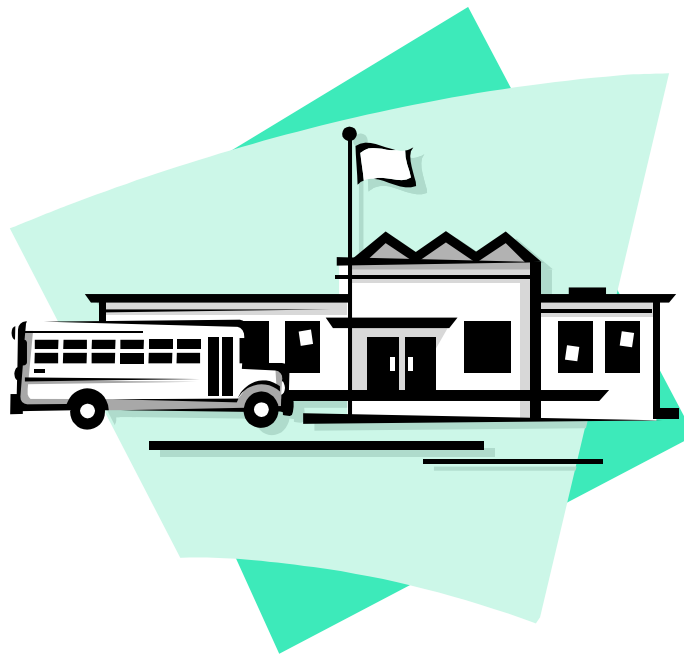


**LUNENBURG COUNTY PUBLIC SCHOOLS**

**2018/2019**

**Employee Handbook**

**Together for Success**



# Lunenburg County Board of Education

School Board Office  
(434) 676-2467



Fax  
(434) 676-1000

Office of the Superintendent  
Post Office Box 710  
**Kenbridge, Virginia 23944**

August, 2018

Dear Colleagues:

Because we work in a school district, all of us are teachers. Through our words and actions, we are role models for young learners. True, there are those who support the teaching and skills directly with students, and others like me, who support the teachings and learnings process in a multitude of ways.

To that end, we provide this Employee Handbook that describes policies, procedures, and standards that impact all staff. As you read between the lines, you realize Lunenburg County Public Schools has a vision that each student will be challenged to his/her highest potential and be treated respectfully and compassionately. Each employee has a role in creating a safe and secure environment that enables students to learn and teachers to teach.

Recruiting and retaining employees who share our vision is a critical component of our success. We strive to be fair and consistent and to provide wages, benefits, and policies that maintain employee morale and promote professional growth.

Review the information presented in this handbook and don't hesitate to ask questions of your supervisor or the Human Resource Department. When you are informed and appreciated, our students reap the benefits!!!

Sincerely,

*Charles M. Berkley, Jr.*

Charles M. Berkley, Jr.  
Division Superintendent

“Everyone should learn something NEW every day.”

## MISSION STATEMENT

“The Mission of the Lunenburg County School Board is to insure that all students learn in an environment which nurtures the cooperative efforts of all school personnel, students, parents and community members.”



This Employee handbook is designed as a quick reference guide to the personnel policies, benefits, services and practices of the Lunenburg County Public Schools. None of the standards or information in this handbook confers any rights or privileges to any employee nor does it serve as an employment contract between the School Board and any employee. In no way should this Employee Handbook be considered as the only or final source of information to employees. The School Board and administration are committed to constantly reviewing all benefits and policies and will from time to time change the information presented in this handbook accordingly.

