

# NORTHUMBERLAND COUNTY PUBLIC SCHOOLS



P.O. Box 730, 6958 Northumberland Highway  
Heathsville, VA 22473  
(804) 529-6134

## Employee Handbook

**2022-2023**

*Last Updated August 5, 2022*

The Northumberland School Board is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law. This commitment prevails in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

## **Forward**

The Employee Handbook has been designed to provide you with information in regard to frequently asked questions. Although this information can be found in other documents such as the Northumberland County Policy Manual and school handbooks, this handbook is meant to give you easy access to employment information and basic information about the school system.

## **Employee Handbook, Including Benefits of the Northumberland County School Division**

The information contained in this booklet is intended to provide general information related to our school system, including an explanation of employee benefits. In some instances, the information in this handbook pertaining to policies and benefits is in summary form. More detailed explanations can be found in the Northumberland County Public School Policy Manual or in the benefits package that all employees receive when hired by the school system.

If employees have questions related to policies or benefits, they should contact the Finance & Human Resources Specialist at (804) 529-6134.

Dear Faculty & Staff:

Thank you for choosing Northumberland County Public Schools (NCPS) as your career destination. Our employees serve in many ways: bus and car drivers, school nutrition, maintenance & facilities, building/custodial service, teachers, support staff, and administrators. Each of you brings a unique talent and energy that is irreplaceable. We could not have an outstanding school division without YOU!

Our shared mission is bold but achievable:

The mission of the Northumberland County Schools, in collaboration with parents, educators, and community members, is to provide our students with the skills and knowledge necessary to enable them to succeed in an ever-changing and competitive world. We believe the school environment should be safe and caring in order to develop the physical, social, emotional, and intellectual potential of each student to successfully compete in today's global and technological society.



This manual serves as an introduction to our school division and a reference for any questions you may have. The manual is subject to change based on new School Board Policy updates and new legislation. This manual will provide you with a description of workplace protocol, and you also will find information on key policies, such as benefits and work schedules. Thank you for all you do for our students, families, and the community!

Sincerely,

Holly Wargo, Ed.D.  
Superintendent

## Table of Contents

Message from the Superintendent	3	Employee Overtime	33	Credit for Advanced Degrees	60
Division Priorities and Strategic Plan	5	Affordable Care Act	34	FERPA	60
Inclement Weather & Closings	10	Employee Benefits	34	Employee Meals	62
School Employee Conflict of Interests	11	Employer Paid Benefits	35	Important Dates to Remember	62
Prohibition against Harassment	19	Health Insurance	35	Access to Employee Social Media Accounts	62
Equal Employment Opportunity/Non-Discrimination	22	Emergency COVID-19 Leave	37	Child Abuse/Neglect Reporting	63
Licensure and the Teacher Performance Evaluation System	26	Sick Leave - Personal Leave - Annual Leave	40	Technology Requests Maintenance Request	63 63
Title IX	30	How to Apply for Leave	42	Transportation/Field Trip Request	63
OCR Title IX Enforcement	30	Virginia Retirement System	43	Acceptable Computer System Use	64
Employee Classifications	31	Donation of Sick Leave	43	Internet Acceptable Use Policy For Staff	65
Employee Attendance	32	FMLA HIPPA	45 55	Supplementary Pay	67
Employee Pay	33	Workplace Injuries	56	Terminal Pay for Unused Sick Leave	68
Employee Lunch Periods	33	Professional Travel	56	Personnel File	68
Employee Rest Periods	33	Tuition Reimbursement	59	Employee Assistance Program	70

### **Division Strategic Priorities**

- Northumberland County Public Schools will provide the highest quality education to all students.
- Northumberland County Public Schools will provide a safe and caring environment that enables all students to concentrate on their education.
- Northumberland County Public Schools will attract, recruit, develop, retain and support highly qualified, capable, and diverse staff.
- Northumberland County Public Schools will operate in an effective and efficient manner.

### [2022-2028 NCPS Division Strategic Plan](#)

### **Northumberland County School Board Members**

**Mrs. Dana O'Bier**  
District 1  
[dobier@nucps.net](mailto:dobier@nucps.net)

**Dr. Cheryl Davis**  
District 2  
[cdavis@nucps.net](mailto:cdavis@nucps.net)

**Ms. Denise Mazyck**  
District 3  
[dmazyck@nucps.net](mailto:dmazyck@nucps.net)

**Mrs. Betty Christopher**  
District 4 & Chairman  
[bchristopher@nucps.net](mailto:bchristopher@nucps.net)

**Mrs. Gayle Sterrett**  
District 5 & Vice Chairman  
[gsterrett@nucps.net](mailto:gsterrett@nucps.net)

## **School Board Office Staff**

<b>Dr. Holly Wargo</b>	Division Superintendent
<b>Adam Letizia</b>	Director of Instruction & Student Support Services and Deputy Clerk of the Board
<b>Dr. Jamie Sears</b>	Director of Special Education & Student Support Services
<b>Sophronia Smith</b>	Director of Federal Programs & School Improvement
<b>Virginia Booth</b>	Director of Testing & Accountability
<b>Javornda Ashton</b>	Director of Educational Technology
<b>Jason Bellows</b>	Director of Finance
<b>Saunee Hamlett</b>	Director of School Nutrition
<b>Stacy Branem</b>	Director of Transportation
<b>Jeff Brann</b>	Director of Facilities & Maintenance
<b>Lisa Day</b>	Leave Specialist / Administrative Assistant
<b>Valerie Parker</b>	Finance Specialist: Accounts Payable & Payroll
<b>Shelley VanLandingham</b>	Finance Specialist: Human Resources & Payroll and Clerk of the Board
<b>Rachel Hall</b>	Instructional Technology Resource Teacher
<b>Katie Wilkins</b>	Talented & Gifted Coordinator
<b>Amanda Schimmoller</b>	School Psychologist

**Amy Jones**

English Learner Specialist

## **Northumberland County Public Schools**

### **Northumberland High School**

Dr. Travis Burns, Principal

Martha Hicks, Assistant Principal

201 Academic Lane, Heathsville, VA 22473

Phone 804.580.5192 | Fax 804.580.5232

Grades 9-12

### **Northumberland Middle School**

Shelli Liptin, Principal

Dawn Conley-Taylor, Assistant Principal

175 Academic Lane, Heathsville, VA 22473

Phone 804.580.5753 | Fax 804.580.5282

Grades 6-8

### **Northumberland Elementary School**

Martha Williams, Principal

Lance Reynolds, Assistant Principal

757 Academic Lane, Heathsville, VA 22473

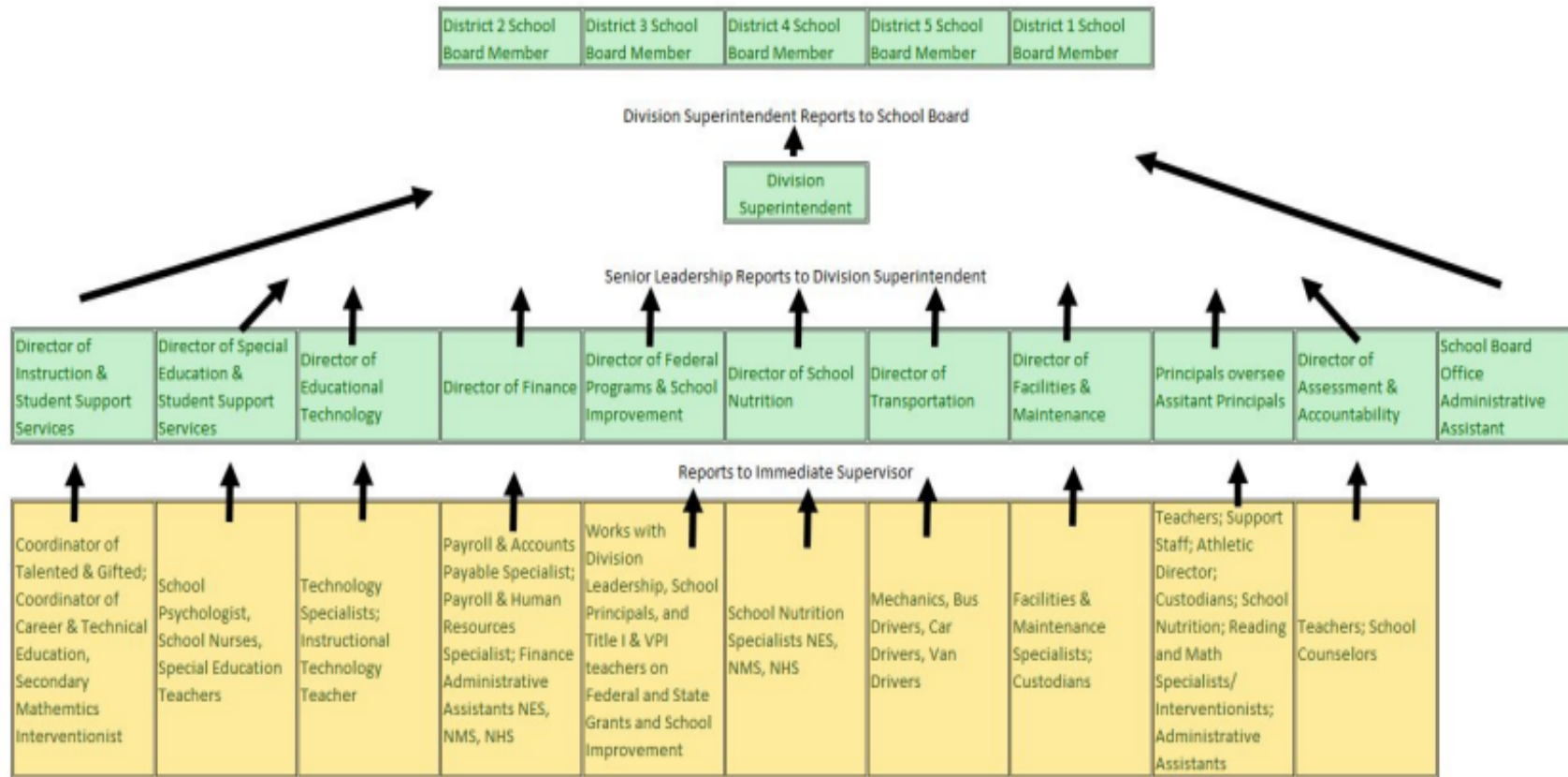
Phone 804.580.8032 | Fax 804.580.8406

Grades Pre-K-5





# Organizational Chart for Northumberland County Public Schools



Last updated May 2021



### **Northumberland County Public Schools' Website**

Current information about the Northumberland County Public School Division may be found on the school division's website at [www.nucps.net](http://www.nucps.net). The website is updated on a regular basis.

