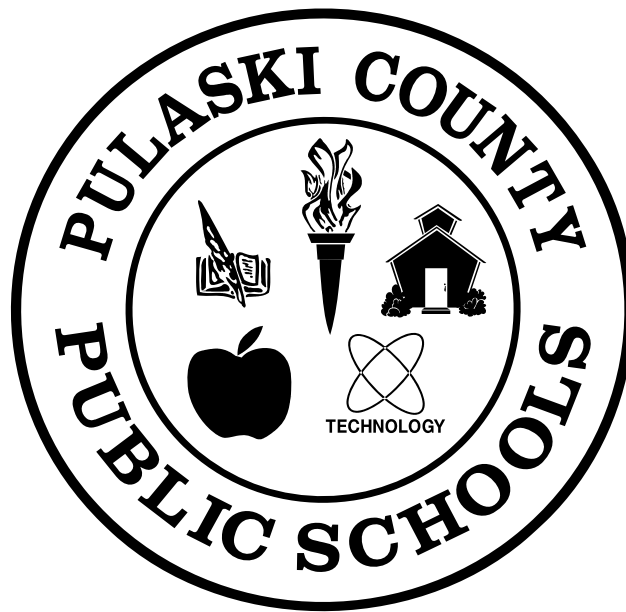


PULASKI COUNTY PUBLIC SCHOOLS



HANDBOOK FOR PROFESSIONAL STAFF

PULASKI COUNTY SCHOOL BOARD



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PREFACE

The information contained in this handbook is intended to be a quick reference to School Board personnel policies and procedures for all employees. When further details about policy and procedural matters are needed, employees should consult the complete Policy Manual of the Pulaski County School Board or request further information from the Department of Human Resources at 994-2512. In case of any conflict between this publication and the School Board's Policy Manual, the Manual will prevail.

THIS HANDBOOK IS NOT AN EMPLOYEE CONTRACT AND DOES NOT GUARANTEE CONDITIONS OF EMPLOYMENT, JOB ASSIGNMENTS, SALARY, BENEFITS, OR OTHER CONDITIONS OF EMPLOYMENT, ALL OF WHICH ARE SUBJECT TO REVIEW AND CHANGE AT ANY TIME BY THE SCHOOL BOARD OR SCHOOL ADMINISTRATION AS APPROPRIATE.

EMPLOYEE ACKNOWLEDGEMENT FORM

I received a copy of the Pulaski County Public Schools Professional Handbook. I understand I am to become familiar with the contents of the handbook as it outlines my responsibilities, benefits, and school policies.

Further, I understand and agree to the following:

- This handbook represents a brief summary of some of the more important School Board policies. Consequently, the handbook is not all inclusive.**
- The Pulaski County School Board retains the sole right in its judgment to modify, suspend, interpret, or cancel in whole or in part, at any time, any of the published policies.**
- The contents of this handbook do not constitute an express or implied contract of employment.**
- I have the right to end my work relationship with Pulaski County Public Schools by complying with Board Policy GDPB.**

Employee Name (Please Print)

Employee Signature

Date

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I. SCHOOL DIVISION STANDARDS

A. PERSONNEL POLICIES GOALS

The Superintendent or his/her designee shall be responsible for the appropriate recruitment, staffing, and employee relations of personnel of the Pulaski County School Division and shall maintain a personnel file system for all employees of the school division.

The personnel policies shall be reviewed annually. Suggestions will be sought from staff members in the revision of personnel policies. Revisions and additions shall be subject to approval by the School Board.

Board Policy GA

B. EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION

1. Policy Statement

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

2. Compliance Officer and Alternate Compliance Officer

The Pulaski County School Board has designated **Gregory A. Brown, Director of Human Resources; 202 N. Washington Avenue; Pulaski, VA. 24301, 540-994-2535** as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to the Alternate Compliance Officer, **Theresa Reed, Coordinator of Student Services and Academic Support; 202 N. Washington Avenue, Pulaski VA 24301, Phone: 540-994-2515.**

3. False Charges

Employees who make false charges of discrimination shall be subject to disciplinary action.
Board Policy GB

REPORT OF DISCRIMINATION

Name of Complainant:

For Employees, Position:

For Applicants, Position Applied For:

Address and Phone Number:

Date(s) of Alleged Discrimination:

Name of person(s) you believe discriminated against you or others:

Please describe in detail the incident(s) of alleged discrimination, including where and when the incident(s) occurred. Please name any witnesses that may have observed the incident(s). Attach additional pages if necessary.

Please describe any past incidents that may be related to this complaint.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

Signature of Complainant Date

Complaint Received By: _____
Compliance Officer Date

C. SEXUAL HARASSMENT/HARASSMENT BASED ON RACE, NATIONAL ORIGIN, DISABILITY AND RELIGION

1. Policy Statement

The Pulaski County School Division is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, national origin, disability, or religion. Therefore, Pulaski County School Division prohibits sexual harassment and harassment based on race, national origin, disability or religion of any student or school personnel at school or any school sponsored activity.

It shall be a violation of this policy for any student or school personnel to harass a student or school personnel sexually, or based on race, national origin, disability, or religion. Further, it shall be a violation of this policy for any school personnel to tolerate sexual harassment or harassment based on a student's or employee's race, national origin, disability or religion 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 shall: (1) promptly investigate all complaints, written or verbal, of sexual harassment and harassment based on race, national origin, disability or religion; (2) promptly take appropriate action to stop any harassment and (3) take appropriate action against any student or school personnel who violates this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

2. Compliance Officer and Alternate Compliance Officer

The Pulaski County School Board has designated the **Gregory A. Brown, Director of Human Resources; 202 N. Washington Avenue, Pulaski VA 24301, Phone: 540-994-2535** as the Compliance Officer responsible for identifying, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer **Theresa Reed, Coordinator of Student Services and Academic Support; 202 N. Washington Avenue, Pulaski VA 24301, Phone: 540-994-2515.**

3. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

Board Policy GBA/JFHA
(Also JFHA/GBA)

**SEXUAL HARASSMENT/HARASSMENT BASED ON RACE, NATIONAL ORIGIN,
DISABILITY, AND RELIGION**

At the beginning of each school term, supervisors will verify that all Pulaski County Public School employees under their supervision are trained in the policy and regulations concerning sexual harassment and/or harassment based on race, national origin, disability, age or religion. Each employee will receive a copy of the policy and sign a statement to verify the receipt of policy and training on this issue. The statement will then be forwarded to the office of Human Resources for filing.

Board Policy GBA/JFHA-R
(Also JFHA/GBA-R)

REPORT OF HARASSMENT

Name of Complainant:

For Students, School Attending:

For Employees, Position:

Address and Phone Number:

Date(s) of Alleged Incident(s) of Harassment:

Name of person(s) you believe harassed you or others.

If the alleged harassment was toward another, please identify that person:

Please describe in detail the incident(s) of alleged harassment, including where and when the incident(s) occurred. Please note any witnesses that may have observed the incident(s). Attach additional pages if necessary.

Please describe any past incidents that may be related to this complaint.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge:

Signature of Complainant Date

Complaint Received By: _____
(Principal or Compliance Officer) Date

D. STAFF INVOLVEMENT IN DECISION MAKING

1. 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.
Board Policy GBB

2. Regulation: See Policy Manual Board Policy GBB-R

E. BUILDING LEADERSHIP TEAMS

See Policy Manual Board Policy GBB-R2

F. BOARD-STAFF COMMUNICATIONS

1. The Pulaski County School Board supports and encourages the concept 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.

2. The Pulaski County School Board supports the concept of two-way communication between the Board and the employees of the Board. The Superintendent is the official representative of the School Board as its Chief Administrative Officer in its relations and communications with its employees. All reports and recommendations to the Board from any officer or employee under the direction and supervision of the Superintendent shall be made through the office of the Superintendent except when otherwise specifically directed by the Board. All Board directives requiring or authorizing an action by an officer or employee or requiring any report shall be directed to the Superintendent.

3. In all interactions with staff and between and among members, the School Board shall follow its established protocols.

Board Policy GBD-R1

G. UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING POSSESSION OR USE OF A CONTROLLED SUBSTANCE

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

1. Prohibited Conduct

Employees may not unlawfully manufacture, distribute, dispense, or possess 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 Pulaski County School Board will not engage in such prohibited conduct and will notify the Pulaski County School Board of any criminal drug conviction for a violation occurring in the work place no later than 5 days after such conviction.

2. 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 of any criminal drug statute.

3. Distribution of Policy

All employees shall be given a copy of this policy.

4. Drug-Free Awareness Program

The Pulaski County School Board shall establish a drug-free awareness program to inform its employees about the dangers of drug abuse in the workplace, the Board's policy of maintaining a drug-free workplace, and 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.

Board Policy GBEA

H. STAFF WEAPONS IN SCHOOL

The Pulaski County School Board is committed to maintaining a safe and secure working and learning environment. Staff is prohibited from carrying, bringing, using or possessing any weapon, as defined in JFCD, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division. The Superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found in violation of this provision. Such actions of the Superintendent and School Board shall begin immediately on notification of a violation. All incidents involving illegal carrying of a firearm shall be reported in accordance with state law.

Board Policy GBEB

I. TOBACCO-FREE SCHOOL FOR STAFF AND STUDENTS

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

2. For purposes of this policy, the following definitions shall apply:

- a. "School property" shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following:
 - i. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - ii. All vehicles used by the division for transporting students, staff, visitors or other persons.
- b. "Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" shall include cloves or any other product packaged for smoking.
- c. "Use" shall mean lighting, chewing, inhaling or smoking any tobacco product.

3. This policy shall be published in student handbooks, posted on bulletin boards and announced in meetings.

4. Staff and Students found to be in violation of this policy shall be subject to appropriate disciplinary action.

5. Exemptions

- a. The School Board may direct the Superintendent to issue regulations designating smoking areas on school grounds outside buildings.