Approved 2-13-17  
Revised 6-12-17  
July

Lunenburg County Public Schools  
2017-2018 Academic Calendar

January

July					3-4 -Independence Day		1 - New Year's 2 - Teacher Workday/PD 11 End of 2 <sup>nd</sup> 9-weeks (45 days) 15 - M.L.King Jr. Day					January				
M	T	W	T	F						M	T	W	T	F		
3	4	5	6	7						1	2	3	4	5		
10	11	12	13	14						8	9	10	11	12		
17	18	19	20	21						15	16	17	18	19		
24	25	26	27	28						22	23	24	25	26		
31										29	30	31				
August					August 7-14 Teacher Workdays/PD 11 Convocation 10 Open House 1:00 p.m. to 6:00 p.m. Teachers report at noon 15 First Day of School		19 - Presidents' Day					February				
M	T	W	T	F						M	T	W	T	F		
	1	2	3	4									1	2		
7	8	9	10	11						5	6	7	8	9		
14	15	16	17	18						12	13	14	15	16		
21	22	23	24	25						19	20	21	22	23		
28	29	30	31							26	27	28				
September					4 - Labor Day		19 - End of 3 <sup>rd</sup> 9-weeks (45 days) 22- PTC-CHS 4pm-7pm 27- PTC-LMS 4pm-7pm 28- PTC-VES 4pm-7pm 29- PTC-KES 4pm-7pm 26 PD/Teacher Work Day					March				
M	T	W	T	F						M	T	W	T	F		
				1									1	2		
4	5	6	7	8						5	6	7	8	9		
11	12	13	14	15						12	13	14	15	16		
18	19	20	21	22						19	20	21	22	23		
25	26	27	28	29						26	27	28	29	30		
October					17 - End of 1 <sup>st</sup> 9-weeks (45 days) 23 PD/Teacher Work Day 24- PTC- LMS 4 pm-7pm 25- PTC- VES 4 pm-7pm 26- PTC- KES 4pm-7pm		2-6-Spring Break					April				
M	T	W	T	F						M	T	W	T	F		
2	3	4	5	6						2	3	4	5	6		
9	10	11	12	13						9	10	11	12	13		
16	17	18	19	20						16	17	18	19	20		
23	24	25	26	27						23	24	25	26	27		
30	31									30						
November					9- PTC-CHS 4pm-7pm 10 -Teacher Work Day/PD 22-24-Thanksgiving		28-Memorial Day 30 End of 4 <sup>th</sup> 9-weeks (45 days) 31-Teacher Workday					May				
M	T	W	T	F						M	T	W	T	F		
		1	2	3							1	2	3	4		
6	7	8	9	10						7	8	9	10	11		
13	14	15	16	17						14	15	16	17	18		
20	21	22	23	24						21	22	23	24	25		
27	28	29	30							28	29	30	31			
December					18-29- Winter Break		1 Teacher Workday 2 Graduation					June				
M	T	W	T	F						M	T	W	T	F		
				1										1		
4	5	6	7	8						4	5	6	7	8		
11	12	13	14	15						11	12	13	14	15		
18	19	20	21	22						18	19	20	21	22		
25	26	27	28	29						25	26	27	28	29		

■-Holidays

■-Teacher Workdays/PD

■-1<sup>st</sup> Last Day of School & Grad. ■-End of 9-week ■-Parent Teacher Conference

Semester 1: 90 Days

Semester 2: 90 Days

# 2017-18 Calendar

## Days Assignment of Non-Instructional Days for Teachers

12	Teacher Workdays (Aug. 7-11, Aug. 14, Oct. 23, Nov. 10, Jan. 2, March 26, May 31, June 1 (Regular Teacher Workhours)
2	Parent Teacher Afternoons 4:00 p.m. to 7:00 p.m. (principal's choice, one each semester)
6	School Assignment Days (principal's discretion) (ex: faculty meetings, expos, carnivals, game duty, school improvement meetings, PTO meetings, book fairs, end-of-year pack-up, and others at the discretion of the principal)

	<u>Nine Weeks/ End Dates</u>	<u>Number of Days</u>
1 <sup>st</sup>	– Oct 17	45 days
2 <sup>nd</sup>	– Jan 11	45 days
3 <sup>rd</sup>	– March 19	45 days
4 <sup>th</sup>	– May 30	45 days

<u>Holidays</u>	<u>Dates</u>
Independence Day	July 3-4
Labor Day	Sept. 4
Thanksgiving Break	Nov. 22-24
Winter Break	Dec. 18 – Jan. 1
Martin Luther King, Jr. Day	Jan. 15
Presidents' Day	Feb. 19
Spring Break	April 2-6
Memorial Day	May 28

## Hours

### Secondary

Teachers: 7:45 a.m. to 3:30 p.m.

Students: 8:00 a.m. to 3:08 p.m.

### Elementary

Teachers: 8:20 a.m. to 3:55 p.m.

Students: 8:50 a.m. to 3:30 p.m.

## Parent Teacher Conferences (4:00 p.m. to 7:00 p.m.)

<b>Central High School</b>	November 9, 2017 and March 22, 2018
<b>Lunenburg Middle School</b>	October 24, 2017 and March 27, 2018
<b>Kenbridge Elementary School</b>	October 26, 2017 and March 29, 2018
<b>Victoria Elementary School</b>	October 25, 2017 and March 28, 2018

## Make Up Days

November 22, 2017 (if needed 1<sup>st</sup> semester), January 15, 2018; February 19, 2018; additional days at the discretion of school board/superintendent.

***Lunenburg County School Board  
2018-2019***

**SCHOOL BOARD MEMBERS**

**ADDRESS**

Mr. D. Barry Carnes, Chairman	P.O. Box 398, Victoria
Mrs. Kathy P. Coffee, Vice Chairman	2255 Fletcher Chapel Road, Kenbridge
Mr. W. Doug Aubel	415 S. Broad Street, Kenbridge
Mrs. Beverley P. Hawthorne	194 Potts Spring Road, Dundas
Mrs. Amy N. McClure	5261 Double Bridges Road, Meherrin
Mrs. Ada A. Whitehead	P.O. Box 361, Keysville
Mrs. Elizabeth R. Williams	4813 Old Mansion Rd, Lunenburg

