



LOUDOUN COUNTY
PUBLIC SCHOOLS

2022 - 2023

HRTD EMPLOYEE HANDBOOK





HOW TO USE THE DIVISION HANDBOOK

The Loudoun County Public Schools' Employee Handbook provides alphabetized sections, as well as policy/regulation reference numbers, and a comprehensive index to help the user find information quickly. Alphabetized sections which outline important rules, regulations, policies, and benefits are followed by administrative, classified, and teacher salaries for the year. Policy and/or regulation reference numbers are shown where applicable. These numbers correspond to the specific location in the School Board Policy Manual where an in-depth account of the relevant policy is provided. This handbook provides no expectation of continued employment, is not part of any employment contract, confers no entitlement to employment for a definite period of time, and is not a substitute for a careful reading of all policies and regulations. Contact the Department of Human Resources and Talent Development with questions.

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Superintendent's Message



Dear LCPS Staff Member,

As Superintendent of Loudoun County Public Schools, it's my honor to welcome you to the 2022-2023 school year.

Thanks to your commitment to excellence, LCPS ranks among the best school divisions in our Commonwealth and the nation academically. We have a lot to be proud of as we endeavor to prepare and empower every LCPS student to achieve their dreams and to make meaningful contributions to the world.

Students are at the center of our work. Together, we will do everything we can to make sure our work continues to reflect the diverse needs of our students, families and community. And LCPS is committed to creating a generation that graduates from our schools ready to enroll, to enlist, to employ or to entrepreneur their way into a bright future.

I want to share with you that LCPS has committed to the implementation of the One LCPS: 2027 Strategic Plan for Excellence which serves as a foundation to guide the work of our school division over the next five years. As One LCPS, we are accountable to our families and community, proud of our staff and schools' commitment to excellence and equitable opportunity for all, and excited for the limitless potential of our students.

Thank you for your commitment to create learning communities that are places where students and teachers can devote their attention to learning and teaching in a safe, welcoming, affirming and academically rigorous learning environment.

With appreciation for all your hard work,

Scott A. Ziegler, Ed.D.
Superintendent

2022 – 2023 School Calendar

Date	Description
August 10 – 16	New Teacher Workdays
August 17 – 18	In-School Staff Development
August 19	Unencumbered Planning
August 22	County-Wide Staff Development
August 23-24	Unencumbered Planning
August 25	FIRST DAY OF SCHOOL
September 2,5	Holiday (Labor Day)
September 26	Student Holiday (County-Wide Staff Development)
October 5	Holiday (Yom Kippur)
October 10	Holiday (Indigenous Peoples' Day)
October 24	Holiday (Diwali)
October 28	End of the Grading Period
October 31 – November 1	Student Holiday (Unencumbered Planning)
November 8	Holiday (Election Day)
November 23-25	Holiday (Thanksgiving)
December 19-January 2	Winter Break (Classes Resume January 3, 2023)
January 16	Holiday (Martin Luther King Jr. Day)
January 20	End of Grading Period
January 23	Holiday (Lunar New Year)
January 24	Student Holiday (Unencumbered Planning)
February 20	Holiday (Presidents' Day)
March 13	Student Holiday (County-Wide Staff Development)
March 24	End of Grading Period
March 27	Student Holiday (Unencumbered Planning)
April 3-7	Holiday (Spring Break)
April 21	Holiday (Eid al Fitr)
May 29	Holiday (Memorial Day)
June 8	LAST DAY OF SCHOOL / End of Grading Period
June 9 and 12	Unencumbered Planning

2022 – 2023 School Directory

Elementary Schools				
School	Principal	Address	Phone Number	Start & End Times
Aldie ES	Ms. T. Stephens	23269 Meetinghouse Lane Aldie, VA 20105	703-957-4380	7:30 - 2:15
Algonkian ES	Mr. B. Blubaugh	20196 Carter Court Sterling, VA 20175	571-434-3240	8:00 - 2:45
Arcola ES	Mr. A. Stevens	41740 Tall Cedars Parkway Aldie, VA 20105	703-957-4390	7:30 - 2:15
Ashburn ES	Ms. M. Walthour	44062 Fincastle Drive Ashburn, VA 20147	571-252-2350	8:00 - 2:45
Ball's Bluff ES	Ms. J. Ewing	821 Battlefield Parkway, NE Leesburg, VA 20186	571-252-2880	8:00 - 2:45
Banneker ES	Mr. R. Carter	35231 Snake Hill Road Middleburg, VA 20117	540-751-2480	7:30 - 2:15
Belmont Station ES	Ms. E. Timothy	20235 Nightwatch Street Ashburn, VA 20147	571-252-2240	7:30 - 2:15
Buffalo Trail ES	Ms. A. Rogaliner	42190 Seven Hills Drive Aldie, VA 20105	703-722-2780	7:30 - 2:15
Cardinal Ridge ES	Dr. M. Adejumo	26155 Bullrun Postoffice Rd. Centerville, VA 20120	571-367-4020	7:30 - 2:15
Rosa Lee Carter ES	Ms. D. Mackey	43330 Loudoun Reserve Drive Ashburn, VA 20148	703-957-4490	8:00 - 2:45
Catoctin ES	Ms. J. Platenberg	311 Catoctin Circle, SW Leesburg, VA 20185	571-252-2940	7:30 - 2:15
Cedar Lane ES	Mr. R. Marple	43700 Tolamac Drive Ashburn, VA 20147	571-252-2120	7:30 - 2:15
Cool Springs ES	Mr. C. Cadwell	501 Tavistock Drive, SE Leesburg, VA 20185	571-252-2890	8:00 - 2:45
Countryside ES	Mr. R. Rudnick	20624 Countryside Boulevard Sterling, VA 20175	571-434-3250	7:30 - 2:15
Creighton's Corner ES	Mr. B. Quigley	23171 Minerva Drive Ashburn, VA 20148	703-957-4480	8:00 - 2:45
Kenneth W. Culbert ES	Ms. M. Edwards	38180 West Colonial Highway Hamilton, VA 20158	540-751-2540	7:30 - 2:15
Discovery ES	Mr. C. Painter	44020 Grace Bridge Drive Ashburn, VA 20147	571-252-2370	7:30 - 2:15
Dominion Trail ES	Mr. J. Joseph	44045 Bruceton Mills Circle Ashburn, VA 20147	571-252-2340	8:00 - 2:45
Frederick Douglass ES	Ms. M. Logan	510 Principal Drummond Way Leesburg, VA 20185	571-252-1920	7:30 - 2:15
Emerick ES	Ms. D. Haddock	440 South Nursery Avenue Purcellville, VA 20132	540-751-2440	8:00 - 2:45
Evergreen Mill ES	Mr. D. Lani	491 Evergreen Mill Road, SE Leesburg, VA 20175	571-252-2900	8:00 - 2:45
Forest Grove ES	Ms. R. Lopez	46245 Forest Ridge Drive Sterling, VA 20174	571-434-4560	7:30 - 2:15
Goshen Post ES	Mr. B. Klippel	24945 Lobo Drive Aldie, VA 20105	571-367-4030	8:00 - 2:45
Guilford ES	Mr. R. Tillman	600 West Poplar Road Sterling, VA 20174	571-434-4550	8:00 - 2:45
Hamilton ES	Ms. K. Meisenzahl	54 South Kerr Street Hamilton, VA 20158	540-751-2570	8:00 - 2:45
Hillsboro Charter Academy	Mr. P. Vickers	37110 Charles Town Pike Purcellville, VA 20132	540-751-2560	7:40 - 2:55

Elementary Schools (continued)

School	Principal	Address	Phone Number	Start & End Times
Hillside ES	Mr. C. Mills	43000 Ellzey Drive Ashburn, VA 20148	571-252-2170	8:00 - 2:45
Horizon ES	Mr. N. Kraus	46665 Broadmore Drive Sterling, VA 20175	571-434-3260	8:00 - 2:45
Hovatter ES	Ms. L. Mercer	41135 Collaboration Drive Aldie, VA 20105	571-367-4120	7:30 - 2:15
Hutchison Farm ES	Ms. H. Smith	42819 Center Street South Riding, VA 20152	703-957-4350	8:00 - 2:45
Leesburg ES	Mr. S. Lacey	323 Plaza Street, NE Leesburg, VA 20186	571-252-2860	8:00 - 2:45
Legacy ES	Ms. K. O'Hara	22995 Minerva Drive Ashburn, VA 20148	703-957-4425	7:30 - 2:15
Liberty ES	Mr. P. Pack	25491 Riding Center Drive South Riding, VA 20152	703-957-4370	8:00 - 2:45
Lincoln ES	Mr. D. Michener	18048 Lincoln Road Purcellville, VA 20132	540-751-2430	8:00 - 2:45
Little River ES	Mr. K. Murphy	43464 Hyland Hills Street South Riding, VA 20152	703-957-4360	7:30 - 2:15
Lovettsville ES	Ms. L. Textoris	49 South Loudoun Street Lovettsville, VA 20180	540-751-2470	7:30 - 2:15
Lowes Island ES	Ms. K. Puschak	20755 Whitewater Drive Sterling, VA 20175	571-434-4450	7:30 - 2:15
Lucketts ES	Ms. C. Clement	14550 James Monroe Highway Leesburg, VA 20186	571-252-2070	8:00 - 2:45
Madison's Trust ES	Mr. D. Stewart	42380 Creighton Road Ashburn, VA 20148	703-957-4470	8:00 - 2:45
Meadowland ES	Ms. A. Purdy	729 Sugarland Run Drive Sterling, VA 20174	571-434-4440	7:30 - 2:15
Middleburg Community Charter	Mr. S. Robinson	101 North Madison Street Middleburg, VA 20117	540-505-0456	8:15 – 3:00
Mill Run ES	Mr. J. Cornely	42940 Ridgeway Drive Ashburn, VA 20148	571-252-2160	8:00 - 2:45
Moorefield Station ES	Ms. P. Williams	22325 Mooreview Parkway Ashburn, VA 20148	571-252-2380	7:30 - 2:15
Mountain View ES	Ms. J. Broaddus	36803 Allder School Road Purcellville, VA 20132	540-751-2550	7:30 - 2:15
Newton-Lee ES	Mr. S. Lyons	43335 Gloucester Parkway Ashburn, VA 20147	571-252-1535	8:00 - 2:45
Pinebrook ES	Mr. P. Thiessen, Jr.	25480 Mindful Court Aldie, VA 20105	703-957-4325	8:00 - 2:45
Potowmack ES	Mr. M. Hayden	46465 Esterbrook Circle Sterling, VA 20175	571-434-3270	8:00 - 2:45
Frances Hazel Reid ES	Ms. B. Jochems	800 North King Street Leesburg, VA 20186	571-252-2050	7:30 - 2:15
Rolling Ridge ES	Ms. A. Sacco	500 East Frederick Drive Sterling, VA 20174	571-434-4540	7:30 - 2:15
Round Hill ES	Mr. A. Davis	17115 Evening Star Drive Round Hill, VA 20141	540-751-2450	7:30 - 2:15
Sanders Corner ES	Mr. M. Jacques	43100 Ashburn Farm Parkway Ashburn, VA 20147	571-252-2250	8:00 - 2:45
Seldens Landing ES	Mr. G. Brazina	43345 Coton Commons Drive Leesburg, VA 20186	571-252-2260	8:00 - 2:45

Elementary Schools (continued)

Sterling ES	Ms. J. Short	200 West Church Road Sterling, VA 20174	571-434-4580	8:00 - 2:45
Sugarland ES	Dr. G. Mihalik	65 Sugarland Run Drive Sterling, VA 20174	571-434-4460	7:30 - 2:15
Sully ES	Mr. J. Tuck	300 Circle Drive Sterling, VA 20174	571-434-4570	8:00 - 2:45
Sycolin Creek ES	Mr. D. Racino	21100 Evergreen Mills Road Leesburg, VA 20185	571-252-2910	7:30 - 2:15
Elaine Thompson ES	Mr. T. Sparbanie	24200 Pissaro Drive Sterling, VA 20166	571-367-4230	7:30 - 2:15
John W. Tolbert Jr. ES	Ms. S. Mullen	691 Potomac Station Drive, NE Leesburg, VA 20186	571-252-2870	8:00 - 2:45
Waterford ES	Mr. A. Heironimus	15513 Loyalty Road Waterford, VA 20197	540-751-2460	7:30 - 2:15
Waxpool ES	Mr. M. Pellegrino	42560 Black Angus Drive Ashburn, VA 20148	571-440-2577	7:30 - 2:15
Steuart W. Weller ES	Ms. J. Burton	20700 Marblehead Drive Ashburn, VA 20147	571-252-2360	7:30 - 2:15

Middle Schools

School	Principal	Address	Phone Number	Start & End Times
Belmont Ridge MS	Ms. K. Johnson	19045 Upper Belmont Place Leesburg, VA 20176	571-252-2220	8:50 - 3:38
Blue Ridge MS	Mr. B. Bell	551 East A Street Purcellville, VA 20132	540-751-2520	8:50 - 3:38
Brambleton MS	Mr. C. O'Brien	23070 Learning Circle Ashburn, VA 20148	703-957-4450	8:30 - 3:18
Eagle Ridge MS	Mr. S. Phillips	42901 Waxpool Road Ashburn, VA 20148	571-252-2140	8:50 - 3:38
Farmwell Station MS	Ms. S. Loya	44281 Gloucester Parkway Ashburn, VA 20147	571-252-2320	8:30 - 3:18
Harmony MS	Mr. E. Stewart	38174 West Colonial Highway Hamilton, VA 20158	540-751-2500	8:50 - 3:38
Harper Park MS	Ms. Shena Brown	701 Potomac Station Drive, NE Leesburg, VA 20186	571-252-2820	8:30 - 3:18
J. Michael Lunsford MS	Ms. C. Simms	26020 Ticonderoga Road, Chantilly, VA 20152	703-722-2660	8:30 - 3:18
Mercer MS	Ms. N. Diehl	42149 Greenstone Drive Aldie, VA 20105	703-957-4340	8:50 - 3:38
River Bend MS	Mr. D. Shaffer	46240 Algonkian Parkway Sterling, VA 20175	571-434-3220	8:50 - 3:38
Seneca Ridge MS	Mr. N. Cottone	98 Seneca Ridge Drive Sterling, VA 20174	571-434-4420	8:30 - 3:18
J. Lupton Simpson MS	Mr. L. Compton	490 Evergreen Mill Road, SE Leesburg, VA 20185	571-252-2840	8:30 - 3:18
Smart's Mill MS	Mr. W. Waldman	850 North King Street Leesburg, VA 20186	571-252-2030	8:50 - 3:38
Sterling MS	Ms. C. O'Neil	201 West Holly Avenue Sterling, VA 20174	571-434-4520	8:50 - 3:38

Middle Schools (continued)

Stone Hill MS	Ms. T. Rohini	23415 Evergreen Ridge Drive Ashburn, VA 20148	703-957-4420	8:50 - 3:38
Trailside MS	Ms. B. Beichler	20325 Claiborne Parkway Ashburn, VA 20147	571-252-2280	8:50 - 3:38
Willard MS	Mr. J. Rounsley	40915 Braddock Road Aldie, VA 20105	571-367-4040	8:30 - 3:18

High Schools/Instructional Centers

School	Principal	Address	Phone Number	Start & End Times
Academies of Loudoun	Dr. T. Priddy	42075 Loudoun Academy Drive Leesburg, VA 20175	571-252-1980	9:30 - 4:00
Briar Woods HS	Ms. S. Colbert – Alzate	22525 Belmont Ridge Road Ashburn, VA 20148	703-957-4400	9:30 - 4:18
Broad Run HS	Mr. D. Spage	21670 Ashburn Road Ashburn, VA 20147	571-252-2300	9:30 - 4:18
John Champe HS	Mr. K. Tyson	41535 Sacred Mountain Street Aldie, VA 20105	703-722-2680	9:30 - 4:18
Dominion HS	Dr. J. Brewer	21326 Augusta Drive Sterling VA 20174	571-434-4400	9:30 - 4:18
Freedom HS	Ms. N. Chaudry	25450 Riding Center Drive South Riding, VA 20152	703-957-4300	9:30 - 4:18
Heritage HS	Mr. J. Adam	520 Evergreen Mill Road, SE Leesburg, VA 20185	571-252-2800	9:30 - 4:18
Independence HS	Mr. J. Gabriel	23115 Learning Circle Ashburn, VA 20148	571-367-4200	9:30 - 4:18
Lightridge HS	Dr. R. Hitchman	41025 Collaboration Drive Aldie, VA 20105	571-367-4100	9:30 - 4:18
Loudoun County HS	Dr. M. Luttrell	415 Dry Mill Road, SW Leesburg, VA 20185	571-252-2000	9:30 - 4:18
Loudoun Valley HS	Dr. S. Ross	340 North Maple Avenue Purcellville, VA 20132	540-751-2400	9:30 - 4:18
The North Star School	Ms. S. Ahrens – Mininberg	715 Childrens Center Road Leesburg, VA 20175	571-252-2920	9:50 - 4:00
Park View HS	Dr. J. Jefferson	400 West Laurel Avenue Sterling, VA 20174	571-434-4500	9:30 - 4:18
Potomac Falls HS	Dr. B. Wolfe	46400 Algonkian Parkway Sterling, VA 20175	571-434-3200	9:30 - 4:18
Riverside HS	Mr. D. Anderson	19019 Upper Belmont Place Leesburg, VA 20186	703-554-8900	9:30 - 4:18
Rock Ridge HS	Mr. J. Duellman	43460 Loudoun Reserve Drive Ashburn, VA 20148	703-996-2100	9:30 - 4:18
Stone Bridge HS	Mr. T. Flynn	43100 Hay Road Ashburn, VA 20147	571-252-2200	9:30 - 4:18
Tuscarora HS	Ms. P. Croft	801 North King Street Leesburg, VA 20186	571-252-1900	9:30 - 4:18
William Obediah Robey HS	Ms. J. Sims	21326 Augusta Drive Sterling VA 20174	571-434-4590	8:00 – 1:30 3:00 - 8:00
Woodgrove HS	Dr. W. Shipp	36811 Alder School Road Purcellville, VA 20132	540-751-2600	9:30 - 4:18

2022 – 2023 School Support Directory

Department	Phone Number
Loudoun County Public Schools Administration Building	571.252.1000
Superintendent's Office - Chief of Staff - Public Information - Safety and Security	571-252-1020
Department of Business and Finance - Budget and Financial Analytics - School Nutrition Services - Financial Services - Procurement and Risk Management	571-252-1400
Department of Digital Innovation - DDI Administration - Enterprise Solutions - Digital Experience - Infrastructure and Engineering	571-252-2135
Department of Human Resources and Talent Development - Employee Relations - Employee Benefits and Retirement - Recruitment - Talent Development - Title IX - Leave and Disability - Sub-Central	571-252-1100
Department of Instruction - Adult Education - Assessment Services - Educational Technology - Equity - Gifted Education - Instructional Programs - Pre-School Programs - Research - School Improvement - Virtual Loudoun Education - Athletics - Elementary, Middle, and High School Education - English Learner Program - Library Media Services - Mentoring and Coaching - Professional Learning - School Administration - Teaching and Learning - Teacher Mentoring - Welcome Center	571-252-1300
Department of Student Services - Autism Services - Deaf and Hard of Hearing - Eligibility Services - Homebound Services/Home Instruction - Outreach Services - School Counseling Services - Special Permissions - Student Health Services - Student Support Services - Student Services - Assistive Technology - Child Find Services - Diagnostics and Prevention Services - Emotional/Intellectual/Multiple Disability Services - Multi-Tiered System of Support - Parent Resource Services - Special Education Services - Student Assistance Services - Student Registration	571-252-1200
Department of Support Services - Management and Coordination - Facility Services - Transportation Services - Construction Services - Planning Services	571-252-1385

School Board Members



DULLES

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Chair
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BLUE RIDGE

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BROAD RUN

Andrew Hoyler

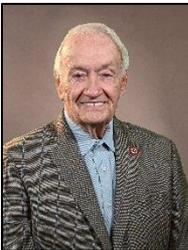
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Denise Corbo

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Employee Information

ABSENCE FROM WORK – EMERGENCIES AND SEVERE WEATHER

When schools are in session, Division employees are responsible for the safety and supervision of students. During severe weather conditions or emergency situations, no employee is authorized to leave his/her assigned duties until these responsibilities have been fulfilled as determined by the principal or immediate supervisor.

