

GREENE COUNTY PUBLIC SCHOOLS

HUMAN RESOURCES EMPLOYEE HANDBOOK

AUGUST 2008

www.greenecountyschools.com

“Every Child, Every Chance, Every Day”

Mission Statement:

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

Facts and Accomplishments:

Student Enrollment -	2787
Number of Teachers -	276
Number Teacher Assistants -	100
Clerical Staff –	20
Custodial and Maintenance Staff –	23
Administrators –	21
Bus Drivers –	50
School Nutrition –	23

- All schools are fully accredited.
- William Monroe High School was selected as Virginia Department of Education VIP Excellence Award 2007
- Implementation of Instant Alert system for students, teachers, staff and the community.
- Creation of the Greene Residents for Educational Excellence Now

Board of Supervisors and School Board

Board of Supervisors – meets on the 2nd and 4th Tuesday’s of each month

Mr. Steve Catalano, Chairperson
Ms. Jeri Allen
Mr. Clarence Peyton
Mr. Michael Skeens
Mr. Carl Schmidt

School Board – meets on the 2nd Wednesday of the month and 4th Wednesday as needed

Mr. Darcy Higgins, Chairperson
Mrs. Michelle Flynn, Vice Chair
Mr. Jason Collier
Mr. Troy Harlow
Mr. Graydon Lamb
Mrs. Alice Mooney, School Board Clerk

Central Administration Staff

Mr. David C. Jeck, Superintendent
Ms. Deborah J. Brown, Assistant Superintendent for Human Resources
Dr. Jennifer Richter, Assistant Superintendent for Instruction
Mrs. Kim Powell, Director of Business and Facilities
Mrs. Andrea Whitmarsh, Director of Student Achievement and Accountability
Mr. Dale Herring, Director of Technology
Mr. Randy Corpening, Director of Special Services
Mrs. Mindy Shifflett, Coordinator of Special Services
Mrs. Shanna Deane, Coordinator of Educational Services
Mr. Jonathan Jones, Computer Specialist
Mrs. Anita Crawford, Instructional Technology Resource Teacher
Ms. Wendy Crocker, Instructional Technology Resource Teacher
Mrs. Carol Haas, Supervisor of School Nutrition
Mrs. Jackie Herring, Transportation Manager
Mrs. Kelly Shifflett, Transportation Assistant
Mr. Wesley Shelley, School Psychologist
Mrs. Gretchen Baugher, School Psychologist
Dr. Joe Pellegrino, School Psychologist
Mrs. Emily Elliott, ESL Coordinator
Mrs. Kelly Shifflett, School Nurse Coordinator
Mrs. Carla Williams, Receptionist
Mrs. Jackie Hetrick, Administrative Assistant
Mrs. Jan Weeks, Administrative Assistant, Deputy Clerk and Accounts Payable
Mrs. Rhonda Houchens, Administrative Assistant and Payroll Clerk
Mrs. Linda Leake, Administrative Assistant for Special Services
Ms. Gail Spitzer, Administrative Assistant for Special Services and Teacher Licensure

School Directory

Greene County Primary School
64 Monroe Drive
Stanardsville, VA. 22973
434-985-5279 (phone)
434-985-1321 (fax)

Jason Davis, Principal
Katharine French, Adm. Assistant
Marilyn Garth, Secretary
Ashley Sting, Guidance Counselor

Nathanael Greene Elementary School
8094 Spotswood Trail
Stanardsville, VA. 22973
434-985-5275 (phone)
434-985-5287 (fax)

Mary Wheeler, Principal
Bryant Hutter, Assistant Principal
Lea Hirtz, Secretary
Cyndi Korn, Guidance Counselor

Ruckersville Elementary School
105 Progress Place
Ruckersville, VA. 22968
434-985-1472 (phone)
434-990-9432 (fax)

Mike Coiner, Principal
Justin Malone, Assistant Principal
Janine Utz, Secretary
Sharon Johnson, Guidance Counselor

