



Pittsylvania County Schools

A Great Place to Learn & Work

EMPLOYEE HANDBOOK

2023-2024

Pittsylvania County Schools

P. O. Box 232

Chatham, VA 24531

(434) 432-2761, 793-1624 or 630-1817

Website: <http://www.pcs.k12.va.us/>

WELCOME TO PITTSYLVANIA COUNTY SCHOOLS



Welcome to Pittsylvania County Schools! The Pittsylvania County School Board and administration are happy that you decided to become a part of our organization.

Pittsylvania County School Division is the largest employer in Pittsylvania County. Our organization is filled with hard working and dedicated professionals. As you join our organization and carry out your responsibilities, please keep in mind that our division exists to serve children. In our own individual capacity, we are supporting children in their academic, emotional and physical development to grow into adults that will be the leaders in our community or the community in which they choose to live.

The purpose of this handbook is to provide essential information, procedures and rules required to deliver a quality education and environment for students. This handbook describes professional expectations and necessary conditions for our very important work together - the teaching and learning of our students.

As a respected educator, Dr. Harry Wong stated “What you do on the first days of school will determine your success or failure for the rest of the school year.” What you do on your first day at work and each subsequent day is important to your success with our organization. We want to help you to be a successful employee so that you help us to be a successful school division.

I hope this handbook will be a valuable tool for you to use to understand how the school division operates and to serve as a reference guide for answering questions about employment. Please know that your role with Pittsylvania County Schools is important in educating and nurturing our students to be successful and productive citizens.

You will find our school division belief posted in all school facilities – “Pittsylvania County Schools is a great place to learn and work.” We believe this statement, and I believe that you will come to believe it too. I look forward to working with you.

Respectfully,

A handwritten signature in black ink that reads "Steven D. Mayhew".

Steven D. Mayhew
Assistant Superintendent for Administration

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SECTION I: GENERAL INFORMATION

FORWARD:

This Employee Handbook contains personnel policies, regulations and interpretation, employment benefits, compensation and procedures, and division guidelines governing all employees of the Pittsylvania County School Public School Division. The policies included are summarized; however, the entire manual of policies and procedures are not provided in this document. A copy of the Pittsylvania County Schools Policy Manual is located in each school office/library and may also be accessed on our website.

The School Board will occasionally make changes to the policy manual. These changes will supersede any compatible provisions included in this document. Suggested improvements to the handbook are welcome and may be submitted to the Human Resources Department.



ASSURANCE STATEMENT & NON-DISCRIMINATION AND EQUAL EMPLOYMENT NOTICE (GBAB-PC):

The Pittsylvania County School Board endorses the principle of equal educational and employment opportunities for all people regardless of race, gender, religious beliefs, ethnic background, age or the presence of disabling conditions. Educational programs will continue to be developed and implemented to ensure equal educational opportunities for all students. Procedures for employment and promotion will be used that will provide equal opportunities for all people.

Please review the United States Department of Labor Equal Employee Opportunity Poster and Supplement at these sites: <https://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf> and https://www.dol.gov/ofccp/regs/compliance/posters/pdf/OFCCP_EEO_Supplement_Final_JRF_QA_508c.pdf

Employee Rights for Workers with Disabilities/Special Minimum Wage Poster

<https://www.dol.gov/whd/regs/compliance/posters/disabc.pdf>

USERRA – Veteran Rights

https://www.dol.gov/vets/programs/userra/USERRA_Private.pdf

Virginia Human Rights Act Reasonable Accommodations For Pregnancy

<https://law.lis.virginia.gov/vacode/title2/2/chapter39/section2.2-3909/>

VISION/MISSION AND EXPECTATIONS:

A complete copy of the Pittsylvania County Vision/Mission and Expectations is located on the PCS website.



Vision

To be recognized as having an innovative, challenging and exemplary school system.



Mission

To educate and nurture students to be successful and productive citizens.



Values

In pursuit of our vision and mission, the following elements are crucial:

- A safe, secure, orderly, and drug-free learning environment;
- A work and learning environment of mutual respect, cooperation, and open communication;
- Parental, business, and community participation and involvement;
- Individualized, differentiated learning experiences for all students regardless of ability, creed, gender, geographic location, national origin, race, or socio-economic status;
- Employees of the highest ability and integrity;
- Students learning to live and work in a community that uses its diversity as a strength;
- Respect for the voices of students and their contribution to the educational process;
- Allocation of financial resources based upon identified and recognized results; and
- Continuous improvement in all areas.



Staff Expectations

Administrative Staff

- Administrators will achieve performance expectations and strive for excellence as shown by satisfactory or superior rating on all criteria on the appropriate evaluation instrument.
- Administrators will annually evaluate and publicly report statistical and other data about the performance of the applicable school or school system.
- Administrators will conduct evaluations of assigned personnel in accordance with the policies adopted by the School Board.
- Administrators will participate annually in professional development activities at the local, regional, state and/or national level.

Teaching Staff

- Teachers will provide instruction necessary for students to attain state-identified level of proficiency for the Standards of Learning and document the delivery of such instruction.
- Teachers will achieve performance expectations and strive for excellence as shown by satisfactory or superior rating on all criteria on the appropriate evaluation instrument.
- Teachers will conduct documented assessment of proficiency on grade level/subject content.
- Teachers will provide oral and written feedback to students and parents about achievements of academic learning objectives.
- Teachers will participate annually in professional development activities at the local, regional, state and/or national levels.

Support Staff

- Support staff will achieve performance expectations as shown by a satisfactory or superior rating on all criteria on the appropriate evaluation instrument.
- Support staff will attend training activities applicable to their responsibilities.

Pittsylvania County School Board



The School Board meetings are held the second Tuesday of each month beginning at 7:00 p.m. at the School Board Office Administration Building, 39 Bank Street, S. E., Chatham, Virginia.

NAME	DISTRICT	ADDRESS	TELEPHONE	EMAIL
Calvin D. Doss Chairman	Callands-Gretna	P. O. Box 100 Gretna, VA 24557	(434) 656-3206	cdoss@pcs.k12.va.us
Kelly H. Merricks Vice Chairwoman	Dan River	2795 Loop Rd. Keeling, VA 24566	(434) 429-2236	kelly.merricks@pcs.k12.va.us
J. Samuel Burton	Chatham-Blairs	492 Tobacco Road Dry Fork, VA 24549	(434) 250-1758	sburton@pcs.k12.va.us
Willie T. Fitzgerald	Banister	P. O. Box 871 Chatham, VA 24531	(434) 432-9418	willie.fitzgerald@pcs.k12.va.us
George V. Henderson	Tunstall	568 F.C. Beverly Rd. Dry Fork, VA 24549	(434) 770-8933	ghenderson@pcs.k12.va.us
Kevin W. Mills	Westover	2514 Franklin Tnpk. Danville, VA 24540	(434) 836-6742	kevin.mills@pcs.k12.va.us
Don C. Moon	Staunton River	3605 Level Run Rd. Hurt, VA 24563	(434) 324-4115	dmoon@pcs.k12.va.us

SCHOOL CALENDAR:

The School Board of Pittsylvania County Schools reviews and approves the school calendar.

Please review the current school calendar located at:

https://www.pcs.k12.va.us/parents/calendars/2023-2024_calendar

CENTRAL OFFICE ADMINISTRATIVE STAFF

Mark R. Jones, Ed.D. **Division Superintendent**

Administration

Mr. Steven D. Mayhew, Assistant Superintendent, Administration
Mrs. Kara A. Scott, Supervisor of School Nutrition
Mrs. Tracey R. Worley, Director of Finance

Instruction

Ms. B. Teresa Petty, Assistant Superintendent, Instruction
Ms. M. Elizabeth Craig, Director of Secondary Education
Ms. Brenda Dawson, Director of Assessment/Accountability
Mrs. Jenny Eaton, Director of Title 1/Middle School Education
Mr. M. Todd Sease, Director of Elementary Education
Mr. Cedric Hairston, Supervisor of Title 1/Instructional Programs
Mrs. Stacey Oakes, Supervisor of Instructional Specialty Programs & CTE
Mrs. Jennifer Gibson, Early Intervention Reading Coordinator
Mrs. Janee Goins, Early Intervention Reading Coordinator
Mrs. Robin Shields, Early Intervention Reading Coordinator

Operations

Dr. Kenyon Scott, Assistant Superintendent, Operations/Transportation
Mrs. Emily S. Reynolds, IT Director
Mrs. Angela Rigney, Director of CTE/Adult Education
Mr. Michael Hutson, Director of Maintenance/Facilities

