

STAUNTON CITY SCHOOLS



2019-20

EMPLOYEE HANDBOOK

July 2019

STATUNTON CITY SCHOOLS
2019-20 EMPLOYEE HANDBOOK

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Beliefs

Diversity

- We believe that diversity of racial, ethnic, cultural, and religious backgrounds represents a strength of the community and the school division will be intentional and proactive to take advantage of this strength.
- We believe that vigorous efforts are to be pursued that promotes a workforce within the school division that reflects the diversity of the student population.
- We believe that the school division will be an active participant in community-wide efforts to promote diversity as an asset within the community.

Rigorous and Relevant Curriculum and Instruction

- We believe that all children should be ready to learn upon entry into the school division.
- We believe the school division will commit to both strategic and tactical policies that enhance readiness to learn (birth to age four as resources permit).
- We support on-going commitments that emphasize K-grade 3 core academic skill development, to ensure the best foundation possible for all future learning.

Respect and Discipline

- We believe that respect and discipline are hallmarks of and standards for excellence.
- We believe that interpersonal respect and personal self-discipline are essential elements of an exceptional school division. This school division is committed to creating and maintaining an environment where all employees model respectful and disciplined behavior.
- We believe that expectations exist for all students, faculty and employees to exhibit behavior that demonstrates personal responsibility as well as respect for self, for others and for the community.
- We believe the school division must provide well trained and skilled graduates who are capable of filling high quality jobs within the community.

Family and Community Involvement

- We believe that active community involvement in schools is critical to success of our students.
- We believe that opportunities will be pursued that considers the needs of the larger community in formulating plans, policies, and programs.
- We believe the school division must continue its discussions with the city government to emphasize the importance of excellent schools in any future economic development of the city.

INTRODUCTION TO THE SCS EMPLOYEE HANDBOOK

Note: *The information found in the printed version of the Handbook may not be as current as the on-line version. Please check the on-line version [SCS Employee Handbook](#) or call the Human Resources Department.*

The Employee Handbook is designed to provide a summary of employee benefits and guidelines with respect to your employment so that every Staunton City School System employee is able to perform his or her job more effectively.

The handbook is divided into eight sections:

1. Introduction of the handbook and the school system;
2. Directories, departments and calendars;
3. Employment with Staunton City Schools;
4. Policies and procedures related to employee conduct;
5. Information about the work environment and procedures, including workday hours, KRONOS, assignments, evaluations, etc.;
6. Employee compensation and benefits;
7. Employee leaves and absences and;
8. Process for ending employment with the school system.

In some instances, the information in this handbook pertaining to policies, regulations and benefits is in summary form. Employees who need additional information or more detail about specific policies should refer to the Staunton City Schools Policy Manual, available on-line at [Policies and Regulations](#) . Each employee is responsible for knowing and complying with policies of the Staunton City School Board. The Employee Handbook does not cover all aspects of your employment with SCS.

Every employee shall take time to read the Employee Handbook and acknowledge, in writing, his or her familiarity with its content. If you have any questions, please discuss them with your supervisor or contact the Chief Human Resources Officer.

It is important to note that the handbook is both selective and general in its coverage of school system policies and procedures. Schools or departments may establish additional guidelines and procedures appropriate to their school or department. Please learn those guidelines and observe them at all times. They are established for your benefit and that of the school or department and our students.

This Handbook may be revised from time to time, as needed, without prior notice as business, employment, legislative and/or economic conditions dictate. Any such revisions apply to existing as well as future employees. Revisions will be made as they are approved.

The Chief Human Resources Officer with approval of the Superintendent may alter or modify any of the provisions of this Employee Handbook. Any such alterations or revisions must be in writing and approved by the Superintendent. Statements or promises by an administrator, principal, supervisor, manager or department head may not be interpreted as a change in policy and do not constitute an agreement with an employee.

Since this handbook only summarizes more detailed provisions about employment and benefits and other related matters, the official policies, regulations and procedures will always govern. Nothing in this handbook is intended to create or imply any contractual rights. This is a general publication prepared for all Staunton City Schools employees in summary only.

Staunton City School Board

	<p>Mr. Robert Boyle, Vice-Chair 320 College Circle Staunton, VA 24401 Email: rboyle@staunton.k12.va.us Mr.</p>	<p>Term Expires: 6/30/2020 540-294-3290</p>
	<p>Mr. William Lobb, Chair 410 Rainbow Drive Staunton, VA 24401 Email: wlobb@staunton.k12.va.us</p>	<p>Term Expires: 6/30/2020 540-294-0956</p>
	<p>Ms. Natasha McCurdy 1312 Lyle St Staunton, VA 24401 Email: nmccurdy@staunton.k12.va.us</p>	<p>Term Expires: 06/2020 540-414-4190</p>
	<p>Ms. Christine Poulson 315 Sherwood Ave Staunton, VA 24401 Email: cpoulson@staunton.k12.va.us</p>	<p>Term Expires: 6/30/2022 614-886-7438</p>
	<p>Mr. Kenneth Venable 306 Ann St Staunton, VA 24401 Email: kvenable@staunton.k12.va.us</p>	<p>Term Expires: 6/30/2022 614-886-7438</p>
	<p>Ms. Amy Wratchford 223 Meadowbrook Rd Staunton, VA 24401 Email: awratchf@staunton.k12.va.us</p>	<p>Term Expires 6/30/2020 646-765-3165</p>

Departments-Central Office (332-3920)

Office Superintendent

Superintendent
Budget Director
Executive Secretary

Garett Smith, Ed.D.
Bradley Wegner
Brenda Lovekamp

Instruction/Assessment & Testing

Director of Assessment and School Improvement:
Instructional Supervisor
Instructional Supervisor
Information Systems Specialist
Secretary

Stephanie Haskins
Cassie Farrish
Dr. Sharon Barker
Justin Eckard
Mariane Yukniewicz

Student Services

Executive Director of Student Services:
Student Services Coordinator
School Psychologist
School Psychologist
Secretary

Jelisa C. Wolfe, Ed.D.
Genevieve Bohac, Ph.D.
Susan McGowan-Black
Lynn Rogers, Ph.D.
Leslie Wagoner

Operations

Director of Operations
Secretary
Coordinator of Transportation
Coordinator of Maintenance
Secretary-Receptionist

Earl McCray
Elizabeth Moyer
Lisa Kisamore
Brandon Malcolm
Wes Roberts

School Nutrition

Director of School Nutrition

Amanda Warren

Technology

Director of Technology
Technology Support Technician
Technology Support Technician
Technology Support Technician
Technology Support Technician

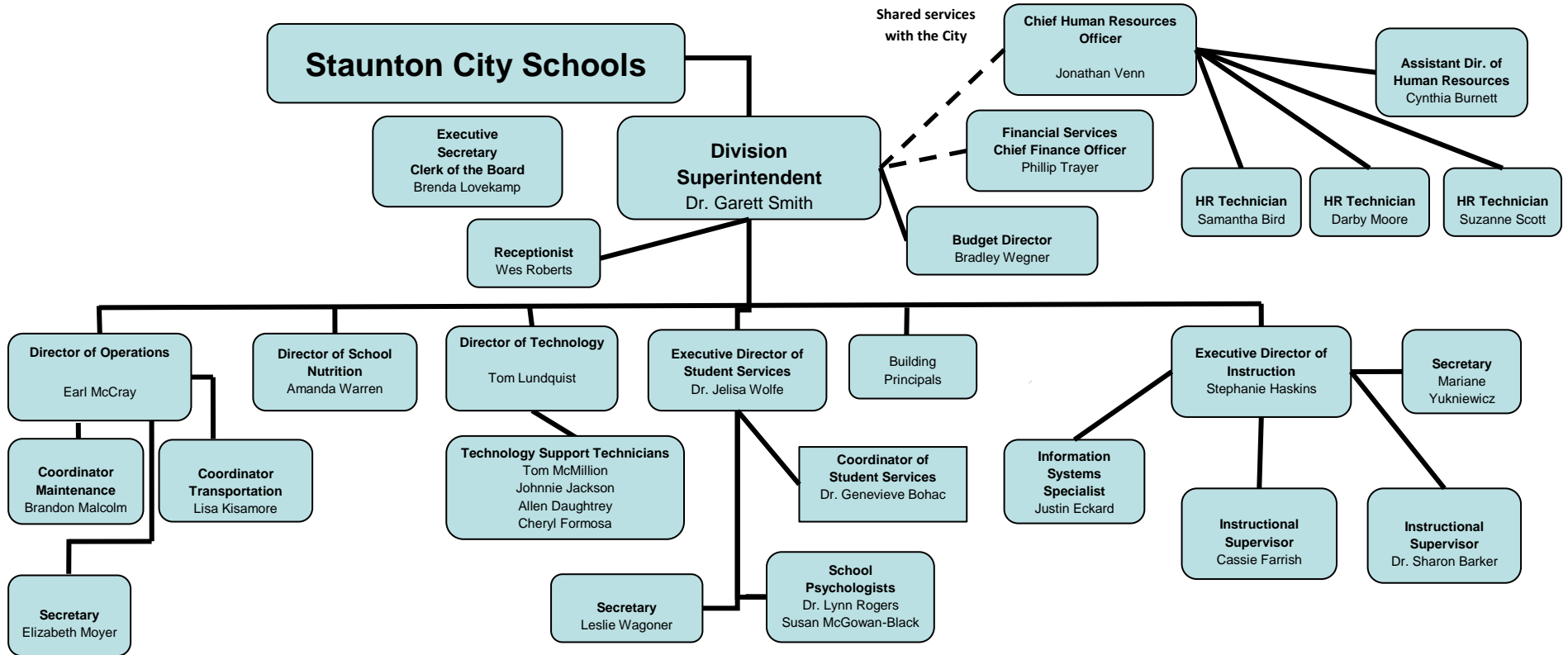
Tom Lundquist
Tom McMillion
Johnnie Jackson
Allen Daughtrey
Cheryl Formosa

Human Resources

Chief Human Resources Officer
Assistant Director of Human Resources
Human Resources Technician
Human Resources Technician
Human Resources Technician

Jonathan Venn
Cynthia Burnett
Suzanne Scott
Darby Moore
Samantha Bird

Central Office Organizational Chart



Calendars

For downloadable versions of the **2019-2020 Academic and Employee Calendars** and the **2019-20 Payroll Date Calendar**, please visit [Employee Calendars](#)

Resources

Staunton City Schools Website: [Staunton City Schools](#)

Employee Forms: [Employee Forms](#)

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

Policy Statement

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

The Staunton City School Board shall provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons. Further, the Staunton City School Board shall not discriminate against qualified disabled persons in the provision of health, welfare and other social services.

Refer to Policy GB: [Equal Employment Opportunity/Nondiscrimination](#)

Employment of Family Member

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

Refer to Policy GCCB: [Employment of a Family Member](#)

Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect

The 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 because 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 Policy GCDA: [Effect of Criminal Conviction](#)

Employment Screening

Employment Eligibility Verification-An I-9 (Title 8, U.S. Code, Section 1324-A) form must be completed to verify eligibility for employment within the United States.

Criminal Background Search: Virginia law requires that all new school division employees must undergo and submit to a criminal background search by the Virginia State Police and FBI.

Child Protective Services Central Registry Search-A search is made of the registry of founded complaints of child abuse and neglect that is maintained by the Virginia Department of Social Services.

