month Employees
June 17 – August 15, 2019 (M-Th)

April 6- 10 – Spring Break

- April 13 – Easter Monday**
- May 25 – Memorial Day Observed
- June 13, 2020 - Graduation Day**

2020 Summer Work Hours for 12-Month Employees
June 15 – August 13, 2020 (M-Th)

This calendar is prepared for **180** instructional days with full Teacher Work Day hours from 8:00 A.M. until 1:00 P.M. AND full Staff Development hours from 8:00 A.M. until 3:00 P.M. This calendar is not part of the employee's contract. Teachers are contracted for 200 days of which 190 days are reflected.

The School Board reserves the right to modify the calendar.

July 2019

January 2020

Mon.	Tues.	Wed.	Thu.	Fri.
1	2	3	4**	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Mon.	Tues.	Wed.	Thu.	Fri.
		1**	2**	3**
6	7	8	9	10
13	14	15	16	17
20**	21	22	23	24
27*#@?	28	29	30	31

August 2019

Mon.	Tues.	Wed.	Thu.	Fri.
			1	2
5	6	7	8	9
12***	13***	14***	15***	16
19***	20*	21*	22#	23#
26#	27*	28*	29*	30

February 2020

Mon.	Tues.	Wed.	Thu.	Fri.
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

September 2019

Mon.	Tues.	Wed.	Thu.	Fri.
2**	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

March 2020

Mon.	Tues.	Wed.	Thu.	Fri.
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

October 2019

Mon.	Tues.	Wed.	Thu.	Fri.
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2019

Mon.	Tues.	Wed.	Thu.	Fri.
		1	2	3
6**	7**	8**	9**	10**
13**	14	15	16	17
20	21	22	23	24
27	28	29	30	

November 2019

Mon.	Tues.	Wed.	Thu.	Fri.
				1
4	5*#@	6	7	8
11**?	12	13	14	15
18	19	20	21	22
25	26	27**?	28**	29**

May 2020

Mon.	Tues.	Wed.	Thu.	Fri.
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25**	26	27	28	29

December 2019

Mon.	Tues.	Wed.	Thu.	Fri.
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23**	24**	25**	26**	27**
30**	31**			

June 2020

Mon.	Tues.	Wed.	Thu.	Fri.
1	2	3	4	5
8	9	10SER	11SER	12SER
15	16	17	18	19
22	23	24	25	26
29	30			

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 Director of Operations or the Superintendent.

NOTES REGARDING CLOSING CODES

- 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. Liberal leave will require the use of personal or vacation leave.

EMPLOYEE HANDBOOK

The administration will update and post the Employee Handbook online. Hard copies can be requested through the HR Department.

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 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. 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/VOLUNTEERS

All substitutes and or volunteers must be processed through HR before they can begin duty.

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 building Administrator or Supervisor, 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 the recommendation of the Superintendent, the School Board may consider exceptions to salary provisions stated.

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 re-assignment to another location must be requested on an intent form. The request for transfer submitted after intents received 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 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 or be in a program taking courses to earn the endorsement.

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

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 (Director of Secondary Education, Director of Elementary Education, and Director of Student Services). 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: Director of Secondary Education, Director of Elementary Education, and Director of Student Services. 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 current. All licenses except the Provisional License are renewable. Renewal is based on the completion of 360 professional development points every ten 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. 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 may serve up to 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 Instruction. This requirement is established to ensure that teachers enroll in classes in their academic teaching area or classes required to enhance their instructional delivery.

STAFF DEVELOPMENT

Standards of Quality and Objectives for Public Schools in Virginia state 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 staff development and provides opportunities for training in a number of ways throughout the school year.

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 master's 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 doctoral degree or with a Ed.D. or PhD.

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. Teacher hours may be adjusted by the Superintendent if needed to address the safety and security of students.

	<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	7:20 A.M.	2:50 P.M.
High School	7:25 A.M.	2:55 P.M.

School Counselor: School 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. 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 hours are from 7:30 a.m. - 3:30 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.

