

*Cumberland County Public Schools  
P. O. Box 170  
Cumberland, VA 23040*



# Employee Handbook

Updated July 2023

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## Forward

**Notice:** This handbook is provided as an easy reference to assist employees in understanding the policies and practices of Cumberland County Public Schools. For more information, employees should refer to the Cumberland County School Board Policy Manual. The manual is maintained at the School Board Office and can be accessed online at [www.cucps.k12.va.us](http://www.cucps.k12.va.us).

If employees have policy questions or questions related to personnel, they should contact the Assistant Superintendent of Human Resources at 804-492-4212. Questions related to benefits should be directed to the Finance Office personnel at 804-492-4212.

This handbook does not constitute a contract. Cumberland County Public Schools, as the employer, reserves the right at any time to adjust or make modifications regarding procedures at its sole discretion.

# Mission Statement

The mission of Cumberland County Public Schools is to inspire and prepare all students with the confidence, courage, and competence to achieve their dreams, contribute to community, and engage in a lifetime of learning.

## School Board Office

1541 Anderson Highway  
 P.O. Box 170  
 Cumberland, Virginia 23040  
 (804) 492-4212  
 FAX: (804) 492-9869

Contact us online @ [www.cucps.k12.va.us](http://www.cucps.k12.va.us)

District Administration	
Dr. Donald "Chip" Jones, Jr.	Superintendent
Dr. Elizabeth Jamerson	Assistant Superintendent for Human Resources
Mrs. Bernice Ford	Director of Special Education
Dr. Sharon Almond	Director of Curriculum and Instruction
Mr. Alfonso Bell	Transportation Coordinator
TBD	School Nutrition Coordinator
Mr. Jeffrey Dingeldein	Director of Technology, CTE, & Custodial Services
Mrs. Phyllis Langhorne	Business Manager
Mr. Tyrone Mosby	Athletic Director and Career Development Specialist

Cumberland County School Board		
District	Name	Contact Info
1	Ms. Ginger Sanderson, Chairperson	2234 Cartersville Road Cartersville, VA 23027 Home (804) 375-9626
2	Mr. George Lee Dowdy, III, Vice Chairperson	923 Oak Hill Road Cumberland, VA 23040 Home (804) 492-5547
3	Mrs. Latesha Anderson	40 Hunters Trail Cumberland, VA 23040 Home (434) 390-1270
4	Ms. Leigh McCrea	131 Carriage Hill Road Farmville, VA 23901 Home (804) 491-8058
5	Mrs. Everleane Randolph	136 Cooks Road Farmville, VA 23901 Contact (434) 607-6957

# School Directory



## Cumberland High School

P.O. Box 140  
Cumberland, VA 23040  
**Phone:** 804-492-4212  
**FAX:** 804-492-9871

**Principal:** Mrs. M. Melissa "Missy" Shores  
**Assistant Principal:** Mrs. Lisa Garcia  
**Athletic Director:** Mr. Tyrone Mosby  
**School Counselor:** Ms. Natalie Sacra



## Cumberland Middle School

P.O. Box 184  
Cumberland, VA 23040  
**Phone:** 804-492-4212  
**FAX:** 804-492-9868

**Principal:** Mr. Andrew Hoyt  
**Assistant Principal:** Mr. Jason Mawyer  
**School Counselor:** Ms. Emily Ellinghausen



## Cumberland Elementary School

P.O. Box 190  
Cumberland, VA 23040  
**Phone:** 804-492-4212  
**FAX:** 804-492-9867

**Principal:** Mrs. Virginia Gills  
**Assistant Principal:** Mrs. Wendy Tillett  
**School Counselor:** Ms. Jaleesa Johnson

## Non-Classified Employee Contracted Days

**200 DAY TEACHERS:** Report on July 31, 2023, follow adopted school calendar, and complete contract obligation on June 30, 2024, or as amended for make-up. Newly hired teachers also report on July 26-27, 2023. Teachers must account for all days. [Teacher flex days are approved by building principals.]

**12-MONTH ADMINISTRATORS AND SUPERVISORS:** Report on July 1, 2023, and work a normal work week with the exception of paid holidays and vacations and complete contract obligation on June 30, 2024.

All 12-month employees have holidays established as follows:

Independence Day – <b>July 4, 2023</b>	Day after Christmas Day – <b>December 26, 2023</b>
Labor Day – <b>September 4, 2023</b>	New Year's Eve – <b>December 31, 2023</b>
Columbus Day – <b>October 9, 2024</b>	New Year's Day – <b>January 1, 2024</b>
Thanksgiving Day – <b>November 23, 2023</b>	Dr. Martin Luther King Day – <b>January 15, 2024</b>
Day after Thanksgiving Day – <b>November 24, 2023</b>	Good Friday – <b>March 29, 2024</b>
Christmas Eve – <b>December 24, 2023</b>	Day after Easter – <b>April 1, 2024</b>
Christmas Day – <b>December 25, 2023</b>	Memorial Day – <b>May 27, 2024</b>

NOTE: Juneteenth is a federal holiday that will fall on June 19, 2024. Twelve-month employees may take one day of leave in honor of this day any time during June or July.

## Classified Employees Contracted Days

**180-DAY EMPLOYEES (PART-TIME CUSTODIANS):** Work 180 days which follows the schedule the students are in school unless the work schedule is amended due to changes in days school is in session or as amended for make-up.

**183-DAY EMPLOYEES (BUS DRIVERS):** Work 183 days (**Three [3] days of In-Service Training**) which follows the schedule students are in school unless the work schedule is amended due to changes in days school is in session or as amended for make-up.

**185-DAY EMPLOYEES (INSTRUCTIONAL AIDES/PARAPOFESSIONALS):** Work 185 days (**Five [5] days of In-Service Training/Workdays**); 180 of these days follow the schedule the students are in school unless the work schedule is amended due to changes in days school is in session or as amended for make-up. Building principal will determine In-Service/Workday schedule.

