

# **GREENE COUNTY PUBLIC SCHOOLS**

**HUMAN RESOURCES**

**EMPLOYEE HANDBOOK**

**[www.greenecountyschools.com](http://www.greenecountyschools.com)**

## **“Every Child, Every Chance, Every Day”**

### ***Mission Statement:***

*We believe that all students can and must learn at relatively high levels of achievement. It is our job to create an environment in our classrooms that results in this high level of performance. We are confident that with our support and help, students can master challenging academic material, and we expect them to do so. We are prepared to work collaboratively with colleagues, students and parents to achieve this shared educational purpose.*

### ***Board of Supervisors and School Board***

**Board of Supervisors** – meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday’s of each month

**School Board** – meets on the 2<sup>nd</sup> Wednesday of the month and 4<sup>th</sup> Wednesday as needed

### **Central Administration Staff**

Dr. Andrea Whitmarsh, Superintendent  
Ms. Deborah J. Brown, Director of Human Resources & Administrative Services  
Mr. Bryan Huber, Assistant Superintendent  
Ms. Kristie Spencer, Director of Business and Facilities  
Dr. Brenda Walton, Director of Teaching and Learning  
Mr. Dale Herring, Director of Technology  
Mrs. Wendy Mitchem, Director of Special Services  
Ms. Melissa Boxley, Coordinator of Special Services  
Mrs. Shanna Deane, Coordinator of Educational Services  
Mrs. Amanda Cruey, School Social Worker  
Mrs. Denell Clem, Information Management Specialist  
Mr. Jonathan Jones, Computer Specialist  
Mrs. Bonnie Chapman, Instructional Technology Resource Teacher  
Ms. Wendy Crocker, Instructional Technology Resource Teacher  
Mrs. Carol Haas, Supervisor of School Nutrition  
Mr. Greg McGowan, Transportation Manager  
Mrs. Alexis Davis, Transportation Assistant  
Mr. Jeremiah Jordan, School Psychologist  
Ms. Lori Shifflett, School Board Receptionist  
Mrs. Jackie Hetrick, Business & Facilities Administrative Assistant  
Mrs. Rhonda Houchens, Administrative Assistant and Payroll Clerk

Mrs. Linda Leake, Administrative Assistant for Special Services  
Ms. Gail Spitzer, Administrative Assistant for Special Services and Teacher Licensure

### **School Directory**

Nathanael Greene Primary School  
64 Monroe Drive  
Stanardsville, VA. 22973  
434-939-9002  
434-985-1321 (fax)

Nathanael Greene Elementary School  
8094 Spotswood Trail  
Stanardsville, VA. 22973  
434-939-9001 (phone)  
434-985-5287 (fax)

Ruckersville Elementary School  
105 Progress Place  
Ruckersville, VA. 22968  
434-939-9006 (phone)  
434-990-9432 (fax)

William Monroe Middle School  
148 Monroe Drive  
Stanardsville, VA. 22973  
434-939-9003 (phone)  
434-985-1359 (fax)

William Monroe High School  
254 Monroe Drive  
Stanardsville, VA. 22973  
434-939-9004 (phone)  
434-985-5271 (fax)

Greene County Technical Education Center  
10415 Spotswood Trail  
Stanardsville, Va. 22973  
434-939-9005 (phone)

### ***Career and Certification***

#### **Employment Practices/Application**

Jobs are categorized as administrative, certified, or support staff. Posted information will identify the category. **Administrative / Supervisory** positions may or may not require a license. Check the posting for details. **Certified** positions require a license, such as a teaching license, pupil personnel services license, or superintendent's license. **Support staff** positions include

educational support levels I and II, custodians, school nutrition, bus drivers, administrative assistants, secretaries, and substitute teachers.

Anyone interested in being considered for employment with Greene County Public Schools, must submit the appropriate application for each type of position. Online applications are required for all job categories. Once you have submitted an online application, you may apply for additional vacancies by logging into our online application system. A resume cannot be submitted in place of an application. An application must include required email addresses for references to be submitted online. All positions are posted a minimum of one week and will remain open until filled.

### Apply Online

To view open positions and apply, please access the link below:

<https://greenecountyschools.com>

To access the online application:

Select District  select Human Resources  select Join Our District Staff   
Select Teachers/Administrative

To create an account you will need a password and username. Once your account has been created, you may return to update your application, add attachments or view your application.

### The Hiring Process

**Your application will remain active for the calendar year in which you apply.** You may reactivate your application by logging back in to the online applicant system and selecting the positions you are interested in. Be sure to include any changes in address or telephone number. We would appreciate your notifying us if you wish to have your application withdrawn from our active file for any reason.

To be considered for employment with Greene County Public Schools, an applicant must complete an application **online**. The applicant should mail official transcripts, a placement file if available, three written letters of reference, professional assessment scores and copy of teaching license. The file will be reviewed by human resources personnel and building administrators. All applications will remain active for one year. Applicants must reactivate applications after one year.

The decision to hire will be based on the needs of the school, applicant qualifications, educational experiences, references and interview rating scale. The final decision for hiring a teacher or support staff position is the responsibility of the Principal in consultation with the Director for Human Resources and approval by the Greene County School Board. Teacher compensation will be based on full time teaching experience.

All teachers new to the division will be assigned a mentor. Mentors will be selected by the Principal and will receive eighteen recertification points per year per mentee. Mentors may be required to attend after school meetings and workshops throughout the year.

Virginia Code - Regulations Governing the Employment of Professional Personnel

8VAC20-440-140.

**Phase One of the Three-Phase Employment Process.**

A. Phase One covers employment sought for the next school year and covers the period from the beginning of the current school year to the close of business on April 14 of the current school year, unless otherwise provided by § 22.1-304 of the Code of Virginia. The end of the phase on April 14 corresponds to the provisions of § 22.1-304 of the Code of Virginia allowing written notice of noncontinuation of contract by April 15. If April 14 ends on a Saturday, Sunday, or legal holiday, the end of Phase One will be the last administrative working day prior to the Saturday, Sunday, or legal holiday.

B. During Phase One, a teacher may apply and be interviewed for employment for the next school year in other school divisions without notice to or permission from the division where he is currently employed.

C. During Phase One, a teacher accepting employment in another division for the next school year must resign by giving written notice to the current employer. The notice should specify that the resignation is applicable for the next school year only.

Statutory Authority

§§ 22.1-16 and 22.1-302 of the Code of Virginia.

