

CODE 8 - CHANGES IN EMPLOYMENT STATUS

TABLE OF CONTENTS

8.01 PROMOTION

- A. Creation of A New Position
- B. Changes in Position Announcements

8.02 TRANSFER

- A. Transfer and Reassignment of Security Personnel
- B. Transfer of Employees on the Teachers' Salary Schedule
- C. Transfer of Administrative Employees
- D. Transfer of Employees Not on the Teachers' Salary Schedule

8.02.1 Transfer of Teachers Who Need Additional Endorsement

8.02.2 Rotation of Principals

8.02.3 Reassignment of Principals or Supervisors to Teaching Positions

8.03 REDUCTION IN FORCE

- A. Definitions
- B. Teachers
- C. Administrative/Technical Personnel
- D. Classified Personnel to Include Clerical, Instructional Assistants, Food Services, Transportation and Plant Services
- E. Employment Opportunities/Recall Opportunities
- F. General

CODE 8 - CHANGES IN EMPLOYMENT STATUS

TABLE OF CONTENTS (continued)

8.04 RESIGNATION

- A. Employees on the Teachers' Salary Schedule
- B. Administrative and Classified
- C. Resignation with Prejudice
- D. Exit Interviews

8.04.1 Retirement (VRS) Contributions - Refund

8.05 REINSTATEMENT

- A. Effect on Pay
- B. Effect on Leave

8.06 REEMPLOYMENT

8.07 DEATH

8.01 PROMOTION

When an existing position becomes vacant or a new position is established, every effort shall be made by to seek out the best qualified individual. In making appointments, due consideration shall be given to employees of the division, and the best qualified (regardless of race, creed, color, gender, background origin, or disabling condition) shall be selected.

The Promotion Process

1. Notices of available positions shall be posted throughout the school division, clearly displayed in locations at schools and work locations that are easily accessible to and frequented by employees.
2. An employee interested in a position should notify the Human Resources Department in writing of his/her desire to receive consideration for that position.
3. The Human Resources Department shall examine the personnel files of all qualified employees who wish to be considered for promotion.
4. The Human Resources Department shall arrange interviews with the interview team when necessary and with the selecting administrator for individuals who indicate documented interest in the position, meet the qualifications specified, and are determined to be best qualified.
5. The employee shall complete any examinations and/or present any documentation required. The Human Resources Department shall properly notify and arrange examinations with the applicant and the need for any documentation.
6. The Human Resources Department shall notify the applicant when his/her application is received. When the applicant does not meet all of the qualifications to be considered, the applicant may request a follow-up conference with the Human Resources Department.
7. Applicants for promotion shall be notified by the Human Resources Department when a position has been filled.

8. The Superintendent or designee shall make the final review and evaluation of the applicants submitted for consideration and make recommendations to the Board.

(cont.)

8.01 **PROMOTION****A.** ***Creation of a New Position***

When the duties and responsibilities of an existing position are substantially changed, the existing position is abolished and a new position is established. Incumbents in the previous position, if qualified, shall apply for the new position following the regular procedures for appointment or promotion.

B. ***Changes in Position Announcements***

The Superintendent or the Human Resources Department may, at any time, cause action on a posted position to be re-announced or terminated or that another process be substituted for promotion if it is determined that another procedure is more in keeping with the needs of the school division.

Dated 6/15/85
Revised 6/24/97

See: School Board Bylaws and Policies, Section 7.14. Promotion

8.02 TRANSFER

The Superintendent, subject to School Board approval, is authorized to transfer employees to any location and to any position for which they are qualified. Transfers are designed to meet the program and staffing requirements of the division and/or the professional or personal needs of the employees. Transfers shall not be used as a method of disciplining employees or to solve problems of the sending school or location. For purposes of this procedure, the salary of any such employee reassigned or transferred during the school year or during a prior school year shall be adjusted on July 1 of the following school year to the salary of the position to which such employee has been reassigned or transferred. Upon recommendation of the Superintendent, the School Board may consider individual exceptions to the salary provisions of this procedure.

