



LOUDOUN COUNTY PUBLIC SCHOOLS EMPLOYEE HANDBOOK 2016-2017

Engaging Students: Creating Wonder and Awe



Welcome to
Our School Division

Board Members/
Times

Employee
Information

Salary Scales/Lanes

Teaching Activities
Stipends/Policy

Index/Directary
of Schools



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Welcome to Our School Division

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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, 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.

From the Superintendent



Eric Williams, Ed.D.
Superintendent

Having been an employee of the Loudoun County Public Schools for over 2 years now, I can attest to the importance of this 27th edition of our Employee Handbook. It is a valuable resource that I have consulted frequently in order to remain current with new policies, regulations, and benefits information pertinent to our school division and its employees.

The Employee Handbook is designed as a reference guide. Please be sure to consult the School Board Policy Manual located in school facility offices or visit our website at www.lcps.org for the most detailed, up-to-date information pertaining to policies.

Please discuss any questions you have with your immediate supervisor. The Department of Human Resources and Talent Development in the Administration Building is also available to assist. Please contact one of the Human Resources and Talent Development Specialists, Supervisors, or Directors at 571-252-1100 if you have further questions.

If you are a new employee just joining LCPS, welcome. If you are a returning employee or a seasoned veteran who has served our community for a number of years, thank you for your commitment. I look forward to working with all LCPS employees in the coming year as we focus on our mission of empowering all students to make meaningful contributions to the world.

2016–2017 School Year

JULY 2016							AUGUST 2016							SEPTEMBER 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6						1	2	3
3	H	5	6	7	8	9	7	8	9	TI	TI	NH	13	4	H	6	7	8	9	10
10	11	12	13	14	15	16	14	NH	NH	SD	SD	P	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	CS	CS	CS	P	P	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	F	30	31				25	26	27	28	29	30	
31																				

OCTOBER 2016							NOVEMBER 2016							DECEMBER 2016							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1				1	2	3	4	5						1	2	3
2	3	4	5	6	7	8	6	P*	P*	9	10	11	12	4	5	6	7	8	9	10	
9	H	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	H	H	H	26	18	19	20	21	H	H	24	
23	24	25	26	27	28	29	27	28	29	30				25	H	H	H	H	H	31	
30	31																				

JANUARY 2017							FEBRUARY 2017							MARCH 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	H	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	H	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	MP*	28	19	H	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

APRIL 2017							MAY 2017							JUNE 2017								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1				1	2	3	4	5	6						1	2	3
2	3	4	5	6	P*	8	7	8	9	10	11	12	13	4	5	6	7	8	L	10		
9	H	H	H	H	H	15	14	15	16	17	18	19	20	11	P*	P*	14	15	16	17		
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
23	24	25	26	27	28	29	28	H	30	31				25	26	27	28	29	30			
30																						

LEGEND	
H Holiday	P Planning/Records/Conference Day
TI New to Profession Teacher Institute	CS County-Wide Staff Development Day
NH New Hire Workday	MP Moveable Planning/Records/Conference Day
SD In-School Staff Development/School Improvement Day	F First Day for Students
	L Last Day for Students

* Eligible Professional Development Exchange Days

2016–2017 Instructional Days

DATE	DESCRIPTION
August 10-11	New to Profession Teacher Institute
August 12/15-16	New Employee Orientation/Workdays — All Teachers New to LCPS
August 17-18	In School Staff Development — All Teachers
August 19	Planning/Records/Conference Day
August 22-24	County-Wide Staff Development — All Teachers
August 25-26	Planning/Records/Conference Days
August 29	FIRST DAY OF SCHOOL
September 5	Holiday (Labor Day)
October 10	Holiday (Columbus Day)
November 4	End of the Grading Period
November 7-8	Student Holidays (Planning/Records/Conference Days)
November 23-25	Holiday (Thanksgiving)
December 22-	
January 2	Winter Break (Classes Resume January 3)
January 16	Holiday (Martin Luther King Jr. Day)
January 26	End of Grading Period
January 27	MOVEABLE STUDENT HOLIDAY* (Planning/Records/Conference Day)
February 20	Holiday (Presidents' Day)
April 6	End of Grading Period
April 7	Student Holiday (Planning/Records/Conference Day)
April 10-14	Holiday (Spring Break)
May 29	Holiday (Memorial Day)
June 9	LAST DAY OF SCHOOL/End of Grading Period
June 12-13	Planning/Records/Conference Day

*NOTE: Parents with child care or other weekday scheduling concerns — Dates of the Moveable Planning/Records/Conference Day between first and second semesters may change if the school calendar must be changed due to school closings for inclement weather or other emergencies.

9 WEEK GRADING PERIOD ENDING DATE	
DATE	DAYS
November 4, 2016	48
January 26, 2017	45
April 6, 2017	48
June 9, 2017	39



Board Members/ Times

- School Board Members
- Opening and Dismissal Times

School Board Members



ASHBURN

Eric D. Hornberger

Chairman
571-291-5685
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BLUE RIDGE

Jill A. Turgeon

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LEESBURG

Tom Marshall

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STERLING

Brenda Sheridan

Vice Chairman
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Opening and Dismissal Times

ELEMENTARY SCHOOLS	CLASSES START	CLASSES DISMISSED
Aldie ES	7:50	2:35
Algonkian ES	7:50	2:35
Arcola ES	7:50	2:35
Ashburn ES	7:50	2:35
Ball's Bluff ES	8:15	3:00
Banneker ES	7:50	2:35
Belmont Station ES	7:50	2:35
Buffalo Trail ES	7:50	2:35
Cardinal Ridges ES	7:50	2:35
Rosa Lee Carter ES	7:50	2:35
Catoctin ES	7:50	2:35
Cedar Lane ES	7:50	2:35
Cool Spring ES	7:50	2:35
Countryside ES	7:50	2:35
Creighton's Corner ES	7:50	2:35
Kenneth W. Culbert ES	7:50	2:35
Discovery ES	7:50	2:35
Dominion Trail ES	7:50	2:35
Frederick Douglass ES	7:50	2:35
Emerick ES	7:50	2:35
Evergreen Mill ES	7:50	2:35
Forest Grove ES	7:50	2:35
Guilford ES	7:50	2:35
Hamilton ES	7:50	2:35
Hillsboro Charter Academy	7:50	3:05
Hillside ES	7:50	2:35
Horizon ES	7:50	2:35
Hutchison Farm ES	7:50	2:35

Opening and Dismissal Times (Continued)

ELEMENTARY SCHOOLS	CLASSES START	CLASSES DISMISSED
Leesburg ES	8:15	3:00
Legacy ES	7:50	2:35
Liberty ES	7:50	2:35
Lincoln ES	7:50	2:35
Little River ES	7:50	2:35
Lovettsville ES	7:50	2:35
Lowes Island ES	7:50	2:35
Lucketts ES	7:50	2:35
Madison's Trust ES	7:50	2:35
Meadowland ES	7:50	2:35
Middleburg Community Charter School	7:40	2:25
Mill Run ES	7:50	2:35
Moorefield Station ES	7:50	2:35
Mountain View ES	7:50	2:35
Newton-Lee ES	7:50	2:35
Pinebrook ES	7:50	2:35
Potowmack ES	7:50	2:35
Frances Hazel Reid ES	7:50	2:35
Rolling Ridge ES	7:50	2:35
Round Hill ES	7:50	2:35
Sanders Corner ES	7:50	2:35
Seldens Landing ES	7:50	2:35
Sterling ES	7:50	2:35
Sugarland ES	7:50	2:35
Sully ES	7:50	2:35
Sycolin Creek ES	7:50	2:35
John W. Tolbert Jr. ES	7:50	2:35
Waterford ES	7:50	2:35
Steuart W. Weller ES	7:50	2:35

Opening and Dismissal Times (Continued)