**Phase Two of the Three-Phase Employment Process.**

A. Phase Two begins on April 15 and ends on May 31 or the date the teacher contract is final, whichever is later, unless otherwise provided by § 22.1-304 of the Code of Virginia. The contract is final when the date of signature and, at a minimum, the salary terms are finally known.

B. During Phase Two, teachers, whether probationary or continuing contract, may seek employment and file applications for the next school year with other school divisions. Teachers may seek employment during this phase without notification to the current employer.

C. During Phase Two, the prospective employer may offer a contract without proof of release from contract from the current employer. The teacher must obtain a written release from the contract with the current employer prior to signing a contract with the prospective employer. Releases should be liberally granted during this phase.

### **Phase Three of the Three-Phase Employment Process**

A. Phase Three begins on June 1 or the date the salary is finally set by the local school board, whichever occurs later. In Phase Three, the contract is a firm and binding obligation on the teacher and the school division.

B. During Phase Three, teachers may seek employment and file applications for the next school year with other school divisions; however, a prospective employer should not offer a contract to any teacher during Phase Three until the teacher has secured a written release from the contract with the current employer, and a teacher should not accept a contract until a written release has been secured.

C. A current employer, at its discretion, may release a teacher from the contract. The employer should release teachers for good cause.

D. Good cause is determined by the local school board. It should reflect a consideration of all the factors affecting both the employee and the school board. Factors in determining good cause may include the employee's reason for leaving, contractual terms and agreements, and the overall effect of the resignation on the employee and the school division.

E. In the event that a local board declines to grant a request for release from a contract on the grounds of insufficient or unjustifiable cause, and the teacher breaches the contract, the current employer may pursue remedies prescribed by the Board of Education or other remedies consistent with law or contract. Such remedies could include filing a petition with the Board of Education setting forth all the facts in the case and requesting that the teacher's license be suspended or applying other remedies appropriate under law or contract.

F. If the Board of Education receives a petition from a local school board for action on the license of a teacher who has breached the present contract by accepting a contract with another school board within the Commonwealth, the Board of Education may require a full written report or request an appropriate representative from the hiring school board to appear before the Board of Education to explain the circumstances that led to the hiring decision, or both, before the Board considers any petition for action on the license of such teacher.

#### **Statutory Authority**

§§ 22.1-16 and 22.1-302 of the Code of Virginia.

#### **Evaluation Procedures**

The purpose of evaluation is to improve performance of all employees regardless of position. Every employee will be evaluated annually by his or her supervisor in the following manner:

1. Teachers will develop SMART goals to be evaluated in addition to required formal evaluations. Probationary teachers will be evaluated three times a year and will be considered probationary for five years. Continuing contract teachers will be observed at

least one time a year and a summative evaluation will occur every third year. The first observation should be announced. Notification is not required for subsequent observations.

2. Support and administrative staff personnel will be evaluated annually by their immediate supervisor.
3. Building administrators and supervisors will be evaluated by the Superintendent or their designee.

### Employee Conduct

The following behaviors are considered disciplinary offenses but are not limited to:

- Incompetence
- Inefficiency
- Dishonesty
- Unprofessional behavior
- Excessive absences
- Insubordination
- Failure to follow policies/rules
- Providing false or misleading information as related to the school division

### Professional Development

The division will provide staff development opportunities throughout the year during scheduled professional development days, workshops and conferences after school. Teachers and administrators will be permitted professional leave to attend educational conferences and workshops. Recertification points can be earned through participation in these activities.

Tuition assistance is available to professional staff whose contract stipulates holding a Virginia teaching certificate as a condition of employment. The maximum reimbursement will be \$300 per class not to exceed two classes in a school year. Professional assessments may be eligible for 100% reimbursement not to exceed \$500 in any school year. All tuition and assessment reimbursements are subject to available fiscal resources and require prior approval.

### Reimbursement Procedures

- Must provide proof of course or assessment registration
- Must provide payment receipt
- Grade report or transcript required for all coursework
- Assessment score reports are required

### Recertification Procedures

1. Professional staff possessing a Virginia Teaching Certificate must renew their certificates every five years.
2. 180 recertification points are required every five years.
3. Teachers regardless of degree level are not required to take a class for certification renewal.
4. A recertification booklet has been provided to each building principal and certification monitors.

5. It is each employee's responsibility to maintain recertification records, including point totals and supporting documents.
6. Recertification documentation should be submitted to the Licensure Specialist, in Central Office after **February 1** of the renewal year and no later than May 15th of the current school year.

#### Licensure Fees

1. Initial licensure costs \$50 for in-state and \$75 for out-of-state payable by the applicant
2. Recertification costs \$25 payable to Greene County Public Schools
3. Additional license request such as name change, addition of master's or doctorate, additional endorsement or evaluation requests cost \$25 each and are payable to the Treasurer of Virginia. These requests cannot be submitted online.
4. Maximum fee for certification of \$50.00.

#### In-Service

- All teachers must meet the in-service requirement every year based on the current school calendar.
- In-service credit is earned for activities/professional development outside of the regularly scheduled contract day.
- The activity must be a minimum of 3 hours for one in-service credit.
- Professional development activities **cannot be** counted for In-Service and Certification.
- All staff are required to submit verification of In-Service completion as part of checkout procedures at the end of each school year.

**Examples:** Workshops, conferences, school activities, presentations at conferences, curriculum activities, school and division committees, etc.

#### CERTIFICATION:

- 180 are required of all teachers and administrative staff every 5 years.
- Teachers must provide an official transcript for college credit verification.

**Examples:** Professional development activities, workshops, professional conferences, curriculum development, mentorship/supervision, publication of professional article or book, educational project, college credit classes

## *Staff General Policies*

### Length of Contract and Work Hours:

1. Teacher contracts are for 200-days, seven and a half hours per day.
2. Educational Support I staff work 185 days, seven hours per day. All staff are expected to on time and adhere to all school division policies.
3. Educational Support II work 190 days, seven hours per day.
4. Bus Drivers work 182 days, three and a half hours per day.
5. School Nutrition work 180 days with various hours per day ranging from three to seven.
6. Custodians, secretaries, administrators, and maintenance are 12 month employees working 250 days, seven to eight hours per day.
7. Children of employees should not be on campus during pre-school week, professional development and parent teacher conferences days.

### Attire

The expectation is that all GCPS employees dress in professional attire on a daily basis. While building events such as spirit day and theme days are permissible, the expectation of appropriate attire remains.