A. *Transfer and Reassignment of Security Personnel*

Security personnel shall not be assigned to one (1) school for more than five (5) successive years unless in the opinion of the Superintendent it would be beneficial to the school and/or the division for the person to remain for a longer period of time.

For the purposes of this procedure only

1. Security personnel assigned to one (1) school for less than five (5) successive years prior to the 1995-96 school year shall have the 1995-96 school year credited as his or her first year.
2. Security personnel assigned to one (1) school for five (5) or more, but less than 10 successive years prior to the 1995-96 school year shall have the 1995-96 school year credited as his or her third school year.
3. Security personnel assigned to one (1) school for 10 or more successive years prior to the 1995-96 school year shall be subject to reassignment to a new school or position for the 1995-96 school year.

(cont.)

8.02 **TRANSFER (continued)****B.** ***Transfer of Employees on the Teachers' Salary Schedule***1. Employee-Initiated Transfers

An employee-initiated transfer provides an opportunity for the individual to change location or assignment within a job classification and/or endorsement area. Employees on the Teachers' Salary Schedule are eligible to apply for a transfer upon successful completion of their probationary period.

- (a) An employee desiring a transfer shall submit a *Request for Transfer* form to the Human Resources Department following the times indicated. Application should indicate the program or location to which a transfer is requested, and up to three (3) different schools. The application shall be in writing and include the reasons for the request. The following are considered valid reasons for requesting transfers:
 - (1) problems of transportation and distance of residence from work
 - (2) need or opportunity for professional growth
 - (3) desire for opportunities for service elsewhere in the system
 - (4) problems of personal adjustment
- (b) The normal period for implementing employee transfer requests is April 1 to April 30 for transfers for the ensuing year; however, the dates may be adjusted by the Superintendent.
- (c) Requests for transfer submitted after April 30 may be approved only when the Human Resources Department and both the losing and gaining administrator agree that the transfer should occur. After April 30th the employee-initiated transfer period is considered closed.

(cont.)

8.02 TRANSFER (continued)

B. Transfer of Employees on the Teachers' Salary Schedule (continued)

1. Employee-Initiated Transfers (continued)

- (d) The transfer of a teacher within the system while classes are in session may have a negative effect on students and on the school's goals and objectives; therefore, transfers normally should not take place during the school year. In extenuating circumstances the dates may be adjusted by the Superintendent.
- (e) Vacancy notices listing positions available at the beginning of the next school year shall be posted periodically, beginning April 1 through April 30. Notices shall be posted in all school locations in accordance with established procedures.
- (f) A written explanation shall be given to all employees whose transfer request has been denied. An employee who has unsuccessfully pursued a transfer for two (2) or more years may seek assistance in obtaining a transfer by requesting a conference with the Human Resources Department.
- (g) A list of employees who seek transfers, and are not placed, shall be maintained by the Human Resources Department.

(cont.)

8.02 **TRANSFER (continued)**B. *Transfer of Employees on the Teachers' Salary Schedule (continued)*2. *Division-Initiated Transfer*

A division-initiated transfer may result from failure to meet enrollment projections, adjustments in the allocation formulas, a change in the school's program, closing of a school, or any other condition which would require reducing the number of employees allocated to a school or work location.

- (a) A division-initiated transfer period, beginning May 1 and ending May 30, shall be designated for staff adjustments for the ensuing school year. In exceptional circumstances, the above dates may be adjusted to extend throughout the summer, September, and at the end of the first semester. Division administration, however, may designate other transfer periods whenever circumstances require division-initiated transfers to alleviate over-staffing.
- (b) A school principal or supervisor shall assume the primary responsibility for informing employees of the necessity to alleviate over-staffing and to adjust assignments when a loss of entitlement or a change of program shall result in displacement of currently assigned personnel.
 - (1) The principal or supervisor shall develop and submit for approval to the Human Resources Department a written contingency plan to implement anticipated adjustment in staff. The plan shall include recommendations of subject areas, grade levels, or departments from which personnel selections may be required.
 - (2) Recommendations to retain personnel at work locations shall be made after careful consideration of the program needs and may include the balancing of staff (qualifications, experience or endorsements), extracurricular requirements, seniority in the division, and length of time since last transfer.

