



# EMPLOYEE HANDBOOK

**REVISED July 2024**

Subject to Change

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This document does not replace Alleghany Highlands School Board Policies, Regulations, Practices or State and Federal Laws. This handbook is subject to change.

### **Non-Discrimination Statement**

The Alleghany Highlands School Board and Alleghany Highlands Public Schools do not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, pregnancy, childbirth or related medical conditions, political affiliation, gender, gender identity, marital status, genetic information, disability, age, or military status in its programs and activities. The following has been designated as the contacts regarding compliance issues associated with this non-discrimination policy and compliance with Title IX: Fred C. Vaughan, Director of Human Resources and Pupil Personnel and Shannon L. Fuhrman, Director of Accountability and Technology. For questions and compliance with Section 504 and ADA, contact Jason B. Conaway, Director of Special Education. Alleghany Highlands School Board Office, 100 Central Circle/P.O. Drawer 140, Low Moor, Virginia 24457. 540-863-1800.

The Alleghany Highlands Public Schools Title IX Coordinators are Fred C. Vaughan, Director of Human Resources and Pupil Personnel, 540-863-1800, fred.vaughan@ahps.k12.va.us and Shannon L. Fuhrman, Director of Accountability and Technology, 540-863-1800, shannon.fuhrman@ahps.k12.va.us. The Title IX Coordinators offices are located at 100 Central Circle, Low Moor, Virginia 24457.

**Alleghany Highlands School Board is an Equal Opportunity Employer**

# **ALLEGHANY HIGHLANDS PUBLIC SCHOOLS EMPLOYEE HANDBOOK**

This handbook is designed to serve as a reference for the employees of Alleghany Highlands Public Schools. It provides answers to frequently asked questions and general information about the policies and practices of Alleghany Highlands Public Schools. It is not meant to replace the Policy Manual of Alleghany Highlands Public Schools. This handbook does not contain full explanations of all policies and procedures. It is intended to be a summary of the most common policies impacting employees. Questions or comments regarding this Handbook should be directed to your supervisor, the Department of Human Resources and Pupil Personnel or to the Department of Finance. This handbook is subject to revisions.

## **ACCEPTABLE COMPUTER SYSTEM USE (Policy – GAB/IIBEA)**

All use of the Alleghany Highlands School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart telephones, the internet and other internal or external networks. Access to the Division's computer system shall be for the purposes of education or research and be consistent with the educational objectives of the Division or for legitimate school business. The use of the Division's computer system is a privilege, not a right.

No employee or agent of the School Board or person or entity contracting with the School Board may download or use any application, including TikTok or WeChat, or access any website developed by ByteDance Ltd. or Tencent Holdings Ltd. (i) on any device or equipment issued, owned, or leased by the School Board, including mobile phones, desktop computers, laptop computers, tablets, or other devices capable of connecting to the Internet.

## **Online Environments and Social Networks**

Each staff member is expected to comply with all school laws, school board policies, and regulations when participating in and operating in any online environment. Behave in a professional manner when participating in an online environment. Employees are not to post to social media platforms during contracted hours.

## **Unacceptable Conduct**

The following conduct is prohibited and may be subject to disciplinary action: this list is not exhaustive; therefore, other conduct in online environments may also be subject to discipline in accordance with state law. This unacceptable conduct applies to all online interactions in which an employee participates:

- Allowing online activity to interfere with workplace responsibilities.
- Breaching of student and/or staff confidentiality in any online environment.

- Creating situations that jeopardize employee effectiveness or undermine professional standing.
- Interacting with students in a secretive or unprofessional manner.
- Displaying immoral or morally questionable content.
- Using official school system logos or symbols on non-school system websites.
- Referring to students, colleagues, or the school environment in an unprofessional manner.

### **Cellphone Regulations**

- Faculty and Staff are expected to agree to and abide by the AHPS Acceptable Use Policy regarding the use of technology, including personal cell phone devices.
- Employees should not post material to any social media platform during contracted hours.
- Absent express written consent from a student's parent, employees should not use a personal cell phone device to take pictures of any student and/or post any such student photo on any social media platform, unless otherwise authorized by School Board policy and/or regulation. The disclosure of a student photographic image on any social media account without the express written consent of a parent may violate the Family Educational Rights and Privacy Act (FERPA) and could pose a safety risk to any student whose image is disclosed in violation of these guidelines.
- No faculty or staff member should confiscate a student cell phone for disciplinary purposes. Only school administrators are authorized to take possession of or confiscate student cell phones. If needed, phones can be collected by an administrative designee during state-required testing.
- *Willful* failure to follow and enforce the student cell phone policy may result in disciplinary action for the faculty or staff member.

### **Cybersecurity**

Do not open any email that appears suspicious (i.e. you do not recognize the sender or the subject) or there is an attachment that looks suspicious. Please contact the technology department (Joseph Stull, Network and Security Manager, [joseph.stull@ahps.k12.va.us](mailto:joseph.stull@ahps.k12.va.us) and Shannon Fuhrman, Director of Technology and Accountability, [shannon.fuhrman@ahps.k12.va.us](mailto:shannon.fuhrman@ahps.k12.va.us)).

### **APPLICATION FOR POSITIONS**

Application for employment in the Alleghany Highlands Public Schools shall be made online at the school division website. A personal interview is required of all applicants as a prerequisite to employment. Alleghany Highlands School Board is an Equal Opportunity Employer.

### **CATEGORIES OF EMPLOYMENT**

The following categories of employment shall be recognized by the Alleghany Highlands Public School Board. Full-time employees are contracted a minimum of 30 hours per week. Part-time employees are employed for fewer than 30 hours. Certified employees must possess a license or certification of

educational completion to qualify for employment. In many cases, classified employees are employed on an hourly basis.

### **CHILD ABUSE AND NEGLECT**

All Alleghany Highlands Public School employees are mandated reporters of child abuse and neglect as defined by the Virginia Department of Social Services. Reports must be made within 24 hours of suspected child abuse or neglect to 540-444-7100 or 800-552-7096 or online at [vacps.dss.virginia.gov](http://vacps.dss.virginia.gov). Contact your immediate supervisor with any questions, concerns and assistance.

### **CONCUSSION PROTOCOL (Policy – JJAC)**

There is a concussion protocol in place for Student-Athletes who are diagnosed with a concussion. The School Board Policy includes a *Return to Learn Protocol*. Employees must follow this policy. Employees will be notified either by a school counselor or administrator of a student diagnosed with a concussion or head injury.

- School personnel shall be alert to cognitive and academic issues that may be experienced by a student-athlete who has suffered a concussion or other head injury, including (i) difficulty with concentration, organization, and long-term and short-term memory, (ii) sensitivity to bright lights and sounds, and (iii) short-term problems with speech and language, reasoning, planning, and problem solving.
- School personnel shall accommodate the gradual return to full participation in academic activities by a student-athlete who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student-athlete's licensed health care provider as to the appropriate amount of time that such student-athlete needs to be away from the classroom.

### **CONFIDENTIALITY OF HEALTH & HEALTH TREATMENT RECORDS**

The Alleghany Highlands Public Schools shall comply with the confidentiality requirements of Section 32.1-36.1 of the Code of Virginia, 1950, as amended for the confidentiality of records related to any test for Human Immunodeficiency Virus (HIV). In addition, the school division shall maintain confidentiality of drug and alcohol treatment records as required by federal and state law as well as personnel file information. All employees of Alleghany Highlands Public Schools are expected to respect the confidentiality of division clients in all their communications.

### **CONTINUING CONTRACT/PROBATIONARY STATUS FOR CERTIFIED EMPLOYEES (Policy – GCG)**

Written notice of non-continuation of the contract by either party must be given by June 15 of each year; otherwise the contract continues in effect for the ensuing year.

The 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 subjects.



### **Continuing Contract**

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 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 years, if made part of the contract.

### **Probationary Status**

A probationary term of service of three years in Alleghany Highlands School Division is required before a teacher is issued a continuing contract.

### **Principals, Assistant Principals, and Supervisors**

A person employed as a principal, assistant principal or supervisor, including a person who has previously achieved continuing contract status as a teacher, shall serve three years in such position in the same school division before acquiring continuing contract status as a principal, assistant principal or supervisor.