Employee Responsible to Obtain School Opening and Closing Information

When severe weather or emergency conditions exist, the Division Superintendent decides to close or to continue operating the schools. This decision is based primarily on student safety and welfare. While schools are in session, the decision is communicated by telephone to the principal. When such conditions occur during hours other than school hours, the decision is communicated over local radio and television stations, as well as the Loudoun County Public Schools' website—www.lcps.org. Weather-related closing and delay messages are also sent using the Blackboard Mass Notification System.

ACCEPTABLE/ RESPONSIBLE USE POLICY FOR EMPLOYEE TECHNOLOGY (P7566)

Please refer to REG 7566 for additional information regarding the Acceptable Use Policy. Each staff member will annually acknowledge the acceptance of this Policy and Regulation by signing the Employee Handbook Form. The Loudoun County School Board provides technologies, including access to internet, to promote educational excellence by facilitating resource sharing, innovation, and communication. The term technology includes hardware, software, data, communication lines and devices, terminals, printers, servers, mainframe and personal computers, the internet and other internal or external networks.

A. Purpose

All use of the Division's technology must be consistent with the educational or instructional mission or administrative function of the Division or for legitimate school business. Loudoun County Public Schools may provide staff with access to online services and websites through contracts with educational companies and vendors. Staff may be provided with a username and password to access these websites and shall follow the password security protocol located in Regulation 3065.

B. Monitoring

Loudoun County Public School routinely monitors an individual's usage of the Division's technology. The normal operation and maintenance of the school division's technical infrastructure and services requires that usage and activity are monitored, date and electronic communications are routinely backed up, and programs and other devices are employed to maintain the functionality, integrity, or security of the network infrastructure. Any communication or material using School Division technology, including electronic mail and documents created, stored, or shared from a user's account, may be monitored, read, recorded, copied, seized, and/or provided to appropriate authorities by school officials without prior notice. Staff shall have no right or expectation of privacy. None of the Division's technologies shall constitute a traditional, limited or designated public forum. Staff shall not send, receive, view, or download illegal materials.

C. Content Filtering

The School Division operates technology protection measures that monitor, filter, or block internet access for all devices connected to LCPS and LCPS-OPEN networks. The protections prevent access to the following:

1. Child pornography
2. Obscenity; and,
3. Material that the School Division deems to be harmful and otherwise inappropriate.

Employing measures to circumvent the content filter is prohibited.

D. Technical and Administrative

The Division Superintendent shall establish technical and administrative procedures containing the appropriate uses, ethics and protocols for use of technology. The procedures shall include:

1. Provisions establishing that the technology protection measures are enforced during any use of the Division's computers by staff.
2. Provisions establishing that the online activities of staff will be monitored.
3. Provisions designed to educate staff about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and Cyber Bullying awareness and response.
4. Provisions designed to prevent unauthorized online access, including "hacking" and other unlawful activities; and
5. Provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information.

E. Personal Devices

Personal technology devices are permitted to use the LCPS OPEN wireless network only. Personal technology devices are prohibited from accessing the LCPS network (wired or wireless). All Personal Devices used within school or at school functions must be free from anything that would violate this policy including the use of a Virtual Private Network (VPN) to subvert the division's protection measures.

F. Personal Use

School division technology is not to be used for personal commercial purposes or for personal financial or other gain. Occasional personal use of school division technology for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other school division responsibilities, and is otherwise in compliance with this and other school policies. Further limits may be imposed upon personal use in accordance with normal supervisory procedures concerning the use of school division equipment.

G. Signature Form

Each staff member shall annually acknowledge the acceptance of this Policy and Regulation 7566. By doing so, staff agree to accept the terms of this policy and the failure of any staff to follow the terms of this policy or accompanying regulation may result in disciplinary action as defined by School Board policy, and/or law.

H. Limited Liability

The Loudoun County 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 or network system.

I. Review Process

The School Board will review, amend if necessary, and approve this policy every two years.

ACCIDENTS AND INJURIES

All personnel should ensure that steps are taken to prevent accidents and injuries. If an adult or student accident does occur, state liability regulations require that the principal be notified immediately. The school will attempt to notify the student's parents and/or the adult's designee without delay. Statutory Workers' Compensation benefits cover injuries resulting from accidents arising out of or sustained in the course of employment. Safety procedures should be followed at all worksites. Safety equipment is available at all worksites, including by not limited to, step ladders, step stools, reaching devices, etc. In all instances, employees and/or supervisors must immediately report injuries and safety issues to the Leave & Disability Administration office at 571-252-1690.

ANNUAL LEAVE SCHEDULE (P7710)

Exempt Personnel (P7710)

A new employee in an exempt position will be advanced their annual leave (depending on date of hire). Thereafter, annual leave will be advanced in July of each year. The exempt personnel definition is outlined in School Board Policy 7022, Employee Classification

Exempt personnel shall earn annual leave as follows:

- 20 days for the first and second years of service
- 21 days after two (2) years of service
- 22 days after four (4) years of service
- 23 days after six (6) years of service
- 24 days after eight (8) years of service

Annual leave will be prorated based on the number of contract/assignment days actually worked after July 1 of the current school year.

Non-Exempt Personnel (P7710)

A new employee in a non-exempt position earns one day of annual leave a month (depending on date of hire) for the first six consecutive months of employment for a maximum of six (6) days. At the completion of six months, the remainder of the first year's annual leave will be advanced. Thereafter, annual leave will be advanced in July of each year. One additional day is earned for each additional year of service up to the thirteenth (13th) year. A maximum of twenty-four (24) days of annual leave are earned after the 13th year of service. The non-exempt personnel definition is outlined in School Board Policy 7022, Employee Classification.

Annual leave for a person hired after the first working day of the month is prorated according to the number of days worked in the month.

Credit of Annual Leave Upon Transfer of Position.

An employee who is moving from a ten- or eleven-month position to a twelve-month position will be given credit for all full-time contract years worked for Loudoun County Public Schools in computing initial annual leave. The employee will receive all annual leave at the beginning of the 12-month position for the fiscal year. Thereafter, leave will be advanced in July of each year. A full-time employee not covered by annual leave, as set forth in this policy, is eligible for personal leave each year. Personal leave is outlined in School Board Policy 7714, Personal Leave.

Earned Annual Leave.

A 12-month non-exempt employee will earn (one) 1 additional day of annual leave each July, up to a maximum of 24 days per fiscal year.

CHILD ABUSE AND NEGLECT (P7530)

Pursuant to the Code of Virginia 63.2-1509 et seq., any person employed in the Loudoun County Public Schools who, in his or her professional or official capacity has reason to suspect that a child or student is an abused or neglected child or student pursuant to the Code of Virginia 63.2-1509, shall report the matter as soon as possible but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect.

Pursuant to the Code of Virginia 63.2-1606, any person employed in the Loudoun County Public Schools who, in his or her professional or official capacity, has reason to suspect abuse, neglect or exploitation of a student 18 years old or over, shall immediately report the matter in accordance with this policy.

Any person required to file a report pursuant to this section who fails to do so as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, shall be fined not more than \$500 for the first failure and for any subsequent failures not less than \$1,000. In cases evidencing acts of rape, sodomy, or object sexual penetration as defined in Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2, a person who knowingly and intentionally fails to make the report required pursuant to this section shall be guilty of a Class 1 misdemeanor.

Mandatory reporters are not required to make a report if they have actual knowledge that the same matter has already been reported to Child Protective Services (CPS). Failure to report may result in disciplinary action, up to and including termination.

A. Reporting Requirements

1. Any teacher or other school employee who has reason to suspect abuse, neglect, or exploitation of a child or student shall immediately report it to:
 - a. The principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, who shall make such report forthwith. The principal, or his/her designee, or supervisor of the department, that makes the report to the local or state agencies (CPS, and/or APS as applicable) must notify the person making the initial report when the report of the suspected abuse or neglect is made to the local or state agencies (CPS, and/or as applicable; APS if the student is 18 years or older) and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report; and
 - b. The Virginia Department of Social Services toll-free child abuse and neglect hotline and/or Adult Protective Services toll-free hotline if the employee has the need to report after business hours. The Virginia Department of Social Services child abuse and neglect hotline number is (800) 552-7096. The Virginia Adult Protective Services toll-free hotline number is (888) 832-3858. In addition, the principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, must also be notified of the report as soon as practicable.

2. If any principal is suspected of abuse or neglect of a child or student, the school employee who has this suspicion shall report it to the division superintendent, or his/her Department of Human Resources and Talent Development designee, who shall report it to the local or state agencies (CPS, and if applicable, APS).
3. Reports of reasonable suspicion that a student age 18 and older is the subject of abuse or neglect shall be reported immediately, in accordance with this policy, to Child Protective Services and also to Adult Protective Services regardless of the student's intellectual ability. In addition, the principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, must also be notified of the report.

B. Example of Employee Behavior to Report

Principals or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, shall report the following alleged or observed employee behaviors to an administrator in HRTD in addition to appropriate reporting to law enforcement, if he or she has reason to believe a crime may have been committed, and to CPS and/or APS in accordance with this policy. Reporting to HRTD shall occur as soon as possible but within one workday of becoming aware of the allegations. Allegations or observed behaviors to report include but are not limited to the following:

1. Allegations of employee sexual misconduct with a student
2. Allegations of an employee using physical force or making a threat of physical harm to a student
3. Behavior which includes but is not limited to the following:
 - a. Sexual or romantic invitations to students
 - b. Dating students or soliciting dates with students
 - c. Engaging in sexualized dialogue with students
 - d. Making suggestive comments to students or in the known presence of students
 - e. Physical exposure of a sexual, romantic, or erotic nature
 - f. Self-disclosure of a sexual or erotic nature to students or in the known presence of students
 - g. Sexual contact or inappropriate overtures to students whether they be physical, verbal, non-verbal, written or electronic

C. Principal, his/her Designee, or Supervisor of the Department Responsibilities

1. The principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department shall report the suspected abuse or neglect by a non- LCPS employee to the local or state department of social services. upon making such report, he/she shall also inform the division superintendent's Department of Instruction and Department of Student Services designees.
2. If any LCPS employee is suspected of abuse or neglect of a child or student, the principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, shall report it to the division superintendents Department of Human Resources and Talent Development designee and to the local or state department of social services.
3. The principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, is responsible for ensuring that all personnel are fully informed of their responsibilities under the law and the procedures of this policy.

4. Notice of the duty to report suspected child abuse or neglect shall be posted in each school pursuant to Code of Virginia 22.1-291.3. The notice of the duty to report posting shall state that:
 - a. any teacher or other person employed in a public or private school who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and
 - b. all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline.

D. Records

The principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department shall, upon request, make available to the child and/or adult protective services worker any school records or reports which document the basis of the report. The Federal Education Rights and Privacy Act (FERPA) prohibits the sharing of student information without explicit parental or eligible student consent unless the Child or Adult Protective Services worker has a court order to review the record or unless release without parental consent would not violate FERPA. In a health or safety emergency situation, the school could provide access to the record. The school principal will determine what constitutes an emergency in accordance with Board Policy 8640.

E. Memorandum of Understanding with Child Protective Services

A written interagency agreement between the local department for social services and the Board shall be adopted as a protocol for investigating child abuse and neglect reports.

CLASSIFICATION AND PLACEMENT OF POSITIONS FOR THE UNIVERSAL SALARY SCALE (P7614)

The universal salary scale applies to all employees currently assigned to those positions listed by job title on the universal salary scale and to any new positions assigned to the universal salary scale.

A. Generally

1. Positions covered by the compensation plan are assigned to a level on the salary scale.
2. The School Board approves the universal salary scale as part of the budget process.
3. Special rate ranges may be established for certain classes of positions to meet labor market challenges. When it is determined that special rate ranges are no longer required, the positions assigned to such ranges shall return to their evaluated salary levels.
4. Determining classification level placement may include a job analysis. A job analysis may entail some or all of the following: a review of a written description of duties, a comparative ranking using objective measurement of job factors and/or a market analysis.

B. Initial Placement on the Salary Scale

1. Initial placement of a new employee is determined by the Department of Human Resources and Talent Development and based on applicable full-time experience.
2. A former employee who left in good standing and who is re-employed may be placed at the same step equivalent to the employee's former step placement. Any additional experience gained after the employee left may also be considered in step placement.

C. Annual Step Increases

1. Employees who have 12-month assignments and who have been employed on or before January 1, or the first workday thereafter, are eligible to receive a step increase in their salary for the next school year assignment.
2. Employees whose assignments are less than 12-months and who have been employed on or before the last working day of the first semester are eligible to receive a step increase in their salary for the next school year assignment.
3. Annual step increases are contingent upon funding.
4. Any employee who receives an unsatisfactory/unacceptable evaluation shall not receive a step increase in pay the next year if employment continues.

D. Step Placement Upon Reassignment or Transfer

1. When an employee is reassigned or transferred to another position within the same level, no change is made in step placement on the salary scale.
2. When an employee is assigned to a position on a higher level, by reassignment, transfer, or reclassification of position, the employee's step placement will be determined based on relevant full-time experience and current placement practices.
3. An employee who accepts a lower-level position because of reorganization or elimination of the employee's position will retain their current rate. However, if the employee's current rate exceeds the maximum rate of the new position, the employee's rate will be reduced to the maximum rate of the new position after one year in the new position. This does not apply to employees who are first offered a position of the same level or higher level, but decline and subsequently accept a position of a lower level.
4. An employee in a position that has been downgraded will be placed at a step at the lower level that is nearest to the employee's current rate of pay without exceeding the employee's current rate of pay or, if the employee's current rate exceeds the maximum rate of the lower level, the employee's pay rate will be reduced within one year to the new maximum rate of the lower level.
5. An employee who accepts a position at a lower level voluntarily or as the result of a demotion will be placed on the same step at the lower level.

E. Temporary Assignment to Positions of Higher or Lower Level

1. Employees who are assigned the full scope and duties of a higher level position on an interim or acting basis may be assigned a rate of the higher position.

The level of acting/interim position, step placement will be based on placement practices (minimum of 5% increase in daily rate for one level above their current position or a minimum of 10% increase in daily rate for two levels above their current position).

The Department of Human Resources and Talent Development will notify employees of this temporary assignment in writing. Upon returning to the regular assignment, the employee's salary shall revert to the former rate.

2. An employee assigned to perform work of a lower level will retain the employee's current rate.

F. Classification and Compensation Reviews

1. Positions will be reviewed on a cyclical basis. Implementation of any changes is dependent upon funding approved through the budget process.
2. An off-cycle review may be requested by any member of senior staff, with approval by the appropriate Cabinet member, based upon organizational change, substantive repurposing of a role, and/or market conditions.
3. The Department of Human Resources and Talent Development will review the request to ensure that it meets the criteria for an off-cycle review. Requests that meet the criteria will be reviewed and a recommendation may be made to change the level of the position.

CLASSIFIED EMPLOYEE DISMISSAL AND DEMOTION GRIEVANCE PROCEDURES (P7024)

The School Board adopts the following procedure for the dismissal or demotion of classified employees in accordance with §22.1-79(6) of the Code of Virginia. Nothing in this procedure is intended to create, nor shall it be construed as creating, a property right in employment or expectation of continued employment, nor shall this procedure be interpreted to limit in any way whatsoever the School Board's exclusive final authority over the management and operation of the school division.

Please see Policy 7024 for further information. If you have questions, please contact the Department of Human Resources and Talent Development.

COMMITMENT TO EQUITABLE TREATMENT (P7560)

The Loudoun County School Board is committed to an equitable and inclusive work and educational environment for employees and students. As outlined in the Superintendent's Statement on Equity, Loudoun County Public Schools reject racist and other racially motivated behavior and language, recognizing that it encourages discrimination, hatred, oppression, and violence. Employees are expected to support the school division's commitment to action-oriented equity practices through the performance of their job duties, as the Division engages in the disruption and dismantling of white supremacy, systemic racism, and language and actions motivated by race, religion, country of origin, gender identity, sexual orientation, and/or ability.