8.02 TRANSFER (continued)B. *Transfer of Employees on the Teachers' Salary Schedule (continued)*

2. Division-Initiated Transfer (continued)

- (c) If it becomes necessary to implement the approved written contingency plan, it shall be given to the employees who shall be affected and to principals or supervisors requiring additional personnel.
- (d) A current list of vacancies shall be provided personnel assigned to grade levels, subject areas, or departments where the reduction shall occur. A minimum of three (3) days shall be allowed to determine if there is a staff member in the identified area who is willing to accept involuntary transfer status.
- (e) Receiving principals or supervisors may interview staff members willing to accept involuntary transfer. Such interviews involving teachers shall be conducted with as little classroom disruption as possible. If interviews are required, the interview process shall be initiated by the Human Resources Department. The following criteria shall be used in attempting to resolve over-staffing:
 - (1) program or department
 - (2) teaching experience in the grade level(s), subject area(s) or any other area of specialization
 - (3) appropriate licensure of the assignment
 - (4) special qualifications
 - (5) Extracurricular program requirements
 - (6) affirmative action goals
- (f) Principals or supervisors requiring additional staff shall select from subject areas, grade levels, or departments which are over-staffed. The Human Resources Department may assist with the interview process.

Note: When the above measures have not resulted in the assignment of employees, the sending principal or supervisor shall designate the employee who has the least division-wide seniority in the grade level, subject area, or department for involuntary transfer. The designated employee should not be an employee who was involuntarily transferred in the past three (3) years or who is receiving assistance for improvement of instructional skills.

8.02 TRANSFER (continued)

B. *Transfer of Employees on the Teachers' Salary Schedule (continued)*

3. Involuntary Transfer

- (a) Two (2) school days at the work location for orientation, may be allowed for a teacher who is involuntarily transferred if the transfer occurs during the school year.
- (b) Employees who are reassigned through an involuntary transfer shall have the following rights:
 - (1) The employee may seek a transfer to a location under the voluntary transfer procedure the following year.
 - (2) The employee shall have the right to return to the previously assigned work location if a vacancy should occur for which the employee is licensed and qualified not later than the fourth Friday of the ensuing school year. Requests to return to the previously assigned school after the fourth Friday require approval of both principals or supervisors affected and the Human Resources Department.

C. *Transfer of Administrative Employees*

In order to meet division needs, administrative employees may be transferred by the Superintendent or designee to an assignment for which the employee is qualified.

(cont.)

8.02 TRANSFER (continued)**D. *Transfer of Employees Not on the Teachers' Salary Schedule***1. Employee Initiated Transfers

Employees have the opportunity to request a transfer to an available position within their classification provided they meet the qualifications for the position. Since transfer of employees may be disruptive to students and programs, employee-initiated transfers during the school year shall be discouraged. Prior to an employee-initiated transfer, the principal/director of the receiving school/department shall be consulted.

- (a) The period for implementing employee-initiated transfers of classified employees shall parallel that of teachers - normally April 1 to April 30.
- (b) The employee who wishes to initiate a transfer should submit a *Request for Transfer* form to the Human Resources Department within the stipulated time limits. Up to three (3) locations may be indicated. The identified locations may be changed and/or revised, based on published vacancy lists. Requests for transfer submitted after April 30 may be approved only when the Human Resources Department and both the losing administrator and the gaining administrator agree that the transfer should occur. Requests for transfer shall be renewed annually.
- (c) Employees shall be notified, in writing, when their application is received by the Human Resources Department. Probationary employees are not eligible for employee-initiated transfer.

(cont.)

8.02 **TRANSFER (continued)**

D. *Transfer of Employees Not on the Teachers' Salary Schedule*
(continued)

2. Division-Initiated Transfer

The division may initiate a transfer based on adjustments in enrollment projections, changes in allocation formulas, changes in program needs or locations, loss of funding, closing of a school, or any other condition which requires reducing the number of employees authorized at a school or location.