MIDDLE SCHOOL	CLASSES START	CLASSES DISMISSED
Belmont Ridge MS	8:30	3:18
Blue Ridge MS	8:35	3:23
Eagle Ridge MS	8:35	3:23
Farmwell Station MS	8:30	3:18
Harmony MS	8:35	3:23
Harper Park MS	8:30	3:18
J. Michael Lunsford MS	8:40	3:28
River Bend MS	8:30	3:18
Seneca Ridge MS	8:30	3:18
J. Lupton Simpson MS	8:40	3:28
Smart's Mill MS	8:40	3:28
Sterling MS	8:30	3:18
Stone Hill MS	8:35	3:23
Trailside MS	8:35	3:23
HIGH SCHOOL		
Briar Woods HS	9:00	3:48
Broad Run HS	9:00	3:48
John Champe HS	9:00	3:48
Dominion HS	9:00	3:48
Douglass School	9:20	3:15
Freedom HS	9:00	3:48
Heritage HS	9:00	3:48
Loudoun Academy of Science	9:30	3:00
Loudoun County HS	9:00	3:48
Loudoun Valley HS	8:55	3:43
Monroe Technology	9:25	3:10
Park View HS	9:00	3:48
Potomac Falls HS	9:00	3:48
Riverside HS	9:00	3:48
Rock Ridge HS	9:15	4:03
Stone Bridge HS	9:00	3:48
Tuscarora HS	9:00	3:48
Woodgrove HS	8:55	3:43



Employee Information

- Regulations
- Policies

ABSENCE FROM WORK

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 Connect-Ed Phone Messaging System.

ACCEPTABLE USE (P3060)

Loudoun County Public Schools (LCPS) Department of Technology Services (DTS) provides access to an extensive array of Local Area Network/Wide Area Network (LAN/WAN) and web-based services and applications to staff and students. These network and Internet resources support the delivery of the division's program of studies, the Virginia Standards of Learning, and also assist with and enhance innovative instruction and educational excellence. Staff reviews network and Internet resources used in instruction.

A. Training and Access.

Students and staff are provided with instruction on social and ethical issues of Internet use including copyright, plagiarism, and Internet safety and security. Additionally, students and staff are provided with instruction on the use of portable communication or privately owned electronic devices in the classroom.

These devices include, but are not limited to: laptops, netbooks, tablets, iPads, cell phones, PDAs, e-readers and hand-held gaming devices.

1. Training includes:
 - a. Internet safety review for students.
 - b. Internet safety lessons integrated into instruction by classroom teachers and library/media specialists.
 - c. Multimedia reminders of Internet safety and ethical behavior including safe use of portable communication or privately owned electronic devices used for instruction.
2. Under the terms and conditions stated in this Acceptable Use Policy (AUP), all authorized users have access to:
 - a. Productivity and instructional applications via the Local Area Network (LAN).
 - b. Virtual classroom instruction via distance learning services.
 - c. Web-based electronic research and instructional services via the Wide Area Network (WAN).
 - d. Internet access to news, LCPS and public library access to print and multimedia assets, and content-rich activities available from sites across the World Wide Web.
 - e. Electronic communication locally, regionally and globally, including but not limited to electronic discussion groups, email, video conferences and white-board communications.
 - f. Public domain multimedia files.
3. Requirements for Access:
 - a. Every student using the LCPS network services, web-based resources and the Internet must have a parent/guardian signature on the "Student/Parent Technology Usage Form." The form, contained in the Student Rights and Responsibilities (SR&R) handbook, must be signed and returned to the school annually.

- b. Every student will receive internet safety instruction annually.
- c. Parents/guardians may revoke/reinstate access at any time after signing the opt-in form on the Student/Parent Technology Usage Form. This form is available at every LCPS school or on the website.
- d. Employee users will sign the Employee Handbook Acknowledgment Form.

B. Use of Network Services and the Internet is a Privilege, Not a Right

System users have no right of privacy nor an expectation of privacy for any activities conducted on any division computer system or the network, including but not limited to email or materials sent, received and/or stored on any division system. The LCPS website is not a public forum or a limited public forum for any purposes.

Division officials reserve the right to monitor and record all user activity. Any evidence of violation of this AUP, the Employee Handbook, School Board policy, or the Student Rights and Responsibility Handbook will be provided to division administrators and may result in disciplinary action including the loss of privileges to use LCPS technology resources, suspension, or expulsion. Any evidence of the use of LCPS technology resources in violation of local, state or federal law, may result in disciplinary action and/or criminal prosecution. Electronic communications received or sent by School Board members shall not be viewed or accessed by any LCPS employee, without expressed school board member permission, or as may be necessary to comply with the Virginia Freedom of Information Act (VFOIA) or with a lawfully issued subpoena or court order. School Board members shall be notified when their emails are accessed by LCPS staff, unless circumstances warrant otherwise (i.e., a law enforcement action or investigation which may be compromised by notifying the School Board member). This shall not prevent DTS staff from performing routine file, data, and system maintenance.

1. LCPS Staff Responsibilities

LCPS staff will:

- a. Monitor and evaluate Internet safety instruction for staff and students and update as needed.
- b. Evaluate annually the division's technology infrastructure and the network, Internet and data security procedures in place.
- c. Remain cognizant of the latest developments in Internet vulnerabilities, legal issues and capabilities related to instruction and impact on division students.
- d. Provide professional development for all staff on the social and ethical issues of Internet use including copyright, fair use and plagiarism, and Internet safety and security.
- e. Review this policy every two years.
- f. Assess the need for community outreach related to Internet use and safety issues.
- g. Provide frequent information related to Internet safety and security to parents and the community via available public media sources.
- h. Block or filter internet access to pornography or obscenity.
- i. Ensure that as appropriate, LCPS websites and applications protect student privacy by using encryption methodologies that meet and/or exceed accepted industry standards.

2. User Privileges

- a. Students and staff may make use of all district technology, software and network services for approved instructional purposes such as research, communication and production only as provided by this policy. Projects and assignments may be posted electronically and could include personally identifiable information that may be classified as an educational record under FERPA (Family Education Rights and Privacy Act). Efforts will be made to restrict the amount of personally identifiable information

- when communicating electronically over the Internet. Assignments and activities conducted online may receive teacher comments, grades or evaluations; under no circumstances will comments, grades or evaluations be posted publicly.
- b. Students and staff may access information from outside resources via the Internet that facilitates or supports learning and educational activities. During school hours or when using school equipment, student Internet use must occur in a supervised environment and students must use the wireless access provided by LCPS so that the LCPS internet filters properly block certain material as required by law.
 - c. Students and staff may download and transfer data files necessary for approved daily instruction over the network provided that such activity does not violate copyright or other laws, does not alter programs or otherwise damage LCPS technology, no fees are incurred, and/or no freeware, shareware, games or other executable files are placed on the school division network.
 - d. Students may use portable communication or privately owned electronic devices for instructional activities as directed by school staff and as set forth in this policy.
3. User Responsibilities
- a. Any user under age 18 must have a parent/legal guardian sign this agreement prior to first use of any network service or Internet access. Users age 18 or older must sign this agreement prior to first use of any network service or Internet access.
 - b. Users must maintain the privacy and security of passwords and accounts and shall not share their passwords or network access with other users. Users shall not attempt to learn another user's password, access another user's account or impersonate another user on the network.
 - c. Users may not operate any division technology for commercial use, personal gain or product advertisement.
 - d. Users shall not be connected to the school division's network through an Ethernet patch cable.
 - e. Users shall respect the property of others. Users shall not access, modify or delete any network files, documents, applications or data files belonging to others. Vandalism, defined as a malicious attempt to harm or destroy another user's data or network service, will result in cancellation of privileges and disciplinary action.
 - f. Users should use caution in forwarding emails to persons outside of the school system to ensure student privacy and to protect personally identifiable information.
 - g. Users shall not attach unauthorized equipment to the network that serves the data and voice systems without express authorization in writing from DTS. (Televisions and VCRs may be attached to the cable TV distribution system without express authorization.) Data connection prohibitions include but are not limited to computer workstations, laptops/notebooks/tablet PCs, file servers, printers, networkable scanners, network switches or hubs, routers, smart/cell phone combination units and all other wired or wireless devices. This prohibition includes connecting to the network via a non-LCPS supported wireless access point.
 - h. Users shall utilize proper network and email etiquette. Harassment, discriminatory remarks, hate mail and threats, obscene or vulgar language, and conduct prohibited by the Student Rights and Responsibilities Handbook, the Employee Handbook, School Board policy, or by law are prohibited in email or other electronic communications. Users shall not use LCPS equipment

or technology to send, receive, view or download illegal material. Students shall be prevented from having access to material deemed harmful to juveniles as defined by law.