CORPORAL PUNISHMENT (P8280)

No employee of Loudoun County Public Schools shall subject a student to corporal punishment. "Corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline. Corporal punishment does not include physical pain, injury or discomfort caused by participation in practice or competition in an interscholastic sport, extracurricular activity, or participation in physical education.

CREDIT UNION

Loudoun Credit Union, founded in 1977, provides financial services for all employees of the School Board, County, County municipalities, and contracted groups with the County. The credit union offers savings and checking accounts, loans, club accounts, and IRAs. Payroll deduction and direct deposit are available for all of the above. There is a minimum balance requirement in a savings account. Dividend and loan finance rates vary.

Call or visit Loudoun Credit Union at 801 Sycolin Road, SE, Suite 101, Leesburg, VA 20185. Office hours are Monday through Friday from 8:00 AM to 5:30 PM.

Communications can be sent through the School Board courier system.

Please phone 703-777-4744 for information.

Apple Federal Credit Union, created for teachers, by teachers, was established in 1956. As the premier credit union serving the educational community, Apple FCU has designed products and services exclusively for you.

All LCPS faculty, staff, students and their families are eligible for membership. Learn more at www.applefcu.org.

Membership eligibility rules apply. Federally Insured by NCUA. Equal Opportunity Lender.

CRIMINAL CONVICTION OR FOUNDED COMPLAINT OF CHILD ABUSE OR NEGLECT (P7540)

The Board will not hire or continue the employment of any employees that are determined to be unsuited for service by reason of criminal conviction or founded complaints of child abuse and neglect.

A. Applicants for Employment

All applicants for employment, whether full-time or part-time, permanent or temporary, shall be subject to a background investigation, which includes a check of employment history as well as a release of criminal and investigatory information possessed by any state, local or federal agency. Other areas of inquiry shall include criminal convictions, involvement in drug/alcohol abuse, and a search of the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services.

1. All applicants for employment, whether full-time or part-time, permanent or temporary, shall certify:
 - a. That the applicant has not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child; and
 - b. Whether the applicant has been convicted of a crime of moral turpitude and if so convicted, the applicant shall provide full particulars thereof.
2. All such applicants for employment shall certify that the applicant has not been the subject of a founded case of child abuse and neglect.

B. Criminal Convictions

All applicants who are offered or accept employment with the Loudoun County School Board shall submit to fingerprinting and shall provide personal descriptive information to be forwarded along with the applicant's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the

purpose of obtaining criminal history record information regarding such applicant. Satisfactory report of this record check is a condition of employment.

C. Founded Complaints of Child Abuse and Neglect

All applicants who are offered or accept employment shall provide written consent and the necessary personal information for the School Board to obtain a search of the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services. In addition, where the applicant has resided in another state within the last five years, the school board shall require as a condition of employment that such applicant provide written consent and the necessary personal information for the School Board to obtain information from each relevant state as to whether the applicant was the subject of a founded complaint of child abuse and neglect in such state. The School Board shall take reasonable steps to determine whether the applicant was the subject of a founded complaint of child abuse and neglect in the relevant state. Satisfactory reports of these registry searches are a condition of employment. If the information obtained pursuant to section D of this policy indicates that the applicant or employee is the subject of a founded case of child abuse or neglect, such applicant or employee shall be denied employment, or the employment shall be rescinded.

D. Any person making a materially false statement regarding his or her criminal history or child abuse record shall be subject to denial of employment, or dismissal if already employed; further a materially false statement as to a criminal offense may constitute a crime.

E. The Division Superintendent shall inform the School Board of any notification of arrest of an employee received pursuant to Virginia code 19.2-83.1.

DRUG-AND ALCOHOL-FREE WORKPLACE (P7550)

The Loudoun County School Board is committed to maintaining a Drug- and Alcohol-Free Workplace.

A. On School Board Property or at School Activities

It is the policy of the Loudoun County School Board to prohibit employees from being under the influence of and to prohibit the use, dispensing, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on its premises, at any school activity, on any school-sponsored field or foreign trip and on or in school buses and vehicles. Violations may be grounds for discipline up to and including termination.

B. Off School Board Property

The use, sale, dispensing, possession, being under the influence or manufacture of illegal drugs and narcotics or alcoholic beverages off School Board property which affects an employee's ability to perform his/her duties, or which generates publicity or circumstances which adversely affect the school division, its employees, or students may be grounds for discipline up to and including termination.

C. Enforcement

1. The above prohibitions also cover the misuse/abuse of all legal prescription drugs, "over the counter" drugs or any other substance which impair an employee's ability to perform his/her job safely or properly.
2. Violations may result in discipline up to and including termination and/or the requirement to participate in a drug or alcohol abuse assistance and rehabilitation program. In addition, School Board Policy 7324, Drug and

Alcohol Testing for Employees Required to Hold a Commercial Driver's License (CDL), provides more extensive requirements for employees required to have a CDL.

D. Notification to School Board

Employees who are criminally convicted of any drug or alcohol offense must notify in writing the Department of Human Resources and Talent Development immediately, but not later than, five calendar days after such conviction. Within 30 calendar days of learning of the conviction, appropriate disciplinary action up to and including termination may be taken and/or the employee may be required to satisfactorily participate in a drug or alcohol abuse and rehabilitation program approved under federal, state or local law or regulations.

E. Employee Awareness Program

An employee awareness program will provide employees information on the dangers of drug and alcohol use/abuse, the provisions of this policy, the availability of the Employee Assistance Program for help and the disciplinary repercussions for violations of this policy. Information will be provided in the annual employee handbook, new employee orientation and periodic reminders.

F. Monitoring and Reporting

All supervisors are required to observe, monitor, and take effective action to detect and address alcohol and drug use and abuse among employees. All employees who reasonably suspect alcohol or drug use or abuse by other employees on school board property or at school activities shall report their observations to their own supervisor or to another onsite supervisor. If the reasonable suspicions are about the supervisor, employees should report their observations to another on-site supervisor. Supervisors shall immediately contact law enforcement, which could be the assigned School Resource Officer for the school or area, if a violation is suspected. Once law enforcement has been contacted, the supervisor shall immediately notify the Department of Human Resources and Talent Development. If a supervisor cannot be contacted and an employee believes there is an imminent safety risk to students, staff, the public and/or to the suspected employee, the employee should immediately contact law enforcement, which could be the assigned School Resource Officer for the school or area, to report his/her observations. Following the contact to law enforcement, the employee should continue to try to reach his/her supervisor or another member of the supervisory chain to report what has been observed and what he/she has reported to law enforcement.

G. Distribution of Policy

All employees shall be provided access to the electronic copy of the employee handbook which will contain information about this policy.

DRUG AND ALCOHOL AWARENESS

The source of the following information is the National Council on Alcoholism and Drug Dependence, Inc. (NCADD).

Two specific kinds of alcohol use/abuse behavior significantly contribute to the level of work-performance problems: drinking right before or during working hours (including drinking at lunch company functions) and heavy drinking the night before that causes hangovers during work the next day.

Impact of alcohol use/abuse in the workplace can include: premature death, fatal accidents, higher injury and accident rates, increased absenteeism and use of extra sick leave, and loss of production.

Additional problem areas can include Tardiness/sleeping on the job, theft, poor decision making, loss of efficiency, lower morale of co-workers, increased likelihood of having trouble with co-workers/ supervisors or tasks, higher turnover, training of new employees, and disciplinary procedures.

According to NCADD Affiliates that provide Employee Assistance Program (EAP) services, the following job performance and workplace behaviors may be signs that indicate possible workplace drug problems:

1. Job Performance: Inconsistent work quality, poor concentration and lack of focus, lowered productivity or erratic work patterns, increased absenteeism, unexplained disappearances from the jobsite, carelessness, mistakes, errors in judgment, needless risk taking, disregard for safety for self and others, on the job and off the job accidents, extended lunch periods, and early departures.
2. Workplace Behavior: Frequent financial problems, avoidance of friends and colleagues, blaming others for own problems and shortcomings, complaints about problems at home, deterioration in personal appearance or personal hygiene, complaints, excuses, and time off for vaguely defined illnesses or family problems.

Information regarding LCPS EAP Services, including contact information, is located under the **FRINGE BENEFITS** section of the employee handbook.

ELECTIVE DEFERRAL PLANS (P7624)

All employees may participate in the LCPS 403(b) and 457 Elective Deferral plans.

EMPLOYMENT OF TEMPORARY EMPLOYEES (P7330)

Loudoun County Public Schools has established guidelines for the employment of temporary employees. A temporary employee is defined as a substitute teacher who is not working as a volunteer, or substitute, temporary, or part-time employees.

A. Temporarily Employed Teacher Substitutes. A temporarily employed teacher, as used in this section, means (1) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or (2) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year.

1. All substitute teachers shall be at least 18 years of age and hold a high school diploma or have passed a high school equivalency examination approved by the Board of Education.

2. Complete an application and an overview of substitute expectations for school policies and procedures conducted by Loudoun County Public Schools. The building principal, or their designee, is responsible for obtaining substitutes. The building principal, or their designee, is responsible for ensuring established school rules and emergency procedures are provided to the substitute.

3. Any request for a substitute must give as much advance notice as possible and ensure lesson plans are available for the substitute.

4. The School Board reserves the right to approve all substitutes.

5. Reports of absences and employment of substitutes shall be made by the principal to the Payroll Office.

B. Temporary Long-Term Teacher Substitutes

1. Temporary long-term teacher substitutes may be employed when (1) the term of substitution is of indeterminate length, for a minimum of eleven consecutive days, or (2) when the circumstances are such that the substitute may temporarily replace the regular teacher, or (3) under other conditions that the Division Superintendent may deem necessary. Temporary long-term teacher substitutes may be paid a daily salary as established by the School Board without any regular fringe benefits.

2. Any temporary substitute for a long-term teacher assignment shall be paid the long-term substitute teacher daily rate effective on the eleventh day of the assignment in a single position. The long-term substitute teacher daily rate will be retroactively applied to the first ten (10) consecutive teaching days of the assignment. The long-term teacher daily rate is established by the School Board and is without any regular fringe benefits. Temporary substitutes will not be issued contracts and temporary services is not counted as part of a probationary term leading to a continuing contract.

C. Student Teachers. The school division shall accept student teachers only from accredited institutions. All student teachers shall meet the same health requirements as all other personnel. The superintendent shall have the responsibility for the assignment and placement of student teachers in the school system. Student teachers may be used as substitute teachers during the active period of their scheduled student teaching experience with prior approval from Human Resources and Talent Development.

D. Employment of Temporary Employees. A substitute, temporary, or part-time employee is an employee hired to fill a temporary need for a limited duration of time. The appropriate budget holder, Superintendent's Cabinet or designee, is authorized to employ substitute, temporary, and part-time employees as needed for the operation of business. Budget holders will follow procedures defined in the accompanying regulation to employ substitute, temporary, and part-time employees. The budget holder is responsible for ensuring the availability of funds to employ such substitute, temporary, and part-time employees. Substitute, temporary, and part-time employees do not hold contracts and are employed on an as-needed basis. Services of a substitute, temporary, or part-time employee may be discontinued with or without cause at any time.

E. Expectations. Temporary employees are to conduct themselves in a professional manner and abide by all Loudoun County Public Schools policies.

EMPLOYMENT PERIODS

Contracts or assignment letters are issued for various periods of time as determined by the requirements of specific positions and assignments.

All classified employees are employed "at will" and do not have an expectation of continued employment or employment for a definite period. The employment periods stated in this handbook are informational only and confer no right or entitlement to continued employment for a specific duration.

EQUAL OPPORTUNITY (P1040/P7012)

The Loudoun County School Board is committed to providing for an equitable, safe and inclusive learning and working environment.

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and

excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

Loudoun County Public Schools is committed to making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures have been established for employees who feel discrimination has been shown by the School Division (P7018).

EQUAL OPPORTUNITY FOR EQUITABLE, SAFE AND INCLUSIVE ENVIRONMENT

The Loudoun County School Board is committed to providing for an equitable, safe and inclusive learning and working environment.

The Loudoun County School Board affirms a commitment to this principle for all persons regardless of race, color, national origin, religion, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, marital status, disability, age, or genetic information.

If a disability prevents you from fully performing your duties, using our facilities, or having access to our programs, services, or activities, you are encouraged to contact the Leave and Disability Specialist responsible for compliance with the Americans with Disabilities Act (ADA).

For more information, contact the Leave & Disability Administration office at 571- 252-1690.

EVALUATION (P7312)

Employees are formally evaluated as described in their appropriate evaluation manuals.

The evaluation process for teachers and all other licensed personnel on continuing contract is generally completed every three years and follows the procedures established by the State Board of Education to implement the Standards of Quality. (Refer to appropriate evaluation manual.)

(P7652) Any employee who fails to receive a satisfactory evaluation shall not receive a "step increase" in pay the next year.

EXPERIENCE CREDIT FOR TEACHER, LICENSED, AND AUXILIARY NEW HIRES (P7612)

Loudoun County Public Schools may allow returning and newly hired teachers, and licensed and auxiliary employees, credit for prior experience under the following circumstances and subject to the maximum credit herein provided. The new hire is responsible for providing verification of creditable experience to the Department of Human Resources and Talent Development.

A. Type of service for which credit for teaching experience may be allowed

1. For full-time teaching in public schools in the Commonwealth of Virginia and elsewhere;
2. For full-time teaching in accredited institutions of higher learning in the Commonwealth of Virginia and elsewhere;
3. For teaching in schools operated in military installations, supported by federal tax funds, and for which academic credit is accepted for admission to the public schools in the Commonwealth of Virginia;
4. For full-time teaching in public resident schools such as the Virginia School for the Deaf and Blind;
5. For full-time teaching in accredited private schools and in private schools for which teachers receive credit under the provisions of Virginia Retirement System; and
6. Teachers in the field of vocational education, where the requirement calls for occupational work experience beyond the apprenticeship level, may be allowed credit for one year of teaching experience for each year of relevant, full-time work experience.
7. For other experience deemed relevant by the Chief Human Resources Officer, or their designee.

B. Type of service for which credit for licensed and auxiliary experience may be allowed

1. For full-time licensed and auxiliary positions in public schools, accredited private schools, and institutions of higher learning;
2. For full-time experience in hospitals and health related organizations that are specifically job related;
3. For other experience deemed relevant by the Chief Human Resources Officer, or their designee.

C. Military Service or Peace Corps Credit. A maximum of two years' credit may be given to newly hired teachers, and licensed and auxiliary employees, for honorable military or Peace Corps service, for non-job-related service.

D. Maximum Allowable Credit. Except as otherwise noted below, the total maximum allowable credit, for newly hired teachers and licensed and auxiliary employees, for experience outside Loudoun County Public Schools will be 15 years. Any credit granted beyond 15 years under this policy may only be done within the discretion of the Division Superintendent.

E. Experience Credit Not Allowable. Credit will not be granted for part-time, hourly, substitute, student teaching, and internship experience, either inside or outside of Loudoun County Public Schools.

FRINGE BENEFITS

In order to facilitate customized communications, personal identifying information for employees and their dependents may be shared with approved service providers. Transmission of all information exchanges will be governed by Code of Virginia and applicable federal regulations.

Direct Deposit Plan (P7620)

All employees will have their paychecks electronically deposited in the bank of their choice or on a pay card.

Pay Schedule (P7620)

All staff: Will receive bi-weekly installments based on a predetermined, published calendar, for services rendered.

Employee Assistance Program

Loudoun County Public Schools offers an employee assistance program to all employees.

Program Highlights:

- 24-hour telephone service for arranging appointments (1-800-327-7272)
- Services to family members as well as employees
- Workshops on relevant topics, such as the role of the single parent, job stress, family disorders, and financial management
- Newsletters and flyers

Appointments with a professional counselor may be made by calling the 24-hour telephone service. For further information on the Employee Assistance Program, please contact the Leave & Disability Administration at 571-252-1690.

Flexible Benefits Plan

A flexible benefits plan is available to full-time employees. This plan allows for pre-tax payroll deductions for:

- Flexible Spending Accounts
- Dependent Care Expense
- Reimbursement Account
- Healthcare Expense
- Health Insurance Premiums

Upon initial eligibility, you must file the appropriate election form(s) within 30 days. As a general rule, IRS Code does not allow changes to pre-tax elections after the start of a coverage period.

Changes are permitted for qualifying events, providing that notification is provided to Employee Health, Wellness and Benefits within 30 days of the event.

General examples of qualifying events include, but are not limited to:

- Change in legal marital status
- Birth or adoption of dependent
- Death of dependent
- Change in employment status of employee, spouse or dependent which results in eligibility or ineligibility for coverage

The information provided here is considered a summary. Administration of the Flexible Benefits Plan will be governed by the details set forth in the Plan Documents — available on the Employee Health, Wellness and Benefits website.

If you have questions or would like to request a copy of this Document, please contact Employee Health, Wellness and Benefits at 571-252-1810.

Flexible Spending Accounts

Full-time employees may choose to enroll in a Healthcare Expense Reimbursement Account and/or Dependent Care Expense Reimbursement Account. Once enrolled in one or both of these Accounts, you can pay for eligible healthcare and/or dependent care expenses with pre-tax dollars.

The effective date of coverage for a new hire or a newly full-time employee will be the 1st of the month following the later of:

- The date of full-time hire/ assignment;
- The date the employee completes their Flexible Spending Account Enrollment and supporting documentation.

As a general rule, IRS Code does not allow changes to pre-tax elections after the start of a coverage period. Changes are permitted for qualifying events, providing that notification is provided to Employee Health, Wellness and Benefits within 30 days of the event. General examples of qualifying events include, but are not limited to:

- Change in legal marital status
- Birth or adoption of dependent
- Death of dependent
- Change in employment status of employee, spouse or dependent which results in eligibility or ineligibility for coverage

The effective date of change for an employee making an election as a result of a qualifying event will be the 1st of the month following the later of:

The date the employee incurs a qualifying change in the family, dependents or employment status; or The date the employee submits a completed and signed Flexible Spending Account Enrollment/Change Form.