- (a) Volunteers for transfer shall be solicited from employees in the affected category. Employees shall be given a minimum of three (3) days to indicate that they are willing to accept transfer to a position on the vacancy list.
- (b) If no volunteers come forward, transfer shall be made in order of least seniority; except that, when two (2) or more schools or locations are over-staffed, the gaining principal/administrator shall be given an opportunity to indicate a preference among the individuals designated for transfer.
- (c) The Superintendent or designee may grant an exception to this procedure when a transfer shall cause significant hardship to the employee because of disabling condition, lack of transportation, etc. Every effort shall be made to place employees in positions with the same classification as they held before transfer. If a comparable position is not available, the employee may be offered a position at a lower classification.
- (d) Employees in auxiliary programs, kindergarten classes, and classes/programs specifically organized to meet the needs of a special clientele are transferred as needed to appropriate locations at the request of the supervisor.
- (e) Other classified employees are assigned to locations where their services are needed as determined by administrators. They may be transferred from location to location as the needs of the department dictate.

Dated 10/5/87
Revised 6/24/97

See: School Board Bylaws and Policies, Section 7.12. Reassignment and Transfer

**8.02.1 TRANSFER: TRANSFER OF TEACHERS WHO NEED
ADDITIONAL ENDORSEMENT**

It may be necessary to transfer or reassign a teacher into a position for which they are not endorsed.

Transfers are initiated only when it is believed that the teacher has the necessary course requirements for endorsement. However, the State Department of Education may not agree with this assessment. In these instances, the teacher may be given a reasonable period of time to complete the deficit courses. The teacher shall be close to endorsement and be willing to actively pursue endorsement. The course work shall be available.

A teacher shall pursue a course of study which shall result in correcting the deficiency. At least six (6) semester hours of study per year shall be completed. The failure on the part of the teacher to maintain this schedule may lead to non-renewal for failure to meet State licensure requirements.

Dated 7/18/83

8.02.2 TRANSFER: ROTATION OF PRINCIPALS

In order to improve and upgrade the administration for individual schools by introducing a fresh viewpoint and to broaden the experience and administrative outlook of Professional-Instructional personnel, principals are not assigned to one (1) school for more than five (5) successive school years unless, in the opinion of the Superintendent, it would be beneficial to the school or the division for the person to remain for a longer period of time.

For the purposes of this action only, each principal assigned to one (1) school for less than five (5) successive years prior to the 1990-91 school year shall have the 1990-91 school year credited as his/her first year; each principal assigned to one (1) school for more than five (5) successive years prior to the 1990-91 school year shall have the 1990-91 school year credited as his/her third school year.

The Superintendent makes an annual report to the School Board on each principal assigned to one school for longer than the five (5)-year period.

Dated 11/21/84

See: School Board Bylaws and Policies, Section 7.12 Reassignment and Transfer
 Code of Va., 22.1-297. Assignment of Teachers, Principals and Assistant
 Principals by Superintendent

8.02.3 TRANSFER: REASSIGNMENT OF PRINCIPALS OR SUPERVISORS TO TEACHING POSITIONS

The policies of Richmond Public Schools dealing with reassignment of principals or supervisors to teaching positions corresponds to those of the Code of Virginia, Section 22.1-294. Probationary Terms of Service for Principals, Assistant Principals and Supervisors; Reassigning Principal, Assistant Principal or Supervisor to Teaching Position, as follows:

Continuing contract status acquired by a principal, assistant principal, or supervisor shall not be construed: (i) as prohibiting a school board from reassigning such principal, assistant principal, or supervisor to a teaching position if notice of reassignment is given by the school board by April 15 of any year, or (ii) as entitling any such principal, assistant principal, or supervisor to the salary paid as principal, assistant principal, or supervisor in the case of any such reassignment to a teaching position; provided, however, that no such salary reduction and reassignment shall be made without first providing such principal, assistant principal, or supervisor with written notice of the reason for such reduction and reassignment and an opportunity to present his or her position at an informal meeting with either the division superintendent, the division superintendent's designee, or the school board. The principal, assistant principal, or supervisor shall elect whether such meeting shall be with the division superintendent's designee or the school board. The school board, division superintendent or the division superintendent's designee shall determine what processes are to be followed at the meeting. The decision to reassign and reduce salary shall be at the sole discretion of the school board.

