

# **Prince George County Public Schools**



**Employee Handbook  
2020-21**



## **EMPLOYEE HANDBOOK RECEIPT ACKNOWLEDGEMENT**

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

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

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

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

*[Signature]* \_\_\_\_\_

Name  
(printed) \_\_\_\_\_

Dated: \_\_\_\_\_

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



# FORWARD

The purpose of this handbook is to provide information that will help with frequently asked questions to guide the way for a successful year. Not all district policies and procedures are included. It is a quick reference to, and brief explanation of, district policies and procedures related to employment. These policies and procedures may be updated throughout the year. These updates shall supersede any handbook provisions that are not compatible with the change.

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



# **PREFACE**

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

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

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

***Lisa Pennycuff, Ed.D.***  
***Superintendent***





## **Mission Statement**

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

## **Strategic Goal**

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

## **Guiding Principles**

Students learn best in a safe, secure, and positive learning environment.

Student achievement and continuous growth are the core priorities of our school division.

Student achievement is excelling academically to one's highest potential.

Recruiting and retaining a highly qualified and diverse staff are essential to the success of our students.

Staff is committed to understanding and meeting the needs of our school community.



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

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**Chairman**

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Prince George, VA 23875  
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E-mail: [cjohnson@pgs.k12.va.us](mailto:cjohnson@pgs.k12.va.us)

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**Vice Chairman**

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**Mrs. Rebecca B. Kirk**  
**Clerk of the Board**

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Disputanta, VA 23842  
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E-mail: [bkirk@pgs.k12.va.us](mailto:bkirk@pgs.k12.va.us)

# 2020 School Board Meeting Schedule

DATE	TIME	TYPE	LOCATION
January 13, 2020	6:30 P.M.	Regular	Board of Supervisors Meeting Room
February 3, 2020	6:30 P.M.	Regular; <i>Superintendent presents proposed 2020-21 Budget</i>	Board of Supervisors Meeting Room
<i>February 13, 2020</i>	<i>6:00 p.m.</i>	<b>Budget Work Session</b> <i>(if needed)</i>	<i>School Board Office</i>
<i>February 20, 2020</i>	<i>6:00 P.M.</i>	<b>PUBLIC HEARING on Budget</b>	<i>School Board Office</i>
March 2, 2020	6:30 P.M.	Regular; Request for Approval of 2020-2021 <b>Budget</b>	Board of Supervisors Meeting Room
March 30, 2020	6:30 P.M.	Regular	PGHS - Commons
May 4, 2020	6:30 P.M.	Regular	Board of Supervisors Meeting Room
June 1, 2020	6:30 P.M.	Regular	Board of Supervisors Meeting Room
July 6, 2020	6:30 P.M.	Regular	Board of Supervisors Meeting Room
August 3, 2020	6:30 P.M.	Regular	Board of Supervisors Meeting Room
September 14, 2020	6:30 P.M.	Regular	Board of Supervisors Meeting Room
October 5, 2020	6:30 P.M.	Regular	Board of Supervisors Meeting Room
November 2, 2020	6:30 P.M.	Regular	Board of Supervisors Meeting Room
<i>November 18-20, 2020</i>		<i>VSBA Conference</i>	<i>Williamsburg, Virginia</i>
December 7, 2020	6:30 P.M.	Regular	Board of Supervisors Meeting Room
January 11, 2021	6:30 P.M.	Regular	Board of Supervisors Meeting Room

*\*School Board members are asked to reserve the third Thursday of each month for work sessions when needed. Work sessions will be announced/advertised when needed.*

Approved: January 8, 2020

**\*MEETING LOCATION SUBJECT TO CHANGE**

## Central Office Administrative Staff

Lisa Pennycuff, Ed.D.  
*Superintendent*

William Barnes  
*Assistant Superintendent for Instruction and Accountability*

Dustin Menhart  
*Assistant Superintendent of Support Services*

Rebecca Kirk  
*Assistant to the Superintendent*

Monique Barnes  
*Director of Finance*

Laura Estes, Ed.D.  
*Director of Human Resources*

Robin Germanos  
*Director of Elementary Education*

Stephanie Bishop  
*Director of Secondary Education*

Willie Elliott  
*Director of Gifted, Title I & MYP*

Scott Brubaker  
*Director of Technology*

Ronald Rhodes  
*Director of Operations*

Dustin Nase  
*Director of Transportation*

Jason Chandler  
*Associate Director of Curriculum and Instruction*

Kae Partin  
*Co-Director of Student Services*



Matt Weston  
*Coordinator of Career and Technology Education*

Michelle Grate  
*Coordinator of Health Services*

Lana Pearce  
*Coordinator of Food and Nutrition Services*

Miko Chan  
*Coordinator of Human Resources*

Michael Campbell  
*Coordinator of Communications and Public Relations*

Angela Mitchell  
*Coordinator of Pre-School and EL*

## School Buildings and Principals

### **L. L. Beazley Elementary**

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

### **North Elementary**

11106 Old Stage Road  
Prince George, VA 23875  
Gr. K-5 458-8922  
Theresa Marshall, Principal  
Kelly Jones, Asst. Principal  
Raymonda Rhoades, Asst. Principal