William Monroe Middle School
148 Monroe Drive
Stanardsville, VA. 22973
434-985-5240 (phone)
434-985-1359 (fax)

Kyle Pursel, Principal
Sue Smith, Assistant Principal
Peter Stern, Assistant Principal
Debbie Sacre, Secretary
Meghan Kendricks, Guidance Counselor
Lori Richardson, Guidance Counselor

William Monroe High School
254 Monroe Drive
Stanardsville, VA. 22973
434-985-5273 (phone)
434-985-5271 (fax)

Mike Jamerson, Principal
Dr. Seth Muraskin, Asst. Principal
John B. Berry, Assistant Principal
Linda McMullen, Secretary
Marie Deane, Bookkeeper
Margery Farner, Guidance Counselor
Jennifer Ayers, Guidance Counselor
Peggy Mathieu, Guidance Counselor
Kathryn Brunelle, Activities Director

Greene County Technical Education Center
10415 Spotswood Trail
Stanardsville, Va. 22973
434-985-5239 (phone)

Harry Daniel, Principal
Julie Thisdell, Secretary
Denise Carey, Bookkeeper

Alternative Education Center
434-985-1405

Peter Santen, Director
Diane Kenney, Secretary Assistant

Career and Certification

Employment Practices

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

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

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

Evaluation Procedures

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

1. Teachers will develop professional goals to be evaluated in addition to required formal evaluations. Probationary teachers with zero experience will be evaluated three times a year, October, December and March. Probationary teachers with one or two years experience will be evaluated in October and either December or March. Continuing contract teachers will be evaluated one time a year prior to May. All teachers will receive a summative evaluation as the end of the year.
2. The first evaluation should be announced. Notification is not required for subsequent evaluations.
3. Classified and administrative staff will be evaluated annually by his or her supervisor.
4. Building administrators and supervisors will be evaluated by the Superintendent.

Employee Conduct

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

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

Professional Development

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

Tuition assistance is available to professional staff whose contract stipulates holding a Virginia teaching certificate as a condition of employment. The maximum reimbursement will be \$300 per class not to exceed two classes in a school year. Professional assessments are eligible for

100% reimbursement not to exceed \$500 in any school year. All tuition and assessment reimbursements are subject to available funds, and require prior approval.

Reimbursement Procedures

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

Recertification

Professional staff who possess a Virginia Teaching Certificate must renew their certificates every five years. 180 recertification points are required every five years. Professional staff without a master's degree is required to take a three hour college course in the appropriate content area as part of their professional activities. A recertification booklet has been provided to each building principal and certification monitors. It is each employee's responsibility to maintain recertification records, including point totals and supporting documents. Recertification documentation should be submitted to Gail Spitzer, licensure specialist, in central office. All recertification requests are processed online.

Licensure Fees

- Initial licensure costs \$50 for in-state and \$75 for out-of-state payable by the applicant
- Recertification costs \$25 payable to Greene County Schools
- Additional license request such as name change, addition of master's or doctorate, additional endorsement or evaluation requests cost \$25 each and are payable to the Treasurer of Virginia. These requests cannot be submitted online.
- There is a cap of \$50 on a single request.

General Policies

Field Trips

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

Accounts Payable

All questions regarding purchase orders or payments should be directed to Jan Weeks at central office.

Compensation and Benefits

The contact person for all Compensation and Benefits questions is the payroll clerk, Rhonda Houchens at central office.

Salary

The School Board sets the salary scale. A current salary scale will be included with contracts each year.

Supplemental Compensation

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

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

Benefits

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

Payroll Deductions

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

Health Insurance

The School Board pays approximately 85% of the premium for a single employee with the employee paying the remaining 15% (pre-taxed). For more information regarding the vendor, plan rates and other details, please contact the payroll clerk at Central Office.

Tax-sheltered Annuities (403B Accounts)

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

Virginia Credit Union

Payroll deduction for membership into the Virginia Credit Union is available.