- i. Users shall properly use and care for all hardware and ancillary computer and network equipment available for use at any division site. Vandalism or destruction of any technology or related component will result in cancellation of privileges, disciplinary action and restitution to the school division.
- j. Users shall be responsible for all material in his/her network account and agree to maintain the account free from pornographic, undesirable or inappropriate materials, files or emails. Users shall prevent such materials from entering the network via the Internet or other source. Personal software may not be installed on any division hardware. Users shall adhere to the Copyright Act of 1976. Transmission of any material in violation of federal or state law or regulation is prohibited and will be dealt with according to criminal statutes and the Student Conduct Code.
- k. Any staff member or student who gains access to inappropriate or undesirable Internet materials, becomes aware of a network or hardware security problem, copyright or fair use infringement, or any Internet safety issue shall immediately notify DTS or Department of Instruction for assistance.
- l. Users shall be cautious when opening suspicious email or other file attachments from unknown sources to prevent virus, malware, and other malicious attacks that could compromise the network.

C. Safeguards

The Loudoun County Public Schools will take precautions to restrict access to undesirable or inappropriate materials

using firewalls, encryption schematics and filtering applications and other security measures as well as provide error-free, dependable access to electronic resources via the LAN. Division teachers and staff will monitor user activity in classrooms, labs and libraries and will pursue appropriate disciplinary actions based on the Student Rights and Responsibilities Handbook or criminal statutes as appropriate for any violations of this AUP. Appropriate and safe use of the Internet is the responsibility of students, parents and Loudoun County Public Schools staff.

D. Disclaimer

The Loudoun County Public Schools makes no warranties of any kind, expressed or implied, for the network services it provides. LCPS is not responsible for any damages users may incur, including loss of data due to delays, non-deliveries, mis-deliveries, equipment failures or service interruptions. LCPS is not responsible for the accuracy, nature or quality of information gathered from the Internet. LCPS is not responsible for personal property used to access division hardware or networks or the Internet or for any financial obligations resulting from Internet access provided by the division.

E. External Links

1. Purpose.

It is useful to parents, students and staff for links to be included on the LCPS website to websites outside LCPS's control. The LCPS website is not a public forum or a limited public forum for any purposes. Links to external websites from the LCPS website are established and maintained in accordance with these guidelines and must serve the educational mission of the school division. This policy provides reasonable guidelines which are viewpoint neutral on when and how links to external sources are permitted. Links to external websites may only be requested by teachers, principals, senior staff, superintendent's cabinet, and School Board members. LCPS shall warn all users when leaving the

LCPS website that they do so at their own risk, that LCPS is not responsible for the content of linked sites, that LCPS does not endorse, approve, certify or control external websites, or any content posted on an external website.

2. Link Guidelines for Establishing a Link from LCPS to an External Website.

Using the following acceptance criteria, LCPS principals and building administrators (or their supervisor) will review links associated with their respective school, facility, department or program under their supervision and decide whether it is appropriate and relevant in accordance with this policy. These guidelines will also govern the links requested by School Board members. All links must serve or be strictly related to the educational mission of the school division and no link will be permitted to an inappropriate website, which includes any website that:

- a. Exhibits hate, bias, discriminatory, lewd, obscene, pornographic, libelous, profane or otherwise defamatory content;
- b. Advocates or promotes the use of alcohol, tobacco, electronic cigarettes, or illegal drugs;
- c. Promotes or makes available adult or sexually oriented entertainment or materials;
- d. Promotes the unlawful possession of weapons, illegal gambling, or encourages the violation of law, School Board policies, or the Student Rights and Responsibilities Handbook;
- e. Advocates for or against a candidate for public office or promotes or opposes a ballot proposition, except the School Board may authorize a link to an external site on school-related ballot issues officially supported by the Loudoun County School Board; and
- f. Contains unauthorized commercial advertisements.

F. Forms and Violations

1. Student and parents will sign annually the attached Student/Parent Technology Usage Form which can be found in the Students' Rights & Responsibilities Handbook. Violations by students may result in discipline up to and including suspension or expulsion as well as possible criminal prosecution.

2. Employees will sign annually the Employee Handbook Acknowledgment Form. Violations by employees could result in discipline up to and including termination and/or possible criminal prosecution.

ACCIDENTS AND INJURIES (P7-48)

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. In all instances, employees and/or supervisors must immediately report injuries and safety issues to the Retirement & Disability Programs Division at 571-252-1690.

AMERICANS WITH DISABILITIES ACT (ADA) NON-DISCRIMINATION ON THE BASIS OF DISABILITY

LCPS is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or the provision of services. It is the intent of LCPS to make our employment, programs, services, facilities, activities, and accommodations in the school system accessible to all persons.

If a disability prevents you from fully performing your duties or using our facilities or having access to our programs, services, or activities, you are

encouraged to contact the Retirement and Disability Specialist responsible for compliance with the Americans with Disabilities Act (ADA).

More information is available from:

*Retirement & Disability Programs
Business and Financial Services*
21000 Education Court
Ashburn, VA 20148
571-252-1690

ANNUAL LEAVE SCHEDULE (P7-68)

Administrative Personnel (P7-68)

New hire administrators will be advanced annual leave (depending on the date of hire). Thereafter, annual leave will be advanced in July of each year.

Administrative personnel shall earn annual leave as follows:

- 20 days for the first and second years of employment
- 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.

Full-Time Twelve (12) Month Classified Personnel (P7-68)

A new hire employee in a twelve-month position earns one day of annual leave a month (depending on date of hire) for the first six (6) consecutive months of employment for a maximum of six (6) days. At the completion of six (6) 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 may be earned per year after the 13th year of service.

Annual leave for a person hired after the first working day of the month is

prorated according to the number of days actually worked in the month.

CHILD ABUSE AND NEGLECT (P7530)

Duty to Report

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 is an abused or neglected child pursuant to the Code of Virginia 63.2-100, shall report the matter immediately in accordance with this policy.

A. Reporting Requirements

1. Any teacher or other school employee who has reason to suspect abuse or neglect of a child 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 agency must notify the person making the initial report when the report of the suspected abuse or neglect is made to the local or state agency, 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 if the employee has the need to report after business hours. 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.

2. If any principal is suspected of abuse or neglect of a school child, the school

employee who has this suspicion shall report it to the division superintendent, or his/her Department for Human Resources and Talent Development designee, who shall report it to the local or state department of social services.

B. 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 designee.
2. If any LCPS employee is suspected of abuse or neglect of a school child, 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 superintendent's 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. 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.

C. 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 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 consent unless the Child 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 8-74(E).

D. Memorandum of Understanding 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.

CLASSIFIED EMPLOYEE DISMISSAL AND DEMOTION GRIEVANCE PROCEDURES (7-6)

The procedure by which a classified employee dismissal or demotion is processed by Loudoun County Public Schools is in accordance with the Code of Virginia and adopted by the Loudoun County School Board. 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 7-6 for further information. If you have questions, please contact the Department of Human Resources and Talent Development.

CORPORAL PUNISHMENT (P8-30)

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.

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 20175. Office hours are Monday through Friday from 8:00 AM to 5:30 PM. Communications can be sent through the School Board courier system.

