

# Madison County Public Schools

## Employee Handbook

### 2009-2010



**Note:** This handbook serves as an outline of personnel policies, procedures and regulations. The Madison County Public Schools operate according to policies established by the Madison County School Board. These policies are contained in the School Board Policy Manual that can be found in each school, at the local library, and on-line at [www.madisonschools.k12.va.us](http://www.madisonschools.k12.va.us). For detailed policy information, consult the School Board Policy Manual.

**Madison County School Board is an equal opportunity employer.**

**Working together to help all students achieve.**

## Message from the Superintendent

It is the philosophy of the Madison County School Board to provide equal opportunity for every student to achieve maximum intellectual, social, emotional and physical growth. It is essential that the school division employ highly qualified and highly dedicated staff in order for this philosophy to be realized. Methods must be designed to recruit and retain these individuals in order to provide a stable workforce that is of the highest quality possible. As a school division we realize that factors that impact retention include not only salary and benefits, but the opportunity to be involved in the decision-making process and the feeling of support.

This handbook is designed to serve as an outline of key policies, procedures and regulations that impact personnel. Throughout the document, reference will be made to the School Board Policy Manual that contains policies established by the Madison County School Board. The Policy Manual serves as the official document for policies and should serve as the reference for policy details. A copy of the complete Policy Manual is available in each school, at the local library, and on-line at our website: [www.madisonschools.k12.va.us](http://www.madisonschools.k12.va.us).

Our work is our children. In order to help each and every student fully realize his/her potential, we must have a team of qualified and dedicated employees. Each member of our team must feel supported in his/her work and must see how his/her work helps students achieve. In order to provide safe transportation, clean and well-maintained facilities, healthy meals, and quality instructional programs and services we must work together. We truly believe that together we can help students achieve and together we can build a division that supports excellence in all that we do.

Thank you to all the employees who support our students and who bring an attitude of excellence to their daily work.

Sincerely,

Brenda M. Tanner, Ed.D

Superintendent

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## Work Schedules

(Policy GAA)

The workday for exempted employees (full-time licensed and professional staff) will be a *minimum* of seven hours and thirty minutes and will continue until professional responsibilities to the student and school are completed. Administrative meetings, curriculum development, pupil services, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Members of the professional staff are expected to arrive prior to the start of the student's school day in order to provide supervision and to be prepared for the day. Generally, the *minimum* hours are established as being from 8:00 a.m. to 3:30 p.m. Times may be adjusted as needed in order to provide supervision before or after school.

## Workweek Defined

(Policy GAA)

Working hours for all employees not exempted under the Fair Labor Standards Act, including, but not limited to secretaries, bus drivers, instructional assistants, custodial and maintenance staff will conform to federal and state regulations. Anyone with questions regarding their status should contact his/her supervisor or Mr. Allan McLearn, Assistant Superintendent of Administration. Supervisors will make every effort to avoid circumstances which will require non-exempt employees to work more than 40 hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.

## Overtime and Compensatory Time

(Policy GAA)

Overtime work by non-exempt employees is discouraged. A non-exempt employee may *not* work overtime without the express approval of his/her supervisor. All overtime work must be expressly approved by the superintendent or her/his designee. All supervisory personnel must monitor overtime work on a weekly basis and report such time to Mr. Allan McLearn, Assistant Superintendent of Administration. Principals and supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek. (See above definition.) Time sheets of the actual hours worked will be signed by each employee and submitted to his/her supervisor.

In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for each one hour of overtime worked, if such compensatory time (1) is pursuant to an agreement between the employer and the employee reached before overtime work is performed, and (2) is authorized by the immediate supervisor.

Employees will be allowed to use compensatory time within a reasonable period after requesting such use if the requested use of the compensatory time does not unduly disrupt the operation of the school division.

For more information regarding compensatory time, consult Policy Manual GAA.

### Acceptable Computer Use

(Policy GAB)

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 the user's account, may be monitored or read by school officials. The computer system is not a public forum. 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 any unauthorized charges or fees resulting from access to the computer system. For more information regarding the established computer use and conditions see Policy Manual GAB and GAB-R.

### Equal Employment Opportunity/Nondiscrimination

(Policy GB)

The Madison County School Board is an equal opportunity employer, committed to non-discrimination in recruitment, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, political affiliation, gender, age, marital status or disability is prohibited. Any person who believes he/she has not received equal employment opportunities should report the alleged discrimination to Mr. Bob Francis, Compliance Officer, or to Mrs. Susan Aylor, Alternate Compliance Officer, at the division's administrative offices. The reporting form, GB-F, should be used to file complaints. This form may be found with School Board Policy GB.

### Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion

(Policy GBA)

The Madison County School Division is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, national origin, disability or religion. Therefore, Madison County School Division prohibits sexual harassment and harassment based on race, national origin, disability or religion of any student or school personnel at school or any school-sponsored activity. Definitions and examples of conduct which may constitute sexual harassment are included in School Board Policy GBA. Any personnel who believes he or she has been the victim of sexual harassment or harassment based on race, national origin, religion or disability by a student, school personnel or a third party should report the alleged harassment to Mr. Bob Francis, Compliance Officer, or to Mrs. Susan Aylor, Alternate Compliance Officer, at the division's administrative offices. Further, any school personnel who has notice 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. The reporting form, GBA/JFHA-F, should be used to file complaints. This form may be found with School Board Policy GBA/JFHA.

## Staff Involvement in Decision Making

(Policy GBB)

Employees are encouraged to communicate their ideas and concerns in an orderly and constructive manner. Anyone having a concern or suggestion for improvement should contact his/her immediate supervisor. Employees may also serve on the Superintendent's Classified or Teacher Advisory Committees or submit ideas and concerns to employee representatives who serve on the advisories. These committees meet at least four times each school year with the Superintendent to discuss key issues.

## Staff Compensation Procedures

(Policy GBC)

### **Paydays**

1. All payroll checks/direct deposit stubs will be available on the last working day of the month.
2. Checks/direct deposit stubs will be distributed at the work location unless other arrangements have been made with the finance office in advance.
3. During inclement weather or an emergency situation, should a payroll date be missed due to school closing, checks will be available for pickup by employees at the normal distribution site unless the site is closed, in which case checks will be distributed from the School Board office. If not picked up by the employee, or if all offices are closed, the checks will be distributed as soon as offices reopen.
4. All full-time employees, including 10, 11, and 12-month employees will be paid in 12 equal installments. If an employee does not start at the beginning of the 12-month pay cycle, then the contract will be divided into equal installments over the remaining months of the pay cycle.
5. The pay cycles are as follows:
  - 10-month employees: September through August
  - 11-month employees: August through July
  - 12-month employees: July through June
6. Employees' pay will be docked for any leave time taken beyond what has been awarded. Any employee receiving a dock will be sent a "Leave Without Pay Payroll Docking Request" (LWOP) to sign and return to Liz Patterson at the division's administrative office. The amount and schedule for the dock will be included on this document. The payroll docking schedule is as follows:

- Schedule #1: 1-10 days LWOP will be docked in one month
- Schedule #2: 11-20 days LWOP will be docked in two months
- Schedule #3: 21-30 days LWOP will be docked in three months
- Schedule #4: 31-40 days LWOP will be docked in four months

Days beyond 40, LWOP will be docked according to the continuation of the schedule pattern.

No exception to this schedule will be made unless a formal request is made in writing to and approved by the Assistant Superintendent of Administration.

## **Payroll Deductions**

### **Policy GCBC-R**

Required payroll deductions include federal and state income taxes, social security taxes, and retirement (VRS). Payroll deductions are also made for the group health insurance plan approved by the School Board. If an employee chooses not to participate, the School Board's share of the individual employee premium may not be used to procure other insurance. In addition to the required deductions, voluntary deductions may be made for cancer and accident insurance, and income protection plans if conditions outlined in Policy GCBC-R are met. Deductions for professional dues to the Madison County Education Association (MCEA), Virginia Education Association (VEA), and the National Education Association (NEA) are also optional deductions. (See Staff Compensation Procedures for more information.)

## **Garnishments**

All employees are expected to satisfy their financial obligations promptly so that creditors will not have to request the school division's assistance in collecting amounts owed to them. Whenever the school division is served with a Writ of Garnishment or Attachment, a Notice of Levy by the Internal Revenue Service or other taxing authority, or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee, the matter will be referred to the Finance Officer for appropriate action. Failure to act promptly may render the school division legally liable. In the event that garnishment or similar proceedings are instituted against an employee, the school division will deduct the required amount from the employee's paycheck. The amount deducted from the employee's disposable earnings will not exceed that permitted by law or the Virginia Department of Labor and Industry. More information can be found in Policy GCBC-R.

## **Tax-Sheltered Annuity (TSA) Program**

These regulations refer to tax-sheltered annuities (TSA) authorized by Section 403(b) of the Title 26 of the Internal Revenue Code. The arrangement is created by a salary reduction agreement between the School Board and its employee. A TSA permits an employee to postpone paying federal and state income tax on employer contributions toward the annuity until receipt of annuity payments by the employee, usually upon retirement. More information can be found in Policy GCBC-R.