Board Policy GBEC (Also JFCH)

J. ADDRESSING PATTERNS OF EXCESSIVE ABSENCES AND MONITORING ABSENCES

The immediate supervisor shall review all absences on a monthly basis and look for trends. At mid-year and/or the end of year, if the employee has missed an average of one day per month, the immediate supervisor must hold a conference with the employee to pinpoint the causes and to emphasize that the employee's attendance must improve or it may affect the performance appraisal. The conference must be documented as part of the employee's file. The employee is expected to report directly to the immediate supervisor after every subsequent absence as long as the supervisor deems necessary. If the employee's attendance does not improve and the supervisor has not already done so, the supervisor will involve a Human Resources representative to provide additional counseling and information on other resources for assistance.

K. ELECTRONIC RECORDS REDUCTION

See Policy Manual Board Policy GBJ

L. PERSONNEL RECORDS

1. Present and past employees shall have access to their personnel files and records, which are maintained by the Pulaski County School Division. No separate employee files shall be maintained which are not available for that employee's inspection.

2. Information determined to be unfounded after a reasonable administrative review shall not be maintained in any employee personnel file, but may be retained in a separate sealed file by the administration if such information alleges civil or criminal offenses.

3. If information relative to employment is requested by banks or other establishments or individuals, written permission from the employee to release such information is required, except to comply with a judicial order, a lawfully issued subpoena, or Virginia Code § 2.2-3706(B) or other law. The employee shall be notified of the request for records.

Board Policy GBL

Regulation: See Policy Manual Board Policy GBL-R

M. THIRD-PARTY COMPLAINTS AGAINST EMPLOYEES

See Policy Manual Board Policy GBLA

N. PROFESSIONAL STAFF GRIEVANCES

The School Board adheres to the **Procedure for Adjusting Grievances** in accordance with state law and Virginia Board of Education Regulations.

Board Policy GBM

O. APPLICATION FOR POSITIONS

1. Application for employment in the Pulaski County Public Schools shall be in writing and on forms provided by the Personnel Office. A personal interview is required of all applicants as prerequisite to employment.

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

3. It is the desire of the Pulaski County School Board to recruit and retain the best possible qualified applicants. Qualified applicants within the division will be given an opportunity to apply for positions in which they are qualified. Vacancies within the division will be advertised and notifications posted in each school and in the Central Office.

Board Policy GBN

Regulation: See Policy Manual Board Policy GBN-R

P. APPLICATION PROCESS

See Policy Manual Board Policy GBN-R1

Q. EMERGENCY CLOSING CODES

General: When it is deemed necessary by the Superintendent or his/her designee to close Pulaski County Public Schools due to weather related or other emergency conditions the following procedure will be utilized.

Media Notification

The superintendent or his/her designee will notify as many of the following media outlets as possible given the situation.

Television Stations: WDBJ, WSLS, WSET & WJPR/WFXR

Radio Stations: WPSK, WBLB, WUVT, WVTF, K-92, WSLC/Q-9

Emergency Closing Codes

The following codes will be used to identify which employees are to report to work.

CODES	EMPLOYEE GROUPS WHO ARE TO REPORT	COMMENTS
Code 0	<ul style="list-style-type: none"> ▶ Superintendent ▶ Director, Operations 	No one is to report to work because the conditions or circumstances are too dangerous and/or unsafe. You will not be required to take vacation or personal leave.
Code 1	<ul style="list-style-type: none"> ▶ Superintendent ▶ Cabinet members ▶ Executive Assistant to the Superintendent ▶ Bus shop personnel ▶ Maintenance personnel ▶ Custodians 	Report two (2) hours late or, at your discretion, when conditions are safe. You will not be required to take vacation or personal leave for the first two (2) hours, but you will have to take vacation or personal leave for any hours beyond them. If you are sick, you may ask to take sick leave.
Code 2	<ul style="list-style-type: none"> ▶ Superintendent ▶ Cabinet members ▶ Executive Assistant to the Superintendent ▶ Bus shop personnel ▶ Maintenance personnel ▶ Custodians 	You are expected to report to work when, at your discretion and in consultation with your supervisor, you believe the conditions are safe for you to travel. At your discretion, however, you may ask your supervisor for a day of vacation or personal leave in lieu of reporting. If you are sick, you may ask for a day of sick leave.
Code 3	<ul style="list-style-type: none"> ▶ Superintendent ▶ Cabinet members ▶ Executive Assistant to the Superintendent ▶ Bus shop personnel ▶ Maintenance personnel ▶ Custodians ▶ Principals ▶ Assistant Principals ▶ Secretaries and Office Assistants ▶ Other 11 and 12-month employees 	You are expected to report to work when, at your discretion and in consultation with your supervisor, you believe the conditions are safe for you to travel. At your discretion, however, you may ask your supervisor for a day of vacation or personal leave in lieu of reporting. If you are sick, you may ask for a day of sick leave.
Code 4	<ul style="list-style-type: none"> ▶ Superintendent ▶ Cabinet members ▶ Executive Assistant to the Superintendent ▶ Bus shop personnel ▶ Maintenance personnel ▶ Custodians ▶ Principals ▶ Assistant Principals ▶ Secretaries and Office Assistants ▶ Other 11 and 12-month employees ▶ Teachers 	You are expected to report to work when, at your discretion and in consultation with your supervisor, you believe the conditions are safe for you to travel. At your discretion, however, you may ask your supervisor for a day of vacation or personal leave in lieu of reporting. If you are sick, you may ask for a day of sick leave.
Code 5	<ul style="list-style-type: none"> ▶ All employees report. 	You are expected to report to work when, at your discretion and in consultation with your supervisor, you believe the conditions are safe for you to travel. At your discretion, however, you may ask your supervisor for a day of vacation or personal leave. If you are sick, you may ask for a day of sick leave.

II. You and Your Job

A. STAFF HEALTH

1. 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 or licensed registered nurse employed by a local health department stating the employee appears free of communicable tuberculosis. Volunteers and student teachers may be required to provide such a certificate.

2. Any employee who begins duty without having complied with this requirement will have violated the terms of employment, and is not entitled to compensation. Any new volunteer or student teacher who begins his/her duties without having complied with this requirement may be removed from that assignment until the requirement is fulfilled. For the purposes of this policy, a new employee is designated as someone hired for the first time or rehired after a one-year absence.

3. The School Board at its discretion may require tuberculosis re-screening of all employees.

Physical Exams for School Bus Drivers

No person shall be employed as a bus driver unless he or she has a physical exam of the scope required by the Board of Education and provides the School Board the results of the exam on the form prescribed by the Board of Education. Such exam and report may be provided by a licensed nurse practitioner.

4. The School Board may also require alcohol and drug testing in accordance with Policy GDQ.
Board Policy GBE

B. BLOOD BORNE CONTAGIOUS OR INFECTIOUS DISEASES

1. The attendance at school of students who suffer from blood borne diseases which are infectious or contagious, such as AIDS and Hepatitis B, and which may be transmitted by the exchange of body secretions, shall be determined by the Superintendent on a case-by-case basis. The Superintendent shall obtain the advice of the local department of health to assist him/her in making his/her determination. The student may be excluded from school and school-related functions pending the Superintendent's decision. The Superintendent shall issue regulations setting forth the procedures to be followed to effectuate this policy.

2. The identity of a student who has tested positive for human immunodeficiency virus shall be confidential in accordance with state law.

An alternative educational program shall be made available to any student whose removal pursuant to this policy is expected to result in a prolonged absence from school or where otherwise required by law.

3. 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.

4. The School Board shall adopt guidelines for school attendance for children with human immunodeficiency virus. Such guidelines shall be consistent with the model guidelines for such school attendance and developed in consultation with the local department of health.

Board Policy JHCCA

C. CHILD ABUSE AND NEGLECT REPORTING

Pulaski County Schools, in compliance with the Code of Virginia, Title 63.1, Chapter 12.1, Child Abuse and Neglect, shall report to the local department of social services, incidents of suspected child abuse and/or neglect.

Board Policy JHG

D. STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Pulaski County 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 employees engaging in political activity must make it clear that their views and actions are made as individuals and that they do not represent the views of the school division.

Board Policy GBG

E. STAFF GIFTS AND SOLICITATIONS

Exchange of gifts between students and staff shall be 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.

Board Policy GBI

F. PROFESSIONAL STAFF

The State Board of Education shall, by regulation, prescribe the requirements for certification of teachers and other school personnel. No teacher shall be regularly employed by a School Board or paid from public funds unless such teacher holds a license, conditional license or provisional license issued by the State Board of Education. Requirements for classroom teachers, special education, career and technical education, guidance counselors, reading specialists, school psychologists, visiting teacher/social worker are stated in the Licensure Regulations for School Personnel adopted by the State Board of Education.

Board Policy GC

G. PROFESSIONAL STAFF CONTRACTS

1. See Policy Manual Board Policy GCB
2. Regulation: See Policy Manual Board Policy GCB-R
3. Regulation: Superintendent's Authority

The superintendent shall have the authority to fill budgeted positions necessary to the continued operations of the school division, subject to School Board confirmation within ninety (90) days of such

employment for all employees other than administrators. Administrative employees hired by the Superintendent must be confirmed by the School Board within thirty (30) days of employment. When exercising such authority, the Superintendent shall require the employee sign a written agreement which clearly states school employment will cease absent School Board action to formally approve the employment within ninety (90) days or thirty (30) days dependent upon the job classification.

Board Policy GCB-R3

4. Regulation: See Policy Manual Board Policy GCB-R2

H. STAFF SALARY SCHEDULES

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

Board Policy GCBA

2. Regulation: See Policy Manual Board Policy GCBA-R

I. PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS

1. See Policy Manual Board Policy GCBB
2. Regulation: See Policy Manual Board Policy GCBB-R1
3. Regulation: See Policy Manual Board Policy GCBB-R2

J. PROFESSIONAL STAFF DEVELOPMENT

1. See Policy Manual Board Policy GCL
2. Regulation: See Policy Manual Board Policy GCL-R

K. SUPERVISION OF THE EVALUATION PROCESS

1. The Superintendent of schools shall supervise the establishment of a cooperatively developed procedure for adequate and periodic evaluation of the work of each employee and shall maintain suitable records. The evaluation procedure shall allow for personnel evaluation appropriate to tasks performed by those being evaluated. The Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators and Superintendents should be consulted during the development of the evaluation procedures. (See Performance Assessments pp. II 26-37)

2. Principals, Assistant Principals and Supervisors

The School Board shall establish, for use by the Superintendent, criteria for the performance evaluation of principals, assistant principals and supervisors. Such criteria shall include (1) an assessment of the administrators skills and knowledge, (2) student academic progress and school gains in student learning, and (3) effectiveness in addressing school safety and enforcing student discipline. The evaluation procedure for principals, assistant principals and supervisors shall include the criteria established by the School Board.

