



# CHARLES CITY COUNTY PUBLIC SCHOOLS

Tradition ● Technology ● Excellence ●

## Employee Handbook

School Board Offices  
10035 Courthouse Road  
Charles City VA 23030

[www.ccps.net](http://www.ccps.net)

Charles City High School  
10039 Courthouse Road  
Charles City VA 23030

Charles City Elementary School  
10049 Courthouse Road  
Charles City VA 23030

(Updated January 2020)



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It is the employee's responsibility to become familiar with all School Board Policies and Superintendent's regulations. Direct all questions concerning policies and regulations to the Department of Human Resources.

## Employee Handbook: Purpose and Use

This handbook contains general information about your employment, School Board policies, Superintendent regulations and approved division/school processes and procedures. The information contained in this handbook is intended to be a quick reference guide for employees. When additional information is needed please consult School Policies and Superintendent Regulations on the division website at [www.ccps.net](http://www.ccps.net) or contact the Human Resources Department at 808-652-4649.

This handbook is not an employee contract, expressed or implied, and does not guarantee conditions of employment, job assignments, salary, benefits, or other conditions of employment, all of which are subject to review and changes at any time by the School Board or Superintendent/designee as appropriate.

The School Board and/or Superintendent/designee reserves the right to revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. Efforts will be made to keep division personnel informed of changes to School Board policies and Superintendent regulations. organizational policies. This handbook supersedes and replaces any and all previous handbooks distributed, made available or applicable to employees.

## Equal Employment Opportunity/Nondiscrimination Statement

Charles City Public Schools (CCPS) is an equal opportunity employer committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees and candidates for employment. Therefore, discrimination in employment against any person based on race, color, religion, religion, national origin, ancestry, political affiliation, sex, gender, gender identify, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodations. For additional information refer to School Board Policy GB: Equal Employment Opportunity/Nondiscrimination and GB-F: Report of Discrimination.

## School Board Members

Mr. Rodney Taylor  
District 2  
School Board Chair

Ms. Joy Harris  
District 1  
School Board Vice-Chair

Mrs. Martha Harris  
District 3

Mr. E. Preston Adkins  
Member-at-Large

Mr. Royce Paige  
Member-at-Large

The Charles City County Public Schools (CCPS) School Board consist of five members. School Board members are elected citizens serving a four-year term. Each January, the Board elects its chair and vice- chair, and appoints the clerk and deputy clerk of the Board.

The CCPS School Board serves as an advocate for CCPS and public education by initiating educational policies at the local level and providing important administrative oversight of school division policies. The School Board provides leadership by adopting and promoting a unified vision, mission, and core beliefs.

Regular meetings are (unless noted on School Division website- exception could be budget work sessions) on the third Tuesday evening of each month at 6:30 PM, employees and the public are welcome. Persons wishing to speak to the Board may do so by signing in at the board meeting. As faculty and staff, your participation at school board meetings is strongly encouraged as your voice and involvement is valued and welcomed.

### **Charles City County Board of Supervisors**

The Board of Supervisors (BOS) is the legislative body of Charles City County. BOS members are elected by the citizens, the BOS consists of a three-member board. Their role is to determine policies for County government, including the setting of tax rates and the allocation of monies for the operation of the school system. The citizens of the county by action of the Board of Supervisors are the primary source of funding for CCPS.

**Division Leadership Team**

The chief administrative officer of the school system is the Superintendent, selected by the School Board. The Superintendent has overall responsibility for educational programs, instruction, personnel, equipment, facility maintenance, and other support programs necessary for an effective and efficient school system. The Superintendent’s staff consists of directors, principals, assistant principals, supervisors, coordinators, licensed instructional staff, nurses, instructional assistants, custodial, transportation, food service and other division level personnel.

**CCPS Organizational Chart**

Division Department Responsibilities			
Director of Teaching, Learning and Accountability	Director of Human Resources (Part Time)	Director of Finance and Federal Programs	Director of Operations
<ul style="list-style-type: none"> <li>• Curriculum and Instruction</li> <li>• Student Assessment</li> <li>• Performance Data</li> <li>• Gifted Education, Special Education, CTE, Early Childhood, Home Instruction and EL</li> <li>• Governor Schools and Summer School</li> <li>• Textbooks</li> <li>• Instructional Technology</li> <li>• Out of Zone Waivers</li> <li>• Nursing and Student Wellness</li> </ul>	<ul style="list-style-type: none"> <li>• Employee Recruitment</li> <li>• Employee Retention</li> <li>• Hiring/Onboarding</li> <li>• Employee Relations</li> <li>• Employee Evaluations</li> <li>• Licensure and Renewals</li> <li>• Employee Investigations</li> <li>• Title IIA &amp; IX</li> <li>• Contract Management</li> <li>• School Calendar</li> <li>• Student Teachers/Interns</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Information and Process</li> <li>• Payroll</li> <li>• Expenditures</li> <li>• Appropriations</li> <li>• Grant Funding</li> <li>• Memorandum of Understanding (MOU’s)</li> <li>• Employee Benefits</li> <li>• Purchasing and Procurement</li> <li>• Accounts Payable</li> </ul>	<ul style="list-style-type: none"> <li>• Capital Improvement Projects monitoring and development</li> <li>• Facilities Request</li> <li>• Network and Technology Hardware</li> <li>• School Safety Protocols</li> <li>• Transportation and Food Services</li> <li>• Buildings &amp; Grounds</li> <li>• Field Trips</li> <li>• Maintenance</li> <li>• Water Quality</li> </ul>

**GENERAL EMPLOYMENT POLICIES AND PROCEDURES**

**Personnel -Definitions**

*Professional Personnel*

Professional personnel are those employees who must, because of their positions, are required to have a license approved by the Virginia Department of Education Licensure Division or other certifications from the State of Virginia.

*Administrative/Supervisory Personnel*

Administrative and supervisory personnel are those employees whose positions is assigned to administrative salary scale. According to state or local guidelines, certain positions require that the employee have a license or certification from the State Board of Education.

### *Support Personnel*

Support personnel are those employees who need not hold a license in order to obtain their positions.

### *Temporary Personnel*

Temporary personnel serve for a certain period to perform special functions or to complete school division identified projects or tasks. Temporary personnel are paid hourly and *accrue* no benefits and paid only for hours worked.

## **Classification Categories**

### *Full-time Employees (Contract)*

Full-time employees are in School Board-approved positions that work at least 180 days per year and no less than six (6) hours per day. Full-time employees are eligible for benefits that include Worker's Compensation, Social Security, are eligible for retirement and life insurance benefits through the Virginia Retirement System, and other employee benefits approved by the School Board.