### **William A. Walton Elementary**

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

### **N. B. Clements Jr. High**

7800 Laurel Spring Road  
Prince George, VA 23875  
Gr. 8-9 733-2730  
Thad Sebera, Principal  
Melanie Barron-Ficke, Asst. Principal  
TBA, Asst. Principal

### **Prince George Ed Center**

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

### **David A. Harrison Elementary**

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

### **South Elementary**

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

### **J. E. J. Moore Middle**

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

### **Prince George High**

7801 Laurel Spring Road  
Prince George, VA 23875  
Gr. 10-12 733-2720  
Michael Nelson, Principal  
Donna Branch-Harris Asst. Principal  
Christina Pope, Asst. Principal  
Matthew Mcallister, Asst. Principal  
Bruce Carroll, Athletic Director

### **Rowanty Voc. Tech Center**

20000 Rowanty Road  
Carson, VA 23830  
732-4950  
Cheryl Simmers, Principal  
Marseille Maxey, Dean of Students

# PRINCE GEORGE, VIRGINIA SCHOOL CALENDAR 2020-2021

**August 17-25** – New Teacher

Orientation

**August 25** – All Teachers Report

**September 8** – First Day of School

## **Teacher Workdays**

August 25, 26;

September 1, 2, 3

November 3 (½ day)

February 1 (½ day) April 12 (½ day)

## **Staff Development Days**

August 27, 28, 31

November 3 (½ day)

February 1 (½ day) April 12 (½ day)

## **Potential Make-Up Day (if needed)**

November 11

November 25

February 1

April 12

## **No School for Students**

November 3

February 1

April 12

## **Holidays:**

July 4 – Independence Day

September 7 – Labor Day

November 11 – Veterans Day

**November 25-27 – Thanksgiving**

**Dec. 21 – Jan. 1 – Christmas Break**

January 18 – Martin Luther King Jr. Day

**April 5-9 – Spring Break**

May 31 – Memorial Day

**June 19, 2021 - Graduation Day**



# Prince George County Schools

## 2020-2021 School Year

July 2020				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
1 Summer Enrichment 2 Holiday - Independence Day 7-29 Freshen Up Summer School 7-29 Middle & Elem. Academy 13-30 Fine Arts Academy 29 Summer School Graduation 2,3,10,17,24,31 Offices Closed				

August 2020				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
17-25 New Teacher Orientation 25 All Teachers Report 25-26 Teacher Workdays 27-31 Staff Development Day 7,14,21 Offices Closed				

September 2020				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
1-3 Teacher Workday 4 Teacher Holiday 7 Holiday - Labor Day 8 First Day of School 17 Days				

October 2020				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
7 Interim Report Distribution 22 Days				

November 2020				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
3 Teachers (Workday/Prof. Dev) 3 No School for Students 10 End of 1st Marking Period 11 Holiday - Veterans Day 17 Report Card Distribution 25-27 Thanksgiving Break 16 Days				

December 2020				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
16 Interim Report Distribution 21-31 Christmas Break 14 Days				

January 2021				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
1 Christmas Break 18 Holiday - Martin Luther King Day 29 End of 2nd Marking Period 19 Days				

February 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
1 Teachers (Workday/Prof. Dev) 1 No School for Students 5 Report Card Distribution 19 Days				

March 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
3 Interim Report Distribution 23 Days				

April 2021				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
2 End of 3rd Marking Period 5-9 Spring Break 12 Teachers (Workday/Prof. Dev.) 12 No School for Students 16 Report Card Distribution 16 Days				

May 2021				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
12 Interim Report Distribution 31 Holiday - Memorial Day 20 Days				

June 2021				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
16-18 Early Release Schedule 16-18 Secondary Exams 18 End of 4th Marking Period 18 Last Day of School 19 Graduation Day 23 Secondary Report Cards Mailed 21-30 Summer Enrichment 25 Offices Closed 14 Days				

## Holiday Observances

Schools and Offices Closed

Labor Day – September 7
Veterans Day – November 11
Thanksgiving – November 25-27
Winter Break – December 21 – January 1
Martin Luther King, Jr. – January 18
Spring Break – April 5 -9
Memorial Day – May 31
Independence Day - July 5

## Potential Make-up Days

These days may be used to make up missed instructional days.

November 11
November 25
February 1
April 12

## Other Information

**Student Early Release Days**

Secondary: 11:45 A.M.

Elementary: 12:45 P.M.

**Elementary Parent Conferences**

*by appointment only throughout the year*

## Report Card Dates

Interim	End of Quarter	Report Card
October 7	November 10	November 17
December 16	January 29	February 5
March 3	April 2	April 16
May 12	June 18	June 18*

\*Secondary Report Cards Mailed June 23

## Teacher Information

**Teacher Work Day/Professional Development Combination Days Schedule:**  
8:00 – 11:00 a.m. – Staff Development  
12:00 – 3:00 p.m. – Teacher Workday

→ Above times may be reversed at the discretion of individual school administrators due to availability of personnel for Staff Development.

→ It may be necessary to reverse/switch some days in August, too, due to availability of personnel for Staff Development.