***School Board Staff***

**NAME**

**POSITION**

Mr. Charles M. Berkley, Jr.	Superintendent
Mr. James M. Abernathy, Jr.	Assistant Superintendent for Finance and Operations
Mrs. Dawn F. Bacon	Director of Curriculum and Instruction
Mr. Reginald S. Davis	Director of Administrative Services (PT) (LMS-Base)
Mrs. Lucy L. Hall	Director of Data&Analysis/School Info. System Coord.
Mr. Sidney M. Long	Director of Personnel/Federal Programs
Mrs. Elizabeth R. Tingen	Director of Special Education
Mrs. Frances P. Wilson	Director of Technology and Testing
Mr. Earl C. Currin, III	Supervisor of Transportation and Support Services
Ms. Claudia R. Daniel	Food Service Supervisor
Dr. Janice C. Robertson	School Psychologist (PT)
Miss Shakeyau B. Jackson	Truancy/ESSA Compliance Officer
Mrs. Natalie Coronas	Vocational Coordinator and Assistant Principal (CHS-Base)
Mr. Grege N. Early	Technology (VES-Base)
Mrs. Meredith H. Spencer	Parental Involvement Coordinator/C21/Public Relations
Mrs. Shirley P. Hite	Health Services (CHS-Base)
Mrs. Mary B. Overby	Deputy Clerk/Executive Senior Secretary Finance
Mrs. Lori T. Freeman	Executive Secretary to Superintendent/Personnel
Mrs. Jessica R. Nowlin	Administrative Secretary
Mrs. Celia R. Miller	Secretary to Director of Special Education
Mrs. Elizabeth Elliott	Secretary to Supv. of Trans.&Support Services
Mrs. Kathy G. Wray	Finance Clerk/Division Secretary
Mrs. Frances L. Seitzinger	Benefits and Teaching License Specialist (PT)
Mr. Brian D. Nowlin	Computer Technician (CHS-Base)
Mr. Theodore A. Coleman	Computer Technician (CHS-Base)
Mr. Joseph J. Nemeth	Computer Technician (CHS-Base)
Mr. Micheal J. Goodwin	Mechanic – Bus Shop
Mr. Kevin E. Jones	Mechanic – Bus Shop
Mr. Peter T. Dolchan	Maintenance Worker
Mr. Lewis Zava	Maintenance Worker
Mr. Ernest S. Hawthorne	Foreman of Grounds Crew
Mr. Vernon L. Logan	Grounds Worker
Mr. James C. Hawkins	Painter

## EMPLOYEE HANDBOOK

**NOTE: The letters in parenthesis after a heading indicate the appropriate Lunenburg County School Board Policy**

### **Absence from Work**

When schools are in session, division employees are responsible for the safety and supervision of students. During severe weather conditions or emergency situations, no employee is authorized to leave his or her assigned duties until these responsibilities have been fulfilled as determined by the principal or immediate supervisor.

When severe weather or emergency conditions exist, the Division Superintendent or his/her designee decides to close or to continue operating the schools. The decision is based primarily on student safety and welfare. While schools are in session, the decision is communicated by telephone to the principals and is communicated over local radio and television stations, as it is when such conditions occur during hours other than school hours.

### **Accidents and Injuries (EB)**

All personnel should be certain that everything possible is being done to prevent accidents and injuries. If an adult or student accident does occur, state liability regulations require that the principal be notified immediately. The school will notify the student's parents and/or the adult's designee without delay.

Those adult accidents which may be subject to the Worker's Compensation Act should be reported immediately to the work supervisor.

### **Americans With Disabilities Act**

Lunenburg County Public Schools (LCPS) is an Equal Opportunity Employer. LCPS does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

### **Annual Leave Schedule(GCBD)**

Annual leave for all twelve (12) month full-time salaried employees of the Lunenburg County School Board shall be earned according to the following schedule:

1. One and one-third (1 1/3) days of annual leave is earned for each completed calendar month or major fraction of workdays thereof for the first five (5) years of continuous service as an employee of the Lunenburg County School Board.

2. One and two-thirds (1 2/3) days of annual leave are earned for each completed calendar month or major fraction of workdays thereof by personnel having over five (5) years of continuous service as an employee of the Lunenburg County School Board.

### **Annuities(DLB)**

Under the annuity program, employees can elect to have a part of their income applied to provide supplemental income at retirement. Taxes on this portion of their income are deferred until a later date. Annuity contributions are automatically deducted from the participant's paycheck.

### **Chaperones (GCDA)**

If anyone (parents, grandparents, siblings, friend, neighbor, etc.) wishes to accompany a student on a field trip as a chaperone and has never served or not served as a chaperone in the Lunenburg County School System over the past 5 years, he/she must be fingerprinted and have a Social Services check conducted, and approval received before going on a trip.

### **Child Abuse and Neglect(JHG)**

#### **Duty to Report**

Pursuant to state law, any person employed by Lunenburg County Public Schools shall report suspected cases of child abuse or neglect in accordance with the procedures set forth.

#### **Definition of Abused or Neglected Child**

An abused or neglected child shall mean any child less than eighteen years of age whose parent or other person responsible for his care

1. creates or inflicts, threatens to create or inflict, upon such child a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement, or impairment of bodily or mental functions;
2. neglects or refuses to provide care necessary for his/her health, provided, however, that no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected child;
3. abandons such child; or
4. commits or allows to be committed any sexual act upon a child in violation of the law.