### **Policy Manual**

The policy manual is located on the Northumberland County Public Schools' website. The manual will be revised throughout the school year to stay in compliance with federal law, state law, and the Virginia Department of Education regulations.

### **Procedures for Closing Schools**

SchoolMessenger is an essential tool for notifications and communications. Within minutes of an emergency, school officials may use SchoolMessenger to deliver a single, clear message to the students' parents and guardians by telephone, cell phone, text, email. School Messenger also may be used to notify employees of a school closing due to inclement weather. It is an equally effective way to keep stakeholders informed of everyday activities such as event times and locations and schedule changes.

Listed below are the radio and television stations that school closings and delayed openings due to inclement weather will be announced:

Radio stations:

WRAR

WNNT

WKWI

Television stations:

WTVR Channel 6 - Richmond

WRIC Channel 8 - Richmond

WWBT Channel 12 - Richmond

Specific information related to closings (i.e. Full day closing, two hour late opening, and early closing) is located on the homepage and school pages of the division website at [www.nucps.net](http://www.nucps.net). The Division Superintendent, Director of Transportation, and Director of Facilities & Maintenance coordinate with the Virginia Department of Transportation regarding road conditions during inclement weather in order to make responsive, proactive school closing decisions.

### **Inclement Weather & Emergency Closings**

In the event of inclement weather or other emergencies prior to the start of the school day, one of the following codes will be announced on television, radio, and by the school messenger automated phone system. It also will be posted on the Northumberland Schools website at [www.nucps.net](http://www.nucps.net).

#### Announcement

Staff Code 0

#### Definition

Schools closed to all personnel.

Staff Code 1

*12-month \*essential personnel report to work. Start time will be posted to the website and by the automated school messenger phone system.*

Staff Code 2

*All 12-month personnel report to work.  
Start time will be posted to the website and by the automated school message phone system.*

Staff Code 3

*All personnel report to work except bus/car drivers, cafeteria staff, and aides.  
Start time will be posted to the website and by the automated school messenger phone system.*

In the event of inclement weather or other emergencies after the school day has begun, the superintendent's decision to close will be announced directly to the school principals, and on television, radio and school messenger. It will also be posted on the Northumberland Schools website at [www.nucps.net](http://www.nucps.net).

While under an inclement weather or emergency closing schedule, if an employee feels he/she cannot safely travel to work, he/she may choose to take personal or annual leave.

*(\*Essential Personnel includes transportation, facilities and maintenance, and custodial staff.)*

## **Job Vacancies**

Current vacancies are posted on the Northumberland County Public Schools' website under the Employment / Job Openings link.

## **Voluntary Transfers**

Employees who desire a change in position, grade, and/or subject assignments, or who desire a transfer to another building, should submit a written request to their direct supervisor and/or the Director of Instruction & Student Support Services.

## **Staff Conduct & Responsibilities**

The Northumberland County School Board expects its staff members to conduct themselves in a professional and ethical manner. All employees have a responsibility to model for students the basic values of civility and civic responsibility. They are expected to comply with School Board and administrative requirements for professional performance and personal behavior associated with and required as a part of their position. Employee behavior (both professional and personal) has a direct bearing on the relationship of public trust that exists between the Northumberland County school division and the community, especially parents. Evaluations and determination of competence are based on more than performance of job duties and/or proficiency in the classroom. Any staff member who engages in conduct (whether on-the-job, or personal behavior in the community) that threatens the safety and security of students, or interferes with the efficient and effective management of the school, or is in some way detrimental to the best interests of the school system and its students will result in disciplinary action that may include termination.

Please see School Board Policy GBCB - Staff Conduct and Responsibilities located on the division's website at [www.nucps.net](http://www.nucps.net).

## **School Employee Conflict of Interests**

### **Purpose**

The State and Local Government Conflict of Interests Act (the Act), applies to public school employees and officials. The Act creates uniform standards of conduct for all public employees and officials. The Act also defines and prohibits inappropriate conflicts of interest and requires disclosure of economic interests in some circumstances. The purpose of this policy is to provide an introduction to the Act for employees. Additional information regarding the Act may be obtained from Policy [BBFA](#) Conflict of Interests and

Disclosure of Economic Interests and from the Virginia Conflict of Interest and Ethics Advisory Council (the Ethics Council) which assists with compliance with the Act.

The Act provisions are complex, and the application is fact-specific. A violation of the Act could result in civil or criminal penalties. If an employee has any question whether an interest the employee has in a contract or transaction involving the school division is prohibited under the Act, the employee should contact the Superintendent/Designee.

### **Areas of Regulation**

The Act prohibits school employees from having a “personal interest,” as that term is defined by the Act, in certain contracts and transactions that involve the division and from engaging in other specified conduct related to the schools. The prohibited personal interest also may be that of the school employee’s immediate family (a spouse or any other person who resides in the same household as the employee and who is a dependent of the employee).

Under the Act, an employee may be considered to have a prohibited conflict arising from:

- a personal interest in a contract;
- a personal interest in a transaction;
- business opportunities tied to official acts;
- misuse of confidential information; or
- receipt or solicitation of certain gifts.

### **Examples of prohibited conduct include:**

- soliciting or accepting money or other thing of value for services performed within the scope of the employee’s official duties, except for the employee’s compensation, expenses or other remuneration paid by the division;
- using for the employee’s own economic benefit or that of another party, confidential information that the employee has acquired by reason of the employee’s public position and which is not available to the public;
- accepting any money, loan, gift, favor, service or business or professional opportunity that reasonably tends to influence the employee in the performance of the employee’s official duties;
- accepting any business or professional opportunity when the employee knows that there is a reasonable likelihood that the opportunity is being afforded to influence the employee in the performance of the employee’s official duties;
- entering into contracts with the school division under certain circumstances;

- accepting a gift from a person who has interests that may be substantially affected by the performance of the employee's official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the employee's impartiality in the matter affecting the donor; and
- accepting gifts from sources on a basis so frequent as to raise an appearance of the use of the employee's position for private gain.

### **Awards to Employees for Exceptional Service**

The Act does not prohibit or apply to the acceptance by a teacher or other employee of Northumberland County School Board of an award or payment in honor of meritorious or exceptional services performed by the teacher or employee and made by an organization exempt from federal income taxation pursuant to the provisions of Section 501(c)(3) of the Internal Revenue Code.

### **Advisory Opinions**

Employees may seek written opinions regarding application of the Act from the local Commonwealth's Attorney, the county attorney or the Ethics Council. Good faith reliance on a written opinion of the Commonwealth's Attorney or a formal opinion or written informal advice of the Ethics Council made in response to a written request for such opinion or advice regardless of whether such opinion or advice is later withdrawn, provided that the alleged violation occurred prior to the withdrawal of the opinion or advice, bars prosecution for a knowing violation of the Act provided the opinion or advice was made after a full disclosure of the facts. If the employee relies on written informal advice given by the Ethics Council in a prosecution for a knowing violation of the Act, the record of the request and the written informal advice given shall be a public record and released upon request. An opinion of the county attorney may be introduced at trial as evidence that the employee did not knowingly violate the Act. (NCPS File: [GAE/JHG](#))

### **Grievance Procedure**

The Northumberland County Public School Board honors the procedure for adjusting grievances as prescribed by the Board of Education of the Commonwealth of Virginia and amended by that body from time to time.

Refer to School Board Policy [GBM](#): Professional Staff Grievances and School Board Policy [GBMA](#): Support Staff Grievances located on the division's website at [www.nucps.net](http://www.nucps.net).

### **Staff Participation in Political Activities**

The Northumberland County School Board recognizes the right of its employees to engage in political activity. The School Board also recognizes that school time and school property should not be used for partisan political purposes. Thus, in his or her political activities, an employee may not

- use his or her position within the school division to further a political cause;
- engage in any activity supporting or opposing a candidate or political party while on duty, while on school property during school hours, or while representing the school division;
- suggest in any manner that the school division or any component of it supports or opposes a candidate for election to any office; or
- use any school division property to engage in any activity supporting or opposing a candidate for public office or a political party.

The restrictions are not intended to limit the rights of school division employees to support or oppose any political candidate or party on their own time. They are intended to minimize distractions from instruction, to assure that no public funds are used to support any candidate for public office, and to assure that the public is not given the false impression that the school division supports or opposes any political candidate or party. School division employees who engage in political activities on their own time must make it clear that their views and actions represent their individual positions and do not represent the views of the school division. Refer to School Board Policy GBG: Staff Participation in Political Activities on the division's website at [www.nucps.net](http://www.nucps.net)

### **Drug-Free Workplace**

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

or on any school-sponsored trip will be subject to appropriate discipline, up to and including termination, or required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

The superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found to have engaged in prohibited conduct listed above.

Refer to School Board Policy [GBEA](#): Unlawful Manufacture, Distribution, Dispensing, Possession or Use of a Controlled Substance on the division's website at [www.nucps.net](http://www.nucps.net).

### **Tobacco-Free Schools & Facilities**

Smoking, chewing or any other use of any tobacco products by staff, students, and visitors is prohibited on school property. For purposes of this policy:

1. "School property" means:

All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.

Any indoor facility or portion of such facility owned or leased or contracted for and used for the provision of regular or routine health care, day care, or early childhood development (Head Start) services;

All vehicles used by the division for transporting students, staff, visitors or other persons.

2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves or any other product packaged for smoking.

3. "Smoking" means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action. Refer to School Board Policy GBEC: Tobacco-Free School for Staff & Students on the division's website [www.nucps.net](http://www.nucps.net).



### **Electronic Cigarettes**

The use of electronic cigarettes is prohibited on school buses, on school premises and at school sponsored activities. Refer to School Board Policy GBECA: Electronic Cigarettes on the division's website at [www.nucps.net](http://www.nucps.net).

### **Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect**

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

As a condition of employment for all of its public school employees, whether full-time or part-time, permanent, or temporary, the Northumberland County School Board shall require on its application for employment certification (i) that the applicant has not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child; and (ii) whether the applicant has been convicted of a crime of moral turpitude.