Support Services

Dr. Robin Haymore, Assistant Superintendent, Support Services
Mr. Jeffrey Buchanan, Special Services Supervisor
Ms. Amanda Bennett, PreSchool Coordinator
Ms. Katherine Hawker, Special Education Director
Mrs. Kristie Linn, Special Education Coordinator
Ms. Katie Thompson, Special Education Coordinator
Ms. FreAnda Glass, Special Education Coordinator
Ms. Kristen Ashworth, Special Education Coordinator
Mrs. Nancy A. Lynch, School Home Coordinator
Mr. James Tolbert, School Home Coordinator
Ms. Jennifer Woltz, School Home Coordinator
Mrs. Frances Uitto, School Home Coordinator

DAILY OPERATIONS CONTACT LIST:

A quick reference for who to ask and where to find information and forms:

Question and/or Needed Assistance	Contact
Help using technology in the classroom/lab	Your ITRT
Help using Google, PowerTeacher, PowerSchool Assessment, NWEA or MAP	Your ITRT
Pacing guides	Your ITRT
Problems logging into the network or e-mail	Complete an IT work order
Printing problems and computer repairs	Complete an IT work order
Payroll questions and KeyNet	robin.yeatts@pcs.k12.va.us / dawn.perkins@pcs.k12.va.us
Retirement questions	robin.yeatts@pcs.12.va.us
Health/dental insurance questions	dawn.perkins@pcs.k12.va.us
Sick Leave Bank / application	dawn.perkins@pcs.k12.va.us
Replacement ID badge	colleen.hardy@pcs.k12.va.us
Lunch menu	School Nutrition Menus (PCS website)
School closing	School Closings (PCS website)
Leave of absence questions	shari.dudley@pcs.k12.va.us
Workers Compensation questions	shari.dudley@pcs.k12.va.us
Teacher licensure inquiries	lisa.parker@pcs.12.va.us
Tuition Assistance Program	lisa.parker@pcs.k12.va.us
Frontline Absence Management System	lisa.parker@pcs.12.va.us



PITTSYLVANIA COUNTY SCHOOLS

<u>SCHOOL</u>	<u>PHONE</u>	<u>FAX</u>	<u>ADDRESS</u>	<u>SCHOOL WEBSITE</u>
Alternative School	432-8185	432-8186	956 Woodlawn Academy Rd. Chatham, VA 24531	http://ras.pcs.k12.va.us/
Brosville Elementary (Grades K-5)	685-7787	685-3362	195 Bulldog Lane Danville, VA 24541	http://bes.pcs.k12.va.us/
Career & Tech Center	432-9416	432-0516	11700 U.S. Highway #29 Chatham, VA 24531	http://pctc.pcs.k12.va.us/
Chatham Elementary (Grades K-5)	432-5441	432-2227	245 Chatham Elementary Lane Chatham, VA 24531	http://ces.pcs.k12.va.us/
Chatham High (Grades 9-12)	432-8305	432-8351	100 Cavalier Circle Chatham, VA 24531	http://chs.pcs.k12.va.us/
Chatham Middle (Grades 6-8)	432-2169	432-2842	11650 US Highway 29 North Chatham, VA 24531	http://cms.pcs.k12.va.us/
Dan River High (Grades 9-12)	822-7081	822-7347	100 Dan River Wildcat Circle Ringgold, VA 24586	http://drhs.pcs.k12.va.us/
Dan River Middle (Grades 6-8)	822-6027	822-6548	5875 Kentuck Road Ringgold, VA 24586	http://drms.pcs.k12.va.us/
Gretna Elementary (Grades K-5)	630-1808	656-2661	PO Box 595, 302 Franklin Blvd. S. Gretna, VA 24557	http://ges.pcs.k12.va.us/
Gretna High (Grades 9-12)	630-1800	656-3045	100 Gretna Hawks Cir. Gretna, VA 24557	http://ghs.pcs.k12.va.us/
Gretna Middle (Grades 6-8)	630-1804	656-6122	201 Coffey Street Gretna, VA 24557	http://gms.pcs.k12.va.us/
John L. Hurt, Jr. Elem. (Grades K-5)	630-1812	324-7233	315 Prospect Road Hurt, VA 24563	http://hes.pcs.k12.va.us/
Kentuck Elementary (Grades K-5)	822-5944	822-5923	100 Kentuck Elementary Circle Ringgold, VA 24586	http://kes.pcs.k12.va.us/
Mt. Airy Elementary (Grades K-5)	630-1816	335-5585	100 Mt. Airy Elementary Circle Gretna, VA 24557	http://mae.pcs.k12.va.us/
Southside Elementary (Grades K-5)	836-0006	836-3615	440 East Witt Road Blairs, VA 24527	http://sse.pcs.k12.va.us/
STEM Academy	432-8185	432-8186	956 Woodlawn Academy Rd. Chatham, VA 24531	http://stem.pcs.k12.va.us/
Stony Mill Elementary (Grades K-5)	685-7545	685-4328	100 Stony Mill Elementary Circle Danville, VA 24541	http://sme.pcs.k12.va.us/
Tunstall High (Grades 9-12)	724-7111	724-4588	100 Trojan Circle Dry Fork, VA 24549	http://ths.pcs.k12.va.us/
Tunstall Middle (Grades 6-8)	724-7086	724-7907	1160 Tunstall High Road Dry Fork, VA 24549	http://tms.pcs.k12.va.us/
Twin Springs Elementary (Grades K-5)	724-2666	724-2851	100 Twin Springs Elementary Cir. Danville, VA 24540	http://tse.pcs.k12.va.us/
Union Hall Elementary (Grades K-5)	724-7010	724-1850	100 Union Hall Circle Chatham, VA 24531	http://uhe.pcs.k12.va.us/
Victory Academy (Grades K-5)	433-1843		326 South Main Street Chatham, VA 24531	N/A



WORK SCHEDULES FOR PROFESSIONAL AND CLASSIFIED EMPLOYEES:

12 Month Employees (Administrators, Administrative Assistants, Custodians, Maintenance, Pupil Transportation, Information Technology staff) – Staff reports on July 1 and works a normal work week with the exception of paid holidays and vacation.

11 Month Employees (teachers and specialists) – Contract begins August 1 and all employment obligations must be completed by June 30. Please refer to required teacher days in the current school calendar.

10 Month Teachers (200 days) – Beginning date of contract determined with the approval of the school calendar. Please refer to required teacher days in the current school calendar.

Teacher Aides (185 days) – Work assignment includes 180 student days and five (5) additional days assigned at the discretion of the school principal.

School Nurses (190 days): Work assignment includes 180 student days and ten (10) additional days assigned at the discretion of the School Nurse Coordinators.

School Nutrition Staff: Specific days to work will be identified on the cafeteria manager and cafeteria worker salary schedules.

Cafeteria Managers (187 Days)

Cafeteria Workers (183 Days)

Cafeteria Worker Part-time (180 Days)

10 Month Custodians (10 calendar months – 217 days): Principal determines work schedule and beginning date to report.

Special Education Assistants (at most 180 school days): Assignment is contingent upon the identified student being present at the school.

Fair Labor Standards Act (FLSA) – Minimum Wage

<https://www.dol.gov/whd/regs/compliance/posters/minwageP.pdf>

SECTION II: SCHOOL BOARD POLICIES AND PROCEDURES

SCHOOL BOARD POLICY MANUAL:

The complete School Board Policy Manual
is located at:

<http://www.boarddocs.com/vsba/pcsva/Board.nsf/Public#>



School Board Policy codes (in parentheses by each policy title) are listed throughout this manual. The full version of these policies may be reviewed at the website listed above under the Policy Tab. As School Board Policies may change throughout the school year, the most current version can be accessed on the link above.

Access the link above, click on “Policies” then enter the School Board Policy code in the “Search Active Policies” box.



PERSONNEL POLICIES GOALS (GA-PC)

The goal of the policies and practices of the Pittsylvania County School Board is to promote the employment and retention of highly qualified personnel to effectively serve the educational needs of students.



EMPLOYMENT (GBN)

The Superintendent is responsible for developing procedures for advertising vacancies and new positions. Those procedures will be designed to ensure that all openings are properly advertised to give all interested and qualified parties the opportunity to apply. While most positions will be filled using those procedures, the School Board may, at the request of the Superintendent, fill positions in other ways.

For example, the School Board may authorize the filling of a position to accommodate the disability of an employee, to transfer an employee when it is determined to be in the best interest of the school division, to satisfy the rights of employees returning from leave, or to move an employee whose performance is unsuccessful to a position in which he or she might be successful, or to discipline an employee for conduct deficiencies.

Current division employees will be given an opportunity to apply for positions for which they are qualified. The applicant determined to be the best qualified shall be selected for a vacant or new position, regardless of whether the applicant is an internal or external candidate. Applications for employment in the Pittsylvania County Schools shall be made in writing on forms provided by the Human Resources Office and the use of the current division-approved online application process. It is the responsibility of the applicant to furnish accurate information, and any falsification of either information or credentials is cause for dismissal or refusal to employ.