#### **Reporting Procedures**

Any teacher or other school employee who has reason to suspect abuse or neglect of a child shall report it to the principal of that school.



### **Contract Periods(GCB)**

Contracts are issued for various periods of time as determined by the requirements of specific positions and assignments. Refer to Lunenburg County Policy GCG-R regarding probationary and continuing contracts.

### **Criminal History and Child Abuse Checks(GCDA)**

Criminal history (including fingerprint check) and child abuse record checks will be conducted on all persons employed by Lunenburg County School Board.

### **Discipline(JGD)**

The principal, in cooperation with the faculty, is responsible for establishing and maintaining an atmosphere conducive to learning. In administering discipline, the principal is expected to conform to existing state laws and School Board policies.

### **Drugs, Narcotics, and Alcohol(GBEA)**

Federal regulations mandate that employees be made aware of this policy. Please read the entire text in the policy manual.

### **Evaluations(GCN)**

Evaluations shall be a requirement for all personnel in the Lunenburg County School Division. The superintendent shall assure that cooperatively developed procedures for professional staff evaluations are implemented within the division and included in the division's policy manual.

### **Group Life Insurance(GCBC)**

This insurance is available only to VRS members and is mandatory. The premium will be paid by the School Board as a fringe benefit.

Optional life insurance is also available to VRS members. The premium will be paid by the employee.

### **Harassment(GBA/JFHA)**

The Lunenburg 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, Lunenburg 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 as well as any third parties participating in, observing or otherwise engaged in school sponsored activities.

### **Liability Insurance: Personal and Property**

Lunenburg County Public Schools provides extensive liability and other insurance coverages for all employees and authorized volunteers.

**General Liability** Coverage in the amount of \$1,000,000.00 is provided teachers for actions taken during the course of performing their duties. Also provides coverage (\$1,000,000 any occurrence) for losses arising out of bodily injury or property damage to third parties as a result of the school system's operations.

Persons Covered: Coverage for this exposure is provided by the Virginia Association of Counties Group Self-Insured Risk Pool (VACorp). Board members, employees, student teachers, and authorized volunteers are covered.

Limits of Coverage: Coverage is limited to \$1 million for bodily injury to any one person caused by any one occurrence and to \$5 million for all bodily injury and property damage claims combined, arising out of any one occurrence, all exclusive of defense costs; coverage is also limited to \$1 million per offense or series of interrelated offenses, exclusive of defense costs, for personal injury liability.

**Legal Liability** (Wrongful acts or errors and omissions) Coverage for School Board legal liability and professional liability is provided up to \$5,000,000 for each loss.

Persons Covered: Coverage for this exposure is provided by Virginia Association of Counties Group Self-Insurance Risk Pool (VACORP). Board members, employees, student teachers, and authorized volunteers are covered.

Limit of Coverage: Coverage is limited to \$1 million for each "wrongful act" or series of interrelated wrongful acts.

**Employee's Possessions** When an employee brings personal items to the work site, the employee is accepting the responsibility for the items.

### **Vehicle Liability**

Persons Covered: Coverage for this exposure is provided by the Virginia Association of Counties Group Self-Insurance Risk Pool (VACORP). Covered are Board members, employees, and authorized volunteers--all while using, with permission, vehicles owned, hired, or borrowed by the School Board. In addition, covered persons using privately owned vehicles on official School Board business are insured for liability on an excess basis, **over and above** the insurance protection on the vehicle used if the School Board is held legally liable.

### **Medical Insurance(GCBC)**

Medical insurance coverage for the individual employee will be provided as a fringe benefit for those who elect to be covered. The benefit will be in the form of a monthly contribution by the Board (computer payroll) toward payment of the individual's premium. All full-time employees are included under the provisions of this section. The following categories will not be eligible for medical insurance: part-time employees, long-term substitutes, bus drivers, substitute personnel.

### **Tuition Reimbursement**

Tuition assistance is available to teachers and administrators for licensure requirements when funds permit.

### **Workers' Compensation**

All employees of the Lunenburg County School Board are covered by Workers' Compensation insurance as provided by Virginia State Law 65.2-100 et.seq.

An injury or illness sustained directly in the performance of duty, as provided in the State Workers' Compensation Act, must be reported as soon as possible.

The injured or ill employee must be initially attended by a physician on the approved panel of physicians. A list of approved physicians is provided to each injured/ill employee. An employee must use his/her leave for doctor's appointment (s)/therapy session(s).

It is the responsibility of the employee to notify the Injury Coordinator when he/she has been out of work for 5 consecutive work days (based on 7 consecutive calendar days per Workers' Compensation.) The employee may choose to use his/her leave for the first 5 work days only. If the injury/illness is determined to be compensable and additional time from work is medically required, Workers' Compensation begins payment on the 8<sup>th</sup> calendar day of disability at 66 2/3% of the gross average weekly wage based on a 7-day week. The employee is placed on "inactive" payroll status at this time. If the absence continues through 21 calendar days, Workers' Compensation then compensates the employee for the first 7 calendar days.