### *Part-time Employees (Contract)*

Part-time employees are employees in a School Board approved positions that work at least 180 days per year and less than six (6) hours per day. Part-time employees qualify for Worker's Compensation and Social Security benefits.

### *Substitute Personnel*

Substitute personnel are temporarily assigned to work in various positions in the absence of regular employees.

CCPS contracts out for substitute services for various position in the school division (i.e. teachers and instructional assistants). As a result, substitutes are not employees of the school division

## **Fair Standards Labor Act (FSLA)**

### Exempt and Non-exempt Employees

Employees job descriptions identify the employee's position as either being "exempt" or "non-exempt" as the position relates to the Fair Labor Standards Act.

### Exempt Employees

Licensed instructional personnel and most division administrators are not eligible for overtime (exempt from FLSA). Some support employees are exempt if the job duties and responsibilities associated with the position qualify under the Fair Labor Standards guidelines.

## Non-exempt Employees

Non-exempt employees become eligible for overtime/compensatory time at a rate of 1.5 times their regular hourly rate once the non-exempt employee's hours worked exceeds 40 hours per week. Any hours worked beyond an employee's regularly scheduled workday or in excess of 40 hours per week requires pre-approval by the employees' supervisor. This additional time must be compensated by either overtime pay or compensatory time off.

## Non-Exempt Employees

- are not permitted to hold an extended responsibility position or extra job, which requires payment from CCPS (i.e. coach, dance team sponsor, etc.). Exceptions may include, nonexempt employees hired to do sporadic work typically performed in after school athletic events (as defined by the FLSA guidelines) i.e. ticket taker. Payment must come from the Student Activities Funds. The time worked is reported on the employee's regular timesheet, submitted to payroll for payment and subject to overtime.
- are not permitted to work on days outside their work assignment without additional compensation or compensatory time.
- may not be permitted to work under a Temporary Work Assignment during his or her normal annual work assignment.
- are compensated at the regular rate or compensatory time for hours up to 40 and overtime at time and one half the regular rate of pay or compensatory time is required for all hours worked beyond 40 hours per week. This includes work done after school hours.

Employees working unauthorized overtime may be subject to disciplinary action. Supervisors may adjust an employee's daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek. Time sheets generated from the computerized time clock system will be signed by each employee and supervisor and submitted to the finance department. The Finance Department will review work records of employees on a regular basis to make an assessment of overtime use.

## **Compensatory Time (Refer to School Board Policy GAA)**

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

time (1) is pursuant to an agreement between the employer and employee reached before overtime work is performed, and (2) is authorized by the immediate supervisor.

Employees will be allowed to use compensatory time within a reasonable period after requesting such use if the requested use of the compensatory time does not unduly disrupt the operation of the school division. Employees may accrue a maximum of 240 compensatory time hours before they will be provided overtime pay at the rate earned by employee at the time the employee received such payment. In addition, upon leaving the school division, an employee receives such payment. In addition, compensatory time at the rate of not less than the higher of (1) the average regular rate received by the employee during his/her last three years of employment, or (2) the final regular rate received by the employee. Non-exempt employees whose workweek is less than 40 hours are paid at the regular rate of pay for time worked up to 40 hours. Such employees will be provided overtime pay or compensatory time as provided above for working more than 40 hours in a workweek. Employees are provided with a copy of this policy and are required to sign this policy to acknowledge their understanding of overtime and compensatory time provisions. Such signed policy constitutes the written agreement required in this section.

**Appointment Letters and Contracts** (Refer to School Board Policy: GCG: Professional Staff Probationary Term and Continuing Contract)

Support Personnel

Support personnel employment are employed for one school year at a time. If employment is continued, the support employee receives an appointment letter for the upcoming school year.

Licensed Personnel

There are two types of contracts for licensed personnel (teachers, school counselor, media specialist, etc. and Principals/Assistant Principals)

- Probationary
- Continuing Contracts

**Probationary**– An employee paid on the teacher contract scale are required to serve a five-year probationary period unless the teacher hired obtained continuing contract status with another Virginia division. Teachers who have obtained continuing contract from another Virginia school division will serve a two-year probationary period.

Principals and Assistant principals serve a three-year probationary period.

**Continuing Contract** – After the completion of a successful probationary period a licensed employee is eligible for continuing contract status.

Type of Employee	Contract Type
Probationary teacher, visiting teacher/school social worker, guidance counselor, librarian, principal, assistant principal, or “supervisor” (e.g. Director of Special Education, Director of Curriculum and Instruction)	Annual Form Contract with Professional Personnel

Continuing Contract teacher, visiting teacher/school social worker, guidance counselor, librarian, principal, assistant principal, or “supervisor” (e.g. Director of Special Education, Director of Curriculum and Instruction)	Continuing Contract with Professional Personnel the first year, Notification of Continuation of Employment each year thereafter
Bus driver/car driver	Contract for Pupil Transportation
Cafeteria employees, custodial employees, maintenance employees, clerical staff, secretarial staff, finance staff, payroll, accounts payable, paraprofessionals, school psychologists, speech language pathologists, occupational therapists, and any other employee not listed above.	Appointment letter for Classified Employees

**Extracurricular and Coaching Stipends (Refer to School Board Policy GCBB: Supplementary Pay)**

Coaching and extracurricular activity sponsorship assignments where a monetary supplement is paid shall be separate from the employee’s primary contract and termination of the separate contract shall not constitute cause for the termination of the primary contract. "Extracurricular activity sponsorship" means an assignment for which a monetary supplement is received, requiring responsibility for any student organizations, clubs, or groups such as service clubs, academic clubs and teams, cheerleading squads, student publication and literary groups, and visual and performing arts organizations except those that are conducted in conjunction with regular classroom, curriculum, or instructional programs.

**Resignation (Refer to School Board Policy: GCPB)**

The superintendent is authorized to approve resignations of employees. Any resignation must be in writing. A teacher may resign after June 15 of any school year with the approval of the superintendent. The teacher shall request release from contract at least two weeks in advance of the intended date of resignation. Such request shall be in writing and state the cause of the resignation. The teacher may, within one week, withdraw a request to resign. Upon the expiration of the one-week period, the superintendent shall notify the School Board of the decision to accept or reject the resignation. The School Board, within two weeks, may reverse the decision of the superintendent. In the event that the Board or the division superintendent declines to grant the request for release on the grounds of insufficient or unjustifiable cause, and the teacher breaches such contract, disciplinary action, which may include revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education. Other employees who wish to terminate their employment must give notice at least ten school days prior to their desired separation date. Notice should be given to the employee’s immediate supervisor, who will inform the superintendent. The superintendent will inform the School Board of the resignation at its next regular meeting.