Tuberculin Test- As a condition of employment every new employee of the School Board including teachers, cafeteria workers, janitors and bus drivers, shall submit a certificate signed by a licensed physician, physician assistant, nurse practitioner, or registered nurse stating the employee appears free of communicable tuberculosis.

Required testing- Drivers are subject to pre-employment/pre-duty drug testing, reasonable suspicion alcohol and drug testing, random alcohol and drug testing, post-accident alcohol and drug testing, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations. Pursuant to state law, drivers are subject to pre-employment alcohol testing.

Federal Tax Form-A W-4 form must be completed to claim allowances for Federal taxes.

Virginia Tax Form-A VA-4 form must be completed to claim allowances for Virginia taxes.

Virginia Retirement System-A Designation of Beneficiary form must be completed to provide information and to designate a beneficiary for retirement benefits and group life insurance.

Health Insurance Waiver Form-A health insurance waiver form must be signed by all eligible employees not electing the School Board provided health insurance benefit.

School Board Action

Letters of Notification-Support Staff

Each support staff employee is issued a letter of notification following school board approval that indicates the assignment or position, hourly rate of pay or salary and any unique working conditions.

Refer to Policy GDB: [Support Staff Employment Status](#)

Professional Staff Contract-Professional Staff

The School Board shall enter into written contracts with teachers, principals, assistant principals, and supervisors as defined in 8 VAC 20-440-10 before such employees assume their duties except as noted below. Contracts will be in the form permitted by the Board of Education, with special covenants added by the School Board as appropriate. Contracts shall be in written or electronic form dated and signed either manually or electronically. Contracts will be maintained in electronic or written format.

Refer to Policy GCB: [Professional Staff Contracts](#)

Initial Employment Period

Every new employee goes through an initial period of adjustment in order to learn about Staunton City Schools and about his/her job. During the time the employee will have an opportunity to evaluate whether he/she is suited to his/her position.

Additionally, the initial employment period give Staunton City Schools a reasonable period of time to evaluate the new employee's performance. The initial employment period is 90 days for support staff (Refer to Policy GDG: [Support Staff Probationary Period](#)) and licensed, professional staff are on an annual basis for a period up to five years (Refer to Policy GCG: [Professional Staff Probationary Term and Continuing Contract](#)).

Support Staff: Support Staff are appointed annually by the school board with the recommendation from his/her supervisor. He/she may be discharged at any time if his/her supervisor concludes that he/she is not progressing or performing satisfactorily. As is true at all times during an employee's employment with Staunton City Schools, employment is not indefinite and may be terminated at will, with or without cause and prior notice. School Board action is only required when an employee is recommended for re-hire.

Professional Staff: Please see below under **Employment Categories**.

EMPLOYEE CLASSIFICATIONS

The various employment classifications are listed below so that employees understand their employment status and benefit eligibility. Each employee will belong to one of the following employment categories:

- Full-Time Employee
- Part-Time Employee
- Substitute Employee

Full-Time Employee

Full-time employees work a regular schedule of at least 32 hours or more but not to exceed 40 hours per week.

SUPPORT STAFF: Support staff personnel are those employees who need not hold a license issued by the Virginia Board of Education in order to obtain their positions. This category includes, but is not limited to, non-licensed administrative, clerical, maintenance, transportation, food services, and paraprofessional positions. Support staff are not issued written contracts unless such contracts are required by law.

Refer to Policy GD & GDB: [Support Staff](#)

PROFESSIONAL STAFF: Employees are required by the Virginia Board of Education to hold a Virginia license in order to meet the minimum requirements of their positions. The School Board shall enter into written contracts with **teachers** (to include school counselors, school psychologists, school librarians, and speech/ language pathologists), **principals, assistant principals, and supervisors/administrators**. These employees shall be given contracts for ten (200 days), ten and one-half (210 days), eleven (220 days) and twelve (240 days) months as determined by the School Board, and are eligible for full benefits. In general, professional staff members shall hold one of the following license:

- Post Graduate Professional
- Pupil Personnel Services
- Collegiate Professional
- Division Superintendent
- Provisional

TEACHERS:

Probationary Teachers: A probationary term of service of five years in Staunton City School Division shall be required before a teacher is issued a continuing contract. Service under a local teacher license shall not count towards satisfying this probationary requirement. A mentor teacher shall be provided to every first year probationary teacher to assist him or her in achieving excellence in instruction. Probationary teachers with prior successful teaching experience may be exempt from this requirement with approval from the Superintendent. Probationary teachers shall be evaluated at least annually in accordance with policy GCN [Evaluation of Professional Staff](#).

Continuing Contract Teachers: Teachers employed after completing the probationary period shall be entitled to continuing contracts during good behavior and competent service and prior to the age at which they are eligible or required to retire. Written notice of non-continuation of the contract by either party must be given by June 15 of each year; otherwise the contract continues in effect for the ensuing year.

Refer to Policy GC and GC-AR: [Professional Staff](#)

Refer to Policy GCG: [Professional Staff Probationary Term & Continuing Contract](#)

PRINCIPALS, ASSISTANT PRINCIPALS & SUPERVISORS

A person employed as a principal, assistant principal or supervisor, including a person who has previously achieved continuing contract status as a teacher, shall serve three years in such position in the same school division before acquiring continuing contract status as a principal, assistant principal or supervisor. Continuing contract status acquired by a principal, assistant principal or supervisor shall not be construed (i) as prohibiting the School Board from reassigning such principal, assistant principal or supervisor to a teaching position if notice of reassignment is given by the School Board by June 15 of any year or (ii) as entitling any such principal, assistant principal or supervisor to the salary paid him as principal, assistant principal or supervisor in the case of any such reassignment to a teaching position. No such salary reduction and reassignment, however, shall be made without first providing such principal, assistant principal or supervisor with written notice of the reason for such reduction and reassignment and an opportunity to present his or her position at an informal meeting with the superintendent, the superintendent's designee or the School Board.

Refer to Policy GC and GC-AR: [Professional Staff](#)

Refer to Policy GCG: [Professional Staff Probationary Term & Continuing Contract](#)

Part-Time Employee

Part-time employees work a regular schedule of at least 20 hours or more but less than 30 hours per week. Temporary or interim employment is considered part-time. Benefits are specific to type of part-time employment for the purposes of eligibility.

Homebound teachers shall be employed on a part-time, hourly basis, and are not eligible for benefits. They shall be selected from the active file of applicants in the Personnel Office or from the approved substitute teacher list and shall hold a valid teaching certificate.

Athletic Coaches/Extra-Curricular Sponsors: The Staunton City School Board will approve all categories of athletic coaching and other extracurricular activity sponsorships for which supplemental pay will be provided. The Board will also establish the amount of compensation for employees who coach or supervise such activities. A separate contract in the form permitted by the Board of Education shall be executed by the School Board with an employee who receives supplemental pay for any athletic coaching assignment or extracurricular activity sponsorship assignment. This contract shall be separate and apart from the contract for teaching. All such contracts will require a party intending to terminate the contract to give reasonable notice to the other party before termination thereof will become effective.

Refer to Policy GCBB: [Supplemental Pay](#)

Substitute Employee

A substitute employee is hired to substitute for a full-time or part-time employee position for a specified time frame. A substitute employee in a non-exempt position is paid by the day or hour according to the terms of hire for that individual. Substitute employees do not receive any additional compensation or benefits provided by Staunton City Schools.

Substitute teachers and support staff must be at least 18 years old, hold a high school diploma or GED certificate and successfully complete substitute orientation. The Staunton City School Board shall seek to employ substitute teachers, especially those engaged as long-term substitutes, who exceed these requirements. Substitute teachers are not contracted nor do they receive benefits unless they are filling a position for longer than ninety days. Substitutes are called to work on a daily basis depending on the need for teachers at the school.

Refer to Policy GCE: [Part-Time & Substitute Professional Staff Employment](#)

EMPLOYEE CONDUCT

STANDARDS OF CONDUCT: EXPECTATIONS AND DISCIPLINE

The School Board requires its employees to conduct themselves in a manner which reflects favorably upon them as representatives of the school division. To this end, the Superintendent will develop and implement regulations which ensure that employees interact with other Board employees, parents, students, or visitors with utmost cooperation, understanding and mutual

respect. Standards of conduct including maintaining staff/student boundaries and appropriate use of social media are to be illustrative but not all inclusive of the type of conduct expected of employees. Departures from standards of conduct contained in Administrative Regulation GCPD/GCPF-AR will be deemed misconduct within the meaning of this policy and may subject violators to disciplinary action, up to and including dismissal.

All school system employees hold positions of public trust. They are responsible for the education and safety of students and also serve as examples and role models to students. Each employee is responsible for both the integrity and the consequences of his or her own actions. Each employee must exhibit the highest standards of honesty, integrity, and fairness when engaging in any activity concerning the school system, particularly in relationships with vendors, suppliers, students, parents, the public, and other employees. Employee conduct should be such as to protect the person's integrity and/or reputation and that of the school system. An unswerving commitment to honorable behavior by each and every employee is expected. Integrity can accommodate the inadvertent error and the honest difference of opinion; it cannot accommodate deceit or subordination of principle.

Employees shall perform their jobs in a competent and ethical manner without violating the public trust or applicable law, policies, and regulations. It is not practical or possible to enumerate all of the situations that might fall under the guidelines of employee conduct. In addition to other policies, regulations, and approved practices that have been established covering specific areas of activity (such as purchasing), the absence of a law, policy, or regulation covering a particular situation does not relieve an employee from the responsibility to exercise the highest ethical standards at all times.

Disciplinary action shall be consistently and fairly applied and shall be taken only for good reason, for the primary purpose of correcting unsatisfactory performance or conduct, and as a secondary purpose of exacting disciplinary measures. The severity of the disciplinary actions shall be determined by the severity of the conduct. When appropriate, verbal warnings or counseling will first be used to correct employee conduct. In general, formal disciplinary actions shall be progressive in nature, ranging from a written reprimand to stronger actions that may include recommendations for dismissal when correct behavior fails to occur. However, progressive discipline is not always appropriate, and supervisors and managers may recommend a more or less stringent action based on the severity of the violation, including dismissal/termination for the first offense.

Maintaining Staff/Student Boundaries

Staunton City Schools provides its students with a safe and supportive learning environment and protects its students from sexual misconduct and abuse. The responsibility to protect students from

sexual misconduct and abuse is shared by the Staunton City School Board ("School Board"), Superintendent, administrators, teachers, other School Board employees, volunteers, parents, state agencies and law enforcement.

Although Staunton City Schools has dedicated, professional and support staff members, it is important to be certain that proper boundaries between staff members and students are maintained at all times in order to ensure respect for the ethical and legal duties in the staff/student relationship and the essential duty of a staff member to serve as a role model to the student. In doing so, staff members will demonstrate a focus on job duties, a commitment to promote educational purposes, and an unconditional dedication to professionalism in conduct and interactions with students.

Refer to Policy GCPD, GCPF: [Staff Conduct: Expectations and Discipline](#)

Refer to Policy GCPD & Administrative Regulation GCPF-AR: [Staff Conduct: Maintaining Staff/Student Boundaries & Social Media and Digital Communication](#)

Social Media and Digital Communication

Effective communication with colleagues, students and families is vital for a thriving school environment where all stakeholders feel heard and engaged. Social media and digital communication devices and methods offer a means by which staff can quickly communicate with others, share information and exchange ideas.