If the injury/illness is determined to be noncompensable under Workers' Compensation, the employee may use his/her leave to cover the absences.

Upon the employee's return to work, any adjustments in salary may be made in order to avoid overpayment.

## **Grievance Procedure(GBM)**

The procedure by which a grievance is processed by Lunenburg County Public Schools was prescribed by the Virginia Board of Education and adopted by the Lunenburg County School Board. It provides an orderly procedure for resolving disputes concerning local school board policies, rules, and regulations as they affect the work of employees, and disciplinary actions which include dismissal or probation.

## **Leave Regulations(GDBD)**

### **Sick Leave**

**Personal Illness** Personal illness is defined as incapacity to perform duties because of medical condition or confinement on the advice of a licensed physician. The principal or Superintendent shall have the authority to require reasonable proof of illness when he/she deems it necessary. An employee who becomes ill and expects to be absent from work five (5) days or more shall notify the Superintendent in writing at the earliest possible date. Employees who anticipate being absent from work because of illness/injury for more than two weeks should contact the Personnel Office to review leave options.

### **Personnel Covered - Eligibility and Accumulation**

1. A full-time, full-day employee under contract shall accumulate sick leave during the time the employee has performed his/her assigned duties, including paid leave, under the terms of the contract. The maximum allowance per year is: 12-month position – 12 days, 11-month position – 11 days, and 10-month position – 10 days.

When the length of a contract has been shortened (e.g. late start or early release), the number of sick leave days will be prorated.

2. A full-time, part-day (no less than 1/2 day) employee under contract shall accumulate sick leave during the time the employee has performed his/her assigned duties, including paid leave, under the terms of the contract. The number of days shall be prorated proportional to the amount of part-time employment.

When the length of a contract has been shortened (e.g. late start, early release), the number of sick leave days will be prorated.

**Family Illness** An employee may use sick leave days for occasional family illness. As used in this section, family of an employee shall include mother, father, foster parents, adoptive parents, stepmother, stepfather, grandparents, grandchildren, 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.

**Family Medical Leave Act** Up to twelve weeks of leave is available to Lunenburg County Public School full-time employees as designated in the Family Medical Leave Act of 1993. All appropriate paid leave must be used within this twelve weeks before the employee may use leave without pay. An employee using family medical leave must comply with all requirements.

**Gifting of Sick Leave Days to Employees in Special Circumstances**

Any employee of Lunenburg County Public Schools may “gift” up to 5 days of sick leave during a contract year to another employee who has used all of their sick leave, has had five (5) days leave without pay, and has extenuating medical circumstances or situations that prohibit them from working full time. Refer to Lunenburg County Policy GCBD-R SECTION III for guidelines pertaining to this policy.

**Pregnancy and Childbirth** Sick leave for absence incident to pregnancy and childbirth is allowed for that period of time as certified by a physician, that the employee is physically unable to perform her assigned duties up to the number of sick leave days for which the employee is eligible. Sick leave may be used for adoption, for the mental health and bonding needs of an infant child one year old or less as certified by a physician. The use of sick leave for pregnancy, childbirth or adoption of an infant child one year old or less is limited to the twelve-week period allowed in the Family Medical Leave Act. It shall be the responsibility of the employee concerned to provide the required physical statement defining the exact period of disability or mental health and bonding needs and to consult with the appropriate personnel to establish the total period of absence. A leave of absence without pay may be granted to the employee, upon proper request to the Board, when absence beyond that accountable sick leave is desired. If a leave of absence is approved by the Board as stated in this section, all provisions of the leave of absence policy shall be in effect.

**Transfer of Sick Leave** Upon separation from employment, except for retirement, employees are not entitled to payment for unused accumulated sick leave. The system will approve transfer of accumulated sick leave to another Virginia division unless the separated employee has accepted employment other than in the Virginia public schools since leaving employment in Lunenburg.

**Compensatory Leave** Leave earned by exempt and non-exempt employees for time worked in excess of the maximum established by the Superintendent. Earned compensatory time must be approved in writing in advance by the Superintendent and is earned on an hour-for-hour basis. By local policy, compensatory time should be taken within the pay period earned.

**Leave Without Pay** For employees not covered by annual leave, certain conditions for taking leave without pay apply. Such leave includes personal leave without pay, sick leave without pay, emergency leave, adoption or child care.

**Family Death** Full-time employees and part-time employees, proportional to the amount of part-time employment, may be absent without loss of pay and without sick leave deduction in the case of an immediate family for a period not to exceed three (3) days per occurrence. The term “immediate family” of an employee shall be regarded to include mother, father, foster parents, adoptive parents, stepmother, stepfather, grandparents, grandchildren, 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. Additional days and all other funerals shall be given, upon request, by the Superintendent or designee.