Notwithstanding the requirements of the previous paragraph, the School Board may employ an individual who, at the time of the individual's hiring, has been convicted of a felony, provided that such individual (i) was employed in good standing by a school board on or before December 17, 2017; (ii) has been granted a simple pardon for such offense by the Governor or other appropriate authority; and (ii) has had his civil rights restored by the Governor or other appropriate authority. However, the School Board may employ, until July 1, 2020, such an individual who does not satisfy the conditions set forth in clauses (ii) and (iii), provided that such individual has been continuously employed by the School Board from December 17, 2017 through July 1, 2018.

The Northumberland County School Board shall also require on its application for employment, as a condition of employment requiring direct contact with students, whether full-time or part-time, permanent, or temporary, certification that the applicant has not been the subject of a founded case of child abuse and neglect. Any person making a materially false statement regarding a finding of child abuse and neglect shall be guilty of a Class 1 misdemeanor and upon conviction, the fact of said conviction shall be grounds for the Board of Education to revoke such person's license to teach.

As a condition of employment, any applicant who is offered or accepts employment, whether full-time, part-time, permanent or temporary with the Northumberland County School Board shall submit to fingerprinting and provide personal descriptive information.

The information and fingerprints shall be forwarded through the Central Criminal Records Exchange to the Federal Bureau of Investigations for the purpose of obtaining criminal history record information on applicants who are offered or accept employment. Refer to School Board Policy [GCDA](#): Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect on the division's website at [www.nucps.net](http://www.nucps.net).

### **Professional Staff Probationary Term and Continuing Contract**

A probationary term of service of three years in Northumberland County School Division is required before a teacher is issued a continuing contract. A mentor teacher is provided to every first year probationary teacher to assist him or her in achieving excellence in instruction. Probationary teachers are evaluated at least annually in accordance with policy GCN Evaluation of Professional Staff. A teacher in the first year of the probationary period is evaluated informally at least once during the first semester of the school year. The superintendent considers such evaluations as one factor in making recommendations to the School Board regarding the nonrenewal of such teacher's contract. If a probationary teacher's evaluation is not satisfactory, the School Board does not reemploy the teacher.

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

If a teacher who has not achieved continuing contract status receives notice of re-employment, he must accept or reject in writing within 15 calendar days of receipt of the notice. Unless a conference with the superintendent is requested as specified in the Code of Virginia, or in the case of reduction in force, written notice of nonrenewal of the probationary contract must be given by the Board on or before June 15 of each year. If the teacher requests a conference with the superintendent, then a written notice of non-renewal by the School Board must be given within thirty days after the superintendent notifies the teacher of his intention with respect to the recommendation.

### **Continuing Contract**

Teachers employed after completing the probationary period are entitled to continuing contracts during good behavior and competent service. Written notice of non continuation of the contract by either party must be given by June 15 of each year; otherwise the contract continues in effect for the ensuing year.

The School Board may reduce the number of teachers because of a decrease in enrollment or abolition of particular subjects whether or not such teachers have reached continuing contract status.

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

As soon after June 15 as the school budget is approved by the appropriating body, the School Board furnishes each teacher a statement confirming continuation of employment, setting forth assignment and salary.

Within two weeks of the approval of the school budget by the appropriating body, but no later than July 1, the School Board will notify any teacher who may be subject to a reduction in force due to a decrease in the School Board's budget as approved by the appropriating body.

### **Principals, Assistant Principals, and Directors**

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

Continuing contract status acquired by a principal, assistant principal or director shall not be construed (i) as prohibiting the School Board from reassigning such principal, assistant principal or supervisor to a teaching position if notice of reassignment is given by the School Board by June 15 of any year or (ii) as entitling any such principal, assistant principal or supervisor to the salary paid him as principal, assistant principal or supervisor in the case of any such reassignment to a teaching position. No such salary reduction and reassignment, however, shall be made without first providing such principal, assistant principal or director with written notice of the reason for such reduction and reassignment and an opportunity to present his or her position at an informal meeting with the superintendent, the superintendent's designee or the School Board. Before recommending such reassignment, the superintendent shall consider, among other things, the performance evaluations for such principal, assistant principal or director. The principal, assistant principal or supervisor shall elect whether such meeting shall be with the superintendent, the superintendent's designee or the School Board. The School Board, superintendent or superintendent's designee shall determine what processes are to be followed at the meeting. The decision to reassign and reduce salary shall be at the sole discretion of the School Board.

The intent of this section is to provide an opportunity for a principal, assistant principal or director to discuss the reasons for such salary reduction and reassignment with the superintendent, the superintendent's designee or the School Board, and the provisions of this section are meant to be procedural only. Nothing contained herein shall be taken to require cause for the salary reduction and reassignment of a principal, assistant principal or supervisor.

As used in this policy, "Director" means a person who holds an instructional supervisory position as specified in the regulations of the Board of Education and who is required to hold a license as prescribed by the Board of Education. Refer to School Board Policy GCG: Professional Staff Probationary Term and Continuing Contract on the division's website at [www.nucps.net](http://www.nucps.net).

### **Support Staff Probationary Period**

The probationary period for all support staff positions is (18) months.

Employees who have successfully completed the probationary period for one position will serve another probationary period if they move to another position. Refer to School Board Policy GDG: Support Staff Probation on the division's website at [www.nucps.net](http://www.nucps.net).

### **Prohibition Against Harassment**

The Northumberland County School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of race, color, creed, religion, national origin, ancestry, political affiliation, sex, sexual orientation, gender, gender identify, age, pregnancy, childbirth or related medical conditions, marital status, military status, genetic information or disability. The Northumberland County School Board is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention and other personnel actions affecting employees or candidates for employment.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information or any other characteristic protected by law or based on a belief that such

characteristic exists at school or any school sponsored activity, 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:

- promptly investigates all complaints, written or verbal, of harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity;
- promptly takes appropriate action to stop any harassment;
- takes appropriate action against any student or school personnel who violates this policy; and
- takes any other action reasonably calculated to end and prevent further harassment of school personnel or students.

## **Definitions**

### **A. Harassment Based on Sex**

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education;
- 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 has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently severe, persistent or pervasive 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 harassment based on sex if it meets the immediately preceding definition include:

- unwelcome sexually physical 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 verbal 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 sexually objects, pictures, cartoons or posters
- impeding or blocking movement in a sexually intimidating manner
- sexual violence
- display of written materials, pictures, or electronic images
- unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

## **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, which may include use of cell phones or the internet, relating to an individual's race, national origin, disability or religion when the conduct:

- creates an intimidating, hostile or offensive working or educational environment;
- substantially or unreasonably interfering with an individual's work or educational performance; or 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 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.

### **C. Additional Prohibited Behavior**

Behavior that is not unlawful may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation, or perceived sexual orientation or gender identity.

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 the policy. 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.

Refer to School Board Policy File: GBA/JFHA for information regarding the Complaint Procedure on the division's website at [www.nucps.net](http://www.nucps.net).

### **Equal Employment Opportunity / Nondiscrimination**

The Northumberland 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, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

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

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

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

## **Complaint Procedure**

### **A. File Report**

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

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

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

### **B. Investigation**

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



The investigation may consist of personal interviews with the complainant, the person(s) alleged to have violated the policy and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the complainant and the person(s) responsible for the alleged discrimination. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the investigation.

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

The compliance officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint alleges the superintendent has violated this policy, then the report shall be sent to the school board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

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

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

If the complaint alleges that the superintendent has violated this policy, the School Board's standing Equal Employment Opportunity/Non-Discrimination committee shall make the decision and determine what action should be taken. If the School Board does not have such a standing committee, at its next scheduled meeting it shall appoint a committee consisting of three of its members to handle the matter. The committee shall issue a written decision within 14 calendar days of the time the School Board receives the compliance officer's report or the time a committee is appointed, if there is no standing committee. The written decision shall state (1) whether this policy was violated and (2) what action, if any, should be taken. The written decision must be mailed to or personally delivered to the complainant within 5 calendar days of the issuance of the decision. If the superintendent, superintendent's designee or committee concludes that prohibited discrimination occurred, the Northumberland 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, superintendent's designee or committee determines that no prohibited discrimination occurred, the person who was allegedly subjected to discrimination may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent, or with a member of the committee which issued the written decision, who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent, superintendent's designee or the committee, whichever issued the written decision, and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to the complainant.

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

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

The Northumberland County School Board has designated the Director of Instruction & Student Support Services, Northumberland County School Board, P.O. Box 730, 6958 Northumberland Highway, Heathsville, VA, (804) 529-6134, [complianceofficer@nucps.net](mailto:complianceofficer@nucps.net) 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 Federal, State & Local Programs & School Improvement, P.O. Box 730, 6958 Northumberland Highway, Heathsville, VA, (804) 529-6134, [altcomplianceofficer@nucps.net](mailto:altcomplianceofficer@nucps.net).

2021-22 Designations: Mr. Adam Letizia, Compliance Officer and Mrs. Sophronia Smith, Alternate Compliance Officer

The Compliance Officer shall:

- receive reports or complaints of discrimination;
- conduct or 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; and
- ensure that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal employment opportunity, and has the authority to protect the alleged victim and others during the investigation.

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

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.

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

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

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

### **Salaries**

Teachers with full-time public school teaching experience outside of Northumberland County Public Schools will be credited with such experience. The School Board has the authority to grant credit for teaching experience outside public education. Other employees will be given credit for past work experience commensurate with their held position.

### **Employee Identification Cards**

As part of the safety program in Northumberland County Public Schools, all Northumberland County Public School employees will be required to wear picture identification cards (provided by the school system) on school property during contractual days and hours. If an employee loses their identification card, the employee will report the loss to the Human Resources Specialist at the School Board Office so a new card may be made.

### **Licensure**

Requisite licenses are required for all professional staff members. Teaching staff are required to have current teaching licenses that include appropriate endorsements for their teaching assignment. It is the responsibility of professional staff members to comply with licensure and renewal regulations as determined by the Virginia Department of Education. The Director of Instruction and Student Support Services and Human Resources Specialist will assist employees with the licensure application and licensure renewal process. All new teachers must complete all licensure application requirements within the first sixty (60) days of employment. Failure to apply

for a license may result in the employee's contract being amended and the position being changed to a long-term substitute status (this may affect benefits) until application for the license is made.


The employee is responsible for maintaining a current license and for staying informed regarding licensure regulations set by the Virginia Department of Education (VDOE). The employee is responsible for Licensure Renewal. Information may be found on the [VDOE Website](#).