## **Personnel Assignments and Transfers** (Refer to School Board Policy GCI)

The School Board is responsible for placing all employees within the various schools and departments upon the recommendation of the Superintendent. The Superintendent may also reassign employees within the school or facility wherein the School Board placed them.

An employee may seek a transfer (voluntary), for the next school year, to another work location by submitting a written request to the Superintendent/designee, with a copy to their current supervisor no later than April 1.

A change in assignment within the immediate workstation is the responsibility of the immediate supervisor.

## **Payroll and Benefits** (Refer to School Board Policy GCBA, GCBB, and GCBC)

An employee's total compensation includes both salary and benefits. In addition to salary, qualifying employees are eligible to earn paid leave (sick, personal and annual), group health insurance participation in the Virginia Retirement System, life insurance, short- and long-term disability coverage-

Employees are paid twice a month; standard pay periods for all employees are the 15th and the 30th of the month (unless otherwise stated). When paydays fall on weekends or holidays, the payday is normally made on the last workday before the regular pay date. All CCPS employees participate in direct deposit. Tax liens and garnishments are honored as directed by state and federal law. An employee may be charged an additional fee for processing certain garnishments.

### **Employee Benefits and Insurances:**

- Retirement – Full Time employees are required to participate in the Virginia Retirement System (VRS). VRS provides monthly retirement benefits for eligible, qualifying employees. In addition, VRS administers other programs, including short-term and long-term disability programs (through the Virginia Sickness and Disability Program), life insurance, and deferred compensation.
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- Workers' Compensation Act -A work-related disability is the result of an occupational illness or injury that occurs on the job and the cause is determined to be eligible for benefits under the Virginia Workers' Compensation Act.
- Disability – Disability Insurance through VRS is a plan that provides for periodic payments of benefits when an employee is unable to work.
- Group Life – All full-time division employees are enrolled in the group life insurance plan administered by the Virginia Retirement System (VRS) at no cost to the employee. This plan provides life insurance and accidental death and dismemberment insurance during your employment. The amount of your life insurance coverage for death from natural causes is your annual salary rounded to the next highest thousand, then doubled. The benefit for accidental death is double the natural death benefit.
- Optional Group Life – Minnesota Life provide additional group life insurance. This policy is optional, and the employee's pays the premium.
- Flexible Benefits Program – FBP is subject to regulations established by the Internal Revenue Service (IRS). Employees are eligible to enroll in the medical and/or dependent care reimbursement program, which allows payment of certain out-of-pocket expenses with pre-tax dollars.

- Deferred Compensation Plan (DCP) – Through this program, an employee may elect to direct a portion of their salary into an investment program by payroll deduction before state and federal taxes are applied. A third-party administrator (TPA) manages the program, including the investments, and will help you select from a variety of investment options.
- COBRA – The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) allows former employees and covered dependents to be eligible for group health care continuation on a self-paid basis. As determined by the act, an employee may continue coverage for a maximum of 18 months due to any voluntary or involuntary termination other than for gross misconduct, reduction of your work hours, job elimination, and leave of absence. Coverage will continue for your spouse/dependents for a maximum of 36 months in the event of your death, a divorce or legal separation or if a dependent child ceases to be an eligible dependent, or if you choose Medicare as your primary carrier.

For additional information or assistance regarding payroll or benefits, please contact the CCPS Payroll/Benefits Specialist in the School Board Office.

## Work Schedule Guidelines

A CCPS workweek is a fixed recurring period of 168 consecutive hours over seven days. A workweek begins on 12 am Saturday and concludes on 11:59 PM Friday.

**School Board Office (SBO) Personnel** (i.e., school board administrative and support, transportation, food service and maintenance personnel): A typical workday includes 8 hours of scheduled work plus a 30-minute unpaid lunch (8.5 total hours). During the school year, SBO hours are from 8 am to 4:30 PM each weekday. SBO summer hours are from 7:30 am to 5:30 PM Monday-Thursday per the School Board approved school calendar.

**Principals/ K-12 Assistant Principal:** Shall report for duty to their respective school buildings at least 30 minutes before the arrival of the first school bus and remain at least 15 minutes after the last student arrives home. Principals are responsible for their building during holidays and weekends and responsible for arranging building checks during inclement weather or emergency situations

Principals may adjust staff for flexible scheduling to ensure telephone coverage exists between 7:00 a.m. and 3:30 p.m. at the high school and 8:15 a.m. and 4:30 p.m. at the elementary school, except for early closings.

**Teachers** and other school-based licensed personnel are expected to work an 8.0-hour day with a 30-minute duty free lunch break. The typical elementary teacher (Grade PreK-6) workday begins at 8:15 a.m. and concludes at 4:15 p.m. The typical secondary teacher (Grades 7-12) workday begins at 7:00 a.m. and concludes at 3:00 p.m. Teachers are expected to receive and supervise students when they arrive. Teachers are expected to be in their doorway to receive students during bell changes when not assigned other supervisory duties.

School-based support personnel (instructional assistants) typical day reflects that of teachers and other licensed personnel.

**Food Service Personnel:** daily work-schedules are determined by the Food Service Coordinator, which includes a 30-minute unpaid lunch.

### **Employee Time and Attendance**

Unless otherwise directed, employees are required to record and log attendance and absences using an electronic time management system, and when needed request a substitute. The automated system will help manage absence requests, employee leave and monitor the status of absences. Some nonexempt employees will be required to sign in and out to better track and monitor Fair Labor Standards Act requirements.

It is required that all employees maintain regular attendance and report to work at their designated time. Consistent and sporadic absences and tardiness may be cause for disciplinary action. Principals and or supervisors are to consult with the Director of Human Resources before requesting medical documentation concerning an employee' absence.

It is the responsibility of the employee to notify their supervisor/designee of any anticipated absence as far in advance as possible and to secure his/her substitute using the electronic system, when needed. For employees who need a substitute, failure to contact the supervisor and secure a substitute in a timely manner regarding an absence may be grounds for disciplinary action. It is the teacher's responsibility to provide lesson plans and attendance rolls for a substitute teacher for the term of the absence.

When any school personnel leave the workplace for a portion of the day, the employee is required to inform their administrator/supervisor or their designee of their need for leaving building/worksite and anticipated return time.

Principals are to designate an acting principal when absent from the building.

### **Employee Absences and Leave (Refer to School Board Policy: GCDB & Superintendent's Regulation GCDB-R)**

- **Sick Leave**

Full time employees earn a maximum of 10, 11, or 12 sick leave days each year based on their contract length. Employees may accumulate up to a maximum of 180 days of sick leave. Upon retirement employees are paid for unused sick leave up to 180 days. At the rate of \$10 per day. Sick leave may not be used to extend personal leave unless a documented medical condition exists and approved by the employee's administrator/designee and or supervisor.