The effective date of coverage for a child added to the plan following birth or adoption will be the date of birth, adoption or placement for adoption. The information provided above is considered a summary. Administration of the Flexible Spending Accounts will be governed by the details set forth in the Flexible Benefits Plan Document available on the Employee Health, Wellness and Benefits website. If you have questions or would like to request a copy of this Document, please contact Employee Health, Wellness and Benefits at 571-252-1810.

Group Life Insurance

This insurance is available only to VRS members and is mandatory. The premium will be paid by the School Board as a fringe benefit.

Liability Insurance

Loudoun County Public Schools provides extensive liability and other insurance coverage for all employees and authorized volunteers.

General and Professional Liability — Insurance coverage is provided by LCPS as per the following:

Persons Covered: Board members, employees, student teachers, and authorized volunteers.

Persons Not Covered: Volunteers acting in their capacities as medical professionals, students, organizations, and other entities (such as parent teacher associations or booster clubs) that do not operate under the direction and control of the School Board.

Various exclusions may apply.

Vehicle Liability Insurance — Coverage

Vehicle risk exposures is provided by LCPS as per the following:

Persons Covered: Board members, employees, student teachers, and authorized volunteers all while using, with permission, vehicles owned, hired, or borrowed by the School Board. In addition, covered persons using privately owned vehicles on official School Board business are insured for liability on an excess basis, over and above the insurance protection on the privately-owned vehicle used.

Persons Not Covered: Students, organizations, or other entities (such as parent-teacher associations or booster clubs) that do not operate under the direction and control of the School Board.

Various exclusions may apply. Important Note — All inquiries from citizens, parents, and students concerning reimbursement for expenses because of school-related accidents should be referred to Business and Financial Services. No employee or volunteer may ever agree on behalf of the School Board, to pay any expenses or attempt to evaluate liability for any incident. All claims against Loudoun County Public Schools are investigated by professional claims adjusters, and persons making claims are officially notified of the results of these investigations.

Employee's Possessions

Loudoun County Public Schools has no responsibility for an employee's personal belongings he/she brings to work. When an employee brings personal items to the work site, the employee is accepting responsibility for the items. If an employee's personal materials are stolen or damaged at the work site, they will not be replaced by the school system.

For detailed explanation, secure an Insurance Facts Brochure from the Department of Business and Financial Services.

Health Insurance (P7626)

Health insurance coverage will be provided for eligible employees. You are considered eligible if you are:

- Grandfathered as a result of a FT status on June 30, 2013, or
- Hired full-time on or after July 1, 2013 upon initial eligibility, you must file the appropriate election form and supporting documentation within 30 days.

The effective date of coverage for a new hire or a newly full-time employee will be the 1st of the month following the later of:

- The date of benefits eligible hire/ assignment; or
- The date the employee submits their completed Health Insurance Enrollment with the appropriate documentation of spouse/ dependent's relationship.

The Board will make a monthly contribution toward payment of the premium. Premiums are deducted on a pre-tax basis. As a general rule, IRS Code does not allow changes to pre-tax elections after the start of a coverage period. Changes are permitted for qualifying events providing that the appropriate election and supporting documentation is provided to Employee Health, Wellness and Benefits within 30 days of the event.

The effective date of change for an employee making an election as a result of a qualifying event will be the 1st of the month following the later of:

- The date the employee incurs a qualifying change in the family, dependents or employment status; or
- The date the employee submits their completed Health Insurance Enrollment and the corresponding supporting documentation.

The effective date of coverage for a child added to the plan following birth or adoption will be the date of birth, adoption or placement for adoption.

By applying for membership in the health plan you agree, for yourself and your eligible dependents, to abide by the rules and regulations of the health plan and certify that all information provided through the enrollment process is true and correct — and acknowledge that your benefits could be affected if this is not the case. Additionally, LCPS reserves the right to deduct from your wages/compensation the appropriate premium to provide your health insurance coverage and, further, to deduct from your paycheck and/or bill you for any missed health insurance premiums. Your coverage may be canceled if premiums are at any time deemed uncollectible by LCPS.

The information provided above is considered summary. Administration of the Health Insurance Program is governed by the details set forth in the Health Insurance Plan Document available on the Employee Health, Wellness and Benefits website. If you have questions or would like to request a copy of this Document, please contact Employee Health, Wellness & Benefits at 571-252-1810.

Short-Term Disability

Loudoun County Public Schools offers a short-term disability plan for full-time employees. After a 20-day elimination period, this plan provides a maximum disability benefit of 60 percent of income for up to 10 weeks. The School Board pays for the full cost of this insurance. Questions about Short-Term Disability should be directed to the Leave and Disability Administration at 571-252-1690.

Employees enrolled in the VRS Hybrid plan are covered under the provisions of that plan for short-term disability. Please view the information at [www.varefire.org/Hybrid Retirement Plan](http://www.varefire.org/HybridRetirementPlan).

Tuition Refund Program (P7630)

Full-time employees of Loudoun County Public Schools may be eligible for tuition reimbursement not to exceed the amount approved in the operating budget each fiscal year. The fiscal year is defined as July 1 through June 30. A maximum amount of tuition reimbursement per employee per fiscal year may be established and priority may be given to employees participating in a cohort established to meet critical areas of need.

Voluntary Employee Benefits

Loudoun County Public Schools offer voluntary benefits in which employees may participate, such as, but not limited to:

- Apple Federal Credit Union
- Loudoun Credit Union
- Health Insurance Package
- Loudoun Education Association
- United Way Contributions
- Flexible Spending Accounts
- CIGNA Critical Illness Policy
- CIGNA Accidental Illness Policy

- Principal Dues
- Virginia Prepaid Educational Plan
- Virginia Education Savings Trust
- VRS Optional Life Insurance
- 403 (b) Elective Deferral Plan
- 457 Elective Deferral Plan
- Long-Term Disability

Please contact Employee Health, Wellness & Benefits Div. at 571-252-1810.

Employees' Responsibility to General Safety and Accident Prevention

Accident prevention is important. Safety is everyone's responsibility. No one wants to be injured.

Loudoun County Public Schools can be a safer place to work if you do your part.

- Follow the rules
- Report all injuries IMMEDIATELY
- Avoid horseplay
- Don't take shortcuts
- Wear personal protective equipment
- Wear clothing appropriate for the job
- Keep tools in good repair, use the proper tool for the job and use it safely
- Don't tamper with machine guards. Keep revolving parts shielded when machinery is in operation
- Maintain good housekeeping
- Read and understand Material Data Safety Sheets when working with chemicals
- Do not undertake a task that appears to be unsafe.
- Do not use hazardous materials without knowing and understanding the hazards, the proper way to handle the material, and the emergency procedures.
- Report all unsafe and hazardous conditions
- Maintain a safe attitude
- Take advantage of Employee Assistance Program professionals when necessary. Concentration on safety is difficult when you are struggling with personal problems
- Use proper lifting and carrying positions at all times when moving materials/equipment; bend your knees and lift with your legs
- Watch for slippery walking surfaces or obstacles that may cause a fall
- Don't substitute extension cords for required wiring
- Use vehicle safety belts
- Do not block emergency equipment or exits

When weather conditions are icy/snowy:

- Wear shoes with good traction
- When exiting your vehicle, use its doors to help support your weight. If you lose your footing, you may be able to catch yourself and keep from falling.
- Stay on designated paths; do not take short cuts through piles of snow or use uncleared/untreated areas

Workers' Compensation (P7640)

All employees of the Loudoun County School Board are covered by Workers' Compensation insurance as provided by Virginia State Law §65.2-100 et seq. Any employee injury or illness sustained directly in the performance of employment duties

must be immediately reported to the appropriate supervisor. The First Report of Injury shall be completed by the supervisor or designee using PMA's CINCH online system. NOTE—If the injury or illness is an EMERGENCY, please either call 911 immediately or go to the nearest Emergency or urgent Care facility. Loudoun County Public Schools requires that all employees injured during work activities choose a treating physician from the LCPS Authorized Panel of Physicians and Treatment Facilities list. This listing may be obtained from the site supervisor or found on the Leave & Disability Administration website.

GRIEVANCE PROCEDURE (P7018/P7024)

The procedure by which a grievance is processed by Loudoun County Public Schools was prescribed by the Code of Virginia and the Virginia Board of Education and adopted by the Loudoun County School Board. It provides an orderly procedure for resolving disputes concerning local School Board policies, rules, and regulations as they affect the work of employees, and disciplinary actions which include dismissal. For licensed and classified staff, please see Policy 7018 Appendix A for appropriate forms. For classified employee dismissal and demotion grievance procedures, please see Policy 7024. If you have questions, please contact the Department of Human Resources and Talent Development.

INTRODUCTORY PERIOD (P7022-3A)

All new Classified Employees will serve an introductory (probation) period of six months. Such employees will be given regular status upon the successful completion of the introductory period.

LICENSED EMPLOYEE TRANSFERS & INVOLUNTARY REASSIGNMENT (P7304)

The purpose of this policy is to establish a procedure by which Loudoun County Public Schools will permit voluntary transfers of licensed employees, and to establish a procedure for involuntarily reassigning school-based licensed personnel when the Superintendent determines that an excess number of school-based licensed personnel exist at a particular school. Reassignment situations will arise, from time to time, when the School Board or the Superintendent have increased class sizes, eliminated or reduced programs, or due to enrollment reductions. The Superintendent will inform the School Board when an involuntary reassignment process will be implemented.

A. Voluntary Transfers

The Process for licensed employees to apply for voluntary transfers to other licensed positions within the school division is administered by the Department of Human Resources and Talent Development through the Licensed Transfer Process. The Licensed Transfer Process begins on a date established by the Department of Human Resources and Talent Development and ends on June 30 or the last business day of the month if June 30 falls on a weekend. Limited exceptions may be granted to permit voluntary transfers following the conclusion of the Licensed Transfer Process through the start date of the teacher contract for the upcoming school year. In those instances, both principals must agree to the transfer, the Department of Human Resources and Talent Development must approve the transfer and the transfer should not create a vacancy in a high need area.

Eligible licensed employees who are on Annual or Continuing contracts may enter the Licensed Transfer Process to apply for voluntary transfers.

Reassignment Decisions by School Principals

Whenever a principal must make recommendations as to specific individuals to reassign from his/her school, the principal will first identify the pool of employees in the teaching assignment or endorsement areas designated for staff reallocation. The principal shall then ask for volunteer(s) for reassignment from the pool. If there are no volunteers, the principal will then use an employee's length of service within the school division to identify the least senior employee(s) to be reassigned from the school. Length of service within the school division is defined as the employee's effective date as a licensed employee beginning with the most recent term of continuing employment in a licensed position.

The least senior employee(s) may be eligible for an exception to reassignment, for reasons including but not limited to holding one or more of the following responsibilities: dean, co-curricular or extra-curricular responsibilities, lead teacher, or participation in other specialized responsibilities within the school. Exceptions may also be made for reassignments that would cause a hardship for the school division. An exception to reassignment may also be granted for employees who have not yet been released from the Mid-Year support program. An employee who has two or more Developing/Needs Improvement individual ratings on his/ her completed performance review for the same school year (regardless of their overall final performance rating), may also be excluded from consideration for reassignment. Employees who are not otherwise eligible for continued employment for the following school year are exempted from consideration for reassignment.

Teacher reassignment recommendations for special education teachers shall also ensure all federal and state mandates and school division needs are met, which may mean that certain teachers are excluded from reassignment regardless of seniority ranking. Reassignment decisions regarding special education teachers is made in collaboration with the Director of Special Education.

In the circumstances where an exception applies, the next least senior employee who does not qualify for an exception shall be reassigned. This process shall continue until staffing reallocation numbers have been met.

Being eligible for one or more exceptions does not automatically exclude an employee for selection for reassignment. All exceptions must be approved by the Department of Human Resources and Talent Development.

Placement of Involuntarily Reassigned Employees

Principals shall submit to the Department of Human Resources and Talent Development their recommendations for employees to be involuntarily reassigned from their schools. Upon receipt of the recommendations, the Department of Human Resources and Talent Development will ensure the correct employees have been identified using the length of service and exception criteria and will approve or deny the recommendations. The Department of Human Resources and Talent Development will then identify placements for the affected employees that are comparable to their current FTE assignment and by using the following criteria, in no prescribed order: the employee's endorsement areas, the employee's most recent teaching assignment, the employee's home address, and if the employee has made a request for a particular placement location or assignment that can be granted.

LACTATION SUPPORT (P7170)

Loudoun County Public Schools site administrators, (such as a principal, director or building administrator), shall designate a non-restroom location in each school as an area in which any mother who is employed by the Loudoun

County School Board may take breaks of reasonable length during the school day to express milk to feed her child until the child reaches the age of one. The area must be shielded from public view.

LEAVE POLICIES (P7712 – B, C, and D)

B. Eligibility and Accumulation.

A full-time employee under regular contract (probationary or continuing) or an assignment letter shall accumulate sick leave during time the employee performs his/her assigned duties, including paid leave, under terms of the contract. The maximum allowance per year is:

Personnel Covered — Eligibility and Accumulation (P7-57[a])

1. 12 - month position: 14 days
2. 11 - month position: 11 days
3. 180-206-day position: 10 days

C. Prorated Days

When the length of a contract has been shortened (e.g. for a late start or early release), the number of sick leave days will be prorated. Employees who have resigned and overused their earned sick leave will be charged in their final paycheck and/or will be invoiced for any amounts not recouped.

D. Generally

1. Sick leave for the contract or assignment year is credited at the beginning of the contract year. (An employee who leaves before the contract year has been completed must repay any unearned anticipated sick leave that was used.)
2. An employee who is unable because of illness to begin work when current contract begins may be allowed to use all accumulated sick leave.
3. Unused sick leave may accumulate without a max limit. Employees will be given an accounting of accumulated sick leave each pay period.
4. A full-time employee transferring from another Virginia public school division or Loudoun County Government or a former Loudoun County Public School (LCPS) employee returning directly to LCPS may be credited with sick leave accumulated, provided:
 - a. That the employee has not received payment for such unused accumulated sick leave;
 - b. That in the case of an employee transferring from Loudoun County or another Virginia public school division, the entity provides documentation of available leave, maximum transfer allowed is 90 days.
 - c. Employees and their supervisors are responsible for correctly recording leave usage.

MISUSE OF LEAVE

Misuse of any type of leave may result in termination or other disciplinary action. Unauthorized leave of any nature may be ground for dismissal.

Absences covered (P7712-E)

1. Personal Illness. Personal illness is defined as incapacity to perform duties because of medical condition or confinement. An employee on sick leave may be required after 3 consecutive days absence to have verification from a licensed physician (or dentist) that he/she is unable to perform

- his/her duties because of a medical condition or confinement, or that he/she has a medical or dental check-up.
2. A physician's excuse may also be requested by the immediate supervisor for patterns of sick leave taken by the employee or suspected abuse of the sick leave policy.
 3. Responsible use of sick leave is important to the effective and efficient operation of Loudoun County Public Schools. When employees are absent, the ability of the division to provide high quality instruction to its students is often compromised. The division recognizes that illness is unavoidable and that there may be times when employees are unable to attend work; however, the division expects employees to use their leave benefit with discretion.
 4. Family Illness/Death. As used in this section, family of an employee shall be regarded to include: parents, foster parents, legal guardian, stepmother, stepfather, wife/husband, children (including stepchildren and foster children), brother/sister, grandparent, great-grandparents, grandparents-in-law, mother-in-law/father-in-law, sisters-in-law/brothers-in-law, son/daughters-in-law, grandchildren, aunts/uncles, nieces/nephews, any other relative not listed above living in the household of the employee, and anyone over whom the employee has "power of attorney."

Sick leave may be used for the death of a family member (as defined above).

An employee will be allowed five (5) days for attendance at funerals not covered in the family relationships listed above by utilizing their sick leave, annual leave or personal leave. If leave is not available, the employee will be assessed Leave without Pay in accordance with 7722.

Transfer of Leave (P7712 – F)

Upon separation from employment, except for retirement, employees are not entitled to payment for unused accumulated sick leave. The system will provide documentation of accumulated sick leave balances to another Virginia division within three years of separation from LCPS.

A full-time employee transferring from another Virginia public school division or Loudoun County Government or a former Loudoun County Public School employee returning directly to LCPS may be credited with sick leave accumulated, provided that the employee has not received payment for such unused accumulated sick leave; and that in the case of an employee transferring from Loudoun County or another Virginia public school division, the entity provides documentation of available leave, maximum transfer allowed is 90 days.

Misuse of Sick Leave. (P7712 – g)

Employees who make excessive use of sick leave and/or who demonstrate a suspicious pattern of using sick leave may be subject to disciplinary action. The misuse of sick leave may result in termination of employment.

Family Medical Leave Act (FMLA) (P7716)

The Loudoun County School Board will provide leave for family and medical purposes. The Superintendent shall develop regulations in compliance with the Family and Medical Leave Act of 1993 as amended for all eligible employees to take unpaid, job protected leave for specified family and medical reasons.

Leave Without Pay (P7722)

The School Board recognizes that in certain instances an employee may need to have extended leave. For that purpose, the School Board establishes this Policy

enabling it to grant discretionary leave without pay for reasons other than those specified in statute, including but not limited to:

1. Family and Medical Leave Act (see Policy 7716)
2. Religious Observance (see Policy 7730)
3. Personal Leave (see Policy 7714)
4. Sick Leave (see Policy 7712)
5. Professional Learning (see Policy 7562)
6. Restoration of Health (see Regulation 7-58[D])

The School Board reserves the right to specify the conditions under which leave without pay may be granted and to modify these conditions as it sees fit.

Leave without pay is not a regular leave benefit; it is a discretionary leave provision designed to address unusual circumstances that cannot be addressed by other forms of leave. The abuse of leave without pay shall be subject to disciplinary action, up to and including termination.

During leave without pay COBRA is offered for health insurance. Life insurance may be elected to continue by paying the total cost of the premium. At the end of the leave period, employees may be eligible to purchase Virginia Retirement System credit for this absence. The Division Superintendent has developed regulations to implement this Policy and provide the terms and circumstances for the utilization of leave without pay.