## **Flexible Spending Accounts**

Flexible Spending Accounts (FSAs) are reimbursement accounts that allow the employee to pay for certain eligible expenses with tax-free dollars. Through pre-tax salary reduction and reimbursement, the employee converts taxable income into non-taxable benefits. The result is reduced tax withholdings and more take-home pay. More information can be obtained from Mrs. Tina Cropp, Finance Officer.

## **Solicitations of Employees**

No company shall be allowed to solicit during school hours, nor shall any company be permitted to conduct group or individual meetings with employees during contracted time.

### **Board-Staff Communications**

(Policy GBD)

The School Board supports and encourages communication between the Board and its employees.

Each school will select representatives annually to meet periodically with the Superintendent or his/her designee to share information, concerns, and suggestions for improvement. Written meeting notes will be prepared by the administration and made available to employees and the Board.

The Board and Superintendent will schedule periodic visits to each school to observe classes while in session. Visitation dates will be established annually.

Focus groups will be scheduled periodically to obtain information regarding school improvement from employees. Representatives will be selected from each school, division administrative office staff, and all other employee groups. Meeting notes will be prepared by administration and made available to all employees.

### **Staff Health**

(Policy GBE)

As a condition of employment every new employee shall submit a certificate signed by a licensed physician, registered nurse, nurse practitioner, or physician stating the employee appears free of communicable tuberculosis. After consulting with the local health director, the School Board may require the submission of such certificates annually or at such intervals as it deems appropriate, as a condition of continued employment.

### **Physical Examinations for Bus Drivers**

(Policy GBE)

No person shall be employed as a bus driver unless he or she has a physical examination of the scope required by the Board of Education and provides the results of the examination to the school division. The examination must be provided by a licensed physician, physician assistant, or nurse practitioner. The results of the examination must be submitted to the Transportation Supervisor on the form prescribed by the Board of Education. This form is available in the Transportation Department.

### **Drug & Alcohol Testing Program for Bus Drivers & Other Employees Required to Hold CDL**

(Policy GDQ)

The school division implements a drug and alcohol testing program for school bus drivers and other employees who are required to hold a commercial driver's license (CDL). Drivers are prohibited from alcohol possession and/or use on the job, use during the four hours before performing safety-sensitive functions, having prohibited concentrations of alcohol in their systems while on duty or performing safety-sensitive functions, and use during eight hours following an accident or until after undergoing a post-accident alcohol test, whichever occurs first.

Drivers shall be subject to pre-employment/pre-duty drug testing, reasonable suspicion alcohol and drug testing, random alcohol and drug testing, post-accident alcohol and drug testing, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations. Pursuant to state law, drivers shall be subject to pre-employment alcohol testing. Any employee who refuses to submit to a post-accident, random, reasonable suspicion or follow up test shall not perform or continue to perform safety-sensitive functions.

### **Unlawful Manufacture, Distribution, Dispensing, Possession or Use of Controlled Substance**

(Policy GBEA)

The Madison County School Board is committed to maintaining a drug-free workplace. Employees may not unlawfully manufacture, distribute, dispense, or possess 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 will not engage in such prohibited conduct and will notify Mr. Allen McLearn, Assistant Superintendent of Administration, of any criminal drug conviction for a violation occurring in the work place no later than 5 days after such conviction. 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.

### **Staff Weapons in School**

(Policy GBEB & JFCD)

Employees are prohibited from carrying, bringing, using or possessing any weapon, as defined in School Board Policy JFCD, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division. The superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found in violation of this provision.

### **Tobacco-Free Schools**

(Policy GBEC)

Smoking, chewing or any other use of tobacco products by staff is prohibited on school property. School property includes all interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage. Also included are vehicles used to transport students, staff, visitors or other persons. Information, including a list of tobacco products, can be found in School Board Policy GBEC.

### **Participation in Political Activities**

(Policy GBG)

The Madison County School Board recognizes the right of its employees to engage in political activity. Employees may not solicit support for political candidates during regular work hours or on school property. School employees engaging in political activity must make it clear that their views and actions are made as individuals and that they do not represent the views of the school division.

### **Staff Gifts and Solicitations**

(Policy GBI)

The exchange of gifts between students and staff is discouraged. No school division employee shall solicit goods or services for personal use or for student use during school hours on school property without written authorization from the superintendent. Any employee wishing to obtain such authorization must put his/her request in writing a minimum of one month prior to the date of the requested activity.