**Full Day Professional Development hours**  
8:00 A.M. - 3:00 P.M.

**Full Day Teacher Work Day hours**  
8:00 A.M. - 1:00 P.M.

**August 24:**

Schools will be open for classroom set up

**Teacher Workdays**

August 25, 26; September 1, 2, 3

November 3 (½ day)

February 1 (½ day) April 12 (½ day)

**Staff Development Days**

August 27, 28, 31

November 3 (½ day)

February 1 (½ day) April 12 (½ day)

*This calendar is prepared for 180 instructional days with full Teacher Work Day hours from 8:00 A.M. until 1:00 P.M. AND full Staff Development hours from 8:00 A.M. until 3:00 P.M. Teachers are contracted for 200 days of which 191 days are reflected.*

*Other important information can be found on our website at [pgs.k12.va.us](https://pgs.k12.va.us)*

*\*The School Board reserves the right to modify the calendar.\**

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

2020 Summer Work Hours for 12-Month Employees  
2021 Summer Work Hours for 12-Month Employees

**June 15 – August 20, 2020 (M-Th)**  
**June 21 – August 19, 2021 (M-Th)**

## **EMERGENCY CLOSING PROCEDURES**

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

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

Please check our website, [pgs.k12.va.us](http://pgs.k12.va.us), and any of these sources:

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

## **CLOSING CODES**

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

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

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

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

## **NOTES REGARDING CLOSING CODES**

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

## **EMPLOYEE HANDBOOK**

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

## **POLICY CHANGES**

Copies of all School Board policy changes are sent to each school building as well as being maintained at the School Board Office. Policy manuals can be found at the school system's home page at [pgs.k12.va.us](http://pgs.k12.va.us) under *Forms & Documents/Policy Manual*.

## **FINGERPRINTING and CHILD PROTECTIVE SERVICES**

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

## **VACANCIES**

Information on job openings within the Prince George County Public Schools can be obtained by calling (804) 733-2700 or by reviewing our website at [pgs.k12.va.us](http://pgs.k12.va.us). Positions are posted within the school system

and advertised in local newspapers and other media platforms, when appropriate.

## **SUBSTITUTES/VOLUNTEERS**

The Prince George County Public School Division has partnered with ESS to manage our substitute program. ESS is now responsible for the hiring, training, and placement of all daily and long-term substitute teachers, paraprofessionals, clerical and custodial staff.

Principals shall have the responsibility of ensuring campus users enter absences and request substitutes in a satisfactory manner for teaching services.

To access an Absence Management account, visit **AesopOnline.com** and sign in using the User ID and PIN provided. Schools must assign an active ESS employee to fill daily absences in the ESS Campus User System. Long Term assignments must be entered into the Long-Term Portal, however.

If you have any questions regarding substitutes, please contact the ESS on-site Manager or HR.

## **SUPERVISION OF THE EVALUATION PROCESS**

The Superintendent assures that cooperatively developed procedures for professional staff evaluations are implemented throughout the division and included in the division's policy manual. The results of the evaluation are in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the person being evaluated.



## **CHILD ABUSE PREVENTION**

Every employee of Prince George 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 inform the building Administrator and Supervisor, then 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.

## **EMPLOYEE IDENTIFICATION BADGES**

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

## **POSITION RECLASSIFICATION**

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

## **STAFF ASSIGNMENTS AND TRANSFERS**

### **A. Assignment**

The superintendent assigns employees to positions consistent with their abilities.

#### **1. Administrators and supervisors other than principals -**

Assignment of administrative positions shall be based upon leadership skills, scholarship, character, special abilities or skills, and competence.

#### **2. Principals, Assistant Principals and 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.

### **B. Reassignments/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, principal or assistant principal for that school year.

Teachers may request a change of assignment within the areas of their certification. The administration shall develop procedures for the handling of voluntary teacher transfer requests.

As used in this policy, "supervisor" means a person who holds an instructional supervisory position as specified in the regulations of the Board of Education and who is required to hold a license as prescribed by the Board of Education.

### **C. 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.

Support staff personnel may request a transfer to a position within their area of competence and for which they are qualified. Support staff personnel may be transferred to positions for which their qualifications

best meet the needs of the school division.

### **JOB SHARING**

Employees may be approved by the superintendent when it is mutually beneficial for the employees and the school division. If approved, the regulations and benefits outlined in School Board policy GCE will be adhered to.

### **GRIEVANCE PROCEDURE**

The Prince George School Board adopts the following procedure in accordance with § 22.1-79(6) of the Code of Virginia, as amended. Nothing in this procedure is intended to create, nor shall it be construed as creating, a property right in employment, nor shall this procedure be interpreted to limit in any way whatsoever the School Board's exclusive final authority over the employment and supervision of its personnel. *(See School Board policies GBM, GBMA, and GBMA-R.)*

### **TOBACCO-FREE SCHOOLS**

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

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

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

## **DRUG FREE WORKPLACE**

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

**Violations:** The unlawful manufacture, distribution, dispensing, possession, or use (which includes being under the influence) of a controlled substance (including alcohol or anabolic steroids) by any employee on school property, at any school activity, or on any school-sponsored trip is prohibited. *(Refer to School Board policy GBEA and GBEA-R.)*

Employees who engaged in conduct prohibited by federal regulation or by the Omnibus Transportation Employee Testing Act of 1991 and U. S. Department of Transportation Regulations are subject to appropriate consequences. *(For bus drivers, please refer to policy GDQ and GDQ-R of the Prince George County Public Schools Policy Manual.)*

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

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

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

## **COMMUNICABLE DISEASE**

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

## **FIREARMS AND DANGEROUS WEAPONS**

No one may possess or use any firearm or any weapon, as defined in Policy JFCD Weapons in School, 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 on any school bus without authorization of the superintendent or superintendent's designee. The superintendent or superintendent's designee is permitted to give authority to possess a firearm on school property only to persons expressly authorized by statute to possess a firearm on school property.