Flexible Spending Accounts an/or Cancer, Sickness, Accident, Short Term Disability and Intensive Care Insurances

AFLAC offers a variety of insurance policies as a benefit to GCPS employees. Enrollment must be completed no later than September 20. Questions should be directed to Cavalier Insurance at 434-293-3139.

Greene County Education Association

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

Optional Life Insurance

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

Leave

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

Personal Leave

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

All employees are eligible to accumulate no more than three days of unused personal leave to carry forward to the next year. All personal leave days over three will be added to the employee's sick leave balance at the end of the year.

Annual Leave

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

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

To use annual leave, a yellow *Request for Vacation* form must be submitted to, and approved by, the employee's immediate supervisor and the Assistant Superintendent for Human Resources. A maximum of thirty (30) days of annual leave may be taken in any given school year.

Annual leave must be earned before it can be taken. The School Board will pay up to 20 days of annual leave upon retirement. Accumulated annual leave in excess of twenty days will be converted to sick leave upon retirement.

Holidays

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

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

Sick Leave

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

Sick leave shall be allowed for personal illness, injury, pregnancy, temporary physical or mental incapacity, or illness of immediate family requiring the attendance of the employee for not more than four (4) days in any one case. Sick leave may be used for maternity, paternity or adoption leave. An employee should consult his/her supervisor to coordinate requested dates. Immediate family is defined as mother, father, foster parents, adoptive parents, stepmother, stepfather, grandparents, wife, husband, children, brother, sister, father in-law, mother in-law, brother in-law, sister in-law, son in-law, daughter in-law, and any other relative living in the household of the employee. Leave must be taken in minimum of one-half day increments.

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

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

GCPS offers its employees a sick bank whereby all contributors to the bank may benefit in case of catastrophic ailment or injury. An eligible employee may enroll within their first thirty

contract days. An employee who does not enroll when first eligible may do so between any subsequent September 1 to September 30 period by contacting the payroll clerk. The first twenty consecutive days of illness or disability will not be covered by the bank. A member of the bank will not be able to use the sick leave bank benefits until the employee's sick leave is exhausted. A maximum of forty-five (45) contract days each school year can be drawn by one member.

Injury Leave

Injury leave may be granted to employees if the injury is ruled compensable under the Industrial Commission of Virginia under the Workman's Compensation Act. The injury must be reported within 24 hours.

Family Medical Leave Act (FMLA)

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

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

There must be advance notice and medical certification is required.

Professional Leave

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

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

GCPS will reimburse individuals traveling on official school division business for reasonable and necessary travel expenses. If a school vehicle is available, the traveler must use this means of transportation. Employees will be reimbursed \$.48 per mile if their personal vehicle is used. All receipts for reimbursement of any travel-related expenses should be submitted on the yellow Statement of Travel form.

Funeral Leave

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

Federal and State Jury Duty

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

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

Reserve Military Training and Active Duty Leave

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

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

Extended Leave

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

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

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

RETIREMENT

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

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

ERIP (Early Retirement Incentive Program) Policy GCBE-R

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

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

TECHNOLOGY

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

Technology Standards for Instructional Personnel

As mandated by the Virginia Department of Education, proficiency of the Technology Standards for Instructional Personnel is required for teaching certification and renewal. Employees must complete the TSIP portfolio in order to meet this requirement.

Instructional Integration

The role of the Instructional Technology Resource Teacher (ITRT) is to provide resources and assistance to teachers who want to use technology to support instruction. Trainings are provided throughout the school year.

Technical Assistance

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

GCPS Website

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

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

Email

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

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

COMMUNICATION

Distributing Information:

Division-wide

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

Instructional and Public

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

Inclement Weather

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

Grievances

The school board follows the mandatory grievance procedure adopted by the Virginia Board of Education. A copy may be obtained from the principal or the Assistant Superintendent for Human Resources.

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

*Deborah J. Brown, Compliance Coordinator Title IX – Assistant Superintendent for HR
Randy Corpening, Compliance Coordinator Section 504 – Director of Special Services*

Recognition

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

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

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