#### Licensure Renewal

**Licenses for renewal may be submitted to the Office of Licensure any time after January 1 of the year of expiration. Renewal requests should not be submitted prior to January 1 of the year of expiration.**

(The Application for License Renewal is contained within the Virginia Licensure Renewal Manual.)

- [Virginia Licensure Renewal Manual](#) (Word) – This manual is for a five-year renewable license. Effective July 1, 2018, the Technology Standards requirement was eliminated for teachers seeking initial licensure or renewal of a license. Also effective July 1, 2018, renewable licenses will be issued for ten years.
- [Child Abuse and Neglect Recognition and Intervention Training](#)
- [Emergency First Aid, CPR & AED Certification or Training](#) – **IMPORTANT NOTICE** (Flexibility provision for *hands-on CPR* due to the impact of COVID-19): Until January 1, 2022, any individual seeking an initial license or licensure renewal and who has completed all other components of training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators shall be relieved of the requirement to have hands-on practice of the skills necessary to perform cardiopulmonary resuscitation for the purpose of their licensure application (§ [22.1-298.1.D](#)).
- [Dyslexia Awareness Training](#) – Effective July 1, 2017, every person seeking initial licensure or renewal of a license shall complete awareness training, provided by VDOE, on the indicators of dyslexia, as that term is defined by the board pursuant to regulations, and the evidence-based interventions and accommodations for dyslexia.

- [Cultural Competency Training](#) – As required by [Code of Virginia § 22.1-298.7](#), no later than the beginning of the 2022-2023 school year, each school board employee, including teachers, leaders, and other licensed staff, is required to complete cultural competency training or instruction. In addition, effective July 1, 2023, every person seeking initial licensure or renewal of a license shall complete instruction or training in cultural competency.
- **School Counselor Training** – Effective July 1, 2017, the *Code of Virginia* requires every person seeking initial licensure or renewal of a license with an endorsement as a school counselor to complete training in the recognition of mental health disorder and behavioral distress, including depression, trauma, violence, youth suicide, and substance abuse. Go to [Superintendent's Memo #313-17](#) for additional information on [training options](#).
- [Virginia History or State and Local Government Module](#)  – **This requirement applies for purposes of the individual's next or initial renewal occurring after July 1, 2014.** Successful completion of the Virginia State and Local Civic Education Module will satisfy this renewal requirement. **Any individual who has previously taken the Civics Module must choose "Reset Progress" and "Start Over" to be able to begin training.** Please print and submit the module certificate with renewal documentation. For more information, and to see a list of teaching endorsements that permit an individual holding a valid Virginia teaching license to teach (i) middle school civics or economics, or (ii) high school government or history, please see [Superintendent's Memo #053-14](#).
- [Licensing of Speech-Language Pathologists](#)

#### Teacher Performance Evaluation System

- Starting in the 2022-2023 school year, the updated Teacher Performance Evaluation System will be implemented. See the following [resources from the Virginia Department of Education](#) for more information.
- [The Teacher Performance Evaluation System Handbook](#)

## **Title IX**

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: No person 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 any education program or activity receiving Federal financial assistance.

Title IX applies to institutions that receive federal financial assistance from ED, including state and local educational agencies. These agencies include approximately 16,500 local school districts, 7,000 postsecondary institutions, as well as charter schools, for-profit schools, libraries, and museums. Also included are vocational rehabilitation agencies and education agencies of 50 states, the District of Columbia, and territories and possessions of the United States.

Educational programs and activities that receive ED funds must operate in a nondiscriminatory manner. Some key issue areas in which recipients have Title IX obligations are: recruitment, admissions, and counseling; financial assistance; athletics; sex-based harassment; treatment of pregnant and parenting students; discipline; single-sex education; and employment. Also, a recipient may not retaliate against any person for opposing an unlawful educational practice or policy, or made charges, testified or participated in any complaint action under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX. The ED Title IX regulations (Volume 34, Code of Federal Regulations, Part 106) provide additional information about the forms of discrimination prohibited by Title IX.

## **OCR's Enforcement of Title IX**

OCR vigorously enforces Title IX to ensure that institutions that receive federal financial assistance from ED comply with the law. OCR evaluates, investigates, and resolves complaints alleging sex discrimination. OCR also conducts proactive investigations, called compliance reviews, to examine potential systemic violations based on sources of information other than complaints.

In addition to its enforcement activities, OCR provides technical assistance and information and guidance to schools, universities and other agencies to assist them in voluntarily complying with the law. OCR's Title IX Resource Guide PDF (501K) is a useful tool for schools and their Title IX coordinators to understand schools' obligations under Title IX.

For assistance related to Title IX or other civil rights laws, please contact OCR at [OCR@ed.gov](mailto:OCR@ed.gov) or 800-421-3481, TDD 800-877-8339.

## **Professional Attire**

Employees are expected to be mature, professional, capable and competent, and they are expected to project these qualities in their appearance. School building administrators and School Board Office administrators are responsible for ensuring that the Professional Attire Expectations are enforced.

### **Professional Attire**

1. Expectations delineated in the Student Dress Code, located in the *Code of Student Conduct*, apply to all employees.
2. Employee safety and medical conditions shall be considered regarding professional attire.
3. Administrators shall be sensitive to religious exemptions that may be needed.
4. Job assignments may be considered when making decisions regarding professional attire.
5. Employees shall be neat and clean in their appearance.
6. Shoes must provide adequate protection during the workday.
7. Blue or denim jeans are allowed on “casual work days” and “spirit days” and must be pre arranged by the immediate supervisor.
8. Facial, lip, and tongue jewelry that create a substantial disruption to the learning environment are not allowed.
9. Inappropriate tattoos shall be covered.
10. Any attire and grooming issues that detract from or impede a safe and productive learning environment are not allowed.

## **Employee Classifications**

Employees are classified as either exempt or non-exempt for pay administration purposes, as determined by the federal Fair Labor Standards Act (FLSA). The nature of the employee’s position and the method of compensation determine the employee’s classification.

The definitions of the worker classification categories can be summarized as follows:

**Exempt:** Administrators and professional staff whose positions meet FLSA exemption requirements, are paid on a salary basis and are exempt from overtime pay requirements. Exempt employees are paid a guaranteed salary regardless of the actual number of hours worked per week. Exempt employees do not receive overtime pay.

**Non-exempt:** Employees whose positions do not meet the FLSA exemption requirements are paid based on the actual number of hours they work each week. Any hours actually worked in excess of 40 hours will be paid at 1½ times the employee's regular hourly rate. Non-exempt employees are not permitted to work overtime without express supervisor authorization.

In addition, each employee's status is defined as one of the following:

**Full-time:** Employees who are regularly scheduled to work a minimum of 40 hours per week are considered to be full-time. Such full-time employees are eligible for all benefits offered to their job classification after applicable requirements for length of service have been met. *For medical, dental and vision benefits an employee is considered full time if the employee is regularly scheduled to work at least 30 hour per week.*

Northumberland County Public Schools supplements its regular workforce with substitute employees to help compensate for workload, employee absences, or other situations.

**Part-time:** Employees who are regularly scheduled to work less than 40 hours per week are considered to be part-time.

### **Attendance**

Employee's shall attend work regularly and will be punctual. Absenteeism and tardiness create a burden for other employees and will be disruptive to the educational process.

When you are unable to work due to illness or an accident, please promptly notify your immediate supervisor. In the event your immediate supervisor is unavailable, you must speak with the Director of Instruction/Superintendent/Superintendent's Designee. Leaving a message with another staff member or on voicemail is not an accepted notification of absence.

If you become ill at work or must leave for some other reason before the end of the workday, be sure to inform your supervisor of the situation and sign out. You will be compensated for authorized absences for which you have available leave, in accordance with the provisions described in this handbook. If you do not have sufficient leave time available under the applicable leave policies to fully cover an authorized absence, you will not be paid for the absence.



**Pay**

Employees are paid over twelve (12) months regardless of the fact that the employee will actually work over a shorter time period. Specifically, the employee will receive twelve (12) equal monthly payments. Direct deposit of all pay is mandatory.

In the event that a separation from service occurs before the end of the twelve (12) month payment period, the employee will be entitled to an additional payment for the amount actually earned from the beginning of the twelve (12) month pay period until the date of separation from service which has not yet been paid. This additional payment will be included in the employee's final paycheck. For this purpose, "separation from service" has the same meaning as that term is defined in section 1.409A-1(h) of the Treasury Regulations. (See NCPS File: GCB-R1 for complete Regulation.)

**Lunch Periods**

The schedule for meal periods should be established on the basis of work requirements in each building/office. Work with your immediate supervisor to determine a 20-30 minute lunch period.

**Rest Periods (if applicable)**

Employees may take up to two rest periods per day. Consult with your immediate supervisor to determine your rest period(s).

**Overtime**

The Northumberland County School Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of the employee's immediate supervisor. All overtime work must be approved in writing by the superintendent or superintendent's designee. All supervisory personnel must monitor overtime on a weekly basis and report such time to the superintendent or superintendent's designee. Principals and supervisors monitor employees' work, ensure that overtime provisions of this policy and the Fair Labor Standards Act (FLSA) are followed, and ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than forty (40) hours in a work week. For auditing purposes, and to comply with the Affordable Care Act (ACA), accurate and complete timesheets of actual hours worked during the work week must be signed by the employee, the immediate supervisor, and then submitted to the Finance Specialist. The Finance Specialist reviews work records of employees on a regular basis to comply with ACA and FLSA.

### **Affordable Care Act**

The Affordable Care Act (ACA) offers part-time employees who consistently work over 130 hours per month during the measurement period of September to June to certain employer-paid benefits. The Director of Finance, Finance Specialist, and Human Resources Specialist monitor hours worked monthly by referring to the employee's monthly timesheet. These hours will be used during the measurement period for ACA accounting and eligibility to determine qualification for employer paid health benefits. Eligibility notification under the ACA will be sent in August of each year.