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

Illegal conduct will be reported to law enforcement officials.

## **SEXUAL HARASSMENT**

The Prince George 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 Prince George 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.

The school division

- promptly investigates all complaints, written or verbal, of harassment 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;
- promptly takes appropriate action to stop any harassment;
- takes appropriate action against any student or school personnel who violates this policy; and

## **SEXUAL HARASSMENT (continued)**

- takes any other action reasonably calculated to end and prevent further harassment of school personnel or students.

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. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the Compliance Officers designated in this policy. *(Refer to School Board Policy GBA/JFHA.)*

## **NONDISCRIMINATION**

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

The Prince George County School Board provides facilities, programs and activities that are accessible, usable and available to qualified disabled persons. Further, the Prince George County School Board does not discriminate against qualified disabled persons in the provision of health, welfare and other social services. *(Refer to School Board Policy GB.)*

## **INTERNET USE**

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

## **INSTRUCTIONAL AND ADMINISTRATIVE STAFF EMPLOYMENT**

It is the desire of the Prince George County 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 may, at the request of the Superintendent, 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, to move an employee whose performance is unsuccessful to a position in which the employee might be successful or to discipline an employee for conduct deficiencies.

Current division employees are given an opportunity to apply for positions for which they are qualified.

The applicant determined to be the best qualified shall be selected for a vacant or new position, regardless of whether the applicant is an internal or external candidate.

Application for employment in the Prince George County Public Schools shall be made on forms provided by the Department of Human Resources.



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

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

### **LICENSURE RENEWAL**

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

### **FOOD AND NUTRITION CERTIFICATION**

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

## **PROBATIONARY PERIOD FOR INSTRUCTIONAL PERSONNEL**

Teachers who are beginning their Virginia teaching careers in Prince George may serve up to three years of probation before they are eligible to be recommended for a continuing contract. (*Refer to School Board policy GCG*).

## **COURSES FOR RENEWAL CREDIT**

Courses taken for recertification by a teacher must be approved by the building Principal or Assistant Superintendent for Instruction. This requirement is established to ensure that teachers enroll in classes in their academic teaching area or classes required to enhance their instructional delivery.

## **STAFF DEVELOPMENT**

Standards of Quality and Objectives for Public Schools in Virginia state that each school division shall provide a program of personnel development designed to help all personnel become more proficient in performing their assigned responsibilities.

Prince George County School Board supports staff training and provides a program of high-quality professional development in a number of ways throughout the school year.

## **DUTY-FREE LUNCH PERIODS**

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

## **HOME CONTACT**

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

## **SALARIES**

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

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

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

## **ATTENDANCE EXPECTATIONS**

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal. (*Refer to School Board policy GAA.*)

## **WORKDAY FOR STAFF**

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

Teacher Regular Workday: Teachers shall report for duty each morning before their assigned duties as required by School Board policy. Each teacher shall be on duty at least fifteen minutes after school is dismissed unless assigned duties, scheduled meetings, or extenuating circumstances require an earlier or later departure. While it is

**WORKDAY FOR STAFF (continued)**

anticipated that the employee shall be at the school for a minimum of

seven (7) hours per day on days set forth in the official calendar requiring teachers to report for duty, subject to calendar changes approved by the School Board, the employee shall be required to do so by the principal, Superintendent, or School Board. Reduction in time requirements will be made at the discretion of the superintendent or School Board.

Where approved by the School Board, certain teachers are paid a per diem rate for extended employment. On extended days before or after regular teacher workdays, teachers shall work their normal hours. Teacher hours may be adjusted by the Superintendent if needed to address the safety and security of students.

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

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

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

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

## **WORKDAY FOR STAFF (continued)**

as during the regular school year.

School Board Administrative Office Personnel Workday: Personnel assigned to teach any part of the school day in a school shall be on duty for the hours established for teachers in that school or, if assigned to teach in more than one school, the maximum time schedule of the schools served. Non-teaching personnel employed in the School Board Administrative Office shall be on duty between 8:30 a.m. - 5:00 p.m. (Food and Nutrition hours are from 7:30 a.m. - 3:30 p.m.) with a lunch period of one hour, as well as that time necessary to perform duties to carry out the responsibilities of their positions that must be performed at times other than during office hours.

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

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

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

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

## **WORKDAY FOR STAFF (continued)**

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

Other Support Staff Regular Workday: Custodians and paraprofessionals shall be on duty each official workday for the hours established by the superintendent or his/her designee and based on the salary-wage schedules adopted by the Prince George County School Board. Paraprofessionals shall work student days and teacher hours. Principals of each school shall be responsible for the supervision of hours worked and for coordinating beginning, ending, and lunch time schedules with appropriate supervisory personnel.