PROFESSIONAL STAFF CONTRACTS (GCB-PC, GCG-PC)

The School Board shall enter into written contracts with teachers, principals, assistant principals, and supervisors as defined in 8 VAC 20-440-10 before such employees assume their duties except as noted below. Contracts will be in the form permitted by the Board of Education, with special covenants added by the School Board as appropriate. Contracts shall be signed in duplicate, with a copy furnished to each party.

Written contracts are not required with persons who are temporarily employed. A temporarily employed teacher, is 1) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or 2) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year.

Coaching contracts and contracts for extracurricular activity sponsorship assignments where a monetary supplement is paid are separate from the employee's primary contract. Such contracts are in a form permitted by the Board of Education. Termination of the separate contract shall not constitute cause for the termination of the primary contract.

Probationary and Continuing Contract Terms for Professional Staff

A probationary term of service for three (3) years in the Pittsylvania County School Division shall be required before a teacher/administrator is issued a continuing contract. A mentor teacher is provided to every first year probationary teacher to assist him or her in achieving excellence in instruction. Probationary teachers with prior successful teaching experience may be exempt from this requirement with approval from the Superintendent.

Once a continuing contract status has been attained in a school division in this state, another probationary period need not be served unless such probationary period, not to exceed two (2) years, is made a part of the contract of employment. If a teacher separates from service and returns to teaching service in Virginia public schools by the beginning of the third year, the person shall be required to begin a new probationary period, not to exceed two (2) years, if made part of the contract.

Obligations

In the case of teachers employed for ten calendar months, all deductions and allowances shall be made on the basis of two hundred (200) days employment. In the case of teachers employed for eleven calendar months, all deductions and allowances shall be made on the basis of two hundred twenty (220) days. Contracts for supervisors, principals and others employed for twelve calendar months shall provide for such work days, holidays, hours, etc., as are provided for the personnel of the school board office. In the case of employees employed for twelve calendar months, all deductions and allowances shall be made on the basis of 260 days of employment.

A contract is a binding document on both parties. The School Board will not release a teacher from his contract except for conditions beyond control. A teacher who violated a contract is subject to license revocation under a regulation of the State Board of Education.

Contracts for the following year are normally sent out in the spring. Teachers desiring to return and who have satisfactory service will have contracts sent to them. Teachers who do not intend to seek reappointment shall submit a written notice to that effect to the Superintendent as soon as possible. This is normally accompanied by "Declaration of Intent" form submitted by the teachers through the principal, to the Human Resources Office in March, but must be submitted no later than June 15. Certified employees not being recommended for contract renewal must be notified in writing by June 15 by the Superintendent or his designee.

The School Board reserves the right, after giving at least fifteen (15) days notice in writing to the employee to cancel this contract whenever in the judgment of the School Board the services of such employee are no longer needed due to a lack of funds, a decrease in enrollment of pupils in the school to which said employee has been assigned, paying in accordance with this agreement for services rendered to the date of the contract cancellation.

PROFESSIONAL STAFF (GC-PC)

No teacher shall be regularly employed by the School Board or paid from public funds unless such teacher holds a license or provisional license issued by the State Board of Education.

Provisional License

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

Teachers with a provisional license or provisional special education license are encouraged **not** to wait for the last year of eligibility to submit the required college transcripts of required courses and test scores for the full licensure. All requirements for the full license are to be submitted to Mrs. Lisa Parker, Human Resources Specialist, at the first opportunity.

Licensure Renewal - Professional Staff

Effective July 1, 2018, renewable licenses will be issued for ten years.

Each license holder is expected to review his/her professional development activities with an advisor who is typically the individual's immediate supervisor. Once licensure activities have been completed, the license holder must supply the appropriate document(s) to the supervisor/advisor. **After January 1, of the renewal year of licensure, the supervisor/advisor is to submit the employee's "Individual Renewal Record" to the Human Resources Department.**

For more information concerning licensure renewal, please visit the Virginia Department of Education website or contact Mrs. Lisa Parker, Human Resources Specialist, at 434-432-2761 or lisa.parker@pcs.k12.va.us.

ROLE OF THE TEACHER (GCA-PC)

The teacher shall be responsible for (a) humanizing classroom instruction; (b) providing for individual differences in the classroom; (c) making proper use of instructional materials and other appropriate resources; (d) organizing learning activities to achieve specific goals; (e) providing a favorable classroom environment for learning; (f) encouraging each student to learn commensurate with his ability; (g) evaluating the progress of pupils; and (h) performing other such duties and responsibilities as directed.

SUBSTITUTE AND PART-TIME PROFESSIONAL STAFF (GCE-PC)

Substitute teachers shall:

- be at least 18 years old, with preference given to persons 21 years old or older;
- possess good moral character;
- hold a high school diploma or have passed a high school equivalency examination approved by the Board of Education; and
- adhere to the requirements to be placed on Substitute Teacher List as stipulated in the regular substitute training.

An employee working less than 180 days or less than six (6) hours per day or who is restricted to temporary or interim employment is considered part-time.

PROFESSIONAL STAFF ASSIGNMENT AND TRANSFERS (GCI-PC)

Upon recommendation of the Superintendent, the Pittsylvania County School Board shall place all of employees within the various schools and facilities located in the Division. The Superintendent has the authority to assign such employees to their respective positions within the school or facility wherein they have been placed by the board. The Superintendent may reassign any employee to any school or facility within the Division provided no change or reassignment during the school year shall affect the salary of such employee for that school year.

SUPPORT STAFF EMPLOYMENT STATUS (GDB-PC)

Support staff are not issued written contracts unless such contracts are required by law. Teacher aides, cafeteria workers, bus drivers and special education mini-bus attendants are employed for a designated number of days. Any adjustments to salary will be made by dividing the annual projected salary by the number of days to be worked to determine a per diem rate.

All other support staff are employed on a calendar month basis. All deductions and allowance shall be made on the basis of 260 days based on twelve months employment.

SUPPORT STAFF ASSIGNMENT AND TRANSFERS (GDI)

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

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

SUPPLEMENTARY PAY PLANS (GCBB)

The Pittsylvania County School Board will approve all categories of athletic coaching and other extracurricular activity sponsorships for which supplemental pay will be provided. The Board will also establish the amount of compensation for employees who coach or supervise such activities.

A separate contract in the form permitted by the Board of Education shall be executed by the School Board with an employee who receives supplemental pay for any athletic coaching assignment or extracurricular activity sponsorship assignment.

RESIGNATION OF STAFF MEMBERS (GCPB)

The Superintendent is authorized to acknowledge resignations of employees upon receipt of written notification. A teacher may resign after June 15 of any school year with the approval of the Superintendent. The teacher shall request release from contract at least two weeks in advance of the intended date of resignation. Such request shall be in writing and state the cause of the resignation. The teacher may, within one week, withdraw a request to resign. Upon the expiration of the one week period, the Superintendent shall notify the School Board of the decision to accept or reject the resignation. The School Board, within two weeks, may reverse the decision of the Superintendent. Other employees who wish to terminate their employment must give notice at least ten school days prior to their desired separation date. Notice should be given to the employee's immediate supervisor, who will inform the Superintendent. The Superintendent will inform the School Board of the resignation at its next regular meeting.

REDUCTION IN STAFF (GCPA)

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

STAFF DISCIPLINE (GCPD, GCPF, GDG-PC, GCDA-PC)

Teachers may be dismissed, suspended, or placed on probation for incompetency, immorality, noncompliance with school laws and regulations, disability in accordance with State and federal law, conviction of a felony or a crime of moral turpitude or other good and just cause.

Any employee of the Pittsylvania County School Board will be dismissed if he or she is or becomes the subject of a founded complaint of child abuse and neglect, pursuant to and after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted. The fact of such finding, after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted, shall be grounds for the local school division to recommend that the Board of Education revoke such person's license to teach. For purposes of this policy, a court's placing an individual on probation pursuant to Va. Code § 18.2-251 shall be treated as a conviction and as a finding of guilt.

In those instances when licensed personnel are dismissed or resign due to a conviction of any felony; any offense involving the sexual molestation, physical or sexual abuse or rape of a child; any offense involving drugs; or due to having become the subject of a founded case of child abuse or neglect, the School Board shall notify the Board of Education within 10 business days of such dismissal or the acceptance of such resignation.

If a current employee is suspended or dismissed because of information appearing on his/her criminal history record, the School Board shall provide a copy of the information obtained from the Central Criminal Records Exchange to the employee. No employee shall be suspended solely on the basis of the teachers' refusal to submit to a polygraph examination requested by the School Board. Employees of the Pittsylvania County School Board may be suspended as provided in Policy GCPF, Suspension of Staff Members.