**Exceptions:** Hats and shorts are appropriate for Physical Education staff and Maintenance only.

### Field Trips

Teachers desiring to take a field trip within 60 miles of the school division must submit the appropriate forms to their immediate supervisor and transportation manager a minimum of seven days prior to the activity. Any activity that requires traveling in excess of sixty miles must be submitted thirty days prior to the scheduled activity. All field trips must comply with school board policy and regulations. Forms are available online.

### Accounts Payable

All questions regarding purchase orders or payments should be directed to Administrative Assistance for Business and Facilities at Central Office.

### Identification Badges & Key Fob

All GCPS employees are required to have identification badges. All schools have an electronic Access Control system. Staff are required to pay a \$20 deposit for a building access key fob. Badges will be provided by the division. All employees are responsible for completing paperwork and reporting to the Sheriff's Department to have an identification badge processed.

## **Photo Identification Slip**

Please present this notification to the Greene County Sheriff's Department as an official request for a Greene County Public School Identification Badge.

Employee Name: \_\_\_\_\_

School: \_\_\_\_\_

Badge Color:

Primary School – Yellow

Nathanael Greene – Gray/Silver

Ruckersville – Purple

Middle School – Blue

High School – Green

Tech Center – Red

Central Office/Division – Black

Authorized By: Deborah J. Brown, Director of Human Resources

## ***Compensation and Benefits***

### **ALL GREENE COUNTY PUBLIC SCHOOLS EMPLOYEES (CONTRACT & SUBSTITUTE EMPLOYEES)**

#### **Important Information Regarding Optional 403(b) Retirement Savings Plans**

**Anyone who receives wages, including substitute staff, can participate in the voluntary 403(b) retirement savings program offered by Greene County Public Schools.** Non-contract employees who work as substitutes will be able to specify a fixed contribution amount to be deducted from their wages when they are paid by Greene County Public Schools. If the wage amount does not cover the specified contribution for a given payroll check, then no 403(b) contribution will be processed for that pay period.

Greene County Public Schools 403(b) retirement savings program is administered by The Hartford, a Fortune 100 company with a long history of providing high-quality financial services to thousands of companies. Information regarding independent investment and financial planning providers who are authorized to work with employees under The Hartford plan can be obtained by contacting the Payroll Clerk at the School Board Office.

***The contact person for all Compensation and Benefits questions is the Payroll Clerk.***

#### **Salary**

The School Board sets the salary scale annually. A current salary scale and calendar will be included with contracts each year. Contracts are to be returned within ten days of issue.

## Supplemental Compensation

Employees will be compensated for extracurricular activities (department chairs, coaching, sponsorship, detention monitors, etc.) as determined by the School Board. The principal of each school is responsible for the selection and supervision of these employees annually. Separate contracts will be issued for employees receiving monetary compensation for extracurricular activities.

Any employee who possesses a master's degree will receive \$2,000 each year in addition to the published salary. Full-time educators with 15 hours above a Bachelor's degree will receive a one time supplement of \$759. Full-time educators with 15 hours beyond a Master's degree are eligible for an annual supplement of \$759. Full-time educators with 30 hours beyond a Master's degree are eligible for an annual supplement of \$1,085. Educators with a Doctorate will receive \$2,300 annually. To receive the stipend, employees must provide the Director for Human Resources & Administrative Services with a college transcript by October 1 to secure funding. Employees receiving a supplement for additional coursework beyond a Master's degree have the option to include the supplement in their contract by contacting the payroll clerk at Central Office.

## **Benefits**

Greene County Public Schools are pleased to offer a variety of benefits to our employees.

### Payroll Deductions

There are two types of payroll deductions – mandatory and optional. Examples of mandatory deductions are social security and federal/state income tax. Optional deductions include:

#### *Health Insurance*

The School Board pays approximately 90% of the premium for a single employee with the employee paying the remaining 10% (pre-taxed). For more information regarding the vendor, plan rates and other details, please contact the Payroll Clerk.

#### *Tax-sheltered Annuities (403B Accounts)*

Tax-sheltered annuities, 403B plans, allow employees to defer part of the salaries toward their retirement. GCPS has partnered with The Hartford and two independent financial advisors. If interested please contact the payroll clerk at Central Office.

#### *Flexible Spending Accounts*

*BOST Benefits* offers a variety of insurance policies as a benefit to GCPS employees. Enrollment must be completed no later than September 30. Questions should be directed to 877-283-7600 extension 154.

#### *Greene County Education Association*

If you are interested in joining the local, state and national education associations, payroll deduction is available. Representatives from the GCEA will submit completed enrollment forms to the payroll clerk by September 10.

### *Optional Life Insurance*

Active member of the Virginia Retirement System may purchase an amount of life insurance equal to one, two, three or four times their annual salary. Employees may also purchase the optional insurance for their spouse and children.

### *New Hire Information*

1. Sign both copies of your contract and return same to the School Board Office **within ten (10) days.**
2. Complete the W-4 form, VA-4 form, and direct deposit form
3. Complete an Employment Eligibility Verification (I-9). We will need to make a copy of your driver's license and social security card.
4. Complete VA Department of Social Services/Child Protective Services Form. Employee is not responsible for payment.
5. Complete the Virginia New Hire Form (VA8801-0595).
6. Complete Designation of Beneficiary Form Hybrid Defined Contribution plans & VRS 2 Designation of Beneficiary Form; additional information regarding the Hybrid Plan is also included. A meeting will be scheduled regarding the options that are available.
7. Optional Group Life Insurance (Optional additional life insurance)
8. Keep the School Board Office informed of any address or phone number changes.

### **Leave Policies**

*Personal, sick, family medical, professional, and annual leave cannot be taken in less than 1/2 day increments. Leave requests should be submitted in writing to the principal or supervisor. Appropriate documentation and/or physician's certification may be required. (Policy GCBD)*

#### **Personal Leave**

Employees working full-time earn two personal leave days per year. Half-time employees earn one personal leave day per year. These days may be used at the employee's discretion but should not be taken immediately preceding or following a holiday. Requests for personal leave must be made in writing to the principal or supervisor seven (7) days prior to the requested leave. If the reason for taking leave is an unforeseeable emergency, the principal or supervisor should be notified immediately.

All employees are eligible to accumulate no more than three days of unused personal leave to carry forward to the next year. All personal leave days over three will be added to the employee's sick leave balance at the end of the year. All staff are strongly encouraged to schedule family vacations and extended personal leave absences during winter and spring break to lessen the impact on student learning and academic performance.