### **DUAL EMPLOYMENT POLICY (Policy – GCQA)**

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

### **EMAIL**

The School Board provides computer-based electronic information services for the sole purpose of carrying out the mission of the school division. The purpose of this section is to define the appropriate use of the Alleghany Highlands Public Schools electronic mail system, however, this section does not enumerate all possible acceptable and unacceptable uses. This applies to all persons who have been provided an AHPS e-mail account, including but not limited to AHPS employees. By using the AHPS e-mail system, users agree to do so only in compliance with the Acceptable Use Policy and all applicable state and federal laws, including laws related to copyright and obscenity.

### **Appropriate Use**

Access to the AHPS e-mail system shall be: (1) for educational purposes that are consistent with School Board objectives and (2) for legitimate school business. Responsible use of electronic communication requires discretion and professionalism. Users are solely and individually responsible for all communication transmitted via their AHPS e-mail accounts and shall not:

1. Forge, intercept or interfere with electronic mail messages;
2. Use obscene, lewd profane, threatening or disrespectful language;
3. Distribute personal information about others without their consent; and/or
4. Distribute chain mail, solicitations, political statements, or religious messages.
5. Utilize email to distribute group emails without prior consent from an employee's supervisor.



· When communicating via AHPS e-mail, users are expected to abide by generally accepted rules of etiquette.

### **Personal Use**

The AHPS electronic communication systems are to be used for school system business purposes. Incidental personal use is permissible, so long as it does not:

1. Interfere with instruction;
2. Interfere with staff productivity;
3. Burden the school division with identifiable costs;
4. Preempt any school division activity or interfere with the efficient operation of the County's computing facilities or electronic mail services.

### **Privacy**

As a matter of general practice, the AHPS administration will not regularly monitor e-mail messages; however, AHPS e-mail system users shall not have any expectation of privacy in anything that they create, store, send or receive on the AHPS e-mail system. The AHPS administration reserves the right without prior notice to access any e-mail message or email account.

### **E-mail Confidentiality**

In general, e-mail messages from the AHPS e-mail system are public documents under applicable law and, therefore, are not confidential. Under the Virginia Freedom of Information Act, e-mail messages must be produced if a citizen requests them with reasonable specificity. The general public shall have access to AHPS e-mail messages as provided in Virginia Code § 2.2-3704.

## **EMPLOYEE RECORDS**

Present and past employees shall have access to their personnel files and records, which are maintained by the Alleghany Highlands School Division. No separate employee files shall be maintained which are not available for that employee's inspection. The release of information from the employee's file requires the expressed written consent from the employee; except in the case of judicial order, lawful issued subpoena, or Virginia Freedom of Information Act.

## **EQUAL EMPLOYMENT OPPORTUNITY / NONDISCRIMINATION STATEMENT (Policy- GB)**

### **Policy Statement**

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

The statement, "Allegheny Highlands School Board is an equal opportunity employer," is placed on all employment application forms.

#### Notice of Policy/Prevention

This policy is (1) posted in prominent areas of each school division building, (2) included in employee handbooks and (3) provided to any employee or candidate for employment upon request. Training to prevent prohibited discrimination is included through employee trainings.

#### Complaint Procedure

##### A. File Report

Any person who believes he has not received equal employment opportunities should report the alleged discrimination to one of the Compliance Officers designated in this policy. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall immediately report such conduct to one of the Compliance Officers designated in this policy.

The reporting party should use the form, Report of Discrimination, GB-F, to make complaints of discrimination. However, oral reports and other written reports will also be accepted. The complaint must be filed with one of the Compliance Officers designated in this policy. Any complaint that involves the Compliance Officer shall be reported to the superintendent.

The complaint and the identity of the complainant and the person or persons allegedly responsible for the discrimination will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. A complainant who wishes to remain anonymous will be advised that anonymity may limit the school division's ability to fully respond to the complaint.

##### B. Investigation

Upon receipt of a report of alleged discrimination, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer will acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the complainant and the superintendent. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the superintendent will be notified of the reason for the extended investigation and the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the person(s) alleged to have violated the policy and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the

complaint. The investigation will consider witnesses and evidence from both the complainant and the person(s) responsible for the alleged discrimination. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint alleges the superintendent has violated this policy, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any. All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

#### **C. Action by Superintendent**

Within 5 school days of receiving the Compliance Officer's report, the superintendent or superintendent's designee shall issue a written decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken.

If the complaint alleges that the superintendent has violated this policy, the School Board's standing Equal Employment Opportunity/Nondiscrimination Committee shall make the decision and determine what action should be taken. If the School Board does not have such a standing committee, at its next scheduled meeting it shall appoint a committee consisting of three of its members to handle the matter. The committee shall issue a written decision within 14 calendar days of the time the School Board receives the Compliance Officer's report or the time a committee is appointed, if there is no standing committee. The written decision shall state (1) whether this policy was violated and (2) what action, if any, should be taken.

The written decision must be mailed to or personally delivered to the complainant within 5 calendar days of the issuance of the decision. If the superintendent, superintendent's designee or committee concludes that prohibited discrimination occurred, the Alleghany Highlands School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including dismissal.

#### **D. Appeal**

If the superintendent, superintendent's designee or committee determines that no prohibited discrimination occurred, the person who was allegedly subjected to discrimination may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent, or with a member of the committee which issued the written decision, who shall forward the record to the School Board. The School Board shall make a decision

within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent, superintendent's designee or the committee, whichever issued the written decision, and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to the complainant.

Employees may choose to pursue their complaints arising under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

#### **E. Compliance Officer and Alternate Compliance Officer**

The School Board designates a Compliance Officer responsible for identifying, preventing and remedying discrimination as well as receiving complaints under this Policy. The name and contact information for the Compliance Officer is posted on the Division's website at all times. The Compliance Officer may be contacted at:

Fred C. Vaughan, Jr.  
Alleghany Highlands Public Schools  
100 Central Circle  
Low Moor, VA 24457  
540-863-1800  
fred.vaughan@ahps.k12.va.us

Complaints of discrimination may also be made to the Alternate Compliance Officer at:

Shannon L. Fuhrman  
Alleghany Highlands Public Schools  
100 Central Circle  
Low Moor, VA 24457  
540-863-1800  
shannon.fuhrman@ahps.k12.va.us

#### **The Compliance Officer**

- ☐ receives reports or complaints of discrimination;
- ☐ conducts or oversees the investigation of any alleged discrimination;
- ☐ assesses the training needs of the school division in connection with this policy;
- ☐ arranges necessary training to achieve compliance with this policy; and
- ☐ ensures that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal employment opportunity and has the authority to protect the alleged victim and others during the investigation.

#### **IV. Retaliation**

Retaliation against employees who report discrimination or participate in the related proceedings is prohibited. The school division appropriate action against any employee who retaliates against another employee or candidate for employment who reports alleged discrimination or participates in related

proceedings. The Compliance Officer informs persons who make complaints, who are the subject of complaints and who participate in investigations of how to report any subsequent problems.

#### **V. Right to Alternative Complaint Procedure**

Nothing in this policy denies the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

#### **VI. Prevention and Notice of Policy**

Training to prevent discrimination is included in employee orientations and in-service training.

This policy is (1) displayed in prominent areas of each division building in a location accessible to school personnel and (2) included in employee handbooks. All employees are notified annually of the names and contact information of the Compliance Officers.

#### **VII.False Charges**

Employees who knowingly make false charges of discrimination are subject to disciplinary action.

### **EVALUATION OF CERTIFIED AND CLASSIFIED STAFF**

The Alleghany Highlands Public School Board requires the evaluation for all personnel in the division. The evaluation of employees shall be a cooperative and continuing process with formal appraisal periodically. The evaluation system is designed to improve the employee's level of performance. 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 for professional staff may be found within the teacher evaluation online system. Evaluation forms for classified employees may be obtained from the building principal. Employees will be evaluated annually.

All employees are expected to maintain a high standard of conduct and job performance. The AHPS division is prepared to assist all employees with performance improvement. Employees who receive evaluation deficiencies may be placed on an Individual Assistance Plan (IAP). A range of administrative resources and action may be taken to further assist teacher and employee improvement.

### **FAIR LABOR STANDARDS ACT**

Alleghany Highlands Public Schools are in full compliance with Federal FLSA requirements. Policy GAA defines division practice regarding FLSA standards. This policy defines the standard workday for exempt (certified) employees as a minimum of seven and one half hours per day and continuing until professional responsibilities to the students and school are completed. For non-exempt employees (classified employees compensated at an hourly rate),

the standard work week begins Sunday and continues through Saturday midnight of the following week.