The probationary period for all support staff positions will be eighteen (18) months. Employees who have successfully completed the probationary period for one position will serve another probationary period if they move to another position.

CRIMINAL CONVICTIONS (GCDA-PC)

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

An employee who is charged by summons, warrant, indictment, or information with the commission of a felony or a misdemeanor specified in Va. Code § 22.1-315 may be suspended in accordance with Policy GCPF, Suspension of Staff Members.

HARASSMENT (GBA/JFHA-PC)

The Pittsylvania County School Division is committed to maintaining an educational environment free from harassment. In accordance with the law, the Board prohibits harassment against students, employees or others on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions status, military status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists, hereinafter referred to as protected group status.

The School Division shall: (1) promptly investigates all complaints, written or verbal, of harassment based on protected group status at school or any school sponsored activity (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 (4) takes any other action reasonably calculated to end and prevent further harassment of school personnel or students.

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Harassment based on race, national origin, disability or religion consists of physical or verbal conduct relating to an individual's race, national origin, disability or religion. Any student or school personnel who believes he or she has been the victim of harassment prohibited by law or by this policy by a student, school personnel or a third party should report the alleged harassment to the compliance officer designated in this policy or to any school personnel.

PROHIBITION OF ABUSIVE WORK ENVIRONMENTS (GBB)

Any school board employee who contributes to an abusive work environment is appropriately disciplined.

Retaliation or reprisal against school board employees who make allegations of abusive work environments or assist in the investigation of allegations of abusive work environments is prohibited.

PROFESSIONAL AND SUPPORT STAFF GRIEVANCES (GBM & GBMA-PC)

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

“Grievance” means a complaint or dispute involving the dismissal or other disciplinary action of an employee. A dismissal, reassignment or other action pursuant to a Reduction in Force (RIF) is

not a disciplinary action and is not grievable. Employee evaluations are not disciplinary actions and are not grievable. “Grievance” does not mean a complaint or dispute regarding the suspension of an employee. The procedure for the suspension of employees is set forth in Policy GCPF Suspension of Staff Members.

COMPLIANCE OFFICERS (GBA/JFHA-PC, JBA)

The School Division’s Compliance Officer for Section 504 for the Rehabilitation Act is Mr. Kenyon Scott, Assistant Superintendent for Operations, Pittsylvania County Schools, P. O. Box 232, Chatham, VA 24531, (434) 432-2761 or e-mail at kenyon.scott@pcs.k12.va.us. The Title IX Compliance Officer for the Pittsylvania County Schools is Mr. Steven D. Mayhew, Assistant Superintendent, Administration, Pittsylvania County Schools, P. O. Box 232, Chatham, VA 24531, (434) 432-2761 or e-mail at steven.mayhew@pcs.k12.va.us. The Title IX Alternate Compliance Officer for the Pittsylvania County Schools is Ms. M. Elizabeth Craig, Director of Secondary Education, Pittsylvania County Schools, P. O. Box 232, Chatham, VA 24531, (434)432-2761 or e-mail at elizabeth.craig@pcs.k12.va.us.

STAFF DEVELOPMENT & WORKDAYS (GCL)

The Pittsylvania County School Board provides a program of high-quality professional development in the use and documentation of performance standards and evaluation criteria to clarify roles and performance expectations, as part of the license renewal process, in educational technology and for administrative personnel designed to increase proficiency in instructional leadership and management.

All instructional personnel are required to participate each year in professional development programs.

Tuition Assistance

Tuition assistance is available to certified staff members enrolling in college courses that are related to their employment assignment. Tuition costs will be provided as a reimbursement payment to the teacher and/or administrator requesting the assistance.

If funding is available, amount will be approved for one course at 100% up to \$700 per semester. To request tuition assistance, employees must complete the Tuition Request/Reimbursement Form prior to registration of a class and submit to Lisa Parker, Human Resources Specialist.

FAMILY AND MEDICAL LEAVE (FMLA) (GCBE-PC)

The Pittsylvania County School Board recognizes its obligation to provide its eligible employees with unpaid leave pursuant to the Family and Medical Leave Act, 29 U.S.C. §2601, et. seq. This

policy describes the benefits available to eligible employees under the Act. To be eligible for leave under this policy, the employee must:

- Have at least (12) twelve months of service with Pittsylvania County School Division
- Have worked at least 1,250 hours according to the Fair Labor Standards Act in the 12 months preceding the commencement of the leave

Please review the United States Department of Labor FMLA Employee Rights Poster at this site: <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>.

Any eligible employee is entitled to leave for a combined total of twelve (12) weeks per school calendar year (July 1 – June 30) for the following situations: (1) the birth and care of a child; (2) the adoption or foster placement of a child; (3) to care for an employee's spouse, parent or child with a serious health condition; and (4) because of the serious health condition that makes the employee unable to perform the essential functions of the employee's job; and (5) Because of any qualifying exigency as defined in Department of Labor regulations, arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

(Leave of Absence Form: Please contact principal/supervisor)

LEAVE WITHOUT PAY (GCBEA)

A leave of absence, without pay, may be granted to employees of the school division who have a debilitating or life-threatening illness or injury and who are not eligible for Family and Medical Leave as described in Policy GCBE-PC, Family and Medical Leave, because they have not worked for the division for 12 months or have not worked at least 1250 hours according to the Fair Labor Standards Act, 29 U.S.C. § 201 et seq.

Employees with a debilitating or life-threatening illness who are entitled to leave under this policy may take up to twelve (12) weeks (60 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.

Approval must be obtained prior to leave being taken.

SICK LEAVE (GCBF-PC, GDBF-PC)

Employees may earn sick leave at the rate of one day per month of employment. Part-time employees will have access to sick leave time allowed a full-time employee on a pro-rated basis. Sick leave may not be accumulated or used by employees in night classes, summer school or on temporary contracts.

Employees under the Virginia Retirement System (VRS) Plans 1 and 2 and part-time employees may accumulate an unlimited number of sick leave days. Effective January 1, 2014, employees under the VRS Hybrid Retirement Plan, which includes short-term and long-term disability coverage, may accumulate up to ninety (90) days of sick leave.

Bereavement Leave

In the event of death in the immediate family, an employee may use five days of accrued sick leave. Immediate family is defined as:

- Natural parents/foster parents/adoptive parents
- Stepmother/stepfather
- Grandmother/ grandfather
- Wife/husband
- Children
- Brother/sister
- Father-in-law/mother-in-law
- Brother-in-law/sister-in-law
- Son-in-law/daughter-in-law
- Grandchild
- Any relative living in the household of an employee. (“Any other relative living in the household of an employee” is limited only in that the relative, however distant, must live in the household of the employee.)

SICK LEAVE BANK (GCBFA-PC)

Purpose

The purpose of the Sick Leave Bank is to provide additional sick leave for those eligible employees who have long-term (10 consecutive days) illness or injury and who have exhausted their sick leave. The Bank will be maintained as long as at least one-third (1/3) of the eligible employees agree to participate and will be declared inoperative at a specified time to be determined by the Sick Leave Bank Committee. An eligible employee becomes a member of the Sick Leave Bank by submitting the Sick Leave Bank Enrollment Form. By completing this form, the employee donates two (2) days of his/her sick leave to the Sick leave Bank and one day thereafter whenever an assessment is required.

Eligible employees are those who are members of the Virginia Retirement System (VRS) Plan 1 and Plan 2 programs and who earn sick leave benefits according to division policy. Effective January 1, 2014, employees under the VRS Hybrid Retirement Plan, which includes short-term and long-term disability coverage, will not be eligible to participate in the Sick Leave Bank. Membership shall be voluntary on the part of the employee.

VOLUNTARY DONATION OF SICK LEAVE DAYS (GCBFB-PC)

The purpose of voluntary donation of sick leave is to enable employees to donate earned sick leave (in whole- or half-day increments) to a fellow employee who has exhausted all earned leave and needs to be absent in order to care for the spouse, child or step-child, or parent or step-parent of the employee if that individual has a serious health condition. This policy does not apply to an employee’s own medical condition; that situation is covered in School Board Policy GCBFA-PC, Sick Leave Bank.

MILITARY LEAVE (GCBEB-PC)

All employees of the Pittsylvania County School Board who are members of the state or federal military reserves are entitled to leaves of absence from their duties on all days during which they are engaged in federally funded military duty, including training duty, or when called forth by the Governor.

All employees on military leave receive up to 15 days paid leave per federally funded tour of duty. When possible, military leave for employee on less than a 12-month contract should be arranged during non-duty hours. An employee who is scheduled for a physical examination for military service during working hours, including but not limited to pre-induction physicals, receives paid leave.