Regulations that support the implementation of Policy 7722 include information outlining the guidelines for each type of Leave Without Pay requested with regard to 1) Eligibility, 2) Period of Leave, 3) Application Process, 4) Benefits, and 5) Return to Work procedures.

Military Leave (P7726)

It is Loudoun County Public Schools' objective to grant military leave to employees for active duty in the armed services of the United States or for employees who are former members of the armed services, or current members of the reserve forces of any of the United States' armed services, or of the Commonwealth's militia (National Guard, naval militia, and Virginia State Defense Force), or the National Defense Executive Reserve in accordance with federal and state law and is based upon the state military leave policy.

Personal Leave – Personnel Covered (P7714)

All employee leaves and absences are subject to school division policy and regulations. The Superintendent shall establish any regulations necessary for the application of the division's policies regarding leaves and absences.

A. General Provisions

1. A full-time employee not covered by annual leave, as set forth in Policy 7710, is eligible for personal leave each year.
2. The maximum allowance of personal leave per year is three days.

Personal leave for the contract year is credited (i.e., anticipated) at the beginning of the contract year.

B. Limitations

1. A personal leave request may be limited during the following periods or circumstances:
 - a. The first five instructional days and the last five instructional days of the school year.

- b. On any teacher in-service or orientation workday that involves the employee: (i) in a central office sponsored in-service or (ii) on a day that the employee is scheduled to hold parent conferences.
- c. When in the judgment of the immediate supervisor a qualified substitute cannot be secured.

C. Transfer of Personal Leave

Personal leave not used during a school year will be automatically transferred to the eligible employee's accumulated sick leave.

Persons transferring from a 10-month or 11-month position to a 12-month position who have unused personal leave will have their unused personal leave rolled into their sick leave balance.

Public Service Leave (P7724)

The School Board is providing provisions for Public Service Leave for full-time employees who have completed three (3) continuous years of satisfactory service in Loudoun County.

Religious Observance (P7730)

To the extent that modifications in work schedules do not interfere with the efficient accomplishment of the school division's mission, an employee whose personal religious beliefs require the absence from work for certain times of the workday or workweek may use up to 5 days of accumulated paid leave or leave without pay. Such leave will be deducted from the employee's accumulated leave or documented as leave without pay. Request for leave under this policy shall have the approval of the employee's supervisor. Requests shall be submitted in advance of the need for such leave with sufficient notice to obtain a substitute or other back-up coverage, as required. Employees should provide documentation in support of their request for leave.

Jury Duty or Subpoenaed Witness (P7720)

An employee shall not have any adverse personnel action taken against them upon being called for Jury Duty due to absence from employment for such service. Except for criminal defendants, employees subpoenaed shall similarly not have any adverse personnel action taken against them for absence from employment due to the subpoena.

- a. Full-time equivalent employees (FTEs) will not be charged leave and will earn their regular salary.
- b. Part-time hourly employees do not earn leave and do not earn a salary when absent from work, regardless of the reason.

LICENSURE (P7301)

No teacher or other school personnel required to hold a license issued by the State Board of Education may be regularly employed by the School Board or paid from public funds unless such individual holds a license or provisional license issued by the State Board of Education.

The State Board of Education prescribes, by regulation, the requirements for the licensure for teachers and other school personnel required to hold a license. A person not meeting the requirements for a 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.

NATIONAL BOARD CERTIFICATION

At its May 23, 2002 meeting, The Loudoun County School Board approved a National Board Certification incentive for teachers. Any teacher employed by Loudoun County Public Schools earning National Board Certification will be awarded ninety (90) relicensure points in addition to the (90) points awarded by the State of Virginia, all or part of which shall be eligible for credit in "one" relicensure cycle.

Additionally, Loudoun County Public Schools will reimburse the teacher any out-of-pocket expenses of the certification process application fee when National Board Certification is achieved. Each teacher achieving National Board Certification will receive a stipend each year he or she is employed in the classroom with Loudoun County Public Schools.

PARENTAL AND MEDICAL LEAVE (P7715)

Loudoun County Public Schools (LCPS) shall provide Parental and Medical Paid Leave for eligible employees.

A. Eligibility. Employees will be considered eligible for Parental and Medical Paid Leave if they have been:

1. Employed by LCPS in a benefits-eligible position for a minimum of one (1) calendar year (i.e., 365 days) immediately preceding the leave; and
2. Approved for leave under the Family & Medical Leave Act (FMLA) or School Board Policy 7712 or 7722 for absences related to:
 - a. Birth, adoption, foster care or surrogacy;
 - b. Their own serious health condition; or
 - c. The serious health condition of a spouse, child or parent.

B. Paid Parental Leave will be available to eligible LCPS employees for the birth, adoption, foster care or surrogacy of their child.

C. Paid Medical Leave will be available to eligible LCPS employees who have:

1. A non-work-related injury or illness and who apply for short-term disability; or
2. A spouse, child or parent who has a serious health condition employee must be absent from work in order to care for them.

Parental and Medical Paid Leave shall be implemented by the Human Resources and Talent Development department by appropriate regulation.

PERSONNEL RECORDS AND FILES (P7306)

All information in an employee's file, with the exception of pre-employment records, is available for the employee to inspect. Employees who wish to review their files should contact the Department of Human Resources and Talent Development in advance to request such an inspection.

A personnel file shall be kept for all employees of Loudoun County Public Schools. This file shall be retained within the Department of Human Resources and Talent Development.

A. Definitions

"Personnel Records" – Documents or information, however stored, relating to identifiable individuals maintained by Loudoun County Public Schools

"Personnel File" – A personnel file is the folder, electronic or otherwise, that includes demographic information, salary, contract information, licensure

information, benefits information, training, policy acknowledgements and certifications, performance reviews, disciplinary memoranda, and letters of commendation.

All past and present employees have the right to review their personnel file in accordance with the Freedom of Information Act.

B. Maintenance of Personnel Records. The Department of Human Resources and Talent Development retains and maintains the official personnel file for each employee.

C. Confidentiality of Personnel Records. The Department of Human Resources and Talent Development is responsible for maintaining the security of each employee's personnel file.

1. The School Board will generally protect the confidentiality of personnel files, personnel references, academic credits and other similar documents, but reserves the right to release such information in accordance with law and written School Board policy or regulation.

2. In the event that an employee or former employee engages in conduct which becomes the subject of public concern as reported in the news media, or such person otherwise discloses matters related to his/her employment to the news media, the School Board authorizes the Superintendent or designee to disclose accurate and relevant information regarding such person's actions and employment.

B. Employee's Right to Review and Receive Copies of Personnel File. A former or current employee may request to review their personnel file and receive a copy of the file or requested portion thereof. The employee shall make the request in writing to the Department of Human Resources and Talent Development, or via the link on the Human Resources and Talent Development homepage. The Department of Human Resources and Talent Development shall schedule a time for the employee to review their file as expeditiously as possible following the request.

D. Employees have the right to review their personnel file in the presence of an approved Human Resources member, in accordance with applicable law. Records that will not be considered part of the personnel file include, but are not limited to:

1. References and other pre-employment forms;
2. Interview forms;
3. Records which contain confidential personnel information regarding other employees;
4. Educational records relating to identifiable students; and
5. Confidential Human Resources and Talent Development reports or other investigative reports prepared in anticipation of litigation, for use in active administrative investigations, and/or protected by the attorney-client work product privileges.

E. At no time shall an employee or employee representative remove any materials from a personnel file.

F. Corrections to or Request to Remove Personnel Record Documents. A former or current employee may request in writing to the Department of Human Resources and Talent Development that a document in their file be corrected or removed from their personnel file. The Department of Human Resources and Talent Development will review the request and determine whether to

approve or deny it. Requests to correct or remove a document should be submitted as soon as practicable, but within the same school year (July 1–June 30). If the request to remove or correct a document is denied or in lieu of such a request, an employee may also submit a rebuttal to a document contained in the file within 30 calendar days of review of the file.

- G. All challenges to the content of the personnel file shall be resolved under this policy.

PREGNANCY

Employees may be entitled to reasonable accommodation for limitations related to pregnancy, childbirth or related medical conditions. In order to apply for consideration of reasonable accommodations, employees should contact the Leave and Disability Administration office.

The Leave and Disability Administration office can be reached:
phone: 571-252-1690

email: lcpsleavedisability@lcps.org

mail: Leave and Disability Administration, 21000 Education Court, Ashburn, VA 20148.

PROFESSIONAL CONDUCT

The conduct and conversation of persons employed by Loudoun County Public Schools should not reflect adversely upon the Division. Consult the policy manual for specific information on such issues as use of tobacco (P7552), drug use (P7554, P7550), dress code (P7564), harassment (P7014), and professional conduct (P7560).

PROVISION OF PROFESSIONAL REFERENCES OR ASSISTANCE (P7308)

Professional references are often requested by employees or former employees for employment, promotion, college or university program admission, or acceptance into other professional programs.

Professional references provided by a Loudoun County Public Schools (LCPS) employee is a reflection of his or her professional reputation and that of Loudoun County Public Schools.

LCPS has many high-performing team members who may choose at various times to grow their careers within LCPS or via other opportunities. As an organization, LCPS seeks to hire, cultivate, promote and support high-performing team members. This may involve the provision of professional references.

Any LCPS employee violating this policy may be disciplined up to and including termination.

A. General Reference Requests

1. For the purposes of this policy, a professional reference request is one that seeks information concerning an employee's performance or eligibility for rehire.
2. Principals and/or direct supervisors are encouraged to take the time to provide references for high-performing employees. For the purposes of this policy, direct supervisors are those who evaluate the employee.

Principals and/or direct supervisors may choose to provide a reference for an employee if Section B does not apply to the employee.

3. It is acceptable for a principal or direct supervisor to communicate to an employee that he or she is not comfortable serving as a reference, provided the withholding of a reference is not being done for an unlawful discriminatory reason.
4. Any LCPS employee offering a reference for a current or former LCPS employee should ensure that he or she does not make any statements about the employee that he or she knows to be false.
5. Care should be taken to ensure references contain no discriminatory information related to race, ancestry, color, sex, pregnancy, childbirth or related medical conditions, marital status, age, religion, national origin, disability,
6. Genetic information or any leave protected by federal law.

B. Reference/Assistance Requests: Sexual Misconduct or Founded Cases of Child Abuse or Neglect or Ongoing Investigations of the Same

1. Neither LCPS nor any employee, contractor, or agent of LCPS shall assist an LCPS employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if such individual knows or has probable cause to believe that the employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of law or is the subject of an on-going investigation of sexual misconduct in violation of law.
2. Neither LCPS nor any employee of LCPS shall assist an LCPS employee in obtaining a new job, apart from the routine transmission of administrative and personnel files, if such individual knows or has probable cause to believe that the employee engaged in a founded case of child abuse or neglect.
3. A vendor contract clause containing the prohibition in B.1 shall be required in every LCPS contract and in all sub-contracts, if any.
4. Any contractor or contractor employee found violating B.1 of this policy may be prohibited from being awarded or working on future LCPS contracts and a contractor employee may be removed immediately from working on any current LCPS contract.
5. Any employee, contractor, or agent who receives a reference or assistance request covered by Section B. 1 shall immediately notify the appropriate Department of Human Resources and Talent Development (HRTD) director of the request. The HRTD Director shall not assist the individual in obtaining new employment apart from the routine transmission of administrative and personnel files.

REDUCTION IN FORCE (P7910, P7920)

A reduction in force policy has been adopted by the School Board. The complete text of policies P7910 and P7920 can be found in the School Board Policy Manual.

REPORTING PUPIL PROGRESS

Communication between teacher and parent is regarded as an essential element of the instructional process. Teachers are encouraged to use a variety of methods to communicate notes, telephone calls, and conferences.

A formal Progress Report is given to the parents of all elementary, middle, and high school students at nine-week intervals.

REQUIRED NOTIFICATION AND CONSEQUENCES OF CRIMINAL CHARGES, CONVICTIONS, AND PLEAS; AND DEPARTMENT OF SOCIAL SERVICES INVESTIGATIONS OR DISPOSITIONS FOR EMPLOYEES P7542)

The Loudoun County School Board requires that employees notify the Superintendent or the Superintendent's Designee of any criminal charges, convictions, or pleas; and investigations or dispositions of child abuse and neglect. An employee may be dismissed from employment if they are determined to be unsuited for service by reason of criminal conviction or founded complaint of child abuse and neglect. The Superintendent's Designee for this policy is the Chief Human Resources Officer.

A. Employee Notification to Superintendent or Superintendent's Designee

1. When any employee has been charged by summons, warrant, indictment or information with the commission of any felony or misdemeanor, that employee shall notify the Superintendent or the Superintendent's Designee of the charge.

2. When any employee is the subject of a Department of Social Services (Child Protective Services (CPS), Adult Protective Services (APS), or equivalent organization) investigation into an allegation of child abuse or neglect, that employee shall notify the Superintendent or the Superintendent's Designee of the investigation.

B. When any employee receives a Department of Social Services (Child Protective Services (CPS), Adult Protective Services (APS), or equivalent organization) founded disposition of child abuse or neglect, that employee shall notify the Superintendent or the Superintendent's Designee of the disposition.

C. The notification to the Superintendent or the Superintendent's Designee shall be in writing and shall be accompanied by the name and address of the complainant, date of the alleged offense and a copy of the summons, warrant, indictment, information or other document served upon the employee notifying the employee of the charge. The written notification to the Superintendent or the Superintendent's Designee from the employee shall be provided to the Superintendent or the Superintendent's Designee, no later than the first working day following the service of the summons, warrant, indictment or information upon the employee, or as soon as practical in extenuating circumstances.

D. Failure of the employee to give the Superintendent or the Superintendent's Designee written notice, as set forth above, may be cause for disciplinary action up to and including dismissal from employment.

E. Superintendent Notification to School Board. The Superintendent or the Superintendent's Designee shall inform the School Board of any notification of the felony arrest of a School Board employee which is provided by the employee or which is provided to the Superintendent by a state official or agency or a local law-enforcement agency pursuant to § 19.2-83.1 of the Code of Virginia, as amended.

F. Central Criminal Records Background Check. The Superintendent or the Superintendent's Designee may require any employee identified pursuant to this policy or pursuant to § 19.2-83.1 of the Code of Virginia, as amended, to submit to a Federal Bureau of Investigation (FBI) background check via the Central Criminal Records Exchange.

G. Criminal Convictions

1. The School Board will not employ any person who is convicted of a violent felony set forth in the definition of barrier crime in subsection A of § 19.2-392.02 of the Code of Virginia or any offense involving the sexual molestation, physical or sexual abuse, or rape of a child. If an employee is convicted of any such charge, such employee will be deemed unsuited for service and will be dismissed from employment.
2. If an employee is convicted of a class one misdemeanor or a crime of moral turpitude, such employee may be deemed unsuited for service and may be dismissed from employment.

H. Founded Complaints of Child Abuse and Neglect. If an employee is the subject of a founded case of child abuse or neglect, such employee will be deemed unsuited for service and will be dismissed from employment.

RETIREMENT (P7628)

Retiree Health Insurance

Retiree health insurance is available only for employees hired prior to July 1, 2013.

Employees who wish to continue health insurance coverage into retirement must:

- Retire from LCPS service and immediately begin receiving a retirement benefit from VRS.
- Have been covered as an active employee for three (3) consecutive years preceding retirement. This requirement applies to any dependent to be covered in retirement as well.
- Have 15 cumulative years of full-time LCPS service.
- Have been covered as an active employee for The School Board will from time-to-time, if and to the extent funds are budgeted and appropriated for such purposes, make monthly contributions towards the cost of such health insurance coverage on behalf of the participating retirees.

If you have questions about retiree health insurance, please contact Employee Health, Wellness and Benefits at 571-252-1810.

Supplement for Retiring Personnel

A supplement of equal to 0.5 percent of final salary multiplied by the number of years of service to Loudoun County Public Schools — the amount not to exceed \$2,500 nor be less than \$500 — will be paid to a retiring employee during his/her final year of employment in Loudoun County Public Schools, under the following conditions:

1. Eligibility for retirement under the Virginia Retirement System.
2. Retirement after ten (10) years of full-time service in Loudoun County Public Schools.
3. Retirement benefit application must have been filed in accordance with the provision of the Virginia Retirement System.
4. With service retirement, the supplement during the retirement year will be calculated based on length of full-time service.

Retiree's Terminal Pay for Sick Leave

Any employee who retires from Loudoun County Public Schools will be eligible to receive 25% of his/her daily wage for each day of unused accumulated sick leave, the total amount not to exceed an index of 25% of the previous year's average teacher salary for Loudoun County Public Schools as reported in the State of Virginia's Annual School Report under the following conditions:

1. Eligibility for retirement under the Virginia Retirement System.
2. Retirement after ten (10) years of full- time service in Loudoun County Public Schools.
3. Retirement benefit application must have been filed with the Virginia Retirement System.

SALARY DEDUCTION (P7622)

Required Deductions

- Federal Withholding Tax
- Social Security and Medicare
- State Withholding Taxes
- Virginia Retirement Member Share

All Full-Time Employees are covered under the Virginia Retirement System. During the 2012 session of the General Assembly, legislation was passed to change the funding make-up of the plan. Effective July 1, 2012, School Division VRS members must begin to pay the member contributions. Continuing staff for 2015-2017 will pay 4% and all new full-time hires or rehires will pay the full 5% share. The school division has until July 1, 2017 to fully implement the full 5% share. The school system also pays an employer share at a rate which is regulated by actuarial information provided to the General Assembly. (For full details about the Virginia Retirement System Plans, you can visit the Leave and Disability Administration home page at www.lcps.org or log on to <http://www.varetire.org/Default.asp> and click on the Members link to view the Plan 1, Plan 2, and Hybrid descriptions.)

Employees are eligible to purchase prior service, military service, maternity leave of absence, public or federal service, non-covered part-time service, workers compensation leave, educational leave and refunded service. All purchase of service applications must be filed within one year of employment of leave taken. Applications must be sent to the Leave and Disability Administration.

See "Voluntary Employee Benefits" for a list of optional deductions.