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

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

## **DRESS CODE**

In dress, conduct, and interpersonal relationships, teachers and other staff members should recognize that they are being continuously observed by students. Their actions and demeanor will be reflected in the conduct of the students.

It is of paramount importance that the members of the staff set good examples in conduct, manners, dress, and grooming.

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

## **SUPPORT PERSONNEL EMPLOYMENT**

Support staff personnel are those employees who need not hold a license issued by state education authorities in order to obtain their positions. Support staff are not issued written contracts unless such contracts are required by law.

This category includes, but is not limited to, non-certificate administrative positions, clerical, maintenance, transportation, food and nutrition, and paraprofessionals.

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

## **PROBATIONARY PERIOD FOR SUPPORT STAFF**

The probationary period for all support staff positions is twelve (12) months, but may be extended in accordance with the Code of Virginia. This period may not exceed eighteen (18) months.

Employees who have successfully completed the probationary period for one position will serve another probationary period if they move to another position.

## **MISCELLANEOUS LEAVES**

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

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

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

### **Sick Leave Plan:**

Revisions in leave policies GCBD-R and GCBD-R HYBRID were made at the May 2020 School Board meeting. Separate policies were necessitated by the introduction of the Virginia Retirement System's Hybrid Plan. The changes effect the sick leave accumulation for the Virginia Retirement System **Hybrid employees**. *(Refer to School Board policies GCBD-R and GCBD-R HYBRID.)*

1. Each employee employed under contractual agreement shall earn one day sick leave per month without loss of pay for personal illness, and shall be allowed unlimited accumulation. Leave will be provided at the start of the contracted year (i.e., 10 days per year for 10-month contracted employees). Employees who separate from the division with any used, but unearned sick leave time shall be charged for those days from the final paycheck.
2. Earnings for less than a full year of full time employment shall be at the rate of one per month or major fraction thereof. This provision applies to those employees who do not begin work at the start of the school year and to those who do not complete the full year.
3. Employees may use paid sick leave for any illness/injury of self and of a member of the employee's immediate family. In all cases of illness/injury of five or more consecutive days' absence, the employee must supply the division superintendent's office with a



## **MISCELLANEOUS LEAVES (continued)**

doctor's certificate verifying the illness. Employees identified with chronic absences may be required to provide medical documentation for any absence.

4. The immediate family of any employee shall be regarded to include natural parents, foster parents, stepmother, stepfather, wife, husband, children, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents and grandchildren. Also other relatives living in a household. (Any other relatives living in the household of an employee is limited only in that the relative, however distant, must live in the actual household.)
5. All accumulated sick leave shall terminate upon expiration of employment. An employee may transfer from one school system to another in Virginia and likewise transfer any such accumulated leave if the School Board of the system to which the transfer is being made signifies its willingness to accept such transfer. The Prince George County School Board will accept transfer of accumulated sick leave earned from another Virginia school system regardless of the length of time elapsed since last employment, unless the employee was paid for the sick leave days upon resignation. Prince George County does not accept sick leave accumulated outside the state of Virginia.
6. Upon retirement with a minimum of ten (10) years of service in the Prince George County Public Schools, employees will be paid a daily rate equal to 25% of their per diem rates for accumulated sick leave up to a maximum as follows:

Prince George County Public School Experience:

### **VRS Plan 1 and VRS Plan 2 Employees**

10-20 years	125 days maximum sick leave payout
20 or more years	150 days maximum sick leave payout

### **VRS HYBRID Employees**

10-20 years	40 days maximum sick leave payout
20 or more years	60 days maximum sick leave payout

Retirement is defined as receiving a benefit from a bona fide retirement system such as the Virginia Retirement System or Social Security.

## **MISCELLANEOUS LEAVES (continued)**

### **Grandfathered Policy Provision (November 2000):**

Administrators, teachers, and secretaries employed prior to July 1, 2000 who qualify for this benefit, will not be paid less than \$60.00 per day for their accumulated sick leave up to a maximum of 125 days. Aides, custodians, transportation personnel, maintenance personnel, and food services personnel employed prior to July 1, 2000 who qualify for this benefit, will not be paid less than \$25.00 per day for 70 days.

### **Grandfathered Policy Provision (November 2000; Only applicable for employees converting from VRS Plan 1 and VRS Plan 2 to the VRS Hybrid Plan)**

Administrators, teachers, and secretaries employed prior to July 1, 2000 who qualify for this benefit, will not be paid less than \$60.00 per day for the maximum accumulation noted above. Aides, custodians, transportation personnel, maintenance personnel, and food services personnel employed prior to July 1, 2000 who qualify for this benefit, will not be paid less than \$25.00 per day for the maximum accumulation noted above.

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

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

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

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

## **MISCELLANEOUS LEAVES (continued)**

**Liberal Leave:** For emergency closing purposes, liberal leave may be taken if an employee is unable to report to work. Liberal leave will require the use of personal or vacation leave.

## **FAMILY MEDICAL LEAVE**

An employee who has worked for the School Board (i) for at least 12 months and (ii) for at least 1,250 hours during the previous 12-months is eligible to apply for the leave provided herein.