### **FRAUD REPORTING PROTOCOL**

Fraud is defined as a knowing misrepresentation of the truth or concealment of a material fact to induce another to act to his or her detriment. Management is responsible for the detection and prevention of fraud, misappropriations, and other fiscal irregularities. The use of one's occupation for personal enrichment through the deliberate misuse or misapplication of the organization's resources or assets is prohibited.

Employees creating, submitting, or causing to be submitted expenditure reimbursements, mileage reimbursements, time sheets, requisitions, or other records must ensure that said records are accurate, supported by appropriate documentation, and solely for the purposes of approved school business. The use of a school division credit card is solely for school division purposes and must be supported by timely and appropriate receipts and approvals. Personal use of a school division credit card is strictly prohibited.

Fraud, misappropriations, or other fiscal irregularities refer to, but are not limited to, the following:

1. Any dishonest or fraudulent act
2. Misappropriation of funds, supplies, or other assets
3. Impropriety related to the handling or reporting of money
4. Misuse of school division credit cards
5. Accepting or soliciting cash, cash equivalents, or other material assets from contractors, vendors, or other entities providing goods or services to the school division or seeking to provide goods or services to the school division
6. Destruction, removal, or inappropriate use of school division records, supplies, equipment, or other material assets.

Instances of fraud, misappropriation, or other fiscal irregularities that are detected or suspected must be immediately reported to the Director of Finance who is responsible for coordinating investigations of such. The Director of Finance may be contacted in person or anonymously via written or telephonic correspondence. If a report is filed anonymously, as much detailed information as possible should be provided to aid in any subsequent investigation. If the suspected fraud is of the Director of Finance, reports are to be brought to the attention of an Alleghany Highlands Compliance Officer as identified in policy.

### **FREQUENTLY USED FORMS**

Division forms necessary for leave, application for tuition reimbursement, etc., may be obtained in each school office. In addition, forms may found on the division website.

### **GRIEVANCE PROCEDURES (Certified & Classified)**

Certified and classified employee grievance procedures are found in Alleghany Highlands Public School Policy Manual, Section G. Copies will be provided upon request.

## **HARASSMENT (Policy – GBA/JFHA)**

The Alleghany Highlands School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, pregnancy, childbirth or related medical conditions, political affiliation, gender, gender identity, marital status, genetic information, disability, age, or military status or any other characteristic protected by law or based on a belief that such characteristic exists, hereinafter referred to as protected group status, at school or any school sponsored activity. The Alleghany Highlands Public Schools Title IX Coordinators are Fred C. Vaughan, Director of Human Resources and Pupil Personnel, 540-863-1800 or fred.vaughan@ahps.k12.va.us and Shannon L. Fuhrman, Director of Technology and Accountability, 540-863-1800 or shannon.fuhrman@ahps.k12.va.us. Both Title IX Coordinators offices are located at 100 Central Circle, Low Moor, Virginia 24457.

## **INSURANCE**

### **Disability Insurance**

Payroll deduction is available to all full time AHPS employees who wish to purchase disability insurance. Employees may authorize a "pre-tax" deduction from their pay check and redirect premium amounts to a disability insurance vendor. Deduction request forms may be obtained from the Finance Department. All VRS Hybrid employees qualify for short term disability. Contact the Finance Department for specific information as needed.

### **Health, Vision & Dental Insurance**

All full time certified and classified employees of Alleghany Highlands Public Schools may participate in the division's health insurance program. Anthem Health Carrier is the current provider of health insurance. Local Choice is our current coverage plan. Employees may select from several Health Benefit Programs. The School Board will pay a percentage of the monthly premium. Employees may enroll during the open enrollment period in April. Anthem's contract with AHPS renews on July 1<sup>st</sup> each year.

### **Health Savings**

Alleghany Highlands Public School employees who participate in the health insurance program may open a flexible spending account. All American Fidelity Health Savings Account (HSA) rules apply.

### **Life Insurance –Group Term Life Insurance**

The School Board pays for group term life insurance equal to twice your annual salary rounded to the next highest thousand to those covered under the Virginia Retirement System.

Employees may purchase additional group term life insurance through the Virginia Retirement System. Enrollment is voluntary, with automatic acceptance if you apply before the end of your first month of employment. Employees who wish to decline optional group term life must sign a wavier. A waiver form is included in your new employee packet.



## **JOB DESCRIPTIONS**

Job descriptions for every employee classification are maintained by the Department of Human Resources and Pupil Personnel and online. Employees may obtain a job description by visiting the division's website or contacting the Human Resources Office.

## **LEAVE REQUESTS**

Frontline Absence Management 1-800-942-3767

[www.aesoponline.com](http://www.aesoponline.com)

All employees will complete leave requests online through Frontline Absence Management formerly known as Aesop. This provides automated web and phone-based substitute placement for employees. Employees register their absences at any time, either by calling a toll-free number or by logging in via the web or a mobile device. All leaves will still go through the same approval process.

Bus drivers will utilize the online system; however, the transportation manager at the bus garage will continue to secure substitutes.

Custodians will utilize the online system; however, the Director of Maintenance and Transportation or Principal will secure a substitute.

### **General Guidelines:**

- If you must cancel a leave, you can do so through Frontline; however, you must give 24 hours notice. If you must give shorter notice, you must contact the principal at the school.
- Frontline will not call Friday evening through Sunday morning.
- Frontline does not leave voicemails.
- Employees who will have substitutes contacted have the option of selecting favorite substitutes.
- **Personal and professional leave must be requested a minimum of two weeks in advance. Substitutes will be secured in advance of approval.**

### **Personal Leave (Policy GCBD-RC)**

All full-time contracted employees, who work less than twelve months, upon prior notification to and approval by the Principal and Superintendent or designee, be granted three days of personal leave, with pay each year. Up to two personal leave days may be carried over from one year to the next not to exceed a balance of 5 total days, including the conversion of one sick day. Permission for personal leave is granted by the building supervisor and Director of Human Resources and Pupil Personnel. **Leave requests must be requested two weeks in advance with a secured substitute in place.**

### **Professional Leave**

Professional leave is available to all employees to attend training sessions, workshops, conferences, seminars, building level activities and field trips, or to represent the school division. Permission for professional leave is granted by the building supervisor and Director of Human Resources and Pupil

**Personnel. Employees must submit the conference request form (goldenrod) when the leave involves an expense and/or is out of the county. Leave requests must be presented two weeks in advance with a secured substitute in place.**

#### **Sick Leave (Policy GCBD – RA/RAA)**

Sick leave does not have to be approved in advance; however, if an employee knows he/she is going to require sick leave he/she should request the leave in advance so a substitute can be secured.

Full-time employees shall be granted one day of sick leave in the amount of one day earned per contract month. Regular Part-Time employees shall receive ½ day of sick leave per contract month or a minimum of five days per contract year.

Sick days may be used in the event of illness, illness in the family, or death in the immediate family. A maximum of 5 consecutive days may be used for death in the family.

- 10 month employees – 10 days per year
- 11 month employees – 11 days per year
- 12 month employees – 12 days per year
- Cafeteria employees – 10 days per year
- Bus Drivers – 10 days per year

All employees must report to duty in order to receive the sick leave credit for the coming year. VRS Plan 1 or Plan 2 employees may accumulate an unlimited number of sick days. Certificated employees may transfer up to 120 days of unused sick leave accumulated from other Virginia school divisions. It will be the responsibility of the employee to initiate the transfer of accumulated sick leave credit. Payment for unused accumulated sick leave will only be paid to those employees who are retiring from the Virginia Retirement System or to employees who deceased while in active service.

#### **Annual Leave**

Full-time twelve month employees may earn annual leave at a rate of 1.17 per month to 1.92 days per month dependent upon their verifiable number of employment year. The employee may carry over up to 12 days of annual leave from one fiscal year to the next. Any unused annual leave in excess of 12 days will transfer to sick leave.

Employment Years	Days Per Month	Days Per Year
0 – 10	1.17	14
11 – 15	1.67	20
16 or more	1.92	23

Employees will be eligible for compensation at their regular base rate of pay, for unused accrued annual leave, up to 35 days, upon retirement or resignation of employment.

#### **Family Medical Leave Act (Policy – GCBE)**

The Alleghany Highlands School Board recognizes its obligation to provide its eligible employees with unpaid leave pursuant to the Family and

Medical Leave Act (FMLA), 29 U.S.C. § 2601 et seq. This policy describes the benefits available to eligible employees under the Act.