**190-DAY EMPLOYEES (SCHOOL NUTRITION STAFF):** Work every day students attend school. Workers report five additional days before school starts and five days after school is closed. The work schedule may be adjusted due to school schedule changes caused by inclement weather or special circumstances.

**12-MONTH EMPLOYEES:** Report on July 1, 2023, and work every day the central office is open, except scheduled vacation days, and complete contract obligation on June 30, 2024.

# **General Information**

## **Employee Work Schedules**

### **Work Schedules**

The workday for 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 supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Work schedules for other employees will be defined by the superintendent or his/her designee, consistent with the Fair Labor Standards Act and the provisions of this policy.

### **Workweek Defined**

Working hours for all employees not exempted under the Fair Labor Standards Act, including secretaries, bus drivers, cafeteria staff, custodial staff, and maintenance personnel, will conform to federal and state regulations. The superintendent will ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. 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 school district employees will be 12:00 A.M. Sunday until 11:59 P.M. Saturday.

### **Overtime**

The Cumberland County School Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of his/her supervisor. All overtime work must be expressly approved in writing by the superintendent or his/her designee. All supervisory personnel must monitor overtime on a weekly basis and report such time to the superintendent or his/her designee. Principals and supervisors will monitor employees' work, will ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed, and will 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 40 hours in a workweek. Accurate and complete time sheets of actual hours worked during the workweek will be signed by each employee and submitted to the finance officer. The compensation clerk will review work records of employees on a regular basis to make an assessment of overtime use.

Non-exempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Such employees will be provided overtime pay as provided above for working more than 40 hours in a workweek.

Employees will be provided with a copy of this policy and will be required to sign this policy to acknowledge their understanding of overtime provisions. Such signed policy will constitute the written agreement required in this section.

## **Attendance Expectations**

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

Reference: School Board Policy – GAA

## **Graduation Attendance**

All teachers, administrators, coordinators, and supervisors are expected to attend and participate in graduation exercises, which includes the wearing of academic robes. Any staff member who cannot attend graduation must take half of a personal day or, if due to illness, half of a sick day. Request for a personal day must be made and approved at least forty-eight (48) hours in advance, unless an emergency situation arises.

## **Acceptable Computer System Use**

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, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD/DVD devices, servers, and personal computers, the Internet, and other internal or external networks or devices.

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 abide by the Acceptable Computer System Use Agreement when 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 any unauthorized charges or fees resulting from access to the computer system.

Reference: School Board Policy – GAB/IIBEA

## **Equal Employment Opportunities**

Cumberland County Public Schools shall adhere to a policy of equal employment opportunities for all employees. It is the policy of the School Board not to discriminate on the basis of 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 in admission or access to, or treatment in its programs and activities. The Assistant Superintendent of Human Resources is designated as the person responsible regarding assurances of non-discrimination and may be reached at the following address: P.O. Box 170, Cumberland, VA 23040, and telephone number (804) 492-4212.

Reference: School Board Policy – GB and AC

## **Sexual Harassment**

It is the policy of the Cumberland County School Board to maintain a working and learning environment for all its employees and students that provides for fair and equitable treatment, including freedom from sexual harassment. It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcomed sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature when: (1) submission to or rejection of such conduct is used as a basis for employment or academic decision affecting the employee or student; (2) such conduct creates an intimidating, hostile or offensive working or learning environment; or, (3) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs. The complete policy regarding harassment and retaliation is in the *CuCPS Policy Manual*, located online or in hardcopy at the Central Office.

Reference: School Board Policy – GBA/JFHA

## **Staff Involvement in Decision Making**

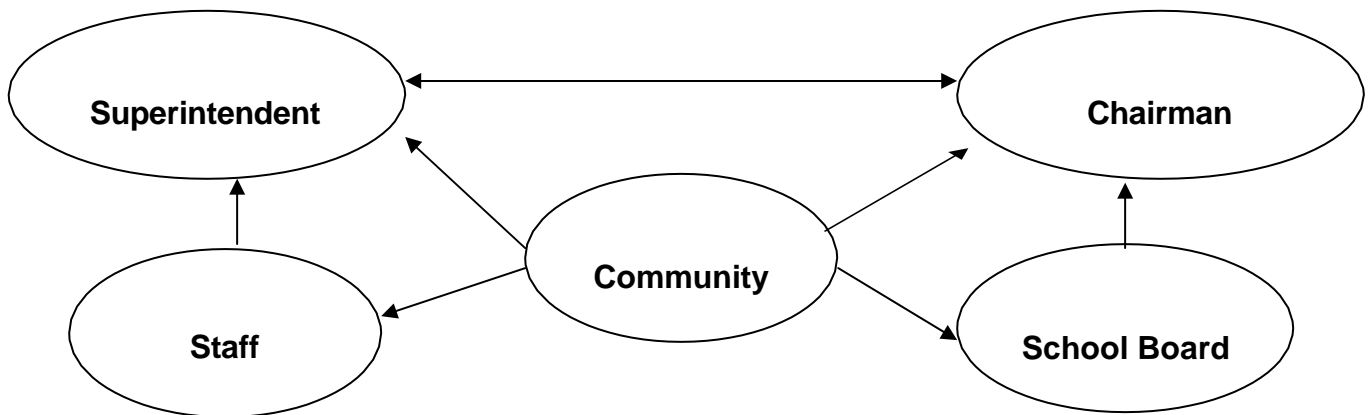
Employees are encouraged to communicate their ideas and concerns in an orderly and constructive manner to the School Board and/or administrative staff. A system of two-way communication shall be established by the superintendent to hear from and respond to all employees.

## **Board-Staff Communications**

The Cumberland School Board supports and encourages the concept of two-way communication between the Board and employees. The superintendent is the official representative of the School Board as its chief administrative officer in its relations and communications with its employees. A diagram of the two-way communication system is provided below.