### **Personnel Records**

(Policy GBL)

Employees have access to their personnel files and records which are maintained in the Human Resource Office of Madison County Public Schools. Employees wishing to review their files should contact Mr. Allan McLearen, Assistant Superintendent of Administration.

### **Third Party Complaints Against Employees**

(Policy GBLA)

Parents and/or guardians of students or any resident of Madison County may file a complaint regarding an employee. If the complaint involves allegations that the employee has abused or neglected a child in the course of his/her employment, the complaint will be investigated in accordance with Va. Code. See School Board policy GBLA for more information regarding procedures for investigation of and response to complaints.

### **Staff Grievances**

(Policy GBM and GBMA)

The Madison County School Board adopts the Procedures for Adjusting Grievances promulgated by the Virginia Board of Education. The procedures provide guidelines for “resolving disputes concerning application of local board policies, rules and regulations as they affect the work of employees, and disciplinary actions which include dismissal or probation. The Procedure for Adjusting Grievances for professional employees can be found in School Board Policy GBM and the Procedure for Adjusting Grievances for Support Staff can be found in School Board Policy GBMA.

### **Application for Positions**

(Policy GBN, GCCA and GCDB)

School division employees may apply for advertised positions for which they are qualified. The employee must submit a letter of application to Mr. Allan McLearen, Assistant Superintendent of Administration, prior to the application deadline to notify him of his/her interest in the position. The employee will be contacted if additional information is required. Employees may also submit a letter if interested for positions, other than their current position, even if there are no posted vacancies or submit their interest on the annual “intent” form. Vacancies will be posted on the division’s website:

[www.madisonschools.k12.va.us](http://www.madisonschools.k12.va.us)

### **Virginia Retirement System**

(Policy GBO)

Employees who are eligible will be members of the Virginia Retirement System. Information regarding the rules and regulations established by the Virginia Retirement System can be found at [www.varetire.org](http://www.varetire.org) or in the Benefits Handbook located in each school library, the bus shop, and at the division's administrative office.

### **Voluntary Retirement Savings Program**

(Policy GBR)

Employees have the opportunity to participate in a defined contribution retirement plan, also known as a tax sheltered annuity or 403(b) program. More information can be obtained from Mrs. Tina Cropp, Finance Officer.

### **Professional Staff**

(Policy GC & GCA)

No teacher may be employed unless he/she holds a local teacher license or a license or provisional license issued by the State Board of Education. If a teacher employed under a provisional license is activated or deployed for military service within a school year (July 1 – June 30), an additional year will be added to the teacher's provisional license for each school year or portion thereof the teacher is activated or deployed. The additional year or years shall be granted the following year or years after the return of the teacher from deployment or activation. Requirements for classroom teachers, special education teachers, career and technical education teachers, guidance counselors, reading specialists, school psychologists, and visiting teacher/social worker may be found in the Licensure Regulations for School Personnel and in Policy GCA.

### **Holidays for School Employees**

(Policy GCBC & GDBD)

All ten and eleven month employees are to follow the holiday schedule found on the school calendar, which is approved annually by the School Board. All twelve-month employees have 12 paid holidays per year. The twelve days scheduled for full-time twelve-month employees are approved annually by the Superintendent.

### **Sick Leave Bank**

(Policy GCBC & GDBD)

A sick leave bank is available for enrolled professional and classified employees. The sick leave bank shall afford properly enrolled members use of days from the bank for an extended absence from work due to catastrophic illnesses provided the member complies with all regulations. Membership is voluntary. Liz Patterson, Clerk of the Madison County School Board, is designated as the administrator of the sick leave bank. Applications for use of the bank will be made to and approved or rejected by the appropriate Sick Leave Bank Eligibility Committee. The Clerk of the Madison County School Board will be the arbiter of all appeals.

### Pay for Unused Sick Leave at Retirement

(Policy GCBC & GDBD)

Pay for unused sick leave at retirement is allowed for all personnel who have rendered a minimum of 10 consecutive years of satisfactory service to the Madison County School Division immediately preceding retirement. The pay rate shall be \$20.00 per day for up to a maximum of 150 accumulated sick leave days.

Pay for unused sick leave at retirement will be included as part of final payment to the employee and is subject to normal withholding practices.

The term retirement is defined by the VRS guidelines.