### **Employee Benefits**

MarkIII Representative:

Evan Brigman  
(704)365-4280 x310  
[evan@markiiieb.com](mailto:evan@markiiieb.com)  
AFLAC  
Health Savings  
Account (HSA)  
Flexible Spending  
Account (FSA)

Anthem Member Support

(800) 552-2682  
[www.anthem.com/tlc](http://www.anthem.com/tlc)

Delta Dental

(888) 335-8296  
[www.deltadentalva.com](http://www.deltadentalva.com)

ID Card Order Line

(866) 587-6713

NCPS Finance: Human Resources Specialist

Shelley VanLandingham

(804) 529-6134

[svanlandingham@nucps.net](mailto:svanlandingham@nucps.net)

NCPS Leave Specialist

Lisa Day

(804) 529-6134

[lday@nucps.net](mailto:lday@nucps.net)

NCPS Finance: Payroll Specialist

Valerie Parker

(804) 529-6134

[vparker@nucps.net](mailto:vparker@nucps.net)

NCPS Director of Finance

Jason Bellows

(804) 529-6134

[jbellows@nucps.net](mailto:jbellows@nucps.net)

## **Employer Paid Benefits**

### **Health Insurance**

The employer contribution towards health insurance is reviewed and updated annually. The School Board contribution is currently based upon the cost of single coverage for the Anthem Key Advantage 1000 Comprehensive Plan. Health insurance is available to all full-time employees and those employees who may qualify under the ACA.

### **Sick Leave Bank (VRS Plan 1 & 2 Members)**

Employees may participate in a Sick Leave Bank for Virginia Retirement System (VRS) Plan 1 and Plan 2 employees to be used when an employee who is a member of the Sick Leave Bank is incapacitated by long-term personal illness or injury.

Membership in the bank is voluntary and will be established by the donation of one day of sick leave to the bank by the employee. An employee who does not enroll when first eligible may do so between any subsequent September 1 and October 15 by making an application and providing satisfactory evidence of good health to the Board.

Any new employee may enroll within the first thirty calendar days of employment. A member of the bank will not be able to utilize sick leave bank benefits until his/her own sick leave is depleted. The first thirty (30) consecutive contract days of illness or disability will not be covered by the bank, but must be covered by the member's own accumulated sick leave or leave without pay. A maximum of forty-five (45) days each school year may be drawn by any one member from the bank. Days drawn from the bank for any one period of eligibility must be consecutive, except additional periods of illness or disability resulting from a recurrence or relapse of the original illness or disability, which will be covered fully on a continuing basis up to the annual maximum of forty-five (45) days. Otherwise, a member must return to work and must meet the original requirements before becoming eligible to utilize sick leave bank benefits again.

Request to use the sick leave bank must be submitted in writing to the division superintendent/designee.

At such time as the bank is depleted to fifty (50) days, the members of the bank shall be assessed an additional day of their accumulated sick leave, unless they choose in writing not to participate further in the bank. Members who have no accumulated sick leave to contribute at the time of assessment will be assessed this day by October 15th or the following year.

Members utilizing sick leave days from the bank will not have to replace these days except as a regular contributing member to the bank. Upon termination of employment, or withdrawal of membership from the bank, participating employees shall not be permitted to withdraw their contributed days. (NCPS File: GCBD-R2)

### **Sick Leave**

**Allowances** (VRS Plan 1 or VRS Plan 2 Employees): Each full-time employee in the Northumberland County Public Schools shall earn sick leave at the rate of one day per contract month of employment without loss of pay. An employee new to the school system cannot claim any sick leave until he has reported for duty in accordance with the terms of his contract. An employee may borrow leave not to exceed what he is eligible to earn during the current school year. The borrowed leave may not be of a value that exceeds the amount of compensation due the employee. If a person has been granted borrowed leave and terminates his employment, unearned leave pay will be deducted from the balance due on a per diem basis. Teachers in summer school will be credited with one day of sick leave (per session) which may be added to their accumulated leave if not used. Part-time certified employees (half-time or more) shall earn sick leave at a rate of five (5) days per contract year and are not eligible for accumulation.

**Accumulating Sick Leave** ((VRS Plan 1 or VRS Plan 2 Employees): Sick leave, if not used, may accumulate to a maximum of two hundred ten (210) days.

**Use of Leave:** Sick Leave shall be allowed for a personal illness, including quarantine, or illness in the immediate family requiring the attendance of the employee for not more than three days in any one case or in certain instances, at the discretion of the superintendent.

**Termination of Accumulated Sick Leave and Transfer of Sick Leave (VRS Plan 1 or VRS Plan 2):** All accumulated sick leave shall terminate, except as defined, upon the expiration of employment. A certified employee will be presumed to have left the profession if he accepts employment other than in the public school system in Virginia, or is unable to serve in the public schools of Virginia for a period of three consecutive years because of illness or physical disability or family responsibility. Employees who leave the profession to enter the armed services do not forfeit accumulated earnings unless they fail to return to the profession immediately upon discharge from an original tour of duty in the armed services.

**Local Supplementary Regulation:** The submission of a doctor's certificate in case of absence due to illness may be requested at the discretion of the superintendent.

**Employee Absences and Scheduling Substitute Teachers:** All employees shall notify their immediate supervisors of necessary absences as far in advance as possible. For an illness or emergency occurring in the morning prior to school, a teacher is to notify his principal prior to 7:30 a.m. The principal shall call the designated clerk, who is charged with the responsibility of contacting substitute teachers, any time after 7:00 a.m., and shall call as early as possible. If the principal schedules a substitute teacher in advance, the principal must inform the designated clerk. Teachers should not call the clerk directly but should contact their principal. When the principal cannot be reached, he can designate one person to receive calls and notify the clerk of substitute requests, but normally the principal must be contacted directly.

**Sickness and Disability (VRS Hybrid Employees):** New hires or re-hires that begin employment after January 1, 2014, or persons that opt-in to the VRS Hybrid Retirement Plan will follow a sick leave policy under this section known as the Hybrid Sickness and Disability Program. Each full-time employee in the Northumberland County Public Schools shall earn sick leave at the rate of one day per contract month of employment. Sick leave may accumulate to a maximum of seventy-five (75) days. Sick leave balances are not paid out upon separation or termination of employment. Upon a sickness, illness, or disability that lasts more than seven (7) consecutive days, contact Northumberland County Schools' Human Resources Representative.

**Emergency COVID-19 Leave** (Per Board Approval July 11, 2022)

Employees, whether vaccinated or not, will have access to emergency paid leave if they provide a letter from the Virginia Department of Health and/or the Three Rivers Health District requiring that they quarantine for specific dates, not to exceed 5 days beginning July 1, 2022, through January 17, 2023. The Emergency Paid Leave only applies for exposures that have occurred during an employee's duties at Northumberland County Public Schools. It is required that quarantined employees telework during this time.

**Personal Leave**

All full time VRS Plan 1, VRS Plan 2, or VRS Hybrid personnel who are under contract in the Northumberland County School System shall receive three (3) personal days per year, accumulative to six (6) days. All part-time certified employees (half-time or more) shall earn one (1) personal day per contract year, no accumulation.

After accumulating the maximum of six days, eligible VRS Plan 1 or VRS Plan 2 employees who do not use a personal day during the term of contract, may transfer three days to sick leave. The total accumulated sick leave may not exceed the maximum allowed.

However, if the employee has accumulated the maximum allowed sick leave, the employee will receive a payment of \$70.00 for the unused personal day in the July payroll.

All bus drivers assigned to a regular route in the Northumberland County School System shall receive one (1) personal day per year after completing two years of employment, no accumulation.

The School Board discourages extended leave requests for pleasure and non-essential trips. In special circumstances, the Board may grant a short period of leave not to exceed one week. The employee shall forfeit per diem pay for all days not defined as personal leave.

An employee may not have special leave granted more than once in a four-year period. Any teacher who leaves without prior approval is violating his/her contract and may be released from service upon a hearing by the School Board.

In requesting personal leave, the employee must notify the immediate supervisor at least two working days in advance of the anticipated absence. Personal leave may not be taken on a day immediately preceding or following a school holiday or the first or last day of the session. In an emergency, exceptions may be granted by the superintendent.

### **Annual Leave**

Persons employed full time for ten months, as defined by a contractual period to include 200 days consisting of 180 minimum pupil days (990 hours), 10 scheduled work days and 10 work days assigned at the discretion of the Northumberland County School Board, shall have the holidays, specified in the official school calendar as adopted by the Northumberland County School Board. The extended holidays provided in the calendar shall serve in lieu of annual leave.

Persons employed full time for ten calendar months, as defined by a contractual period extending from a beginning calendar date to an ending calendar date, shall have the holidays specified in the official school calendar as adopted by the Northumberland County School Board. The extended holidays provided in the calendar shall serve in lieu of annual leave.

Persons employed full time for eleven calendar months, as defined by a contractual period extending from a beginning calendar date to an ending calendar date, shall have the holidays specified in the official school calendar as adopted by the Northumberland County School Board. The extended holidays provided in the calendar shall serve in lieu of annual leave.

Persons employed part-time, except custodians and maintenance/shop personnel, shall have the holidays specified in the official school calendar as adopted by the Northumberland County School Board and are not eligible for annual leave.

Custodians and maintenance/shop personnel employed part time are not eligible for annual leave.

Certified persons employed full time for twelve calendar months shall earn 0.5 day per month annual leave during the first year of full time twelve month employment. During the second through the fifth year of continuous twelve-month employment, Certified persons earn 1.0 day per month annual leave. After completing five years of continuous twelve-month employment, Certified persons earn 1.25 days per month annual leave. After completing ten years of continuous twelve month employment, professional persons earn 1.5 days per month annual leave.

Classified persons employed full time for twelve calendar months shall earn 0.5 day per month annual leave during the first year of full time twelve-month employment. During the second through tenth year of continuous twelve-month employment, classified persons earn 1.0 day per month annual leave. After completing ten years of continuous twelve- month employment, classified persons earn 1.25 days per month annual leave.

Certified persons may accumulate a maximum of 36 paid annual leave days. Classified persons may accumulate a maximum of 30 paid annual leave days. Annual leave days not taken after the accumulation of allowed maximum are lost.

Any employee who plans to retire or resign and wishes to use his or her earned annual leave must do so prior to termination of employment.

Such annual leave days shall be arranged at a time mutually satisfactory to the person involved, the principal, or other immediate supervisor, and the superintendent. In no case shall more than ten (10) annual leave days be taken in any one month period.

Compensatory days will be allowed at the discretion and approval of the superintendent.