1. Notification of personal leave shall be made in writing on the appropriate form.

2. Leave on in-service days or immediately before or after a holiday or vacation may be requested, for reason, from the Superintendent of Schools.
3. A maximum of two (2) days per contract year for personal leave may be granted. Personal leave may be taken in minimum increments of one-half day (one half of hours worked per day).
4. This personal leave shall be cumulative up to three (3) days. Unused personal leave will be transferred to accumulated sick leave at the end of the fiscal year.

Annual Leave – (Vacation)

Only full-time 12-month employees receive annual leave, which is earned based in years of VRS service:

- 0 – 3 years      12 working days                      1.0 days per month
- 4 – 9 years      15 working days                      1.25 days per month
- 10-19 years      18 working days                      1.50 days per month
- 20+              21 working days                      1.75 days per month

To use annual leave, a yellow *Request for Vacation* form must be submitted to the appropriate supervisor a minimum of ten (10) days prior to absence, approved by the employee’s immediate supervisor and appropriate Central Office staff prior to the absence. ***A maximum of thirty (30) days of annual leave may be taken in any given school year.*** Annual leave must be earned before it can be taken. The School Board will pay up to 20 days of annual leave upon retirement. Accumulated annual leave in excess of twenty days will be converted to sick leave upon retirement.

Holidays

All ten and eleven month employees will follow the currently adopted school calendar. Twelve-month employees are granted the following holidays:

- |                          |                        |
|--------------------------|------------------------|
| Independence Day         | Labor Day              |
| Thanksgiving Day         | Day after Thanksgiving |
| Christmas Eve            | Christmas Day          |
| Day after Christmas      | New Year’s Eve         |
| New Year’s Day           | Martin Luther King Day |
| One Day for Spring Break | Memorial Day           |

Sick Leave

All full-time employees accrue one sick leave day per month worked. Leave must be earned before it may be used. AESOP and the employee’s supervisor should be notified as early as possible and lesson plans should be provided for a substitute. The amount of sick days remaining is reflected on each employee’s check stub or direct deposit statement. The principal or Superintendent shall have the authority to require reasonable proof of illness when he/she deems it necessary.

Sick leave shall be allowed for personal illness, injury, pregnancy, temporary physical or mental incapacity, or illness of immediate family requiring the attendance of the employee for not more than four (4) days in any one case. Sick leave may be used for maternity, paternity or adoption leave. An employee should consult his/her supervisor to coordinate requested dates. Immediate

family is defined as mother, father, foster parents, adoptive parents, stepmother, stepfather, grandparents, wife, husband, children, brother, sister, father in-law, mother in-law, brother in-law, sister in-law, son in-law, daughter in-law, and any other relative living in the household of the employee. Leave must be taken in minimum of one-half day increments.

The School Board of Greene County accepts the transfer of accumulated sick leave from other school systems in Virginia for professional instructional, administrative and supervisory personnel only.

Unused sick leave will be paid to employees upon termination of employment from the Greene County Public School system. Payment will be computed at a rate of \$15 per day with unlimited accumulation. To be eligible, an employee must have completed a minimum of five years uninterrupted service including the year of termination.

GCPS offers its employees a sick bank whereby all contributors to the bank may benefit in case of catastrophic ailment or injury. An eligible employee may enroll within their first thirty contract days. An employee who does not enroll when first eligible may do so between any subsequent September 1 to September 30 enrollment period by contacting the payroll clerk. The first twenty consecutive days of illness or disability will not be covered by the bank. A member of the bank will not be able to use the sick leave bank benefits until the employee's sick leave is exhausted. A maximum of forty-five (45) contract days each school year can be drawn by one member. In addition, employees may request in writing to the Superintendent an exception for a serious, life threatening family illness/injury to an immediate family member. (Defined as spouse, father, mother, or child)

#### Injury Leave – Workman's Compensation

Injury leave may be granted to employees if the injury is ruled compensable under the Industrial Commission of Virginia under the Workman's Compensation Act. The injury must be reported to Company Nurse. All employees will be provided a toll free number, 888-770-0925, search code, V039B.

We are excited to offer first day of injury, nurse triage services through Company Nurse On Call. When a workplace injury occurs, the supervisor will provide the employee with a copy of the panel of physicians and the supervisor and the injured employee will immediately call Company Nurse directly. The attending nurse will provide the employee with first aid/self-care advice and jointly, with the injured worker, determine whether additional medical services are required or requested by the employee. COMPANY NURSE will handle all initial reporting of workplace injuries.

#### Here's how it works:

If an injury is not a medical emergency, the MANAGER and the EMPLOYEE will telephone COMPANY NURSE® at **1-888-770-0925** and speak with the medical professional who will assist the employee with his or her medical needs and expedite the claims processing. The medical professional will talk to the manager first and then the employee to assist in determining what kind of treatment, if any, is necessary for the employee based upon their conversation with the injured worker and the manager.

The COMPANY NURSE® HOTLINE is available **24 hours per day, seven days per week.**

- Company Nurse® will complete the First Report of Injury form and fax it to our claims processing administrator.
- **The Manager only needs to report the injury once to Company Nurse®.**
- Company Nurse® will handle all initial reporting of employee incidents.

Your employees will receive instant telephonic first aid advice from a Registered Nurse and Company Nurse will complete the First Report of Injury form for you.

### Family Medical Leave Act (FMLA)

The Family Medical Leave Act requires the school system to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical circumstances. Unpaid leave may be granted for any of the following reasons:

1. To care for the employee's child after birth or placement for adoption or foster care.
2. To care for the employee's spouse, son, daughter or parent who has a serious health condition
3. For a serious health condition that makes the employee unable to perform the employee's job

There must be advance notice (30 days preferred) and medical certification is required. FMLA Request forms are available in all schools and central office. **Documents need to be completed and approved 30 days prior to leave.**

### Professional Leave

The superintendent or his designee may grant professional leave to teachers or administrators to attend conferences, meetings, or other activities. Professional leave may be granted with or without reimbursement of expenses. A Professional Leave Request form should be completed at least ten (10) days prior to the meeting. The employee's principal or immediate supervisor will review and approve the request before submission to central office.

No teacher may be absent more than five days per year due to conference attendance. Should more days be needed, the principal should present the request to the superintendent. Professional leave is not granted to a teacher/parent accompanying his or her child on a field trip.