### Health Insurance

(Policy GCBC & GDBD)

Employees who retire prior to age sixty-five (65) may continue as participants in the division's hospitalization plan until they reach the age of 65 if they so desire. Employees who are retiring and have rendered a minimum of ten (10) consecutive years of satisfactory service in the Madison County School Division immediately preceding retirement will be eligible for this option.

### Vacations

(Policy GCBD)

Paid vacation time is granted to full-time, twelve-month employees. Vacation time for all full and part-time eleven and ten-month employees is without pay and is established on the annual school calendar.

Vacation time for twelve-month employees shall be scheduled with minimal disruption of work and, when possible, at the convenience of the employee. Employees are encouraged not to request vacation immediately before or after the opening and closing of the school session. All requests for vacation must be submitted on an appropriate form in advance to the employee's immediate supervisor. The immediate supervisor and the superintendent or his/her designee will act on vacation requests.

### Vacation for Twelve Month Administrators and Supervisors

(Policy GCBD)

The amount of vacation a twelve-month administrator/supervisor earns each year depends upon the total years of successful experience as a contracted administrator and/or supervisor in any Virginia public school division as shown in the following table:

<u>Years Experience</u>	<u>Annual Days Vacation</u>	<u>May Accumulate</u>
0-4	12	15
5-9	15	20
10 or more	20	30

Any accumulated vacation time in excess of the above stated maximums as of June 30, will be automatically canceled, annually. Newly earned vacation will be credited on July 1 of each year according to the above table. If employment is terminated, the newly earned vacation will be prorated for the actual length of contract served.

**Vacation for Twelve Month Teachers and Classified Employees**  
(Policy GCBD)

The amount of vacation a twelve-month classified employee earns each year depends upon the total years of successful work experience as an employee of the Madison County Public Schools, as shown in the following table:

<u>Years Experience</u>	<u>Annual Days Vacation</u>	<u>Annual Carryover Maximum Days</u>
0-4	10	<u>2</u>
5-9	12	<u>3</u>
10 or more	16	<u>4</u>

Any accumulated vacation time in excess of the above stated maximums as of June 30, will be automatically canceled, annually. Newly earned vacation will be credited on July 1 of each year according to the above table. If employment is terminated, the newly earned vacation will be prorated for the actual length of contract served.

Vacation requests are to be recommended by the employee’s immediate supervisor and approved by the Superintendent or designee.

Any deviance from the guidelines established for professional or classified personnel must be requested of and approved by the Superintendent.

**Personal Leave for Professional & Classified Personnel**  
(Policy GCBD)

All full-time, licensed employees who have not reached continuing contract status and all full-time, classified employees from the first through the third year of continuous employment will accrue one (1) day of personal leave per school year. Personal leave is noncumulative.

All full-time, licensed employees who have received continuing contract status and all full-time, classified employees who have completed three years of continuous employment shall be granted two (2) days personal leave per annum. Personal leave is noncumulative.

Unused personal leave shall be added to each individual’s sick leave total at the end of each contract year.

Personnel shall avoid, if at all possible, requesting personal leave during the opening and closing days of the school year and those days which precede or follow a holiday.

Written requests for personal leave are to be submitted on proper forms to the employee's immediate supervisor one week in advance. Shorter notice may be permitted in a situation whereby personal leave is used as emergency leave. The superintendent or his/her designee will approve all personal leave.

### Sick Leave

(Policy GCBD)

All full-time employees earn one day of sick leave per month of service up to 200 days, i.e. 10-month employees earn 10 days per school year, 11-month employees earn 11 days per school year, etc. Sick leave may not be accumulated by summer school teachers, substitute teachers, or those employed on a temporary basis.

Sick leave is offered by the School Board as a fringe benefit to employees. The intent and use of sick leave is for personal illness, including doctor/dental appointments or treatments, of the employee. For any illness exceeding five (5) consecutive working days, a physician's statement to the immediate supervisor is required. However, a physician's statement may be required by an immediate supervisor as deemed necessary.

Sick leave is not to be claimed under those situations covered by personal leave or vacation. Willful abuse of the sick leave benefit shall be treated as a disciplinary matter.

Illness of an immediate family member living in the employee's household, requiring the attendance of the employee for not more than five (5) days in any one case may be charged to sick leave. Illness of an immediate family member living outside the employee's household shall not be charged against an employee's sick leave without prior approval of the division superintendent or designee.

An "immediate family member" includes natural parents, foster parents, stepmother, stepfather, wife, husband, children, brother and sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, or any other relatives, however, distant, living in the household of the employee.