WORKDAY FOR STAFF (continued)

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. 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 in-service 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 in-service 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 an appointment letter 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 appointment letters. 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 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. An employee does not accrue sick leave if for any month wherein leave without pay is taken.
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. Also, an employee has more than one bereavement event involving an immediate family member and request additional bereavement leave the Superintendent can grant the request.
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 VRS 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 will require the use of 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.

No employee or volunteer shall engage in fraud, waste or abuse as defined in School Board policy DPL while in the performance of his/her job or which otherwise adversely affects the school division while engaged in activities for the organization of which the division is a member.

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 Human Resources. 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 County Schools, they may keep this coverage as defined under COBRA.

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 County 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, they must purchase their own supplemental health policy.

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, Colonial Life, 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.

Contact the Payroll Department or Human Resources for further information. **All** employees of Prince George County 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.

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, 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.)

As an employee of Prince George County Schools covered by Anthem, you have a right to choose this continuation of coverage through COBRA 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 through COBRA 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 by the employee) 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 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 Human Resources has been notified of an employee's death, termination of employment or reduction in hours, or Medicare eligibility, you will in turn be notified by letter that you have the right to choose continuation coverage. Under the law, you have at least 60 days from the date you lose coverage because of one of the events described above to inform COBRA that you want continuation coverage. If you do not choose continuation coverage, your group health insurance coverage will end.

If you choose continuation of coverage, Prince George County Schools are 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 18 months.

COBRA (continued)

In no event will coverage last beyond 18 months 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 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 do not 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 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 policy will terminate if a participant 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 ensure 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	32
12 Months	Asst. Superintendent, Instruction	32
12 Months	Principal III	31
12 Months	Principal II	30
12 Months	Director, Budget & Finance	31
12 Months	Director, Elementary Education	31
12 Months	Director, Gifted/Title I/MYP	31
12 Months	Director, Secondary Education	31
12 Months	Director, Student Services	31
12 Months	Director, Technology, Research & Planning	31
12 Months	Director, Operations	31
12 Months	Principal I	29
12 Months	Assistant Principal III	27
12 Months	Assistant Principal II	26
200 Days	Assistant Principal I	24
12 Months	Athletic Director	24
192 Days	Health Services Coordinator	24
220	PALS Coordinator	24
220	Pre School Coordinator	24
12 Months	Food & Nutrition Services Coordinator	24
12 Months	Special Education Coordinator	24
12 Months	Transportation Coordinator	24
12 Months	Coordinator, Special Programs	24
12 Months	Technology Specialist	20
192 Days	School Nurse (RN)	22
12 Months	Assistant to the Superintendent	19
12 Months	JROTC Instructor	21
12 Months	Computer Network Technician	18
12 Months	Facility Maintenance Supervisor	18
12 Months	Fleet Maintenance Supervisor	18
12 Months	Technology Information Manager	17
12 Months	Payroll / Benefits Manager	17

PAY GRADES

Contr Duration	Job Title	Grade
12 Months	Accounting Manager	17
12 Months	Payroll / Benefits Manager	17
12 Months	Personnel Associate	16
12 Months	Accounting Associate	16
12 Months	HVAC Mechanic	16
12 Months	Assistant Fleet Maintenance Supervisor	15
12 Months	Electrician	15
12 Months	Custodial Supervisor / Warehouseman	15
12 Months	Administrative Associate III	13
12 Months	Fleet Maintenance Technician	13
12 Months	Administrative Associate II	13
VARIABLES	Food and Nutrition Manager	13
VARIABLES	Food and Nutrition Field Manager	12
12 Months	Administrative Associate I	12
12 Months	Facility Technician	11
VARIABLES	Food and Nutrition Assistant Manager	10
180	Driver II (Bus Driver)	
180	Highly Qualified Paraprofessional	9
192	Clinic Aide - Licensed Practical Nurse	8
12 Months	Office Associate III-School Based	9
12 Months	Office Associate III	8
12 Months	Head Custodian	8
200 Days	Office Associate II	8
VARIABLES	Parent Resource Coordinator	7
180 Days	Driver I (Car Driver)	6
180 Days	Paraprofessional	6
180 Days	Bus Aide	4
12 Months	Custodian	5
HOURLY	Food and Nutrition Assistant	7
180 Days	Office Associate I (Copy Aides)	5
180 Days	Security Officer	4
HOURLY	Cafeteria Monitor	4
HOURLY	Book Crew Worker	3
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	Long Term Teacher	\$125.00/Day
HRLY/DAILY	Secretary - School	\$9.82/Hour
HRLY/DAILY	Secretary - Admin	\$11.94/Hour
HRLY/DAILY	Copy Aide	\$9.82/Hour
HRLY/DAILY	Paraprofessional (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	\$9.82/Hour
HRLY/DAILY	Bus Driver	\$17.29/Hour
HRLY/DAILY	Car Driver	\$10.83/hour
HRLY/DAILY	Transportation Aide	\$9.82/Hour
HRLY/DAILY	Mechanic	\$13.82/Hour
HRLY/DAILY	Maintenance Worker	\$13.82/Hour
HRLY/DAILY	Custodian	\$10.31/Hour
HRLY/DAILY	Cafeteria Monitor	\$9.82/Hour
HRLY/DAILY	Food and Nutrition	\$10.31/Hour