3. Instructional Personnel

The School Board shall develop a procedure, for use by the Superintendent and other administrators, for evaluating instructional personnel. Such procedure shall address (1) student

academic progress and (2) the skills and knowledge of such personnel, including instructional methodology, classroom management and subject matter knowledge.

4. Employment Recommendations

The evaluation process shall be considered when making employment recommendations to the School Board pursuant to § 22.1-293 or 22.1-305 of the Code of Virginia.
Board Policy GCM

L. EVALUATION OF PROFESSIONAL STAFF

See Policy Manual Board Policy GCN

M. EVALUATION OF PROFESSIONAL STAFF

See Policy Manual Board Policy GCN-R

PULASKI COUNTY SCHOOLS
Performance Assessment
For Instruction

Purpose for Evaluations for Pulaski County Schools

The Educational Accountability Act of 1999 provides that each local school board adopt for use by the division superintendent clearly defined criteria for a performance evaluation process for principals, assistant principals, and supervisors, and instruction personnel that includes, among other things, an assessment of such administrators' and instructors' skills and knowledge; student academic progress and school gains in student learning; and effectiveness in addressing school safety and enforcing student discipline. The division superintendent shall implement such performance evaluation process in making employment recommendations to the school board pursuant to 22.1-293 (22.1-294B). The use of clear evaluation criteria and uniform performance standards for administrative and instructional personnel serves as a foundation for a fair and comprehensive evaluation system that provides sufficient detail and definition so that all personnel can reasonably understand their job expectations. Clear evaluation criteria are the measure by which the school division's effectiveness and improvement of overall job performance is judged.

Process of Evaluation

The process of evaluation of all personnel in Pulaski County School Division consists of the following main components: (1)self-assessment and goal setting; (2)data collection to support goals and gains; and (3)the evaluation of performance within uniform performance standards, or such standards as the Pulaski County School Division may adopt. During the self-assessment and goal setting stage, the employee and supervisor establish specific goals for the year. These goals should include, but not be limited to, the specific goals outlined in the employee's school AIP(Academic Initiative Plan). During the data collection stage, the employee collects data that supports growth or improvement relative to his/her assignment. Additional data to support the employee's evaluation may be collected by supervisors to support employees' goal progress. While this data will include school/division progress on the SOL Tests, school/division SOL Test scores will not serve as the key component in the evaluation process, and growth gain test results will be considered as more important in the evaluation process. The evaluation process allows employees the opportunity to present their collected data to their supervisors who, in turn, use the data to make judgments about employee's overall performance.

Frequency of Evaluations

Evaluation in Pulaski County School Division shall fall into two categories: formal summative evaluations and informal formative evaluations. Formal summative evaluations shall be conducted annually on all instructional personnel who are in their first three years in Pulaski County; (annual contract employees) and on all instructional personnel on a three-year cycle following the first three years. Formal summative evaluations for continuing contract employees follow this process:

Completion of a self-assessment and establishment of goals in the five major domains of the uniform performance standards, or such domains as established by the school board.

An interim review, including the formal presentation of collected data to support goals within the five major domains of the performance standards. During the interim review, the employee's supervisor will work with the employee to refine or modify goals within the domains.

Completion of a summative evaluation by the employee's supervisor.

Informal formative evaluations for instructional personnel follow this process:

Completion of a self-assessment and establishment of goals from some of the five major domains of the performance standards agreed upon as having the greatest need for improvement by the employee and his/her supervisor. An interim review of collected data and evaluation summary completed by the employee's supervisors.

Responsibility for Evaluation

The superintendent (or his/her designee) has the major responsibility for the evaluation of all administrative and other professional personnel in Pulaski County School Division. While the superintendent, or designee, may assign the process of evaluation for any employee to his/her direct supervisor, and may use other administrative personnel to collect relevant data for evaluation purposes, the ultimate responsibility for content of the evaluation will be the responsibility of the superintendent. He/she shall review all evaluation that are done by others and sign off on such documents.

Plan of Assistance

When it is decided by the supervisor that an employee is not performing at least at a satisfactory level (in any domain), the supervisor shall set objectives for improvement by recording such objectives in a Plan of Assistance. A Plan of Assistance shall include:

- Statement(s) of specific areas of performance that are not satisfactory, and, if necessary, supporting data.
- Specific actions to improve performance.
- A timeline for such actions (i.e. plan by November 15, observations by December 1 and February 1).
- Resources and names of personnel to provide assistance, if necessary, to the plan.
- Criteria for the assessment of improvement.
- Signatures of the employee and supervisor.
- Signatures of review by the superintendent (or his/her designee).

If it is determined that the employee has successfully completed the plan according to the Plan of Assistance timeline, an evaluation shall be given to the employee indicating such improvement. If it is determined at the end of the timeline that further improvement (assistance) is needed, the plan may be modified or extended by the supervisor. If it is determined that the employee’s performance has remained unsatisfactory, and that the employee’s performance does not warrant re-employment, the employee shall be notified of the school board’s decision no later than April 15.

Evaluation Timeline

Generally, the evaluation timeline for employees shall run from October 1 to March 1 or the first working day thereafter. Records of observations shall be listed on the Performance Assessment Validation Record (Form GCN-E2).

Rebuttal

After any step in the evaluation process, the employee has the right of rebuttal. When an employee is required to sign any of the forms used in this process, the employee is signing only that he/she has reviewed the content. When there is a disagreement relative to the material, data, or statements made in a conference, the employee is invited to prepare written statements, which he/she feels present his/her side of the issue(s), and the employee’s written statements shall become part of the evaluation file.

Evaluation dates for annual contract employees:

1st Observation & Conference	October 15
2nd Observation & Conference	December 1
3rd Observation & Conference (if needed)	February 1
Conference to discuss Performance Assessment	March 1

Evaluation dates for continuing contract employees:

Area(s) Needing Improvement Identified	November 15
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*Every 3 years, continuing contract teachers will follow the annual contract employee evaluation dates.

Pulaski County Public Schools
Performance Assessment

PERFORMANCE ASSESSMENT VALIDATION RECORD

Teacher _____ **Evaluator** _____ **(T-teacher)**
School _____ **School Year** _____ **(E-evaluator)**

<u>*Teacher</u>	<u>Evaluator</u>	<u>Step</u>	<u>Timeline</u>	<u>Date Completed</u>	<u>Initials</u>
X	X	Orientation	Oct. 1 (optional)	_____	T
				_____	E
X	X	1 st Observation & Conference	Oct 15	_____	T
				_____	E
X	X	2 nd Observation & Conference	Dec. 1	_____	T
				_____	E
<hr/>					
Teacher meets all criteria in all five domains – Fall Assessment					
X	X	3 rd Observation (optional) & Conference	Feb. 1	_____	T
				_____	E
<hr/>					
Teacher does not meet one or more criteria – Fall Assessment					
	X	Area(s) needing Improvement Identified	Nov. 15	_____	E
X	X	Plan of Assistance	Nov. 15	_____	T
				_____	E
X	X	2 nd Observation & Conference	Dec. 1	_____	T
				_____	E
X	X	3 rd Observation & Conference	Feb. 1	_____	T
				_____	E
X	X	Observations as needed w/ Conferences		_____	T
				_____	E
<hr/>					
All Teachers					
	X	Completion of Performance Assessment	March 1	_____	E
X	X	Conference to discuss Performance Assessment	March 1	_____	T
				_____	E

*Participants – teacher, evaluator, or both – are indicated by the X mark
 NOTE: Use spaces provided to record additional conferences or use back of form

Pulaski County Schools
Framework for Teaching
Domains of Teaching Responsibilities

Domain 1: Planning/Assessment

- a. demonstrating knowledge of content and teaching
- b. demonstrating knowledge of students
- c. selecting instructional goals
- d. demonstrating knowledge of resources, including technology
- e. designing coherent instruction
- f. communicating student growth based on assessment information

Domain 2: Instruction

- a. providing clear, accurate, focused, age appropriate instruction
- b. using questioning and discussion techniques
- c. engaging students in learning
- d. monitoring for student progress
- e. using formal and/or informal assessment and information data
- f. providing feedback to students demonstrating flexibility and responsiveness

Domain 3: Safe Classroom Environment

- a. creating an environment of respect, rapport, and citizenship
- b. establishing a culture for learning as a life-long process
- c. managing student behavior
- d. organizing physical space

Domain 4: Professional Responsibility

- a. reflecting on teaching
- b. maintaining accurate records
- c. contributing to the school and school system
- d. taking responsibility for and participating in meaningful and continuous professional development that results in the enhancement of student learning
- e. modeling moral and ethical standards as well as professionalism
- f. supervising paraeducators or volunteers effectively
- g. providing service to the profession, the division, and the community

Domain 5: Communication/Community Relations

- a. using a variety of communication strategies with family and community
- b. forging partnerships with families to promote student learning at home and school
- c. resources to support success of a diverse student population

Based on the work of Charlotte Danielson

Pulaski County Schools K-12
Instruction

Observation
(Domain 2)

Teacher's Name _____ School- _____
Grade/Subject Area _____ Date- _____

Domain 2. Instruction

Observed = O

Not Observed = NO

Area for Possible Growth = APG

A. Providing Clear, Accurate, Focused, Age Appropriate Instruction

Directions and Procedures

____ Content presented is appropriate for the learners and flows from the grade level curriculum/subject area

____ Teacher directions are clear and contain an appropriate level of detail

____ Procedures are clear and contain an appropriate level of detail.

____ Lesson focus is communicated early in the lesson with relevance

Oral and written language

____ Teacher's spoken language is clear and correct

____ Vocabulary is appropriate to student's age and interests and is gender neutral

B. Using Questioning and Discussion Techniques

Quality of questions

____ Most of teacher's questions are of high quality: checking for understanding, encouraging individual thinking and/or extending the learning