Staunton City Schools understands the value of social media and the benefits offered by digital communication devices for providing quick and easy interaction among peers, students and families. These regulations are intended to support staff by ensuring that all staff members clearly understand the many factors and possible ramifications to consider and use communication tools in a division-approved manner within division-approved platforms or spaces. These regulations are in addition to, and complement, existing and future Staunton City School Board policies.

Your online behavior must reflect the same standards of professionalism, respect and integrity as your face-to-face communications. When using personal social media sites, if you identify yourself as an employee of Staunton City Schools, you must remember that you have associated yourself with the division, your colleagues and your school community; therefore, you must ensure that any associated content is consistent with the mission and work of the division. Staff who have identified themselves as associated with the division should use the following disclaimer on personal social media sites, including blogs, "The views on this site are my own and do not necessarily represent the views, opinions, vision or strategies of Staunton City Schools." However, even with this disclaimer, posting inappropriate comments does not absolve staff from being subject to disciplinary actions if found in violation of this regulation. Even when using the most stringent privacy settings, when posting online comments that are related to school, students,

families or the division, even in a personal capacity, staff should act as if all comments/postings are in the public domain.

Access to Employee Social Media Accounts

The Staunton City 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.

Refer to Policy GCPD, GCPF: [Staff Conduct: Expectations and Discipline](#)

Refer to Policy GCPD & Administrative Regulation GCPF-AR: [Staff Conduct: Maintaining Staff/Student Boundaries & Social Media and Digital Communication](#)

Refer to Policy GAD: [Access to Employee Social Media Accounts](#)

Conflict of Interest

Employees of the School Board will not engage in any activity that conflicts, or raises a reasonable question of conflict, with their responsibilities in the school division. For example,

- Use instructional privileges for private gain;
- Solicit or receive compensation, other than that allowed by law, for performance of his/her duties;
- Knowingly authorize or employ the authority or influence of his/her position to secure authorization of any purchase of goods and services in which he/she, a member of his/her family, or any of his/her business associates has an interest;

- Offer any favor, service, or thing of value to obtain special advantage; or
- Permit commercial exploitation of his/her professional position.

Refer to Policy GBI: [Staff Gifts and Solicitation](#)

Refer to Policy GCQAB: [Tutoring for Pay](#)

Refer to [Virginia State and Local Government Conflict of Interest Act](#)

Refer to Policy GAH: [School Employee Conflict of Interests](#)

Professional Dress Code

All Staunton City School employees are to dress in a manner that is appropriate to the educational and work setting. It is understood that different tasks or assignments will have an influence on the type of clothing worn. Furthermore, it is important that all employees are aware of the importance of presenting a positive image through modest, neat, and professional appearance. It is the responsibility of the administration to ensure that appropriate attire is maintained in each school and/or department.

Acceptable Computer System Use

The school board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material. All use of the division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff. This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy. The superintendent is responsible for establishing Technology Use Guidelines containing the appropriate uses, ethics and protocols for use of the computer system. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

Use of the school division's computer system shall be consistent with the educational or instructional mission or administrative function of the division as well as the varied instructional

needs, learning styles, abilities and developmental levels of students. The division's computer system is not a public forum. Users of the division's computer system have no expectation of privacy for use of the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources. Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the superintendent or superintendent's designee. Each user of the division's computer system and a parent/guardian of each student user shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the division's computer system. The failure of any user to follow the terms of the Agreement, this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The school board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the internet. Furthermore, the school board will not be responsible for any unauthorized charges or fees resulting from access to the computer system. The school board will review, amend if necessary, and approve this policy every two years.

Refer to Policy GAB: [Acceptable Computer System Use](#)

Prohibition Against Harassment and Retaliation

All employees are valued and deserve to be treated with dignity and respect. As an employee, you are expected to treat each other, and all those with whom you come in contact during your working time, in a professional manner. Employees must never act in a disrespectful or inappropriate manner, or otherwise cause coworkers to feel uncomfortable in the work environment in violation of this policy. Harassment, sexual or otherwise, is determined by individual actions and how they affect others, regardless of the intent. A hostile work environment is a workplace that is sufficiently severe or pervasive to create a working environment that a reasonable person would consider intimidating, hostile or abusive. This policy applies during working time, after hours while with other employees, and/or when the behavior that occurs after hours impacts an employee's fulfillment of the job due to misconduct that would otherwise violate this policy.

The Staunton City School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. The Staunton City School Board is an equal opportunity employer.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national origin, disability, religion, ancestry, age,

marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the School Division.

Complaint Procedure

Any student or school personnel who believes he or she has been the victim of harassment prohibited by law or by this policy by a student, school personnel or a third party should report the alleged harassment to one of the Compliance Officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the Compliance Officers designated in this policy or to any school personnel.

Compliance Officer and Alternate Compliance Officer

The Staunton City School Board has designated Jonathan G. Venn, Chief Human Resources Officer (Staunton City School Board Office, 116 W. Beverley Street, Staunton, Virginia 24401, 540-332-3920) as the Compliance Officer responsible for identifying, preventing and remedying prohibited harassment. Complaints of harassment may also be made to Cynthia Burnett, Alternate Compliance Officer (Assistant Director of Human Resources, School Board Office, 116 W. Beverley Street, Staunton, Virginia 24401, 540-332-3920) or Dr. Jelisa Wolfe, Alternate Compliance Officer (Executive Director of Student Services, Dixon Education Center, 1751 Shutterlee Mill Road, Staunton, Virginia 24401, 540-332-3934).

Refer to Policy GBA: [Prohibition Against Harassment and Retaliation](#)

Drug-Free Workplace Environment

Prohibited Conduct

Employees may not unlawfully manufacture, distribute, dispense, or possess or use a controlled substance on school property, at any school activity, or on any school-sponsored trip. It is a condition of employment that each employee of the Staunton City School Board will not engage

in such prohibited conduct and will notify the Staunton City School Board of any criminal drug conviction for a violation occurring on school property, at any school activity, or on any school-sponsored trip no later than 5 days after such conviction. An employee who is convicted of criminal drug activity for a violation occurring on school property, at any school activity, or on any school-sponsored trip will be subject to appropriate discipline, up to and including termination, or required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Discipline

The superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found to have engaged in prohibited conduct listed above. Such personnel action will include the imposition of a sanction on, or the requiring of the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted of a violation occurring on school property, at any school activity, or on any school-sponsored trip.

Drug-Free Awareness Program

The Staunton City 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 may be imposed upon employees for violations of laws and policies regarding drug abuse.

Refer to Policy GBEA: [Unlawful Manufacturing, Distribution, Dispensing, Possession or use of a Controlled Substance](#)

Refer to Policy GCDA: [Effect of Criminal Conviction](#)

Drug and Alcohol Testing of Bus Drivers

The school division has a drug and alcohol testing program for school bus drivers and other employees who are required to hold a commercial driver's license (CDL) by U.S. Department of Transportation Regulations who perform safety-sensitive functions as required by federal and state law and regulations.

Prohibited conduct

Drivers are prohibited from alcohol possession and/or use on the job, use during the four hours before performing safety-sensitive functions, having prohibited concentrations of alcohol in their

systems while on duty or performing safety-sensitive functions, and use during eight hours following an accident or until after undergoing a post-accident alcohol test, whichever occurs first. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver that the substance does not adversely affect his ability to safely operate a commercial motor vehicle.

Required testing

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

Notification

Each driver receives educational materials that explain the requirements of federal law and regulations together with a copy of the division's policy and procedures for meeting these requirements. Each driver must sign a statement certifying that he/she has received a copy of the above materials and the division maintains this signed copy. Before performing each alcohol or controlled substances test, the division will notify the driver that the test is required by federal law or regulation.

Consequences if testing indicates drug or alcohol misuse

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

Record retention

The division maintains records of non-compliance with the federal regulations in a secure location with controlled access. With the driver's consent, the division may obtain any of the information concerning drug and alcohol testing from the driver's previous employer. A driver is entitled upon written request to obtain copies of any records pertaining to the driver's use of alcohol or controlled

substances including information pertaining to alcohol or drug tests. Records shall be made available to a subsequent employer upon receipt of a written request from a driver. Disclosure by the subsequent employer is permitted only as expressly authorized by the terms of the driver's request.

Test procedure

The division administers controlled substance tests in accordance with federal laws.

Refer to Policy GDQ: [School Bus Drivers](#)

Tobacco Free Environment

Smoking, chewing or any other use of any tobacco products by staff and students, and visitors is prohibited on school property as defined in this policy. This policy shall be published in student and employee handbooks, posted on bulletin boards and announced in meetings. Each principal shall post signs stating "No Smoking," or containing the international "No Smoking" symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it, clearly and conspicuously in every school cafeteria and other dining facility in the school. Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

Refer to Policy GBEC: [Tobacco-Free School for Staff and Students](#)

Electronic Cigarettes

The use of electronic cigarettes is prohibited on school buses, on school premises and at school-sponsored events.

Refer to Policy GBECA: [Electronic Cigarettes](#)

Staff Weapons in School

No one may possess or use any firearm or any weapon, as defined in Policy JFCD, on school property (including school vehicles), on that portion of any property open to the public and then exclusively used for school-sponsored functions or extracurricular activities while such functions or activities are taking place; or any school bus without authorization of the Division Superintendent or his designee.

Violation of this policy by an employee will result in appropriate personnel action up to and including dismissal. Violation of this policy by others will result in actions up to and including a

prohibition against the violator returning to school property. In addition, illegal conduct will be reported as required by law.

Refer to Policy GBEB: [Staff Weapons in School](#)

Effect of Criminal Conviction

The Board will not hire or continue the employment of any part-time, full-time, temporary, or permanent personnel who are 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.

Applications for Employment

As a condition of employment for all of its public school employees, whether full-time or part-time, permanent, or temporary, the Staunton City School Board shall require on its application for employment certification (i) that the applicant has not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child; and (ii) whether the applicant has been convicted of a crime of moral turpitude.

The Staunton City School Board shall also require on its application for employment, as a condition of employment requiring direct contact with students, whether full-time or part-time, permanent, or temporary, certification that the applicant has not been the subject of a founded case of child abuse and neglect. Any person making a materially false statement regarding a finding of child abuse and neglect shall be guilty of a Class 1 misdemeanor and upon conviction, the fact of said conviction shall be grounds for the Board of Education to revoke such person's license to teach.

Founded Complaints of Child Abuse or Neglect

The School Board requires, as a condition of employment, that any applicant who is offered or accepts employment requiring direct contact with students, whether full-time or part-time, permanent or temporary, provide written consent and the necessary personal information for the School Board to obtain a search of the registry of founded complaints of child abuse and neglect. The registry is maintained by the Department of Social Services. The School Board shall ensure that all such searches are requested in conformance with the regulations of the Board of Social Services.

Employee Charges and Convictions

An employee who is charged by summons, warrant, indictment, or information with the commission of a felony or a misdemeanor specified in Va. Code § 22.1-315 may be suspended in accordance with Policy GCPD, GCPF: [Staff Conduct: Expectations and Discipline](#)

Founded Complaints of Child Abuse or Neglect

Any employee of Staunton City School Board will be dismissed if he or she is or becomes the subject of a founded complaint of child abuse and neglect and after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted. The fact of such finding, after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted, shall be grounds for the local school division to recommend that the Board of Education revoke such person's license to teach.