An eligible employee shall be entitled to a total of 12 workweeks of unpaid leave during 12-month period measured from July 1 to June 30 leave for one or more of the following:

- (a) because of the birth of a son or daughter of the employee and in order to care for such son or daughter;
- (b) because of the placement of a son or daughter with the employee for adoption or foster care.
- (c) because the employee is needed to care for his spouse, son, daughter or parent, if such spouse, son, daughter, or parent has a serious health condition.
- (d) because of a serious health condition that makes the employee unable to perform the functions of his or her position.
- (e) because of any qualifying exigency as defined in Department of Labor regulations, (hereinafter Qualifying Exigency Leave), arising out of the fact that the spouse, or a son, daughter, or parent of the employee is a military member on covered active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. Moreover, an eligible employee may take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty.  
*(Refer to School Board policy GCBE for further details.)*

## **LEAVE WITHOUT PAY**

A leave of absence, without pay, may be granted to employees of the school division who have a debilitating or life-threatening illness or injury and who are not eligible for Family and Medical Leave as described in Policy GCBE Family and Medical Leave 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. Leave may be taken only in full-day increments. Leave may be taken only when the employee has no other leave (such as sick leave) available.

Employees must submit medical documentation of their need for leave. Whenever possible, documentation must be provided prior to leave being taken. (*Refer to School Board policy GCBEA.*)

## **EMPLOYEE UTILIZATION IN MAJOR EMERGENCY SITUATIONS**

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

## **STAFF ETHICS/CONFLICT OF INTEREST**

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

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

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

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

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

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

## **FRINGE BENEFITS**

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

All contracted employees will receive compensation in equal installments.

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

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

## **FRINGE BENEFITS (continued)**

**Health Insurance:** At the present time health insurance is provided for all eligible employees\* as a fringe benefit by the Prince George County School Board. Information is available at the administration office. All forms must be completed and sent to the School Board Office within 30 days of coverage eligibility. When an individual leaves the Prince George School System they may keep this coverage as defined under COBRA. The premiums must be submitted to the finance office at the School Board.

Upon retirement, any employee under the Prince George Schools Health Insurance Plan can remain part of the Group Health Insurance Plan until the age of 65 as long as they pay the premiums as established for all employees with health insurance coverage. Upon reaching the age of 65, retirees will be transitioned to a Prince George County School Board sponsored Medicare supplement plan. Any elected member of the School Board who has served at least two (2) consecutive terms effective January 1, 2015, shall have the option of continuing health insurance coverage under the Prince George School's Health Insurance Plan, until Medicare eligible, provided the retired School Board member pays the full premium. This benefit is for the retired School Board member only. Premiums must be paid by the date established by the School Board Office Finance Department to assure prompt payment to the service provided. If a retiree drops our group health insurance after/upon retirement, he/she may not rejoin our group insurance plan. Retirement is defined as receiving a benefit from a bona fide retirement system such as the Virginia Retirement System or Social Security.

**Voluntary Deductions:** There are several voluntary deduction programs that have been adopted by the Prince George School Board. Payroll deduction for these programs may be made provided individuals participating do so voluntarily and submit individually signed authorization for such deductions.

Among the programs are a number of group insurance and savings plans, including the Credit Union. Additional information is available at the administration office.

**Vacation:** Twelve-month employees are entitled to annual vacation leave. The annual leave benefit is intended to provide twelve-month employees an opportunity for time off. The Prince George County School Board encourages the use of annual leave on a regular basis to optimize

the benefit of rest and recreation afforded by leave and to avoid excess accumulation of unused annual leave.

Annual leave shall be earned based on the following schedule:

<b>Years of Service</b>	<b>Days Per Month</b>	<b>Days Per Year</b>
0 -10	.833	10
11 and over	1.25	15

Annual vacation leave may be carried forward from one year to the next.

Employee vacation days are to be approved by the building administrator/ supervisor in advance upon consideration of job responsibilities and deadlines associated with the employee's position. At the time an employee terminates employment with the School Board, or no longer holds a twelve-month position, the employee will be paid for unused annual leave up to a maximum of 30 days at the per diem rate at the time of termination or reassignment to a non-twelve month position.

**Holidays:** All employees of the Prince George County School Board are granted holidays in accordance with the adopted school calendar.

### **WORKER'S COMPENSATION AND SAFETY**

An effective workers' compensation program includes many parts, all of which are important. It is the policy of Prince George County Public Schools to make deliberate, organized efforts to return injured employees to productive employment as early is possible, compatible with physical restrictions and good medical practices.