**Sick Leave, Personal Leave, Annual Leave**

	<b>F/T Staff VRS Plan 1&amp;2</b>	<b>F/T Staff VRS Hybrid</b>	<b>Regular Bus Drivers</b>	<b>F/T Food Service Staff</b>	<b>P/T Staff</b>
<b><u>Personal Leave</u></b> <b>NCPS File:</b> GCBD-R6	Three (3) days per year, accumulative to six (6) days.	Three (3) days per year, accumulative to six (6) days.	One (1) day per year after completing two years of employment. No accumulation.	<b>VRS Plan 1 &amp; 2:</b> Three (3) days per year, accumulative to six (6) days. <b>Hybrid:</b> Three (3) days per year, accumulative to six (6)	One (1) day per year.
<b><u>Sick Leave</u></b> <b>NCPS File:</b> GCBD-R1 <b>NCPS File:</b> GCBD-R3 <b>NCPS File:</b> GCBD-R4	One day per contract month (10, 11, 12), accumulative to a maximum of (210, 211, 212) days.	One day per contract month (10, 11, 12), accumulative to a maximum of (75) days.	Seven (7) days per contract year. Accumulative to a maximum of (15) days.	<b>VRS Plan 1 &amp; 2:</b> One half (1/2) day per contract month (5-days per year). Accumulative to a maximum of (200) days.  <b>Hybrid Plan:</b> One day per contract month accumulative to a maximum of (75) days.	<b>Cafeteria Staff:</b> Three (3) days per year, accumulative to (20) days  <b>Certified Staff:</b> Five (5) days per contract year, no accumulation.
<b><u>Annual Leave</u></b> <b>NCPS File:</b> GCBD-R9	<b>12-Month Certified Personnel:</b> ½ day per month for the first year; 2-5 year 1 day per month; after 5 years of employment 1.25	<b>12-Month Certified Personnel:</b> ½ day per month for the first year; 2-5 year 1 day per month; after 5 years of employment 1.25	N/A	N/A	N/A



	<p>days per month.; after 10-years of employment 1.5 days per month. Accumulative to a maximum of 36 days.</p> <p><b>12-Month Classified Personnel:</b> ½ day per month during first full year of full-time employment; 2-10 years, 1 day per month; after 10-years of continuous employment 1.25 days per month. Accumulative to a maximum of 30 days.</p>	<p>days per month.; after 10-years of employment 1.5 days per month. Accumulative to a maximum of 36 days.</p> <p><b>12-Month Classified Personnel:</b> ½ day per month during first full year of full-time employment; 2-10 years, 1 day per month; after 10-years of continuous employment 1.25 days per month. Accumulative to a maximum of 30 days.</p>			
<p><b><u>Bereavement Leave</u></b>  <b>NCPS File:</b>  GCBD-R8</p>	<p>Up to three (3) days. If additional time is required, employee may use sick leave.</p>	<p>Up to three (3) days. If additional time is required, employee may use sick leave.</p>	<p>Up to three (3) days. If additional time is required, employee may use sick leave..</p>	<p>Up to three (3) days. If additional time is required, employee may use sick leave.</p>	<p>N/A</p>

Refer to the NCPS Policy Manual found on the website under School Board at [www.nucps.net](http://www.nucps.net) to read the complete policy.

**Under use of sick leave and bereavement leave, immediate family is described as:** The immediate family of an employee shall be regarded to include natural parents, grandparents, adoptive parents, foster parents, stepmother, stepfather, wife, husband, children, grandchildren, brother and 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 an employee is limited only in that the relative, however distant, must live in the household of the employee.

### **How to Apply for Leave**

All employees use the Employee Self-Serve to enter absences. Employee Self-Serve may be accessed from the homepage of the school website at [www.nucps.net](http://www.nucps.net). Go to Employment/HR, and from the drop-down menu select Employee Self Serve. Or, you may enter from your homepage <https://northumberland-k12-ess.secure.openrda.net/user/login>

### **When you log-in for the first time:**

User-name is your first initial, middle initial and last name. The field is not case sensitive. If your payroll record does not include your middle initial, then the initial will not be part of your user name. If your last name is hyphenated, then your username will include the hyphen.

Password - Your initial password is your first initial, last initial and last four digits of your social security number. This field is case sensitive ; letters must be uppercase. Upon your first log-in, you will be prompted to select a security question and set a new password.

It is important that you make sure your email address in the system is correct. You may change your email address if needed. Your email address will be used if you need your password reset.

You will be able to view and edit your personal information, jobs, benefits, and view/print past pay checks/transmittals. There is also a place to download federal and state tax forms if you want to change your withholding.

For additional assistance with leave, please contact the NCPS Leave Specialist or the NCPS Human Resource Specialist.

### **Virginia Retirement System (VRS)**

All full-time employees of NCPS are enrolled in the Virginia Retirement System (VRS). Plan 1 and Plan 2 are known as the Legacy plans. Any employee hired after January 1, 2014 was automatically enrolled in the Hybrid Plan. Every employee contributes 5% monthly to his/her retirement. plan. The employer contribution rate ranges between 10.31% to 15.32% depending on the employer group you are assigned to based upon your job.

In addition to the employer contribution towards your retirement, as a full-time employee you are automatically enrolled in a group life insurance plan through Minnesota life. Your death benefit is equal to two times your annual salary.

To learn more about the Virginia Retirement System and your specific retirement plan, please visit [www.varetire.org](http://www.varetire.org).

### **Donation of Leave**

Employees may not donate sick leave days to another employee outside of the sick leave bank. Employees will need to participate in the Sick Leave Bank, as outlined in the School Board policy in order to qualify for additional days if needed.

### **Employee Rights & Responsibilities under the Family Medical Leave Act**

The Northumberland County School Board recognizes its obligation to provide its eligible employees with unpaid leave pursuant to the Family and Medical Leave Act (FMLA), 29 U.S.C. § 2601 et seq. This policy describes the benefits available to eligible employees under the Act.

### **Definitions**

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

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

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

**Leave**

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

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

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

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

## **Notice to Employees of Their Rights under the FMLA**

### **Posting and General Notice**

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

### **Eligibility Notice**

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

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

- that the leave may be designated and counted against the employee's annual FMLA leave entitlement and the 12-month period for FMLA entitlement;
- any requirements for the employee to furnish certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status, and the consequences of failing to provide certification;
- that the division will substitute paid leave for unpaid leave and any conditions related to the substitution and the employee's right to take unpaid FMLA leave if the employee does not meet the conditions for paid leave;

- any requirement for the employee to make any premium payments to maintain health benefits and the arrangements for making such payments, and the possible consequences of failure to make such payments on a timely basis;
- the employee's rights to maintenance of benefits during the FMLA leave and restoration to the same or an equivalent job upon return from FMLA leave; and
- the employee's potential liability for payment of health insurance premiums paid by the employer during the employee's unpaid FMLA leave if the employee fails to return to work after FMLA leave.

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

The Notice of Rights and Responsibilities will also include notice that employees on FMLA leave must report their status and intention regarding returning to work to the division at least every four weeks. If the information provided by the Notice of Rights and Responsibilities changes, the division will, within five business days of receipt of the employee's first notice of need for leave subsequent to any change, provide written notice referencing the prior notice and setting forth any of the information in the Notice of Rights and Responsibilities that has changed.

### **Designation Notice**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the division; and
2. provide the division with at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

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

The School Board may require that a request for leave because of the employee's own serious health condition be supported by a certification issued by a health care provider of the employee. The division may use Form WH-380-E (Attachment 2) for this certification. The division should request that the employee furnish certification when the employee gives notice of the need for leave



or within five business days thereafter, or, in the case of unforeseen leave, within five business days after the leave begins. The division may request certification at a later date if it later has reason to question the appropriateness of the leave or its duration. The employee must provide a complete and sufficient certification within 15 calendar days after the division's request. When the division requests certification, it will advise the employee of the anticipated consequences of the employee's failure to provide adequate certification.

**Certification will be sufficient if it states the following:**

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

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

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

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

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

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

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

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

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

1. make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the division; and
2. provide the division with at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

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

The School Board may require that a request for leave to care for an employee's spouse, parent, or child with a serious health condition be supported by a certification issued by a health care provider of the family member in need of care. The division may use Form WH-380-F (Attachment 3) for this medical certification. The division should ask the employee to furnish certification when the employee gives notice of the need for leave or within five business days thereafter, or, in the case of unforeseen leave, within five business days after the leave begins. The division may request certification at some later date if it has reason to question the appropriateness of the leave or its duration. The employee must provide the requested certification within 15 calendar days after the division's request. When the division requests certification, it will advise the employee of the anticipated consequences of the employee's failure to provide adequate certification.

**Certification will be sufficient if it states the following:**

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

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

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

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

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

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

### **Rules for Intermittent and Reduced Schedule Leave**

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

When an eligible employee employed principally in an instructional capacity requests leave to care for a family member with a serious health condition, leave because of the employee's own serious health condition, or leave to care for a covered servicemember and the leave is foreseeable based on planned medical treatment and the employee would be on leave for greater than 20 percent of the total

number of working days in the period during which the leave would extend, the school division may require the employee to elect either

1. to take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
2. to transfer temporarily to an available alternative position offered by the school division for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the employee's regular employment position.

The school division may require an employee to make such an election when the employee has

1. made a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the division, subject to the approval of the health care provider; and
2. has provided the division with not less than 30 days' notice before the date the leave is to begin, of the employee's intention to take leave, except that if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

#### **Rules for Husband and Wife Employed by Northumberland County School Division**

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

A husband and wife who are both eligible for family and medical leave and are employed by Northumberland school division shall be granted family and medical leave only for a combined total of 26 workweeks per year if the leave

1. is taken to care for a covered servicemember; or
2. is taken as a combination of leave to care for a covered servicemember and leave for the birth, foster placement, or adoption of a child or to care for the child after birth, adoption, or foster placement or to care for a parent with a serious health condition. However, if the leave taken by the husband and wife includes leave for the birth, foster placement, or

adoption of a child or to care for the child after birth, adoption, or foster placement or to care for a parent with a serious health condition, the leave for that reason shall be limited to 12 workweeks per year.

### **Benefits During Family and Medical Leave**

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

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

### **Return to Work**

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

The following return to work provisions apply to instructional employees:

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

continue taking leave until the end of the academic term if the leave is longer than two (2) weeks in duration and the return to work would occur during the last two (2) weeks of the academic term.