Refer to Policy GCDA: [Effect of Criminal Conviction](#)

Reporting Child Abuse

Reporting Requirement

Every employee of Staunton City School Board who, in his professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia § 63.2-1509 et seq. shall immediately report the matter to

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- to the Virginia Department of Social Services' toll-free child abuse and neglect hotline; or;
- to the person in charge of the school or department, or his designee, who shall make the report forthwith to the local or state agency. The person making the report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

Notice of Reporting Requirement

The School Board shall post in each school a notice that:

- any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and

- all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline.

Complaints of Abuse and Neglect against School Personnel

The School Board and the local department of social services shall adopt a written interagency agreement as a protocol for investigating child abuse and neglect reports, including reports of sexual abuse of a student, against school personnel. The interagency agreement shall be based on recommended procedures for conducting investigations developed by the Departments of Education and Social Services.

Refer to Policy JHG: [Child Abuse and Neglect Reporting](#)

Employee ID Badge

For the safety and security of our students, Staunton City Schools requires all employees to wear SCS-provided identification badges while on school property and/or duty. If lost, please notify Human Resources Department as soon as possible. A five dollar fee is charged for replacing the second lost or stolen badge.

WORK ENVIRONMENT AND PROCEDURES

WORKDAY HOURS, KRONOS AND ABSENTEEISM

Fair Labors Standards Act Compliance

(Applies to classified, non-exempt personnel only)

Exempt employees are classified as such if their job duties are exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay or compensatory time.

Non-exempt employees are eligible for overtime pay or compensatory time in accordance with the Fair Labor Standards Act-FLSA. However, no overtime work should occur without prior approval the employee's immediate supervisor.

Exempt

- Superintendent
- Central Office Administrators and Supervisors
- Principals, Assistant Principals
- Student Services Facilitator
- Teachers
- School Counselors
- School Librarians
- School Psychologists
- School Nurses (RN)
- Speech Pathologists

Non-Exempt

- Bus/Car Drivers
- Bus Aides
- Technology Support Technicians
- Information Systems Specialist
- Sign Language Interpreters
- School/Guidance Secretaries
- Clinic Aides
- Registrars
- Bookkeepers
- Instructional Assistants
- Cafeteria Managers/Workers
- Maintenance Workers
- Central Office Secretaries
- Bus Operations Specialists
- Custodians/Night Custodians
- Coordinator of Transportation
- Coordinator of Maintenance

Working hours for all employees not exempted under the Fair Labor Standards Act will conform to federal and state regulations. The superintendent will ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors will make every effort to avoid circumstances which will require non-exempt employees to work more than 40 hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.

Overtime

The Staunton City School Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express prior approval of his/her supervisor. All overtime work must be expressly approved in writing by the superintendent or his/her designee. All supervisory personnel must monitor overtime on a weekly basis and report such time to the superintendent or his/her designee. Principals and supervisors will monitor employees' work, will ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and will ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek. Overtime is tracked on the time card by the Kronos timekeeping system and is approved weekly by the supervisor.

Compensatory Time

The Fair Labor Standards Act (FLSA) provides a public agency the option to provide compensatory time off in lieu of overtime pay. The Staunton School Board has elected to exercise this option and offer full-time, non-exempt employees, when operationally prudent, the choice of accepting compensatory time off in lieu of overtime pay with the following provisions:

1. All overtime work must be authorized in advance by an employee's department director or designee.
2. Compensatory time off for overtime hours worked shall be earned on the same basis and at the same rate that overtime pay is computed:
Compensatory time off shall be accrued at a rate of one and one-half (1 1/2) hours for each overtime hour worked when those HOURS WORKED exceed the maximum number of productive hours established for the work period.
Compensatory time off shall be accrued at a rate of one (1) hour for each nonproductive hour reported when those HOURS REPORTED exceed the maximum number of scheduled hours established for the work period. Straight rate compensatory time will not be accrued but will be paid in cash on the employee's next paycheck. Use of compensatory time in a scheduled work period will be counted as non-productive time in the calculation of overtime hours.
3. The School Board will "buy back" the balance of all accrued but unused compensatory time each year at the regular rate earned by the employee consistent with applicable law. Payment shall be made on the July pay check following the close of the last full work period of the fiscal year. This provides an opportunity for the compensatory time to be used prior to the end of the fiscal year, June 30.
4. Employees shall be permitted the use of compensatory time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operations of the school division. However, compensatory time must be used before vacation or personal

time used.

5. A department director's or designee's approval of a request to use compensatory time will be determined by consideration of the normal schedule of work, anticipated peak workloads, emergency requirement for staff and services, and the availability of qualified, substitute personnel at no additional cost to the School Board. Requests will be denied if the approval of such would impose an unreasonable burden on the School Board's ability to provide services of acceptable quality or quantity for the public during the time requested without the use of the employee's services would be detrimental to the School Board. The School Board reserves the right to discontinue this compensatory time program when such discontinuance would be in the best interests of the School Board. In the event of discontinuance, employees shall be given the option of utilizing the balance of accrued compensatory time or receiving cash payment for the balance of accrued compensatory time.

Refer to Policy GAA: [Staff Time Schedules](#)

Workday Hours/Staff Time Schedules

Each school year, the Superintendent/designee will determine the specific days to be worked by each classification of employee. These days will be based on the school-year calendar and the number of days assigned to each job classification.

Administrative Staff

Duty hours for **administrative staff** are as follows:

All central office administrative staff and principals will be expected to work days the central office is open, regardless of school closures. Generally, professional personnel assigned to the central office or to the schools have hours from 7:30 a.m. to 4:00 p.m. Licensed professional staff assigned to administration or supervision must assume duties without regard to prescribed work schedules.

Support Staff

Duty hours for **support staff** are as follows:

All twelve-month support personnel are expected to work the days the central office is open, regardless of school closures. Support personnel will be expected to work eight-hour days, exclusive of a 30-minute meal break, at specific schedules established by each principal and/or supervisor, depending on individual school or location needs.

Professional Licensed Staff

Duty hours for **professional licensed employees assigned to schools, excluding principals and assistant principals**, are as follows:

All teachers will be assigned appropriate starting and dismissal times so that the normal workday at their school will be a minimum of seven and one-half (7 1/2) hours in addition to a duty-free lunch period. Hours, as set by their supervisors, will include thirty (30) minutes before and after school beginning/dismissal times, but must total 1 hour in duration. Professional, non-administrative licensed employees, K-12, shall receive a planning time daily. In grades 6-12, additional time shall be reserved as a service or duty period, and for professional learning activities. When it is in the best interest of children, all professional employees shall be expected to devote the extra time necessary to meet student needs. School-based faculty may be required to remain after the end of the regular dismissal time for meetings or other duties. Back-To-School Night and Parent Conferences shall be required meetings.

Instructional Assistants

Instructional assistants will work between 7 hours and 7.25 hours per day during specific times established by each principal, depending on individual school schedules, within all guidelines of the Fair Labor Standards Act.

Refer to Administrative Regulation GAA-AR: [Staff Time Schedules](#)

Refer to Administrative Regulation IC/ID-AR: [Staff Time Schedules](#)

Kronos

Under the Fair Labor and Standards Act, all non-professional, support staff are classified as non-exempt, and all work hours must be tracked.

Staunton City Schools uses an automated timekeeping system known as KRONOS. Non-exempt employees will be required to clock in and out each day to provide an accurate record of their time. KRONOS clocks are located in all schools and other locations (including the Bus Garage) except for the State Operated Programs. Each employee will be registered at the clock using an image of his/her finger or thumb, and that same finger must be used each time the employee clocks in or out. Office personnel at his/her school or location will see that the employee is registered, and will provide instructions on actually clocking in and out each day.

Tracking Time (The “7-Minute Rule”)

The Fair Labor Standards Act lets employers track workers' hours just about any way they want, so long as the method accurately reflects the amount of time worked. Staunton City Schools tracks work time in 15-minute increments, thus the cutoff point for rounding down is 7 full minutes. If an employee works at least 7 full minutes, but less than 8 minutes, KRONOS rounds the number down to the nearest 15 minutes. If the employee works at least 8 full minutes, KRONOS rounds up.

Employee Absences

Attendance Expectations

Satisfactory attendance is a minimum expectation for all employees. In order to maintain quality instructional programs and to promote the health and safety of students and staff, absences from work are to be minimized to the extent possible. Frequent daily absences, late arrivals or early departures from the work site, excessive breaks or other interruptions to normal work schedules are grounds for disciplinary action which includes verbal/written reprimand, placement on probation, suspension, dismissal, or non-renewal of employment contracts.

Employee Responsibilities

All employees are responsible for reading, understanding, and adhering to the employee attendance and leave policies, regulations, and procedures of Staunton City Schools. Employees are to use the appropriate type of leave based on its purpose, following the procedures set by the Division Superintendent, the Human Resources Department, or their immediate supervisor. Employees for whom the securing of a substitute employee is necessary will notify their supervisor or designee in accordance with established procedures. Where applicable, employees will provide necessary lesson plans or other instructions for the substitute in order to maximize the substitute's effectiveness and to minimize the disruption caused by the employee's absence. The employee will use the established procedures to secure permission for leave.

Supervisor's Responsibilities

Supervisors are to inform employees of Staunton City Schools about attendance and leave policies and regulations, and the procedures for taking leave. Supervisors are to monitor each employee's attendance monthly for unsatisfactory attendance to include frequent absences, late arrivals to work, early departures, and excessive use of breaks. Employees will be evaluated in terms of attendance annually, with supervisors specifically noting any areas of concern. This does not preclude a supervisor, regardless of the period of time, from noting that the employee has displayed an unsatisfactory pattern of attendance and taking appropriate action. Judgments about employee

attendance shall be made on consistent criteria in accordance with all federal and state labor laws and regulations, and the policies and regulations of Staunton City Schools. For employees for whom the securing of a substitute employee is necessary, the supervisor shall verify the securing of an adequate substitute as soon as notification of the employee's absence is known. Monitoring the KRONOS system, as it applies to each employee, is the responsibility of the supervisor as applicable to the employee. Failure to monitor and address employee attendance patterns may result in supervisors being issued a verbal warning or letter of reprimand.

Unsatisfactory Patterns of Attendance

When an employee has displayed an unsatisfactory pattern of attendance, the supervisor will first address the issue with the employee orally followed by a written summary of the conversation in an attempt to rectify the unsatisfactory attendance. If the unsatisfactory attendance does not improve, the supervisor will issue letters of warning, then letters of reprimand to the employee accordingly. Ongoing unsatisfactory attendance may lead to further discipline up to and including termination.

Pay Deductions

If an employee is absent from work in excess of their earned sick, personal, or annual vacation leave days, pay equal to the excess of days absent shall be deducted from the employee's check. This applies to situations under FMLA in addition to those circumstances in which FMLA does not apply.

Refer to Administrative Regulation GCBD-AR: [Professional and Support Staff Leaves and Absences](#)

Procedures for Reporting Absences

All leave is based on a fiscal year of July 1 – June 30. Use of all leave must be approved in advance by the immediate supervisor/principal and the Superintendent /designee. Leave is issued in days, but converted to hours in the KRONOS timekeeping system and may be used in quarter-hour increments unless otherwise specified below. The absence of an employee who does not secure prior approval of vacation, sick, personal or leave without pay is considered as absent without leave (AWOL). The employee receives no pay for the period of unauthorized absence and the AWOL may also result in disciplinary action leading up to and including dismissal.