- **Family Medical Leave Act (FMLA) Leave** (Refer to School Board Policy: GCBE)

FMLA leave allows an eligible employee up to 60 workdays of leave for their own illness or the care of an employee's family member. FMLA can be a combination of paid and unpaid leave.

- **Personal Leave**

Employees earn three (3) days of non-cumulative leave for personal reasons each school year. An employee must notify his/her immediate supervisor at least 2 days prior to taking personal leave. Leave taken under this policy will be deducted from the personal leave balance. Using personnel leave prior to or extending a holiday is strongly discouraged and requires prior approval from the employee immediate supervisor

- Community Service Leave

To encourage engagement in the community and in recognition of the need for volunteers to support schools, communities, citizens, and non-profit charitable organizations, an employee may use personal leave to participate in community service activities. An employee wishing to participate in community service activities must notify his/her immediate supervisor at least 2 days prior to taking personal leave.

- Bereavement Leave

An employee can request up to three (3) days of paid bereavement leave in the event of death of an immediate family member. Bereavement leave is not counted against the employee's sick, personal or annual leave. An employee may elect to extend the three days of bereavement leave by requesting earned sick leave, personal leave, or annual leave.

- Parental Leave (Maternity, Paternity or Adoption) - Employees may request a continuous leave of absence, not to exceed eighteen (18) weeks, with the first twelve (12) weeks of Parental Leave taken in accordance with the Family and Medical Leave Act. Parental Leave may be taken for the purpose of childbearing and/or child rearing a newborn child or a newly adopted or placed foster child.

- Annual Leave

The purpose of annual (vacation) leave is to allow and encourage all eligible employees to renew their physical and mental capabilities to remain fully productive. The amount of annual leave earned is based on the length of service that an employee has in a full-time 12-month position.

Annual leave balances shall not exceed 30 days as of June 30<sup>th</sup> of each year. Any time over 30 days will be forfeited, except in extraordinary circumstances and only by written permission of the Superintendent. Annual leave is prohibited the last two weeks of a school year and the two weeks preceding the start of a new school year. Upon termination of employment, full-time personnel employed on a 12-month basis may be paid for unused earned annual leave up to a 30-day accumulation. Under no circumstances will an employee be paid for earned annual leave in excess of 30 days.

- Professional Leave

Professional leave days must be approved by an employee's immediate supervisor. In the event the employee receives compensation for professional development activity, the amount of compensation received by the employee will be reimbursed to the school division by the employee, or an equal amount will be deducted from the employee's salary, or at least one day's of personal leave will be deducted from the employee's leave balance if available. The employee is responsible for forwarding payment to the Finance Department.

In situations where the approved professional leave activity ends before the end of the employee's regular work day (Example : ES Teacher 8-15 am – 4:15 PM, 8 work hour day) and unless otherwise directed by their supervisor, the employee is not expected to return to work to complete their regular workday schedule and shall not have leave deducted as a result of not reporting back to their regular scheduled workday. Non-exempt employees, if leave is not

deducted, for purposes of payroll, standard FLSA rules apply and overtime is still based on actual hours worked.

- **Educational Leave**

Educational Leave may be granted for study or educational travel. An Educational Leave request requires supporting documentation with complete details, which may include written confirmation from an institution of higher education. An educational leave of absence without pay shall be for a minimum of the balance of one school/fiscal year. Re-employment is guaranteed for full-time employees who have a satisfactory performance evaluation, are not on a Performance Improvement Plan, and successfully complete any Educational Leave program. An employee returning from Educational Leave will not be guaranteed his/her former assignment but will be placed in an equivalent vacant position for which he/she is licensed and/or qualified. Procedure: A request for Educational Leave must be submitted, in writing, to the supervisor as soon as possible, but no less than 60 days prior to the expected commencement of leave. The supervisor will forward the request (noting approval or disapproval) to the Director for Human Resources. Factors to be considered in granting Educational Leave shall include the normal contractual period and work requirements of the requestor's position. Sick leave and annual leave will not accrue during Educational Leave. Credit for experience will not be earned during this period. The employee is eligible during Educational Leave to continue all health insurance coverage; however, the employee must make arrangements to pay the entire premium for such insurance. An employee must inform the Director for Human Resources in writing of his/her intention to return to active status for the following contract year no later than April 1st of the current contract year. Failure to provide written notification by April 1st of the intent to return will result in termination of employment effective at the end of the leave period.

- **Court Appearance/Jury Duty**

Employees who are called for jury duty or subpoenaed to appear in court in school-related cases may do so without loss of pay or leave time. In non-school related cases, employees who are subpoenaed as a witness, not as a plaintiff in a civil action, or as a defendant in a criminal case, will not lose pay or leave. Requests for court/jury duty leave must be made to the employee's supervisor at least 5 days prior to the absence.

In the event the employee receives compensation for jury duty or a witness fee, the amount of compensation received by the employee, will be paid to the school division by the employee, or an equal amount will be deducted from the employee's salary, or one day of personal leave will be deducted from the employee's leave balance, if available. The employee is responsible for forwarding payment to the Finance Department.

- **Military Leave** - Employees who are members of a reserve unit of the United States Armed Forces, or the National Guard, or the naval militia shall be entitled to paid leave when they are engaged in federally funded military training duty and their military pay is less than their CCPS compensation. In those cases, the school division will pay the difference between military pay and school division compensation. Paid leave shall not exceed 15 working days per fiscal year. Reemployment with the School Division follows the guidelines outlined in the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994.

- Unauthorized Leave and Leave without Pay - All absences not covered by School Board policy/Superintendent's Regulations may result in loss of pay and/or disciplinary action, up to and including termination. In certain situations, an employee may ask for or need to be placed in a Leave without Pay (LWOP) status, however, requests for unpaid leave must receive approval from the Director of Human Resources.

### Emergency Closings, Delayed Openings and Early Dismissals

When conditions require the school division to open late, dismiss early or be closed division employees will be notified by the Superintendent/designee.

In situations where school is dismissed early the Superintendent/designee will notify principals/supervisors when employees may leave their worksite. When schools close early all other school functions are cancelled, such as after-school programs and meetings (except school board meetings) unless otherwise posted on division website.

Administrators, maintenance, and transportation employees are required to provide services until all students have been transported home. School offices are expected to remain open and staffed to allow buses to complete their routes. The Director of Operations will work with transportation and maintenance to adjust employee time as needed to accommodate for delayed openings or early dismissals

When weather conditions or an emergency require late openings, early closings, or full-day closings, employees will be paid for a full day or their regularly scheduled work hours. Closing decisions normally are announced on local radio, television stations, email, and through the school division automated telephone notification system. Employees are responsible for knowing this information and for acting accordingly. Certain employees may be "designated" as being essential personnel and required to work during authorized closings; qualified employees may earn compensatory leave or pay for hours worked during periods of closing. All school-delayed openings will be a two (2) hour delay, unless otherwise designated. Breakfast is not served when there is a delayed opening and or early dismissal.