Our first responsibility is the prevention of occupational injuries and illnesses. Despite our best efforts, injuries and illnesses do sometimes occur. Workers' compensation provides benefits for an employee in the event of certain occupational illnesses, injuries, or death. (*Refer to School Board policy GCBE-R.*)

## **WORKER'S COMPENSATION AND SAFETY (continued)**

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

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

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

1. Each administrator, garage foreman, supervisor of food service, maintenance foreman, etc. will have a supply of accident report forms on hand.
2. An employee who has an injury or illness, no matter how minor it may appear, shall report the injury or illness to his supervisor immediately. The supervisor will immediately complete and forward a report of the injury or illness to the personnel specialist who will forward this report to the school system's insurance carrier within 24 hours. Failure to report the injury or illness promptly may result in the loss of compensation and payment of medical bills.
3. At the time of injury, the employee will be supplied with a copy of the approved physicians list. EMPLOYEES MUST UTILIZE THE SERVICES OF ONE OF THE DESIGNATED PHYSICIANS OR DENTISTS ON THE APPROVED LIST. OTHERWISE, THE EMPLOYEE WILL BE RESPONSIBLE FOR ANY MEDICAL BILLS INCURRED.
4. The employee who has been injured should ask the physician or hospital to send the physician's report to the Prince George County School Board Office and they will forward it to the company.
5. When an employee is unable to report to work because of a work related disability that is the result of an approved compensable injury under the Virginia Workers' Compensation Act, the employee will receive full salary (minus normal payroll deductions) for the first seven (7) days on incapacity (weekends/holidays are included in the count and the days do



## **WORKER'S COMPENSATION AND SAFETY (continued)**

not have to be consecutive). This first seven days of workers' compensation leave will not be charged to the employee's

earned leave and will be considered "administrative leave." Such absence must be documented in writing as medically necessary by a panel physician approved by our Workers' Compensation insurance provider.

If the absence is longer than seven days, our Workers' Compensation insurance provider will provide compensation benefits in accordance with the provisions of the Virginia Workers' Compensation Act.

If an employee is out of work over twenty-one days for a covered injury / illness, which disability is authorized by a panel physician, the employee will receive from our Workers' Compensation insurance provider compensation for the first seven days. The employee shall turn this payment over to, or reimburse Prince George County Public Schools for the amount of compensation awarded to the employee for the first seven days of absence. Prince George County Public Schools shall make a taxable adjustment on this pay because workers' compensation benefits are not taxable.

Injured employees do not continue to accrue sick leave and annual leave (if applicable) while out of work due to a workers' compensation injury/illness.

Earned leave (sick/annual/personal) cannot be used concurrently with workers' compensation benefits.

Work related disability will be designated under the Family Medical Leave Act (FMLA) and will run concurrently with workers' compensation benefits, if the disability constitutes a "serious health condition."

While receiving workers' compensation benefits, any voluntary deductions are the responsibility of the employee.

The employee shall remain in contact with the Human Resource Office and immediate supervisor regarding their medical condition, anticipated return to work status and provide copies of all medical documentation furnished by treating panel physician.

Earned leave (sick/annual/personal) leave may be used for disability resulting from a denied workers' compensation claim and disability will be designated under FMLA, if the disability constitutes a "serious health condition."

6. If an injury is serious enough to cause an employee to be absent for any length of time which would qualify him for compensation under workers' compensation, the employee has two options:
  - a. may use sick leave and receive full benefits from the School Board and submit payments received from workers' compensation to the School Board; OR
  - b. the employee may accept workers' compensation benefits which is 2/3 pay and which is not taxable and have his/her pay from Prince George County Public Schools reduced by the appropriate daily rate for number of days approved in the workers' compensation claim.
7. In the event of serious injury, it is the responsibility of the administrator and employee to keep the administration office informed as to the anticipated date of return to work.
8. It is important that administrators and supervisors understand that in no instance should they refuse to file an accident or injury report for an employee. If there is any question regarding our responsibility, the report of injury should be accompanied by a separate note to the finance office.

## **TRAVEL**

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

## **COBRA**

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

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

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

- The death of your spouse;

- A termination of your spouse’s employment (for reasons other than gross misconduct by the employee) or reduction in your spouse’s hours of employment;

- Divorce or legal separation from your spouse; or

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

## **COBRA (continued)**

Death of a parent;

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

Parents' divorce or legal separation;

A parent becomes eligible for Medicare; or

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

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

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

If you choose continuation of coverage, Prince George County Schools are required to give you the coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. The law requires that the person(s) be afforded the opportunity to maintain continued coverage for 18 months.

In no event will coverage last beyond 18 months from the date of the event that originally made you eligible to elect coverage. However, the law also provides that your continuation coverage may be cut short for any of the following four reasons:

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

You do not have to show that you are insurable to choose continuation coverage. However, under the law, you may have to pay all or part of

### **COBRA (continued)**

the premium for your continuation coverage. There is a grace period of at least 30 days for the regularly scheduled premium. This law applies to Anthem beginning October 1, 1986. If you have any questions about the law, please contact the Finance Department at the School Board Office.

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

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

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

## **EMPLOYEE RECOGNITION**

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

## **HIPAA PRIVACY INFORMATION**

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

## **NON-INSTRUCTIONAL GRADE/STEP BREAKDOWN**

Note: Grades are numbered down 1-32. Steps on the grade are numbered across 1-25.  
Grades 1-20 are Non-Exempt Positions. Grades 21-32 are Exempt Positions.