**Other Deaths** Leave for all other funerals shall be given, upon request, by the Superintendent or designee.

**Military Leave** Leave for military purposes will be granted as required by law. Individuals must give thirty (30) days notice to his/her immediate supervisor when requesting military leave. Teachers requesting military leave are asked not to schedule military leave during the school year. Individuals who take military leave will be paid the difference between their daily military pay and their daily rate of pay while they are on military leave. If the military pay exceeds the individual's rate of pay, the school board will not pay the individual their salary during that portion of leave. It is the responsibility of the individual taking military leave to submit a copy of his/her military pay voucher to the Payroll Department as soon as it is received so that the proper adjustments may be made to the paycheck.

**Personal Leave** All full-time salaried employees who qualify for the Virginia Supplemental Retirement System and certain part-time employees are eligible for two days personal leave per year. Personal leave shall be cumulative to five (5) days. Unused personal leave beyond five (5) days will be transferred to accumulated sick leave at the end of the fiscal year.

**Jury Duty or Subpoenaed Witness.** An employee shall not suffer loss of pay upon being called for jury duty or as a subpoenaed witness in relation to employment with the Lunenburg County Public Schools.

**Extended Leave** Extended leave may be granted to full time personnel, without pay, for professional full time study, foreign teaching assignments or exchange teaching, serious illness of an employee or a member of employee's immediate family, and service in teacher corps, VISTA, the Peace Corps, or other activities approved by the Superintendent.

**Length of Extended Leave** Extended leave shall not exceed one school year unless approved by the Superintendent with approval of the school board.

**Benefits During Leave** Life and hospitalization insurance may be maintained during extended leave if the full premiums for these coverages are paid to the division by the employee.

**Misuse of Leave** Misuse of any type of leave may result in termination or other disciplinary action.

### **Nonschool Employment By Professional Staff Members(GCOA)**

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

### **Overtime Pay (GDBB-R)**

No employee of the Lunenburg County Public Schools is authorized to work over 40 hours per week unless such employee is exempt from the overtime provisions of the Fair Labor Standards Act.

### **Payroll Deduction(DLB)**

**Required Deductions.** Federal Withholding Tax, Social Security(comprised of FICA and MEDICARE components), and State Withholding Taxes.

**Optional Deductions.** Virginia Credit Union, Health and Cancer Insurance, Lunenburg Education Association, Tax Sheltered Annuity Programs, VRS Optional Life, Pre-paid Legal Services.

### **Permanent Records(JO)**

The Lunenburg County School Board endorses the rights of parents and students to be made aware of the records kept by the school system on students, to have the right to inspect and review those records, to have those records explained to them, to be able to challenge the content of those records, and to have those records protected against disclosure to unauthorized persons.

### **Personnel Files(GBL)**

All information in an employee's file, with the exception of pre-employment records, is available for the employee to inspect. Personnel who wish to review their files should call the Personnel Office in advance to request such an inspection.

### **Professional Ethics**

The conduct and conversation of persons employed by Lunenburg County Public Schools should not reflect adversely upon the division. Consult the policy manual for information on specific issues.

### **Reduction in Force(GCPA)**

A reduction in force policy, based primarily on seniority, teaching areas, and the specific needs of the division has been adopted by the School Board. The complete text of policies can be found in the School Board Policy Manual.

### **Reporting Pupil Progress**

Communication between teacher and parent is regarded as an essential element of the instructional process. Teachers are encouraged to use a variety of methods to communicate: notes, telephone calls, and conferences. A formal Progress Report is given to the parents of all elementary and middle school students. Parents may request progress reports for high school students.

### **Retirement(GCBD)**

#### **Retiree's Health Insurance/Terminal Pay for Sick Leave**

Medical insurance coverage will be provided as a fringe benefit for retiring employees who elect to continue under the group health insurance plan. Retirees will pay full cost of premium with no portion paid from school board funds. Full-time retirees are entitled to terminal pay in the amount of \$10.00 per day for unused accumulated sick leave earned in Lunenburg County.

### **Sex Offender Registry Notification/Sexual Harassment (GBA/JFHA)**

The Lunenburg County School Division recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or are at school-related activities, each school shall request electronic notification of the registration or re-registration of any sex offender in the same or contiguous zip codes as the school. Such requests and notifications shall be made according to the procedure established by the Virginia State Police. You may access information in the Sex Offender and Crimes Against Minors Registry at the website (<http://sex-offender.vsp.virginia.gov/sor/index.htm>)

### **Social Media Guidelines**

All online communication via the Internet, whether this be school sponsored or personal (Facebook, personal Home Page, Twitter, etc.) in which an individual holds himself/herself out as an employee of Lunenburg County Public Schools must be consistent with Lunenburg County Public Schools policies and regulations as noted in Lunenburg County Public Schools' Acceptable Use Policy.

School employees should avoid establishing an online relationship with a Lunenburg County Public Schools student.

### **Staff Development/In-Service Education**

Local in-service education during the school year is provided for the purpose of curriculum and staff development.

### **Substitute Teachers(GCE)**

#### **Regular Substitutes**

A substitute must be on an approved list.

The individual school's policy must establish the necessary rules and procedures for substitutes. Any teacher requiring a substitute must give as much advance notice as possible.