The intent of this section is to provide an opportunity for a principal, assistant principal, or supervisor to discuss the reasons for such salary reduction and reassignment with the division superintendent, or superintendent's designee or the school board, and the provisions of this section are meant to be procedural only. Nothing contained herein shall be taken to require cause as defined in Section 22.1-307 of the Code of Virginia for the salary reduction and reassignment of a principal, assistant principal, or supervisor.

Dated 7/18/83
Revised 6/24/97

See: Code of Va., Section 22.1-294. Probationary Terms of Service for Principals, Assistant Principals and Supervisors; Reassigning Principal, Assistant Principal or Supervisor to Teaching Position
Code of Va., Section 22.1-307. Dismissal, etc., of Teacher; Grounds

8.03 **REDUCTION IN FORCE****A.** **Definitions**

1. Teacher is any employee who holds a current license and endorsement issued by the Virginia Department of Education, who is employed on a full-time contractual basis by the Richmond Public Schools, and who has been placed on the teachers' salary schedule by formal action of the School Board.
2. Classified Employee is any employee assigned full time to a position on the support staff salary schedule by formal action of the School Board.
3. Administrative Employee is any employee in a professional/ technical or administrative position, assigned full time, and placed on the administrative salary schedule by formal action of the School Board.
4. Length of Service shall be that period of time commencing with the most recent term of continuous service as an employee with the Richmond Public Schools, including authorized leave as shown by School Board minutes but excluding temporary, interim, substitute, or part-time employment. The initial date of employment shall be the date of appointment to a position as shown by the School Board minutes.

For employees who entered employment with Richmond Public Schools as a result of: (1) the annexation of a portion of Chesterfield County (i.e., whose active assignment in the year prior to annexation was as a teacher in a school in the annexed area), or (2) the transfer from the City of Richmond classified service on July 1, 1983, length of service shall include the period of continuous employment in Chesterfield County or the City of Richmond classified service immediately preceding transfer to the Richmond Public Schools.

5. Reduction In Force (RIF): The layoff of Administrative, Professional-Instruction, Professional-Other, and Classified Staff.

8.03 **REDUCTION IN FORCE (continued)****B.** ***Teachers***

The Reduction In Force of teachers shall be accomplished according to the following procedures:

1. Once the staffing needs have been determined and the budget set, the Superintendent shall identify programs, specific subject areas, levels, and number of teachers subject to RIF. The Superintendent shall also identify programs, specific subject areas, levels, and number of teachers that shall not be subject to a RIF.
2. The Superintendent shall recommend to the School Board the RIF for approval.
3. After the positions subject to a RIF are determined as described in paragraphs (B)(1), the Human Resources Department shall identify the least senior teachers based on length of service in the division who are currently teaching in positions identified as subject to RIF who shall be laid off ("RIFPED").

C. ***Administrative/Technical Personnel***

1. The Superintendent shall determine the specific position classifications in which a Reduction In Force needs to be made and the number of positions therein to be reduced.

8.03 REDUCTION IN FORCE (continued)

C. Administrative/Technical Personnel (continued)

2. (a) Where there is only one (1) person in a position classification determined to be one which shall be reduced, that person shall be laid off unless the Superintendent considers such employee for another administrative or supervisory position pursuant to paragraph 2 (c).
- (b) Where there is more than one (1) person in a position classification, the Superintendent shall recommend to the School Board the individual to be laid off.
- (c) An employee who is recommended for layoff from his or her present position may be considered for other positions which the Superintendent determines to have generally similar duties and for which the person is otherwise qualified.

D. *Classified Personnel to Include Clerical, Instructional Assistants, Food Services, Transportation and Plant Services*

The layoff of classified personnel due to Reduction In Force (RIF) shall be accomplished according to the following procedures:

1. Once the staffing needs have been determined and the budget set, the Superintendent shall identify programs, specific pay grade, job titles, and number of classified personnel subject to RIF. The Superintendent also shall identify programs, specific pay grade, job titles, and number of classified personnel who shall not be subject to RIF.
2. The Superintendent shall submit the recommended RIF to the School Board for approval.
3. The Human Resources Department compiles a list of specific classified personnel positions to be eliminated pursuant to (D)(1). Based on length of service in the division, individuals with least service are identified for RIF by job title and salary range.