All bank holidays are observed. Please phone 703-777-4744 for more 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

1. 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.
2. 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.
3. 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, sale, 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.

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 shall be grounds for discipline up to and including termination.

C. Enforcement

- 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.
- 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 7-15, 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 co-workers on school board property or at school activities shall report their observations to their own Supervisors. Supervisors shall immediately notify the Assistant Superintendent of Human Resources and Talent Development if a violation is suspected.

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 and at 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:

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.

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 (P7-47)

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

EMPLOYMENT PERIODS

Contracts or assignment letters are issued for various periods of time as determined by the requirements of specific positions and assignments. Information relevant to contract or assignment terms is shown in the table on page 50.

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 (P7-1)

The Loudoun County School Board is an Equal Opportunity Employer. It is the policy of the School Board to conform to the laws of the United States and the Commonwealth of Virginia and not discriminate against qualified applicants or employees on the basis of race, color, sex, pregnancy, childbirth or related medical conditions, marital status, age, religion, national origin, disability, or genetic information.

Loudoun County Public Schools is committed to making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the School Division.

All students attending Loudoun County Public Schools may participate in education programs and activities, including but not limited to health and physical education, music, vocational, and tech-

nical education. Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, color, national origin, religion, age, disability, or sex.

Specific complaints of alleged discrimination under Title IX (sex) should be referred to:

TITLE IX COORDINATOR

Dr. Kimberly L. Hough
Assistant Superintendent for Human Resources and Talent Development
21000 Education Court
Ashburn, VA 20148
571-252-1100

Specific complaints of alleged discrimination under Title IX, Section 504, should be referred to:

SECTION 504 COORDINATOR

John J. Lody
Director of Diagnostic & Prevention Services
21000 Education Court
Ashburn, VA 20148
571-252-1013

Information regarding sexual harassment is included under the Sexual Discrimination/Harassment section.

EVALUATION (P7-21)

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.)

(P7-53) Any employee who fails to receive a satisfactory evaluation shall not receive a "step increase" in pay the next year.

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 semi-monthly 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 **Retirement & Disability Programs Division 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 Reimbursement Account
- Health Insurance Premiums

Upon initial eligibility, you must file the appropriate election form(s) within **45 days**. As a general rule, IRS Code does

not allow changes to pre-tax elections after the start of a coverage period. Exceptions would be made 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 above is considered summary. Administration of the Flexible Benefits Plan will be governed by the details set forth in the 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.

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 dependent care expenses with pre-tax dollars.

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

- The date of full-time hire/assignment; or
- The date the employee submits a completed and signed Flexible Spending Account Enrollment/Change Form.

As a general rule, IRS Code does not allow changes to pre-tax elections after the start of a coverage period. Exceptions would be made 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 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 for 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 employ-

ee'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 (P7-49)

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 45 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 a completed and signed Health Insurance Enrollment/Change Form 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 form and supporting documentation 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 Health Insurance Enrollment/Change Form 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 cancelled 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 Retirement and Disability Programs Division 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.varetire.org/Hybrid Retirement Plan](http://www.varetire.org/HybridRetirementPlan).

Donated Family Sick Leave Bank (P7-66)

A Donated Family Sick Leave Bank is available to all full-time employees to be used when long-term illness or a serious health condition occurs for a spouse, child, or parent of the employee and requires the absence of the employee. Participation is voluntary. A maximum of 30 working days each school year can be drawn by any one member. To be eligible to withdraw sick days from the bank, an employee must have elected to enroll, be out of work 30 work days and have exhausted all leave.

Tuition Refund Program (P7-45)

The tuition refund program is available annually pending budget approval. Please see the appropriate supervisor for more information.

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
- 403(b) Elective Deferral Plan
- United Way Contributions
- Flexible Benefits Plan
- CIGNA Critical Illness Policy
- CIGNA Accidental Illness Policy
- Principal Dues
- Virginia Prepaid Education Plan
- Virginia Education Savings Trust
- Long-Term Care Insurance
- 457 Elective Deferral Plan

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

- VRS Optional Life Insurance
- Long-Term Disability

Please contact Retirement & Disability Programs at 571-252-1690.

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; don't take short cuts through piles of snow or use uncleared/untreated areas

Workers' Compensation

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 designees 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 Retirement & Disability Programs Division website.

FURLOUGH (P7-71)

The Loudoun County School Board adopted Policy 7-71 at its April 27, 2010 School Board Meeting. This policy provides guidelines for adoption and implementation of School Board-approved furlough days. A furlough

requires employees to take unpaid leave when they would have otherwise worked and been paid. In the event that furlough days are approved by the School Board, implementation will be in accordance with this policy, the Federal Fair Labor Standards Act, and the Virginia Administrative Code.

GRIEVANCE PROCEDURE (P7-4)

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.

Please see Policy 7-4 Appendix A for appropriate forms. If you have questions, please contact the Department of Human Resources and Talent Development.

Representation in meeting with the immediate supervisor is not allowed unless the supervisor agrees or unless the employee is in a formal grievance proceeding.

INTRODUCTORY PERIOD (7022-3A)

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 REASSIGNMENTS (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.

B. 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 exception does not automatically exclude an employee for selection for reassignment. All exceptions must be approved by the

Department of Human Resources and Talent Development.

C. 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 REGULATIONS

Misuse of Leave (P7522, P7-58, P7-57)
Misuse of any type of leave may result in termination or other disciplinary action. Unauthorized leave of any nature may be grounds for dismissal.

Sick Leave (P7-57[b])

Personal Illness. Personal illness is defined as incapacity to perform duties

because of a medical condition or confinement on the advice of a licensed physician. However, under the provisions of this section, dental or medical check-ups may be counted as illness. An employee on sick leave may be required after three 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.

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

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

12 month position:	14 days
11 month position:	11 days
10 month position:	10 days

When the length of a contract has been shortened (e.g. late start or early release), the number of sick leave days will be pro-rated.

2. A full-time, part-day (no less than one-half day) employee under regular contract (probationary or continuing) shall accumulate sick leave during the time the employee has performed his/her assigned duties, including paid leave, under the terms of the contract. The maximum allowance per year is 10 pro-rated days for a 180-206 part-day position.

When the length of a contract has been shortened (e.g. late start, early release), the number of sick leave days will be pro-rated.

Family Illness (P7-57[c])

Family Illness/Death. As used in this section, family of an employee shall be regarded to include birth or adoptive parents, foster parents, stepmother, stepfather, wife, husband, children

(including stepchildren and foster children), brother and sister, grandparents, great-grandparents, grandparents-in-law, mother-in-law, father-in-law, sisters-in-law, brothers-in-law, daughters-in-law, sons-in-law, grandchildren, aunts, uncles, nieces, nephews, and any other relative living in the household of the employee (“any other relative living in the household of the employee” is limited only in that the relative, however distant, must live 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).

Family Medical Leave Act (FMLA) (P7-63)

Up to twelve weeks of leave is available to Loudoun County Public School employees who have been employed in a full-time position for twelve (12) consecutive months, as designated in the Family Medical Leave Act of 1993. All appropriate paid leave must be used within these twelve weeks before the employee may use leave without pay. An employee intending to use family medical leave must contact the Retirement & Disability Programs Division in the Department of Business and Financial Services.

Your Rights under the Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months.

An eligible employee who is a spouse, son, daughter, parent, or next of kin may take up to 26 workweeks of leave to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise on outpatient status, or is otherwise on

the temporary disability retired list, for a serious injury or illness. An eligible employee may also take FMLA leave for any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation.

Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

- to care for the employee’s child after birth, or placement for adoption or foster care;
- to care for the employee’s spouse, son, daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee’s job.

At the employee’s or employer’s option, certain kinds of paid leave may be substituted for unpaid leave.