**A liberal leave policy for non-essential employees will be in effect if adverse weather conditions makes traveling to and from work difficult and the school board offices/departments are not officially closed. This practice allows**

**non-essential personnel to use unscheduled annual leave to cover their absences should they be unable to report to work or leave work early. Such absences require approval from their supervisor. Should the superintendent/ designee authorize the closing of school board offices/ departments because of adverse weather, non-essential employees will not be charged annual leave.**

### Meetings-Professional Learning and Teacher Workday

All school based licensed and instructional assistant personnel are expected to attend meetings as part of their professional growth. School personnel are also required to participate in training unique to the needs of the school under the direction of the principal/designee. Likewise, division administrative and supervisory personnel are required to participate in other programs designed to enhance their effectiveness as division level leaders.

by administration/designee)

2:45 PM – 3:45 PM HS

4:00 PM – 5:00 PM ES

administrative personnel/designee.

Student	Student Day	Early Release Students	Typical Licensed/IA's Workday		
			Normal Hours	½ Day AM & Substitute Hours	½ Day PM & Substitute Hours
High School Begins:	7:15 AM – 2:35 PM	7:15 AM – 11:30 AM	7:00 AM – 3:00 PM	7:00 AM – 11:00 AM	11:00 AM – 3:00 PM
Elementary School Begins:	8:45 AM – 3:45 PM	8:45 AM – 12:45 AM	8:15 AM – 4:15 PM	8:15 AM – 1:00 PM	12:00 PM – 4:15 PM

◆ Consult the 2019-2020 Division Calendar for dates of Early Release days for students.

◆ Taking leave is discouraged on Early Release Days.

### Technology: Requirements and Expectations (Refer to School Board Policy GAB, GAB-E1 and GAB-R)

#### Annual Acceptable Use Agreement

Use of the Division's computer system must be (1) in support of education and research purposes or (2) for legitimate school business only. The use of the division's computer system is a privilege and not a right. Violations or inappropriate use of the division's computer system may be grounds for disciplinary action up to and including dismissal. Employees are required to sign and submit the division's approved Acceptable Computer Use Agreement and Employee Portable device/Technology Equipment Loan Agreement forms annually. Agreement's will be kept on file with their principal/designee or supervisor.

Employees are required to be have working knowledge of the following as their position requires

- Creating Email Signature
- Annual Mandatory Safety Trainings
- Microsoft
- Power Teacher Pro
- PowerSchool-Student Attendance
- Inputting and posting Grades and Report Cards

#### Social Media Accounts (Refer to School Board Policy GAD)

The Charles City County Public School Board does not require current or prospective employees to disclose the username or password to the employee's personal social media accounts or to add an employee, supervisor or administrator to the list of contacts associated with the employee's personal social media account. If the School Board or a School Board employee inadvertently receives an employee's username and password to, or other login information associated with, the employee's personal social media account through the use of an electronic device provided to the employee by the School Board or a program that monitors the School Board's network, the Board will not be liable for having the information but will not use the information to gain access to the employee's social

media account. This policy does not prohibit the School Board and its agents from viewing information about a current or prospective employee that is publicly available. This policy does not prohibit the School Board from requesting an employee to disclose the employee's username and password for the purpose of accessing a personal social media account if the employee's social media account activity is reasonably believed to be relevant to a formal investigation or related proceeding by the Board of allegations of an employee's violation of federal, state or local laws or regulations or of the Board's written policies. If the Board exercises its rights under this paragraph, the employee's username and password will only be used for the purpose of the formal investigation or a related proceeding.

### **Use of School Board Owned and County Vehicles**

Under no condition may school vehicles be used for private purposes. Drivers of division-owned vehicles must have a Virginia operator's license and be an employee of the school board.

Non-employees may drive division vehicles (excluding buses) in special circumstances. They must have a Virginia operator's license and receive permission and have prior written approval from the superintendent/designee. Vehicles are not to be taken home during off-duty assignments except by administrative directive from the superintendent/designee.

The School Board owns and operates such motor vehicles as shall be necessary for the transportation system, the central office, the maintenance of buildings and grounds, the bus garage, and support services for the school lunch program. Transportation (mechanics and supervisor) and maintenance supervisors are provided vehicles for use to and from work in the county as essential personnel responsible for specialized job assignments. Transportation or maintenance supervisors living in other counties are to make arrangements to leave county vehicles at a designated location within Charles City County.

It is the responsibility of the employee to report all accidents and/or citations issued by law enforcement officials to his/her immediate supervisor. Drug tests will be required for all employees driving a county vehicle when involved in an accident.

Smoking, vaping or the use of a tobacco related product is prohibited while using School Board owned vehicles.

### **Use of Equipment, Property Theft or Vandalism (Refer to School Board Policy KGB)**

The intentional destruction, willful damage, misuse or sabotage of property belonging to the school division, or to another employee, student, or visitor is strictly prohibited. The removal of school property without the express consent of your immediate supervisor/designee is prohibited. Any employee who damages division property and does not report it immediately may be subject to disciplinary actions up to and including dismissal. Materials purchased by the division for instructional or other operational purposes are to be tagged and maintained on school property. Additionally, the use of division vehicles is only permitted for the purposes of carrying out the duties and responsibilities division employees. Transporting or permitting the transport of personal visitors, children (other than students), or other guests in a division vehicle is prohibited. Employees and enrolled students (and their parents/guardians), or other individuals are not permitted to have access or entry to property or buildings owned or leased by the school division without proper authorization of the Superintendent/designee.

Any person found to be engaged in or advocating illegal activity while on school property, including school buses, shall be reported by the principal to the local law enforcement authorities. Any person who willfully and maliciously damages, destroys or defaces any school district building, or damages or removes any school property from a school building, will be required to compensate the school division and may be prosecuted.

Any person who willfully interrupts or disturbs the operation of any school or, being intoxicated, disturbs the same, whether willfully or not, may be ejected and/or prosecuted.

### **Electronic Mail, Computer, and Telephone Use (Refer to School Board Policy: GAB, GAB-E1, and GAB-R)**

Employee access to computer equipment and the Internet is essential for division employees to perform their work tasks. In general, the equipment and systems should be used for business purposes only and personal use should be limited to minor appropriate occasions. Users should expect their system use to be monitored, when needed without notice or permission from the employee. Certain specified Internet uses, such as transmitting obscene, discriminatory, or fraudulent material, are always strictly forbidden and subject to disciplinary action up to and including dismissal.