#### Definitions

**Covered active duty:** The term covered "active duty" means in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

**Covered service member:** The term "covered service member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

**Eligible employee:** To be eligible for leave under this policy the employee must have at least twelve (12) months of service with the Allegheny Highlands school division and have worked at least 1250 hours according to the Fair Labor Standards Act, 29 U.S.C. § 201 et seq., in the twelve (12) months preceding the commencement of the leave. Full-time teachers are deemed to meet the 1250 hour test.

**Instructional employee:** Employees whose principal function is to teach and instruct students in a class, a small group, or an individual setting such as teachers, athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, or auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

**Next of kin:** The term "next of kin" used with respect to an individual, means the nearest blood relative of that individual other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

**Outpatient status:** The term "outpatient status," with respect to a covered service member, means the status of a member of the Armed Forces assigned to

- A. a military medical treatment facility as an outpatient; or
- B. a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

**Serious health condition:** A serious health condition is an illness, injury, impairment or condition that involves inpatient care or continuing treatment by a health care provider.

**Serious injury or illness:** The term "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during a period described in 29 U.S.C. § 2611(15)(B), means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

**Year:** A rolling 12-month period measured backward from the date an employee uses an FMLA leave.

#### Leave

Any eligible employee is entitled to leave for a combined total of twelve (12) weeks per year for the following situations:

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

However, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to a total of 26 workweeks of leave per year to care for the service member. Leave under this paragraph is available only during a single year. During that year the employee is entitled to a combined total of 26 workweeks of leave under this policy.

To the extent that an employee is entitled to compensation for leave under other Alleghany Highlands school division policies. Such paid leave shall be substituted for unpaid FMLA leave. Otherwise, family and medical leave is unpaid. When paid leave is available, the employee must satisfy any procedural requirements of the division's paid leave policy.

Employees on FMLA leave must report their status and intention regarding returning to work to the school division at least every four weeks.

## Notice to Employees of Their Rights under the FMLA

### Posting and General Notice

The Allegheny Highlands school division shall post, in conspicuous places, on the premises of the school division where notices to employees and applicants for employment are customarily posted, a notice explaining the FMLA's provisions and providing information about the procedure for filing complaints with the Department of Labor.

### Eligibility Notice

When an employee requests FMLA leave, or the division has knowledge that an employee's leave may be for an FMLA-qualifying reason, the division should notify the employee of the employee's eligibility to take FMLA leave within five business days. The Eligibility Notice should state whether the employee is eligible for FMLA leave. If the employee is not eligible for FMLA leave, the Notice must state at least one reason why the employee is not eligible (such as, for example, the number of months the employee has worked for the division.)

### Notice of Rights and Responsibilities

The division will provide written notice detailing the specific expectations and obligations of the employee and explaining the consequences of the failure to meet those obligations each time the employee is given an Eligibility Notice. This Notice will include, as appropriate:

- ☐ that the leave may be designated and counted against the employee's annual FMLA leave entitlement and the 12-month period for FMLA entitlement;
- ☐ any requirements for the employee to furnish certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status, and the consequences of failing to provide certification;
- ☐ that the division will substitute paid leave for unpaid leave and any conditions related to the substitution and the employee's right to take unpaid FMLA leave if the employee does not meet the conditions for paid leave;
- ☐ any requirement for the employee to make any premium payments to maintain health benefits and the arrangements for making such payments, and the possible consequences of failure to make such payments on a timely basis;
- ☐ the employee's rights to maintenance of benefits during the FMLA leave and restoration to the same or an equivalent job upon return from FMLA leave; and
- ☐ the employee's potential liability for payment of health insurance premiums paid by the employer during the employee's unpaid FMLA leave if the employee fails to return to work after FMLA leave.

The Notice of Rights and Responsibilities should be accompanied by any required certification form.

The Notice of Rights and Responsibilities will also include notice that employees on FMLA leave must report their status and intention regarding returning to work to the division at least every four weeks.

If the information provided by the Notice of Rights and Responsibilities changes, the division will, within five business days of receipt of the employee's first notice of need for leave subsequent to any change, provide written notice referencing

the prior notice and setting forth any of the information in the Notice of Rights and Responsibilities that has changed.

#### Designation Notice

When the division has enough information to determine whether the leave is being taken for a FMLA-qualifying reason, the division should give the employee written notice whether the leave will be designated and will be counted as FMLA leave within five business days. If the division determines that the leave will not be designated as FMLA-qualifying, the division must inform the employee of that determination. The division will also notify the employee that paid leave must be substituted for unpaid FMLA leave or that paid leave taken under an existing leave plan be counted as FMLA leave at the time of designating the FMLA leave.

If the division will require the employee to present a fitness-for-duty certification to be restored to employment after taking leave for a continuous period of time, the division will provide notice of the requirement with the Designation Notice. If the division will require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the employee's position, the division must so indicate in the Designation Notice and must include a list of the essential functions of the employee's position.

If the division has reasonable safety concerns regarding the ability of an employee who is returning to work after intermittent or reduced leave schedule to perform his or her duties based on the serious health condition for which the employee took leave, it may require the employee to submit a fitness for duty certification unless one has been submitted within the past 30 days.

If the leave is not designated as FMLA leave because it does not meet the requirements of the FMLA, the notice to the employee that the leave is not designated as FMLA leave may be in the form of a simple written statement.

If the information provided by the division to the employee in the Designation Notice changes, the division will provide, within five business days of receipt of the employee's first notice of need for leave subsequent to any change, written notice of the change.

The division will notify the employee of the amount of leave counted against the employee's FMLA leave entitlement. If the amount of leave needed is known at the time the employer designates the leave as FMLA-qualifying, the division must notify the employee of the number of hours, days, or weeks that will be counted against the employee's FMLA leave entitlement in the Designation Notice. If it is not possible to provide the hours, days, or weeks that will be counted against the employee's FMLA leave entitlement, then the division must provide notice of the amount of leave counted against the employee's FMLA leave entitlement upon request by the employee but no more often than once in a 30-day period and only if leave was taken in that period.

The division's decision to designate leave as FMLA-qualifying will be based only on information received from the employee or the employee's spokesperson. If the division does not have sufficient information about the reason for an employee's use of leave, the division will inquire further of the employee or the spokesperson to ascertain whether leave is potentially FMLA-qualifying. Once the division has knowledge that the leave is being taken for a FMLA-qualifying reason, the division will provide the employee the notice described in this subsection.

An employee giving notice of the need for FMLA leave must explain the reasons for the needed leave so as to allow the division to determine whether the leave is FMLA-qualifying. If the employee fails to explain the reasons, leave may be denied.

#### **Leave for the Birth, Adoption or Foster Placement of a Child**

The employee's entitlement to leave for a birth, adoption or foster placement of a child expires at the end of the twelve month period beginning on the date of the birth, adoption or foster placement. Leave taken for the birth, adoption or foster placement of a child may be taken intermittently or on a reduced leave schedule if the superintendent agrees to such an arrangement.

If the necessity for leave for the birth, adoption or foster placement of a child is foreseeable based on an expected birth or placement, the employee shall provide the school division with not less than 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the birth or placement requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable. The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and of the anticipated timing and duration of the leave.

Allegheny Highlands Public Schools will make available reasonable accommodations to employees related to pregnancy and childbirth to include breaks, space to express breast milk (AHPS Policy GBEF), or other agreed upon accommodations.

#### **Leave Because of a Serious Health Condition of Employee**

Employees are entitled, when medically necessary, to take such leave on an intermittent or reduced leave schedule except as provided below.

If the necessity for leave is foreseeable based on planned medical treatment, the employee shall (1) make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the division; and (2) provide the division with at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable. The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and of the anticipated timing and duration of the leave.

The School Board may require that a request for leave because of the employee's own serious health condition be supported by a certification issued by a health care provider of the employee. The division should request that the employee furnish certification when the employee gives notice of the need for leave or within five business days thereafter, or, in the case of unforeseen leave, within five business days after the leave begins. The division may request certification at a later date if it later has reason to question the appropriateness of the leave or its duration. The employee must provide a complete and sufficient certification within 15 calendar days after the division's request. When the division requests certification, it will advise the employee of the anticipated consequences of the employee's failure to provide adequate certification.

Certification will be sufficient if it states

(1) the name, address, telephone number and fax number of the health care provider and the type of medical practice/specialization;



- (2) the approximate date on which the serious health condition commenced and its probable duration;
- (3) a statement or description of appropriate medical facts regarding the employee's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for leave; and
- (4) information sufficient to establish that the employee is unable to perform the essential functions of his or her position, the nature of any other work restrictions, and the likely duration of such inability.