The School Board desires to develop and maintain the best possible working relationship with the employees of the school division. The Board welcomes the viewpoints of employees, and it shall allow time at its meetings for employees to be heard. It is the policy of the School Board not to discriminate against any employee by reason of his or her membership in an employee organization, or participation in any lawful activities of the organization.



Reference: School Board Policy - GBD

## ADA Compliance

The Americans with Disabilities Act (ADA) prohibits employment discrimination on the basis of workers' disabilities. The ADA also requires employers to provide reasonable accommodations -- changes to the workplace or job -- to allow employees with disabilities to do their jobs. Employers must make reasonable accommodations to the known limitations of a person for pregnancy, childbirth or related medical conditions (including lactation). Employers are required to make accommodations unless providing such an accommodation would impose an undue hardship on the employer, which would include accommodations that are too costly, extensive, or disruptive to be adopted in the workplace. Employers may not take adverse action against an employee who requests or uses a reasonable accommodation, deny an employment or promotion opportunity, or force an employee to take leave if another reasonable accommodation is available. Employers must provide notice of these rights by including them in any employee handbook and posting them in a conspicuous location. The law applies to employers with five or more employees.

## Standards of Conduct

In keeping with the standards of conduct endorsed by the Commonwealth of Virginia, all employees will conduct themselves according to the following guidelines:

- Report to work as scheduled and seek approval from their supervisors in advance for any changes to the established work schedule, including the use of leave and late or early arrivals and departures.
- Perform assigned duties and responsibilities with the highest degree of public trust.
- Devote full effort to job responsibilities during work hours.
- Maintain the qualifications, certification, licensure, and/or training requirements identified for their positions.
- Demonstrate respect for the school division and toward coworkers, supervisors, managers, subordinates, students, parents, and other educational stakeholders.
- Use school equipment, time, and resources judiciously and as authorized.
- Support efforts that ensure a safe and healthy work environment.
- Maintain the highest standards of confidentiality at all times.
- Utilize leave and related employee benefits in the manner for which they were intended.
- Resolve work-related issues and disputes in a professional manner and through established business processes.
- Maintain appropriate professional relationships with all students, including adult students.
- Meet or exceed job performance expectations.
- Make work-related decisions and/or take actions that are in the best interest of the school division.
- Comply with the letter and spirit of all School Board policies and procedures.
- Report circumstances or concerns that may affect satisfactory work performance to management, including any inappropriate (fraudulent, illegal, unethical) activities of other employees.
- Obtain approval from supervisor prior to working overtime (if non-exempt from the Fair Labor Standards Act [FLSA]).
- Work cooperatively to achieve school goals and objectives.
- Conduct themselves at all times in a manner that supports the mission of the school and the performance of all duties.

## **Drug-Free Workforce**

The Cumberland County School Board is committed to maintaining a Drug-Free Workforce.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (including but not limited to alcohol or anabolic steroids) by any employee on school property, at any school activity, or on any school-sponsored trip is prohibited. Any employee convicted of any criminal drug statute for a violation occurring under the circumstances described above shall notify the superintendent within five (5) days after such conviction. Compliance with this provision is a condition of employment. All employees should read the complete policy located in the School Board Policy found online at [www.cucps.k12.va.us](http://www.cucps.k12.va.us) or in hardcopy at the Central Office.

Reference: School Board Policy - GBEA

## **Tobacco-Free and Vapes-Free School Environment for Staff**

Smoking, chewing, or any other use of any tobacco or nicotine vapor products by staff or students is prohibited on school property. This includes the use of e-cigarettes and vapes. For the purposes of this policy, school property shall mean all property, including vehicles owned, leased, rented, or otherwise used by the school division. Staff found to be in violation of this policy shall be subject to appropriate disciplinary action.

Reference: School Board Policy – GBEC/JFC

## **Staff Weapons in School**

The Cumberland County School Board is committed to maintaining a safe and secure working and learning environment. Staff members are prohibited from carrying, bringing, using or possessing any weapon, as defined in Policy JFCD of the *Cumberland County Public Schools Policy Manual*, 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. Such actions of the Superintendent and School Board shall begin immediately on notification of a violation. All incidents involving illegal carrying of a firearm shall be reported in accordance with state law.

Reference: School Board Policy – GBEB

## **Professional Dress**

Faculty and staff are professionals and will model good taste and appropriate dress, which will ensure that all employees present themselves to students, parents, and the general public in a manner that enhances their professional position. Clothing should be neat, clean, in good repair, and appropriate for on-the-job appearances at all times.

Dress and appearance, including footwear, should be appropriate, based on the following criteria:

- The nature and environment of the work,
- Health and safety factors,
- The nature of the employee's public contact and the normal expectations of outside parties with whom the employee will work,
- The employee's interaction with students, and
- The effect of inappropriate dress on school climate.

Uniform dress may be required for certain categories of employees such as food service personnel.

Professional dress for teachers, administrators, supervisors, paraprofessionals, nurses, and secretaries should adhere to the following guidelines:

- Any attire for males or females must be in compliance with the Student Dress Code.
- "Business-Casual Fridays" and "Jean Days" will be at the discretion of the principal and/or supervisor.
- Only physical education teachers are permitted to wear jogging/wind suits and shorts. Physical education instructors shall wear such attire only when actively engaged in teaching physical education.
- Certain items such as smocks (art classes, culinary arts), lab coats (chemistry, science, shop), or other special attire related to specific courses/tasks (such as scrubs for nurses or Nurse Aid/CNA classes or fatigues for JROTC) may be worn as appropriate.
- Good judgment should rule in determining what is not appropriate; however, the following should not generally be worn to school (unless approved by supervisor): jeans (of any color), sweat pants, flip-flops, sneakers, and t-shirts.

Reasonable accommodations will be made for religious reasons or physical conditions.