SEX DISCRIMINATION, HARASSMENT, AND BULLYING (P7014)

The School Board has established a policy, and the Division Superintendent shall follow implemented procedures, for resolving complaints arising from alleged sex discrimination, harassment, and bullying of alleged violations of Title IX of the Educational Amendments of 1972 (P.L. 92-318) as amended.

Employees should contact their supervisor, or the appropriate Human Resources and Talent Development Coordinator to file a complaint.

Loudoun County Public Schools' compliance officers are as follows:

Compliance Officers:

1. Lisa Boland
Chief Human Resources Officer
21000 Education Court
Ashburn, VA 20148
571-252-1000

2. Lottie Spurlock
Director, Equity
21000 Education Court
Ashburn, VA 20148
571-252-1000
3. E. Don Treanor
Executive Director, Facilities
21000 Education Court
Ashburn, VA 20148
571-252-1000

Alternate Compliance Officers:

Justin Donovan
Nereida Gonzalez-Sales
John Lody
Neil Slevin
Sharon Willoughby

Employees with actual knowledge of sexual harassment must immediately report it to their supervisor who will promptly notify the Title IX Coordinator. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to any employee. This means if you reasonably suspect sexual harassment is taking place, even if you are only a bystander, you are obligated to report it. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Title IX Coordinator

Christopher Moy
21000 Education Court
Ashburn, VA 20148
571-252-1000
Christopher.Moy@lcps.org

Retaliation

Retaliation against an employee for filing a complaint of unlawful harassment/discrimination is prohibited.

SMOKE-FREE ENVIRONMENT (P7552)

Smoking and the use of tobacco products represent a serious health and safety problem for users and non-users.

A. Tobacco-Free School Zone

1. In an effort to establish a smoke-free and smokeless tobacco-free environment on Loudoun County Public Schools' property, buses and at school sponsored events at all times, smoking and the use of tobacco products or electronic cigarettes are prohibited in all Loudoun County

Public School buildings, vehicles and facilities, including the property on which those buildings and facilities are located.

2. This policy covers, but is not limited to, the smoking of any tobacco product, the use of oral tobacco products, electronic cigarettes, and it applies to both employees and non-employee visitors of LCPS.

STAFF DEVELOPMENT/ IN-SERVICE EDUCATION

Local in-service education during the school year and during the summer months is provided for the purpose of curriculum development and staff training.

Loudoun County Public Schools sponsors classes during the fall and spring. These classes are conducted by institutions such as University of Virginia, George Mason University, and Northern Virginia Community College. Contact the Professional Learning Supervisor for further information.

STAFF DISCIPLINE (P7310)

The Loudoun County School Board holds employees to the highest standards of performance and professional conduct. The Loudoun County School Board may discipline and dismiss employees in accordance with Virginia Law. Any dismissal or discipline of employees should be done in a manner to respect the employee's right to privacy to the extent practicable.

A. Discipline of Employees. Disciplinary actions may include, but are not limited to, verbal reprimand, written reprimand or warning, suspensions, demotions, or dismissals. If practicable, progressive discipline should be used. Employee evaluations, placement on professional improvement plans, and referral of an employee to an employee assistance program, training or other resource or support program is not considered disciplinary action. Employees should be afforded an opportunity to provide a written or oral rebuttal of the reasons for the disciplinary action within 30 calendar days of receipt of the action.

B. Dismissal

1. Regularly employed full-time principals, assistant principals, and supervisors required to have a State Board of Education license and who are regularly employed full time in that supervisory capacity, teachers, and other licensed staff may be dismissed in accordance with State law, regulations and School Board policies. The term "teachers" means a regularly employed full time teacher, a visiting/school social worker, a school counselor, or a librarian, all of whom must hold a valid teaching license.

2. Classified staff may be terminated for disciplinary reasons in accordance with Policy 7024 (Classified Employee Dismissal and Demotion Grievance Procedures).

C. Duty to Report to the Virginia Board of Education. In those instances when licensed personnel are dismissed or resign due to a conviction of any felony; any offense involving the sexual molestation, physical or sexual abuse or rape of a child; any offense involving drugs; or due to having become the subject of a founded case of child abuse or neglect, the School Board shall notify the Virginia Board of Education.

D. Suspension. All employees are subject to the suspension procedures stated in Section 22.1-315 of the Code of Virginia.

E. Effect of Probation Pursuant to Va. Code §18.2-251. For purposes of this policy, a court's placing an individual on probation pursuant to Va. Code § 18.2-251 shall be treated as a conviction and as a finding of guilt.

STAFF PARTICIPATION IN POLITICAL ACTIVITIES (P7524)

The Loudoun County School Board recognizes that all employees have the right to engage in political activity. An employee's participation in such political activities must not adversely affect the employee's job performance and be in compliance with all laws, rules and regulations. No School Board resources shall be used by employees for non-LCPS business including, but not limited to, use of the email system, vehicles, buildings, copying machines or other assets.

A. Guidelines. "Employees", as used in this policy, refers to individuals employed by the School Board but who are not School Board members. No employee shall engage in the following activities:

1. Use their position within the school division to further a political cause, campaign, or support of any issue on any referendum matter during work hours.
2. Distribute campaign materials to any students and/or staff during school hours, except when such distribution is relevant to the curriculum and current candidates for the same office are treated equitably in accordance with Section B of this policy.
3. Suggest in any official work capacity that the school division or any component of it supports or opposes a candidate for election to any office or any particular political party.
4. Discuss internal confidential affairs in a public forum.

B. Instructional Practices

1. This policy shall not be construed to prohibit the discussion or use of political or issue-oriented materials as part of classroom discussions or projects or to prohibit the delivery of informational materials. If debates or other activities consistent with the curriculum are held, all candidates for a particular office must be offered the opportunity of comparable time to speak.
2. These guidelines are not intended to limit the rights of school division employees to support or oppose any political candidate or party on their own time or to prevent officeholders from performing duties associated with their offices. They are intended to minimize distractions from instruction, to assure that no public funds and/or resources are used to support any candidate for public office, and to assure that the public is not given the impression that the school division supports or opposes any political candidate or party.

C. Personal Political Activities

1. School division employees who engage in political activities on their own time must make it clear that their views and actions represent their individual positions and do not represent the views of the school division.
2. Employees planning to act as a campaign manager or seek, accept an appointment or be elected to public office must give prior notice of their intentions to the Chief Human Resources Officer or designee. The Chief Human Resources Officer or designee will review with the employee the school system's continuing requirements to avoid conflicts of interest and to maintain satisfactory attendance, effort, and performance standards.

D. Absences

1. Time spent working on political activities normally should be outside of the employee's working hours and, in such circumstances, will not be considered hours worked for pay purposes. Voluntary employee participation in political activities

that involves an extended period of time away from the job should be handled in accordance with the provisions contained in the Leave without Pay, Policy and Regulation §7-58.

2. Time spent in community affairs at the school system's request or under its direction or control, will be considered hours worked for pay purposes in accordance with the Fair Labor Standards Act (FLSA). Also, in these circumstances, the school system will reimburse employees any reasonable expenses, if approved in advance.

3. Employees who accept appointment to public office will be permitted time away from the job in accordance with Policies and Regulation §7710, Annual Leave; §7722, Leave without Pay; and §7714, Personnel Leave.

4. Employees who campaign, seek and are elected to public office will be permitted time away from the job in accordance with Policies and Regulations §7710, Annual Leave; §7722, Leave without Pay; and §7714, Personnel Leave.

5. Under this policy an employee may be permitted leave of absence without pay beyond which is provided in §7722 upon the recommendation of the Superintendent and approval of the School Board.

TUBERCULOSIS TEST (P7320)

As a condition of employment, every new employee shall submit a certificate, signed by a licensed healthcare professional, stating that such employee appears free of communicable tuberculosis. Such certificate shall be based upon recorded results of skin tests, x-rays, screenings, or other examinations deemed necessary by a licensed healthcare professional that have been performed within the three-month period immediately preceding submission of the certificate.

After consulting with the local health department director, the School Board may require the submission of such certificates at such intervals it deems appropriate, as a condition of continued employment.

UNITED WAY

Loudoun County Public Schools joins local industries and other organizations in supporting the community and other agencies which are financed by the United Way. Employees are offered the opportunity to contribute funds collected by school representatives. Authorized contributions may be deducted from salary checks.

VIOLATIONS RELATED TO SECURE MANDATORY TESTS (§ 22.1-292.1)

The Board of Education may suspend or revoke the administrative or teaching license it has issued to any person who knowingly and willfully commits any of the following acts related to secure mandatory tests administered to students as required by this title or by the Board of Education:

1. Giving unauthorized access to secure test questions.
2. Copying or reproducing all or any portion of any secure test booklet.
3. Divulging the contents of any portion of a secure test.
4. Coaching or assisting examinees during testing or altering test materials or examinees' responses in any way.
5. Making available any answer keys.
6. Failing to follow test security procedures established by the Department of Education.
7. Providing a false certification on any test security form required by the Department of Education.
8. Retaining a copy of secure test questions.
9. Excluding students from testing who are required to be assessed; and

10. Participating in, directing, aiding assisting in, or encouraging any of the acts prohibited by this section

VISITORS

Visitors are welcome to our schools, but all visitors including employee family members are required to report to the school office and obtain visitor passes while on school property. Schools are responsible for maintaining an environment conducive to learning and protecting students. School officials ask that parents and other citizens support their effort.

VISITOR MANAGEMENT PROTOCOL

We are reminding all visitors, staff and students that admittance to our schools during the school day requires verification of authorization and a planned purpose for visiting. Expectations for visitors include the following:

- Have government issued photo ID ready and present when requested.
- Engage in two-way communication via the visitor management intercom system (iPhone) located at the main entrance to all schools.
- State your name and your reason for visiting.
- Requests to meet with particular staff must be preceded with an appointment.
- When the door is unlocked remotely by school staff, enter the facility as directed to the main office.
- Do not hold the door open or allow anyone else to enter – all visitors must check in individually; and
- Sign in at the greeter's table or at the main office.

WORKERS' COMPENSATION

If you are injured on the job, you must immediately report the incident to your supervisor. You must choose a physician from the Workers' Compensation Panel of Physicians (Panel_ for treatment if medical treatment is needed. If a Panel physician is unavailable at the time of an emergency, an emergency facility may treat you. However, any follow-up care must be rendered by the physician you chose from the Panel. A list of Panel physicians is available at each worksite, online at www.lcps.org/Page/190203 or you may contact the Leave and Disability Administration office at 571-252-1690.

2022 – 2023 Teacher’s Salary Lanes

Salary Level Definitions	
Bachelor and Technical Professional License	Technical Professional License (non-degree) or a Bachelor’s Degree and a current, valid Virginia teaching license
Bachelor’s Degree Plus 15 Graduate Hours	Bachelor’s Degree, plus 15 graduate-level hours and a current, valid Virginia teaching license
Bachelor’s Degree Plus 30 Graduate Hours	Bachelor’s Degree, plus 30 graduate-level hours and a current, valid Virginia teaching license
Master’s Degree	Master’s Degree and a current, valid Virginia teaching license
Master’s Degree Plus 30 Graduate Hours	Master’s Degree, plus 30 graduate-level hours completed <u>before</u> or <u>after</u> the Master’s Degree was awarded and a current, valid Virginia teaching license (Does not include courses that were used to obtain your Bachelor’s or Master’s Degree)
Doctoral Degree	Doctoral Degree and a current, valid Virginia teaching license
Special Notes Regarding Salary Level	
Note 1:	A degree or course work towards a degree must be completed for academic credit at a regionally accredited university.
Note 2:	To apply for a salary lane change, the Salary Supplement Application Form must be completed and forwarded to the Department of Human Resources and Talent Development along with official transcripts to confirm course(s) completion and/or degree(s) awarded.
Note 3:	Initiative for application and responsibility for proper confirmation of accredited coursework rests with the license holder.

2022 – 2023 Teacher’s Salary

	Technical Professional License or Bachelor’s	Bachelor’s Plus 15	Bachelor’s Plus 30	Master’s	Master’s Plus 30	Doctorate
1	55,889	57,338	58,787	61,688	63,137	67,823
2	57,449	58,898	60,347	63,248	64,697	69,383
3	59,010	60,459	61,908	64,808	66,258	70,943
4	60,569	62,019	63,468	66,368	67,817	72,503
5	62,130	63,579	65,029	67,929	69,378	74,064
6	64,242	65,692	67,142	70,044	71,494	76,182
7	66,324	67,774	69,224	72,126	73,575	78,263
8	68,405	69,855	71,305	74,207	75,657	80,345
9	70,487	71,936	73,386	76,288	77,738	82,089
10	72,568	74,018	75,468	78,370	79,820	84,170
11	74,662	76,126	77,590	80,519	81,983	86,374
12	76,725	78,208	79,691	82,660	84,143	88,593
13	78,740	80,241	81,742	84,747	86,248	90,752
14	79,823	81,324	82,825	85,829	87,331	91,835
15	80,905	82,407	83,908	86,912	88,413	92,918
16	81,988	83,489	84,990	87,995	89,496	94,000
17	83,071	84,572	86,073	89,077	90,578	95,083
18	84,153	85,655	87,156	90,160	91,661	96,165
19	85,236	86,737	88,238	91,243	92,744	97,248
20	86,319	87,820	89,321	92,325	93,826	98,331
21	87,401	88,902	90,404	93,408	94,909	99,413
22	88,484	89,985	91,486	94,491	95,992	100,496
23	89,567	91,068	92,569	95,573	97,074	101,579
24	90,649	92,150	93,651	96,656	98,157	102,661
25	91,732	93,233	94,734	97,738	99,240	103,744
26	92,813	94,321	95,829	98,848	100,356	104,882
27	93,979	95,472	96,964	99,951	101,443	105,922
28	95,362	96,833	98,304	101,247	102,718	107,132
29	97,113	98,566	100,019	102,926	104,379	108,738
30	99,056	100,505	102,033	105,054	106,562	111,089

2022 – 2023 Universal Salary Scale

Level	1	2	3	4	5	6	7	8	9	10
Step										
1	32,325	33,888	35,783	38,199	40,782	43,551	46,488	49,634	52,966	56,569
2	33,283	34,907	36,907	39,386	42,072	44,926	47,967	51,216	54,653	58,381
3	34,221	35,949	38,011	40,573	43,343	46,300	49,446	52,799	56,361	60,193
4	35,158	36,970	39,136	41,781	44,635	47,675	50,924	54,382	58,048	62,005
5	36,095	38,011	40,239	42,968	45,926	49,029	52,403	55,965	59,755	63,817
6	37,032	39,032	41,365	44,155	47,196	50,403	53,882	57,548	61,443	65,629
7	37,969	40,073	42,468	45,343	48,488	51,779	55,361	59,130	63,150	67,441
8	38,927	41,093	43,593	46,530	49,758	53,153	56,819	60,714	64,837	69,253
9	39,864	42,135	44,718	47,717	51,049	54,528	58,298	62,296	66,545	71,065
10	40,802	43,156	45,822	48,925	52,320	55,902	59,776	63,879	68,232	72,878
11	41,739	44,197	46,946	50,112	53,612	57,277	61,255	65,463	69,941	74,710
12	42,677	45,218	48,050	51,299	54,903	58,652	62,734	67,045	71,627	76,522
13	43,614	46,259	49,175	52,486	56,173	60,026	64,213	68,628	73,336	78,335
14	44,551	47,279	50,278	53,674	57,465	61,401	65,691	70,232	75,023	80,146
15	45,509	48,321	51,404	54,882	58,735	62,775	67,150	71,815	76,710	81,958
16	46,447	49,341	52,528	56,069	60,026	64,151	68,628	73,398	78,418	83,770
17	47,384	50,362	53,632	57,257	61,318	65,525	70,107	74,981	80,105	85,582
18	48,321	51,404	54,757	58,443	62,589	66,900	71,586	76,563	81,812	87,395
19	49,258	52,424	55,860	59,630	63,879	68,274	73,065	78,147	83,500	89,207
20	50,195	53,465	56,986	60,839	65,150	69,649	74,543	79,730	85,207	91,018
21	51,154	54,486	58,089	62,026	66,442	71,003	76,022	81,312	86,894	92,830
22	52,091	55,527	59,214	63,213	67,712	72,377	77,480	82,896	88,602	94,642
23	53,028	56,548	60,318	64,400	69,003	73,752	78,959	84,478	90,289	96,455
24	53,965	57,590	61,443	65,588	70,295	75,126	80,438	86,061	91,997	98,267
25	54,903	58,610	62,567	66,775	71,566	76,501	81,917	87,645	93,684	100,099
26	55,860	59,672	63,692	68,004	72,878	77,897	83,417	89,269	95,413	101,932
27	56,839	60,734	64,858	69,233	74,190	79,334	84,937	90,914	97,163	103,807
28	57,818	61,818	66,046	70,503	75,544	80,792	86,499	92,580	98,954	105,744

2022 – 2023 Universal Salary Scale

Level	11	12	13	14	15	16	17	18	19
Step									
1	60,359	64,442	68,111	74,325	78,825	84,688	89,852	92,043	93,901
2	62,317	66,525	70,328	76,565	81,136	87,573	92,746	94,970	96,900
3	64,254	68,628	72,544	78,807	83,447	90,459	95,640	97,900	99,900
4	66,212	70,711	74,760	81,048	85,759	93,346	98,533	100,827	102,899
5	68,149	72,815	76,978	83,288	88,071	96,232	101,427	103,756	105,897
6	70,107	74,898	79,194	85,530	90,382	99,118	104,321	106,684	108,896
7	72,044	77,001	81,411	87,771	92,693	102,004	107,215	109,612	111,895
8	74,002	79,084	83,627	90,011	95,004	104,889	110,110	112,541	114,894
9	75,960	81,187	85,843	92,253	97,317	107,777	113,002	115,469	117,892
10	77,897	83,270	88,059	94,493	99,628	110,662	115,897	118,397	120,892
11	79,855	85,374	90,275	96,733	101,939	113,548	118,790	121,326	123,890
12	81,792	87,457	92,492	98,975	104,251	116,434	121,685	124,254	126,889
13	83,750	89,560	94,709	101,216	106,563	119,321	124,577	127,182	129,888
14	85,707	91,643	96,925	103,456	108,874	122,207	127,471	130,110	132,887
15	87,645	93,747	99,141	105,697	111,186	125,093	130,366	133,039	135,886
16	89,602	95,829	101,357	107,939	113,497	127,978	133,259	135,967	138,885
17	91,539	97,934	103,573	110,179	115,810	130,865	136,154	138,895	141,884
18	93,496	100,037	105,790	112,420	118,121	133,751	139,046	141,823	144,883
19	95,434	102,120	108,006	114,662	120,432	136,638	141,941	144,753	147,882
20	97,391	104,223	110,222	116,902	122,745	139,523	144,835	147,680	150,881
21	99,349	106,306	112,439	119,143	125,056				
22	101,286	108,410	114,655	121,385	127,368				
23	103,244	110,493	116,873	123,625	129,679				
24	105,181	112,596	121,330	125,866	131,991				
25	107,139	114,679	123,574	128,195					
26	109,117	116,824	125,860						
27	111,139	118,990							
28	113,200	121,198							