If an employee requests leave on an intermittent or reduced leave schedule for planned medical treatment of his or her serious health condition, the certification shall include information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the dates on which such treatment is expected to be given and the duration of such treatment and any period of recovery.

If an employee requests leave on an intermittent or reduced leave schedule because of his or her own serious health condition that may result in unforeseeable episodes of incapacity, the certification shall include information sufficient to establish the medical necessity for the intermittent leave or leave on a reduced leave schedule, and an estimate of the frequency and duration of the episodes of incapacity.

If the employee submits a complete and sufficient certification signed by the health care provider, the division may not request additional information from the health care provider. However, the division may contact the health care provider for purposes of clarification and authentication of the medical certification. To make such contact, the division must use a health care provider, a human resources professional, a leave administrator, or a management official. The employee's direct supervisor may not contact the employee's health care provider.

If the school division doubts the validity of a certification, it may require, at its own expense that the employee obtain the opinion of a second health care provider designated or approved by the school division concerning any information certified. The health care provider designated or approved by the school division may not be employed by the school division on a regular basis.

If the second opinion differs from the original certification, the school division may require, at its own expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the school division and the employee concerning information certified. The opinion of the third health care provider will be binding on both the school division and the employee.

#### **Leave Because of a Serious Health Condition of a Child, Spouse, or Parent of Employee**

Family and medical leave shall be provided when the employee is needed to care for his/her spouse, child or parent with a serious health condition, as defined above. Employees are entitled, when medically necessary, to take such leave on an intermittent or reduced leave schedule except as provided below.

If the necessity for leave is foreseeable based on planned medical treatment, the employee shall

- (1) make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the division; and

(2) provide the division with at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and the anticipated timing and duration of the leave.

The School Board may require that a request for leave to care for an employee's spouse, parent, or child with a serious health condition be supported by a certification issued by a health care provider of the family member in need of care. The division should ask the employee to furnish certification when the employee gives notice of the need for leave or within five business days thereafter, or, in the case of unforeseen leave, within five business days after the leave begins. The division may request certification at some later date if it has reason to question the appropriateness of the leave or its duration. The employee must provide the requested certification within 15 calendar days after the division's request. When the division requests certification, it will advise the employee of the anticipated consequences of the employee's failure to provide adequate certification.

Certification will be sufficient if it states

- (1) the name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;
- (2) the approximate date on which the serious health condition commenced and its probable duration;
- (3) a statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for leave; and
- (4) information sufficient to establish that the family member is in need of care and an estimate of the frequency and duration of the leave required to care for the family member.

If an employee requests leave on an intermittent or reduced leave schedule for planned medical treatment of a family member's serious health condition, the certification shall include information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the dates and the duration of such treatments and any periods of recovery.

If an employee requests leave on an intermittent reduced leave schedule in order to care for a family member with a serious health condition, the certification shall include a statement that the employee's intermittent leave or leave on a reduced leave schedule is medically necessary for the care of the son, daughter, parent, or spouse who has a serious health condition, or will assist in their recovery, and the expected duration and schedule of the intermittent leave or reduced leave schedule.

If the employee submits a complete and sufficient certification signed by the health care provider, the division may not request additional information from the health care provider. However, the division may contact the health care provider for purposes of clarification and authentication of the medical certification. To make such contact, the division must use a health care provider, a human resources professional, a leave administrator, or a management official.

The employee's direct supervisor may not contact the employee's health care provider.

If the school division doubts the validity of a certification, it may require, at its own expense that the employee obtain the opinion of a second health care provider designated or approved by the school division concerning any information certified. The health care provider designated or approved by the school division may not be employed by the school division on a regular basis.

If the second opinion differs from the original certification, the school division may require, at its own expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the school division and the employee concerning information certified. The opinion of the third health care provider will be binding on both the school division and the employee.

#### Leave to Care for a Covered Service Member

If the necessity for leave is foreseeable based on planned medical treatment for a serious injury or illness of a covered service member, the employee shall (1) make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the division; and (2) provide the division with at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and the anticipated timing and duration of the leave.

The School Board may require that a request for leave to care for a covered service member with a serious injury or illness be supported by a certification issued by a health care provider of the covered serviceperson. The certification may be completed by any health care provider listed in 29 C.F.R. 825.310(a). The employee shall provide, in a timely manner, a copy of such certification to the school division.

Certification will be sufficient if it states

(1) the name, address, and appropriate contact information (telephone number, fax number, and/or email address) of the health care provider, the type of medical practice, the medical specialty, and whether the health care provider is one of the following: a (DOD) health care provider, a United States Department of Veterans Affairs (VA) health care provider, a DOD TRICARE network authorized private health care provider, or a DOD non-network TRICARE authorized health care provider or a health care provider as defined in 29 C.F.R. 825.125;

(2) whether the covered service member's injury or illness was incurred in the line of duty on active duty;

(3) the approximate date on which the serious health condition or serious injury or illness commenced or was aggravated and its probable duration;

(4) a statement or description of appropriate medical facts regarding the covered service member's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for leave; and

(5) information sufficient to establish that the covered service member is in need of care and whether the covered service member will need care for a single

continuous period of time, including any time for treatment and recovery, and an estimate as to the beginning and ending dates for this period of time.

If an employee requests FMLA leave on an intermittent or reduced leave schedule for planned medical treatment appointments for the covered service member, the certification must state that there is a medical necessity for the covered service member to have such periodic care and must contain an estimate of the treatment schedule of such appointments.

If an employee requests FMLA leave on an intermittent or reduced schedule basis to care for a covered service member other than for planned medical treatment, the certification must contain a statement that there is a medical necessity for the covered service member to have such periodic care, and must contain an estimate of the frequency and duration of the periodic care.

In addition to the information listed above, the division may also request that the certification set forth the information on Form WH-385

In lieu of Form WH-385, the division will accept invitational travel orders (ITOs) or invitational travel authorizations (ITAs) issued to any family member to join an injured or ill service member at his or her bedside. An ITO or ITA is sufficient certification for the duration of time specified in the ITO or ITA. During that time period, the employee may take leave to care for the covered service member in a continuous block of time or on an intermittent basis.

The information on the certification must relate only to the serious injury or illness for which the current need for leave exists. The division may seek authentication or clarification of the certification, ITO, or ITA but may not seek second or third opinions. The division may require an employee to provide confirmation of covered family relationship to the seriously injured or ill service member.

The division will also accept as sufficient certification of the service member's serious injury or illness documentation indicating the service member's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

#### Leave Related to a Qualifying Exigency arising from Covered Active Duty or a Call to Covered Active Duty

If the necessity for leave because of a qualifying exigency arising from the fact that a family member is on covered active duty or has been notified of an impending call to covered active duty is foreseeable, the employee shall give such notice to the school division as is reasonable and practicable. The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and the anticipated timing and duration of the leave.

The first time an employee requests leave because of a qualifying exigency arising out of the covered active duty or call to covered active duty status (or notification of an impending call or order to covered active duty) of a military member, the division may require the employee to provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service. A copy of new active duty orders or other documentation issued by the military shall be provided to the division if the need for leave because of a qualifying exigency arises out of a different covered active duty or

call to covered active duty status (or notification of an impending call or order to covered active duty) of the same or a different military member.

A request for leave because of a qualifying exigency must be supported by

- (1) a statement or description signed by the employee of appropriate facts regarding the qualifying exigency for which FMLA leave is requested. The facts must be sufficient to support the need for leave;
- (2) the approximate date on which the qualifying exigency commenced or will commence;
- (3) the beginning and ending dates of absence if the employee requests leave because of a qualifying exigency for a single, continuous period of time;
- (4) an estimate of the frequency and duration of the qualifying exigency if the employee requests leave because of a qualifying exigency on an intermittent or reduced schedule basis;
- (5) if the qualifying exigency involves meeting with a third party, appropriate contact information for the individual or entity with whom the employee is meeting and a brief description of the purpose of the meeting; and
- (6) if the qualifying exigency involves Rest and Recuperation leave, a copy of the military member's Rest and Recuperation orders, or other documentation issued by the military which indicates that the military member has been granted Rest and Recuperation leave, and the dates of the military member's Rest and Recuperation leave. The division may use Form WH-384 for this certification.

#### Rules for Intermittent and Reduced Schedule Leave

When permitted by the FMLA, intermittent and reduced schedule leave may be used until the aggregate amount of such leave equals twelve weeks or 26 weeks if the leave is taken to care for a covered service member in the employee's rolling year. However, when the employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment the school division may temporarily transfer the employee to an available alternative position with equivalent pay and benefits that better accommodates the employee's intermittent or reduced schedule leave.