## **Social Media Guidelines**

Cumberland County Public Schools employees are cautioned to be very careful about using social media. The following guidelines should be taken into account when considering the use of social media:

1. Teachers are encouraged to use closed online learning systems, such as Google Classroom or Canvas, for delivering online content to students. All pages, posts, and forums should be for specific educational purposes and related to instruction. Any uploaded content or web links should be reviewed for appropriateness. Uploaded content should also be posted to ad-free sites to eliminate the opportunities for accidentally viewing unsuitable advertisements or content.
2. All online communication via the Internet, whether this be school sponsored or personal (Facebook, personal Home Page, Twitter, etc.) in which an individual holds himself/herself out as an employee of Cumberland County Public Schools must be consistent with CuCPS policies and regulations.
3. School employees should avoid establishing an online relationship with a CuCPS student outside of available school division-approved, work-related social networking sites (i.e., Google Classroom).
4. In the personal use of social networking sites, all CuCPS employees should comply with the following:

- a. Preserve suitable professional boundaries and authority as a classroom teacher, administrator, paraprofessional, supervisor, coach, or other employee.
- b. Exercise online reputation management by considering the personal and professional impact of what is posted.
- c. Establish appropriate privacy settings which will limit access to personal information available on any social networking site.
- d. Establish social networking relationships with caution and “unfriend” all those who post unsuitable content that may be viewed on the employees’ networking site.
- e. Avoid inappropriate electronic communications with students or former students.
- f. Avoid the appearance of impropriety.
- g. Refrain from posting negative information about students, fellow employees, or the school division.

## **Online Grant Requests/Crowdfunding**

Cumberland County Public Schools has established procedures for soliciting funds from online donation sites such as GoFundMe or Donors Choose. These procedures are to protect the division and the employee against fraud and/or Title IX implications. These guidelines apply anytime an employee solicits funds for materials, services, or equipment for any Cumberland schools, classrooms, or programs.

1. All grant requests must be approved by the principal before being posted.
2. The requestor must specify exactly what materials, services, or supplies are to be funded.
3. All grant money must be directly deposited into a school or division account. No money will be given directly to grant recipients.
4. The recipient must purchase what was specified in the grant.
5. Any materials or equipment so funded become the property of Cumberland County Public Schools, and must remain in the school division for use by students and staff. Staff members may not remove grant-funded materials or equipment in the event their employment with the division ends.
6. Every effort will be made to ensure that a gift or donation designated for a specific program or purpose will be utilized as the donor desires.
7. In keeping with School Board policy, any and all donations must be accepted by the Cumberland County School Board. A gift or donation will not be accepted if an acknowledgement restriction or condition is placed on it by the donor.

## **Political Activities for Staff**

The Cumberland County School Board recognizes the right of its employees to engage in political activity. Employees may solicit support for political candidates or political issues outside regular work hours and off 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.

Reference: School Board Policy – GBG

## **Gifts and Solicitations**

The Cumberland County School Board discourages the exchange of gifts between students and staff.

Reference: School Board Policy – GBI

## **Staff Garnishments**

Employees of Cumberland County Public Schools are encouraged to remain financially solvent and are discouraged from incurring debts beyond their means to pay. However, when circumstances arise which lead to legal action ordering garnishment of wages, the amount specified in the garnishment order will be withheld from the employee's compensation and handled as required by law.

Employees who are subjected to repeated garnishments shall be subjected to School Board review of their employment status and possible dismissal could occur as a result of frequent and repeated garnishments.

Reference: School Board Policy – GCBF

## **Outside Employment**

Employees may, during the hours not required of them to fulfill their responsibilities to Cumberland County School Board, engage in other employment as long as such employment does not detract from or interfere with their employment by Cumberland County School Board.

Reference: School Board Policy – GCQA

## **Authorized Use of School-Owned Materials**

To ensure the security of school property, the Superintendent shall develop regulations governing the use of all school-owned property. The regulation shall address the use of school division facilities, supplies, materials, and equipment by employees and outside organizations. Employees are prohibited from utilizing school property for personal use or gain.

Reference: School Board Policy – EDC

## **Annual Leave Benefits**

Ten (10) and eleven (11) month professional staff employees of the Cumberland County School Board are not granted annual leave. Ten (10) and eleven (11) month support staff employees of the Cumberland County School Board are not granted annual leave unless approved by the School Board as part of the compensation package.

Annual leave for vacations or other personal reasons for all twelve (12) month employees of the Cumberland County School Board shall be earned based on continuing service within Cumberland County Public Schools according to the following schedule:

<u>Years of Service</u>	<u>Annual Leave Earned</u>
0-5 years	12 days
6-10 years	15 days
11+ years	18 days

All employees terminating employment will receive a lump sum payment for earned, accumulated, unused annual leave days up to a maximum of thirty (30) days. In order to receive payment for unused days, the employee must request payment in writing within ten (10) days of decision of termination.

Reference: School Board Policy – GCBD-R

## **Sick Leave Benefits**

### **Sick Leave**

Sick leave shall be allowed for personal illness, including quarantine, injury, pregnancy, temporary physical and mental incapacity, or illness in immediate family requiring the attendance of the employee. (The term “immediate family” of an employee shall be regarded to include mother, father, foster parents, adoptive parents, stepmother, stepfather, grandparents, grandchildren, wife, husband, children, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and any other relative living in the household of the employee.

Leave benefits are assigned depending on VRS status. “Legacy Employees” are defined as full-time employees who have been employed prior to January 1, 2014, and are considered VRS Plan 1 or Plan 2 members. These employees were offered the option to enroll in the VRS Hybrid Retirement Plan during the opt-in period of January 1, 2014, and chose not to do so. “Hybrid Employees” are defined as full-time employees who were hired on or after January 1, 2014, and who are participating in the VRS Hybrid Retirement Plan or any VRS Plan 1 or 2 members who opted to switch to the VRS Hybrid Retirement Plan during the opt-in period.