### **Employee Identification**

The school division provides official identification badges for all employees. Employees must always wear badges while on the job. Employee identification badges are provided to enhance security in and around school facilities by providing a physical means of instant identification of all employees.

Employees must notify the Department of Human Resources immediately if the employee's badge is lost or stolen. The charge for the replacement of the identification badge is \$5.00; the cost of the replacement is the responsibility of the employee. Identification badges remain the property of the school division and must be returned to the school division when the employee ceases being a school division employee or upon request of the employee's supervisor.

### **Fundraising Accountability and Procedures (Refer to School Board Policy JL)**

Any employee who engages in fundraising on behalf of a CCPS school organization or class activity must have the fundraiser approved by the principal prior to the fundraising activity begins. Employees are required to review and comply with all procedures and practices regarding a fundraiser.

### **Faculty and Staff Travel In-Service/Conference Travel**

#### **Employee Responsibilities**

- 1) Employees are to complete an electronic Leave Form, attach supporting documentation and itemized associated costs. If an employee doesn't use a school division owned vehicle initial in the area provided. Once the employee's immediate principal/supervisor approves the request, the request is routed to the School Board Office. Once the form has received approval from the principal/supervisor, appropriate Director(s), including approval of school owned vehicle, the form will be sent to the employee's building location as the employee's documentation of the request approval.
- 2) Options for processing travel arrangements and associated costs:
  - a. The employee may pay for their own conference registration and hotel reservations and pay for all fees associated with the activity and then submit for reimbursement.
  - b. The School Board Office will process hotel reservations for the employee. Requests must be received at the School Board Office at least 20 business days prior to the event. Complete an Event Registration/Reservation Request Form, attach a copy of the approved Professional Leave Form and send it to Attn: Accounts Payable. After the event, documentation showing that the employee attended the event, as well as the hotel settlement statement, if applicable, should be sent to the

School Board Office. Qualifying meals or other associated expenses must be paid for by the employee, and then the employee submits for reimbursement (as outlined below #4)

- i) IN CASE OF CANCELLATIONS: Employees are responsible for cancelling their hotel reservations and/or registration. Failure to do so will result in the employee reimbursing the school division, either by check or payroll deduction. (Exceptions may apply for documented events outside the control of the employee, such as a sudden illness that is supported by a doctor's note.)

### 3) Meal reimbursements

Meals qualify for reimbursement if the following applies:

- Overnight travel, provided that the meal is not included as part of the conference fee
- Day Trips-breakfast and lunch are not reimbursable; Dinner will qualify for reimbursement if the employee's return time (directly from the conference) is expected to be after 6 PM.

Reimbursement Rate inclusive of 15% tip are:

- Breakfast- not to exceed \$8.00
- Lunch- not to exceed \$12.00
- Dinner- Not to exceed \$15.00

### 4) Processing of reimbursement

To submit for reimbursement, use the Request for Reimbursement of Expenses Form and attach a copy of the approved Professional Leave Form and proof of claimed expenses. Proof of expenses, where applicable, includes original credit card receipts, a hotel settlement statement, parking receipts, or if paid by personal check, a copy of the cancelled check or credit card statement. For mileage reimbursement the employee needs to submit MapQuest route directions to confirm mileage eligibility for reimbursement. The employee submits the reimbursement request to their principal/supervisor for approval, who then submits the form to the School Board Office, Attn: Accounts Payable.



## EMPLOYEE CONDUCT

It is the goal of the CCPS School Board to promote the wellbeing of its employees in the workplace and to maintain high standards of professional conduct and work performance. Therefore, policies and procedures have been established concerning standards for professional conduct and behavior deemed expected behaviors for all division employees.

When appropriate, the Superintendent will take or recommend to the School Board disciplinary action up to and including dismissal of any employee found to have engaged in inappropriate conduct and/or failure to comply with School Board policies, Superintendent's regulations, or state and federal laws. CCPS employees are expected to conduct themselves in such a manner that their actions will not adversely reflect on Charles City Public Schools or their ability to perform effectively the responsibilities of their employment.

**Division Employees are required to:**

- Comply with all school laws, School Board policies, and Superintendent's Regulations.
- Perform assigned duties satisfactorily.
- Work as scheduled.
- Behave in a professional manner.
- Properly use school board funds, property, and resources.

## **Professionalism**

It is required that all CCPS employees conduct themselves in a conscientious effort to exemplify the highest ethical standards. It is always required that professional and ethical conduct be exhibited towards students, colleagues, parents and community. Employees are the division and or school's agent and should recognize the responsibility to support colleagues and the School Board policies and Superintendent's regulations.

Examples of professional and/or ethical behavior expectations for division employees include but not limited to the following:

1. Give foremost consideration to the well-being of our students in everything that we do. The use of profanity towards or in the presences of students or other employees is prohibited.
2. Be present and in attendance at all staff meetings, trainings and professional learning opportunities. Staff meetings are held on an established day each month. These dates are to be reserved on your calendar. Unless an emergency, should a conflict arise, please notify administration at least on week in advance of scheduled meeting.
3. Hold our students to high social standards - consistently and respectfully enforce school rules, dress code and standards in class as well as throughout the school/worksite.
4. Be ready to assist others and work cooperatively with others to ensure that division and school goals are achieved, morale is high, and resources are handled responsibly.
5. Stay informed. Read and respond to emails and other division communications promptly. Personally, pick up material from mailboxes so that student information can be distributed/received in a timely manner.
6. Participate. Find an area in the division/school/department where you can contribute and make a difference. Share your ideas, volunteer to use your gifts and talents to improve the school division for staff, parents, community and students. Attend school board and other governance meetings to contribute to the overall well-being of the school division.
7. Abstain from removing any school equipment, property, or material from the school premise without the expressed knowledge and permission from the building Principal/Supervisor.

## **Prohibition Against Harassment (Refer to School Board Policy GBA)**

Section 22.1-306, et seq. of the Code of Virginia, which sets for the requirements for a grievance procedure for teachers, was amended effective November 30,2016. The School Board will observe the procedures set for in Section 22.1-306 et seq. for any teacher grievances, including the proposed dismissal of a teacher. The School Board for Charles City County Public Schools elects not to use a hearing officer.

For Support Employees the Charles City County School Board adopts the following procedure in accordance with §22.1-79(6) of the Code of Virginia. Nothing in this procedure is intended to create, nor shall it be construed as creating, a property right in employment, nor shall this procedure be interpreted to limit in any way whatsoever the school board's exclusive final authority over the management and operation of the school division.

#### **Grievance Procedure for Licensed and Support Employees (Refer to School Board Policies GBM and GBMA)**

For Teachers:

Section 22.1-306, et seq. of the Code of Virginia, which sets for the requirements for a grievance procedure for teachers, was amended effective November 30, 2016. The School Board will observe the procedures set for in Section 22.1-306 et seq. for any teacher grievances, including the proposed dismissal of a teacher. The School Board for Charles City County Public Schools elects not to use a hearing officer.