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

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

### **Outside Employment**

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

### **Health Insurance Portability & Accountability Act**

HIPAA is the acronym for the Health Insurance Portability and Accountability Act that was passed by Congress in 1996. HIPAA does the following:

- Provides the ability to transfer and continue health insurance coverage for millions of American workers and their families when they change or lose their jobs;
- Reduces health care fraud and abuse;
- Mandates industry-wide standards for health care information on electronic billing and other processes; and
- Requires the protection and confidential handling of protected health information

The HIPAA Privacy regulations require health care providers and organizations, as well as their business associates, to develop and follow procedures that ensure the confidentiality and security of protected health information (PHI) when it is transferred, received, handled, or shared. This applies to all forms of PHI, including paper, oral, and electronic, etc. Furthermore, only the minimum health

information necessary to conduct business is to be used or shared. NCPS employees shall comply with all HIPPA guidelines.

### **Workplace Injuries**

Workplace injuries are those injuries that arise out of and in the course of gainful employment. Generally, injuries received while not at work are not covered. Injuries should be reported to your immediate supervisor and an accident report should be filed with the school nurse/immediate supervisor on the date of the injury/suspected injury. You will be provided with a list of locations that are approved by the schools insurance carrier and to receive treatment. Questions related to workers compensation should be directed to the Human Resources Specialist.

### **Staff Time Schedules**

The workday for full time licensed and professional staff is a minimum of seven hours and thirty minutes and continues until professional responsibilities

### **Request to Attend a Conference or Workshop**

Staff members who wish to attend a conference or workshop for a school related matter should make the request to the building principal or immediate supervisor by submitting a Professional Leave Request form located on the school division's website at [www.nucps.net](http://www.nucps.net), under Faculty & Staff, Forms. The building principal or immediate supervisor must approve the conference or workshop. The amount of reimbursement will be established and indicated on the form and will be funded through Professional Development in the budget. Upon returning from the conference or workshop, the appropriate receipts and forms must be submitted to the building principal/designee or administrator/designee for processing.

Registration for a conference may be made by the Payroll Specialist following the approval by the Director of Instruction and the Director of Finance.

### **Travel**

The purpose of the travel regulation is to insure public funds are being used appropriately and costs are reasonable. Any variation from these guidelines must be approved in advance by the superintendent/designee for extenuating circumstances.



Professional leave forms should be submitted two (2) weeks prior to the requested event. Professional leave forms must be approved by your direct supervisor before submitting to the School Board Office designee. Travel will be approved once the School Board Office designee signs and approves the Professional Leave Request/Verification Form.

### **Transportation**

A county car should be used for all travel when available. If unavailable, reimbursement will be made for use of a personal car at the current IRS mileage rate per mile once approval for use of a personal vehicle has been granted. The Director of Transportation will assign a county car, or notify the employee that none is available, and use of a personal vehicle is authorized. Mileage reimbursement will be made for the most direct route to the destination including necessary local travel at the destination. Personal side trips while on authorized travel are not reimbursable.

Tolls and parking charges are reimbursable with a receipt and with prior authorization. No reimbursements will be made without a receipt. Traffic violations or parking tickets are not reimbursable and are the responsibility of the employee.

### **Lodging**

The Finance Specialist will be notified of professional leave requests when lodging is needed. Reservations will be made according to the conference information attached. The employee will receive lodging confirmations information via email. Lodging will be approved at the meeting site at the federal rate or the convention rate whichever is less. If no lodging is available at the site, an alternate hotel/motel may be used not to exceed the federal reimbursement rate at the meeting site. If the meeting is held at a site that does not offer lodging, a lodging rate not to exceed the federal per night excluding taxes is authorized. Telephone calls, newspapers, and other incidental expenses of a personal nature, charged to the hotel room are not permitted.

### **Meals**

Meetings that include meals and/or banquets as part of the registration fee will be paid with the registration fee. No further meal allowance will be made when the meal is provided for as part of the registration. Banquets and /or meeting meals will be paid for at the stated rate in the conference literature. All other meals will be reimbursed at the following rate, including taxes. Under no conditions will the purchase of alcoholic beverages be reimbursed.

Meals are payable on a reimbursement basis. Meals qualify for reimbursement only if the request includes overnight travel, provided the meal is not included as part of the conference fee. For day trips, meals are not reimbursable.

Reimbursable limits for meals are: Breakfast, \$8.00; Lunch, \$12.00; Dinner, \$25.00. Meal allocations cannot be combined.

Meals taken on a departure or return day will be reimbursed at the above individual meal rate only with no carryover provision allowed for a skipped meal.

All travel, lodging, and meal reimbursements **must** be accompanied by an itemized dated receipt. A credit card receipt showing totals only will not qualify as an itemized receipt for reimbursement.

Federal Guidelines will apply for any travel paid by federal funds. These guidelines may be more restrictive than local regulations. Persons requesting travel will need to know the source of funding and applicable travel guidelines.

### **Processing of Reimbursement Requests**

To submit for reimbursement, use the Request for Reimbursement of Expenses Form, and attach a copy of the approved Professional Leave Form and proof of claimed expenses. Proof of expense, where applicable, includes original credit card receipts, a hotel settlement statement, parking receipts, or, if paid by personal check, a copy of the cancelled check. Have your Supervisor approve the reimbursement request and send it to the School Board Office, Attn: Accounts Payable. (See NCPS File: DLC-R for complete Regulation.)

### **Jury Duty**

Upon serving jury duty, a copy of the check received from the court or letter indicating the amount to be paid should be submitted to the Finance Specialist within two months of serving. This amount will be shown as a reduction of pay for the time period served. A full day's pay will be deducted if notice is not received by the end of the second month. If an employee is dismissed from jury duty the night prior to serving, that employee is expected to notify their immediate supervisor, cancel their absence in ESS and report to work.

### **Tutoring for Pay**

Staff members may not be paid by anyone other than the Northumberland County School Board for tutoring students enrolled in a class under their direction. Refer to School Board Policy GCQAB: Tutoring for Pay located on the division's website at [www.nucps.net](http://www.nucps.net).

## **Tuition Reimbursement**

Teachers, administrators, and classified personnel may receive tuition assistance for college-level courses which are used for license renewal/recertification, classes which provide content knowledge to acquire the “highly qualified” designation, improve technical knowledge for employment productivity, or are for advanced degree programs contributing to educational content knowledge or educational leadership under the following conditions:

- a. The courses are approved in advance of the start of the course in writing by the division superintendent or his/her designee.
- b. Persons requesting tuition assistance must complete the “Application for Tuition Assistance” form and submit the completed form to the school board office. Proof of payment must be provided. Only tuition will be reimbursed.

Northumberland County Schools will pay up to \$440.00 in tuition costs per class for undergraduate courses and \$733 per class in tuition costs for graduate courses. No more than two courses per year per individual will be funded. If a teacher is pursuing National Board Certification, Northumberland County Schools will pay up to \$475 per semester per component. No more than two components per year per individual will be funded. All reimbursements are contingent upon availability of funds.

Employees receiving tuition assistance must have an official transcript sent to the school board office following the completion of the course. Persons receiving tuition assistance may be required to repay the school division all or part of the assistance if any one of the following occurs:

- a. The grade earned for the course is below a “C” for undergraduate level courses, below a “B” for graduate level courses and an “F” for a college course taken under the “Pass-Fail” option.
- b. The employee withdraws from the courses without completion.

Employees who resign from their position within one year of receiving the tuition assistance will be required to repay the total amount of the tuition assistance received. If the employee leaves after more than one year, but less than two years after the completion of the courses, they will be required to repay one half of the tuition assistance. After completing two years of employment from the end of the course, no reimbursement will be required. Any amount owed by the employee may be deducted from the employee’s wages. If an employee is terminated, the employee will be personally liable for any outstanding amounts due to the school division.

Employees that are completing a certification/degree that is necessary to retain employment may request in writing to have a third class reimbursed under the following conditions:

- The employee is being hired to fill a position that has remained vacant for one school year.
- The employee needs to complete the certification/degree in a time period for which more than two classes per school year are needed; and instructional money is left at the end of the school year to cover the cost.

### **Credit for Advanced Degrees**

The Northumberland County School Board will pay for advanced degrees providing the following criteria has been met:

#### **Master's Degree**

\$2,000 above the contract amount providing the master's degree is in a field of study that encompasses or enriches the courses being taught, or that adds knowledge or practices to the pertinent position.

#### **Doctorate Degree**

An additional \$2,000 above the master's degree. If the employee has not earned a master's degree, then the doctorate has a stipend of \$2,000 only.

In either of the above cases, the earned doctorate must enhance the employee's position by either providing additional knowledge in the field being taught, or is pertinent to the position held.

#### **National Board Certification**

Once a teacher has earned the National Board Certification Award, and has submitted the required documentation to the school board office, he/she will become eligible for the local stipend of \$2,000 to be awarded on the following year's teaching contract. A stipend will not be awarded retroactively. The \$2,000 stipend will be awarded each year that the certification remains current.

#### **Family Educational Rights & Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#). Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

**Employee Meals**

Accounts will be set up for employees to purchase meals during the school year. Money must be on the account to purchase any food items. Employees may not request meals free of charge.

**Important Dates**

**First day of each month:** Vouchers for reimbursement due.

**Second Friday of each month:** Payroll changes and timesheets due.

**Fourth Friday of each month:** Payday by direct deposit.

**Second Monday of each month:** School Board Meeting, 6 pm, NHS Auditorium, Heathsville, VA

**September 1 – October 15:** Sick Leave Bank form due. (VRS Plan 1 & 2 members only.)

**May 1-20:** Open enrollment for health insurance benefits and tax shelters.

**Access to Employee Social Media Accounts**

The Northumberland School Board does not require current or prospective employees to disclose the username or password to the employee's personal social media accounts or to add an employee, supervisor or administrator to the list of contacts associated with the employee's personal social media account.

If the School Board or a School Board employee inadvertently receives an employee's username and password to, or other login information associated with, the employee's personal social media account through the use of an electronic device provided to the employee by the School Board or a program that monitors the School Board's network, the Board will not be liable for having the information but will not use the information to gain access to the employee's social media account.

This policy does not prohibit the School Board and its agents from viewing information about a current or prospective employee that is publicly available.