2022 – 2023 Universal Salary Scale

Level	20	21	22	23	24	25	26	27	28	29
Step										
1	96,082	99,528	104,638	107,056	110,268	115,754	123,504	126,155	131,600	136,539
2	99,228	102,715	107,911	110,401	113,694	119,239	127,044	129,778	135,300	140,310
3	102,373	105,903	111,184	113,745	117,119	122,725	130,584	133,402	139,001	144,081
4	105,519	109,091	114,457	117,090	120,544	126,210	134,124	137,025	142,702	147,853
5	108,664	112,279	117,729	120,434	123,969	129,695	137,666	140,647	146,402	151,624
6	111,810	115,467	121,003	123,779	127,394	133,181	141,206	144,271	150,103	155,397
7	114,956	118,656	124,276	127,124	130,819	136,666	144,745	147,894	153,803	159,169
8	118,101	121,844	127,549	130,468	134,244	140,152	148,286	151,518	157,505	162,943
9	121,246	125,032	130,822	133,813	137,670	143,637	151,826	155,140	161,205	166,716
10	124,392	128,219	134,095	137,157	141,094	147,122	155,366	158,763	164,906	170,490
11	127,539	131,407	137,367	140,502	144,520	150,608	158,908	162,387	168,607	174,264
12	130,683	134,596	140,640	143,847	147,944	154,093	162,447	166,010	172,308	178,038
13	133,829	137,784	143,913	147,191	151,370	157,578	165,987	169,632	176,008	181,811
14	136,975	140,971	147,186	150,536	154,796	161,064	169,528	173,256	179,709	185,587
15	140,121	144,159	150,459	153,881	158,220	164,549	173,068	176,880	183,409	189,361
16	143,266	147,348	153,733	157,225	161,646	168,035	176,609	180,503	187,111	193,137
17	146,411	150,536	157,005	160,569	165,070	171,520	180,149	184,126	190,811	196,911
18	149,557	153,724	160,278	163,915	168,496	175,005	183,689	187,748	194,511	200,686
19	152,702	156,912	163,551	167,258	171,920	178,491	187,230	191,373	198,212	204,461
20	155,848	160,100	166,824	170,603	175,346	181,976	190,770	194,995	201,913	208,236
21										
22										
23										
24										
25										
26										
27										
28										

FY23 Universal Salary Scale (Hourly Rates)

Level	1	2	3	4	5	6	7	8	9	10	11	12
Step												
1	15.91	16.68	17.61	18.80	20.07	21.43	22.88	24.43	26.07	27.84	29.70	31.71
2	16.38	17.18	18.16	19.38	20.70	22.11	23.61	25.20	26.90	28.73	30.67	32.74
3	16.84	17.69	18.71	19.97	21.33	22.79	24.33	25.98	27.74	29.62	31.62	33.77
4	17.30	18.19	19.26	20.56	21.97	23.46	25.06	26.76	28.57	30.51	32.58	34.80
5	17.76	18.71	19.80	21.15	22.60	24.13	25.79	27.54	29.41	31.41	33.54	35.83
6	18.22	19.21	20.36	21.73	23.23	24.80	26.52	28.32	30.24	32.30	34.50	36.86
7	18.69	19.72	20.90	22.31	23.86	25.48	27.24	29.10	31.08	33.19	35.45	37.89
8	19.16	20.22	21.45	22.90	24.49	26.16	27.96	29.88	31.91	34.08	36.42	38.92
9	19.62	20.74	22.01	23.48	25.12	26.83	28.69	30.66	32.75	34.97	37.38	39.95
10	20.08	21.24	22.55	24.08	25.75	27.51	29.42	31.44	33.58	35.87	38.34	40.98
11	20.54	21.75	23.10	24.66	26.38	28.19	30.15	32.22	34.42	36.77	39.30	42.01
12	21.00	22.25	23.65	25.25	27.02	28.86	30.87	32.99	35.25	37.66	40.25	43.04
13	21.46	22.77	24.20	25.83	27.64	29.54	31.60	33.77	36.09	38.55	41.22	44.07
14	21.92	23.27	24.74	26.41	28.28	30.22	32.33	34.56	36.92	39.44	42.18	45.10
15	22.40	23.78	25.30	27.01	28.91	30.89	33.05	35.34	37.75	40.33	43.13	46.14
16	22.86	24.28	25.85	27.59	29.54	31.57	33.77	36.12	38.59	41.23	44.10	47.16
17	23.32	24.78	26.39	28.18	30.18	32.25	34.50	36.90	39.42	42.12	45.05	48.20
18	23.78	25.30	26.95	28.76	30.80	32.92	35.23	37.68	40.26	43.01	46.01	49.23
19	24.24	25.80	27.49	29.35	31.44	33.60	35.96	38.46	41.09	43.90	46.97	50.26
20	24.70	26.31	28.04	29.94	32.06	34.28	36.68	39.24	41.93	44.79	47.93	51.29
21	25.17	26.81	28.59	30.52	32.70	34.94	37.41	40.02	42.76	45.68	48.89	52.32
22	25.64	27.33	29.14	31.11	33.32	35.62	38.13	40.80	43.60	46.58	49.85	53.35
23	26.10	27.83	29.68	31.69	33.96	36.30	38.86	41.57	44.43	47.47	50.81	54.38
24	26.56	28.34	30.24	32.28	34.59	36.97	39.59	42.35	45.27	48.36	51.76	55.41
25	27.02	28.84	30.79	32.86	35.22	37.65	40.31	43.13	46.10	49.26	52.73	56.44
26	27.49	29.37	31.34	33.47	35.87	38.34	41.05	43.93	46.96	50.16	53.70	57.49
27	27.97	29.89	31.92	34.07	36.51	39.04	41.80	44.74	47.82	51.09	54.69	58.56
28	28.45	30.42	32.50	34.70	37.18	39.76	42.57	45.56	48.70	52.04	55.71	59.64

2022 – 2023 Position Titles and Levels

Universal Level 1

Athletic Custodian
Custodian
School Nutrition Worker
Support Worker

Universal Level 3

School Nutrition Lead

Universal Level 4

Administrative Assistant I
Behavioral Assistant
Bus Attendant
Copy Center Assistant
Head Custodian I
Job Coach
Library Assistant
School Nurse Assistant
Teacher Assistant, Elementary
Teacher Assistant, Head Start
Teacher Assistant, Kindergarten
Teacher Assistant, Special Education
Teacher Assistant, STEP
Teacher Assistant, Study Hall
Teacher Assistant, The North Star School

Universal Level 5

Attendance Administrative Assistant
Bus Attendant - Instructor
Courier
Distribution Center Assistant
General Maintenance Worker I
Head Custodian II
Mailroom Clerk
Operation Assistant
Receptionist
Teacher Assistant – Hearing Impaired
Teacher Assistant - In-School Restriction
Vehicle Transportation Specialist

Universal Level 6

Administrative Assistant II
Automotive Services Technician
Bus Seat Repair Technician
Community School Parent Liaison
Distribution Center Technician
Family and Community Partnership Assistant
Health Clinic Specialist
Mechanic I
Painter II
Parts Inventory Clerk
Parts Inventory Specialist
Preventive Maintenance Technician
Project Assistant, Head Start
Registrar
School Counseling Administrative Assistant
Service Writer
Specialized Transport Driver
Tire Technician
Warehouse Technician
Welcome Center Family Liaison

Universal Level 7

Account Clerk
Building Automation Specialist

Distribution Center Inventory Control Specialist
Financial Technician I
Head Custodian III
Maintenance Control Clerk
Office Technician
Payroll Technician I
Records Archivist
Refuse Equipment Operator
School Nutrition Manager (Elementary)
School Plant Engineer
Security Patrol
Trip Scheduling Assistant
Videographer

Universal Level 8

Bus Driver
Career Center Assistant
Carpenter
Communications Technician I
Copy Center Operator
Digital Experience Specialist
Dispatcher
Financial Technician II
Fleet Specialist
General Maintenance Worker II
Head Custodian IV
HVAC Technician I
Internet Content and Video Production Assistant
McKinney-Vento Liaison
Mechanic II
Payroll Technician II
Program Assistant
Recruitment Assistant
Refrigeration Mechanic I
School Nutrition Manager (Secondary)
School Nutrition Manager Trainer
Senior Account Clerk
Service Desk Engineer
Technical Security Technician I
Telecommunications Technician

Universal Level 9

Accounting Technician
Administrative Assistant III
Benefits Assistant
Bus Driver Instructor
Crew Chief, Distribution Center
Crew Chief, General Maintenance
Driver Instructor
Financial Technician III
Fleet Maintenance Controller
Information Systems Specialist
Lead Dispatcher
Lead Head Custodian
Lead Patrol
Parts Supervisor
Payroll Technician III
Procurement Specialist
Routing Specialist
Team Leader

Universal Level 10

Assessment Data Specialist
 Asset Manager
 Clerk to the Board
 Communications Technician II
 Digital Experience Lead
 Electrician
 Endpoint Specialist
 Fleet Trainer
 Garage Foreman
 HVAC Technician II
 Lead Bus Driver
 Operations Specialist
 Plumber
 Pre-Employment Specialist
 Procurement Specialist II
 Project Manager
 Refrigeration Mechanic II
 Technical Security Technician II
 Transportation Operations Specialist
 Waterworks and Wastewater Technician
 Welcome Center Lead Screener

Universal Level 11

Accountant
 Accounting Specialist
 Administrative Computer Specialist
 Assessment Materials Manager
 Benefits Specialist
 Budget Analyst
 Crew Chief, Electrical
 Crew Chief, HVAC
 Crew Chief, Plumbing
 Crew Chief, Refrigeration
 Crew Chief, Technical Security
 Engineering Technician
 Enterprise Solutions Analyst
 Executive Assistant
 HRMS Analyst
 HVAC Controls Tech I
 Leave and Disability Specialist
 Licensure Specialist
 Procurement Specialist III
 Program Analyst
 Program Evaluation Analyst
 Project Specialist, Construction
 School Security Officer

Universal Level 12

Area Transportation Supervisor
 Data Analyst
 Emergency Management Specialist
 Environmental Health and Safety Specialist
 Financial Trainer
 Fleet Maintenance Supervisor
 Head Start Health-Nutrition Coordinator
 HVAC Controls Tech II
 Lead School Security Officer
 Procurement System Specialist
 Reporting Specialist
 Research Assistant
 School Nurse
 Senior Accountant
 Senior Benefits Specialist
 Senior Registrar
 Technical Security Engineer

Universal Level 13

Communications Engineer
 Custodial Services Supervisor
 Endpoint Engineer
 Financial Analyst
 GIS Analyst
 Graphics and Digital Content Specialist
 Information Security Engineer
 Information Security Specialist
 Maintenance Supervisor
 Resource Nurse
 Safety and Security Coordinator
 School Nutrition Specialist
 Senior Budget Analyst
 Senior Procurement Specialist
 Senior Project Manager
 Systems Engineer
 Technical Security Coordinator
 Traffic and Pedestrian Specialist
 Web Developer

Universal Level 14

Analytics Specialist
 Data Architect
 Data Engineer
 HRTD Representative
 Internal Auditor
 IT Project Manager I
 Lead Communications Engineer
 Lead Endpoint Engineer
 Lead Service Desk Engineer
 Lead Systems Engineer
 Lead Web Developer
 Program Manager

Universal Level 15

Student Records Manager
 Welcome Center Assessor

Universal Level 16

Business Analyst
 Coordinator, Accounting
 Coordinator, Administration Building
 Coordinator, Communications
 Coordinator, Digital Experience
 Coordinator, Distribution Center
 Coordinator, EDGE
 Coordinator, Employee Benefits
 Coordinator, Experiential Learning
 Coordinator, Facilities Financial
 Coordinator, Facility Use
 Coordinator, Family and Community Engagement
 Coordinator, Gifted and Talented
 Coordinator, Leave and Disability
 Coordinator, Mathematics Program
 Coordinator, Payroll
 Coordinator, Planning
 Coordinator, PROPEL and Level-Up
 Coordinator, School Nutrition Services
 Coordinator, Technology Support
 Coordinator, Transportation
 Coordinator, Transportation Operations
 Data Modeler
 Energy Manager
 Recruiter
 Specialist, Acquisition and Digital Resource
 Specialist, Art

Universal Level 16 (con't)

Specialist, Assessment and Accountability
 Specialist, Assessment Services
 Specialist, Assistive Technology
 Specialist, Autism
 Specialist, Behavior
 Specialist, Capital Project
 Specialist, Career and Technical Education
 Specialist, Culturally Responsive Instruction
 Specialist, Digital Integration
 Specialist, Distance Learning
 Specialist, Early Literacy
 Specialist, Educational Technology Facilitation
 Specialist, Enterprise Support
 Specialist, ERP
 Specialist, Extracurricular
 Specialist, Head Start Program Management and Systems
 Specialist, HRTD
 Specialist, IEP
 Specialist, Instructional Software
 Specialist, Math
 Specialist, McKinney-Vento Liaison
 Specialist, Mentoring and Coaching
 Specialist, Music
 Specialist, Performing Arts
 Specialist, Restorative Practices
 Specialist, Research
 Specialist, School Improvement
 Specialist, Science
 Specialist, Social Science and Global Studies
 Specialist, Special Education
 Specialist, Speech Language
 Specialist, Student Health Services
 Specialist, Textbook/Digital Resources
 Specialist, Transition Services
 Specialist, World Languages and Cultures
 Specialist, Work Based Learning

Universal Level 17

Assistant Principal, Elementary

Universal Level 18

Coordinator, Architectural*
 Coordinator, Civil Engineering*
 Coordinator, Competent Learner Model
 Coordinator, CSA
 Coordinator, Diagnostic and Psychological Services
 Coordinator, Electrical Engineering*
 Coordinator, Eligibility
 Coordinator, EHS
 Coordinator, Homebound Services
 Coordinator, HRTD
 Coordinator, Information Security
 Coordinator, Mechanical Engineering Design*
 Coordinator, PBIS
 Coordinator, Procedural Support
 Coordinator, Project*
 Coordinator, Response to Intervention
 Coordinator, Social-Emotional Learning
 Coordinator, Special Education
 Coordinator, Student Services
 Coordinator, Student Support Services
 Coordinator, Specialized Behavior Support
 Lead Data Architect
 Lead Data Engineer
 Specialist, Medicaid

Specialist, School Counseling
 Supervisor, Safety and Security
 Supervisor, Technical Security
 Virtual Loudoun Instructional Designer

Universal Level 19

Assistant Principal, Middle

Universal Level 20

Assistant Principal, ACL
 Assistant Principal, The North Star School
 Assistant Principal, High
 Athletic Director
 Coordinator, Admissions
 Coordinator, International Baccalaureate
 Director, School Counseling

Universal Level 21

Coordinator, Construction
 Fleet Manager
 Risk Manager
 Supervisor, Adult Education
 Supervisor, Accounting
 Supervisor, Assessment Services
 Supervisor, Budget and Financial Analytics
 Supervisor, Career and Technical Education
 Supervisor, Classification and Compensation
 Supervisor, Community Connections
 Supervisor, Computer Science
 Supervisor, Custodial Operations
 Supervisor, Educational Technology
 Supervisor, EL Professional Learning
 Supervisor, Employee Benefits
 Supervisor, Energy
 Supervisor, English and Secondary Reading
 Supervisor, English Learners
 Supervisor, EHS
 Supervisor, Facilities Financial
 Supervisor, Facilities Services
 Supervisor, Fine Arts
 Supervisor, Gifted
 Supervisor, Head Start Administrative
 Supervisor, Health, PE and Driver Ed
 Supervisor, Leave and Disability Programs
 Supervisor, Library Media Services
 Supervisor, Management and Coordination
 Supervisor, Math
 Supervisor, Multi-Tiered System of Support
 Supervisor, Outreach Services
 Supervisor, Planning
 Supervisor, Procurement
 Supervisor, Professional Learning
 Supervisor, Recruitment
 Supervisor, Research and Evaluation
 Supervisor, School Administration
 Supervisor, School Counseling Services
 Supervisor, School Improvement
 Supervisor, Science
 Supervisor, Social Science and Global Studies
 Supervisor, STEP Program
 Supervisor, Student Assistance Services
 Supervisor, Student Health Services
 Supervisor, Student Support Services
 Supervisor, Transportation

Universal Level 21 (con't)

Supervisor, Virtual Loudoun Education
 Supervisor, Welcome Center
 Supervisor, World Languages and
 Cultures