An employee cannot claim any portion of earned leave unless he/she has reported for duty for the regular school term in accordance with the terms of the employee's contract. If, however, an employee is unable, because of illness, to begin working at the time designated in the contract, such employee may be allowed to use his/her accumulated leave, not to exceed the balance of sick leave accumulated as of June 30 of the preceding school year.

All accumulated sick leave shall terminate upon the expiration of employment. Retiring employees who meet established guidelines may be eligible for compensation of unused sick leave up to 150 days. An employee may transfer accumulated sick leave to another school division signifying its willingness to accept such transfer. A former employee rehired within two calendar years of termination may have accumulated sick leave earned in Madison County restored upon written application.

The Madison County School Board will accept, upon employment, accumulated sick leave of a licensed employee to a maximum of ninety (90) days. Such accumulated sick leave shall be transferred only from another public school division within the Commonwealth of Virginia. Sick leave for support personnel shall not be transferable into or out of Madison County.

For the protection of students, any employee taking an unusual number of sick leave days within a given period will be required to furnish a doctor's certificate as to his/her physical condition before being awarded a contract for the next school session.

### **Bereavement**

(Policy GCBD)

Death in the immediate family requiring the attendance of the employee for not more than five (5) days in any one case may be charged to sick leave.

### **Reporting Absences**

(Policy GCBD)

It shall be the duty of any teacher or employee for whom a substitute is provided, whenever he/she is unable to be present at school, to notify the principal or a designee (secretary, assistant principal) the night before, if possible, or prior to 7:00 a.m. the morning of the absence. All other employees shall notify their immediate supervisor prior to 7:00 a.m. on a working day.

Personal leave and vacation leave, unless for emergency situations, must be approved in advance.

### **Sabbatical Leave**

(Policy GCBD)

The purpose of sabbatical leave is to provide time for professional employees to engage in formal study designed to improve their knowledge, skills, and abilities. Consideration for sabbatical leave will be given to interested persons who are eligible, have been employed in the Madison County School Division a minimum of five years, and are recommended for reappointment. See Policy GCBD-R/GDBD-R for additional information, including application procedures

### **Family Medical Leave**

(Policy GCBE)

Eligible employees may be provided with unpaid, job-protected leave up to 12 weeks for certain family and medical reasons pursuant to the Family and Medical Leave Act (FMLA). For detailed information regarding eligibility requirements, the benefits available to eligible employees, procedures for requesting Family or Medical Leave, and rights under FMLA refer to School Board Policy GCBE.

### Leave Without Pay

(Policy GCBEA)

Personal leave without pay is not a regular benefit. It is intended to be used when unusual or emergency situations arise. In order to be eligible for the leave, the employee must have exhausted all personal and/or annual leave.

The maximum leave for personal reasons that may be granted in any contract/appointment year is five (5) working days. Unless in the case of an emergency, the leave without pay shall not be granted during the first or last two weeks of school, during peak work periods, including periods of standardized testing, or to extend any holiday period. More information may be located in Policy GCBEA-R.

### Other Work During Leave Without Pay

(Policy GCBEA)

Employees who are on unpaid leave pursuant to Policy GCBEA or any other policy, except those on leave pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), may not engage in work for which they receive pay or any other type of remuneration without the prior written approval of the Superintendent. The employee must submit the request in writing and receive a response from the Superintendent prior to leave being taken.

### Military Leave and Benefits

(Policy GCBEB)

All employees who are members of the state and federal military reserves are entitled to leaves of absences from their duties on all days during which they are engaged in federally-funded military duty, including training duty, or when called forth by the Governor. Information regarding pay, paid leave, benefits, reemployment and termination can be found in School Board Policy GCBEB.

### Jury Duty

(Policy GCBI)

The Madison County School Board supports employees fulfilling the civic duties of serving on federal and state jury panels. Employees called for jury duty may be absent without loss of pay, subject to verification of actual days served by the clerk of the court. Any jury pay – not including travel reimbursement – which accrues to the employee must be paid to Madison County Public Schools. If jury duty does not begin until midday or later or if it ends by midday or before, employees are expected to report to work.

### Court Appearances

(Policy GCBI)

Employees subpoenaed or summoned to appear in court for job-related, legal transactions may be absent without loss of pay. All such leave must be approved by the superintendent. A copy of the subpoena or summons must be submitted with the leave request. When attending to personal, legal transactions, employees are required to use personal or annual leave, or with prior approval, leave without pay.

### Employment of Family Members

(Policy GCCB)

No family member of any employee may be employed by the School Board if the family member is to be employed in the direct supervisory and/or administrative relationship either supervisory or subordinate to the employee. Family members are defined as father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law.