All full-time, salaried teachers, administrators, clerical office staff, maintenance and custodial personnel, school bus garage employees, clerical workers, and teacher aides earn one (1) day of sick leave at the end of each month of the yearly contractual period. For Legacy employees, unused sick leave may be accumulated from year to year, with no limit to the number of days that may be accumulated.

Employees covered under this policy may transfer from one school system to another in Virginia and likewise transfer any such accumulated leave if the School Board of the system to which the transfer is made signifies its willingness to accept such transfer. CuCPS does not accept the transfer of sick leave days for Hybrid employees.

The Cumberland County School Board 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 Legacy employees upon termination of employment from CuCPS under certain conditions as specified in the Policy Manual. An employee must request such sick leave compensation in writing within ten (10) days of leaving the school division. Payment will be made to approved employees

with the regularly scheduled payroll following the receipt of the written request.

Reference: School Board Policy – GCBD & GCBD-R

## **Sick Leave Bank**

The Cumberland County School Board has directed the establishment of a sick leave bank for full-time employees, provided one third of eligible employees participate in the plan. The sick leave bank shall afford properly enrolled members to use days from the bank for extended absence from work, provided all regulations in the policy are complied with. Membership is voluntary on the part of eligible employees. Eligible employees may enroll in the sick leave bank by submitting a Sick Leave Bank Benefit Application to the Director of Human Resources or the designee and by donating one day of sick leave upon enrollment. Employees may make application during the first 30 days of their employment. If the employee does not join when first eligible, the employee may make application between September 1 and September 30 of any given calendar year.

To receive benefits, employees must meet all the criteria outlined in the Sick Leave Bank policy and must make application for this benefit. Hybrid employees are not eligible to participate in the Sick Leave Bank.

Reference: School Board Policy – GCBD-R

## **Family and Medical Leave**

The Cumberland 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., Section 2601 et. seq. This policy describes the benefits available to eligible employees under the Act.

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; and
  - a. Because of a serious health condition that makes the employee unable to perform the essential functions of the employee's job.
  - b. 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 active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

To be eligible for leave under this policy, the employee must have at least twelve (12) months of service with Cumberland County school division and have worked at least 1,250 hours in the preceding twelve (12) months prior to commencement of the leave. Full-time teachers are deemed to meet the 1,250 hour test.

Reference: School Board Policy – GCBE



## **Employee Work-Incurred Injuries–Worker’s Compensation Benefits**

Employees are responsible for notifying their supervisor of an accident or injury immediately, completing the appropriate forms, and receiving a copy of the doctor’s panel from which to choose. The employee is responsible for keeping Human Resources advised of time lost as a result of the injury. This includes prior notification of scheduled doctor’s appointments, a doctor’s statement substantiating absenteeism and the employee’s anticipated return-to-work date. The employee is responsible for providing appropriate medical reports to Human Resources as required.

Leave is granted to all employees for injury sustained on the job under the above terms and in accordance with provisions of the Worker’s Compensation Act.

Worker’s compensation benefits do not cover injuries incurred while traveling to and from work or during activities not required by the employee’s position or work assignment. Not all injuries that happen during work hours are compensable under the definitions provided by Virginia’s Worker’s Compensation Act.

An employee is not entitled to compensation for the first seven days (including the weekend). The employee may choose to use accrued sick, personal or annual leave, if available, for a maximum of five days during this period. After seven days, the employee comes under Worker’s Compensation guideline and lost wage benefits. The employee will not be compensated by the school division while under the lost wage benefits.

## **Tuition Assistance**

Licensed personnel may receive up to \$1,200 for tuition assistance in any one budget year as funds are available. If no funds are available, no tuition assistance will be provided. Any employee receiving tuition assistance must agree to work in the Cumberland County Public Schools for one (1) year for each three-credit course paid for by CuCPS or reimburse the school system for the funds expended. Forms will be available at each school for employees to complete agreeing to the requirements set forth in this policy. Application for tuition assistance must be made to the division superintendent or designee prior to registering for class. Priority for funds will be determined in the following order:

1. To meet the requirements for the Collegiate Professional Certificate.
2. To meet the requirements for an endorsement in the area of assignment.
3. To meet the requirements for an added endorsement in an area approved by the division superintendent.
4. To meet requirements for a Master’s degree in endorsement area, with priority going to those who have longest served the system, to teach dual enrollment classes.
5. To meet the requirements of recertification.

Reference: School Board Policy – GCL-R

## Grievance Procedures

The School Board encourages communication to interchange ideas and viewpoints between employees and their school principals or immediate supervisors. The Superintendent, as the chief administrative officer, is also available to communicate with employees and the School Board welcomes input from employees at its public meetings.

Employee concerns or problems should be discussed openly with the immediate supervisor to bring about resolution of the issue. When disputes of teachers or other professional staff cannot be resolved, the grievance procedures adopted by the Virginia Board of Education may be implemented, if appropriate. Inquiries for information and copies of the grievance procedures are available by contacting Human Resources. The division will follow the grievance procedure as outlined by the Code of Virginia.

For a teacher or professional staff member, “Grievance” typically means one of the following:

1. a complaint or a dispute by a teacher relating to his or her employment, including but not necessarily limited to the application or interpretation of personnel policies, procedures, rules, and regulations, ordinances, and statutes; acts of reprisal as a result of discrimination on the basis of race, color, creed, political affiliation, handicap, age, national origin or sex.
2. a complaint or a dispute by a teacher relating to his or her employment involving dismissal.

The term “grievance” shall not include a complaint or dispute by a teacher relating to the establishment and revision of wages or salaries, position classifications, or general benefits; suspension of a teacher or nonrenewal of the contract of a teacher who has not achieved continuing contract status; the establishment or contents of ordinances, statutes, or personnel policies, procedures, rules and regulations; failure to promote; or discharge, layoff, or suspension from duties because of decrease in enrollment or abolition of a particular subject or insufficient funding; hiring, transfer, assignment, and retention of teachers within the school division; suspension from duties in emergencies; or the methods, means, and personnel by which the school division’s operations are to be carried on. While these management rights are reserved to the School Board, failure to apply, where applicable, these rules, regulations, policies, or procedures as written or established by the School Board is grievable.