(cont.)

8.03 REDUCTION IN FORCE (continued)**D. Classified Personnel to Include Clerical, Instructional Assistants, Food Services, Transportation and Plant Services (continued)**

4. Qualified personnel may displace the least senior of the next lower pay grade if their length of service is greater than the least senior of the employees in the lower pay grade and if qualifications/skills meet job requirements. Personnel shall be retested on skills of the new position not similar to current job qualifications/skills. Salary shall be based on the lower pay grade.
5. The Human Resources Department develops a list of classified personnel to be laid off based on those classified personnel who are unassigned to the positions listed in no. 4 above. These individuals shall be notified by the Director of the Human Resources Department that they are to be laid off and need to apply for future available positions.

E. *Employment Opportunities/Recall Opportunities*

1. Laid off employees shall be notified of vacancies for a period of 15 months from the date of separation ("recall"). Recall rights shall terminate at the earlier of:
 - (a) 15 months from the date of separation or
 - (b) notification in writing by the individual that they no longer desire to be considered for employment or
 - (c) acceptance of another position in the division

(cont.)

8.03 REDUCTION IN FORCE (continued)

E. Employment Opportunities/Recall Opportunities (continued)

2. A person on recall has the right to be considered for any position for which they are qualified, to include a position higher or lower than the one in which they were working at the time of the reduction, but they shall apply for the position and be considered with any other applicant. No new individuals, inside or outside of the division, shall be employed for a position until qualified, eligible individuals laid off from positions due to a Reduction In Force have been provided the opportunity of being considered for the available position. A laid off employee's right to be considered for a specific position shall terminate if he or she:
 - (a) fails to respond affirmatively in writing within 15 calendar days after the receipt of a notice of vacancy to express interest in the vacant position or
 - (b) fails to maintain licensure requirements or to meet the skill qualifications specified in the job announcement

3. Upon reemployment, the salary shall be determined based on the position of rehire, with grade and step determined by years of experience in the position of reemployment. Fringe benefits and length of service shall be reinstated. However, time which has elapsed between release and reemployment shall not count toward length of service.

4. Group life and hospitalization insurance coverage shall be offered at cost for laid off personnel for a period of 15 months or the date their eligibility for recall is terminated, whichever occurs first.

8.03 REDUCTION IN FORCE (continued)**F. *General***

1. School Board Approval and School Board Minutes: The minutes of the School Board shall show clearly that the termination of employee was due to a Reduction in Force and has no negative implication regarding the professional record of the affected laid off employee.

2. Effect on Term of Contract: Nothing in this policy shall be construed as granting an employee on a term contract the right to employment beyond the term of his/her contract or to grant such person a property interest in employment beyond the term of his/her present contract.

3. Note: The School Board realizes that questions shall arise about the application of these procedures to a specific case. Consequently, interpretations concerning these procedures shall be presumed valid until specifically ruled otherwise by the School Board.

Revised 6/25/91

See: School Board Bylaws and Policies, Section 7.22. Reduction in Force

8.04 RESIGNATION**A. *Employees on the Teachers' Salary Schedule***1. At Termination of School Year

Any employee who does not intend to continue his/her contract for the following year should submit written notice to the Human Resources Department no later than March 1.

2. During the School Year

During the school year, a teacher shall request release from contract at least two (2) weeks in advance of the date of resignation. The request shall be in writing and shall detail the reasons for resignation. If the School Board declines to grant the request of a teacher to be laid off from his/her contract on the grounds of insufficient or unjustifiable cause, and the teacher breaches the contract, disciplinary action, which may include revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education."

B. *Administrative and Classified*

Administrative and classified employees may resign at any time by giving two (2) weeks notice in writing.

C. *Resignation with Prejudice*

Except in cases of emergency, the resignation of employees with less than two (2) weeks notice shall be accepted with prejudice. A notation of this shall be included in the employee's file, and the employee shall be so notified.