____ Appropriate time is available for students to respond

Discussion techniques

____ Classroom interaction utilizes multiple levels of questioning with appropriate teacher feedback

Student Participation

____ Equity is evident because all kinds of students are invited and encouraged by the teacher to participate

C. Engaging Students in Learning

Representation of content

____ Teacher's presentation of the content links well with students' previous knowledge and/or experiences

Activities and Assignments

____ Most activities are appropriate to students and provide opportunities for practice of the lesson objectives

____ Most assignments are appropriate and contribute to understanding and mastery of the lesson objectives

____ Almost all students are cognitively engaged

Instructional materials and resources

____ A variety of instructional materials and resources are used to meet the instructional goals.

____ Instructional materials and resources engage students mentally

Structure and pacing

____ The lesson has a clearly defined structure (introduction, body, closure) around which activities are organized

____ Pacing of the lesson is appropriate for most learners

D. Monitoring for student progress

Monitoring patterns

____ Students are monitored throughout the lesson.

____ Monitoring patterns maintain student attention throughout the lesson

E. Using formal and/or informal assessment information data

Use of data

____ Evidence that assessment data is used in the lesson

____ Teacher makes use of assessment data to make instruction individualized and appropriate

Grouping of students

____ Instructional groups are appropriate to the students or the instructional goals of the lesson

____ Additional levels of support and extension are evident

F. Providing Feedback to Students**Quality**

___ Feedback is consistently high quality and reflects high expectations. Feedback is accurate constructive, specific, and substantive enough to encourage and motivate

Timelines

___ Feedback is consistently provided in a timely manner

G. Demonstrating Flexibility and Responsiveness**Lesson adjustment**

___ Teacher makes minor adjustment to the lesson in response to student efforts, without losing lesson focus

___ the lesson adjustment, when appropriate, occur smoothly

Response to students

___ Teacher successfully accommodates students' questions or interests

Persistence

___ Teacher persists in seeking approaches for students who have difficulty learning

___ Teacher employs a moderate repertoire of strategies appropriate for student understanding. (Technology integration is visible.)

Additional Evidence:**Observation for Safe Classroom Environment**

Observed = O

Not Observed = NO

(Domain 3)

Area for Possible Growth = APG

A. Creating an Environment of Respect, Rapport, and Citizenship**Respect and Rapport**

___ Teacher's verbal and nonverbal interactions with students are friendly, and demonstrate acting and respect and are free from gender, racial, etc. bias

___ Student interactions in the class are generally appropriate and respectful

Citizenship

___ Teacher-student interactions are usually perceived as fair for all concerned

B. Establishing a Culture for Learning as Life-long Process**Importance of Content**

___ Teacher conveys genuine enthusiasm for the subject

___ Students respond appropriately to teacher enthusiasm

___ Teacher shares own learning process with students as appropriate

Student Pride in Work

___ Students accept teacher insistence on work of high quality

___ Students demonstrate pride in their work

Expectations for Learning and Achievement

___ Goals, activities, interactions, and the classroom environment convey high expectations for student achievement

Managing Classroom Procedures That Promote Learning and Safety**Management of Instructional Groups**

___ Tasks for groups are organized appropriately within a safe environment

___ Groups are structured and managed so most are engaged at all times

___ Knowledgeable of and complies with local, state, and federal safety regulations

C. Managing Student Behavior**Management of Transitions**

___ Transitions occur smoothly, with little loss of instructional time

___ Appropriate activities are available for students who finish earlier than others

___ Establishes, communicates, and enforces disciplinary procedures with fairness and consistency

D. Organizing Physical Space**Management of materials and supplies**

___ Routines for handling supplies occur smoothly, with little loss of time

___ Physical space is used appropriately for safe student movement around the room

___ Physical arrangement of furniture promotes visibility for instruction and supervision of students

Management of non-instructional duties and procedures

____ Efficient systems for performing non-instructional duties are in place, resulting in minimal loss of instructional time.

Additional Evidence:

Pulaski County Schools K-12

Instructional Analysis

Planning/Assessment**(Domain 1)**

Teacher's Name _____ School- _____

Grade/Subject Area _____ Date- _____

Domain1. Planning and Preparations**Observed=O****Not Observed = NO****Area for Possible Growth = APG****A. Demonstrating Knowledge of Content and Teaching**

- ___ Teacher understands prerequisite knowledge required and actively builds on this knowledge to best instruct the students.
- ___ Objectives for lessons are consistent with Virginia Standards of Learning and local curriculum to prepare students for SOL and standardized testing
- ___ Teacher displays a broad knowledge of the subject matter and demonstrates an awareness of common student errors
- ___ Teacher implements a variety of instructional methods (including technology)

B. Demonstrating Knowledge of Students

- ___ Teacher uses knowledge of group dynamics to plan for instruction
- ___ Teacher employs students' individual skills/experiences to enrich the lesson
- ___ Teacher utilizes and plans length of lesson appropriate for age, skill, and developmental level
- ___ Teacher recognizes and encourages students' interests or cultural heritage to promote life-long learning
- ___ Teacher provides prompt and meaningful feedback concerning student progress

C. Selecting Instructional Goals**Value**

- ___ Goals are valuable in their level of expectation, conceptual understanding and importance of learning. (written and verbal.)

Suitability for Diverse Students

- ___ The goals take into account the learning needs of the class

Clarity

- ___ Goals are clear and stated in terms of student learning
- ___ Goals show understanding of priorities in the school improvement plan
- ___ Goals may include student activities
- ___ Goals present varying methods of assessment

D. Resources for Teaching Students

- ___ Teacher is fully aware of resources available through the school of district and know how to gain access for students

E. Designing Coherent Instruction

- ___ New material and activities draw prior knowledge and lessons
- ___ Activities are designed that integrate technology into the learning activities
- ___ Uses preassessment information as a basis for documenting learning plans

F. Communicating Student Growth Based on Assessment Information**Congruence with Instructional Goals**

- ___ Monitors student understanding based on on-going assessment
- ___ Local and standardized assessment information is used appropriately

Criteria and Standards

- ___ Assessment criteria and standards are clear and have been clearly communicated to students

Use for Planning

- ___ Future plans are adapted based on student needs
- ___ The activities are consciously tied to student experience

Additional Evidence:

Professional Responsibility – See Log**(Domain 4)****A. Reflecting on teaching**

- Participates actively in conferences with observers to assess the lesson, providing specific example as to whether it achieved its goal
- Engages with peer to explore lesson design alternatives
- Willingly engages in working to improve lesson strategies

B. Maintaining accurate records

- Uses a system of record keeping that is clear, consistent, and timely
- Maintains a system of accuracy in all record keeping activities including

C. Contributing to the school, school system

- Accepts responsibility to serve on committees, take forces, etc. as appropriate
- Seeks ways to contribute to school and district
- Participates in implementing the goals from the Academic Initiative Project

D. Taking responsibility for and participating in meaningful and continuous professional development that**Results in the enhancement of student learning**

- Participates in professional growth activities
- Evaluates areas of personal and professional strengths and weaknesses and their effort on student learning
- Maintains high level of professional knowledge: technology, current literature, trends, and practices
- Collaborates with other professionals
- Maintains proper licensure and certification

E. Models moral and ethical standards as well as professionalism

- Acts consistently in a manner that is respectful of the teaching profession
- Shows wisdom and discrimination in sharing of pertinent information about students
- Maintains confidentiality as appropriate
- Seeks to resolve differences in constructive ways that minimize conflict
- Supports ideas of others in a way that contributes to the group
- Voices opinions and experiences in a way that benefits others
- Responds to all with dignity and respect
- Maintains professional demeanor and appearance
- Represents school/program favorably in the school division/community

F. Supervising para educators or volunteers effectively

- Clarifies the role of para educators or volunteers
- Keeps para educators or volunteer informed of jobs and/or key information
- Participates in providing constructive feedback to para educators and volunteers, as appropriate

G. Provides service to the profession, the division, and the community

- Serves on school, division, state, and/or national conferences
- Organizes, facilitates, and presents at local state and/or national conferences
- Supports and participated in efforts to align school division goals and activities with community endeavors

Additional Evidence:**Communication/Community Relations See Log****(Domain 5)****A. Using a variety of communication strategies with families and the community**

- Initiates communication with parents for a variety of reasons
- Documents a variety of parent/guardian contacts
- Keeps parents/guardians informed of problems in a timely manner.

B. Forging partnerships with families to promote student learning at home and school

- Responds to parent concerns
- Demonstrates flexibility in planning meetings with parents
- Promotes parental involvement in the classroom and school
- Initiates parent where student goals and strategies are discussed

C. Working with staff, families, and community resources to support success of a diverse student population

- Responds in a sensitive manner to social and cultural backgrounds when communication information parents
- Uses multiple modes of communication to parents
- Collaborates with staff, families and community members to respond to the identified needs of individual students and groups of students
- Works with community members to develop partnerships and carry out school and community sponsored events

Pulaski County Schools K-12
Formative Evaluation

Teacher's Name - _____ School-_____

Grade/Subject Area-_____ Post Conference Date-_____

Domain 1: Planning/Assessment

Areas of strength:

Areas for consideration or practice:

- Meets expectations
- Does not meet expectations

Domain 4: Professional Responsibility

Areas of strength:

Areas for consideration or practice:

- Meets expectations
- Does not meet expectations

Domain 5: Communication/Community Relations

Areas of strength:

Areas for consideration or practice:

- Meets expectations
- Does not meet expectations

Administrator signature _____ Date _____

Teacher signature _____ Date _____

- Meets expectations
- Does not meet expectations

Pulaski County Schools K-12
Formative Evaluation

Teacher's Name - _____ School- _____

Grade/Subject Area- _____ Post Conference Date- _____

Domain 2: Instruction

Areas of strength:

Areas for consideration or practice:

Meets expectations

Does not meet expectations

Domain 3: Safe Classroom Environment

Areas of strength:

Areas for consideration or practice:

Meets expectations

Does not meet expectations

Pulaski County Schools K-12
Summative Evaluation

Teacher's Name - _____ School- _____

Grade/Subject Area- _____ Post Conference Date- _____

Domain 2: Instruction

Areas of strength:

Areas for consideration or practice:

Meets expectations

Does not meet expectations

Domain 3: Safe Classroom Environment

Areas of strength:

Areas for consideration or practice:

Meets expectations

Does not meet expectations

Pulaski County Schools K-12
Summative Evaluation

Teacher's Name - _____ School- _____

Grade/Subject Area- _____ Post Conference Date- _____

Domain 1: Planning/Assessment

Areas of strength:

Areas for consideration or practice:

- Meets expectations
- Does not meet expectations

Domain 4: Professional Responsibility

Areas of strength:

Areas for consideration or practice:

- Meets expectations
- Does not meet expectations

Domain 5: Communication/Community Relations

Areas of strength:

Areas for consideration or practice:

- Meets expectations
- Does not meet expectations

Administrator signature _____ Date _____

Teacher signature _____ Date _____

- Meets expectations
- Does not meet expectations
- Recommended for renewal
- Not recommended for renewal

III. Employee Benefits

A. VIRGINIA RETIREMENT SYSTEM

School division employees who are eligible will be members of the Virginia Retirement System. Employee retirement benefits shall be governed by the rules and regulations established by the Virginia Retirement System.