Advance Notice and Medical Certification

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the need for leave is “foreseeable.”
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

Job Benefits and Protections

- For the duration of FMLA leave, the employer will maintain the employee’s health coverage under any “group health plan.”
- Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with

equivalent pay, benefits, and other employment terms.

- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee’s leave.

Pregnancy, Childbirth, and Adoption of Infant Child (P7-57[c])

Sick leave for absence incident related to pregnancy and childbirth is allowed for that period of time, as certified by a physician, that the employee is physically unable to perform her assigned duties up to the number of sick leave days for which the employee is eligible. Sick leave may be used for adoption, for the mental health and bonding needs of an infant child one year old or less as certified by a physician. The use of sick leave for pregnancy, childbirth, or adoption of an infant child one year old or less is limited to the twelve week period allowed in the Family Medical Leave Act. It shall be the responsibility of the employee concerned to provide the required physician statement defining the exact period of disability or mental health and bonding needs and to consult with the Retirement & Disability Programs Division in the Department for Business and Financial Services to establish the total period of absence. A leave without pay may be granted to the employee, upon proper request to the Board, when absence beyond that of accountable sick leave is desired. If a leave without pay is approved by the Board as stated in this section, all provisions of the leave without pay policy shall be in effect.

Transfer of Sick Leave (P7-57[d])

Upon separation from employment, except for retirement, employees are not entitled to payment for unused accumulated sick leave. Loudoun County Public Schools will approve the transfer of accumulated sick leave to or from another Virginia division unless the separated employee has (a) accepted employment other than in Virginia Public Schools since leaving employment in Loudoun

or any other public school system in the Commonwealth of Virginia; (b) been absent from employment in the public schools of Virginia for more than three (3) years.

Leave Without Pay (P7-58)

All employees with debilitating or life-threatening illness or injury, or other circumstances as determined by the Division Superintendent, can be afforded leave without pay opportunities.

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 §7-63)
2. Religious Observance (see Policy §7-64)
3. Extended Leave (see Policy §7-60)
4. Emergency Leave (see Policy §7-57)
5. Adoption Leave (see Policy §7-57)
6. Childcare Leave
7. Educational Leave, Student Teaching, Professional Licensure or Certification
8. Restoration Of Health

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 §7-58 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 (P7-70)

Employees of the Loudoun County Public Schools must specifically request the use of military leave.

Leave for military purposes will be processed by the Retirement and Disability Programs Division.

Personal Leave — Personnel Covered (P7-60)

A full-time employee not covered by annual leave is eligible for personal leave each year. The maximum allowance of personal leave per year is three (3) days.

Personal leave not used during a school year will be automatically transferred to 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 transferred into their sick leave balance.

Public Service Leave (P7-69)

Public service leave without pay for full-time employees who have completed three (3) continuous years of satisfactory service in LCPS may be granted.

Religious Observance (P7-64)

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 abstention from work for certain times of the workday or workweek may use up to three (3) 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 immediate 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 (P7-67)

An employee shall not suffer loss of pay upon being called for jury duty or as a subpoenaed witness in a court proceeding to which the employee is not a party.

Sabbatical Leave (P7-65)

Purpose of Sabbatical Leave — The purpose of a sabbatical leave is to provide incentives for professional staff members to be granted time to engage in formal study designed to increase the employee's competence or for such purpose as may be recommended by the Division Superintendent and approved by the School Board.

Length of Sabbatical Leave — Sabbatical leave shall be granted for a period not to exceed one calendar year and not less than one semester.

Eligibility — All professional staff, on the recommendation of the Division Superintendent and approved by the School Board, are eligible to take sabbatical leave. The first such leave may be granted after the completion of the staff member's sixth year within Loudoun County Public Schools. Additional sabbatical leave may be granted after each successive period of six (6) years of professional service in Loudoun County Public Schools. Paid leave is not available during the 2015-2016 school term.

LICENSURE (P7300)

Requirements

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. Further, teachers employed by Loudoun County Public Schools earning National Board Certification who have achieved a continuing contract will be allowed the exemption from the Loudoun County Public Schools' evaluation cycle procedure for a three-year period, beginning with the school year immediately following the National Board Certification. (For example: National Board Certification awarded in 2001-2002 — evaluation procedure suspended for school years of 2002-2003, 2003-2004, 2004-2005, resuming with the 2005-2006 school year). However, a teacher holding National Board Certification may be observed and evaluated as deemed necessary by the Principal (in accordance with the current evaluation practice as addressed in the Licensed Employee Evaluation Procedures). 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.

PERSONNEL FILES (P7-17)

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.

PROFESSIONAL ETHICS

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 (P6-40), drug use (7554, 7550), dress code (7564), harassment (7-34), and professional conduct (7560).

REDUCTION IN FORCE (P7-73, 7-74)

A reduction in force policy has been adopted by the School Board. The complete text of policies 7-73 and 7-74 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.

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 immediately preceding retirement. This requirement applies to any dependent to be covered in retirement as well.
- Have 15 cumulative years of full-time LPCS service.

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 (comprised of FICA and MEDICARE components)
- 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 2015-2016 will pay 4% and all new full-time hires or rehires will pay the full 5% share. The school division has until July 1, 2016 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 Retirement and Disability Programs 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 Retirement and Disability Programs Division.

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

SEXUAL DISCRIMINATION/HARASSMENT (P7-2)

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

Employees should contact any of the following Compliance Officers to file a complaint:

1. Cynthia Ambrose, *Assistant Superintendent for Instruction*
21000 Education Court
Ashburn, VA 20148
571-252-1300
2. Dr. Kimberly L. Hough, *Assistant Superintendent for Human Resources and Talent Development*
21000 Education Court
Ashburn, VA 20148
571-252-1100
3. E. Leigh Burden, *Assistant Superintendent for Business and Financial Services*
21000 Education Court
Ashburn, VA 20148
571-252-1400

Retaliation

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

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 Supervisor of Staff Development for further information.

SUBSTITUTE TEACHERS (P7330)

Loudoun County Public Schools has established guidelines for the employment of substitute teachers and substitute, temporary, and part-time classified employees.

A. Temporarily Employed Teacher Substitutes

A temporary 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. Minimum requirements are that substitute teachers shall be at least 18 years of age, hold a high school diploma or have passed a high school equivalency examination approved by the Board of Education.
2. Attend and complete an orientation to school policies and procedures conducted by Loudoun County Public Schools. The building principal, or his/her designee, is responsible for obtaining substitute teachers. The building principal, or his/her designee, is responsible for ensuring established school rules and emergency procedures are provided to the substitute.
3. Any teacher requiring 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. 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 service is not counted as part of a probationary term leading to a continuing contract.

- 6. Reports of absences and employment of substitutes shall be made by the principal to the Payroll Office on the proper forms by the close of the day on the 15th and last working day of each month.

B. 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.

TOBACCO USE (P6-40)

The use of tobacco products or electronic cigarettes on school property, including all schools and school athletic facilities, parking lots and grounds, support facilities, and vehicles including school buses, is prohibited.

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.

UNIFORM HIRING OF TEACHERS (§ VAC 20-440-130-160)

Please consult the Virginia Department of Education website for updated information or contact the Department of Human Resources and Talent Development.

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.

VOLUNTEER PROGRAM

Each school has a Volunteer Coordinator who promotes and schedule the program in that school. Questions about the Volunteer Program may be directed to the Outreach Office in the Department of Instruction.

WORKING HOURS AND OVERTIME (P7-52)

The working hours of non-exempt Loudoun County Public School employees are established consistent with the provisions of the Fair Labor Standards Act, as required by the workload of the school division, and the efficient management of its human resources.

The normal work week for full-time employees is Monday through Sunday and will consist of forty hours exclusive of meal time. The schedule of hours

for employees will be determined by the department or school to which the employee is assigned. Department heads or school principals may, at their discretion, allow non-exempt employees to make up lost time during a given work week. However, under no circumstances will make up be allowed if the lost time is the result of conditions the employee could control.