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

(Policy GCDA)

As a condition of employment, all employees, whether full-time or part-time, permanent or temporary, are required to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the employee's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigations for the purpose of obtaining criminal history record information. The contents of the employee's criminal record shall be used only to implement dismissal, suspension or probation in accordance with the Code of Virginia. School Board Policy GCDA provides detailed information.

The Madison County School Board will not hire or continue the employment of any personnel who are determined to be unsuited for service by reason of criminal conviction or information appearing in the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services. An employee who is charged by summons, warrant, indictment, or information with the commission of a felony or a misdemeanor specified in Va. Code Section 22.1-315 may be suspended in accordance with policies GCPD and GDPD. If a current employee is suspended or dismissed because of information appearing on his/her criminal history record, the employee will be provided a copy of the information provided by the Central Criminal Records Exchange.

### Contracts

(Policy GCB, GCG & GCE)

When signing a contract, employees are agreeing to be subject to any and all laws, regulations, and policies existing during the term of the contract relating to conditions of employment.

All professional/licensed personnel are required to serve three (3) years under a probationary status before being issued a continuing contract. Service under a local teacher license does not count towards satisfying this probationary requirement. More information may be located in Policy GCG.

Homebound teachers are employed, when needed, on a part-time, hourly basis. Teachers are selected from an applicant file in the Human Resource Office or from the approved substitute teacher list of individuals holding a valid teaching certificate.

An employee working less than 180 days or less than six (6) hours per day (except for bus drivers) or who is restricted to temporary or interim employment is considered part-time.

Arrangements for the utilization of interns must be approved by the superintendent or his/her designee.

Student teachers are accepted only from accredited institutions. All student teachers must meet the same health requirements as all other personnel and must agree to abide by all division policies and regulations. Student teachers must submit evidence of a criminal background check in order to be accepted. The superintendent or his/her designee has the responsibility for the assignment and placement of all student teachers. Student teachers will not be used as substitute teachers during the period of their assignment.

### **Assignments and Transfers**

(Policy GCI)

It is the responsibility of principals and other supervisory personnel to submit recommendations to the superintendent for the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to their supervision. The superintendent has the authority to assign employees to their respective positions within the school or facility wherein they have been placed by the School Board. The superintendent may also reassign any such employee to any school or facility within the division, provided no change or reassignment during a school year affects the salary of the employee for that school year. No one can be employed or reassigned to a position where a family member, as defined in Policy GCCB, is directly responsible for that employee's supervision.

Any employee seeking a voluntary transfer of assignment to another work location for the next school year must make a request in writing to Mr. Allan McLearn, Assistant Superintendent of Administration, with copies to the current supervisor, no later than April 1.

### **Professional Staff Development**

(Policy GCL)

It is the responsibility of all instructional personnel to participate each year in professional development programs. Information regarding attendance at out-of-district meetings, conferences and conventions and tuition reimbursement programs can be found in Policy GCL regulations.

License holders are responsible for renewing their licenses and are required to successfully earn 180 professional development points within a five-year period. Information regarding the creation of an individualized professional development plan is available from the Department of Education at <http://www.doe.virginia.gov>.

### **Evaluation of Staff**

(Policy GCN & GDN)

Evaluation of employees is a cooperative and continuing process with formal appraisal annually. The purpose of the evaluation is to improve the quality of instruction and services and aid the professional growth of the individual. Supervisors will hold conferences with employees to discuss their evaluation. A copy of the evaluation will be provided to the employee, maintained by the immediate supervisor, and forwarded to the Human Resource office.

### **Reduction in Professional Staff Work Force**

(Policy GCPA)

A decrease in pupil enrollment, insufficient funding, changes in educational programs, expiration of special grants, curtailment of certain course offerings, budgetary changes and other unforeseen conditions may require a modification of the educational program which may then require a reduction in personnel. In such event the School Board, upon recommendation of the superintendent, shall determine the program adjustments to be made and the reduction in force required. For detailed information regarding Reduction in Force (RIF) procedures and provisions, including recall, see School Board Policy GCPA-R.

### **Resignation of Professional Staff Members**

(Policy GCPD)

Resignations of professional employees must be submitted in writing to the superintendent. The request for release from contract must be made at least two weeks in advance of the intended date of resignation. Such request must include the cause of the resignation. In the event that the Board or the superintendent declines to grant the request for release on the grounds of insufficient or unjustifiable cause, and the teacher breaches such contract, disciplinary action, which may include revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education. See School Board Policy GCPB for more information regarding specific timelines.