Board Policy GBO

B. STAFF FRINGE BENEFITS

1. The Pulaski County School Board recognizes the need for fringe benefits in order to promote the employment and retention of the highest quality personnel and effectively serve the educational needs of students. Accordingly, fringe benefits shall be provided pursuant to regulations established by the Board.

Board Policy GCBC

2. Regulation: See Policy Manual Board Policy GCBC-R

C. EMPLOYEE EXTENDED WORK PLAN

1. Effective June 30, 2009, any person employed full-time by the Pulaski County School Board who is a member of the Virginia Retirement System (VRS) is eligible to participate in the Employee Extended Work Plan (the "Plan").

2. The employee is eligible to join the Plan at any time after age 55, provided he/she has completed ten (10) continuous years of full-time service in the Pulaski County Public School system.

3. Persons receiving disability retirement benefits under VRS are not eligible for this Plan. Participation in the Plan must be initiated by the employee.

Board Policy GCBC-R2

D. PROFESSIONAL STAFF LEAVES AND ABSENCES

1. Professional leave shall be that leave defined as time away from work to participate in staff development appropriate to enhancing one's own learning and increasing the ability to do one's job.

2. Professional leave shall be approved for such things as the following: school board sponsored professional development activities, state and national sponsored professional development activities related to the position of the employee, final graduate exams to receive an advanced degree. Excluded activities from professional leave shall be: exams to get into graduate school, class preparation, study for exams, or taking exams other than final graduate exams to receive advanced degree.

3. School business leave shall be that leave defined as time away from work to conduct business in the school's behalf. Generally, this leave will not be approved for teachers other than those employed at the school whose business is being conducted.

4. All professional leave or school business leave requests shall be requested and approved by the supervisor at least one week, and preferably 2 weeks, prior to the date of the activity. If expense is involved, it must be approved on the appropriate form by the person/department supervisor responsible

for paying that expense. Leave requests and/or expenses turned in after the date of the activity will not be approved, unless there is an emergency contingency known by the supervisor that prevented prior approval.

Board Policy GCBD-R1

E. PERSONAL LEAVE

1. If hired at the beginning of schools, two days of personal leave shall be granted annually to the following employees at the rate of 1 per semester:

- Full-time Teachers and Professional Staff
- 10, 11, and 12 month Administrative Staff
- Full-time Custodial-Maintenance and Bus Shop Staff
- Para-Professionals and Para-Educators contracted for a minimum of 180 days for at least 6 hrs. a day
- Bus Drivers contracted for a minimum of 181 days
- 10, 11, and 12 month Clerical and Technical Support Staff
- Full-time Food Service Staff
- Nurses working at least 20 hours per week

2. An employee must work 180 days to be awarded 2 personal days, at least 90 days to receive one personal day, and 45 days for ½ personal day.

3. All personal leave requests must be made in writing, using the appropriate form, to the principal or administrator at least 2 weeks in advance of the requested date(s) of leave. In emergency situations, requests can be made by phone for immediate granting of personal leave. In such case, the employee making the emergency request shall, upon return to work, submit the appropriate written request form.

4. All leave requests will be treated as confidential. The use of personal leave immediately before or after a holiday and/or within the last three (3) weeks of school is strongly discouraged. If an employee needs to be absent at that time, he or she may be required to take leave without pay. The employee shall notify the principal/supervisor as far in advance as possible of the need to be absent. All requests must be submitted in writing to the Superintendent for approval.

5. Personal leave may accumulate to a maximum of four days. After an employee has accumulated four days of unused personal leave, additional personal days earned will be transferred as accumulated sick leave. In the event that an employee retires, any unused personal leave days will be converted to sick leave days.

Board Policy GCBD-R2

F. SICK LEAVE

1. The Pulaski County School Board recognizes that its employees may need leave time due to personal illness, illness or death of a family member or close personal friend, or birth or adoption of a child. It is also necessary, however, for employees to realize that absenteeism for any reason adversely affects the instruction of students. For this reason, the following attendance criteria are established:

- a. The primary purpose of sick leave is to provide for paid time in the event of long-term illnesses and/or maternity leave.

- b. Time lost must be limited in order to maintain quality instructional programs.
- c. Satisfactory attendance is a minimum expectation for all employees.
- d. Judgments about employee attendance should be made on consistent criteria.
- e. When an employee displays an unsatisfactory pattern of attendance, the supervisor will talk with the employee and attempt to rectify the attendance problem.
- f. Generally, supervisors will examine an employee's attendance over a three-year period, or specifically, when the supervisor, regardless of the period of time, notes that the employee is excessively absent or a displays an unsatisfactory pattern of attendance.

2. Allowances for and regulations of sick leave time shall be as follows for all full-time, salaried teachers, administrators, central office staff, maintenance and custodial personnel, school bus employees, clerical workers and hourly employee groups, regularly scheduled to work twenty (20) hours or more per week:

- a. Full time employees generally earn one (1) day of sick leave per contracted month.
- b. Those employees who are employed less than a full year of full time employment shall earn sick leave at the rate of one day per contracted month or major fraction thereof. This provision also applies to those teachers who do not begin teaching at the start of the school term and those who do not complete the full year.
- c. Employees cannot claim any portion of accumulated leave unless they have actually reported for work for the regular school term in accordance with the terms of the contract. However, if an employee is unable, because of illness, to begin work at the beginning of the regular school term or fiscal year, whichever is applicable in accordance to the employee's contract, such employee may be allowed to use accumulated sick leave as of June 30th of the immediately preceding school year.
- d. Sick leave allowances will apply to the total contractual period including both teaching and non-teaching days employed.
- e. Sick leave provisions do not apply to summer school employment or evening, substitute, or temporary employment.
- f. Employees may not draw workman's compensation and sick leave simultaneously.
- g. Unused sick leave may accumulate without limit.
- h. Employees covered under the sick leave plan who have used their accumulated sick leave shall forfeit their per diem salary for all days taken that are not allowed by the sick leave plan.
- i. Leave shall be allowed for maternity leave; adoption of a child as allowed by Family Medical Leave Act; or employee illness, including quarantine, illness, or death of a family member or a close personal friend requiring the attendance of the employee. Such leave shall be deducted from accumulated sick leave.
- j. Sick leave or leave without pay will be allowed for the birth and care of a newborn child; the adoption or foster placement of a child; the care for an employee's spouse, parent, or child with a serious health condition; and because of a serious health condition that makes the employee unable to perform the essential function of the employee's job, and any other reason which makes the employee eligible for leave in accordance to the Family and Medical Leave Act (FMLA) contained in School Board Policy GCBA: Family and Medical Leave.
- k. Sick leave used beyond five (5) consecutive days will be designated Family and Medical Leave Act (FMLA) leave, and all FMLA leave shall run concurrent with sick leave used. The employee or his or her supervisor shall promptly notify the Office of Human Resources of absence due to surgery or other medical emergency such as those mentioned above which qualify for FMLA so that proper documentation can be gathered. FMLA provisions shall be

a rolling 12-month period measured backward from the date an employee uses an FMLA leave.

- l. If the employee has the accumulated sick leave, paid sick leave may be used for maternity leaves or leaves for adoption which shall begin on the date of the birth of the child or on the date when the child is received and shall extend six weeks from that date. For those days for which the employee's doctor has specified, in writing, that the employee is physically unable to perform contracted duties, a physician's report will be required to certify the employee's eligibility for use of sick leave, up to a total of twelve weeks as allowed by the Family Medical Leave Act. Use of other sick leave days relative to medical complication related to pregnancy will be determined on a case by case basis with the human resources department.
- m. All accumulated sick leave shall terminate upon the expiration of employment. A certificated employee may transfer from one school system to another in Virginia and likewise transfer any such accumulated sick leave provided that the request to transfer sick leave is made within two (2) years of separation from Pulaski County. An employee who separates from employment with the Pulaski County School Board and subsequently is reemployed by it within two (2) years may have previously credited sick leave, provided he or she was not paid for it, restored to his or her credit. The Pulaski County School Board will accept accumulated sick leave up to a maximum of 140 days for any employee who is employed by Pulaski County Public Schools and has previously worked in a governmental entity in Virginia that participated in the Virginia Retirement System. An employee who leaves employment in the public schools to enter the armed services does not forfeit accumulated earnings unless he/she fails to return to public school employment immediately upon discharge from an original tour of duty in the armed services; however, current earnings cannot be allowed for the period while in the service.
- n. An employee may be asked to submit to his or her supervisor or building principal a statement of verification of illness signed by a medical professional.
- o. Employees are to submit to their supervisor or building principal the appropriate form certifying their absence due to sick leave.
- p. Principals of individual schools are to submit at the end of each month the "Principal's Monthly Report of Teacher's Absences," together with all the appropriate forms submitted during the month.
- q. Classified employees are to submit monthly timesheets on which absences are indicated.
- r. Hourly employees, who are regularly scheduled to work at least twenty (20) hours per week, shall earn one-half (1/2) day of sick leave, equal to one-half (1/2) of their assigned workdays, for each month worked. Thus, ten (10) month employees shall earn five (5) days (of their workdays per year), eleven (11) month employees will earn five and one-half (5 ½) such days per year, and twelve (12) month employees will earn six (6) such days per year. Such leave shall accumulate without limit.
- s. Terminal pay of accumulated sick leave for employees retiring under the Virginia Retirement System will be at the rate of 30% per diem pay at the time of retirement, or \$30.00 per day, whichever is greater.
- t. Terminal pay of accumulated sick leave for employees not covered by the Virginia Retirement System (VRS) will be given to those who have been employed by the Pulaski County School Board for a period of at least 5 years and will be at the rate of 30% per diem pay, or \$30.00 per day, whichever is greater.