Refer to Administrative Regulation GCBD-AR: [Professional and Support Staff Leaves and Absences](#)

Inclement Weather Procedures

Emergency Closings

In the event of school delay or closing because of inclement weather, announcements will normally be made in the morning.

Custodial and maintenance employees are considered essential personnel during emergency closing situations and need to make every effort to get to work to prepare facilities for re-opening.

All Day Closure

Twelve-month employees are expected to work on days that other staff are out of school because of emergency closings. On inclement weather days when schools are closed, twelve-month employees are expected to arrive at the regular report time or as soon as safely possible thereafter. At no time should any twelve-month employee put themselves at risk to get to work. Use of leave time would be appropriate.

Delayed Opening

All twelve-month employees are expected to work their regular schedule, unless conditions warrant that it is not advisable for them to report. At no time should any twelve-month employee put themselves at risk to get to work. Use of leave time would be appropriate.

All non-twelve-month employees should report to work within the delayed opening time period. For example, on a 2 hour delay, staff would report to work no later than 2 hours after the normal school opening time.

Refer to Administrative Regulation EBCD-AR: [Emergency Closings](#)

ASSIGNMENTS AND TRANSFERS

Professional Staff Assignments and Transfers

Every effort shall be made by the Superintendent to assure that employees are assigned to positions that are consistent with their abilities.

- Administrators/Supervisors (Other than Principals): Assignment of administrative positions shall be based on leadership skills, scholarship, character, special abilities or skills, and competence.

- Principals/Assistant Principals/Teachers: The superintendent is authorized to assign to their respective positions in the school wherein they have been placed by the School Board all teachers, principals and assistant principals.

Reassignment and Transfers

The superintendent may reassign any teacher, principal or assistant principal for that school year to any school within the division provided no change or reassignment during a school year shall affect the salary of such teacher, assistant principal or principal for that school year. Teachers may request a change of assignment within the areas of their certification. Requests for reassignments for the following school year are to be made at the time of the Intent to Re-employ forms are distributed.

Support Staff Assignments and Transfers

Support staff shall be assigned to positions for which their qualifications meet the needs of the school division's operations.

Reassignment and Transfers

Support staff may request a transfer to a position within their area of competence and for which they are qualified. Requests for reassignments for the following school year are to be made at the time of the Intent to Re-employ forms are distributed. Support staff personnel may be transferred to positions for which their qualifications best meet the needs of the school division. Support staff may request a change of assignment within the areas of their certification.

Refer to Policy GCI: [Professional Staff Assignments and Transfers](#)

Refer to Policy GDI: [Support Staff Assignments and Transfers](#)

LICENSURE

Licensure ensures that students in our school system are served by educators with the knowledge and skills to deliver a sound educational program. Instructionally-based professional staff employees of Staunton City Schools are required to hold the appropriate license for the subject, grade level and/or area of assignment. It is important to note that the Virginia Department of Education dictates licensure requirements, and our school system must comply with the regulations established by the state.

Obtaining a License

All instructionally-based professional staff are required to file for a license within **30 days of employment**. Salary placement may be adjusted or even at the substitute rate until a completed license application packet has been evaluated and approved by the Virginia Department of Education.

Criteria for Submitting an Application for an Initial License

You may submit an application for an initial Virginia license (Speech/Language Pathologists ONLY: Virginia Board of Audiology and Speech-Language Pathology) if you meet the criteria in at least one of the following:

- Have completed a state-approved teacher preparation program, to include student teaching;
- Have completed a state -approved school counselor, school psychologist, school social worker, or speech pathology program, or hold a current, valid license in another state with no deficiencies in one of these pupil personnel service areas;
- Hold a current, valid license from another state with no deficiencies with comparable endorsement(s) or teacher area(s);
- Are employed full-time as an educator under contract by a Virginia school division;
- Have completed requirements for a teaching license and completed an approved program in administration and supervision or hold a current, valid out-of-state license in administration and supervision or;
- Are seeking a division superintendent license.

Requirements for Submission of an Application

For more detailed information about the Application Requirements, please refer to [Licensure Application](#) on the Virginia Department of Education's website.

- Professional Teacher's Assessment Requirements
- Child Abuse Recognition and Intervention Training
- Emergency First Aid, CPR and Use of AED's

Provisional License

The provisional license and the provisional (special education) license are **three-year, nonrenewable licenses** available to individuals who have been employed by a school division and meet specific requirements as determined by Virginia Licensure Regulations for School Personnel 8 VAC 20-21 50A.

Teachers with provisional licenses and provisional (special education) licenses must submit a plan to be approved by his/her supervisor which delineates the appropriate program to licensure. All requirements for the full, 10-year, renewable license are to be submitted to the Human Resources Department.

Licensure Renewal (Recertification)

A minimum of three hundred and sixty (360) professional development points is required to renew a Post Graduate Professional, Pupil Personnel Services, Collegiate Professional or a Division Superintendent license within the current five-year period of the valid license.

- Each license holder is expected to review his/her professional development activities with an advisor who is typically the individual's immediate supervisor (i.e. principal/assistant principal). Once licensure activities have been completed, the license holder must supply the appropriate document(s) to the supervisor/advisor. All completed Individualized Renewal Record (IRR) signed by your Principal or Assistant Principal must be submitted to Human Resources Department prior to going on Spring Break. Failure to submit renewal information may result in your contract being held until requirements are submitted.
- **Staunton City Schools will pay the \$50 fee** to the Department of Education for license renewal for professional educational employees who are required by law to hold such license to perform their duties. License fees for renewal, however, will be paid only at the required period, as mandated by the Virginia Department of Education. This agreement to fund license renewal does not include payments for name changes, licensure certificate updates or other changes.
- For support/questions regarding the **licensure renewal process**, please contact Jonathan Venn, Chief Human Resources Officer (x4955 or jyenn@staunton.k12.va.us) or Suzanne Scott, Human Resources Technician (x 4943 or sscott@staunton.k12.va.us).
- For support/questions regarding **recertification points**, please contact Mariane Yukniewicz, Secretary- Department of Curriculum and Instruction (x4945 or myukniewicz@staunton.k12.va.us).

Refer to Administrative Regulation GC-AR: [Professional Staff-Licenses, License Renewal and Endorsement](#)

Refer to Policy GCB: [Professional Staff Contracts](#)

EVALUATIONS

Evaluation of Support Staff

Every support staff employee will be evaluated on a regular basis. The results of the evaluation shall be in written or electronic form, dated and signed by the evaluator and the person being evaluated. Evaluations will be maintained in written or electronic format and may be accessed by supervisors and the individual being evaluated.

Refer to Policy GDN: [Evaluation of Support Staff](#)

Evaluation of Professional Staff

Every professional staff employee of Staunton City Schools will be evaluated on an annual basis or at least as frequently as required by law. Principals and assistant principals will be summatively evaluated by the superintendent, or the principal in case of the assistant principal, on an annual basis.

The superintendent shall assure that cooperatively developed procedures for professional staff evaluations are implemented throughout the division. The results of the evaluation shall be in written or electronic form, dated and signed by the evaluator and the person being evaluated. Evaluations will be maintained in written or electronic format and may be accessed by supervisors and the individual being evaluated.

The superintendent and/or designee will provide access to the [Teacher and Principal Evaluation System](#) through the Staunton City Schools website.

Refer to Policy GCN: [Evaluation of Professional Staff](#)

PERSONNEL FILES

Records and Personnel Files

A personnel file is maintained by Human Resources in written or electronic format for each employee as provided by law. An employee's personnel file shall be open for his/her inspection and closed to all others without employee consent except as provided by law and School Board policy. Every employee may have access to his/her own personnel file at all reasonable times at the Human Resources Department or on-line in electronic format.

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, notify human resources as soon as possible:

- Legal name
*When an employee has a name change, he/she must contact Human Resources Department. Prior to updating the employee's name in an official school capacity (payroll system, school website, ID Badge, etc.), a copy of an updated Social Security card with the new name must be provided to the Human Resources Department.
- Home address;
- Telephone/cell phone number;
- Marital status;
- Number of dependents;
- Change of beneficiary;
- Driver record or status of driver's license, if you operate any SCS vehicles;
- Military or draft status;
- Exemptions on your W-4 tax form;
- Training certificates and certification issues and;
- Professional license.

Refer to Policy GBL: [Personnel Records](#)

RECRUITING AND HIRING

Staunton City Schools is an Equal Opportunity Employer and seeks to continually expand the diversity of its staff. Staunton City Schools believes that vigorous efforts are to be pursued that promotes a workforce within the school division that reflects the diversity of the student population. The Staunton City School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, political affiliation, sex, gender, age, marital status, genetic information or disability is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodations.

Job Descriptions

Job descriptions that delineate performance responsibilities of assignments/duties may be accessed through the Human Resources Department website [Division Job Descriptions](#).

Job Vacancies and Postings

It is the desire of the Staunton City School Board to recruit, hire and retain the best possible qualified applicants. The Superintendent is responsible for developing procedures for advertising vacancies and new positions. Those procedures will be designed to ensure that all openings are

properly advertised to give all interested and qualified parties the opportunity to apply. While most positions will be filled using those procedures, the School Board, at the request of the Superintendent, may fill positions in other ways, For example, the School Board may authorize the filling of a position to accommodate the disability of an employee, to transfer an employee when it is determined to be in the best interest of the school division, to satisfy the rights of employees returning from leave, or to move an employee whose performance is unsuccessful to a position in which he or she might be successful, or to discipline an employee for conduct deficiencies. Current division employees will be given an opportunity to apply for positions for which they are qualified.

Principals and other supervisory staff are responsible for notifying the Chief Human Resources Officer as soon as they are informed of an anticipated vacancy including all coaching-related positions. The Chief Human Resources Officer is responsible for maintaining and posting an up-to-date list of all Staunton City School employment opportunities. All job postings including coaching vacancies will be advertised internally and/or on the school division website. All postings will remain active for a minimum of five calendar days before being filled.

Refer to Administrative Regulation and Policy GBN: [Staff Hiring Procedures](#)

Interviewing and Selection

The Chief Human Resources Officer will assist principals and supervisors in developing a pool of qualified applicants for specific job openings and will conduct screening interviews when possible. Final interviews will be conducted at the building or supervisory level.

Recommendation for employment shall be directed to the Chief Human Resources Officer along with verifying documentation for determining the selection. The Chief Human Resources Officer will confer with the principal/supervisor and make recommendations to the Superintendent. The Chief Human Resources Officer will make final offers of employment. The Staunton City School Board shall approve all candidates for employment and issue contracts, with action taken at the next School Board meeting following the date of offer of employment.

Refer to Administrative Regulation and Policy GBN: [Staff Hiring Procedures](#)

GRIEVANCES

Professional Staff Grievances

The School Board adopts the Procedure for Adjusting Grievances in accordance with the Code of Virginia for disputes concerning the application, interpretation or violation of any provisions of local school board policies, rules, and regulations that affect the work of teachers, other than dismissals or probations.