### Travel Guidelines

All professional travel must be preapproved and should include an itemized budget of expenses.  
1 – Meals

- Maximum 3 charges per day (breakfast, lunch, dinner) – additional charges for “snacks” or drinks are not reimbursable.
- Allowances per meal are as follows:  
 Breakfast = up to \$10   Lunch = up to \$15   Dinner = up to \$25  
 To assist the traveler in locations where meal costs may be higher (such as Washington, DC), un-used meal allowances for breakfast and lunch may be added to the dinner allowance; however, the total maximum meal allowance per day is \$50.
- Each maximum allowance includes tax and tip if any
- If the traveler chooses to pay more for a meal, that is allowed; however, the reimbursement paper-work (green or yellow form) should reflect only the amount to be reimbursed.
- In order for meals to be reimbursed, the documentation must include the purpose of the meal (specific conference, specific meeting topic/purpose, etc...) AND if the meal is for multiple people, each person’s name must be listed. First initial with last name is acceptable on the receipt. If any meal charges are for non-employees, the organization must be listed with the individual’s name.
- Acceptable proof of purchase for meals should include the detail receipt showing what was purchased – Under no circumstances does Greene County Public Schools reimburse for alcoholic beverages and detail receipts demonstrate compliance with this requirement.
- If food is provided at meeting/conference, meal expenses will not be reimbursed

## 2 – Mileage

- Use of a county vehicle is required, if available (unless employee chooses to drive POV without reimbursement)
- Current mileage reimbursement rate is \$.575 per mile.
- Mileage should be based on the distance from your normal work location to the destination OR from your residence to the destination if it is less. The best way to verify/document mileage is to use on-line tools such as <http://www.mapquest.com/> or <http://www.randmcnally.com/> and enter the start and stop addresses. If we have a question about mileage when processing the reimbursement we will use one of these tools for verification.
- If more than one person is attending a conference, meeting, or event, mileage will not be provided to each person

## 3 – Lodging

- Detailed statements must be provided showing all charges to be reimbursed.
- Note the purpose of the travel on the statement.
- Entertainment charges, such as movie fees, are not reimbursable and room service charges are not allowed.
- Lodging room rates must be standard conference rates or less.
- If multiple people are staying in a room, list each traveler’s name.
- Lodging will not be paid for one day conferences less than 100 miles away

### Funeral Leave

Employees may be absent without loss of pay and without a reduction in sick leave in the case of a mother, father, husband, wife or child for a period not to exceed three (3) days per occurrence. Sick leave may be utilized to attend funerals of other relatives. Other funeral leave will be charged to personal leave or vacation leave where applicable.

### Federal and State Jury Duty

Employees called for jury duty may be absent without loss of pay and are subject to verification of actual days served. (Verification provided by Clerk of the Court)

Employees subpoenaed as court witnesses in relation to their employment with Greene County Public Schools may be absent without loss of pay provided that a copy of the subpoena is transmitted to central office.

### Reserve Military Training and Active Duty Leave

An employee who is a member of an officially recognized military reserve unit shall be entitled to fifteen (15) calendar days of military leave for training purposes during any contract period.

GCPS will support any full-time employee who is called to active duty by the United States. An employee who returns from military leave will have the advantage of any salary step increases that would have accrued if the employee had remained continuously in the service of the school system. The employee will have prior sick leave restored. (Policy GCBD-R)

### Extended Leave

Extended leave may be granted to tenured teachers, administrators, and instructional supervisors, without pay for; professional full time study, foreign teaching assignments or exchange teaching, serious illness of a member of the employee's immediate family or other activities approved by the Superintendent. Applications for extended leave shall be made to the Superintendent in writing prior to March 1 for the succeeding school year. Response to the request for leave will be made as soon as possible or prior to April 15 by the Superintendent. Extended leave shall be for a period of one year. A second consecutive year may be granted by the Superintendent with approval of the school board.

Request for reinstatement following extended leave shall be filed in the Superintendent's office on or before March 1 of the ensuing year.

A teacher returning from extended leave will not be guaranteed his or her former assignment but will be placed in a comparable position in his or her field of endorsement for the next school year.

## **RETIREMENT**

Greene County Public Schools contributes to the Virginia Retirement System. Employees may purchase prior VRS service on a tax-deferred basis through payroll deduction. There is no limit on the amount of eligible refunded service you may purchase. **Note: If you do not arrange to purchase your refunded service within the first three years of rejoining VRS, you must purchase it in a lump-sum payment; however, the cost is still five percent.**

Employees are eligible for full retirement benefits at age 50 with 30 years of service. A reduced retirement benefit is available at age 50 with at least 10 years of service.

### **ERIP (Early Retirement Incentive Program) Policy GCBE-R**

All GCPS employees are eligible provided he or she meets the following criteria:

- At least 51 years of age by June 30<sup>th</sup> of the retirement year
- Employee has at least 20 years service with Greene County Public Schools
- Twenty-five years full-time creditable VRS work experience
- Employee is not eligible for disability retirement benefits
- Employee agrees to perform services assigned for twenty (20) days per school year while participating in the program
- Employee may participate for a maximum of five (5) years
- Employee will be paid a supplement for the second ten days of the required twenty days.
- Employees may elect to remain enrolled in the division Health Insurance Plan while participating in the program. The School Board will contribute the same amount of funds that full-time employees receive towards health insurance based on available funds.

## **TECHNOLOGY**

GCPS recognizes the key role that technology plays in supporting the educational process and thereby strives to provide teachers with resources, support and training to enable them to make effective use of this important tool. A comprehensive guide to technology can be found online at [www.greencountyschools.com](http://www.greencountyschools.com) under the technology department tab.

### **Technology Standards for Instructional Personnel**

As mandated by the Virginia Department of Education, proficiency of the Technology Standards for Instructional Personnel is required for teaching certification and renewal. Teachers K-12 must complete the TSIP portfolio in order to meet this requirement during the first year of employment.

### **Instructional Integration**

The role of the Instructional Technology Resource Teacher (ITRT) is to provide resources and

assistance to teachers who want to use technology to support instruction. Trainings are provided throughout the school year.

### Technical Assistance

If a computer is not working or you are experiencing technical difficulties, please access the technology department website to report your problem. Building technology team members may be able to offer assistance.

### GCPS Website

The GCPS website (<http://www.greencountyschools.com>) provides a vast array of information and resources for parents, teachers, and the community. The general information available includes employment opportunities, contact information for the schools, driving directions, staff email, school board meeting agendas and minutes, etc. The site also announces late breaking news and inclement weather notices. Department websites and staff web pages can also be found online.

GCPS offers web space to all faculty members. All teachers are required to develop and maintain a website. Information regarding how to access this space and create a web page can be found online at the GCPS Technology website.