3. Allowance for Funeral Leave

- a. An employee who has a death in the family shall be allowed up to three (3) days of funeral leave, which shall be deducted from the employee's sick leave.
- b. The family of the employee will be interpreted to include parents, wife, husband, children, brother, sister, step-parent, step-children, step-sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, foster parents, foster children, grandparents, and grandchildren of the employee and/or his or her spouse, any relative living in the household of the employee, or close personal friend.
- c. Additional funeral leave days (maximum of two) may be requested through the department of human resources. If approved, the days will be deducted from the employee's sick leave. If more than five (5) days are needed for a death in the family, requests for the use of sick leave must be made to the Superintendent.

4. Pulaski County Schools Sick Leave Bank

- a. The intent of the Sick Leave Bank is to provide some protection for employees who have not had time to accumulate sick leave days and for those who experience catastrophic or long-term illness.
- b. MEMBERSHIP
 - (1) Membership in the Sick Leave Bank shall be automatic on the part of all eligible personnel unless the employee notifies, in writing, the human resources department that he or she does not want to participate in the sick leave bank by September 30 of the year he or she does not wish to participate.
 - (2) Membership shall be continuous unless the employee notifies, in writing, the department of human resources prior to September 30 each year that he or she does not want to participate in the sick leave bank.
 - (3) Personnel eligible to participate in the sick leave bank include administrators, teachers, custodians (12 months), maintenance personnel, bus shop personnel, bus drivers, clerical/bookkeeping (10, 11, and 12 months) personnel, technology department personnel, para-educators, food service employees, and eligible nurses.
- c. ENROLLMENT
 - (1) An eligible employee may enroll in the sick leave bank by donating a minimum of one (1) day of his/her accumulated sick leave to the sick leave bank. Days used will be reflected on a June settlement sheet.
 - (2) A Sick Leave Bank Option Form will be available for refusal of membership.
 - (3) All eligible employees will be enrolled within the first 30 calendar days of employment or prior to September 30 of any following school year if they have elected NOT to be enrolled during their previous year(s) of employment.
 - (4) An employee who elects not to enroll when first eligible may do so by making application and providing satisfactory evidence of good health to the human resources department. Such an employee shall be enrolled in the bank for six (6) months prior to becoming eligible to utilize the benefits of the Sick Leave Bank.

d. USE OF SICK LEAVE BANK

- (1) All requests of sick leave bank days must be verified by a physician's note.
- (2) New employees must wait six months before they may apply to use the Sick Leave Bank.
- (3) The Sick Leave Bank will not cover the first 20 consecutive contract days of illness or disability. To be eligible to utilize the Sick Leave Bank, the member must cover at least the first 20 days of illness with his/her own accumulated leave (including vacation and/or personal) or leave without pay. No transferred days from other employees may be used to cover the first 20 days. This requirement may be met in those cases in which 20 contract days of absence, although not consecutive, for the same illness/injury occur. For example, if the member has accumulated more than 23 days of sick leave, personal or vacation leave, the member must use all accumulated sick leave, personal and vacation leave to within three (3) days.
- (4) Days drawn from the Sick Leave Bank for any one period of eligibility must be consecutive, except additional periods of disability resulting from recurrence or relapse of the original illness, which will be covered fully on a continuing basis up to the annual maximum of 45 days. The human resources department, in consultation with the employee, supervisor, and/or doctor, if necessary, will determine the awarding of days concerning recurrence or relapse of the original illness.
- (5) Full-time employees meeting the requirements may draw only 15 days from the Sick Leave Bank during their first year of employment with Pulaski County Public Schools following the six-month waiting period, 25 days per year with 1 – 2 years of employment with Pulaski County Public Schools, 35 days per year with 3 years of employment with Pulaski County Public Schools, and 45 days per year with more than three years of employment with Pulaski County Public Schools. Employees working at least 20 hours per week and earning sick leave days will be entitled to participate in the Sick Bank proportionately to the hours worked, i.e., 20 hour/week employee may use 12 ½ days from sick bank with 1-2 years' employment, 17 ½ days with 3 years' employment and 22 ½ with 4 or more years' employment.
- (6) No member meeting the requirements may withdraw more than forty-five (45) days in any fiscal year (July 1 – June 30).
- (7) The employee must make application to withdraw days from the Sick Leave Bank.
- (8) Participating members who have utilized the Sick Leave Bank must meet the requirements of statements 2 and 3 at the beginning of each school year before borrowing from the bank again.
- (9) Members utilizing sick leave days from the bank will not have to replace these days except as a regular contributing member of the bank.
- (10) Termination of employment or retirement will not permit an employee to withdraw his or her days previously contributed to the Sick Leave Bank.
- (11) Members of the bank shall be assessed one (1) day of sick leave if, at any time, the Sick Leave Bank falls below one hundred (100) days. A member may withdraw from the bank if he/she does not accept the assessment but shall lose all contributed days to that point. Members who have no leave to contribute shall be assessed the following September.
- (12) The Sick Leave Bank may be used when an enrolled employee or friend or family member requiring attendance of employee is incapacitated by illness or injury,

which has been certified by a doctor. Family Medical Leave Act provisions provide guidance as to who is affected.

- (13) The human resources department and a Sick Leave Bank Advisory Committee made up of four (4) members of the Sick Leave Bank, appointed by the Superintendent, will consider requests from employees who have extenuating circumstances relative to use of the Sick Leave Bank. The committee shall make a recommendation to the Superintendent whose decision shall be final.
- (14) Accumulated days in the Sick Leave Bank not used during the year will be carried over to the next year.
- (15) If the Sick Leave Bank is abolished by the school board or by legal ruling, all employees will be notified thirty (30) days prior to abolition; the remaining sick leave bank days shall be distributed first to those members currently drawing from the bank, and then to each member if sufficient days exist to return one full day to each member. In the absence of sufficient days to redistribute one day per member, the sick leave bank shall terminate with no distribution of days to anyone.
- (16) If the Sick Leave Bank becomes inoperative for any reason, the school board shall not be held responsible to anyone, enrolled now or eligible in the future, for any claims.

e. TRANSFER OF SICK LEAVE DAYS

An employee may transfer additional sick leave days to another specific employee under the following regulations:

- (1) Employees wishing to transfer sick leave days must complete the Request for Transfer of Sick Leave Days and submit it to the department of human resources.
- (2) The employee receiving the transferred sick leave days must have used the maximum days allowed within his or her group below: 15 days from the Sick Leave Bank during their first year of employment within Pulaski County Public Schools following the six-month waiting period, 25 days per year with 1 – 2 years' employment within Pulaski County Public Schools, 35 days per year with 3 years' employment within Pulaski County Public Schools, and 45 days per year with more than three years of employment within Pulaski County Public Schools.
- (3) The maximum number of days that any employee may transfer to another specific employee during any year is ten (10) days.
- (4) The maximum number of days that any employee may receive during any year is twenty (20) days.
- (5) Transferred days cannot be used for the required twenty (20) days prior to receiving any sick bank days. See number 2 under guidelines for USE OF SICK LEAVE BANK.

Cross Refs: GCBE Family and Medical Leave
IC/ICA School Year/ School Calendar

f. TERMINAL PAY FOR UNUSED SICK LEAVE

- (1) Terminal pay will be paid only to those employees who are retiring and who will draw retirement benefits from the Virginia Retirement System; however, accumulated sick leave may be retained and restored to the employee who resigns and returns within 2 years to employment with Pulaski County Public Schools.
- (2) The employee may retire at any age consistent with the provisions of the VRS and be eligible for this payment.
- (3) Terminal pay of accumulated sick leave for employees retiring under the VRS, will be at a rate of 30% of per diem pay at time of retiring or \$30.00 per day, whichever is greater.
- (4) Terminal pay of accumulated sick leave for employees retiring but who are not covered by the Virginia Retirement System (VRS) will be paid at a rate of 30% of per diem pay at the time of termination or \$30.00 per day, whichever is greater, provided that they have been employed by the Pulaski County School Board for a period of at least 5 years.

Board Policy GCBD-R3

SICK LEAVE BANK NON-ENROLLMENT FORM

Membership in the Pulaski County Schools Sick Leave Bank is automatic unless I signify otherwise in the following statement:

_____ I do not wish to participate in the Pulaski County Sick Bank.

Date

Signature

By being a member of the Sick Leave Bank, I acknowledge that I donate at least 1 day to the bank and if I use days from the Bank, the following contracted year I will be assessed 1 more day. Use of the Sick Leave Bank will show on the end-of-year statement received from the payroll department.

REQUEST-SICK LEAVE BANK WITHDRAWAL

EMPLOYEE _____ ASSIGNMENT _____

Sick Days begin year: _____

Sick Days earned to date: _____

TOTAL AVAILABLE: _____

Sick days used to date: _____

Days needed from Sick Bank: _____

SIGNATURE _____ DATE _____

Approved by: _____ Date: _____

G. MILITARY LEAVE

All employees of the School Board who are members of the organized reserve force of any of the armed services of the United States or of the National Guard shall be entitled to leaves of absence for their respective duties without loss of seniority, accrued leave, or efficiency rating on all days when they are engaged in annual active duty or training or when call forth by the Governor of Virginia pursuant to the provisions of Section 44.93 of the Code of Virginia.