Tutors

<i>Before & After School Tutors</i>	\$25.00/hour
<i>Saturday School Instructors</i>	\$25.00/hour
<i>Adult Education</i>	\$25.00/hour
<i>Homebound Tutors</i>	\$25.00/hour
<i>SOL Tutors</i>	\$25.00/hour
<i>PAL's -Degreed</i>	\$25.00/hour
<i>PAL's – Non-Degreed</i>	\$15.00/hour

2019-2020 Teacher Salary Scale

Step	Salary	12 Hrs	21 Hrs	Masters	Ed. Spec	Doctorate
0	44,790	45,290	45,790	46,790	46,990	47,190
1	45,059	45,559	46,059	47,059	47,259	47,459
2	45,329	45,829	46,329	47,329	47,529	47,729
3	45,601	46,101	46,601	47,601	47,801	48,001
4	45,875	46,375	46,875	47,875	48,075	48,275
5	46,196	46,696	47,196	48,196	48,396	48,595
6	46,519	47,019	47,519	48,519	48,719	48,919
7	46,845	47,345	47,845	48,845	49,045	49,245
8	47,173	47,673	48,173	49,173	49,373	49,573
9	47,503	48,003	48,503	49,503	49,703	49,903
10	47,835	48,335	48,835	49,835	50,035	50,235
11	48,170	48,670	49,170	50,170	50,370	50,570
12	48,507	49,007	49,507	50,507	50,707	50,907
13	48,992	49,492	49,992	50,992	51,192	51,392
14	49,482	49,982	50,482	51,482	51,682	51,882
15	49,997	50,477	50,977	51,977	52,177	52,377
16	50,602	51,102	51,602	52,602	52,802	53,002
17	51,234	51,734	52,234	53,234	53,434	53,634
18	51,875	52,375	52,875	53,875	54,075	54,275
19	52,523	53,023	53,523	54,523	54,723	54,923
20	53,180	53,680	54,180	55,180	55,380	55,580
21	53,845	54,345	54,845	55,845	56,045	56,245
22	54,652	55,152	55,652	56,652	56,852	57,052
23	55,472	55,972	56,472	57,472	57,672	57,872
24	56,304	56,804	57,304	58,304	58,504	58,704
25	57,149	57,649	58,149	59,149	59,349	59,549
26	58,006	58,506	59,006	60,006	60,206	60,406
27	58,876	59,376	59,876	60,876	61,076	61,276
28	59,759	60,259	60,759	61,759	61,959	62,159
29	60,655	61,155	61,655	62,655	62,855	63,055
30	61,565	62,065	62,565	63,565	63,765	63,965
31	62,489	62,989	63,489	64,489	64,689	64,889
32	63,426	63,926	64,426	65,426	65,626	65,826
33	64,695	65,195	65,695	66,695	66,895	67,095
34	66,635	67,135	67,635	68,635	68,835	69,035

*****Teaching years of experience does equate to steps on the salary scale.***

<u>Graduate Hours</u>	<u>Amount</u>
12 Hours	\$500.00
21 Hours	\$1,000.00
Masters	\$2,000.00
Ed. Specialist.	\$2,200.00
Doctorate	\$2,400.00

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Public Schools

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.