In addition, full-time employees of the Pittsylvania County School Division whose active duty service with the regular armed forces of the United States or the National Guard or other reserve component requires the employee's absence from employment will receive supplemental pay in an amount equal to the regular contract salary of the employee if the employee's military compensation is less than the regular salary paid to the employee by the school division.

The employee will be permitted, upon request, to use any vacation, annual, or similar leave that had accrued at the time military leave began.

Except as outlined above, military leave is unpaid.

JURY DUTY (GCBD-PC, GDBD-PC)

In situations when school personnel are required to perform jury duty, they will be paid their regular salary for that day, less the amount they receive for jury duty.

ANNUAL LEAVE (GCBG-PC/ GDBG-PC)

Twelve-month employees are entitled to annual leave in accordance with School Board policy, which may be altered at the discretion of the School Board. Days may be accumulated beginning with the first month of employment. Leave must be requested in advance and must be approved by employee's immediate supervisor.

Years of Service	No. of Days Annual Leave Earned Each Month	No. of Days Annual Leave Each Year	No. of Days That Can Be Accumulated
Less than 6	1	12	40
6-10	1 ¼	15	40
11-15	1 ½	18	40
16-20	1 ¾	21	40
21 and over	2	24	40

PROFESSIONAL STAFF PERSONAL LEAVE (GCBD-PC)

Each employee, except those eligible for annual leave, is allowed three (3) days personal leave per school session without loss of pay. Employees claiming these days must have approval by their immediate supervisor prior to leave being granted. Requests for personal leave must be received by the employee's immediate supervisor at least three work days prior to the leave day except in emergency situations. At the end of each school session, any earned personal leave days for that school year that are not used will be added to the employee's accumulated personal leave. Any days remaining after accumulating three (3) days will be added to the employee's accumulated sick leave.

Any teacher who is absent from duty will be responsible for providing lesson plans in such detail that the substitute will be able to follow instructions for such day(s).

Please note: Personal leave days will not be granted on the following days:

- a. First and last days of the 200 day contract
- b. First and last teaching days of the semester
- c. Last day before and first day after any break in the school calendar.

In the event of extenuating circumstances involving a, b, or c above, the Superintendent or his designee will review the request.



SUPPORT STAFF PERSONAL LEAVE (GDBD-PC)

Support personnel may accumulate three (3) personal leave days. An employee cannot claim any portion of earned personal leave unless he or she has actually reported for duty for the regular school term in accordance with the terms of the employee's contract. At the end of each school session, any earned personal leave days for that school year that are not used will be added to the employee's accumulated personal leave. Any days remaining after accumulating three (3) days will be added to the employee's accumulated sick leave.

All accumulated personal leave shall terminate, except as defined below, upon the expiration of employment. At retirement date, accumulated personal leave will be added to the employee's accumulated sick leave. Requests for personal leave must be received by the employee's

immediate superior at least three work days prior to the leave day except in emergency situations.

Bus drivers, special education mini-bus attendants and part-time nurses employed by the school division are eligible for five (5) days of sick leave and two (2) days of personal leave per year with pay. These employees may accumulate an unlimited number of sick leave days and may accumulate two (2) personal leave days.

(Personal Leave Form: Please contact principal/supervisor)

SALARY SCHEDULES (GCBA)

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

See salary schedules at https://www.pcs.k12.va.us/departments/admin_finance_hr

Salary supplements for graduate study/advanced degrees for Certified staff

Please contact Lisa Parker, Human Resources Specialist.

PAYROLL DEDUCTIONS/CHANGES (DLB)

Federal and State income taxes will be automatically deducted from each employee's paycheck. The amount withheld will be based on the withholding statement that must be submitted by the employee at the time of employment. In addition, all employees of the Board will contribute to the Social Security System (FICA Tax) and any other deductions as required by law.

The following voluntary deductions may be made at the request of all employees:

- Insurance premium(s) from approved companies
- Tax-sheltered annuities from approved companies
- Internal revenue Code Section 125 deductions
- Approved professional dues
- Credit Union
- United Way

KeyNet Access

KeyNet provides secure online access to the employee check record file and information. The link to online direct deposit pay information can be found by navigating from the Pittsylvania County Schools homepage www.pcs.k12.va.us and then clicking on KeyNet.

Timesheets

All daily or hourly employees are to complete weekly timesheets for each workday. The principal or immediate supervisor must verify the accuracy of the information, sign to approve and retain the timesheets at the school facility. For employees required to complete a timesheet

for payment of services, the appropriate forms must be signed and submitted in accordance with the due date on the payroll schedule. No daily or hourly employee is paid unless a daily or hourly timesheet is approved and signed by the appropriate supervisor and received in the payroll office with the accurate number of days or hours worked.

PROFESSIONAL STAFF TIME SCHEDULES AND WORK HOURS (GAA-PC & GCJ-PC)

The workday for full-time licensed and professional staff is a minimum of seven hours and continues until professional responsibilities to the student and school are completed.

Teachers shall be at school by 8:10 a.m. and shall not be dismissed prior to 3:35 p.m. except for emergencies and with permission from the principal. Teachers may be required to be at school earlier or remain later at the discretion of the principal. Supervision must be furnished at all times after arrival of the first bus in the morning and until the last bus leaves in the afternoon.

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



SUPPORT STAFF TIME SCHEDULES AND WORK HOURS (GAA-PC)

Non-exempt employees whose workweek is less than 40 hours are paid at the regular rate of pay for time worked up to 40 hours. Such employees, upon approval of the Central Office, will receive overtime pay or compensatory time as provided above for working more than 40 hours in a workweek. All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

NON-SCHOOL EMPLOYMENT (GCQA-PC)

Employees may, during the hours not required of them to fulfill their responsibilities to the Pittsylvania County School Board, engage in other employment as long as such employment does not detract from or interfere with their employment by Pittsylvania County School Board.

TUTORING FOR PAY (GCQAB-PC)

A teacher may not tutor students from his/her class for pay while under contract. Students will not receive credit for promotion or graduation for tutoring. Teachers will not recommend to a parent that his/her child be tutored without first consulting with the principal.

COMPUTER TECHNOLOGY ACCEPTABLE USE & INTERNET SAFETY (IIBG/GAB-PC)

Pittsylvania County Schools recognizes the importance of computer technology in providing a relevant and appropriate education. Our goal is to provide students and teachers with access to modern technology in an environment that encourages exploration, individual creativity and educational development. With every new technology there is the potential for productive use and destructive use. It is the responsibility of the user to use the technology appropriately. The use of the technological facilities provided by Pittsylvania County Schools to students and faculty is a privilege.

Employee violations of this policy may result in disciplinary actions up to and including probation or dismissal as described in policies

GBM (Professional Staff)

GBMA (Support Staff)

During the course of the school year, additional rules regarding Internet safety may be added to address emerging technologies.

EMPLOYEE/VOLUNTEER DRESS CODE (GDAB-PC)

Administrators and administrative support employees, teachers, volunteers and teacher support personnel are expected to project a professional image that sets positive dress and grooming examples for students and shall adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive, obscene, or which endangers the health or safety of the students or others is prohibited. This same standard will apply to visible tattoos.

DRUG & ALCOHOL TESTING FOR SCHOOL BUS DRIVERS (GDQ-PC)

Drivers are subject to drug and alcohol testing as required by State and federal law. Any driver who refuses to submit to a test shall not perform or continue to perform safety-sensitive functions. The division administers alcohol and controlled substance tests in accordance with federal laws and regulations.

Drivers are prohibited from alcohol possession and/or use on the job, use during the four hours before performing safety-sensitive functions, having prohibited concentrations of alcohol in their systems while on duty or performing safety-sensitive functions, and use during eight hours following an accident or until after undergoing a post-accident alcohol test, whichever occurs first.

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances except when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance does not adversely affect his ability to safely operate a commercial motor vehicle.

DRUG & TOBACCO-FREE WORKPLACE (GBEA-PC & GBEC-PC)

The Pittsylvania County School Board is committed to maintaining a Drug-Free Workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (including alcohol or anabolic steroids) by any employee on school property, at any school activity, or on any school-sponsored trip is prohibited.

Pittsylvania County Schools' staff, students and patrons who are not Pittsylvania County students or staff are prohibited from using tobacco or nicotine vapor products on a school bus, on school property, or at an on-site or off-site school-sponsored.

STAFF WEAPONS IN SCHOOL (GBEB)

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

Violation of this policy by an employee will result in appropriate personnel action up to and including dismissal. Illegal conduct will be reported to law enforcement officials.