When an eligible employee employed principally in an instructional capacity requests leave to care for a family member with a serious health condition, leave because of the employee's own serious health condition, or leave to care for a covered service member and the leave is foreseeable based on planned medical treatment and the employee would be on leave for greater than 20 percent of the total number of working days in the period during which the leave would extend, the school division may require the employee to elect either (1) to take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or (2) to transfer temporarily to an available alternative position offered by the school division for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the employee's regular employment position.

The school division may require an employee to make such an election when the employee has (1) made a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the division, subject to the approval of the health care provider; and (2) has provided the division with not less than 30 days' notice before the date the leave is to begin, of the employee's intention

to take leave, except that if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

#### **Rules for Husband and Wife Employed by Alleghany Highlands School Division**

A husband and wife who are both eligible for family and medical leave and are employed by Alleghany Highlands school division shall be granted family and medical leave only for a combined total of twelve weeks per year when the leave is taken for the birth, foster placement, or adoption of a child or to care for the child after birth, adoption, or foster placement or to care for a parent with a serious health condition.

A husband and wife who are both eligible for family and medical leave and are employed by Alleghany Highlands school division shall be granted family and medical leave only for a combined total of 26 workweeks per year if the leave (1) is taken to care for a covered service member; or (2) is taken as a combination of leave to care for a covered service member and leave for the birth, foster placement, or adoption of a child or to care for the child after birth, adoption, or foster placement or to care for a parent with a serious health condition. However, if the leave taken by the husband and wife includes leave for the birth, foster placement, or adoption of a child or to care for the child after birth, adoption, or foster placement or to care for a parent with a serious health condition, the leave for that reason shall be limited to 12 workweeks per year.

#### **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 Alleghany Highlands school division policy for paid or unpaid leave, whichever applies.

If the employee fails to return to work when the period of leave to which he or she is entitled expires for any reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to leave, or other circumstances beyond the employee's control, the school division may recover the premium it paid for maintaining the employee's coverage during the period of unpaid leave in accordance with federal law.

#### **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.

The following return to work provisions apply to instructional employees:

1. If an instructional employee begins family and medical leave more than five (5) weeks before the end of an academic term, the employee may be required to continue taking leave until the end of the term if the leave is at least three (3) weeks in duration and the return to work would occur during the last three (3) weeks of the academic term.
2. If an instructional employee begins family and medical leave a) because of the birth, adoption, or foster care placement of a son or daughter of the employee, b) to care for a family member with a serious health condition, or c) to care for a

covered service member during the five (5) week period before the end of an academic term, the employee may be required to continue taking leave until the end of the academic term if the leave is longer than two (2) weeks in duration and the return to work would occur during the last two (2) weeks of the academic term.

3. If an instructional employee begins family and medical leave a) because of the birth, adoption, or foster care placement of a son or daughter of the employee, b) to care for a family member with a serious health condition, or c) to care for a covered service member during the three (3) week period before the end of an academic term, the employee may be required to continue taking leave until the end of an academic term if the leave is longer than five (5) working days in duration.

If an instructional employee is required to continue leave until the end of an academic term, only the period of leave until the employee is ready and able to return to work shall be counted against the family and medical leave entitlement. However, the division must continue the group health insurance coverage under the same conditions as if the employee were working.

#### **Outside Employment**

An employee who is on family and medical leave may not engage in employment for any other employer or self-employment while on leave. Falsification of records and failure to correct records known to be false are violations of this policy and will result in discipline which may include termination from employment.

#### **Leave of Absence (Policy – GCBD-RF)**

The School Board may grant certified personnel employed under a continuing contract a leave of absence without pay for a period not to exceed one year, provided they are recommended for leave by the immediate supervisor. A leave of absence may not begin during a school term. Notification of intent to take a one-year leave of absence shall be submitted to the Director of Human Resources and Pupil Personnel prior to April 1 of the school year preceding the intended leave of absence. Leave of absence shall only be granted for purposes deemed reasonable by the Superintendent and which does not disrupt the educational program for children.

An employee receiving such leave will be guaranteed re-entry to the school system in a professional assignment in the employee's area of endorsement. The guarantee is provided only if the staff member returns to the employment of the Allegheny Highlands Public Schools at the agreed upon termination point of the leave of absence. Staff members granted leaves of absence shall inform the Human Resources office, in writing, of their intentions for the next school year no later than April 1. The year of leave will not count as a year of service for retirement or salary. During the leave of absence, the employee may continue health insurance coverage, at the employee's expense, pending approval by the carrier. There is no Virginia Retirement System (VRS) Group Life Insurance coverage during this absence.

Classified personnel are not eligible for a leave of absence.



### **Leave Without Pay (Policy– 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 Family and Medical Leave because they have not worked for the division for 12 months or have not worked at least 1250 hours according to the Fair Labor Standards Act, 29 U.S.C. § 201 et seq.

Employees with a debilitating or life-threatening illness who are entitled to leave under this policy may take up to thirty (30) days unpaid leave during their first year of employment with the school division. Leave may be taken only in full-day increments. Leave may be taken only when the employee has no other leave (such as sick leave) available.

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

Approval must be obtained prior to leave being taken.

All rights under this policy expire at the end of the employee's first year of service.

### **Military Leave & Military Benefits**

All full-time contracted employees who are members of the state and 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. Employees on military leave will receive up to 15 days paid leave per federally funded tour of duty. Additional health and retirement benefits may be referenced in AHPS Policy GCBEA.

## **LICENSURE INFORMATION FOR CERTIFIED EMPLOYEES**

### **Provisional License Holders**

Teachers are responsible for meeting all requirements to convert a Provisional License to a ten-year, renewable license by completing the procedures outlined by the Department of Education upon issuance of the Provisional License. When college courses are required, the employee is expected to earn a minimum six semester hours of college credit each year or the number of hours, if greater than six that are required to complete this process within the provisional period.

### **Renewable License Holders**

Teachers who hold a five-year, renewable license are to renew that license by obtaining 180 points of professional development activities, as outlined in the Virginia Licensure Renewal Manual. Similarly, teachers who hold a ten-year renewable license must obtain 270 points as outlined by the Virginia Licensure Renewal Manual.

Points can be obtained through a combination of professional development activities outlined in the Renewal Manual. All 180/270 points may be obtained by the combination of activities as outlined in the aforementioned Renewal Manual.

Teachers should keep appropriate records of professional development activities on an annual basis, and work closely with their school principal in providing copies for documented recertification points. It is the responsibility of

the license holder to be aware of the type of license he/she holds and the expiration date that appears on the license.

After January 1 of the renewal year, it is the responsibility of the license holder to complete and submit a completed *Individualized Recertification Record* to the Office of Human Resources and Pupil Personnel and arrange to have the college or university registrar send an OFFICIAL transcript to the Human Resource's Office. Under Virginia law an employee cannot be offered a contract unless the employee has a valid Virginia license. An employee will not be recommended for reappointment unless a copy of a valid Virginia license is present in the Office of Human Resources and Pupil Personnel.

### **PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

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

Upon recommendation of the superintendent, the Alleghany Highlands School Board shall place all employees within the various schools and facilities located in the school 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 School Board.

The superintendent may also 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, no one will be employed in or reassigned to a situation where a family member, as defined in Policy GCCB Employment of Family Members, is directly responsible for that employee's supervision.

Any employee seeking a transfer of assignment to another work location for the next school year must make a request in writing to the superintendent or the superintendent's designee, with copies to the current supervisor, not later than April 1. This type of request, if granted, will be considered a voluntary transfer. A change of assignment within an immediate work station is the responsibility of the immediate supervisor.

### **RESIGNATION OF CERTIFIED AND CLASSIFIED STAFF (Policy – GCPB)**

The superintendent is authorized to approve resignations of employees. Any resignation must be in writing.

A teacher may resign after June 15 of any school year with the approval of the superintendent. The teacher shall request release from contract at least two weeks in advance of the intended date of resignation. Such request shall be in writing and state the cause of the resignation. The teacher may, within one week, withdraw a request to resign. Upon the expiration of the one week period, the superintendent shall notify the School Board of the decision to accept or reject the resignation. The School Board, within two weeks, may reverse the decision of the superintendent. In the event that the Board or the superintendent declines to grant the request for release on the grounds of insufficient or unjustifiable cause, and the teacher breaches such contract, disciplinary action, which may include revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education.