Refer to Policy/Administrative Regulation GBM and GBM-AR: [Professional Staff Grievances](#) and [Procedure for Adjusting Grievances for Professional Staff](#) .

Support Staff Grievances

The School Board adopts the Procedure for Adjusting Grievances in accordance with the Code of Virginia to afford a timely and fair method of resolution of disputes regarding the dismissal or other disciplinary actions arising between the School Board and employees who have completed the probationary period.

Refer to Administrative Regulation GBMA-AR: [Procedures of Adjusting Grievances for Support Staff](#)

HEALTH-RELATED WORKPLACE PROCEDURES

Bloodborne Pathogens

Training in the use of universal precautions for handling blood shall be conducted periodically in accordance with state and federal law. Universal precautions for handling blood shall be implemented within the school setting and on buses in accordance with state and federal law and guidelines.

Refer to Policy JHCCA: [Bloodborne Contagious or Infectious Disease](#)

Communicable Diseases

The Staunton City School Board recognizes the importance of protecting its students and employees from the transmission of communicable diseases which present a threat to their health and safety, while also protecting the legitimate interests and rights of students and employees with communicable diseases. In carrying out this responsibility, the Board directs the Division Superintendent to act in compliance with applicable law to exclude from school attendance or work in the school setting any person who has a communicable disease.

Refer to Policy JHCC: [Communicable Disease](#)

Dealing with Student Medications

Employees of the Staunton City School Board may give medication prescribed for individual students only pursuant to the written order of a physician, physician assistant, or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

Refer to Policy JHCD: [Administering Medicine to Students](#)

Dealing with Students with Severe Allergic Reactions

Staunton City Public Schools will provide at least two (2) doses of auto-injectable epinephrine (hereinafter called ‘unassigned or stock epinephrine’) in each school, to be administered by a school nurse or employee of the school board who is authorized and trained in the administration of epinephrine to any student believed to be having an anaphylactic reaction on school premises, during the academic day.

Refer to Administrative Regulation JHCD-AR: [Emergency Anaphylaxis Response](#)

TRAVEL PROCEDURES/REIMBURSEMENT

Expense Reimbursements

The School Board shall encourage attendance and participation of school personnel at professional meetings. Request for reimbursement from School Board funds will be honored only for trips approved in advance by the superintendent or his/her designated representative and for which a statement of travel, with supporting documents, is submitted in a timely fashion at the conclusion of the trip.

Refer to Administrative Regulation DLC-AR: [Expense Reimbursements](#)

INTERNAL/EXTERNAL COMMUNICATIONS

Board-Staff Communications

The School Board supports and encourages the concepts of two-way communication between the Board and employees. The Superintendent is the official representative of the School Board as its chief administrative officer in its relations and communications with its employees.

Refer to Policy GBD: [Board-Staff Communications](#)

Staff Gifts and Solicitations

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

Refer to Policy GBI: [Staff Gifts and Solicitations](#)

Staff Involvement in Decision Making

Employees are encouraged to communicate their ideas and concerns in an orderly and constructive manner to the School Board and/or administrative staff. A system of two-way

communication shall be established by the Superintendent to hear from and respond to all employees.

Refer to Policy GBB: [Staff Involvement in Decision Making](#)

Staff Participation in Political Activities

The Staunton City School Board recognizes the right of its employees to engage in political activity. Employees may solicit support for political candidates or political issues outside regular work hours and off school property. School division employees who engage in political activities on their own time must make it clear that their views and actions represent their individual positions and do not represent the views of the school division.

Refer to Policy GBG: [Staff Participation in Political Activities](#)

Third Party Complaints

Any parent or guardian of a student enrolled in Staunton City Schools or any resident of Staunton City may file a complaint regarding an employee of the Staunton City School Board. The complaint will be filed with the Superintendent or his/her designee. If the complaint involves allegations that an employee of the Staunton City School Board has abused or neglected a child in the course of his/her employment, the complaint will be investigated in accordance with Va. Code Section 63.2-1503, 63.2-1505 and 63.2-1516.1.

Refer to Policy GBLA: [Third Party Complaints Against Employees](#)

COMPENSATION AND BENEFITS

COMPENSATION

The City of Staunton's Finance Department is responsible for ensuring appropriate payment of wages to Staunton City Schools employees. The Finance Department focuses on three specific areas of compensation: payroll processing, payroll auditing and reporting and insurance benefits including VRS and the Staunton City School Supplemental Retirement Plan.

Calculation of Pay

All salaried employees are paid 12 times for their contract/letter of notification year, as follows:

- For 12-month employees, the first pay of the contract/letter of notification is on the last business day of July and the final pay is on the last business day of June.

- For 11-month employees, the first pay of the contract/letter of notification is on the last business day of August and the final pay is on the last business day of July.
- For 10-month employees (or less), the first pay of the contract/letter of notification is on the last business day of August and the final pay is on the last business day in July.

For all returning, salaried employees, your gross pay each month is determined by dividing your total contract/letter of notification salary by 12. New employees receive a prorated salary amount based on their specific start date.

Direct Deposit

Receiving pay by Direct Deposit from Staunton City Schools is a condition of employment. You must complete the [Direct Deposit Authorization Form](#) that gives the information on the account(s) into which you wish your pay to be automatically direct deposited.

Important:

Do not close a direct deposit bank account until you have made arrangements to change or cancel your direct deposit enrollment first. *Closing your account without contacting payroll will cause your paycheck to be delayed.*

Direct Deposit Statement/Advice and Pay Dates

Usually on the last business day of each month, your net pay (after all deductions) is automatically direct deposited to the account(s) you specified on your direct deposit form. The pay should be in your account and available to you that morning. You will receive your Direct Deposit Statement electronically through your Staunton City School email account approximately 2 to 3 days prior to actual pay date. The email will come from Munis and the subject will read **Direct Deposit Advice**. Please open up the attachment. It will then prompt you to enter your password which is the **last 4 digits of your social security number**. Your direct deposit statement will open up. At this point, you can view, save and/or print your direct deposit statement. Your Direct Deposit Statement will be posted in Employee Self-Service the same day. Note, your funds will not be available to you until the actual pay date.

To help you keep track of pay days, a chart of the scheduled pay days can be found at [Employee Calendars](#). The chart includes the pay period covered, and the actual date on which pay for that period will be made.

Payroll Deductions-Mandatory

Federal and State Withholding/W-2

The Employee Self Service (ESS) website is intended to be a resource for employees to obtain and change financial (direct deposits, W-4 & W-2 forms) and demographic information. Before requesting a copy of a previous pay period direct deposit form or a prior year W-2 form, please try this site. To access the employee self-service website, go to [Employee Self-Service](#). All SCS employees have the ability to change their [W-4](#) and [VA-4](#) by submitting their forms to Suzanne Scott, HR Technician in Human Resources or by submitting the change online through ESS.

FICA Withholdings

	Social Security	Medicare
Rate:	6.2%*	1.45%
Wage Base:	\$132,900	Unlimited
Maximum Tax:	\$8,239.80**	Unlimited

*Changes to the Social Security rate are subject to change via approval by the U.S. Congress.

**SCS still pays into Social Security on employees' behalf at the rate of 6.2%, up to the maximum set by the social security administration each year.

Once the maximum tax limit is reached, no further deductions will be taken, but will begin again with the first payroll of the next calendar year. As a result, wage payments could reflect different withholding amounts for the months of December and January.

Virginia Retirement System Retirement Deductions

Virginia Retirement System (VRS) deductions are calculated at a rate of 5% of annual salary for all Plan 1 and Plan 2 full-time permanent employees. The 5% contribution is subject to FICA and Medicare tax but is exempt from Federal and State taxes.

- For 12-month employees, your 5% VRS deductions are taken out of your paycheck over a 12 month period (July through June)
- For 11-month employees, your 5% VRS deductions are taken out of your paycheck over an 11-month period (August through June).
- For 10.5 & 10-month employees (or less), your 5% VRS deductions are taken out of your paycheck over a 10-month period (August through May).

Employees hired January 1, 2014 or after are part of the VRS Hybrid Plan. There is a mandatory 5% employee contribution. This deduction is at a rate of 5% of annual salary for all Hybrid Plan

full-time permanent employees. The 5% contribution is subject to FICA and Medicare tax but is exempt from Federal and State taxes.

Garnishments, wage assignments, tax levies and child support payments that are invoked by judicial court actions are deducted in accordance with federal and state laws.

Payroll Deductions-Voluntary

Health, Dental and Flex Spending Programs

The employee's share of the health, dental and flex spending plans is paid with pre-tax dollars in a "cafeteria plan". An employee's monthly taxable salary is reduced by the amount of the deduction for health, dental and/or flex spending.

Supplemental Retirement Program (403-B)

Cancer, Short/Long-Term Disability, and other Insurances (Not available for voluntary payroll deductions for newly added employees as of August 1, 2013.)

Staunton Education Association Dues

Health and Fitness Dues

VRS Optional Life Insurance

Payroll Questions

For the majority of payroll questions including:

- Direct Deposit
- Duplicate Statement of Earnings
- Retroactive Wages
- Salary Overpayments
- Wage Garnishments

Contact Kimberley Shaw in the City Finance Department (extension 3895) or email to shawkd@ci.staunton.va.us .

For questions about benefits and/or benefit deductions, contact Sam Bird or Suzanne Scott in the HR Department. Most questions or concerns can be resolved by Ms. Shaw, Ms. Bird or Ms. Scott. If problems persist, please call Cynthia Burnett, Assistant Director of Human Resources (extension 6790; email to cburnett@staunton.k12.va.u).

Refer to Policy GBC: [Staff Compensation Procedures](#)

BENEFITS

Disclaimer

Staunton City Schools has established a variety of employee benefits designed to assist employees and their eligible dependents in meeting financial burdens that can result from illness and disability, and to help them plan for retirement. This portion of the Employee Handbook contains a very general description of the benefits as an employee of this division. It should be understood that this general explanation is not intended to, and does not provide all the details of these benefits. Therefore, this handbook does not change or otherwise interpret the terms of the official plan documents. The employee's right or eligibility to any benefit can be determined only by referring to the full-text of the official plan documents or contacting the Human Resources Department.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between Staunton City Schools and its employees, retirees, or their dependents, for benefits or for any other purpose. The Staunton City School Board reserves the right to amend, modify or terminate any health benefits that may be extended to retirees and their dependents. Furthermore, the Staunton City School Board reserves the exclusive right, power and authority, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

For more complete information regarding any of our benefit programs, please refer to the Human Resources Department website at <http://www.staunton.k12.va.us/Page/212>.

Benefit Eligibility

Please see eligibility determination under each benefit described below.

Employee Obligation

Employees are under no obligation to participate in the employer provided insurance benefits plan. Full-time employees who desire to participate are obligated to pay an employee share of the health insurance premium.

Flexible Benefits Program

The flexible benefits program (governed by Section 125 and 129 of the Internal Revenue Code) allows employees to take a voluntary salary reduction for two types of pre-tax options. Premiums for Staunton City School Board Sponsored health or dental insurance plans are considered pre-

tax unless you indicate in writing that you wish to decline the election. Employees may also elect to use pre-tax dollars to pay for medical and dependent care expenses that are currently paid with after-tax dollars by enrollment in medical or dependent care reimbursement accounts through the Flexible Spending Account (FSA) Program through LD&B Insurance.