Universal Level 22

Principal, Elementary

Universal Level 23

Architect*
 Assistant Director, Athletics and
 Extracurricular Activities
 Assistant Director, Facilities
 Maintenance
 Assistant Director, Safety and Security
 Assistant Director, Transportation
 Civil Engineer*
 Deputy Coordinator, Title IX
 Engineering Manager
 Public Information Officer
 Supervisor, Autism Services
 Supervisor, Building Engineering
 Supervisor, Communications Engineering
 Supervisor, Construction
 Supervisor, Culturally Responsive Instruction
 Supervisor, Data Center Operations
 Supervisor, Data Science and Digital
 Solutions
 Supervisor, Diagnostic and
 Psychological Services
 Supervisor, Digital Experience
 Supervisor, Early Childhood
 Identification Services
 Supervisor, Early Childhood Special
 Education
 Supervisor, Early Literacy and
 Elementary Reading and Writing
 Supervisor, Eligibility and Section 504
 Services
 Supervisor, Endpoint Management
 Supervisor, Enterprise Support and Analytics
 Supervisor, Equity
 Supervisor, ERP
 Supervisor, Financial Services
 Supervisor, Geographic Information Services
 Supervisor, HRTD
 Supervisor, Information Security
 Supervisor, Instructional Facilitators
 Supervisor, Land Management
 Supervisor, Leadership Development
 Supervisor, Mentoring and Coaching
 Supervisor, Payroll
 Supervisor, Special Education
 Supervisor, Specialized Instructional
 Facilitator
 Supervisor, Teaching and Learning
 Supervisor, Technology Acquisition
 Supervisor, Technology Support Center
 Supervisor, Threat Assessment

Universal Level 24

Director, AET
 Director, AOS
 Director, MATA
 Principal, The North Star School
 Principal, Middle

Universal Level 25

Assistant Director, Construction
 Assistant Director, CTE, Computer
 Science and Community Connections
 Assistant Director, Special Education
 Director, Payroll
 Director, Procurement and Risk Management
 Ombudsman

Universal Level 26

Principal, Academies of Loudoun
 Principal, High

Universal Level 27

Auditor General
 Coordinator, Title IX
 Director, Accounting
 Director, Budget and Financial Analytics
 Director, Communication and
 Community Engagement
 Director, Construction
 Director, Diagnostic and Prevention Services
 Director, Digital Experience
 Director, Enterprise Resource Planning
 Director, Enterprise Solutions
 Director, Equity
 Director, Facilities Operations
 Director, HRTD
 Director, Infrastructure and Engineering
 Director, Management and Coordination
 Director, Planning Services
 Director, Safety and Security
 Director, School Nutrition Services
 Director, Student Mental Health Services
 Director, Student Services
 Director, Transportation
 Executive Principal, Elementary
 Executive Principal, High
 Executive Principal, Middle

Universal Level 28

Assistant Division Counsel
 Associate Counsel
 Director, Elementary and Charter Schools
 Director, English Learner Programs
 Director, High Schools
 Director, Middle Schools
 Director, Professional Learning
 Director, Research, Assessment and
 School Improvement
 Director, School Administration
 Director, Special Education
 Procedural Support
 Director, Special Education
 Specialized Instruction
 Executive Director, Chief of Facilities
 Executive Director, Financial Services
 Executive Director, HRTD

Universal Level 29

Executive Director, Chief of Schools
 Executive Director, Teaching and Learning

Cabinet Level Positions

Superintendent
 Deputy Superintendent
 Assistant Superintendent, Student Services
 Chief Financial Officer

Cabinet Level Positions (con't)

Chief Human Resources Officer

Chief Operations Officer

Chief Technology Officer

Chief of Staff

Division Counsel

2022 – 2023 Auxiliary Salary Scale

	184 Days 7 hour day	208 Days 7 hour day	208 Days 8 hour day	221 Days 8 hour day	12 Months 8 hour day
1	45,561	56,134	62,867	64,753	69,155
2	46,251	58,670	65,737	67,709	72,311
3	46,762	61,206	68,606	70,665	75,467
4	47,794	63,742	71,476	73,621	78,624
5	48,408	66,278	74,345	76,575	81,780
6	48,946	68,812	77,214	79,532	84,936
7	49,923	71,349	80,084	82,487	88,092
8	51,071	73,885	82,954	85,443	91,249
9	52,279	76,420	85,823	88,398	94,406
10	53,621	78,957	88,692	91,353	97,562
11	54,841	81,493	91,561	94,307	100,718
12	56,085	84,027	94,430	97,263	103,875
13	57,416	86,564	97,300	100,219	107,031
14	58,852	89,100	100,170	103,175	110,186
15	60,219	91,635	103,038	106,130	113,343
16	61,629	94,172	105,908	109,086	116,500
17	63,361	96,708	108,778	112,041	119,656
18	65,123	99,243	111,647	114,997	122,812
19	66,982	101,778	114,517	117,952	125,969
20	68,855	104,315	117,386	120,908	129,125
21	70,695				
22	71,829				
23	74,699				
24	76,968				

2022 – 2023 Auxiliary Titles

Auxiliary Level 1
Advanced Interpreter for Deaf & Hard of Hearing
Auxiliary Level 2
Athletic Trainer
Auxiliary Level 3
Clinical Psychologist
Homebound Specialist
Psychologist
School Social Worker
Specialist-Student Assistance Services
Auxiliary Level 4
Coordinator-Head Start Family Comm Partnership
Coordinator-Head Start Mental Health
Auxiliary Level 5
Psychologist
School Social Worker

2022 – 2023 Teaching Stipends

Elementary School

Elementary School Dean	\$1,351
Elementary Team Lead	\$1,061
Yearbook Advisor	\$1,061

Middle School

Middle School Dean	\$1,351
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Fine Arts

Band Director	\$2,613
Choral Accompanist	\$1,257
Choral Director	\$1,813
Guitar Director	\$1,257
Orchestra Director	\$1,595
Professional Music Clinician	\$1,257
Theatre Director	\$2,460

Student Activities

Student Council Association	\$1,491
Yearbook Advisor	\$1,926

Virtual Loudoun

Elementary Contact Teacher English/Science/Math/Social Science	\$919
Elementary Team Lead	\$1,061
Department Chair Math/English/Science/Social Sciences/Vocational/ World Languages/Physical Education/Fine Arts (based on Department size)	\$2,026 - \$4,053

Instruction

Department Chair Math/English/Science/Social Sciences/EL/ Career and Technology Education/ Special Education/World Languages/ Physical Education/Fine Arts (based on Department size)	\$2,026 - \$4,053
Middle School Subject Area Lead Teacher (SALT) English/Math/Science/Social Sciences/EL/ Spec Ed World Language/Physical Education/Fine Arts	\$1,819
Elementary Subject Contact Teacher English/Math/Science/Social Sciences/EL	\$919
Lead Family Life Education Teacher	\$3,973
Lead Teacher Mentor	\$1,517
Teacher Mentor	\$1,273
Equity Lead	\$4,053

High School

Fine Arts

Band Director	\$6,919
Choral Accompanist	\$2,100
Choral Director	\$5,224
Drill Team	\$2,575
Full-Length Play Assistant Director	\$4,465
Full-Length Play Assistant Technical Director	\$3,357
Full-Length Play Director	\$5,224
Full-Length Play Technical Director	\$4,465
Guitar	\$2,100
Marching Band Director	\$5,224
Marching Band Technician (Music/Visual)	\$3,357
Musical Assistant Show Director	\$4,465
Musical Assistant Technical Director	\$3,357
Musical Choreographer/Dance Director	\$4,465
Musical Music Director/Conductor	\$4,465
Musical Show Director	\$5,224
Musical Technical Director	\$4,465
Musical Vocal Director	\$4,465
One Act Play Assistant Director	\$2,575
One Act Play Show Director	\$3,357
One Act Play Technical Director	\$2,575
Orchestra	\$2,150
Professional Music Clinician	\$2,100
Theatre Artistic Director	\$6,071
Theatre Director	\$6,919
Winter Indoor Guard Assistant	\$2,100
Winter Indoor Guard Director	\$3,129
Winter Indoor Percussion Assistant	\$2,100
Winter Indoor Percussion Director	\$3,129

Student Activities

Academic Competition Sponsor	\$2,575
Activity Coordinator	\$4,745
Art and Literary Magazine Sponsor	\$2,575
Athletic Trainer	\$6,507
Debate	\$3,357
DECA Advisor	\$2,575
Educators Rising	\$2,575
Family, Career and Community Leaders of America Advisor	\$2,575
Forensics	\$2,575
Future Business Leaders of America Advisor	\$2,575
Future Farmers of America Advisor	\$2,575
HOSA Future Health Professions Advisor	\$2,575
Junior Class Sponsor	\$3,302

2022 – 2023 Teaching Stipends (con't)

Student Services		National Honor Society	\$2,575
CAMPUS Program Manager	\$4,465	Newspaper	\$4,297
CAMPUS Advisor	\$3,302	PEER Coaching	\$2,946
Educational Diagnostician Mentor	\$1,273	Senior Class Sponsor	\$3,357
Lead Educational Diagnostician	\$3,973	Skills USA Advisor	\$2,575
Lead Psychologist	\$3,973	Student Council Association Technology Student Association Advisor	\$3,974
Lead School Counselor (Middle)	\$1,819	TV Production	\$2,575
Lead School Counselor Facilitator (Elementary)	\$919	Yearbook Advisor	\$4,465
Lead Social Worker	\$3,973		\$4,297
Psychologist Mentor	\$1,273	JROTC	
Lead Adapted PE Teacher	\$3,973	Color Guard Sponsor	\$2,575
Restorative Practices Co-Lead	\$1,474	Cyber Patriot Team Sponsor	\$2,575
Restorative Practices Lead	\$2,946	Marksmanship Team Sponsor	\$2,575
Special Education Dean	\$1,351	Orienteering Team Sponsor	\$2,575
		Physical Fitness Team Sponsor	\$2,575

**FY23 Adopted
Daily or Hourly Substitute Salary Rates**

Type	Position	Amount
Instructional	Regular	\$112.75 per day
Instructional	Loyalty	\$133.37 per day
Instructional	Long Term Substitute	\$154.00 per day
Instructional	Regular – High Volume Days	\$169.12 per day
Instructional	Long Term Substitute – High Volume Days	\$231.00 per day

Long-Term assignments are substitute assignments that are 11 or more consecutive days in a teaching or administrative position for the same employee. This does not include holidays, overlap days or workdays. Long-term substitutes are hired by principals and administrators to fill in for teachers who are out on maternity leave, FMLA or own illness and are often arranged prior to the absence. Long-Term substitutes are paid a higher rate of pay for communicating with parents, preparing lesson plans and entering grades. Long-term substitutes are used only for classroom teachers, and are not for teacher assistants, behavior assistants or secretaries. Long-term substitutes covering for a vacancy have a 90-day expiration date.

**FY23 Adopted
Other Teaching Activities at Daily/Hourly/Per Student Rates**

Activity	Courses	Teacher Qualification	Amount
Driver Education	Driver Education	Certificate	\$225.00 per student
Virtual Loudoun (Online Courses)	Determined by Enrollment	Certificate	\$100.00 per enrolled student that does not successfully complete the course \$200.00 per enrolled student that successfully completes the course (minimum payment of \$1,000.00)
Early Childhood Education I/II	Early Childhood Education I/II		\$1,000 per course

**FY23 Adopted
Middle School Stipends**

Teachers who exceed the student load defined by the Standards of Accreditation, but have not been assigned an additional instructional period shall be compensated as follows:

% of Full Stipend	Middle School Teachers (except Music and PE)	Middle School Music and PE Teachers	Stipend
25%	up to 7 students	up to 10 students	\$3,111
50%	up to 15 students	up to 20 students	\$6,221
75%	up to 23 students	up to 30 students	\$9,331
100%	up to 30 students	up to 40 students	\$12,441

National Board Certification	
All Certified	\$2,500
State Contribution - Continuing Certification	\$2,500
State Contribution - First-time Certification	\$5,000

2022 – 2023 Hourly Banded Rates

Hourly Band	Rate	Description	Examples of Positions Included
	\$11.00	Minimum Wage	Support Worker
Band 1	\$14.23	Routine/entry level, unskilled labor work	Substitute School Nutrition Worker, Student
Band 2	\$15.27	Routine/entry level, unskilled labor work (specialty)	
Band 3	\$16.11	Routine/entry level, semi-skilled administrative/clerical/instructional support work	Teacher Assistant, Call Center, Ticket Taker, Announcer, Clock Operator, Summer School Clerical
Band 4	\$16.30	Routine/entry level, semi-skilled instructional trainee work	Teacher Cadet
Band 5	\$17.60	Proficient/mid-level, unskilled labor work Proficient/mid-level, semi-skilled administrative/clerical work Routine/entry level, semi-skilled labor work	Bus Attendant, Cafeteria Monitor, Distribution Center Worker, Specialized Transport Driver
Band 6	\$18.63	Advanced/expert level, semi-skilled administrative/clerical work Routine/entry level, semi-skilled trade/medical support work	Parent Liaison
Band 7	\$20.70	Proficient/mid-level, semi-skilled labor/medical/instructional support work	Bus Driver, Safety & Security Patrol, Health Clinic Specialist, Special Education Teacher Assistant, Event Security
Band 8	\$24.06	Routine/entry level, skilled professional work	Pre-Employment Specialist, Financial Technician, Private Duty Nurse (LPN), Event Manager
Band 9	\$26.65	Advanced/expert level, semi-skilled instructional support work	Behavior Assistant
Band 10	\$28.46	Routine/entry level, skilled instructional work Advanced/expert level, skilled instructional support work	PALS Tutor, Interpreter, Teacher-Class Coverage, PEP Instructor, Welcome Center Screener, Equity Planning
Band 11	\$31.05	Proficient/mid-level, skilled instructional/professional work	Curriculum Development, Safety & Security (Trainer/Floater/Officer), PROPEL/Level-Up, Private Duty Nurse (RN), Teacher Training
Band 12	\$31.22	Proficient/mid-level, skilled instructional work (specialty)	Adult Education Instructor
Band 13	\$36.23	Advanced/expert level, skilled professional/instructional work Advanced/expert level, skilled instructional support work (specialty)	Safety & Security Consultant, Mentor/Coach, Advanced Interpreter (ASL & DHH)
Band 14	\$36.74	Advanced/expert level, skilled professional work (specialty)	
Band 15	\$38.19	Proficient/mid-level level, skilled instructional work (seasonal)	Teacher, Librarian, School Counselor, Dean, SPED Dean, IFT, Middle School Counselor, summer IEP Meetings, Music Services, United Mental Health Check-In
Band 16	\$41.40	Advanced/expert level, skilled related services work Advanced/expert level, skilled instructional work (specialty)	Homebound Teacher, Summer in the Arts Assistant Coordinator; OT, PT, SLP (seasonal), Safe Routes to School Coordinator
Band 17	\$46.58	Lead/supervisory level; skilled administrative work (Elementary or Administrator)	Elementary Summer School Coordinator, Administrative/Special Projects, Summer in the Arts Coordinator, Facilities On-Call
Band 18	\$51.75	Lead/supervisory level; skilled administrative work (Secondary or Administrative Director)	Secondary Summer School Coordinator, Administrative Director

2022 – 2023 Co-Curricular Stipends

<u>Athletics</u>			
<u>Baseball</u>			
Head Coach	\$5,234		
Assistant Coach	\$4,199		
JV Head Coach	\$4,199		
JV Assistant Coach	\$2,400		
<u>Basketball</u>			
Girls' Head Coach	\$5,604		
Boys' Head Coach	\$5,604		
Girls' Varsity Assistant Coach	\$4,199		
Boys' Varsity Assistant Coach	\$4,199		
Girls' JV Head Coach	\$4,199		
Boys' JV Head Coach	\$4,199		
Girls' Freshman Head Coach	\$3,964		
Boys' Freshman Head Coach	\$3,964		
<u>Cheerleading</u>			
Fall Head Coach	\$5,639		
Fall Varsity Cheer Assistant	\$4,275		
Fall JV Head Coach	\$4,275		
Fall Freshman Head Coach	\$3,964		
Winter Head Coach	\$4,275		
Winter JV Head Coach	\$3,964		
Winter Freshman Head Coach	\$3,723		
<u>Cross Country</u>			
Head Coach	\$4,914		
Assistant Coach (2)	\$3,723		
<u>Field Hockey</u>			
Head Coach	\$5,639		
Varsity Assistant Coach	\$3,399		
<u>Football</u>			
Head Coach	\$7,790		
Varsity Assistant Coach (2)	\$6,024		
JV Head Coach	\$6,024		
JV Assistant Coach	\$4,199		
Freshman Head Coach	\$6,024		
Freshman Assistant Coach (2)	\$4,199		
<u>Golf</u>			
Head Coach	\$2,879		
<u>Gymnastics</u>			
Head Coach	\$4,843		
Assistant Coach	\$3,357		
		<u>Lacrosse</u>	
		Girls' Head Coach	\$5,234
		Boys' Head Coach	\$5,234
		Girls' Varsity Assistant Coach	\$4,199
		Boys' Varsity Assistant Coach	\$4,199
		Girls' JV Head Coach	\$4,199
		Boys' JV Head Coach	\$4,199
		Girls' JV Assistant Coach	\$2,400
		Boys' JV Assistant Coach	\$2,400
		<u>Soccer</u>	
		Girls' Head Coach	\$5,234
		Boys' Head Coach	\$5,234
		Girls' Varsity Assistant Coach	\$4,199
		Boys' Varsity Assistant Coach	\$4,199
		Girls' JV Head Coach	\$4,199
		Boys' JV Head Coach	\$4,199
		Girls' JV Assistant Coach	\$2,400
		Boys' JV Assistant Coach	\$2,400
		<u>Softball</u>	
		Head Coach	\$5,234
		Assistant Coach	\$4,199
		JV Head Coach	\$4,199
		JV Assistant Coach	\$2,400
		<u>Swimming</u>	
		Head Coach	\$4,914
		Assistant Coach	\$2,400
		<u>Tennis</u>	
		Girls' Head Coach	\$3,723
		Boys' Head Coach	\$3,723
		<u>Track</u>	
		Girls' Head Coach	\$5,234
		Boys' Head Coach	\$5,234
		Girls' Assistant Coach	\$3,446
		Boys' Assistant Coach	\$3,446
		Assistant Coach	\$3,446
		<u>Volleyball</u>	
		Head Coach	\$5,639
		Assistant Coach	\$4,843
		JV Head Coach	\$4,843
		Freshman Head Coach	\$3,723

2022 – 2023 Co-Curricular Stipends (con't)

<u>Indoor Track</u>		<u>Wrestling</u>	
Head Coach	\$5,234	Head Coach	\$5,234
Assistant Coach (2)	\$1,662	Assistant Coach	\$3,870
		JV Head Coach	\$3,870

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