For unresolved disputes of support staff regarding dismissal, suspension, or other disciplinary actions, the School Board shall follow the grievance procedure as outlined in the CuCPS Policy Handbook as well as by the Code of Virginia.

Reference: School Board Policy – GBM and GBMA

## Professional Staff Licensing

The State Board of Education shall, by regulation, prescribe the requirements for certification of teachers and other school personnel. No teacher shall be regularly employed by a School Board or paid from public funds unless such teacher holds a license or provisional license 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. Requirements for classroom teachers, special education, career and technical education, school counselors, reading specialists, school psychologists, visiting teacher/social worker are stated in the Licensure Regulations for School Personnel adopted by the State Board of Education and in Policy GCA, Local Licenses for Teachers. Beginning January 15, 2015, speech-language pathologists are no longer licensed by the Virginia Department of Education, but by the Virginia Board of Audiology and Speech-Language Pathology.

Reference: School Board Policy – GC

## **Employee Evaluations**

The superintendent of schools shall supervise the establishment of a cooperatively developed procedure for adequate and periodic evaluation of the work of each employee and shall maintain suitable records. The evaluation procedure shall allow for personnel evaluation appropriate to the tasks performed by those being evaluated.

The evaluation process shall be considered when making employment recommendations to the School Board pursuant to Section 22.1-293 or 22.1-305 of the Code of Virginia.

Reference: School Board Policy – GCM, GDN

## **Employer Provided Benefits for Full-time Staff**

### **VIRGINIA RETIREMENT SYSTEM (VRS)**

Membership in the Virginia Retirement System is mandatory for all full-time employees. As specified by state regulations, for those in Plan I and Plan II, the employee contributes 5% of the total retirement contribution. The school division pays the employer portion (varies from year to year) of the contracted salary of each employee. The anticipated combined rate for professional staff during the 2023-2024 fiscal year is 16.62%, and 0.55% for non-professional staff.

The anticipated contribution rate for professional Hybrid Plan employees is 16.62% of covered compensation pay and the anticipated rate for non-professional Hybrid Plan staff is 0.55%. While 1% is invested with ICMA-RC, Plan members are required by state statute to contribute 4% of their annual covered payroll to VRS and the Hybrid Retirement Plan.

### **VIRGINIA RETIREE HEALTH INSURANCE CREDIT (VRHIC)**

Participation is mandatory. Eligible retired teachers and other professional school employees can receive a monthly health credit to be used towards the cost of their individual health insurance premiums. The current employer contribution rate is 1.21% of covered payroll. Effective July 1, 2020, non-professional school employees are now eligible for the health care credit. The employer contributes 1.16% toward the cost of the individual health premiums.

## **LIFE INSURANCE**

VRS group life insurance provides the school division's employees who are eligible to contribute to VRS with two kinds of insurance during active employment – life insurance and accidental death and dismemberment insurance. The amount of life insurance coverage provided is equal to the employee's annual salary rounded to the next highest thousand, and doubled. An accidental death benefit would be double the natural death benefit. The school division pays the full cost for life insurance coverage for all full-time employees, which is 1.34%.

## **Guidelines for Requesting to Attend a Conference**

Employees who wish to attend a conference or workshop must first obtain the approval from their principal/supervisor. Once approval is granted, the Conference Request Form must be completed, signed by the principal/supervisor, and submitted to the Superintendent or his/her designee for approval. The amount of reimbursement will be established and indicated on the form, which will then be returned to the staff member making the request. Upon returning from the conference or workshop, the appropriate receipts must be submitted to the principal/supervisor for approval, and then forwarded to the Office of Finance for processing.

## **Guidelines for Travel Reimbursement**

1. Upon receiving appropriate approvals, the individual shall be responsible for making sure all arrangements, including reservations, registrations and travel are made.
2. Proper reimbursement forms must be submitted to the principal/supervisor for approval then forwarded to the Office of Finance for processing.
3. Approved reimbursement items are as follows:
  - A. Cost of lodging at conference rates (when appropriate, rooms should be shared).
  - B. Registration fees if applicable.
  - C. Mileage at \$0.655 per mile if using private car. Participants should car pool if at all possible. Requests for school board vehicles should be made directly to the Transportation Coordinator. Reimbursement for mileage is made only if school vehicle is not available.
  - D. Maximum amount per individual for meals is \$30 per day (when conferences are in large metropolitan areas, this amount can be adjusted with approval of the Superintendent).
  - E. Tolls and parking fees.
  - F. All items must be listed and dated on the reimbursement form with receipts attached in order for reimbursements to be processed.

## **Former Employee Benefits**

### **Consolidated Omnibus Budget Reconciliation Act (COBRA)**

COBRA contains provisions giving certain former employees, retirees, spouses and dependent children the right to temporary continuation of health coverage at group rates. This coverage, however, is only available in specific instances. Former employees

who opt for COBRA coverage are responsible for paying the group rate premium whether it is the individual coverage or the family coverage.

Qualifying events are certain types of events that would cause, except for COBRA continuation coverage, an individual to lose health insurance coverage.

1. The type of qualifying events for employees of Cumberland County Public Schools covered by Anthem include (a) voluntary or involuntary termination of employment for reasons other than “gross misconduct,” and (b) reduction in the number of hours of employment.
2. The types of qualifying events for spouses who lose group health coverage under Anthem include (a) events listed above, (b) covered employees becoming entitled to Medicare, divorce or legal separation of the covered employee, and/or (c) death of the covered employee.
3. The types of qualifying events for dependent children who lose group health coverage under Anthem are (a) events listed above and (b) loss of “dependent child” status under the plan rules.