<b>GRADE</b>	<b>POSITION(S)</b>
GRADE 1	
GRADE 2	
GRADE 3	Paint Crew (Summer), Book Crew (Summer)
GRADE 4	Bus Aide, Safety Monitor, PT Cafeteria Monitor, PT/Sub Food Svc Asst, Sub Bus-Driver Aide, Grounds Crew (Summer)
GRADE 5	Custodian, School-Based Office Assoc. I
GRADE 6	Driver I-Car, Sub Car Driver
GRADE 7	Food Svc Asst, Instr Aide/Copy Aide, PT Parent Resource Co-Ord
GRADE 8	Office Assoc II, Head Custodian
GRADE 9	Instr Aide/HQ Para, Office Assoc III
GRADE 10	Food Svc Asst Mgr
GRADE 11	Facility Technician, Sub Maint Mechanic
GRADE 12	Field Mgr, School-Based Admin Assoc I
GRADE 13	School-Based Admin Assoc II, Central Office Admin Assoc III, Fleet Technician, Food Service Mgr.
GRADE 14	
GRADE 15	Electrician, Fleet Asst Supv,
GRADE 16	HVAC Mechanic , Accounting Assoc, Personnel Assoc
GRADE 17	Accounting Mgr, Payroll/Benefits Mgr, Technology Info Mgr
GRADE 18	Network Tech, Fleet Supervisor, Facility Supervisor
GRADE 19	Asst to Superintendent
GRADE 20	Tech Specialist
GRADE 21	JROTC Instructor
GRADE 22	FT Nurse-RN
GRADE 23	
GRADE 24	Coordinator, Athletic Director, Asst Principal I
GRADE 25	
GRADE 26	Asst Principal II
GRADE 27	Asst Principal III, Student Services Coordinator
GRADE 28	
GRADE 29	Principal I
GRADE 30	Principal II, Associate Director
GRADE 31	Director, Principal III
GRADE 32	Asst Superintendent

<b>Off-Grade</b>	<b>POSITION(S)</b>
\$25.00/HR	Homebound, Adult Ed, Tutors
\$17.35/HR	Sub Bus Drivers
\$10.36/HR	Sub Food Service Asst

**PRINCE GEORGE COUNTY PUBLIC SCHOOLS**  
**FY2021 10 MO TEACHER SCALE**

Scales - Phase I of Equalizing Steps - With 5% Increase to Starting Pay - Experience = Step

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

<b>FY21</b>	<b>2020-21</b>					
<b>Step</b>	<b>Salary</b>	<b>12 hrs</b>	<b>21 hrs</b>	<b>Masters</b>	<b>Ed. Spec.</b>	<b>Doctorate</b>
0	\$ 44,790	45,290	45,790	46,790	46,990	47,190
1	\$ 44,790	45,290	45,790	46,790	46,990	47,190
2	\$ 45,059	45,559	46,059	47,059	47,259	47,459
3	\$ 45,329	45,829	46,329	47,329	47,529	47,729
4	\$ 45,601	46,101	46,601	47,601	47,801	48,001
5	\$ 45,875	46,375	46,875	47,875	48,075	48,275
6	\$ 46,196	46,696	47,196	48,196	48,396	48,596
7	\$ 46,519	47,019	47,519	48,519	48,719	48,919
8	\$ 46,845	47,345	47,845	48,845	49,045	49,245
9	\$ 47,173	47,673	48,173	49,173	49,373	49,573
10	\$ 47,503	48,003	48,503	49,503	49,703	49,903
11	\$ 47,835	48,335	48,835	49,835	50,035	50,235
12	\$ 48,170	48,670	49,170	50,170	50,370	50,570
13	\$ 48,507	49,007	49,507	50,507	50,707	50,907
14	\$ 48,992	49,492	49,992	50,992	51,192	51,392
15	\$ 49,482	49,982	50,482	51,482	51,682	51,882
16	\$ 49,977	50,477	50,977	51,977	52,177	52,377
17	\$ 50,602	51,102	51,602	52,602	52,802	53,002
18	\$ 51,234	51,734	52,234	53,234	53,434	53,634
19	\$ 51,875	52,375	52,875	53,875	54,075	54,275
20	\$ 52,523	53,023	53,523	54,523	54,723	54,923
21	\$ 53,180	53,680	54,180	55,180	55,380	55,580
22	\$ 53,845	54,345	54,845	55,845	56,045	56,245
23	\$ 54,652	55,152	55,652	56,652	56,852	57,052
24	\$ 55,472	55,972	56,472	57,472	57,672	57,872
25	\$ 56,304	56,804	57,304	58,304	58,504	58,704
26	\$ 57,149	57,649	58,149	59,149	59,349	59,549
27	\$ 58,006	58,506	59,006	60,006	60,206	60,406
28	\$ 58,876	59,376	59,876	60,876	61,076	61,276
29	\$ 59,759	60,259	60,759	61,759	61,959	62,159
30	\$ 60,655	61,155	61,655	62,655	62,855	63,055
31	\$ 61,565	62,065	62,565	63,565	63,765	63,965
32	\$ 62,489	62,989	63,489	64,489	64,689	64,889
33	\$ 63,426	63,926	64,426	65,426	65,626	65,826
34	\$ 64,695	65,195	65,695	66,695	66,895	67,095
35	\$ 66,635	67,135	67,635	68,635	68,835	69,035

<b>Graduate Hours</b>	<b>Amount</b>
12 Hours	\$ 500
21 Hours	\$ 1,000
Masters	\$ 2,000
Ed. Spec.	\$ 2,200
Doctorate	\$ 2,400



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**Public Schools**

**DISCLOSURE**

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