For the purposes of overtime compensation, only hours worked in excess of forty hours during a normal work week will be counted. For work performed in excess of forty hours in a normal work week, non-exempt employees will be paid at a rate equal to one and one half times their regular rate of pay.

Non-exempt employees, who are designated as essential or emergency personnel, will be eligible to be paid their regular rate which would constitute double pay for the day worked when they are required to report to work on a scheduled work day or a day the school division is closed as designated by the Superintendent.

The Loudoun County Public Schools retains the option of granting compensatory time, on a one and one half time basis, in lieu of overtime payments for non-exempt employees provided an agreement is arrived at with the employee prior to the performance of the work, addressing the terms of the compensatory time program.



Salary Scales/Lanes

- Salary Lanes
- Teachers' Salary Scale
- Administrators' Salary Scale
- Administrators' Salary Levels
- Classified Position Titles & Levels
- Classified Pay Scale
- Auxiliary Salary Scales
- Contract Days By Position

Salary Lanes

SALARY LANE DEFINITIONS

Technical Professional License

Technical Professional License (non-degree) and a current, valid Virginia teaching license

Bachelor's Degree

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 *before* or *after* 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)

Doctorate

Doctorate and a current, valid Virginia teaching license

SPECIAL NOTES REGARDING SALARY LANES

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 Personnel Services along with official paper transcripts to confirm course(s) completed and/or degree(s) awarded. Electronic transcripts not accepted.

NOTE 3:

Initiative for application and responsibility for proper confirmation of accredited coursework rests with the license holder.

Teachers' Salary Scale

Step	Technical Professional License Level 1	Bachelor's Degree Level 2	Bachelor's Degree Plus 15 Level 3	Bachelor's Degree Plus 30 Level 7	Master's Degree Level 4	Master's Degree Plus 30 Level 5	Doctoral Degree Level 6
1	49,182	49,182	50,624	52,066	54,952	56,394	60,721
2	49,628	49,628	51,070	52,512	55,398	56,840	61,167
3	49,975	49,975	51,417	52,861	55,745	57,187	61,514
4	50,894	50,894	52,336	53,778	56,664	58,106	62,433
5	51,372	51,372	52,815	54,257	57,142	58,585	62,912
6	52,345	52,345	53,787	55,230	58,114	59,558	63,884
7	53,346	53,346	54,788	56,230	59,115	60,557	64,885
8	54,258	54,258	55,701	57,144	60,028	61,471	65,797
9	55,177	55,177	56,619	58,061	60,947	62,389	66,716
10	56,635	56,635	58,078	59,520	62,404	63,847	68,174
11	57,832	57,832	59,275	60,717	63,601	65,045	69,372
12	59,310	59,310	60,752	62,194	65,079	66,522	70,849
13	60,824	60,824	62,266	63,710	66,594	68,036	72,363
14	62,372	62,372	63,815	65,257	68,142	69,584	73,912
15	63,957	63,957	65,399	66,841	69,726	71,169	75,496
16	65,579	65,579	67,022	68,464	71,349	72,792	77,119
17	66,579	66,579	68,022	69,464	72,349	73,791	78,119
18	68,258	68,258	69,700	71,143	74,027	75,469	79,797
19	70,050	70,050	71,493	72,935	75,820	77,263	81,590
20	71,535	71,535	72,977	74,419	77,305	78,747	83,074
21	73,593	73,593	75,035	76,478	79,363	80,806	85,132
22	75,713	75,713	77,155	78,597	81,482	82,924	87,252
23	77,890	77,890	79,332	80,774	83,659	85,101	89,429
24	80,133	80,133	81,575	83,019	85,903	87,346	91,672
25	82,033	82,033	83,475	84,949	87,803	89,246	93,572
26	84,398	84,398	85,840	87,282	90,168	91,610	95,937
27	86,833	86,833	88,275	89,717	92,603	94,045	98,372
28	89,340	89,340	90,782	92,224	95,109	96,552	100,879
29	92,147	92,147	93,590	95,032	97,916	99,359	103,687
30	94,237	94,237	95,679	97,197	100,199	101,699	106,197

NOTE: Degrees and hours beyond Degrees must be earned from a college or university whose accreditation is recognized by the Commonwealth of Virginia.

Administrators' Salary Scale

Step	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
1	75,524	80,758	86,358	92,349	98,759	105,621	112,961
2	75,627	80,837	86,444	92,442	98,858	105,727	113,075
3	76,912	81,911	87,236	94,214	100,809	107,613	114,609
4	78,153	83,233	88,643	95,734	102,435	109,350	116,458
5	79,400	84,561	90,058	97,262	104,070	111,095	118,316
6	80,940	86,201	91,804	99,149	106,089	113,250	120,611
7	82,532	87,896	93,610	101,098	108,175	115,477	122,984
8	84,148	89,617	95,442	103,078	110,293	117,738	125,392
9	86,207	91,810	97,777	105,600	112,992	120,618	128,459
10	88,314	94,055	100,169	108,182	115,755	123,568	131,600
11	90,474	96,355	102,618	110,827	118,585	126,589	134,818
12	92,684	98,708	105,124	113,534	121,482	129,682	138,110
13	95,417	101,619	108,225	116,882	125,064	133,506	142,184
14	97,750	104,104	110,871	119,741	128,123	136,770	145,660
15	100,136	106,645	113,577	122,662	131,250	140,108	149,215
16	103,093	109,794	116,931	126,285	135,125	144,246	153,622
17	105,614	112,479	119,790	129,373	138,430	147,773	157,379
18	108,734	115,802	123,329	133,195	142,518	152,138	162,027
19	111,427	118,670	126,383	136,494	146,049	155,907	166,041
20	114,234	121,660	129,568	139,933	149,728	159,836	170,224

Administrators' Salary Levels

Level 1

Assistant Principal, Elementary School
 Coordinator, Accounting
 Coordinator, Administration Building
 Coordinator, Business & Financial Services
 Coordinator, Child Find
 Coordinator, Construction*
 Coordinator, Distribution Center Supply
 Coordinator, Eligibility
 Coordinator, FAST
 Coordinator, Financial Services
 Coordinator, Gifted and Talented
 Coordinator, Information Security
 Coordinator, Oracle Functional
 Coordinator, Payroll
 Coordinator, Procurement
 Coordinator, Public Information
 Coordinator, School Nutrition Services
 Coordinator, Service Desk
 Coordinator, Technology
 Coordinator, Telecommunications
 Coordinator, Transportation
 Coordinator, Welcome Center
 Network Coordinator

Recruiter

Senior SQL Database Administrator
 Senior SQL Database Programmer
 Specialist, Assessment
 Specialist, Auditing and Analytics
 Specialist, Autism Secondary
 Specialist, Digital Integration
 Specialist, Early Childhood Special Education
 Specialist, Energy Education
 Specialist, English
 Specialist, Gradebook
 Specialist, Human Resources and Talent Development
 Specialist, HRMS
 Specialist, IEP
 Specialist, Medicaid
 Specialist, Mentoring & Coaching
 Specialist, Music
 Specialist, School Improvement & Accountability
 Specialist, Science
 Specialist, Social Science & Global Studies
 Specialist, Special Education
 Specialist, STEM Project Manager
 Specialist, Student Health Services
 Specialist, Technology Resource

Administrators' Salary Levels (Continued)

Specialist, Transition Services
 Specialist, World Languages & Cultures
 Virtual Loudoun Instructional Designer

Level 2

Assistant Principal (DCS)
 Assistant Principal (MTC)
 Assistant Principal, Middle School
 Athletic Director
 Coordinator, Adult Education
 Coordinator, Behavior Support
 Coordinator, Budget
 Coordinator, Civil Engineering*
 Coordinator, Early Intervening Services
 Coordinator, Electrical Engineering*
 Coordinator, Environmental Safety & OH
 Coordinator, Homebound Instruction Services
 Coordinator, Mechanical Engineering Design*
 Coordinator, Pupil Services
 Coordinator, Special Education
 Coordinator, Student Assistance
 Coordinator, Systems Integration
 Counseling Director, Academy School
 Counseling Director, High School
 Financial Services Manager
 Project Coordinator*
 Risk Manager, Procurement
 Specialist, School Counseling Services
 Supervisor, Facilities Services Contract