For Support Personnel:

The Charles City County School Board adopts the following procedure in accordance with §22.1-79(6) of the Code of Virginia. Nothing in this procedure is intended to create, nor shall it be construed as creating, a property right in employment, nor shall this procedure be interpreted to limit in any way whatsoever the school board's exclusive final authority over the management and operation of the school division

#### **Mandatory Reporting-Child Abuse (Refer to School Board Policy GAE)**

Any teacher or other school employee who has reason to suspect that a child is abused or neglected, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to the local or state social service agency and their principal/supervisor.

As mandated reporters, all school employees are required to report as soon as possible, but no later than 24 hours.

To make a confidential report of suspected child abuse, neglect or exploitation call the Child Protective Services Hotline at (800) 552-7096.

#### **Confidentiality**

CCPS is committed to maintaining the highest standard of confidentiality for all student and employee information and has a responsibility to ensure that all employees understand the legal requirements of confidentiality and privacy under Virginia and Federal law. The responsibility to preserve confidential and privileged information rests with each employee of the school division. Employees may, in the course of their employment, come to know and/or possess information regarding potential candidates, other employees or students attending CCPS, such information is considered confidential. Within the scope and practice of employment responsibilities, an employee may have a legitimate reason to discuss student information and/or another employee's medical information or even have knowledge of potential employees through serving on an interviewing panel. In cases when a student's or employee's information must be discussed with others in the course of work responsibilities, the employee shall use discretion to ensure that such conversations cannot be

overheard by others not involved in the discussion. Employees have access to personal information, data and privileged conversations in the course of providing school board services to the school community. Failure to adhere to those requirements and to maintain the confidentiality of personnel, students and organizational information may result in disciplinary action, including and up to dismissal.

### **Misconduct Reporting Requirement (Refer to School Board Policy: GCDA)**

All division employees shall notify their principal/supervisor and the Director of Human Resources after they have been arrested or after any criminal charges have been filed against them. The employee shall immediately provide to his/her supervisor and the Director of Human Resources a copy of any arrest warrant and/or any indictment that names him/her as a defendant. The employee maybe suspended in accordance with School Board policy GCPF: Suspension of Staff members.

### **Suspension of Staff Members (Refer to School Board policy GCPF)**

Employees may be suspended for good and just cause when the safety and welfare of the division or when the teacher or school employee has been charged by summons, warrant, indictment or information with the commission of a felony; a misdemeanor involving (1) sexual assault as established in Article 7 (& 18.2-61 et seq) of Chapter 4 of Title 18.2, (ii) obscenity and related offenses as established in Article 5 ( &18.2-373 et seq.) of Chapter 18.2 (iii) drugs as established in Article 1 (&18.-247 et seq) of Chapter 7 of Title 18.2, (iv) the physical or sexual abuse of a child or an equivalent offense in another state. .

### **Disciplinary actions that maybe taken when an employee is in violation of School Board policy and or Superintendent's Regulation (unless otherwise stipulated in policy or regulations):**

1. **Verbal Warning:** Intended to serve as warning to the employee to use more care in observing rules and regulations or to comply with workplace standards.
2. **Summary of Conference:** Intended to document proceedings which may have resulted in advisement, future instructions, no finding of violations, warning, directions.
3. **Corrective Letter:** Intended to serve as specific instruction and guidance in employee conduct.
4. **Written Reprimand:** Intended to admonish employee conduct generally providing instruction about future conduct.
5. **Suspension:** Time off work for the purpose of severe warning in response to inappropriate conduct or performance.
6. **Termination of Employment:** Final action in response to employee's flagrant/serious misconduct or continued violations of work rules.

Copies of any written communication regarding discipline will be place in the employees personnel file.

### **Dress Code**

It is paramount that school division employees set good examples of conduct, manners, dress, and grooming. Employees are expected to wear appropriate dress for work, in good taste, and suitable for the job responsibilities and duties. Principals/designee and supervisory personnel are expected to counsel employees assigned to their building/departments on appearance and conduct. At a minimum, employees are expected to adhere to the dress regulations for students.

The following categories of dress are provided to give employees additional guidance:

#### **Professional**

- Suits, dress shirt, pants or slacks
- Pant suits or dresses, blouse and jacket

### **Professional Casual (minimum daily expectation)**

- Skirt, khakis, or dress pants
- Open-collar shirt, knit shirt or sweater (no spaghetti straps or décolleté)
- Dress or skirt with dress shirt
- Loafers or loafer-style shoes or closed-toe dress shoes; Flats, heels, or nice sandals
- Seasonal sport coat or blazer with slacks or khakis
- Dress shirt, casual button-down shirt, open-collar or polo shirt, sweater

### **Casual**

Business and comfortable. Casual attire may be worn only at the direction of the principal/supervisor. The expectation is that you are still at work and may always need to conduct division business so be professional presentable.

### **Spirit Days**

Unless noted otherwise, Friday, is designated as spirit days to encourage school spirit and promote and celebrate our school community. On these days' faculty and staff may wear dress jeans only with school-approved collared shirts. If you elect not to participate in spirit day, the expectation is professional causal dress.

### **Dress Down**

Clean and comfortable. Dress down days are announced by the superintendent/designee when there is no expectation of conducting professional business with the public; i.e. teacher workdays, move in days.

- Jeans
- Sweats
- Shorts

### **Unacceptable**

The following dress practices are not allowed in school for our students, therefore are also prohibited for staff:

- Non-religious headwear or head coverings of any kind (male or female): Hats, hoods, sweatbands, bandannas, scarves, sunglasses, combs, picks, curlers, rakes worn in the hair.
- Any article of apparel which displays obscene words, pictures or designs, that conveys a sexually suggestive message or a pro-alcohol, drug, or gang related message.
- Clothing that is transparent or exposes the midriff, back, navel, or cleavage to include tank tops, tube tops, halter tops, one shoulder tops, spaghetti straps, strapless or backless tops (unless covered). Stretch lycra, spandex, tights, leggings, leotards, biker pants, or underwear worn as outer garments. Pants, skirts or shorts worn below waistline ("sagging") or inside out. Pajamas/ sleepwear of any kind.
- All clothing should reach at least four inches above the knee to include - dresses, skirts, skirt slits or shorts; cut-up shorts or pants with slits, rips or holes.
- Footwear must always be worn. Bare feet, flip flops, or slippers are prohibited.
- Jewelry or accessories that may cause injury to another person (e.g. two or three finger rings that are joined, chains, oversized or spiked accessories).