## **Frequently Asked Questions and Answers**

### **Payroll Deductions**

#### ***Q. What types of payroll deductions are available?***

A. There are two types of payroll deductions: mandatory (such as social security, federal and state income tax) and optional deductions which are listed below.

#### **1. Group Health Insurance**

The contract for the Cumberland County Public School Employees Group Health Insurance Program is currently with Anthem. Coverage plan year runs from July 1 through June 30 of the contract year. Anyone wishing to make changes to level of participation should contact the Office of Finance. The option of pre-taxing the premiums for those that choose to participate in the Flexible Benefits Program is available.

#### **2. Tax-sheltered Annuities**

Contact the Office of Finance for more details. It's important to remember that Office of Finance personnel must be notified by the **15<sup>th</sup>** of the month for any changes to be effective in the end of the month payroll.

#### **3. Virginia Credit Union, Inc. (VACU)**

Payroll deduction for the Virginia Credit Union, Inc. is available for members. Membership in the VACU is open to all employees. For information on membership call (804) 492-4212.

#### **4. Other Insurances**

Payroll deductions are allowed for other insurances such as cancer, critical illnesses, accident, and disability insurances.

#### **5. Section 125 Flexible Benefit Plan**

A Section 125 Flexible Benefits Plan allows an employee to spend benefit dollars for benefits that you choose to meet your needs. The benefits that you choose are then paid with benefits dollars made available for you through a salary redirection agreement. Salary redirection means that you are able to use "pre-tax" dollars to pay for certain benefits that you may have previously paid for with "after-tax" dollars. This plan helps you to reduce your tax liability and increases your spendable income.

There are two (2) features available to you under the plan.

- 1) Premium Conversion - (Insurance premiums related to Dental, Health, Cancer, Disability, Vision, etc.)
- 2) Expense Reimbursement –
  - a) Out of pocket medical and
  - b) Dependent care

Contact the Payroll Department for more information regarding this benefit. Open enrollment typically occurs at the end of April through end of May of each year.

#### **6. Direct Deposit of Payroll Checks is mandatory.**

All employees, including substitute staff members, must participate in the Direct Deposit Program where the employee's net paycheck will be automatically deposited to a savings or checking account of a financial institution that participates in the Automated Banking Network. Public Schools are exempt from **Virginia Code section 40.1-29** and may therefore require all employees to participate in direct deposit.

### **LEAVE POLICY**

#### **Personal Leave**

##### **Q. What procedure do I use to take my personal day/days?**

A. Approval must be received from your immediate supervisor. Approval can be requested online through AptaFund. Please note that personal days have some restrictions and should be scheduled in advance whenever possible.

##### **Q. What happens if I don't use my personal leave?**

A. Unused personal leave days may be converted to sick leave at the end of the year. However, teachers and paraprofessionals may accumulate up to 5 personal days.

### **Maternity Leave**

#### **Q. How do I arrange for maternity leave?**

- A. Sick leave days may be used for pregnancy leave. Employees should consult their supervisor and Human Resources to coordinate dates requested and obtain necessary paperwork.

### **Jury Duty or Court Summons**

#### **Q. I must appear in court. Will I receive any compensation?**

- A. Employees who are summoned for jury duty or must appear in court for a school related event will be fully compensated for the missed days. No charge will be made against an employee's personal, annual or sick leave for such occurrences.

### **Funeral Leave**

#### **Q. Who is covered under funeral leave?**

- A. Employees may be absent without loss of pay and without sick leave deduction in the case of death of a mother, father, spouse, child, brother, sister, grandparent, and grandchild for a period not to exceed three (3) days per occurrence. Additional days and all other funerals shall be charged to sick leave.

### **Sick Leave**

#### **Q. I'm ill and cannot come to work. What procedure do I need to follow?**

- A. Instructional staff should contact their supervisors early and provide lesson plans for their substitutes. Classified staff members should be sure to call their supervisor in order to find a substitute if one is required. Days should be recorded in AptaFund.

#### **Q. How do I earn sick leave and what happens to my sick leave when I leave the school division?**

- A. All full-time employees accrue one day per month of sick leave for each month worked (which means 10 month employees receive 10 days of sick leave per year, 11 month employees receive 11 days of sick leave, etc.) with the exception of school nutrition team members and bus drivers. These employees receive 7 days per year (3.5 per semester) and receive 1 personal leave day for the school year. Sick leave for Plan I and Plan II employees can accumulate indefinitely and, upon termination of employment, an employee is paid one-fourth of his/her daily rate up to \$5,000.00 of unused leave for employees with over 5 years of uninterrupted service in the Cumberland County School division. Hybrid Plan members may accumulate up to forty (40) sick days. An employee must request such sick leave compensation in writing within ten (10) days of leaving the school division. Payment will be made to approved employees with the regularly scheduled payroll following the receipt of the written request. Payment of unused sick leave will not be made to any employee who terminates employment prior to completion of the school year. Employees covered under this policy may transfer from one school system to another in Virginia and

likewise transfer any such accumulated leave if the school board of the system to which the transfer is made signifies its willingness to accept such transfer. The complete sick leave policy can be found in the *Cumberland County Public Schools Policy Manual* in Policies GCBD-R and GDBD-R.

**Q. How can I tell how much sick leave time I have left?**

A. Employees may log in AptaFund to review any of their leave information. Employees who think an error in leave time has been made should contact the Office of Finance immediately. The Office of Finance posts all information on the **fifteenth** of the month along with the payroll. The Finance Office is in the process of streamlining this process and employees will be updated as changes occur.

**Q. How much time can I take off for family illness?**

A. You may use your allotted sick leave for family illness or death. An employee may use three consecutive days of sick leave for the illness of a family member with no additional authorization being required. If more than three (3) days, employees are required to contact Human Resources for FMLA information.