Level 3

Academy Director
 Assistant Principal, High School
 Coordinator, Head Start Administrative
 Fleet Manager
 Principal, Elementary School (Small)
 Supervisor, Accounting
 Supervisor, Applications & Development
 Supervisor, Art
 Supervisor, Assessment Services
 Supervisor, Athletics
 Supervisor, Career & Technical Education
 Supervisor, Content Competencies & Community
 Connections
 Supervisor, Custodial Operations
 Supervisor, Diagnostic & Prevention Services
 Supervisor, Early Childhood Special Education
 Supervisor, Early Identification Services
 Supervisor, Educational Technology
 Supervisor, English & Secondary Reading
 Supervisor, English Language Learners
 Supervisor, Facilities Services
 Supervisor, FAST Team
 Supervisor, Federal Programs
 Supervisor, Gifted & Talented
 Supervisor, Health & Physical Education
 Supervisor, Health, Wellness, & Benefits
 Supervisor, Human Resources and Talent Development
 Supervisor, HRMS
 Supervisor, Information Technology Services
 Supervisor, Instructional Facilitators
 Supervisor, Library Media Services
 Supervisor, Math
 Supervisor, Mentoring, Coaching & Evaluation
 Supervisor, Music
 Supervisor, Outreach Programs
 Supervisor, Pathways to Reading & Writing
 Supervisor, Planning
 Supervisor, Project Management
 Supervisor, Research
 Supervisor, Retirement & Disability Programs
 Supervisor, Safety & Security
 Supervisor, School Counseling Services
 Supervisor, School Improvement

Supervisor, Science
 Supervisor, Social Science & Global Studies
 Supervisor, Special Education
 Supervisor, Staff Development
 Supervisor, STEP Program
 Supervisor, Student Health Services
 Supervisor, Student Support Services
 Supervisor, Virtual Loudoun Education
 Supervisor, World Languages & Cultures
 Supervisor, Support Services
 Supervisor, Systems Integration
 Supervisor, Tech Systems & Infrastructure
 Supervisor, Technology
 Supervisor, Transportation

Level 4

Architect*
 Assistant Director, Transportation
 Civil Engineer*
 Mechanical Engineer*
 Principal, Elementary School (Large)
 Public Information Officer
 Supervisor, Construction
 Supervisor, Elementary Education
 Supervisor, Facilities Operations
 Supervisor, Geographic Information Services
 Supervisor, Information Management
 Supervisor, Land Management
 Supervisor, Leadership Development
 Supervisor, Payroll
 Supervisor, School Nutrition Services
 Supervisor, Special Education Procedural Support

Level 5

Director, Budget
 Director, Construction
 Director, Diagnostic & Prevention Services
 Director, Elementary Education
 Director, Employee Benefits, Payroll & Retirement
 Director, Facilities Services
 Director, Financial Services
 Director, Human Resources and Talent Development
 Director, Procurement
 Director, Student Services
 Director, Technology
 Principal (DCS)
 Principal (MTC)
 Principal, Middle School

Level 6

Director, Middle School Education
 Director, Transportation
 Principal, Academies of Loudoun
 Principal, High School

Level 7

Director, High School Education
 Director, Instructional Programs
 Director, School Administration
 Director, Special Education
 Director, Teaching & Learning
 Executive Director of Planning & Legislative Services

Cabinet Level Positions

Assistant Superintendent for Business & Financial
 Services
 Assistant Superintendent for Instruction
 Assistant Superintendent for Human Resources and
 Talent Development
 Assistant Superintendent for Pupil Services
 Assistant Superintendent for Support Services
 Assistant Superintendent for Technology Services
 Chief of Staff
 Division Counsel

*Funded by Capital Improvements Program Budget

Note: The above job titles and level of pay could change during the school year

Classified Level of Pay and Job Titles

Level 5
Custodian

Level 6
Athletic Custodian
Cafeteria Worker

Level 7
Head Custodian I

Level 8
Bus Attendant
Head Custodian II

Level 9
Behavioral Assistant
Copy Center Assistant
Courier
Distribution Center Assistant
Family & Community Partnership Assistant
Head Custodian III
Library Assistant
Media Services Clerk
School Nurse Assistant
Secretary I
Teacher Assistant
Teacher Assistant (ELL)
Teacher Assistant-Health & Medical Science
Technology Assistant

Level 10
Attendance Secretary
Distribution Center Technician
General Maintenance Worker I
Head Custodian IV
Receptionist
School Counseling Secretary
Teacher Assistant (Hearing Impaired)
Teacher Assistant (In-School Restriction)
Vehicle Transportation Specialist

Level 11
Administrative School Counseling Secretary
Automotive Services Technician
Bilingual Family & Community Partnership Assistant
Bus Driver
Career Center Assistant
Custodial Services Warehouse Technician
Health Clinic Specialist
Human Resources and Talent Development Assistant
Painter II
Parts Inventory Clerk
Preventive Maintenance Technician
Project Assistant (Head Start)
Refuse Equipment Operator
Secretary II
Test Materials Assistant
Trip Scheduling Assistant
Warehouse Technician

Level 12
Account Clerk
Accounts Receivable Clerk
Administrative Office Assistant
Building Automation Specialist
Bus Driver Instructor
Dispatcher
Distribution Center Inventory Control Specialist
Elementary School Cafeteria Manager
HVAC Technician I
Instructional Materials Technician
Lead Head Custodian
Maintenance Control Clerk
Payroll Specialist I
Records Archivist
Refrigeration Mechanic I
School Plant Engineer
Videographer
Waterworks & Wastewater Technician

Level 13
Audio Visual Technician
Cabling Technician
Carpenter
Communications Technician
Computer Technician
Copy Center Operator
Driver Instructor - Transportation
Electrician
Fleet Specialist
General Maintenance Worker II
Human Resources and Talent Development Coordinator
HVAC Technician II
Internet Content & Video Production Assistant
Lead Bus Driver
McKinney-Vento Liaison
Mechanic II
Operations Assistant
Operations Technician
Payroll Specialist II
Plumber
Program Assistant
Purchase Card Technician
Recruitment Assistant
Refrigeration Mechanic II
Safety & Security Technician
Secondary School Cafeteria Manager
Secretary III
Service Desk Technician
Technical Support Coordinator
Trip Specialist

Level 14
Accounting Technician
Benefits Assistant
Computer Technician II
Construction Project Manager
Electrical Crew Chief
Electronic Payment Coordinator

Classified Level of Pay and Job Titles (Continued)

Facilities Services Project Manager
Fleet Maintenance Controller
HVAC Controls Tech I
HVAC Crew Chief
Information Systems Specialist
Maintenance Crew Chief
Mechanic III
Parts Supervisor
Payroll Specialist III
Plumbing Crew Chief
Procurement Specialist
Production Printing Specialist
Retirement & Disability Specialist I
School Nutrition Specialist
Secretary IV
Team Leader - Garage
Team Leader - Safety & Security
Team Leader - Transportation
Transportation Specialist

Level 15
Area Transportation Supervisor
Assessment Data Specialist
Assessment Materials Manager
Asset Manager
Clerk to the Board
Construction Project Specialist
Fleet Maintenance Supervisor - Production Control
Fleet Trainer
Garage Foreman
Menu Writer/Nutritional Analyst
Network Specialist
Operations Specialist - Construction Services
Operations Specialist - School Nutrition Services
Operations Specialist - Support Services
Operations Specialist - Transportation
Pre-Employment Specialist
Procurement Specialist II
Registrar
Software Specialist
Systems Specialist
Transportation Operations Specialist
Voice Communications Specialist