#### **Long-term Substitutes**

A long-term substitute, certifiable in field, may be employed when the absence is long and indeterminate or when the circumstances are such as deemed necessary by the Division Superintendent. Every effort is made to employ a person with a bachelor's degree.

### **Teacher Licensure**

Teachers must complete all state requirements before initial licensure or renewal.

#### **Requirements**

A candidate for appointment to a new position must qualify for the appropriate teaching license, i.e. Provisional, Collegiate Professional, Technical Professional, Pupil Personnel, Postgraduate Professional License, etc. The appointment must be in field. Any exception to this general rule must be for cause and only in circumstances where a fully qualified and suitable applicant is not available, as determined by the Division Superintendent. A monetary adjustment in salary will be made for any teacher who has a provisional license until full licensure is obtained.

#### **License Renewal**

The basic requirement for license renewal states that each holder of a renewable license in Virginia shall accrue the required number of professional development points during the determined validity period of the license.

**If you have questions regarding the Virginia Point System for License Renewal, please contact the Personnel Office at 676-2467.**



### **Title IX - Equal Opportunity(GBA)**

The School Board of Lunenburg County affirms a commitment to the principle of equal education and employment opportunities for all people regardless of race, color, creed, sex, age, religion, national origin, or disabling condition.

Title IX of the Education Amendments of 1972, effective July 21, 1975, states:

No persons in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity receiving Federal financial assistance.

The express intent of the School Board of Lunenburg County is that every policy, practice, and procedure shall conform to all applicable requirements of federal and state law.

### **Tobacco Use**

Smoking or use of tobacco products (including electronic cigarettes) in the buildings of Lunenburg County Public Schools by anyone at anytime is prohibited.

### **Tuberculosis Exam(GBE)**

A new employee must have at the time of employment, or have had within one year prior to employment, documentation (by a licensed physician or Virginia Health Department nurse) of either a tuberculin negative skin test or, if tuberculin positive (10mm or more in duration), a normal chest x-ray. An employee will need no further re-evaluation unless there is a known high incidence of tuberculosis infection or disease in the school(s), known exposure to pulmonary tuberculosis, or development of persistent respiratory symptoms.

Upon the written advice of a licensed physician, "other examination/testing" may be substituted for the skin test or chest x-ray.

Along with the tuberculin skin test, according to OSHA (Occupational Safety and Health Administration, an U.S. governmental regulatory agency that is concerned with the health and safety of workers), a new employee is to have training in **Bloodborne Pathogens** and to know and use Universal Precautions.

### **Visitors**

Visitors are welcome to our schools, but all visitors are required to report to the school office and obtain a Visitor Pass while on school property. Schools are responsible for maintaining an environment conducive to learning and protecting students. School officials ask that parents and other citizens support their effort.

### **Volunteer Program(ICC)**

The Lunenburg County Public Schools support and encourage the active participation of parents and members of the community in providing and extending educational opportunities for children. Before serving as a volunteer, an approved application must be forwarded by the school to the personnel office for completion of requirements (i.e. fingerprints and social services check.) The administration of each school will direct the activities of all volunteers.

LUNENBURG COUNTY PUBLIC SCHOOLS  
**Summary of Employee Benefits**  
 2018-2019

This is a summary of available benefits and is not intended to be all inclusive. Additional details are provided in the Lunenburg County Public School Policy Manual. Benefits are subject to change as deemed necessary by the School Board.

- Full-time employees are defined as those who work at least thirty (30) hours per week.
- Certificated employees are defined as persons employed by the School Board who hold a teaching license issued by the Board of Education.
- Classified employees are defined as persons employed by the School Board whose positions do not require a teaching license.

BENEFITS	WHO IS ELIGIBLE	WHO PAYS	ELIGIBILITY BEGINS	BENEFITS HIGHLIGHTS
HEALTH INSURANCE	Optional for full-time employees	LCPS/Employee	First of the month thirty (30) days after hire date	Coverage available for employee and family—Anthem: Key Advantage Plans (both plans include Dental & Vision)
VACATION	All full-time 12-month employees	LCPS 100%	Upon employment	0-5 years' employment – 1 1/3 days per month 6+ years' employment – 1 2/3 days per month Not eligible for all school holidays
SICK LEAVE	All full-time 12-, 11-, & 10-month employees	LCPS 100%	Upon employment	10-month employees - 10 days annually 11-month employees - 11 days annually 12-month employees - 12 days annually
PERSONAL LEAVE	All full-time 12-, 11-, & 10-month employees	LCPS 100%	Upon employment	Each employee receives (2) personal days per contractual year, which may accumulate to 5 days, after which unused personal days carry over as sick days at the end of the contract year.
LIFE INSURANCE	Full-time employees	LCPS 100%	Upon employment	Amount equivalent to two times employee's Salary (accidental death – 4 times salary) Employee-paid optional life insurance available upon request
VRS RETIREMENT	Full-time employees	LCPS/Employee  VRS Rates	Upon employment	Employees who are eligible will be members of the Virginia Retirement System. Retirement benefits governed by rules and regulations of the VRS.
FAMILY AND MEDICAL LEAVE OF ABSENCE	Full-time employees	LWOP	Upon Employment	Family and Medical Leave of Absence provides position guarantee and protection of benefits. Eligibility for leave dependent upon length of service hours worked per year and reason for leave.
SOCIAL SECURITY	All employees	LCPS 50% Employee 50%	Upon Employment	Retirement income, disability income, and Medicare protection as eligible
MEDICARE	All employees	LCPS 50% Employee 50%	Upon Employment	Medicare protection as eligible
WORKER'S COMPENSATION	All employees	LCPS 100%	Upon Employment	Hospital, physician care and compensation for job-incurred accident or illness as governed by law
JURY DUTY	Full-time employees	LCPS 100%	Upon Employment	Employees called for jury duty may be absent without loss of pay provided they submit payment received by Court.
DIRECT DEPOSIT	All employees	No Cost	Upon Employment	Employees are required to use direct deposit.
OPTIONAL DEDUCTIONS	Full-time employees	No Cost	Upon Employment	Employees may elect to have payroll deduction for several optional benefits such as various insurances, annuities, disability plans, Flex Spending Account, Virginia Credit Union, etc. LCPS does not contribute to the cost of these benefits.