### Email

Staff members are provided with district email accounts and are required to check email daily to improve the efficiency and effectiveness of communication both within the organization and with the broader community. There are some simple guidelines to follow when using GCPS email:

1. If using email to communicate with parents and students, use only GCPS email accounts.
2. Keep emails professional. Jokes, amusing or special stories, chain letters or commercial solicitations are inappropriate and consume network resources.
3. Never discuss confidential, contentious or controversial information in an email. These issues are best handled face-to-face.
4. Use the email groups for relevant professional information.
5. Do not open email attachments, even from people you know, unless you specifically know that the attachment is legitimate.

### Social Networking

The School Board recognizes that many of its employees use social media. The guidelines for functioning in an electronic world are the same as the standards listed in the Standards of Employee Conduct. The School Board recognizes that employees retain the right to keep their personal interests and business separate from their duties and responsibilities as School Board employees. Because school division employees have the unique responsibility within the community to serve as role models, leaders, and caretakers for the division's students, certain

conduct is inconsistent with employment with the School Board. For that reason, employees are expected to exercise proper care when using social media.

All postings on social media must comply with Greene County Public Schools policies on confidentiality and disclosure of confidential information. Employees unsure about the confidential nature of information they are considering posting, should consult their building administrator/department head.

Employees shall not link to the Greene County Public Schools website or post any school division material on a social media site without written permission.

Employees shall not post any comment or picture involving any School Board member, employee, volunteer, student, professional/contractor of Greene County Public Schools without his/her express consent (unless performed as part of official duties within the public relations area

## **COMMUNICATION**

### Division-wide

Information is distributed throughout the division in various ways, including meetings, memos, newsletters, alert system and email distribution lists.

### Instructional and Public

The superintendent, principals, directors, and coordinators meet monthly to discuss management and instructional issues. Each school faculty will receive important instructional information at monthly faculty meetings. Individual schools will provide newsletters to parents. Alert Now will be used to disseminate information regarding upcoming events and late breaking news

### Inclement Weather

In the event of inclement weather, the superintendent or his designee will confer with Transportation Manager, Sheriff's department and area school transportation leaders to determine the road conditions before making a decision regarding the closure or delayed opening. School closing announcements are listed on local radio and television stations, the GCPS website and Instant Alert messages. For a one-hour delay, teachers and staff report one hour later than their normal time. For a two-hour delay, teachers and staff report two hours later than their normal time. Twelve-month employees are expected to arrive at their regular arrival time unless instructed otherwise.

### School Closing and Delays

Greene County Public School policy directs the superintendent to execute a decision regarding school closings and delays based upon the best interest of the students, staff and their families. The decision to close or delay school due to inclement weather is based solely on student and staff safety. Our mountainous terrain, gravel and dirt roads, one lane bridges present a unique

challenge. Roads in our more urban areas may be passable while others in less populated areas may be inaccessible and pose a serious transportation risk. Many of our routes exceed an hour of travel time forcing many to begin before daylight. During inclement weather conditions visibility is imperative to improving safety.

We understand that school closing decisions are difficult for families. Issues of family schedules, day care, and a host of other problems are always created when a school closes with little notice to parents. Issues of student safety are paramount and this essentially lies in the parent's decision making. Parent cooperation is essential for any inclement weather condition. Children need to be dressed for the conditions. It is not uncommon to see students come to school with short skirts, bare legs, sweat shirts or light jackets, no hats, no gloves, or boots.

Several of our roads, such Mutton Hollow Road, Bacon Hollow Road, Twin Lakes, Simms, Beasley, Wilhoit, Preddy Creek and Matthews Mill continuously present travel problems anytime we have excessive rainfall and snow. In these areas, we have adjusted pick up and drop off locations without changing other routes to avoid a delayed openings and/or closings for the entire division.

A parent always reserves the right to keep their child home on days when weather conditions are questionable and this would be treated as an excused absence.

Decision Protocol:

The following is considered in making this decision:

- Road surface conditions for bus and car travel for students, parents and staff
- Forecast with focus current and future conditions including temperature, visibility, type of precipitation, accumulation and wind speed
- Reports from Virginia Department of Transportation, Greene County Sheriff's Department, Director of Transportation, Designated Bus Drivers in multiple areas in the county such as Bacon Hollow, Mutton Hollow, Twin Lakes, Preddy Creek Road, Dyke, Fredericksburg Road, South River, Middle River, etc.
- Consultations with other area school superintendents and transportation directors

The school division options are:

- 2 Hour Delayed Opening – no breakfast served
- Close School
- Dismiss school early (lunch will be provided prior to dismissal)

Decision Timeline – General Guidelines

4:00 – 5:00 a.m. – Weather Assessment of Roads – Director of Transportation travels roads in areas such as Mutton Hollow, Simms Road, Beasley, Dyke, Preddy Creek, Twin Lakes and Fredericksburg Road

4:30 a.m. – 5:15 a.m. – Director of Transportation consults Director of Human Resources, contacts designated area bus drivers for condition update of their assigned area, regional news and radio stations, VDOT, Sheriff’s Department and other localities regarding their recommendation, road conditions, and any information that may be helpful to our division  
5:15 – 5:30 – Provides update information from all sources and gives his recommendation to Director of Human Resources  
5:30 – 5:45 a.m. – Director of Human Resources makes recommendation to Superintendent  
5:45 -6:00 a.m. – Decision rendered, TV and radio stations contacted, website is updated and alert system calling activated

### Recognition

GCPS recognizes excellent student and staff performance in many ways. The individual school highlights achievements in its newsletters, web pages, assembly programs and local news releases. The school board recognizes accomplishments during the “Spotlight on Excellence” segment of its meeting.

### Raising Caine

All staff, parents and community can nominate Greene County Public School employees for the weekly Raising Caine award. This recognition program was instituted to recognize employees who go above and beyond for students and peers.

### Grievances

The school board follows the mandatory grievance procedure adopted by the Virginia Board of Education. A copy may be obtained from the principal, central office and the Greene County Public School website.

The Greene County Public School system does not discriminate on the basis of race, color, national origin, sex, disability or age in its program and activities. The following persons have been designated to handle inquires regarding the discrimination policies:

Division Compliance Coordinator Title IX – Director for HR& Administrative Services  
Compliance Coordinator Section 504 – Director of Special Services

### Nondiscrimination Policy

The Greene County School Board is committed to a policy of nondiscrimination with regard to race, color, sex, age, religion, disability, national origin, or status as a parent. This attitude will prevail in all of its policies concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

### Sexual Harassment

It is the policy of the Greene County School Board to maintain a working and learning environment for all its employees and students which provides for fair and equitable treatment, including freedom from sexual harassment. It is prohibited for any employee or student, male or

female, to harass another employee or student by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature when (1) submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting the employee or student; (2) such conduct creates an intimidating, hostile or offensive working or learning environment; or (3) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs.