Other employees who wish to terminate their employment must give notice at least ten school days prior to their desired separation date. Notice

should be given to the employee's immediate supervisor, who will inform the superintendent. The superintendent will inform the School Board of the resignation at its next regular meeting.

### **RESTRAINT AND SECLUSION OF STUDENTS (Policy – JM)**

Physical restraint and seclusion may only be used by Alleghany Highlands School Board staff for the purpose of behavioral intervention in accordance with this policy and the Virginia Board of Education Regulations Governing the Use of Seclusion and Restraint in Public Elementary and Secondary Schools in Virginia. The School Board encourages the use of positive behavioral interventions and supports to reduce and prevent the need for the use of physical restraint and seclusion. AHPS staff trained in Crisis Prevention Intervention (CPI) only shall utilize restraint and seclusion as necessary. At no time should employees place hands on students unless properly training or the student is significantly endangering themselves or others.

## **SALARIES AND BENEFITS**

### **Cafeteria Benefit Plan**

Sections 125 and 129 of the internal Revenue Code enable the pre-tax treatment of certain benefit contributions within a qualified cafeteria plan. Contributions to most health insurance plans, medical reimbursement accounts, and dependent care reimbursement accounts can be exempt from federal, state, and FICA taxes. The reduction in taxable income does not affect retirement benefits but may reduce your monthly Social Security benefits.

### **Federal & State Withholding**

All employees are required to complete a Federal Form W-4 (Employee's withholding Allowance Certificate) and state form VA-4 (Income Tax Withholding Certificate) when hired. The amount of tax withheld will depend on the filing status and number of withholding allowances.

### **Pay Periods, Pay Dates & Direct Deposits**

Employees are paid on a monthly basis on the last business day of each month unless otherwise specified. When the last day of the calendar month falls on a weekend or legal holiday, employees will have their pay deposited on the day proceeding the last business day preceding the weekend or holiday. Employees are paid in 12 month installments. Payments begin in July for employees on 12 month contracts, and in August for employees on 10 and 11 month contracts.

Direct deposit is required for all full-time Alleghany Highlands Public School employees. Employees must complete a direct deposit application and submit it to the payroll office.

### **Retirement – VRS**

The Virginia Retirement System provides retirement benefits for professional and classified personnel who are employed full-time. The School Board pays the cost of providing this benefit. Full-time employees contribute 5% of their contract salary. Employees become vested (eligible for retirement benefits) after 5 years of employment.

### **Salary Schedules & Pay Increases**

Salary schedules are published on the Division website each year following the approval of the division operating budget by local governing bodies.

### **Social Security**

The Federal Insurance Contribution Act (FICA) otherwise known as Social Security covers all employees. After a qualifying number of working years, Social Security will provide an income to you and your family in the event of retirement, disability, or death. Both you and your employer make identical contributions to Social Security. The amount contributed is a percentage of your earnings up to a maximum level, as set by Congress each year. Your portion will automatically be deducted from your paycheck. The total FICA tax is shown on your paycheck in two parts: Social Security and Medicare.

### **Stipends & Extra Duty Opportunities**

Stipends for extra duty opportunities are available in a variety of areas. Personnel receiving stipends for extra duty opportunities are required to sign a separate contract. This contract is not subject to VRS contribution and must be approved by the Alleghany Highlands School Board. All assignments are approved by the School Board.

### **Supplemental Salary Award (Policy – GCBC-RC)**

Professional instructional staff members who hold a collegiate professional license or other public school specific license may qualify for a supplemental salary award and/or reimbursement for course work if they:

1. Receive school division approval to enroll in a graduate degree program.
2. Submit transcripts from an accredited college or university indicating that the applicant has satisfactorily completed 12 semester hours, or 18 semester hours, or satisfactorily completed master's degree requirements in an approved graduate degree program to the Office of Human Resources; and
3. Submit the educational increment form to the Office of Human Resources on or before October 1. **No applications will be processed after October 1.**
4. Qualifying applicants will receive the appropriate salary award during the November pay period.
5. Complete master's degree requirements within four years after receipt of their first Bachelor's-plus-12 and/or bachelor's –plus-18 supplement.

Classified personnel may qualify for tuition reimbursement if they complete courses which:

1. Increase their competency in a particular assignment.
2. Update their knowledge in a subject area that relates to their job description assignment.
3. Qualify them for other positions within the system.

### **Tax-Sheltered Annuity Plans**

As an AHPS employee you may elect to defer, or postpone your taxes while saving for retirement by participating in a Tax-Sheltered Annuity (T.S.A.). To qualify for this tax advantage, you must agree to have payroll take the amount you want to invest "off the top" of your pay and redirect it into a T.S.A. account selected by you. The money goes into the T.S.A. as "pre-tax" dollars. Since this money does not count as income for tax purposes, you do not pay federal or state income taxes on it now. This means your W-2 income is lower and you pay less in taxes.

### **Unemployment Insurance**

Alleghany Highlands is required by law to cover all full-time employees with unemployment insurance. The Commonwealth of Virginia handles unemployment insurance benefits. If you are terminated under certain circumstances, you may be eligible for unemployment compensation. Questions about unemployment benefits should be directed to the Virginia Employment Commission.

### **Worker's Compensation**

As an AHPS Board employee, if an accident or illness arising from, and occurring in, the course of your job causes you to miss work, you may be entitled to full or partial compensation to help offset the loss of wages during the period you were unable to work, only if it is determined to be a worker compensation injury. You should report any work-related accident to your supervisor immediately. If you require medical attention, it will be furnished at no cost. (See Company Nurse Information on page 38) Should you continue to receive wage compensation from the school division during absence from work due to work related injury, illness; any wage compensation received as a result of a claim must be signed over to the School Board. You should consult the Finance Department for additional information.

### **SCHOOL CLOSINGS**

The superintendent or her designee may order the closing, the delay in opening or the early release of any or all schools in order to protect the safety and welfare of the students and staff. Unless employees are notified that their work schedule is changed because of adverse emergency conditions, it is expected that all employees will work according to the terms of their contract.

During adverse weather or emergency conditions, however, employees will follow guidelines related to work schedules. The Alleghany Highlands Public School System uses a rapid response system to inform school employees and parents of school closings. Information is also available from the AHPS website, AHPS Social Media, and other outlets such as WDBJ – Channel 7, WSLS – Channel 10, WSET – Channel 13.

### **SICK BANK (Policy – GCBD-RAB)**

Membership in the sick leave bank is voluntary and limited to full-time employees of the Alleghany Highlands School Board. **Any employee hired under the Virginia Retirement Service Hybrid Plan is not eligible for membership in the sick leave bank. Any employee who opts in to the**

**Virginia Retirement System Hybrid Plan forfeits their membership in the sick leave bank.**

A new employee must apply to be a member of the sick leave bank within the first thirty (30) calendar days of employment. New participants cannot use the bank until they have physically performed a minimum of one full day of work. Returning employees who are not sick leave bank members and who resumed work in the current year may apply for membership between September 1<sup>st</sup> and September 15<sup>th</sup> of each year.

Membership shall cease when the individual is no longer employed, retires, dies or fails to contribute to the bank at the time other members are required to contribute. Days previously contributed will remain in the bank.

Participants may be eligible for up to 45 days of sick bank time. Sick bank application forms are available on the website.

**Application**

A member will not be able to utilize sick leave bank benefits until all other paid leave is depleted, including sick leave, personal leave and annual leave. Following the depletion of all paid leave, a waiting period of ten (10) working days is required before days from the sick leave bank may be utilized. A member utilizing days awarded through the sick leave bank will not have to replace days.

An allotment of up to a maximum of forty-five (45) days each school year or for any one illness or disability may be granted to any member.

Days drawn from the bank for any one period of illness or injury must be consecutive. If the member suffers a recurrence or relapse within ten (10) days of returning to work due to the original illness or injury, the member will not have to meet another ten (10) day unpaid leave.

Members wishing to withdraw sick leave days must complete the sick leave bank form and submit it to the Director of Human Resources, along with a medical doctor's certificate, stating the nature of the illness or injury, the employee's total inability to perform any work because of such illness or injury, the date the employee ceased work, and the approximate length of time the employee will be unable to return to work. **The form must be submitted in advance of the absence for which sick leave bank days are being sought.**

**Requests to use the sick leave bank cannot be made retroactively.** All medical documentation is considered confidential and is intended for the purpose of making an informed decision concerning the member's request.