The Lunenburg County School Board does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities or employment and provides equal access to the Boy Scouts and other designated youth groups.

**NOTE: 12-MONTH HOLIDAYS INCLUDE: Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Good Friday and Memorial Day**

## 2018/2019 Salary Scales

**NOTE:** For information on the salary scales for the 2018/2019 year, please contact the personnel department at the School Board Office.

Telephone: (434) 676-2467 (ext. 2523) or FAX: (434)676-1000

Email: [sidney.long@k12lcps.org](mailto:sidney.long@k12lcps.org)

## INDEX

Absence From Work	5
Accidents and Injuries	5
Americans w/Disabilities Act	5
Annual Leave Schedule	5
Annuities	6
Benefits	16
Bloodborne Pathogens	15
Chaperones	6
Child Abuse & Neglect	6
Contract Periods	7
Criminal History and Child Abuse	7
Checks	
Discipline	7
Drugs, Narcotics & Alcohol	7
Employee Possessions	8
Evaluations	7
Grievance Procedure	10
Group Life Insurance	7
Harassment	7
Leave Regulations	10
Liability Insurance	7
General Liability	7
Legal Liability	8
Vehicle Liability	8
Medical Insurance	8
Non-school Employment	12
Overtime/Payroll Deductions	13
Permanent Records	13
Personnel Files	13
Professional Ethics	13
Reduction-In-Force	13
Reporting Pupil Progress	13
Retirement	13
Health Insurance	13
Terminal Pay for Sick Leave	13
Sick Leave	10
Personal Illness	10
Covered Personnel	10
Family Illness	11
FMLA	11
Gifting of Sick Leave Days	11
Pregnancy and Childbirth	11
Transfer of Sick Leave	12
Leave without Pay/Comp.	12
Leave	
Family Death	
Other Deaths	
Military Leave	12
Personal Leave	12

Jury Duty or Subpoenaed Witness	12
Extended Leave	12
Misuse of Leave	12
Salary Scale Information	17
Sex Offender Registry Notification/ Sexual Harassment	14
Social Media Guidelines	14
Staff Development/In-Service Education	
Substitute Teachers	14
Regular Substitutes	14
Long-term Substitutes	14
Teacher Licensure	14
Title IX-Equal Opportunity	15
Tobacco Use	15
Tuberculosis Exam	15
Tuition Refund Program	9
Visitors	15
Volunteer Program	15
Worker's Compensation	9

### **EXIT INTERVIEW**

The employee must contact the Personnel Department and schedule an exit interview to discuss employee benefits with the Personnel Staff when leaving school board service. All information received during an exit interview will be held strictly confidential and becomes a part of the employee's personnel file. Exit interviews should be scheduled at least 2 weeks prior to the last day of employment, if possible.

Any person considering retirement should contact the personnel department approximately 90 days prior to the retirement date.

**Lunenburg County Public Schools**  
**Building Addresses**

School Board Office  
1009 Main Street  
P.O. Box 710  
Kenbridge, VA 23944  
Phone: (434) 676-2467  
Fax: (434) 676-1000

School Bus Garage  
1009 Main Street  
P.O. Box 710  
Kenbridge, VA 23944  
Phone: (434) 676-1120  
Fax: (434) 676-1000

Central Sr. High School  
Highway 40  
131 K-V Rd  
Victoria, VA 23974  
Phone: (434) 696-2137  
Fax: (434) 696-1322

Kenbridge Elementary School  
P.O. Box 907  
215 Nottoway Falls Road  
Kenbridge, VA 23944  
Phone: (434) 676-2491  
Fax: (434) 676-8636

Lunenburg Middle School  
583 Tomlinson Rd  
Victoria, VA 23974  
Phone: (434) 696-2161  
Fax: (434) 696-2162

Victoria Elementary School  
1521 Eighth Street  
Victoria, VA 23974  
Phone: (434) 696-2163  
Fax: (434) 696-2096