Board Policy GCBD-R4

H. EXTENDED LEAVE WITHOUT PAY

The Board recognizes the fact that members of its staff may need to request leaves of absence from their regular employment. Such leaves of absence will be unpaid. The Board authorizes the Superintendent/Designee to give consideration to all requests for leave and will establish a procedure by which these requests may be processed in a fair and consistent manner. The Superintendent/Designee will, however, make decisions on granting or denying leave of absence requests based on the best interests of Pulaski County Public Schools.

Board Policy GCBD-R5

I. SABBATICAL POLICY

Sabbatical leave policy for Pulaski County instructional personnel for advanced graduate study:

Application for sabbatical leave shall be made in writing to the Superintendent of Schools six months prior to the time of the requested leave. The Pulaski County Public School Board shall rule on the application within sixty days.

Board Policy GCBD-R6

J. VACATION

1. Twelve-month employees will receive fifteen (15) days of vacation per contract year (July 1-June 30). Twelve-month employees may carry over no more than thirty (30) days of vacation from one contract year to the next except those employees who had accumulated thirty-six (36) or more days of vacation prior to June 30, 2001, who may carry over thirty-six (36) days from one contract year to the next.

2. Eleven-month employees will receive five (5) days vacation per contract year (August 1-June 30). Eleven-month employees may carry over no more than ten (10) days of vacation from one contract year to the next.

3. Exception

Those employees whose workload prevents them from reducing their vacation days to the maximum number of carryover days allowed from one contract year to the next may appeal to the superintendent for a waiver to carry over no more than ten (10) additional days for twelve-month employees into the next contract year; the superintendent may approve the waiver by setting a deadline with the employee for use of the time or disapprove it. The employee, however, must use the additional carryover days by the deadline set or lose the days.

4. Those employees who do not use vacation days in excess of the maximum allowed for carry over from one contract year to the next and who do not receive a waiver for days in excess of the maximum will lose the days.

5. Eleven and twelve month employees are eligible for all Pulaski County Public School calendar holidays that occur within their contract year. These holidays are July 4th, Labor Day, Thanksgiving (2 days), winter break, and the guaranteed spring break.

6. To respond to emergency situations or to preserve the security and/or maintenance of facilities, supervisors may require employees to work during the holidays named in #5 above.

7. All requests for vacation must be on the appropriate form and approved by the principal/supervisor at least 5 days prior to the beginning date of the vacation requested.

8. Employees must secure permission from the superintendent for requests for more than ten (10) consecutive days of vacation.

Board Policy GCBD-R7

K. 403 (b) ADDENDUM TO EMPLOYEE BENEFITS

Under Section 403(b) of the current federal tax code, certain educational agencies, such as Pulaski County Public Schools, are allowed to offer all employees the opportunity to participate in a special arrangement known as a Tax Sheltered Annuity (TSA). By participating in a TSA, your contributions will be made on a pre-tax basis. (Please check with the Department of Finance or the Department of Human Resources regarding details and participating provider)

IV. Other Important Policies

A. FAMILY AND MEDICAL LEAVE

1. Eligibility

Any eligible employee is entitled, pursuant to the Family and Medical Leave Act (FMLA), to leave for a combined total of twelve (12) weeks per year for the following situations:

- a. The birth and care of a newborn child;
- b. The adoption or foster placement of a child;
- c. To care for an employee's spouse, parent, or child with a serious health condition; and
- d. Because of a serious health condition that makes the employee unable to perform the essential functions of the employee's job.

To be eligible for leave under this policy the employee must have at least twelve (12) months of service with the Pulaski County school division and have worked at least 1250 hours according to the Fair Labor Standards Act in the twelve (12) months preceding the commencement of the leave. Full-time teachers are deemed to meet the 1,250 hour test.

For the purposes of this policy a year is defined as beginning September 1 and ending August 31.

To the extent that an employee is entitled to compensated leave under other Pulaski County school division policies, such paid leave shall be used concurrently with the family and medical leave entitlement. Otherwise, family and medical leave is unpaid.

2. Employee Notice of the Need for Leave

Employees must provide at least thirty days notice of the need for family and medical leave. If the need for the leave is not foreseeable, the employee or his/her designee must give notice within two work days of when the need becomes known. In requesting leave, employees shall not be required to use the words family and medical leave, but shall provide sufficient information to make the division aware of the need for the leave. The division shall inquire further of the employee if it necessary to determine whether family and medical leave applies.

3. Certification of the Need for Leave

The Pulaski County school division may require, and the employee must provide, certification of the need for family and medical leave. Such certification shall be provided on the form provided by the division. Attachment 2 may be used for the certification.

The medical certification for the employee's personal illness must identify the nature of the illness, the date the illness began and the projected return-to-work date. For leave to care for a child, spouse, or parent, the medical certification must include an estimate of the amount of time the employee

is needed to provide care. At the employer's discretion and expense, a second medical opinion may be required. Any dispute between the two opinions shall be resolved by the opinion of a third, jointly selected provider and paid for by the division. Any recertification requested by the employer shall be at the employee's expense.

4. Benefits During Family and Medical Leave

Employees on family and medical leave shall receive the group health insurance plan coverage on the same conditions as coverage would have been provided if the employee had been working during the period of leave. Other benefits shall be provided according to Pulaski County school division policy for paid or unpaid leave, whichever applies.

5. Return to Work

An employee on family and medical leave shall provide the division at least two work days notice of the intent to return to work. The employee shall be returned to the same or equivalent position at the end of the family and medical leave unless the division shows that the employee would not otherwise have been employed at the time reinstatement is requested.

Board Policy GCBE

B. EMPLOYEE INJURIES ON THE JOB

When a staff member is injured, an accident form should be completed and sent to the Department of Human Resources within 24 hours. If medical treatment is needed, referral will be made to a physician on the worker's compensation panel. In case of a serious emergency, the injured should be transported to the nearest hospital emergency room. Employees who suffer a work related injury may not be treated by their personal physician. They must choose a physician from the worker's compensation panel.

C. LEAVE WITHOUT PAY

1. Employee's Debilitating or Life-Threatening Illness or Injury

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

3. Employees with a debilitating or life-threatening illness who are entitled to leave under this policy may take up to five 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.

4. Employees must submit medical documentation of their need for leave. Whenever possible, documentation must be provided prior to leave being taken.

Board Policy GCBEA

D. POSTING OF PROFESSIONAL STAFF VACANCIES

1. Notices of employment vacancies within the Pulaski County School Division shall be posted in every school within the system and in the administration office. Where applicable, notice shall be mailed to placement services of colleges and universities and professional publications.

Board Policy GCCA

2. Regulation: See Policy Manual Board Policy GCCA-R

E. EMPLOYMENT OF FAMILY MEMBERS

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 shall be 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.

Board Policy GCCB

F. PROFESSIONAL STAFF HIRING

1. See Policy Manual Board Policy GCD

2. Regulation: See Policy Manual Board Policy GCDR-2

G. COACHING AND NON-INSTRUCTIONAL SUPPLEMENTAL CONTRACTS

1. Individuals employed by Pulaski County Public Schools who wish to be considered for vacant coaching or other non-instructional supplemental contracted positions should submit a letter in writing to the principal of the school where the vacancy exists, expressing interest in the position. Individuals not employed by Pulaski County Public Schools who wish to be considered for vacant coaching or other non-instructional supplemental positions should submit a Pulaski County application to the principal.

2. The person recommended by the principal for a coaching or non-supplemental contracted position must meet normal employment requirements as established by the Pulaski County School Board and the Code of Virginia.

3. No contract, which is offered as a single year contract, may be offered with an automatic renewal guarantee.

4. No contracted extra-duty assignment shall be performed during the normal school day or workday unless approved by the School Board.

5. Once all of the requirements for employment have been met, the department of Human Resources will place the name of the recommended person on the School Board's consent agenda. If the School Board approves the recommendation, a contract will be issued.

6. Payment for services of persons having filled coaching or non-instructional supplemental positions will be made at the conclusion of the season, school activity, or school year, as appropriate for

the supplement. Before payment can be made, principals must submit Form GCBB-E2 to the department of Human Resources for approval and forwarding to the payroll department.

7. All coaching and non-instructional supplemental contracts are good for a one-year period and may or may not be renewed by the principal.

Board Policy GCD-R

H. SCORING RUBRIC

See Policy Manual Board Policy GCD-E1/GCDB-E1

I. PERSONNEL RECOMMENDATIONS BACKGROUND & RATIONALE

See Policy Manual Board Policy GCD-E2/GCDB-E2

J. ACCEPTABLE COMPUTER SYSTEM USE

1. 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 hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the Internet and other internal or external networks.

2. 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. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account may be monitored or read by school officials.

3. All employees must sign a current computer usage agreement.
Board Policy IIBEA

K. 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.

1. Employee Convictions

- a. Employees may be placed on probation or suspended in accordance with policies GCPD and GDPD, if convicted of a criminal offense listed above in section I. Where a conviction relates to the suitability of the employee to perform duties in a particular position, such employee may be dismissed.
- b. If a current employee is suspended, placed on probation or dismissed because of information appearing on his/her criminal history record, the School Board shall provide a copy of the information provided by the Central Criminal Records Exchange to the employee.
- c. The Superintendent shall inform the School Board of any notification of arrest of a school board employee received pursuant to Virginia Code §19.2-83.1. The School Board shall require such employee, whether full-time or part-time, permanent, or temporary, to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the employee's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigations for the purpose of obtaining criminal history record information regarding such employee. The contents of the employee's criminal record shall be used only to implement dismissal, suspension or probation in accordance with §§ 22.1-307 and 22.1-315 of the Code of Virginia.

- 1) For purposes of this policy, a court's placing an individual on probation pursuant to Va. Code section 18.2-251 shall be treated as a conviction and as a finding of guilt.
- 2) The applicant or employee shall pay for the fingerprinting, criminal record check and abuse and neglect check conducted pursuant to this policy.

Board Policy GCDA

L. VACANCIES

Current employees must submit a letter of interest and a current resume.