BLOODBORNE PATHOGENS (GDBF-PC [REGULATION])

In the case of an employee or student who suffers from a blood borne disease which is infectious or contagious, such as AIDS and Hepatitis B, and which may be transmitted by the exchange of body secretions, to determine their attendance at school or work, the Superintendent will establish a Review Committee composed of the Director of the Pittsylvania County Public Health Department or a public health physician designated by the Director, the student's/employee's family physician and two administrators appointed by the Superintendent. The Superintendent may appoint other persons to the Review Committee. After reviewing all pertinent information regarding the student/employee and consulting with the employee or the student's parents, the student, if appropriate, and such other persons as the Review Committee shall deem necessary, the Review Committee shall make a recommendation to the Superintendent regarding the student's/employee's attendance at school or work. The Review Committee may make such further recommendations as it deems appropriate.

GOALS OF INSTRUCTION (IA & IAA)

The Pittsylvania County School Board shall develop and implement a program of instruction for grades kindergarten through 12 that is aligned to the Standards of Learning established by the Board of Education and that meets or exceeds the requirements of the Board of Education. The program of instruction shall emphasize reading, writing, speaking, mathematical concepts and computations, proficiency in the use of computers and related technology, and scientific concepts and processes; essential skills and concepts of citizenship, including knowledge of Virginia history and world and United States history, economics, government, foreign languages, international cultures, health and physical education, environmental issues and geography necessary for responsible participation in American society and in the international community; fine arts, which may include, but need not be limited to, music and art, and practical arts; knowledge and skills needed to qualify for further education, gainful employment, or training in a career or technical field; and development of the ability to apply such skills and knowledge in preparation for eventual employment and lifelong learning and to achieve economic self-sufficiency.

At the beginning of each school year, each school within the Pittsylvania County School Division will provide to its students' parents or guardians information on the availability of and source for receiving:

- the learning objectives developed in accordance with the Standards of Accreditation to be achieved at their child's grade level, or, in high school, a copy of the syllabus for each of their child's courses;
- the Standards of Learning applicable to the child's grade or course requirements and the approximate date and potential impact of the child's SOL testing;
- an annual notice to students in all grade levels of all requirements for Board of Education approved diplomas; and
- the Board's policies on promotion, retention and remediation.

Lesson Plans

A six-part lesson plan patterned after the Madeline Hunter format is utilized in Pittsylvania County Schools.

EVALUATION OF PROFESSIONAL STAFF (GCN)

Every employee of the Pittsylvania County School Board will be evaluated on a regular basis at least as frequently as required by law. The Superintendent assures that cooperatively developed procedures for professional staff evaluations are implemented throughout the division and included in the division's policy manual. The results of the evaluation shall be in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the person being evaluated.

All probationary teachers are evaluated summatively during each of their first three years in the school division. Probationary teachers will also receive a mid-year interim review to provide systematic feedback prior to the summative review. These teachers will be evaluated using multiple data sources to determine that the teacher has shown evidence of each of the performance standards. After three years, professional staff will be evaluated once every three years. The results of the evaluation shall be in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the person being evaluated.

Professional staff on a continuing contract will be evaluated once every three years. Evaluation forms are located on our website.

Any teacher whose evaluation indicates deficiencies in managing student conduct may be required to attend professional development activities designed to improve classroom management and discipline skills.

EVALUATION OF SUPPORT STAFF (GDN)

Support staff are evaluated annually and are given a rating for each professional criteria category. The results of the evaluation shall be in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the person being evaluated. **Evaluation forms are located on our website.**



THIRD PARTY COMPLAINTS AGAINST EMPLOYEES (GBLA-PC)

Any parent or guardian of a student enrolled in the Pittsylvania County Public Schools or any resident of Pittsylvania County may file a complaint regarding an employee of the Pittsylvania County Public School Board. Such complaint should be filed with the Superintendent or superintendent's designee. If the complaint involves allegations that an employee of the Pittsylvania County School Board has abused or neglected a child in the course of his employment, the complaint will be investigated in accordance with Va. Code §§ 63.2-1503, 63.2-1505, and 63.2-1516.1. The Superintendent or his/her designee shall hold a conference with the employee to consider all sides of the issue. Following the conference, a specific memorandum shall be given to the employee indicating the nature of the complaint and any specific action taken. Individuals affected shall acknowledge receipt of the memorandum by signing a statement on the copy to be filed, indicating the memorandum was received. In instances where the employee does not agree with the facts stated in the memorandum or the action taken, he or she shall be allowed to respond in writing and have the response filed with the memorandum. If, after investigation by the designated individual, the complaint is deemed unsubstantiated, the memorandum shall be destroyed. If the complaint is substantiated, the memorandum shall be placed in the employee's personnel file.

PERSONNEL RECORDS AND RELEASE OF INFORMATION (GBL)

Present and past employees shall have access to their personnel files and records, which are maintained by the Pittsylvania County School Division.

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, lawfully issued subpoena, the Virginia Freedom of Information Act (Virginia Code § 2.2-3700 et. seq.), or other law or court order. The employee will be notified of the request for records. The Superintendent is responsible for maintaining a system of personnel records for all employees of the School Board. Personnel files of all School Board employees may be produced and maintained in digital or paper format.

TRAVEL ALLOWANCE (GBK-PC)

Employees who have been authorized by the Superintendent to use their personal cars for travel on official school business shall be reimbursed at a rate per mile as established by the Internal Revenue Service (IRS) and adopted by the School Board.

Photo Identification Badge

All full-time and regularly employed part-time employees must possess a Pittsylvania County Public Schools photo identification badge that has been created by the Human Resources Department. When schools are in session, an employee's photo identification badge is to be visibly displayed at all times when the employee is inside a school building or on school grounds.

LACTATION SUPPORT (GBEF/JHCL)

The Superintendent shall designate a non-restroom location in each school as an area in which any mother who is employed by the Pittsylvania County School Board or enrolled as a student in the division may take breaks of reasonable length during the school day to express milk to feed her child until the child reaches the age of one. The area must be shielded from public view.

NEPOTISM IN EMPLOYMENT (BBFA)

The Pittsylvania County School Board seeks, through the adoption of this policy, to assure that the judgment of its members, officers and employees will be guided by a policy that defines and prohibits inappropriate conflicts and requires disclosure of economic interests, as defined by the General Assembly in the State and Local Government Conflict of Interests Act.

SCHOOL EMPLOYEE CONFLICT OF INTERESTS (GAH)

School Board employees are required to read and be familiar with the State and Local Government Conflict of Interests Act (The Act). Under the Act, an employee may be considered to have a prohibited conflict arising from: a personal interest in a contract; a personal interest in a transaction; business opportunities tied to official acts; misuse of confidential information; or receipt or solicitation of certain gifts.

BOARD-STAFF COMMUNICATIONS (GBD-PC)

The Pittsylvania 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.

CHILD ABUSE AND NEGLECT REPORTING (GAE)

The School Board posts in each school a notice that

- any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and
- all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose.

MONEY/SCHOOL FUNDS (DGC-PC & DM)

All funds derived from extracurricular school activities, including, but not limited to, entertainment, athletic contests, facilities fees, club dues, vending machine proceeds that are not deposited in the school nutrition program account, and from any and all activities of the school involving personnel, students, or property are considered school activity funds.

Each school shall keep an accurate record of all receipts and disbursements of school activity funds so that a clear and concise statement of the condition of each fund may be determined at all times. It is the duty of each principal to see that such records are maintained in accordance with regulations of the Virginia Board of Education and the Pittsylvania County School Board.

Teachers and other school personnel who come into possession of cash in connection with school activities will not leave the money unattended. As soon as is possible, and no later than the end of the school day, personnel in possession of cash shall turn it over to the principal's office for safe-keeping and proper accounting.

RESEARCH AND PUBLISHING (GCQB)

The School Board is the author of works produced by its employees within the scope of their employment and retains all rights to such works unless those rights are expressly waived or assigned to the employee who produced the work. Employees who develop materials, including instructional materials and computer programs, outside the scope of their employment that have a connection to or are related to the division shall inform the Superintendent in writing of their intent to develop such materials prior to commencing work.

STAFF PARTICIPATION IN POLITICAL ACTIVITIES (GBG)

The Pittsylvania County School Board recognizes the right of its employees to engage in political activity. The Board also recognizes that school time and school property should not be used for partisan political purposes. Thus, when engaging in political activities, an employee may not use his or her position within the school division to further a political cause; engage in any activity supporting or opposing a candidate or political party while on duty, while on school property during school hours, or while representing the school division; suggest in any manner that the school division or any component of it supports or opposes a candidate for election to any office; or use any school division property to engage in any activity supporting or opposing a candidate for public office or a political party.