Open Enrollment

Benefits covered under the under the flexible benefits program are subject to a specified time period of 30 days from the date of hire or an annual open enrollment period that takes place during the months of October and November each year for a benefit effective date of January 1. The annual open enrollment period allows you to add, change or terminate insurance coverage, and add, change or terminate reimbursement accounts.

Changes requested outside of open enrollment are not permitted unless the employee experiences a “life event change”. A life event change includes significant events such as marriage, divorce, birth, adoption, death or change in employment status of yourself or spouse. A change in benefits (i.e. health insurance) must occur within 30 days of the life event change. You must contact Human Resources Department to make any benefit change.

BENEFITS-PROVIDED IN WHOLE OR IN PART BY THE STAUNTON CITY SCHOOL BOARD

Virginia Retirement System Defined Benefit Plan-Plan 1 & Plan 2

Virginia Retirement System (VRS) exists to provide its members and their beneficiaries with benefits at retirement, or upon disability or death (death-in-service benefits or survivor benefits). VRS is governed by state legislation which requires participation of each employee who works at least 80% of full time (minimum of 32 hours/week).

VRS is funded by contributions from employers and employees, with funding mechanisms set by law, and by annual actuarial studies. Employees pay a mandatory 5% contribution on a pre-tax salary reduction basis. An employee who terminates employment with the Staunton City School Board prior to reaching retirement age may be eligible to withdraw a portion of the accumulated deposits in the “member” account, in accordance with regulations of VRS governing such withdrawals.

Refer to Policy GBO: [Virginia Retirement System](#)

Virginia Retirement System Defined Benefit/Contribution Plan-Hybrid Plan

Virginia Retirement System (VRS) exists to provide its hybrid plan members and their beneficiaries with benefits at retirement, or upon disability or death (death-in-service benefits or

survivor benefits). VRS is governed by state legislation which requires participation of each employee who works at least 80% of full time (minimum of 32 hours/week).

The Hybrid Retirement Plan combines the features of a defined benefit plan and a defined contribution plan. The plan applies to most members hired on or after January 1, 2014, and to VRS Plan 1 and VRS Plan 2 members who are eligible to opt into the plan during a special election window.

Your retirement benefit is funded through mandatory and voluntary contributions made by you to both the defined benefit and the defined contribution components of the plan. Employees pay a mandatory 5% contribution on a pre-tax salary reduction basis. Additionally, employees choose to make voluntary contributions in excess of the mandatory amount to the defined contribution component of the plan, and the employer is required to match those voluntary contributions according to specified percentages.

In addition to the monthly benefit payment payable from the defined benefit plan at retirement, you may start receiving distributions from the balance in your defined contribution account, reflecting the contributions, investment gains or losses, and any required fees.

Virginia Retirement System Group Life Insurance

This plan provides term life insurance to each eligible employee at no cost to the employee. Any person eligible to participate in the VRS Defined Benefit Pension Plan or Hybrid Plan is also eligible to participate in this benefit. The amount of coverage provided is determined by your salary.

Medical/Health Insurance

As part of the Staunton-Augusta-Waynesboro Health Insurance Consortium (SAW), we are able to provide a benefits-rich plan at affordable rates. This coverage is periodically bid to ensure that we are getting the most for our money. The Staunton City School Board provides full-time (minimum of 30 hours/week) employees and part-time (4 hours or more/week) bus drivers/bus aides who receive a contract or letter of notification with the opportunity to participate in the health insurance plan.

Currently, the coverage is provided by Aetna Health Insurance. Two plan designs are offered: a POS Plan and a High Deductive Health Plan (HDHP) with a Health Savings Account (HAS). The School Board pays approximately 92% of the premium for an employee electing the POS Plan and 98% of the premium for an employee electing the HDHP Plan. The School Board also contributes heavily toward the premiums for spouses and children added to the plan.

Spouses/dependents of active employees who become eligible for Medicare benefits due to age will be terminated from coverage on the effective date of their Medicare coverage. The employee is responsible for immediately notifying and completing the paperwork for Human Resources to terminate the dependent's coverage.

Liability Insurance

The School Board's liability policy automatically provides \$1 million in protection for each employee per occurrence per year.

Refer to Policy EI: [Insurance Management](#)

Worker's Compensation Insurance

The School Board carries worker's compensation and employer's liability insurance as required by Virginia law, and is available to cover employees' medical costs and coverage for loss of pay for work-related injuries.

Refer to Administrative Regulation EI-ARA: [Worker's Compensation](#)

License Renewal

Staunton City Schools will pay the fee to the Department of Education for license renewal for professional staff who are required by law to hold such license to perform their duties. License fees for renewal, however, will be paid only at the required period, as mandated by the Virginia Department of Education. This agreement to fund license renewal does not include payments for name changed, licensure certificate update, or other changes.

Refer to Administrative Regulation GC: [Professional Staff: Licenses, License Renewal and Endorsements](#)

Educational Assistance Program

Staunton City Schools will reimburse professional staff for tuition paid up to a maximum of \$250.00 per course (graduate or undergraduate level), provided such course is at least three credit hours. In general, under the Program, each employee may be reimbursed for no more than two courses per fiscal year ending June 30. A finite amount of funds are budgeted for this Program each fiscal year. Therefore, courses will be approved for reimbursement on a first-come, first-served basis.

Refer to Administrative Regulation GCBC: [Educational Assistance Program Reimbursements](#)

VOLUNTARY BENEFITS AVAILABLE BUT PAID FOR BY THE EMPLOYEE

Dental Insurance

Dental Insurance is available on a voluntary basis on a group policy through Delta Dental Insurance Company. This policy is also bid and obtained through the SAW Consortium to ensure that good coverage is provided at lower costs. Employees who receive a contract or letter of notification and work a minimum of 20 hours/week may participate in the voluntary dental insurance plan. SCS offer a “high” plan and a “low” plan.

Cancer, Short-Term Disability and Other Insurance

These products are available only on a voluntary basis, and must be arranged between you and the agent. You may apply for these insurances at any time during the year. Effective August 1, 2013, all deductions for newly added employees must be made through their own personal checking/savings account.

Staunton Education Association

If you join the Staunton Education Association, by our agreement with the SEA, your monthly dues will be payroll deducted as a convenience to you and the SEA. These dues will be deducted from your pay for the months of August through May. You must apply with the SEA, which will then notify us of your membership, and your dues deduction can begin. Employees who receive a contract or letter of notification and work a minimum of 20 hours/week may enroll with the SEA.

Health and Fitness Center Discounts

Through the corporate memberships of the School Board in the Staunton-Augusta YMCA and the Augusta Health Lifetime Fitness Center, you may take advantage of discounted monthly dues when you join either of these organizations. Employees who receive a contract or letter of notification and work a minimum of 20 hours/week may participate in the health and fitness center discounts. To join either organization, you must go directly to their location and complete their application. Staunton City Schools is then notified of your membership and the monthly dues to be deducted from your pay. You may apply for membership in these organizations at any time during the year.

Flexible Spending Accounts (Cafeteria Plan)

We have established flexible spending accounts for both medical expenses and dependent care expenses. These plans provide a way for you to put a portion of your monthly pay into these tax deferred accounts, instantly saving money on the taxes deducted from your pay. You may then either reimburse yourself from the flex accounts for eligible costs, or you may take advantage of a “Benny” card to pay these costs on a “point of service” basis. It is a MasterCard, but instead of

creating debt it pays for eligible costs from your own funds. Full-time (minimum of 32 hours/week) employees and part-time (4 hours or more/week) bus drives/bus aides who receive a contract or letter of notification have the opportunity to participate in flexible spending account. If you have any questions, please contact at Stephanie Van Meter at (540) 438-4102, or email to svanmeter@ldwinsurance.com .

VRS Optional Life Insurance

Members of VRS have an opportunity to purchase additional life insurance for themselves, their spouses and their minor children. Enrollment is voluntary. The cost of optional life insurance varies depending on the employee's age and salary. Though it is sponsored through the Virginia Retirement System (VRS), it is administered by Securian Financial. Please contact Cynthia Burnett, Assistant Director of Human Resources for additional information.

Tax Sheltered Annuities

A tax-sheltered annuity (TSA), also known as a 403(b) plan, is a tax advantaged retirement savings plan that is employer sponsored. The Staunton City Schools 403(b) Supplemental Retirement Plan is intended to provide the opportunity for retirement savings by offering employees a vehicle for pre and post-tax contributions and investments. Staunton City Schools has selected VALIC, a leader in tax-qualified retirement plans, to provide investment products and recordkeeping for the Staunton City School 403(b) Supplemental Retirement Plan. All employees of Staunton City Schools, without exception, are eligible to participate.

For terminating employees eligible for vacation and/or sick leave payouts \$15,000 or greater a mandatory deferral of that pay-out (individually or combined) will be deferred pre-tax into a deferred annuity account.

For more information, please contact:

Sean Lankard, VALIC Representative at 888-477-2680 or email sean.lankard@valic.com
Corbin Hess, VALIC Representative at 540-830-1630 or email Corbin.Hess@valic.com.

Refer to Policy GBR: [Voluntary Retirement Savings Program](#)

RETIREMENT BENEFITS

Except for cases involving disability (*), all retirements are to be submitted and approved by the Staunton City School Board. To distinguish between "retirement" and "resignation", VRS requirements will be followed.

Health Insurance-Retirees

The School Board will pay the monthly premium equal to the amount paid for a full-time employee's health insurance coverage, less the amount equivalent to the VRS Retiree Health Insurance Credit for a thirty year employee service credit. A retiree may not elect to receive cash, or any other benefit in lieu of the health insurance retirement benefit. The retiree will be responsible for paying such portion of the premium as exceeds the amount paid by the School Board for the health insurance retirement benefit. The payment by the School Board of the health insurance premium pursuant to this policy shall cease (1) five (5) years after the date a retiree first becomes eligible for the health insurance retirement benefit, or (2) upon the retiree being found eligible for Medicare Disability or reaching the age of Medicare eligibility, whichever is earlier.

The following criteria must be met by a retiree in order to be eligible for the health insurance retirement benefit:

- The retiree must have been employed in a full-time VRS position for a minimum of ten (10) years, and employed with Staunton City Schools for all of the five (5) years immediately preceding retirement.
- The retiree must meet VRS requirements for "service retirement" or "disability retirement" and immediately receive a retirement annuity from VRS.

Refer to Policy GBQ: [Health Insurance Retirement Benefit](#)

Accumulated Sick Leave

Upon retirement, eligible retirees will be paid \$20 per day for all remaining sick days for the employee's current position. The same eligibility requirements apply as listed above in the health insurance retirement benefit section.

Refer to Administrative Regulation GCBD-AR: [Staff Leaves and Absences](#)

Accumulated Vacation Leave

- Upon retirement (and resignation/termination), an employee shall receive payment at their current or daily rate of pay for the total hours in the vacation leave account, not to exceed 60 days or 480 hours.

Refer to Administrative Regulation GCBD-AR: [Staff Leaves and Absences](#)

***Disability Retirement**

For Plan 1 and Plan 2 members, the Virginia Retirement System provides long-term disability retirement benefits for permanent full-time employees of Staunton City Schools who meet certain service requirements. For more information, please refer to [VRS Disability Retirement](#).