1. See Policy Manual Board Policy GCDB
2. Regulation: See Policy Manual Board Policy GCDB-R

M. PROFESSIONAL STAFF PROBATION AND CONTINUING CONTRACT

1. A probationary term of service of three years in Pulaski County School Division shall be required before a beginning teacher or administrator is issued a continuing contract. A mentor teacher shall be provided to every first year probationary teacher to assist him or her in achieving excellence in instruction. Once a continuing contract status has been attained in a school division in the Commonwealth another probationary period need not be served in any other school division unless such probationary period, not to exceed one year, is made a part of the contract of employment. Probationary teachers shall be evaluated at least annually in accordance with policy GCM and GCN. The Superintendent shall consider such evaluations as one factor in making recommendations to the School Board regarding the employment of probationary teachers. If a probationary teacher's evaluation is not satisfactory, the School Board shall not reemploy such teacher.

2. Any teacher hired on or after July 1, 2001, shall be required, as a condition of achieving continuing contract status, to have successfully completed training in instructional strategies and techniques for intervention for remediation of students who fail or are at risk of failing the Standards of Learning assessments. Pulaski County School Division will provide said training at no cost to teachers it employs. If such training is not offered in a timely manner, no teacher will be denied continuing contract status for failure to obtain such training.

3. If a teacher separates from service and returns to teaching service in Pulaski County, the person may be required to begin a new probationary period as determined by the Superintendent if made part of the contract.

4. If a teacher who has not achieved continuing contract status receives notice of re-employment, he must accept or reject in writing within 15 calendar days of receipt of the notice. Written notice of non-renewal of the contract must be given by the board on or before April 15 of each year.

5. 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. Principals who complete a three-year probationary period may be considered for a multi year contract. A School Board may reduce the number of teachers, whether or not such teachers have reached continuing contract status, because of decrease in enrollment or abolition of particular

programs/ subjects. Furthermore, nothing in the continuing contract shall be construed to authorize the School Board to contract for any financial obligation beyond the period for which funds have been made available.

Board Policy GCG

N. PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

1. Principals and other supervisory personnel may submit recommendations to the Superintendent for the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to his supervision.

2. Upon recommendation of the Superintendent, the Pulaski County School Board shall place all employees within the various schools and facilities located in the school division. The Superintendent shall have the authority to assign such employees to their respective positions within the school or facility wherein they had been placed by the School Board.

3. The Superintendent may reassign any such employee for that school year to any school or facility within such division, provided no change or reassignment during a school year shall affect the salary of such employee for that school year. However, the wife or husband of a principal or assistant principal should not be employed in a situation whereby his or her spouse is directly responsible for that employee's supervision.

4. Any employee seeking a transfer of assignment to another work location must make a request in writing to the Superintendent or his/her designee, with copies to the current supervisor, not later than April 1 of that calendar year. This type of request, if granted, will be considered a voluntary transfer. A change of assignment within an immediate workstation is the responsibility of the immediate supervisor.

Board Policy GCI

O. PROFESSIONAL STAFF TIME SCHEDULES

1. The Pulaski County School Board recognizes the need for establishing daily time schedules for all employees that provide for consistency throughout the school system. The School Board also recognizes the need for daily time schedules to allow for differences in responsibilities and requirements in the variety of positions held by school system employees.

2. The Superintendent shall be authorized to establish daily time schedules for all classifications of employees that shall be subject to School Board review. In setting such schedules, consideration must be given but not be limited to evening and weekend responsibilities, wage and hour regulations, comparative schedules of employees in other school systems, and schedules established by other employers in the community that provide a generally accepted standard.

Board Policy GCJ

P. REDUCTION IN PROFESSIONAL STAFF WORK FORCE

1. A decrease in enrollment, a budget reduction or adjustment, 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.

2. General reduction in total personnel and redistribution of personnel within designated programs shall be done in accordance with regulations adopted by the Board.

Board Policy GCPA

Q. RESIGNATION OF PROFESSIONAL STAFF MEMBERS

1. The Superintendent of schools is authorized to approve resignations of employees. Any resignation must be in writing. (See Request of Termination form p. IV-64)

2. A teacher may resign after April 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 intended date of resignation. Such request shall 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 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.

Board Policy GCPB

**PULASKI COUNTY PUBLIC SCHOOLS
REQUEST FOR TERMINATION OF EMPLOYMENT**

INSTRUCTIONS:

1. This form should be filed by all personnel who wish to be released from their present contract or who do not wish to be re-employed for the next contract year.
2. The channel of procedure is to file the request with the person to whom the employee is directly responsible.
3. Action is required on the request at the appropriate level indicated on this form. Upon final action by the School Board, copies of the form will be returned to all appropriate persons indicating final action taken.

I, _____ wish to resign my position with the Pulaski County
(NAME)

Public Schools for the following reason: _____

If approved, my last day of employment will be (month/day/year) _____

Home Address _____ Telephone # _____

School or Department _____ Position _____

Signature of Principal/Department Head _____ Date _____

IF YOU WISH TO PURCHASE SICK LEAVE, PERSONAL AND/OR VACATION LEAVE, PLEASE COMPLETE THE INFORMATION BELOW:

1. Sick leave will be purchased only upon approved termination of employment for **RETIREMENT**.
2. **ALL** accumulated sick leave days may be purchased from **RETIRING EMPLOYEES**. Sick leave may be transferred to other school divisions in Virginia for those employees terminating for other reasons.
3. Personal leave that is not used may be purchased at the current sick leave rate.
4. Vacation leave (up to 30 days) that is not used may be purchased at the employee's current per diem rate.

____ I am retiring, please pay accumulated sick leave.

____ Please pay me for all unused personal/annual leave. ____ Please apply unused personal/annual leave to extend employment.

COBRA NOTIFICATION: I understand that under the COBRA law, I have sixty (60) days, beginning on the date that regular coverage ends, to apply for continued coverage of my medical/dental insurance and/or my flexible benefits plan on an after-tax basis. For information regarding coverage during the period, please call the Payroll Department at (540) 643-0200.

Employee Name (Please Print) _____ Social Security # _____

Employee Signature _____ Date _____

TO BE COMPLETED BY THE DEPARTMENT OF HUMAN RESOURCES	
Resignation approved effective at end of workday on _____	
Personnel Administrator _____	Date _____
Signature	
TO PAYROLL: PLEASE PAY MONIES DUE ON	
_____ days of sick leave @ _____ /day = _____	
_____ days personal/vacation leave @ _____ /day = _____	

R. PROFESSIONAL STAFF MEMBERS: CONTRACT STATUS AND DISCIPLINE

1. Employment Contracts

All certificated personnel in the Pulaski County Public Schools shall be issued a written employment contract, except those temporarily employed as substitute teachers, before such employee enters upon his duty. Such contract shall be signed in duplicate, with a copy thereof furnished to both parties.

2. Contractual Status of Administrative Staff

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 April 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.

3. Probationary Contracts for Teaching Staff

A probationary term of service for three years in the same school division shall be required before a teacher is issued a continuing contract. Once a continuing contract status has been attained in a school division in the Commonwealth, another probationary period need not be served in any other school division unless such probationary period, not to exceed one year, is made a part of the contract of employment. Further, when a teacher has attained continuing contract status in a school division in the Commonwealth, and separates from and returns to teaching service in a school division in Virginia by the beginning of the third year, such teacher shall be required to serve a probationary period not to exceed one year, if made a part of the contract for employment.

4. Continuing Contracts

Teachers employed after completing the probationary period shall be entitled to continuing contracts during good behavior and competent service. Continuing contracts may be executed in behalf of persons holding a valid post-graduate, collegiate professional, or vocational certificate.

5. Probation and Dismissal

Teachers may be dismissed or placed on probation 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 or moral turpitude or other good and just cause.

6. Suspension

a. A teacher or other public school employee, whether full-time or part-time, permanent or temporary may be suspended for good and just cause when the safety or welfare of the school division or the students therein are threatened or when the teacher or other employee has been charged by summons, warrant, indictment or information with the

commission of a felony, a misdemeanor involving (i) sexual assault as established in Article 7 (§18.2-61 et seq.) of Chapter 4 of Title 18.2, (ii) obscenity and related offenses as established in Article 5 (§18.2-372 et seq.) of Chapter 8 of Title 18.2, (iii) drugs as established in Article 1 (§18.2-247 et seq.) of Chapter 7 of Title 18.2, (iv) moral turpitude, or (v) the physical or sexual abuse or neglect of a child; or an equivalent offense in another state.

b. Any employee suspended because of being charged by summons, warrant, information or indictment with any of the above listed criminal offenses may be suspended with or without pay. In the event an employee is suspended without pay, an amount equal to his/her salary while on suspended status shall be placed in an interest-bearing demand escrow account. Upon being found not guilty of any of the above listed criminal offenses or upon the dismissal or nolle prosequi of the charge, such employee shall be reinstated with all unpaid salary and accrued interest from the escrow account, less any earning received by the employee during the period of suspension, but in no event shall such payment exceed one year's salary.

c. No employee shall have his insurance benefits suspended or terminated because of such suspension in accordance with this policy.

7. Failure to Perform Nonemergency Health-Related Services

No licensed instructional employee may be disciplined, placed on probation or dismissed solely for refusing to perform non-emergency health-related services for students except administrative personnel and individuals employed to perform health-related services for students.

Board Policy GCPD

S. DISCIPLINE FOR CERTIFIED EMPLOYEES

In keeping with the provisions of School Board policies GCPD and GBL, certified professional employees may be disciplined for "... incompetence, immorality, non-compliance with school laws and regulations, ... conviction of a felony or a crime of moral turpitude, or other good and just cause." Such discipline shall be administered in accordance with these regulations and shall be strictly and narrowly enforced according to the language herein.

Board Policy GCPD-R

T. NONSCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS

Professional employees are encouraged not to engage in outside employment. Employment in a private business or outside activity could detract from the employee's effectiveness in his/her contractually assigned duties.

Board Policy GCQA

U. TUTORING FOR PAY

Professional staff members may not be paid for tutoring students enrolled in a class under their direction.

Board Policy GCQAB

V. PROFESSIONAL STAFF RESEARCH AND PUBLISHING

1. The Board adopts the "work for hire doctrine," and shall have the copyright of all employees' work produced at the instance and expense of the Board and/or any of its administrative staff.

2. Works authored by employees on their own time, without expense to the Board, and without instruction, direction, or control of the employees' superiors are the copyright of the employees.
Board Policy GCQB