Any employee or student who believes that he or she has been subjected to sexual harassment should file a written complaint of the alleged act immediately to the Title IX compliance officer. The written complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. A thorough confidential investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment will be undertaken immediately. If the complaint is against the Title IX compliance officer, the complaint shall be filed with the Superintendent. If the complaint is against the Superintendent, the complaint shall be filed with the Chairman of the School Board. The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. A written report shall be filed at the conclusion of any investigation of sexual harassment regardless of the outcome of that investigation.

Any administrator, teacher or other employee or student who is found after appropriate investigation to have engaged in sexual harassment of another employee or student will be subject to disciplinary action appropriate to the offense from a warning up to expulsion or discharge.

Any individual filing a sexual harassment complaint is assured that he/she will be free from any retaliation from filing such a complaint. Retaliators will be subject to discipline up to an including expulsion or discharge.

Adopted: August 10, 1994

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Legal Refs.: Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000 e-z, 29 C.F.R. 1604.11 (1987); Executive order 11246, 1965, as amended by Executive Orders 11375 and 12086; Equal Employment Opportunity Act of 1972; Education Amendments of 1972, Title IX 45 C.F.R., Parts 81, 86.

## EQUAL EMPLOYMENT OPPORTUNITY/ NONDISCRIMINATION

### I. Policy Statement

The Greene County School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, discrimination in

employment against any person on the basis of race, color, religion, national origin, political affiliation, gender, age, marital status or disability is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

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

The statement, "Greene County School Board is an equal opportunity employer," shall be placed on all employment application forms.

## II. Notice of Policy/Prevention

This policy shall be: (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 should be included in employee in-service training.

## III. 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. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall report such conduct to one of the compliance officers designated in this policy.

The reporting party should use the form, GB-F, to make complaints of discrimination. However, oral reports shall 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.

File: GB  
Page 2

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 calendar 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 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 may also consist of the inspection of any other 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 after a complete and thorough investigation.

The compliance officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, 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.

File: GB  
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### C. Action by Superintendent

Within 5 calendar days of receiving the compliance officer's report, the Superintendent or 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 five calendar days of the issuance of the decision. If the Superintendent or committee concludes that prohibited discrimination occurred, the Greene County 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 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 calendar days of receiving the decision. Notice of appeal must be filed with the superintendent 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, and any other individual the School Board deems relevant.

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 Greene County School Board has designated Director of Human Resources, Greene County School Board, 40 Celt Road, Stanardsville, Virginia 22973, telephone number 434-985-5254; as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to the Alternate Compliance Officer, Director of Special Services, Greene County School Board, 40 Celt Road, Stanardsville, Virginia 22973, telephone 434-985-5254. The Compliance Officer shall:

File: GB  
Page 4

- receive reports or complaints of discrimination;
- oversee the investigation of any alleged discrimination;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy;
- insure that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal employment opportunity, including the authority to protect the alleged victim and others during the investigation.

All employees shall be notified annually of the names and contact information of the compliance officers.

#### IV. Retaliation

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

#### V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny 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. False Charges

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

Adopted: March 8, 2000

Revised: July 6, 2005

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Legal Refs.: 20 U.S.C. § 1681 et seq. 29 U.S.C. § 701.  
42 U.S.C. §§ 6101 et seq., 2000e-2 et seq., and 12101 et seq.

Cross Refs: AC Nondiscrimination  
BCE School Board Committees  
GBA/JFHA Sexual Harassment/Harassment Based on Race, National Origin,  
Disability and Religion

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

#### I. Policy Statement

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

It shall be a violation of this policy for any student or school personnel to harass a student or school personnel sexually, or based on race, national origin, disability or religion. Further, it shall be a violation of this policy for any school personnel to tolerate sexual harassment or harassment based on a student's or employee's race, national origin, disability or religion by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

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

The School Division shall: (1) promptly investigate all complaints, written or verbal, of sexual harassment and harassment based on race, national origin, disability or religion; (2) promptly take appropriate action to stop any harassment and (3) take appropriate action against any student or school personnel who violates this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

## II. Definitions

### A. Sexual Harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- (i) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; or
- (ii) submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute sexual harassment if it meets the immediately preceding definition include:

- unwelcome sexual contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks.
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- graphic comments about an individual's body.
- sexual jokes, notes, stories, drawings, gestures or pictures.
- spreading sexual rumors.
- touching an individual's body or clothes in a sexual way.
- displaying sexual objects, pictures, cartoons or posters.
- impeding or blocking movement in a sexually intimidating manner.

### B. Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct relating to an individual's race, national origin, disability or religion when the conduct:

- (i) creates an intimidating, hostile or offensive working or educational environment; or
- (ii) substantially or unreasonably interferes with an individual's work or education; or

- (iii) otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language.
- name calling, jokes or rumors.
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion.
- hostile acts which are based on another's race, national origin, religion or disability.
- written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion.

### III. Complaint Procedure

#### A. Formal Procedure – File Report

Any student or school personnel who believes he or she has been the victim of sexual harassment or harassment based on race, national origin, religion or disability by a student, school personnel or a third party should report the alleged harassment to one of the compliance officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the compliance officers designated in this policy or to any school personnel. Any school personnel who has noticed that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the compliance officers designated in this policy.

The reporting party should use the form, Report of Harassment, JFHA-F, to make complaints of harassment. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the compliance officer. Any complaint that involves the compliance officer or principal shall be reported to the Superintendent.

The complaint, and identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

#### 2. Investigation

Upon receipt of a report of alleged prohibited harassment, 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 calendar days after receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the compliance officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the compliance officer determines that more than 14 days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Service in accordance with Policy JHG.

The investigation may consist of personal interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. 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 after a complete and thorough investigation.

The compliance officer shall issue a written report to the Superintendent upon completion of the investigation. If the complaint involves the superintendent, 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 harassment conducted under this policy or by an appropriate state or federal agency.