GIFTS AND SOLICITATIONS (GBI)

Exchange of gifts between students and staff shall be discouraged. No school division employee shall solicit goods or services for personal use or use by staff or students during school hours on school property without written authorization from the Superintendent, or Superintendent Designee.



ENDORSEMENTS (GBH-PC)

No encyclopedia or other teaching materials shall be endorsed or sold for private gain in Pittsylvania County by any person employed by the Pittsylvania County School Board.

SOCIAL MEDIA (GAC-PC)

Pittsylvania County School Board understands that social media and electronic communications can be an effective way to communicate with colleagues, students, parents, and other stakeholders. However, engaging in such activity presents particular risks and carries with it certain responsibilities.

The term “social media” continues to evolve. For the purpose of this Policy, social media is defined broadly to mean any form of electronic communication or posting of information or content of any sort on the Internet, including to an employee’s own or another individual’s website (including the website of Pittsylvania County Schools), social networking or affinity web site (e.g., Facebook), web bulletin board or a chat room, whether or not associated with Pittsylvania County Schools, as well as any other form of electronic communication including texts and e-mails.

The same regulations and guidelines found in the Pittsylvania County School Board Policy Manual and Employee Handbook apply to an employee’s online activity including e-mail and text communications.



SECTION III: BENEFITS

Please review our benefits information relative to Health Insurance/Rates, Dental Insurance/Rates, Sick Leave Bank and 403-B Plan and Notice of Participation on the PCS website.

Any employee participating in the Pittsylvania County Schools' Anthem Health Insurance Plan has access to an Employee Assistance Plan (EAP) which includes the following areas:

- Counseling
- Legal/Financial consultations
- ID theft recovery
- myStrength (online "health club for your mind")
- Dependent care and daily living resources
- Crisis consultation

Contact EAP at 800-346-5484 or go to anthemEAP.com and enter your company code: Pittsylvania County and Schools.

FLEXIBLE BENEFITS PLAN (CAFETERIA PLAN)

A Cafeteria Plan (includes Premium Only Plans and Flexible Spending Accounts) is an employee benefits program designed to take advantage of Section 125 of the Internal Revenue Code. A Cafeteria Plan allows employees to pay certain qualified expenses (such as health insurance premiums) on a pre-tax basis, thereby reducing their total taxable income and increasing their spendable/take-home income. Funds set aside in Flexible Spending Accounts (FSAs) are not subject to federal, state, or Social Security taxes.

A Flexible Benefits Enrollment Form will be provided to all employees at the beginning of each school year for completion.

EMPLOYEE INSURANCE (GBJ-PC)

Tort Liability Insurance

The Pittsylvania County School Board carries a tort liability policy on its employees. We have one million dollars coverage per annum.

Workers' Compensation

All of our employees are covered under workers' compensation.

Health Insurance

Currently the School Board health insurance is provided at a reduced rate to all full-time employees. The School Board also pays a portion of the premium of the employee's insurance.

Dental Insurance

Currently the School Board offers Delta Dental Insurance at a reduced rate to all employees. The School System pays \$120 per year on the premium of the employee's insurance.

Flexible Benefits Program (Cafeteria Plan)

Employees may receive benefits for employee's share of payroll deducted medical and dental insurance premiums on a pre-tax basis.

Personal Leave FOR 10 and 11 MONTH EMPLOYEES ONLY (GCBD-PC, GDBD-PC)

10 and 11 month employees are entitled to three (3) days of personal leave per year. At the end of each school session, any earned personal leave days for that school year that are not used will be added to the employee's accumulated personal leave. Any days remaining after accumulating three (3) days will be added to the employee's accumulated sick leave.

Sick Leave (GCBF-PC)

We have a sick leave plan whereby employees may accrue sick leave at the rate of one day per month of employment (e.g. 12 days per year for employees under a 12-month contract) with unlimited accumulation. If you have accrued sick leave, we pay you and your substitute for days you are out. This is also transferable for teachers within the state.

Voluntary Donation of Sick Leave Days (GCBFB-PC)

Employees also have the opportunity to voluntarily donate to another employee and use donated sick leave days based on the stipulations of School Board Policy GCBFB-PC.

Sick Leave Bank (GCBFA-PC)

Eligible employees are those who are members of the Virginia Retirement System (VRS) Plan 1 and Plan 2 programs and who earn sick leave benefits according to division policy. Membership shall be voluntary on the part of the employee. Effective January 1, 2014, employees under the VRS Hybrid Retirement Plan, which includes short-term and long-term disability coverage, will not be eligible to participate in the Sick Leave Bank.

Retirement Benefits (GBO-PC)

Pittsylvania County employees are covered by Social Security and the Virginia Retirement System (VRS). All employees pay the going rate for Social Security. The School Board pays a

percentage of the employee's salary into VRS for each full-time employee. Virginia has a very good retirement system for its teachers/full-time employees. Full-time employees may move from one division to another and take their credits with them. The School Board also funds an Early Retirement Incentive Program for its employees.

Life Insurance All full-time employees have term life insurance paid for by the School Board at a rate double the amount of the salary. This amount doubles in the event of accidental death.

Long-Term Care Insurance

Long-term care insurance is offered through the Virginia Retirement System (VRS) by Genworth for purchase at group rates by interested/eligible employees (must work at least 20 hours per week).

Professional Development

The School Board offers professional development opportunities within the County and partial tuition assistance to certified employees taking courses at colleges. Tuition Assistance forms are available.

For information about the New Health Insurance Marketplace Coverage, visit your Keynet Portal.

RETIREMENT SYSTEM (GBO-PC)

Retirement Plans

Full-time employees (working at least 5 hours per day) are covered under the Virginia Retirement System (VRS) based on the appropriate plan (Plan 1, Plan 2 and Hybrid)

Plan 1 – <https://www.varetire.org/members/benefits/defined-benefit/plan1.asp>

Plan 2 – <https://www.varetire.org/members/benefits/defined-benefit/plan2.asp>

Hybrid Plan – <http://www.varetirement.org/hybrid.html>

Personnel retiring will be paid \$10.00 per day for all accrued sick leave if a person is eligible to retire in the VRS.

Early Retirement Incentive Program (ERIP)

The Early Retirement Incentive Program (ERIP) is designed for those employed in the county who wish to retire and is at least 55 years old on his/her effective date of retirement.

Early retirement will initially be based on 20% of the final contracted salary earned before the effective date of retirement. The School Board reserves the right to change this percentage annually. A change in the percentage will not affect participants already in the program. Early retirement payment is available for not more than seven (7) years.

Employee's share of Social Security, Federal Income Tax and State Income Tax will be deducted from retirement pay. Health insurance will also be deducted at the option of the employee. Participants may continue group health insurance by paying the full premium.

Each retiree under this program will be required, annually, to work two (2) days for each contract month employed during the final year of regular employment (10 month contract = 20 days, 11 month contract = 22 days, 12 month contract = 24 days). The previously listed work days will be required for each year the retiree is under this program. It shall be the responsibility of the retiree to ensure that he/she works the required number of days each year.

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.

VOLUNTARY RETIREMENT SAVINGS PROGRAM (GBR)

The Pittsylvania County School Division offers its employees the opportunity to participate in a defined contribution retirement plan, also known as a tax sheltered annuity or 403(b) program. This program will be maintained and operated pursuant to a written plan.



SECTION IV: EMPLOYEE AND EMPLOYER RESPONSIBILITIES FOR SAFETY

REQUIRED OSHA TRAINING FOR ALL EMPLOYEES (REQUIRED TRAINING WILL BE COMPLETED DURING EMPLOYEE ORIENTATION)

CRISIS INTERVENTION AND SAFETY GUIDELINES (EAB-PC, EB-PC)

The Pittsylvania County School Division is committed to providing a safe and secure learning and working environment for all students and staff. Pittsylvania County Schools has developed a comprehensive school safety and crisis management plan. The comprehensive plan includes a prevention plan, response plan, and crisis communication plan.

The School Board includes the chief law-enforcement officer, the fire chief, the chief of the emergency medical services agency, the executive director of the regional emergency medical services council, and the emergency management official of the locality, or their designees, in the development of such plans. The School Board and the chief law-enforcement officer, the fire chief, the chief of the emergency medical services agency, the executive director of the regional emergency medical services council, and the emergency management official of the locality, or their designees, annually review each school's plan. Mr. Kenyon Scott, Assistant Superintendent for Operations, is the designated emergency manager. Each school will annually conduct school safety audits to ensure compliance with the plan.

The full Crisis Management Plan can be found on the PCS website.

EMERGENCY SCHOOL CLOSING (EBCD, EBCD-REGULATIONS)

In the event that an emergency arises making it impossible to open school, announcements will be made through the mass media as soon as possible. Should hazardous weather or conditions develop during the day, which would require closing school before the regular dismissal time, it is essential that each pupil within the school building know what he/she is to do and where he/she is to go.