POST-EMPLOYMENT BENEFITS

Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA is a federal law that includes provisions to provide members of company health plans who have lost their job due to a “qualifying event” to continue coverage at the employee’s expense for a period of time. The system is designed to prevent employees who are between jobs from experiencing a lapse in coverage.

Unemployment Benefits

Unemployment benefits are based on combinations of federal and state statutes. Virginia’s unemployment compensation program is administered by the state and provides monetary compensation to workers who have been terminated without cause, through no fault of their own. Employees who voluntarily terminate for “good cause” may also be entitled to benefits. Virginia unemployment benefits provide temporary compensation to those workers meeting the eligibility requirements of Virginia law.

EMPLOYEE ASSISTANCE PROGRAM

Dealing with Personal Issues

Staunton City Schools offers an Employee Assistance Program (EAP) through Optima Health to all Staunton City School employees. The EAP provides up to 5 free counseling sessions per employee as well as his/her household family members. The counseling sessions are **confidential**, short-term and solution-focused. You may contact EAP at (757) 363-6777 or 1-800-899-8174, 24 hours a day, 7 days a week, 365 days of the year.

LEAVES AND ABSENCES

GENERAL

Attendance Expectations

Satisfactory attendance is a minimum expectation for all employees. In order to maintain quality instructional programs and to promote the health and safety of students and staff, absences from work are to be minimized to the extent possible. Frequent daily absences, late arrivals or early departures from the work site, excessive breaks or other interruptions to normal work schedules are grounds for disciplinary action which includes verbal/written reprimand, placement on probation, suspension, dismissal, or non-renewal of employment contracts.

Pay Deductions

If an employee is absent from work in excess of their earned sick, personal, or annual vacation leave days, pay equal to the excess of days absent shall be deducted from the employee's check. This applies to situations under FMLA in addition to those circumstances in which FMLA does not apply.

Refer to Policy GCBD: [Staff Leaves and Absences](#)

Refer to Administrative Regulation GCBD-AR: [Staff Leaves and Absences](#)

Eligibility

Eligible employees (for the purpose of leave benefits) are employees on a 50% or greater contract or letter of notification, excluding any temporary or hourly positions.

TYPES OF LEAVE

Sick Leave

Sick leave is defined as leave that can be taken with no loss of pay for personal illness or accident, including quarantine and for special circumstances as described below. Use of sick leave cannot be used to supplement vacation or personal leave. Under the School Board's authority, the principal/supervisor reserves the right to require medical documentation to verify an illness, injury, or incapacity at any time, particularly in cases when the sick leave exceeds three (3) consecutive work days, or when sick leave is taken the day before or after a local, state or national holiday or scheduled school break as established by the School Board or the Superintendent.

Eligible employees are credited with one (1) day for each month of employment pursuant to the length of the employee's contract (or letter of notification). Sick leave is awarded in advance at the beginning of the fiscal year. New employees will receive a pro-rated amount of sick leave (to the nearest quarter hour) based on their specific start date.

Refer to Administrative Regulation GCBD-AR: [Staff Leaves and Absences](#)

Sick Leave Bank

The School Board shall maintain a sick leave bank for full-time Plan 1/Plan 2 VRS employees who have prolonged, catastrophic, or long-term illness or injury and who have exhausted their own sick leave as long as one-third of the eligible members participate in the sick leave bank. In order to participate, an employee must have worked in the Staunton City Public Schools for at least one contract year. This requirement will be waived during the initial enrollment period.

Refer to Administrative Regulation GBEZ: [Sick Leave Bank](#)

Personal Leave

Personal leave is defined as leave that can be taken with no loss of pay at the discretion of the employee with no particular reason specified. Three (3) days are granted per year for all eligible contracted employees. Personal leave is awarded in advance at the beginning of the fiscal year. New employees will receive a prorated amount (to the nearest quarter hour) of personal leave based on their specific start date.

Refer to Administrative Regulation GCBD-AR: [Staff Leaves and Absences](#)

Annual Vacation Leave

The purpose of vacation leave benefit is to provide a paid time off leave benefit program for full time 12 month employees. Vacation leave is defined as leave that can be taken at the discretion of the employee, with no loss of pay and with no specific reason given. Vacation leave is awarded only to employees on a 12 month/240/260 day contract. Vacation leave is awarded on a monthly basis.

Refer to Administrative Regulation GCBD-AR: [Staff Leaves and Absences](#)

Civic Leave

Jury Duty or Subpoena leave is defined as leave that can be taken with no loss of pay to report to jury duty or when the employee has received a summons to appear in court through no action that is controlled by or precipitated by the employee. There must be a legal summons for the employee to serve on jury duty or to appear in court and the documentation must be provided to the Human Resources Department.

Refer to Administrative Regulation GCBD-AR: [Staff Leaves and Absences](#)

Professional Leave

Professional leave is defined as leave that can be taken with no loss of pay to attend a professional meeting, workshop, or conference related to the job assignment of the employee. Reimbursement for **approved expenses** will be made to the employee based on availability of funds and allowable amounts set by the school division for conference travel.

Refer to Administrative Regulation GCBD-AR: [Staff Leaves and Absences](#)

Military Leave

All employees of Staunton City School Board who are members of the state or federal military reserves are entitled to leaves of absence from their duties on all days during which they are engaged in federally funded military duty, including training duty, or when called forth by the Governor. All employees on military leave will receive up to 15 days paid leave per federally funded tour of duty. In addition, full-time employees of the Staunton City School Division whose active duty service with the regular armed forces of the United States or the National Guard or other reserve component requires his or her absence from employment will receive supplemental pay in the amount of *a one-time payment of \$100*, if the employee's military compensation is less than the regular salary paid to the employee by the school division.

Refer to Administrative Regulation GCBEB: [Military Leave and Benefits](#)

Leave without Pay

Leave without Pay -Short Term

All employees who work four hours or more (per your contract or letter of notification), five days a week are eligible for leave without pay-short term. Leave without pay is defined as leave that is taken with a loss of pay at the employee's current daily or hourly rate. Leave without pay shall not exceed five (5) days, and should be used only on an exceptional basis and is subject to prior approval. Employees who have depleted all of their personal, vacation or compensatory leave may be granted leave without pay by their principal or supervisor on a case by case basis.

Leave without Pay-Long Term (Leave of Absence without Pay)

Extended leave may be granted to eligible employees for the following reasons:

1. A qualifying circumstance under FMLA or the employee's debilitating or life-threatening illness or injury (*). In the event the employee's circumstance qualifies for FMLA, then policy GCBE Family Medical Leave Act will be followed.
2. Non-FMLA reasons which may include personal growth (i.e. professional full-time study) and personal family responsibility.

Full-time “exempt employees” who have completed four (4) consecutive years of proficient/satisfactory service are eligible to apply for a leave of absence without pay. Employees may be granted a leave of absence for up to one school year. However, the leave of absence shall not cross over contract years. Requests for leave of absences which exceed five (5) days must be submitted in writing to the appropriate supervisor or principal. Requests for leaves of absence which will occur in the next contract year are to be made by employees when they respond to the School Board’s Letter of Intent in the spring. The Superintendent shall review and approve ALL employee leave requests which exceed 10 days and consider all appeals. Leave requests denied by the Superintendent shall be communicated, in writing, to the employee. All leave requests that extend beyond 90 calendar days MUST be approved by the School Board.

***Leave without pay-Short Term: Employee’s Debilitating or Life-Threatening Illness or Injury**

A leave of absence, without pay, may be granted by the Superintendent and/or Designee 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 as described in Policy GCBE because they have not worked for the division for 12 months or have not worked at least 1250 hours according to the Fair Labor Standards Act, 29 U.S.C. § 201 et seq. Employees with a debilitating or life-threatening illness who are entitled to leave under this policy may take up to thirty (30) days unpaid leave during their first year of employment with the school division.

Absence without Leave

The absence of an employee who does not secure prior approval of vacation, sick, personal or leave without pay is considered as absent without leave (AWOL). The employee receives no pay for the period of unauthorized absence and the AWOL may also result in disciplinary action leading up to and including dismissal.

Refer to Administrative Regulation GCBD-AR: [Staff Leaves and Absences](#)

Family and Medical Leave Act (FMLA)

The Staunton City School Board recognizes its obligation to provide its eligible employees with unpaid leave pursuant to the Family and Medical Leave Act (FMLA), 29 U.S.C. § 2601 et seq. This policy describes the benefits available to eligible employees under the Act. Any eligible employee is entitled to leave for a combined total of twelve (12) weeks per year for the following situations:

1. The birth and care of a newborn child;

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

Refer to Policy GCBE: [Family Medical Leave](#)

Disability Leave

For Hybrid Plan members, The Standard Company provides short-term and long-term disability benefits at the employer's expense for permanent full-time employees of Staunton City Schools. For more information, please refer to [Hybrid Plan Member Disability Benefits](#).

ENDING EMPLOYMENT WITH SCS

Upon verbal or written notice of resignation, retirement or separation, the Human Resources Department will contact the employee to notify the employee of the [Exit Process with Staunton City Schools](#). During the Exit Process, information will be provided on insurance, retirement benefits, and final payroll processing.

Retirement

There is no mandatory retirement age for Staunton City School employees. Retirement policies and procedures are in accordance with statutes establishing and empowering the function of the Virginia Retirement System. For additional information about retirement benefits, please visit [VRS Getting Ready to Retire](#) and [Social Security Administration](#).

Resignation

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.

Refer to Policy GCPB: [Resignation of Staff Members](#)

Refer to Administrative Regulation GCPB-AR: [Resignation of Staff Members](#)

Reduction in Force

A decrease in enrollment, abolition of particular subjects, a decrease in the School Board's budget as approved by the appropriating body, a consolidation of schools, the phasing out of programs, departments or grade levels and other conditions may cause a reduction in the number of staff needed in a building, program or department or in the entire school division.

General reduction in total personnel and redistribution of personnel within designated programs shall be done in accordance with regulations adopted by the Board. The regulations will not provide for reductions to be made solely on the basis of seniority; they will include consideration of the performance evaluations of the teachers potentially affected by the reduction in workforce and other factors.

Refer to Policy GCPA: [Reduction in Professional Staff Work Force](#)

Refer to Administrative Regulation GCPA-AR: [Reduction in Work](#)

Dismissal/Termination

Teachers may be dismissed for incompetency, immorality, non-compliance with school laws and regulations, disability in accordance with State and federal law, conviction of a felony or a crime of moral turpitude or other good and just cause. "Incompetency" includes, but is not be limited to, consistent failure to meet the endorsement requirements for the position or one or more unsatisfactory performance evaluations. A teacher shall be dismissed if such teacher is or becomes

the subject of a founded complaint of child abuse and neglect, pursuant to Va. Code § 63.2-1505, and after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted.

Refer to Policy GCPD, GCPF: [Staff Conduct: Expectations and Discipline](#)

Refer to Policy GCPD & Administrative Regulation GCPF-AR: [Staff Conduct: Maintaining Staff/Student Boundaries & Social Media and Digital Communication](#)

Refer to Administrative Regulation GBM-AR: [Procedure for Adjusting Grievances](#)

The employment of support personnel may be terminated with fifteen calendar days' notice. Support personnel may also be subject to immediate dismissal for just cause. Support personnel who are removed from employment for just cause shall be ineligible thereafter for employment by Staunton City Schools.

Refer to Policy GDB: [Support Staff Employment Status](#)