This policy does not prohibit the School Board from requesting an employee to disclose the employee's username and password for the purpose of accessing a personal social media account if the employee's social media account activity is reasonably believed to be

relevant to a formal investigation or related proceeding by the Board of allegations of an employee's violation of federal, state or local laws or regulations or of the Board's written policies. If the Board exercises its rights under this paragraph, the employee's username and password will only be used for the purpose of the formal investigation or a related proceeding. (NCPS File: [GAD](#))

### **Child Abuse and Neglect Reporting**

**Reporting Requirement:** Every employee of Northumberland County School Board who, in his professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia § 63.2-1509 et seq. shall immediately report the matter to:

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- to the Virginia Department of Social Services' toll-free child abuse and neglect hotline; or
- to the person in charge of the school or department, or his designee, who shall make the report forthwith to the local or state agency. The person making the report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report. (See NCPS File: GAE/JHG for complete Policy.)

### **Technology Requests (Electronic)**

Employees shall submit technology requests at [IncidentIQ](#)

### **Maintenance Requests (Electronic)**

Employees shall submit maintenance requests at [IncidentIQ](#)

### **Transportation/Field Trip Requests (Electronic)**

Employees shall submit transportation/field trip requests using the document available on the school website or by this link. [Field Trip Request Form](#)

## **Acceptable Computer System Usage**

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account, may be monitored or read by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system. The procedures shall include: a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet; provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to: child pornography as set out in Va. Code § 18.2-374.1 :1 or as defined in 18 U.S.C. § 2256; obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and material that the school division deems to be harmful to juveniles as defined in VA. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors; provisions establishing that the technology protection measure is enforce during any use of the Division's computers; provisions establishing that the online activities of minors will be monitored; provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response; provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online; provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors; and a component of Internet safety for students that is integrated in the division's instructional program. Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The Division's computer system is not a public forum.



Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer Use Agreement, GAB-E1/IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for unauthorized charges or fees resulting from access to the computer system.

The School Board will review, amend if necessary, and approve this policy every two years. (NCPS File: GAB/IIBEA)

### **Internet Acceptable Use for Employees**

In compliance with Code of Virginia § 22.170.2, Northumberland County Public Schools recognized that the Internet is a valuable educational tool and student access to the schools' computer network is consistent with the goal of promoting excellence in education. The learning community supports the school system's vision of providing an environment to enable our students to become technologically literate and lifelong learners. The Northumberland County School Board, administrators, teachers, and members of the community have equipped the schools with state of the art technology to help make the digital divide between rural communities and their urban and suburban counterparts a thing of the past. Access to high speed internet in the schools was made possible by the support of the community. As a result, the opportunities for resource sharing, collaboration, communication, intellectual challenges, critical thinking, and creative growth will be greatly improved. Along with the privilege of computer access, staff members are expected to demonstrate safety, ethics, and respect while using school computers, software, hardware, terminals, printers, servers, and any internal or external network.

Internet safety education will be integrated into the content areas in Pre-Kindergarten to Grade 12. Age-appropriate lessons that focus on safety, security, and ethics will be embedded in the curricula. Students also will be taught how to discern the validity of internet sources, understand copyright laws, and explore legal issues related to internet use. The school's internet security filters restrict most access to social networking sites and inappropriate material. However, you may possibly come across material of adult content. The school division takes a zero tolerance approach to accessing such material. Proper precautions should be taken by staff when using the internet and they will be made aware of the appropriate steps to take if they encounter a problem. To be permitted to access sites

blocked by the filter, staff members will adhere to regulations regarding the Freedom of Information Act as stated by the library of Virginia. Staff members are expected to honor the Acceptable Use Policy (AUP) or they may lose the privilege of internet access.

Within reason, freedom of speech and access to information will be honored. The following are not permitted on any district computer, district network, or the Internet: Sending, receiving, or displaying offensive messages, images, or materials; Using obscene language; Harassing, insulting, or attacking others (cyber-bullying); Damaging computers, computer systems, or computer networks; Violating copyright laws; Using another's password; Trespassing in another person's folder, work, or files; Intentionally wasting limited resources; Using school resources and accounts to access services requiring payment (unless appropriate form has been completed and approved); Employing the network for commercial purposes; Damaging hardware or software; Misusing hardware or software; Downloading programs using school computers; No children or students are permitted to use staff accounts to access the internet; Employing subterfuge software (Virtual Private Network (VPN, other means) to cloak activity over wireless or wired network.

The items above should not be considered comprehensive. Other inappropriate actions not listed may also be considered unacceptable use of electronic communications. Disciplinary action may range from a reprimand to dismissal by school authorities and may be subject to local, state, federal, and international law. Violations may result in a loss of access as well as other disciplinary or legal action.

Listed below are the roles and responsibilities for division personnel (including but not limited to):

**Administrator:** monitor teachers' inclusion of internet safety in their lesson plans, secure the passwords and access to student data, and inform community stakeholders about internet safety policy.

**Teacher:** include internet safety in lesson plans, monitor student internet use, submit the appropriate forms when requesting access to sites blocked by the filter and using the school credit card online, be cognizant of students who have and have not signed the AUP.

**Library Media Specialist:** be knowledgeable about current copyright laws regarding internet resources, familiar with appropriate resource sites, act as a resource for teachers prior to students' research, monitor student internet use, and submit appropriate forms when requesting access to sites blocked by the filter and using the school credit card online

**Instructional Technology Resource Teacher:** update AUP yearly, help teachers integrate technology and internet safety into their curricula, work with TC to access sites blocked by filter, secure the passwords and access to student data, work with administrators and community stakeholders to promote internet safety, coordinate Internet Safety Committee to write the curriculum for the division.

**School Resource Officer:** be cognizant of possible cyber bullying situations, act as a resource to teachers regarding legal issues about internet use.

**Director of Educational Technology:** monitor and filter division internet, make an annual report about security, make recommendations for upgrades when appropriate, report violations of AUP to the superintendent, create and maintain passwords to secure access to the division's network.

**School Counselors:** secure the passwords and access to student data, be familiar with appropriate online resources to assist students with counseling issues, college applications, and SAT registration, be cognizant of possible cyber bullying situations.

**Division Director of Testing:** to create and maintain passwords to secure restricted access to student data.

**Principal's Designee:** maintain a current list of students and staff who have and have not signed the AUP, update the list annually, supply the current list to appropriate staff when requested to do so.

I have read, understand, and agree to abide by the Acceptable Use Policy for Northumberland County Public Schools. Please sign and return to school. (NCPS File: GAB-E1/IIBEA-E1)

### **Supplementary Pay**

The Northumberland County School Board approves all athletic coaching and other extracurricular activity sponsorships for which supplemental pay is provided. The Board establishes the amount of compensation for employees who coach or supervise such activities.

A separate contract in a form permitted by the Board of Education is executed by the School Board with an employee who receives supplemental pay for any athletic coaching assignment or extracurricular activity sponsorship assignment. All such contracts require a party intending to terminate the contract to give reasonable notice to the other party before termination thereof becomes effective.

For purposes of this policy, "extracurricular activity sponsorship" means an assignment requiring responsibility for any student organizations, clubs, or groups, such as service clubs, academic clubs and teams, cheerleading squads, student publication and literary groups, and visual and performing arts organizations except those activities that are conducted in conjunction with regular classroom, curriculum, or instructional programs. (NCPS File: GCBB)

### **Terminal Pay for Unused Sick Leave**

The Northumberland County School Board will pay qualified employees at retirement for accumulated unused sick leave at a rate established by the Board. The employee must satisfy the following conditions to qualify:

1. Provide the superintendent/designee with written notice of retirement prior to March 15 of the year retiring; requests for exceptions may be made to the Board in emergency situations.
2. Be eligible for full VSRS retirement benefits in accordance with established age and experience requirements.
3. Have worked a minimum of five (5) years immediately prior to retirement in the Northumberland County Public Schools.
4. Payment will be made at a rate of \$40.00 per diem.

Payment will be made on or before the last working day in July following retirement. Payment will not be made posthumously. (NCPS File: GCBD-R5)

### **Personnel File**

A confidential personnel file is maintained at the School Board Office for each employee. The personnel file may include the following information: Written documents that pertain to all raises, promotions and commendations that the employee has received; Written documentation that pertains to all warnings or other disciplinary action; Performance improvement plan; Copies of current contracts or other agreements between the employer and the employee; A job description for the position that the employee holds; The job application and resume of the employee; The employee's W-4 Form (Employee's Withholding Allowance Certificate); A receipt or signed acknowledgement of receiving your company's employee handbook; All performance evaluations; Any forms relating to benefits that the employee enjoys; Emergency contact and next of kin forms; Awards or certificates of excellent performance on the job; Any documents pertaining to completed training programs; Any notes or warnings on poor attendance or tardiness to work; Any employment contracts, written agreements, or acknowledgments between the employee and the employer (including, but not limited

to, noncompete agreements, agreements about company vehicles...etc); and any documents that relate to an employee leaving the company (such as an exit interview or a document that lays out clearly the reasons why an employee was terminated). In addition, this can include documents relating to continuing benefits (such as COBRA), or agreements about future filings for unemployment benefits.

There are some items that will be kept separate from the employee's personnel files, either for reasons relating to potential lawsuits, or because of state or federal laws. Here are examples of items that will be kept separately: Employee Medical Records -- The employer who employs an employee with a disability is required by the Americans with Disabilities Act (ADA) to keep the employee's medical records in a separate file and limit the access to that file. Other employee medical records may not be kept in the employee's personnel file but separately with limited access; I-9 Forms -- Form I-9s are from the United States Citizen and Immigration Services (USCIS). These forms are used for all employees to verify that the employee is eligible to be employed within the United States. The employer will keep all of these forms within a separate folder for the USCIS. The government maintains the right to inspect these forms.

The employee has the right to inspect his/her own personnel file at any time.

# Employee Assistance Program (EAP)



Your EAP gives you, your covered dependents and members of your household **up to four free confidential counseling sessions per issue** each plan year.

Turn to your EAP for information and resources about:

- Emotional well-being
- Addiction and recovery
- Work and career
- Childcare and parenting
- Helping aging parents
- Financial issues  
(including free credit monitoring and identity theft recovery)
- Legal concerns
- Smoking cessation

**Learn all about your EAP services and resources. Call 1-855-223-9277 or visit online at [anthemEAP.com](https://anthemEAP.com).**



Enter **Commonwealth of Virginia** as company name and select *The Local Choice*

EAP services are free and can be accessed 24 hours a day, 7 days a week, 365 days of the year. Enrollment is automatic when you enroll with The Local Choice Health Insurance.

Employees can direct questions to [hr@nucps.net](mailto:hr@nucps.net). The employee will remain confidential.