### **Staff Weapons in School (Refer to School Board Policy: GBEB)**

Employees may not possess or use any firearm or any weapon in or on school property, including school owned vehicles.

## **Unlawful Manufacture, Distribution, Possession or Use of a Controlled Substance (Refer to School Board policy: GBEA)**

The Charles City County School Board is committed to maintaining a Drug-Free and Alcohol-Free Workplace. Prohibited Conduct Employees may not manufacture, distribute, dispense, possess, use, or be under the influence of a controlled substance, marijuana, anabolic steroids, or alcohol while on school property, at any school activity or on any school-sponsored trip. It is a condition of employment that each employee of the Charles City County School Board will not engage in such prohibited conduct and will notify the Charles City County School Board of any arrest or conviction for violating the drug laws of this Commonwealth or another state. An employee who is convicted of any such violation will be subject to appropriate discipline, up to and including termination, or required to satisfactorily participate in a drug abuse assistance or rehabilitation program. Distribution of Policy All employees shall be given a copy of this policy. Drug-Free Awareness Program The Charles City County School Board shall establish a drug-free awareness program to inform its employees about the dangers of drug abuse in the workplace, the Board's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs and the penalties that

## **Tobacco Free Schools and Electronic Cigarettes (Refer to School Board Policy GBEC and GBECA)**

Possession use and distribution of tobacco products, electronic smoking devices, nicotine enhanced products, smoking, chewing or any other use of any tobacco products by staff, students, contractors and visitors is prohibited. This policy includes all school premises and school-sponsored event, whether on-site and non-school hours.

. The use of electronic cigarettes is prohibited on school buses, school premises, school sponsored activities by students and staff.

## **Counseling- Employee Assistance Program & Professional Support**

When an employee's performance does not meet the expectation of the supervisors, employees will be counseled and/or referred to training, as appropriate, to assist in improving performance. When an employee's personal circumstances may affect his/her performance, he/she may be referred to the division's Employee Assistance Program for professional assistance.

The Employee Assistance Program (EAP) offers help to employees and their family members who need counseling and treatment referrals for alcohol and substance abuse and for various personal difficulties including legal, financial, and relationship concerns. The employee or family member may seek these services directly, or a supervisor may encourage an employee to use EAP resources because of employment issues that may be adversely affecting work performance. All services are provided under strict guidelines of confidentiality.

## **Gifts and Solicitations (Refer to School Board policy: GCBI and KH)**

CCPS employees may not accept gifts, gratuities, favors, or rewards for any services you perform in connection with your employment. Likewise, it is unlawful for employees to solicit, offer, or accept money or anything of value in exchange for appointment or selection to a position, or for special privilege with any state agency.

No employee of the CCPS may engage in the solicitation of funds as a representative of the school without the prior consent of the Superintendent or designee. Furthermore, no solicitation of staff members for non-school-related activities is allowed on school grounds or during any school-sponsored activity, except for local charities as approved by the Superintendent or designee. Finally, the exchange of gifts between an individual student and a staff member is strongly discouraged.

The School Board shall act on offers of gifts to schools or to the school division. The School Board may impose reasonable conditions on donations. When any real or personal property is given to and accepted by the Board, it shall be vested in the Board unless inconsistent with the terms of the gift, devise or bequest, and shall be managed by the Board, according to the wishes of the donor or testator. The Board shall, in addition to the regular settlement it is required to make of all school funds, settle annually before the commissioner of accounts so far as the management of the property bequeathed or devised is concerned.



## **SUPERVISION, EVALUATION, & PROMOTION**

### **Job Descriptions**

The specific duties and responsibilities of each employee are outlined in the job description of the position to which the employee is assigned. Job descriptions are available on the HR division website.

## Evaluations (Refer to School Board Policies GCN and GDN)

Every employee of the Charles City School Board staff will be evaluated on a regular basis at least as frequently as required by law. The superintendent shall assure that cooperatively developed procedures for professional staff evaluations are implemented throughout the division and included in the division's policy manual. The results of the evaluation shall be in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the person being evaluated. The primary purposes of evaluation are: • to optimize student learning and growth; • to contribute to the successful achievement of the goals and objectives of the division's educational plan; • to improve the quality of instruction by ensuring accountability for classroom performance and teacher effectiveness; • to provide a basis for leadership improvement through productive performance appraisal and professional growth; • to implement a performance evaluation system that promotes a positive working environment and continuous communication between the employee and the evaluator that promotes continuous professional growth, leadership effectiveness, improvement of overall job performance and improved student outcomes; and • to promote self-growth, instructional effectiveness, and improvement of overall professional performance. The procedures will be consistent with the performance objectives included in the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers and the Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals. Evaluations shall include student academic progress as a significant component and an overall summative rating. Any teacher whose evaluation indicates deficiencies in managing student conduct may be required to attend professional development activities designed to improve classroom management and discipline skills. If a teacher's performance evaluation during the probationary period is not satisfactory, the School Board shall not reemploy the teacher.

The Teacher Evaluation Handbook is available for review on the division HR website.

Support personnel:

The superintendent shall assure that cooperatively developed procedures for support staff evaluations are implemented within the division and included in the division's policy manual. The results of the evaluation shall be in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the employee. The primary purposes of evaluation and assistance are: • to optimize student learning and growth; • to contribute to the successful achievement of the goals and objectives of the division's educational plan; • to provide a basis for leadership improvement through productive performance appraisal and professional growth; • to implement a performance evaluation system that promotes a positive working environment and continuous communication between the employee and the evaluator that promotes continuous professional growth, leadership effectiveness, improvement of overall job performance and improved student outcomes; and • to promote self-growth, instructional effectiveness, and improvement of overall professional performance.

## CCPS Department of Human Resources Webpage

Employee may find additional employee related information on the CCPS division website [www.ccps.net](http://www.ccps.net) by clicking on Departments then Department of Human Resources.

- A. Current Openings: lists current vacancies for instructional, support and coaching positions and division job descriptions
- B. Application Process: provides information on how to apply for all division vacant positions including applying to become a division volunteer.
- C. Employee Information; additional information related to benefits, pay scales, division calendar, employee calendars and the Virginia Retirement System.
- D. Teacher Licensure- all aspects of the licensure process including various forms, assessment and training requirements, and the VDOE license renewal manual
- E. Annual Notification- employees can find the required annual notices for Federal Labor Standards Act (overtime), Equal Opportunity/Nondiscrimination, Prohibition Against Harassment and Retaliation, Student Privacy Right, and Tobacco Free Schools for Staff and Students
- F. HR Forms- Family and Medical Leave Act, Substitute Tip Sheet, Property Return Form, Addition/Name Change, Request for termination of Employment (resignations and retirement) and Compensatory Time Agreement Form and Timesheet