### **Professional Staff Members: Contract Status and Discipline**

(Policy GCPD)

Information regarding employment status to include re-employment, non-renewal, probation and dismissal, and suspension can be found in School Board Policy GCPD.

### **Nonschool Employment by Professional Staff Members**

(Policy GCQA)

Professional employees are encouraged not to engage in outside employment because of the possibility of it detracting from the employee's effectiveness in his/her contractual assigned duties.

### **Tutoring for Pay**

(Policy GDQAB)

A professional staff member may not be paid for tutoring any student enrolled in a class under his/her direction unless it is tutoring sponsored for and paid by the school division.

### **Professional Staff Research and Publishing**

(Policy GCQB)

The School Board shall have the copyright of all employees' work prepared by the employee in connection with his/her job duties, including instructional texts, tests, answer sheets, and materials specifically designed for use in the school division. Works authored by employees on their own time (outside of the school day), without expense to the Board, and without instruction, direction, or control of the employees' superiors are the copyright of the employees. Additional information regarding waiver of copyrights and assignment of proprietary rights can be found in School Board Policy GCQB.

## Division Administrative Staff

**Brenda M. Tanner, Ed.D.**  
Superintendent  
540-948-5395 (or ext. 5108)

**Allan McLearen**  
Assistant Superintendent of Administration  
(Human Resources)  
540-948-5392 (or ext. 5105)

**Renee Honaker**  
Supervisor of Instruction  
540-948-5984 (or ext. 5120)

**Susan Aylor**  
Supervisor of Special Services  
540-948-5390 (or ext. 5103)

**Bob Francis**  
Supervisor of Pupil Services  
540-948-5391 (or ext. 5104)

**Mark Outten**  
Supervisor of Technology  
540-948-5393 (or ext. 5107)

**Shelby Gohn**  
Coordinator of Assessment and  
Accountability  
540-948-5394 (or ext. 5110)

**Betty Sue Camper**  
Alternative Education Coordinator  
540-948-3780, ext. 5300

**Terri Sisson**  
School Psychologist  
540-948-3780, ext. 5116

**Jason Reed**  
Technology Specialist  
540-948-3780, ext. 5117

**Tina Cropp**  
Finance Officer  
540-948-5398 (or ext. 5118)

**Liz Patterson**  
Secretary: Superintendent and  
Clerk of the Board  
540-948-5395 (or ext. 5108)

**Mary Eppard**  
Supervisor of Transportation  
540-948-3787 (or ext. 5200)

**Earl Keys**  
Supervisor of Facilities Management  
540-948-5396 (or ext. 5111)

**Patty Seale**  
Supervisor of Food Services  
540-948-3780, ext. 5114

**Bina Fears**  
Secretary: Instruction, Technology &  
Assessment  
540-948-3780, ext. 5106

**Becky Dodson**  
Secretary: Pupil and Special Services  
540-948-3780, ext. 5102

**Candi Breckenridge**  
Secretary: HR & Maintenance  
540-948-3780, ext. 5101

**Karen Kyser**  
Secretary: Food Services  
540-948-3780, ext. 5115

**Melinda Cave**  
Secretary: Transportation  
540-948-3787 (or ext. 5201)

## School Addresses & Phone Numbers

### Madison Primary School

Mike Allers, Principal  
158 Primary School Drive  
Madison, VA 22727  
540-948-3781  
540-948-3365 Fax  
Grades: Pre-K - 2

### Waverly Yowell Elementary School

Karen Allen, Principal  
1809 North Main Street  
Madison, VA 22727  
540-948-4511  
540-948-3969 Fax  
Grades: 3-5

### William Wetsel Middle School

David Covington, Principal  
Carla Alpern, Dean of Special Services  
186 Mountaineer Lane  
Madison, VA 22727  
540-948-3783  
540-948-4809 Fax  
540-948-3784 Attendance Office  
Grades: 6-8

### Madison County High School

Mike Sisler, Principal  
Joshua Walton, Assistant Principal  
68 Mountaineer Lane  
Madison, VA 22727  
540-948-3785  
540-948-4425 Fax  
540-948-3786 Attendance Office  
540-948-5783 Guidance Office  
Grades: 9-12

## Administrative Addresses & Phone Numbers

### Division Office

60 School Board Court  
Madison, VA 22727  
540-948-3780  
540-948-5143 Fax

### Transportation Office

270 Mountaineer Lane  
Madison, VA 22727  
540-948-3787  
540-948-5065 Fax

[www.madisonschools.k12.va.us](http://www.madisonschools.k12.va.us)