All parents and emergency contacts will be notified through the emergency notification system before releasing the children on such occasions. To prevent confusion, parents are urged to make necessary arrangements for their children. The parents will fill out a form, prepared by the principal and returned to the student's teacher noting arrangements that have been made.

Announcements concerning the closing or delay of school opening due to weather conditions are made as early in the morning as possible after it has been determined that road conditions are unsafe. Whenever possible, depending on weather conditions and the status of county roads, a decision will be made and announced the night before. In any case, a decision will be made and announced prior to 6:00 a.m. Changing weather conditions may dictate that the original decision be changed or modified.

School Closings (Revised March 2021)

PLAN A

ALL operations are closed and no employees should report to work.

PLAN B

Transportation personnel, maintenance personnel, custodial personnel (INCLUDING 10-CALENDAR-MONTH CUSTODIANS), information technology technical staff, and essential administrative personnel (Superintendent, Assistant Superintendents, Associate Superintendent, Principals, Assistant Principals, Directors, & Supervisors) should report to work at the regular time or as soon as road conditions permit.

PLAN C

ALL employees (EXCLUDING TEACHERS) who work more than a 200-day contract should report at the regular time or as soon as road conditions permit. 10-CALENDAR-MONTH CUSTODIANS ARE ALSO EXPECTED TO REPORT.

PLAN D-10

ALL employees (EXCLUDING TEACHERS) who work more than a 200-day contract should report at 10:00 a.m. 10-CALENDAR-MONTH CUSTODIANS ARE ALSO EXPECTED TO REPORT.

PLAN D-12

ALL employees (EXCLUDING TEACHERS) who work more than a 200-day contract should report at 12:00 noon. 10-CALENDAR-MONTH CUSTODIANS ARE ALSO EXPECTED TO REPORT.

PLAN E-10

Transportation personnel, maintenance personnel, custodial personnel (INCLUDING 10-CALENDAR-MONTH CUSTODIANS), information technology technical staff, and essential administrative personnel (Superintendent, Assistant Superintendents, Associate Superintendent, Principals, Assistant Principals, Directors, & Supervisors) should report to work at 10:00 a.m.

PLAN E-12

Transportation personnel, maintenance personnel, custodial personnel (INCLUDING 10-CALENDAR-MONTH CUSTODIANS), information technology technical staff, and essential administrative personnel (Superintendent, Assistant Superintendents, Associate Superintendent, Principals, Assistant Principals, Directors, & Supervisors) should report to work at 12:00 noon.

NOTE: *Teachers and aides should not report unless a Teacher Professional Day is announced.*

The following television and radio stations will be contacted to make announcements relative to the closing or delay of school opening.

RADIO & TV	LOCATION
911 Dispatch Center	Chatham
WKDE Radio	Altavista
WSLS TV 10	Roanoke
WSET TV 13	Lynchburg
WDBJ TV 7	Roanoke
WAKG Radio	Danville
WBTV Radio	Danville
WRVL FM 88.3	Lynchburg
WKRX	Roxboro, NC
WKBY	Chatham
Chatmoss Cable	Brosville area
WXII 12 News	Winston-Salem, NC



ABSENCES ON EARLY DISMISSAL OF STUDENT DAYS

Employees who are paid for a whole day of work on early dismissal of student days but who are absent from work on early dismissal of student days for personal illness, illness or death in the immediate family, personal leave, or leave without pay will forfeit a whole day of leave or a whole day of pay.

REPORTING OF HAZARDS (EBAA)

Any employee who discovers a dangerous condition should report the condition immediately to the employee's supervisor, the Superintendent or the superintendent's designee.

The Superintendent shall name a designee to evaluate and label toxicity of all art materials used in the division in accordance with criteria established by the Virginia Department of Education. All materials which meet the criteria as toxic shall be so labeled. Such materials are not used in kindergarten through grade five.

WORKERS' COMPENSATION

<http://www.vwc.state.va.us/sites/default/files/documents/Employers-Workplace-Notice-Form-1.pdf>

The purpose of Workers' Compensation is to provide compensation to an employee who suffers an injury by accident that "arises out of" and "in the course of" his/her employment. The **Injury Management Packet** should be reviewed and completed appropriately. This packet can be obtained from the Principal or the Administrative Assistant. Failure to follow these procedures could delay or deny payment of treatment received.

1. It is the responsibility of the employee to notify the immediate supervisor of an injury when it occurs or **as soon after as possible**. Review and complete the Injury Management Packet completely and appropriately. Only employees of Pittsylvania County Schools should complete the form. In the event an individual is working at the school but is actually employed by another agency is injured, this individual should contact their employer of the claim.
2. It is the employee's responsibility to select a physician from the "**Approved Panel of Physicians**" prior to seeking treatment. If treatment is being provided by a physician not listed on the panel, payment of treatment is not guaranteed. The employee must provide a school identification badge, a photo ID, and health insurance card(s) to the physician's office for verification and treatment. The "**Work Status/Report/Medical Service Report**" is within the "**Injury Management Packet**." To ensure prompt payment, all bills should be sent to the Central Office. If bills are received by the employee, the original bill should be forwarded to the Central Office to the attention of Ms. Sari Dudley, Executive Administrative Assistant for Human Resources, immediately.
3. It is the employee's responsibility to notify the Principal and Administrative Assistant at the school when there are absences due to injury. The office will notify Ms. Shari Dudley, Executive Administrative Assistant for Human Resources, of the Workers' Compensation absence. If absences are not reported, it will affect compensation.

Option I – Is only available if an employee has accrued sick leave. With this option, accrued leave days must be used to receive a regular paycheck. The first seven (7) days absent (weekends are included; therefore, only five (5) days of sick leave will be taken) will be counted as full days. In the event that an employee is out of work for 8 or more days and still has accrued sick leave he/she has the option to continue to use sick leave/annual leave to receive a regular check. The Sick Leave Bank **is not** an option for the days absent for Workers' Compensation. Once all available days are used in **Option I**, it automatically converts to **Option II**.

Option II – Is available when there are no accrued days to use or when the employee chooses not to use accrued sick leave days. With this option, tax free compensation is paid and provided directly from Worker' Compensation. The rate of pay is generally two-thirds of the employee's daily rate of pay. The employee will be responsible for paying their portion of health insurance, dental or any other voluntary deductions until the employee returns to work. The School Board will continue to pay the employer's cost for health insurance until June 30. The employee will not receive service credit in VRS for the under **Option II**.

4. In the event the employee is unable to work, the treating physician should send an “unable to work” note with disability dates to the Central Office. A “return to work” note should also be supplied when the employee is released. This information will be used to determine compensation. If there are questions relative to Workers’ Compensation, please do not hesitate to contact Ms. Shari Dudley at the Central Office.

Approved Panel of Physicians

Centra Health Gretna Medical Center
291 McBride Lane
Gretna, VA 24557
(434) 656-1274

Physician’s Treatment Center
12832 Candler’s Mountain Road
Lynchburg, VA 24502
(434) 239-3949

Central Virginia Family Physicians
527 Pocket Road
Hurt, VA 24563
(434) 324-9150

Centra Danville Medical Center
Urgent Care
414 Park Avenue
Danville, VA 24541
(434)857-3600

MedExpress Urgent Care
133 Enterprise Drive
Danville, VA 24540
(434) 792-2907

CMG Piedmont PrimeCare East
404 Airport Drive Suite A
Danville, VA 24540
(434) 791-2612

STAFF HEALTH

Health Documents/Tuberculosis Test (GBE)

As a condition of employment, every new employee of the School Board including teachers, cafeteria workers, custodians and bus drivers, shall submit a certificate signed by licensed physician, physician assistant, advance practice registered nurse, or registered nurse stating the employee appears free of communicable tuberculosis. Volunteers may be required to provide such a certificate.

After consulting with the local health director, the School Board may require the submission of such certificates annually or at such intervals as it deems appropriate as a condition to continued employment.

Physical Exams For School Bus Drivers (GDQ-PC)

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 or physician assistant.

PCS EMPLOYEE HANDBOOK ACKNOWLEDGMENT STATEMENT AND AGREEMENT

The information included in this handbook is subject to change. I understand that changes in district policies may supersede, modify or eliminate the information summarized in this handbook. As the division provides updated policy information, I accept responsibility for reading and abiding by change.

I hereby acknowledge that I have reviewed the Pittsylvania County Schools Employee Handbook. I agree to abide by the standards, policies and procedures defined or referenced in this document.

Please submit this signed document to the Human Resources Department within ten (10) days of beginning date of employment.

Employee Name (Please Print)

Date

Worksite

Position

Signature of Employee

Date of Receipt by Human Resources Office