**WORKER'S COMPENSATION BENEFITS**

**Q. I've injured myself on the job. Where do I turn for assistance?**

A. The School Board covers all of its employees under a Workers' Compensation Insurance Policy. In order to be covered, an accident must:

1. Occur at work or during a work related function.
2. Be caused by a specific work activity.
3. Happen suddenly at a specific time. (Injuries incurred gradually or from repetitive trauma are not covered, although diseases caused by repetitive trauma are covered.) In order to be covered, a disease must:
  - a) Be caused by the work and
  - b) Not be a disease of the back, neck, or spinal column.

An employee must notify the school nurse immediately upon being injured and complete the required form(s) within 24 hours (if possible). The next step is to call the Nurse Hotline at 1-800-770-0925.

**TEACHER RECERTIFICATION**

**Virginia Teaching Certificate**

**§ 22.1-299. License required of teachers.**

No teacher shall be regularly employed by a School Board or paid from public funds unless such teacher holds a license or provisional license issued by the Board of Education. In accordance with regulations prescribed by the Board, a person not meeting the requirements for license or provisional license may be employed and paid from public funds by a School Board temporarily as a substitute teacher to meet an emergency. (Code 1950, § 22-204; 1954 c. 638; 1958, c. 300; 1979, c. 532; 1980, c. 559; 1992, c. 132; 2000, c 689.)



**A copy of the Virginia Licensure Renewal Manual can be obtained from Human Resources or by accessing it online @ [www.doe.virginia.gov](http://www.doe.virginia.gov) .**

**Q. How often does recertification occur?**

A. Anyone holding a current five year license must accrue 180 renewal points for license renewal. The renewal will result in a 10-year license. Anyone with a ten year license must renew every ten years by accruing a total of 270 points for re-certification. A \$100 fee will be charged for re-certification. For a simple renewal, checks should be made payable to the school division. If changes in the license are requested (such as a name change, the addition of an endorsement, the removal of an endorsement, the addition of a higher degree, etc.), then this fee should be made payable to **Treasurer of Virginia** and sent by Cumberland County Public School via a certified, cashier, or personal check or money order.

**Q. What steps do I take to reach 270 recertification points?**

A. Recertification regulations which outline the point value for various workshops, curriculum development, etc., can be obtained from Human Resources or by accessing the **Licensure Renewal Manual** @ [www.doe.virginia.gov](http://www.doe.virginia.gov). Submit recertification documentation in a timely fashion to your principal for his/her signature. The form should then be forwarded to Human Resources. If you have any questions, contact the Human Resources Department at the School Board Office (804) 492-4212.

**Q. Can recertification points be accrued through staff development?**

A. Points can be earned through participation in staff development activities in the school division. Staff Development activities are available to employees at the building and school division levels.

## **HIRING PROCEDURES**

**Q. What is the hiring procedure?**

A. Applicants will complete a letter of interest and/or employment application and submit it to Human Resources. Human Resources will screen applications to determine if candidate(s) are qualified for the position. The area director/principal/supervisor will review application materials of the screened applicants. Candidates will be selected for interview by the area director/principal/supervisor and the Human Resources administrator (optional). Interviews will be arranged by Human Resources staff. The applicant will be interviewed by the area director/principal/supervisor and Human Resources administrator (optional) and other team members as deemed appropriate. Interviews will be conducted using the questionnaire sheets designed by Human Resources. The interview committee will recommend two or three final candidates for continuation in the process. Reference check verifications will be made on the top candidates by Human Resources staff or designee. A minimum of two verifications including at least one phone call and/or a current letter from the candidate's most recent supervisor and/or administrator is suggested

(administrative and instructional positions require additional paperwork). A candidate will be selected by the area director/principal/supervisor based on the interview and the reference checks. The area director/principal/supervisor makes the recommendation of the final candidate for employment to the Superintendent. The Superintendent forwards the candidate's name to Human Resources for processing. The Superintendent recommends the final candidate's name to the School Board for approval. The School Board will be provided a copy of the candidate's application and supporting documentation as requested.

## **GRIEVANCES**

**Q. *If I have a legitimate complaint, what procedure do I follow to have it heard?***

A. The School Board follows the mandatory grievance procedure following guidelines established by the Code of Virginia. A copy may be obtained from Human Resources, located in the Central Office.

## **INCLEMENT WEATHER**

**Q. *How do I find out whether schools are closing due to inclement weather?***

A. If school is to be closed due to inclement weather, the following radio/TV stations are notified: WVHL in Farmville; and WWBT/12, WTVR/6, WRIC/8 in Richmond. Employees should listen carefully for school closing information. The school automated alert system will also be utilized to notify all employees of school closings. Closings will also be posted on the division Website.

Teachers and other ten/eleven-month personnel will not report for work on snow days unless otherwise notified. Twelve-month employees will be expected to report. Twelve-month employees are expected to exercise good judgment in deciding whether or not to report to work. If a twelve-month employee elects to use a vacation or personal leave day, he/she may do so; however, he/she **MUST** contact his/her supervisor to notify him/her.

When announcing closings by the above TV/radio stations, twelve-month employees will be instructed whether to report and when to report. In cases of severe weather, school may be closed for twelve-month employees. In less severe cases, twelve-month employees may be advised to report late.



**CUMBERLAND COUNTY PUBLIC SCHOOLS**  
P.O. BOX 170  
CUMBERLAND, VIRGINIA 23040  
(804) 492-4212  
FAX (804) 492-9869

### **STATEMENT OF ACKNOWLEDGMENT**

I have read the Cumberland County Public Schools Employee Handbook and understand the rules and regulations by which the school system operates and the academic policies. Further, I understand that by supporting the policies, rules and regulations I am helping to promote a school climate in which all students can learn to the best of their ability.

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EMPLOYEE SIGNATURE

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DATE

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EMPLOYEE'S PRINTED NAME

Note: Please print a copy of this page, sign and date it, and return it to your administrator.