8.04 RESIGNATION (continued)

D. *Exit Interviews*

All regular or probational employees resigning from service in good standing are invited to an interview with an employee of the Human Resources Department. If an interview is not feasible, the employee is asked to complete and return a termination questionnaire. Data gathered through the interview/questionnaire is kept confidential and used for internal purposes only.

Dated 11/21/84

See: School Board Bylaws and Policies, Section 7.16. Termination and Resignation
Code of VA, Section 22.1-304. Reemployment of Teacher Who Has Not Achieved
Continuing Contract Status; Effect of Continuing Contract; Resignation of
Teacher; Reduction in Number of Teachers

8.04.1 RESIGNATION: RETIREMENT (VRS) CONTRIBUTIONS - REFUND

Employees who terminate employment other than by retirement may elect to receive a cash refund of their accumulated personal contributions, plus interest, by filing Form VRS-3 with the Finance Department.

1. Refund checks are prepared by the Virginia Retirement System and are usually received by the former employee within 60 days after this form is forwarded to the VRS office.
2. Former employees should carefully consider their alternatives before making application for refund of contributions, especially if there is any possibility that they may later return to a position covered under the Virginia Retirement System. *Once a refund is received, membership in the system ceases and the former employee is no longer entitled to any VRS benefits.*

Vested Benefits and Deferred Service Retirement:

If an employee terminates employment after five (5) years of credited service and leaves his/her accumulated contributions in the VRS, the employee may retire on a deferred annuity when retirement age is reached.

Dated 7/18/83

8.05 REINSTATEMENT

An employee may be reinstated to his/her former position or a comparable position, providing a position is available, if:

1. The employee resigns in good standing and is reemployed within 10 days of the date of separation, his/her position having remained unfilled; or
2. The employee has retired for physical disability, whether or not service connected, and returns to work with the school division; or
3. The employee, having exhausted his/her leave, has been forced to resign because of illness and returns to work within six (6) months of the date of resignation.

An employee who wishes to return to school division service within 10 working days of resignation may request written approval through the Human Resources Department to withdraw his/her resignation and may return to his/her former job if the position has not been filled.

A. Effect on Pay

If the employee is reinstated within 10 consecutive working days, his/her pay step remains unchanged, his/her absence has no effect on the date when he/she is eligible for step increase, and his/her anniversary date remains the same.

Other reinstated employees remain at the same pay step, receive credit only for the time before their absence toward the date when they shall be eligible for pay step increase, and have anniversary date postponed for a period of time equivalent to the time they are separated.

B. Effect on Leave

Upon reinstatement, an employee's leave status, with respect to all accrued credits for all types of leave, is restored to that which he/she had immediately prior to his/her resignation provided he/she has not received payment for accrued leave. An individual who is reinstated within 10 working days of resignation shall be given a retroactive leave of absence without pay to cover the period of absence from the job.

Dated 7/18/83

8.06 REEMPLOYMENT

If a former employee, who has resigned in good standing, returns to work in a position in the same class previously held within a year of the date of resignation, but after the period allowed for reinstatement, they shall be placed at the same step on the salary scale as previously held.

Benefits shall be granted on the same basis as to a new employee, except that employees who are reemployed within a two (2)-year period shall have previously accumulated sick leave reinstated.

Except as noted above, if an individual is reemployed after a period of more than one (1) year, he/she shall be treated as a new employee.

Dated 7/18/83

8.07 DEATH

Principals, supervisors, directors and/or department heads should notify the Human Resources Department immediately upon learning of the death of an employee or a member of the employee's immediate family. The Human Resources Department shall report the death to the Superintendent.

The Human Resources Department shall report the death to the Virginia Retirement System or the Richmond Retirement System, as appropriate, and request the necessary applicable forms for processing.

In addition to settlement of the claim for life insurance benefits, VRS shall refund to the legal beneficiary any retirement contributions and interest due to the deceased employee.

The beneficiary of the deceased employee is eligible also for a death benefit as outlined in Code 10.02 (Death Benefit).

Dated 11/21/84

See: Richmond Public Schools Administrative Procedures, Code 10.02. Death Benefit