**TOBACCO, NICOTINE VAPOR, ALCOHOL & CONTROLLED SUBSTANCE  
USE (Policy – GBEC)**

All employees are prohibited from possessing any tobacco product or nicotine vapor product at all times and under all circumstances on all school property (interior and exterior), and in all school vehicles.

The Alleghany Highlands School Board is committed to maintaining a drug-free workplace. Employees may not unlawfully manufacture, distribute, dispense, possess or use a controlled substance on school property, at any school activity or on any school-sponsored trip. It is a condition of employment that each employee of the Alleghany Highlands School Board will not engage in such prohibited conduct and will notify the Alleghany Highlands School Board of any criminal drug conviction for a violation occurring on school property, at any school activity or on any school-sponsored trip no later than 5 days after such

conviction. An employee who is convicted of criminal drug activity for a violation occurring on school property, at any school activity or on any school-sponsored trip will be subject to appropriate discipline, up to and including termination, or required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

All school bus drivers will be randomly selected for controlled drug and alcohol testing. Bus drivers in violation will be immediately removed from safety sensitive assignments.

#### **SUSPENSION OF STAFF MEMBERS (SBP GCDA & GCPF)**

Certified or classified personnel, whether full-time or part-time, permanent or temporary, may be suspended or dismissed for good and just cause when the safety of the school division or the students therein are threatened or when the personnel has been charged by summons, warrant, indictment, or information with the commission of a felony, a misdemeanor involving sexual assault, obscenity and related offenses, drugs, moral turpitude, or the use of physical or sexual abuse or neglect of a child; or an equivalent offense in another state as established in Articles 7, 5 and 1 of Title 18.2 and in Va. Code 22.1-315.

#### **TEACHING EXPERIENCE (Policy – GCG-R)**

Teaching experience may be granted by the school board at the discretion of the superintendent for the following:

1. Teaching in public schools in the state and out of the state;
2. Teaching in accredited institutions of higher learning in and out of the state; and in accredited private school in and out of the state;
3. Teaching in school operated on military installations, supported by federal tax funds, and for which academic credit is accepted for admission to the public schools in Virginia;
4. Teaching in public resident schools, such as the Virginia School for the Deaf and Blind;
5. Teachers in the field of vocational education, where the requirement calls for occupational work experience beyond the apprenticeship level, may be allowed credit for one (1) year of teaching experience for each two years of work experience; and
6. For teaching in accredited private schools and in private schools for which teachers receive credit under the provisions of the Virginia Retirement System.

#### **TELEWORK PROCEDURES (Policy – GAAB)**

In certain limited circumstances, the Alleghany Highlands Public Schools (AHPS) may, in its sole discretion, allow, an employee to work remotely, or telework, from a location other than the employee's normal work site or office to ensure the goals and mission of AHPS are accomplished in a productive, thoughtful, and economical manner. Telework is not an entitlement provided for employees' convenience, but rather must be authorized by an employee's supervisor in conjunction with approval from the Superintendent/designee.



### **THIRD PARTY COMPLAINTS AGAINST EMPLOYEES (Policy – GBLA)**

Any parent, guardian, or citizen of Alleghany Highlands may file a complaint regarding an employee of Alleghany Highlands Public Schools. A complaint must be filed within 10 days after the alleged incident. Information determined to be unfounded will not be maintained in any employee personnel file.

### **TIMESHEETS (Policy - GAA)**

Non-exempt employees are required to file a weekly timesheet with their immediate supervisor on the first day they work in the following week. Only actual hours worked should be listed on the time sheet. Absences from work should be identified in the row of the day the absence occurred. Hourly totals for each day should be listed in the far right hand column and totals should be entered at the bottom of these columns. Employees who perform more than one task for the division should list hours separately by using the grey row to list hours associated with their secondary duty.

### **Overtime and Compensatory Time (Policy – GAA)**

The Alleghany Highlands School Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of the employee's supervisor. All overtime work must be expressly approved in writing by the superintendent or superintendent's designee. In emergency situations, verbal approval may be given but must be followed by written approval by the supervisor when timesheets are submitted. Employees who intentionally work unauthorized overtime, as well as supervisors who fail to prevent employees from working unauthorized overtime, may be subject to disciplinary action. All supervisory personnel must monitor overtime on a weekly basis and report such time to the superintendent or superintendent's designee. Principals and supervisors monitor employees' work, ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek. Accurate and complete time sheets of actual hours worked during the workweek must be signed by each employee, initialed by the supervisor, and submitted to the finance office. The finance officer reviews work records of employees on a regular basis to make an assessment of overtime use.

Non-exempt employees whose workweek is less than 40 hours are paid at the regular rate of pay for time worked up to 40 hours. Such employees will be provided overtime pay or compensatory time as provided above for working more than 40 hours in a workweek.

### **TRAINING**

All staff shall undergo training periodically dependent in some cases with job classification. It is the responsibility of the employee to maintain a record of this training and submit it to their direct supervisor as required. While not an exhaustive list, training may include:

- Asbestos Awareness
- Back Injury and Lifting Safety
- Bloodborne Pathogens
- Bullying & Hazing Prevention

Classroom Management  
Code of Conduct  
Concussion Training  
Confined Space Entry  
CPR, First Aid and AED Training  
Cultural Competence and Racial Bias  
Diabetes Training  
Diversity Awareness  
EL Training  
EPI pen  
Fall Protection  
FERPA and Confidentiality  
Fire/General Safety  
Food Services  
Forklift Operation  
Hazard Communication  
Hearing Loss Prevention  
Homelessness  
Ladder Safety  
Lead Safety Awareness  
Lockout /Tagout  
McKinney-Vento  
Medication Training  
OSHA  
Personal Protective Equipment (PPE)  
Respiratory Protection  
Restraint and Seclusion Training  
Review of Evaluation Procedure/Documents  
SDS (MSDS)  
Slips, Trips and Falls  
Special Education  
Student Mental Health  
Suicide Prevention Training  
Threat Assessment Training  
Title IX- Sexual Harassment  
Other as determined to be required

#### **TUITION ASSISTANCE**

AHPS will pay college tuition for full-time employees seeking licensure renewal or pursuing an advanced degree. The school division will pay for three credit hours per each five/ten year licensure renewal at the Virginia state tuition rate. Courses may be taken at any approved college or university or on-line. Employees attending out of state college or university are limited to a reimbursement rate based on state tuition. Employees are encouraged to submit requests for course tuition after the start of each new fiscal year (July). The division will continue to grant reimbursement requests as long as budgeted funds are available, including employees with a signed MOU. The division will suspend MOU timelines should funding not be available.

## **VIDEO SURVEILLANCE**

The Alleghany Highlands Public School District utilizes video surveillance equipment to ensure the safety and security of its facilities. Be advised that cameras are not constantly monitored. Employees of the Alleghany Highlands Public Schools, therefore, are notified that surveillance equipment may record their actions at work. These recordings from the surveillance may be utilized to review employee conduct and appropriate work behavior.

## **WEAPONS**

The Alleghany Highlands School Board is committed to maintaining a safe and secure working and learning environment. Employees are prohibited from carrying, bringing, using, or possessing any weapons, as defined in School Board Policy – JFCD, in any school building, on school grounds, in any school vehicle or any school sponsored activity without the authorization of the school or the school division.

## **WORKERS COMPENSATION/COMPANY NURSE PROTOCOL**

For the Virginia Workers' Compensation Act and reporting workplace injuries, Alleghany Highlands Public Schools utilizes Company Nurse, a third party entity, for reporting workplace injuries. If you are injured while at work the following process is to be immediately followed:

- 1) Injured employee notifies supervisor.
- 2) Supervisor/injured employee calls the Company Nurse Injury Hotline at 888-770-0925. When you call you will identify your employer as Alleghany Highlands Public Schools, and the "search code" if they ask for it is V234.
- 3) A Company Nurse representative (an actual nurse) gathers information regarding the injury over the phone and provides medical guidance as needed. If off-site medical attention is recommended (non-emergency), the injured employee should visit their personal physician or a local urgent care facility. The hospital emergency department should be avoided for non-emergency injuries unless it is the only available option. The physician or urgent care facility should be notified that the injury is a workers' compensation claim. If the service provider has questions or concerns they may contact the program administrator, in the Finance Office at 540-863-1800.
- 4) **For life or limb threatening injuries, dial 911. The Company Nurse hotline should be contacted as soon thereafter as possible.**
- 5) Company Nurse will provide AHPS and our insurance company, VACORP, with a detailed report of the claim. Contact the Company Nurse at 888-770-0925 with a search code of V234.