### 3. Action by Superintendent

Within 10 calendar days of receiving the compliance officer's report, the Superintendent or designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator. If the Superintendent or designee determines that prohibited harassment occurred, the Greene County 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 expulsion or discharge. Whether or not the Superintendent or designee determines that prohibited harassment occurred, the Superintendent or designee may determine that school-wide or division-wide training be conducted or that the complainant receives counseling.

#### 4. Appeal

If the Superintendent or designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 calendar days of receiving the decision. Notice of appeal must be filed with the superintendent 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 and any other individual the School Board deems relevant.

If the Superintendent or designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

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

#### 5. Compliance Officer and Alternate Compliance Officer

The Greene County School Board has designated Director of Human Resources, Greene County Public Schools, P O Box 1140, Stanardsville, Virginia 22973, 434-985-5254 as the Compliance Officer responsible for identifying, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer, Director of Special Services, Greene County Schools, P O Box 1140, Stanardsville, Virginia 22973, 434-985-5254. The Compliance Officer shall:

- receive reports or complaints of harassment;
- oversee the investigation of any alleged harassment;
- assess the training needs of the School Division in connection with this policy;
- arrange necessary training to achieve compliance with this policy;
- insure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity, including the authority to protect the alleged victim and others during the investigation.

## B. Informal Procedure

If the complainant and the person accused of harassment agree, the student's principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, or administrator.

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Formal Procedures set forth herein. The principal or designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

## IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceeding is prohibited. The school division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings.

## V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment 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 sexual harassment and harassment based on race, national origin, disability and religion should be included in employee and student orientations as well as employee in-service training.

This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees shall be notified annually of the names and contact information of the compliance officers.

## VII. False Charges

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

Adopted: March 8, 2000  
Revised: November 20, 2002

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Legal Refs: 20 *U.S.C.* §§ 1681-1688. 29 *U.S.C.* § 794.  
42 *U.S.C.* §§ 2000d-2000d-7. 42 *U.S.C.* §§ 2000e-2000e-17.  
34 C.F.R. part 106.

Cross Refs: AC Nondiscrimination  
AD Educational Philosophy  
GB Equal Employment Opportunity/Nondiscrimination  
JB Equal Educational Opportunities/Nondiscrimination  
JFC Student Conduct  
JFC-R Standards of Student Conduct  
GCPD Professional Staff Members: Contract Status and Discipline  
GDPD Support Staff Members: Contract Status and Discipline

**This employee handbook highlights Greene County Public Schools policies, guidelines and general information. Please refer to the policy manual for specific information and a comprehensive explanation of policies. Copies of the policy manual are located in each school library, principal's office, the local library and on the GCPS website.**

Developed: August 2008  
Updated: 07/09/12  
Updated: 07/02/2013  
Updated: 07/31/2014

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| <b>Employee Conduct.....</b>                      | <b>5</b> |
| <b>Professional Development.....</b>              | <b>5</b> |
| <b>Reimbursement Procedures.....</b>              | <b>5</b> |
| <b>Recertification.....</b>                       | <b>6</b> |
| <br>  |          |
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| <b>Field Trips.....</b>                           | <b>6</b> |
| <b>Accounts Payable.....</b>                      | <b>6</b> |
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|  |           |
|--|-----------|
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| <b>Funeral Leave.....</b>                                    | <b>11</b> |
| <b>Jury Duty.....</b>  | <b>11</b> |
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GREENE COUNTY PUBLIC SCHOOLS  
Stanardsville, Virginia 22973

**CENTRAL OFFICE  
REQUEST FOR LEAVE**

NAME \_\_\_\_\_

ABSENCE DATE: \_\_\_\_\_

TYPE OF ABSENCE:        \_\_\_\_\_ ILLNESS        \_\_\_\_\_ PERSONAL  
(CHECK ONE)

DATE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

LEVEL I

APPROVED \_\_\_\_\_                      DISAPPROVED \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

LEVEL II

APPROVED \_\_\_\_\_                      DISAPPROVED \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE ENTERED INTO AESOP: \_\_\_\_\_

BY: \_\_\_\_\_

In accordance to Personnel Policy GCBD



# Greene County Public Schools

Every Child · Every Chance · Every Day

## REQUEST FOR PROFESSIONAL LEAVE

(Please attach program/agenda to this form)

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

DATE OF ABSENCE: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

Give a brief explanation of how you will share your professional leave experience with other professionals in your school. Please include date, time and audience: (Example: Staff meeting, department/grade meeting, in-service, written summary, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Expenses (including substitute cost) will be covered by: \_\_\_\_\_

(Examples: Regular School Funds, Federal Funds, Special Education, Gifted and Talented)

### PLEASE COMPLETE ESTIMATED COST WORKSHEET BELOW: ESTIMATION OF COSTS

LODGING \_\_\_\_\_

TRAVEL \_\_\_\_\_

TOTAL COST OF TRIP \_\_\_\_\_

MEALS \_\_\_\_\_

IS THIS A REQUIRED MEETING \_\_\_\_\_ YES \_\_\_\_\_ NO

\*\* If this is an overnight stay, it must be approved by the Assistant Superintendent for Instruction\*\*

FILLED OUT VEHICLE REQUEST FORM: \_\_\_\_\_ YES \_\_\_\_\_ NO

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

+++++

LEVEL I APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

+++++

LEVEL II CENTRAL OFFICE APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE ENTERED INTO AESOP: \_\_\_\_\_ BY: \_\_\_\_\_

GREENE COUNTY PUBLIC SCHOOLS  
Stanardsville, Virginia 22973

**REQUEST FOR LEAVE**

NAME \_\_\_\_\_

DATE OF ABSENCE: \_\_\_\_\_

TYPE OF ABSENCE: \_\_\_\_\_ ILLNESS \_\_\_\_\_ PERSONAL  
(CHECK ONE)

DATE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

LEVEL I

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

LEVEL II

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE ENTERED INTO AESOP: \_\_\_\_\_

BY: \_\_\_\_\_

In accordance to Personnel Policy GCBD

GREENE COUNTY PUBLIC SCHOOLS  
Stanardsville, Virginia 22973

REQUEST FOR VACATION

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

DATES REQUESTED \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

LEVEL I

APPROVED \_\_\_\_\_

ADMINISTRATOR \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

DATE \_\_\_\_\_

LEVEL II

APPROVED \_\_\_\_\_ BY \_\_\_\_\_

DISAPPROVED \_\_\_\_\_ TITLE \_\_\_\_\_

DATE \_\_\_\_\_

DATE ENTERED IN AESOP \_\_\_\_\_

BY: \_\_\_\_\_