Level 16
Accountant
Accounting Specialist
Administrative Assistant
Administrative Computer Specialist
Asset Specialist
Audio Visual Coordinator
Benefits Specialist
Budget Analyst
Communications Coordinator - Safety
Communications Engineer
Custodial Services Supervisor
Data Analyst
Database Programmer

Engineering Technician
Environmental Specialist
Evaluation & Substitute Systems Analyst
Financial Analyst
Fleet Maintenance Supervisor
Head Start Health-Nutrition Coordinator
HRMS Analyst
HVAC Controls Tech II
Internet Content Manager
IT Project Manager
Lead Systems Specialist
Licensure Specialist
Maintenance Supervisor
Mechanical Engineering Technician*
Mechanical Trade Supervisor
Network Engineer
Planning Assistant
Procurement Analyst
Procurement Specialist III
Procurement Systems Specialist
Program Analyst
Retirement & Disability Specialist III
Safety & Security Coordinator
Safety & Security Specialist
School Nurse (RN)
Senior Project Manager
Service Desk Analyst
SharePoint Developer
Software Engineer
Systems Engineer
Technical Trainer
Technology Specialist
Telecommunications Analyst
Traffic & Pedestrian Specialist
Web Developer

Level 17
Advanced Interpreter for Deaf & Hard of Hearing
Computer Programming Specialist
Information Security Specialist
Oracle Support Analyst
Planning Analyst
Records Manager
Research Assistant
Resource Nurse (RN)
Senior Accountant
Senior Benefits Specialist
Senior Budget Analyst
Senior Data Analyst
Senior Licensure Specialist
Senior Network Engineer
Senior Procurement Specialist
Senior Registrar
Senior Software Engineer
Senior Systems Engineer
Senior Web Developer
SQL Database Administrator
SQL Database Programmer
Telecommunications Manager

*Funded by Capital Improvements Program Budget
Note: The above job titles and level of pay could change during the school year.

Classified Salary Scale – Hourly Rates

Calculation of Annual Salary: Hourly Rate X Hours Per Day X Assignment Days

Step	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10	Level 11	Level 12	Level 13	Level 14	Level 15	Level 16	Level 17
1	12.24	13.07	13.95	14.89	15.89	16.96	18.10	19.32	20.62	22.02	23.50	25.10	26.79
2	12.41	13.25	14.15	15.11	16.13	17.22	18.38	19.62	20.96	22.37	23.88	25.49	27.22
3	12.55	13.40	14.31	15.28	16.31	17.41	18.58	19.84	21.18	22.60	24.14	25.77	27.51
4	12.84	13.70	14.62	15.61	16.67	17.79	19.00	20.28	21.64	23.11	24.66	26.33	28.11
5	13.00	13.88	14.82	15.82	16.89	18.03	19.24	20.53	21.92	23.40	24.98	26.66	28.46
6	13.14	14.03	14.98	15.99	17.07	18.22	19.45	20.77	22.17	23.66	25.27	26.97	28.79
7	13.40	14.31	15.28	16.31	17.41	18.58	19.84	21.18	22.60	24.14	25.77	27.51	29.37
8	13.72	14.65	15.63	16.69	17.81	19.02	20.30	21.66	23.13	24.68	26.35	28.13	30.02
9	14.04	14.99	16.00	17.08	18.23	19.46	20.78	22.18	23.67	25.28	26.98	28.81	30.75
10	14.39	15.36	16.40	17.51	18.70	19.97	21.31	22.75	24.29	25.93	27.68	29.55	31.55
11	14.73	15.72	16.78	17.92	19.13	20.42	21.80	23.27	24.84	26.51	28.30	30.21	32.25
12	15.08	16.09	17.17	18.33	19.56	20.88	22.29	23.79	25.39	27.11	28.93	30.88	32.96
13	15.42	16.46	17.57	18.76	20.03	21.38	22.82	24.36	26.00	27.75	29.63	31.63	33.76
14	15.80	16.88	18.02	19.23	20.52	21.91	23.39	24.97	26.65	28.45	30.37	32.42	34.61
15	16.18	17.27	18.43	19.67	21.01	22.42	23.93	25.54	27.27	29.11	31.07	33.18	35.42
16	16.55	17.66	18.86	20.14	21.49	22.94	24.49	26.15	27.91	29.80	31.80	33.95	36.25
17	17.02	18.17	19.39	20.69	22.10	23.58	25.18	26.88	28.69	30.63	32.70	34.91	37.27
18	17.49	18.66	19.94	21.28	22.71	24.25	25.88	27.62	29.49	31.48	33.60	35.87	38.29
19	17.99	19.20	20.49	21.88	23.36	24.94	26.62	28.42	30.34	32.39	34.57	36.91	39.40
20	18.48	19.74	21.08	22.49	24.02	25.63	27.37	29.22	31.19	33.29	35.53	37.93	40.49
21	19.00	20.27	21.63	23.10	24.65	26.32	28.10	29.99	32.01	34.18	36.48	38.94	41.57
22	19.53	20.85	22.26	23.76	25.36	27.08	28.90	30.85	32.93	35.15	37.53	40.06	42.76
23	20.08	21.43	22.88	24.42	26.08	27.84	29.71	31.72	33.87	36.15	38.59	41.19	43.98
24	20.65	22.06	23.54	25.14	26.83	28.64	30.58	32.64	34.85	37.20	39.71	42.40	45.26
25	21.26	22.69	24.23	25.86	27.60	29.47	31.46	33.58	35.84	38.27	40.84	43.61	46.62
26	21.87	23.35	24.93	26.61	28.41	30.33	32.38	34.55	36.89	39.38	42.04	44.90	48.02
27	22.42	23.93	25.54	27.27	29.11	31.07	33.18	35.55	37.95	40.51	43.24	46.25	49.45
28	22.99	24.53	26.19	27.95	29.84	31.97	34.18	36.60	39.16	41.86	44.72	47.87	51.24

NOTE: Levels 1-4 were eliminated since they are no longer used for employee placement.

Auxiliary Salary Scales

These salary scales are shown together for presentation purposes only. The scales represent separate position responsibilities.

Step	Psychologist Social Worker Educational Diagnostician (12 Months) 8 hours per day	Student Assistance Specialist, Psychologist, Social Worker, Educational Diagnostician (208 Days) 8 hours per day	Athletic Trainer (208 Days) 7 hours per day
	Level 2	Level 1	Level 4
1	58,146	53,045	46,415
2	58,854	53,758	47,236
3	59,533	54,389	47,802
4	60,948	55,729	49,047
5	62,222	56,903	50,095
6	63,506	58,087	51,149
7	65,005	59,457	52,355
8	67,027	61,299	53,967
9	68,953	63,055	55,505
10	70,978	64,901	57,120
11	73,061	66,799	58,785
12	75,201	68,749	60,494
13	77,395	70,751	62,248
14	79,654	72,810	64,048
15	81,983	74,933	65,911
16	84,381	77,122	67,831
17	86,848	79,372	69,803
18	89,390	81,690	71,832
19	92,023	84,093	73,940
20	94,738	86,569	76,112
21	97,530	89,114	78,345
22	99,927	91,303	80,265
23	102,385	93,544	82,231
24	104,911	95,851	84,253
25	107,208	97,805	85,908

NOTE: Employees move one step on scale for each year of satisfactory performance provided sufficient funds are appropriated.

Contract Days by Position

POSITION	CONTRACT DAYS	INCLUSIVE DATES
Administrative		
Full Time/12 Month Employees	12 Month	July 1-June 30
Auxiliary		
Athletic Trainers	208	July 28-June 7
Educational Diagnosticians, Psychologists Social Workers & Student Assistance Services Specialists	208	August 8-June 22
Educational Diagnosticians, Psychologists & Social Workers	12 Month	July 1-June 30
Classified		
Cafeteria Managers & Cafeteria Workers	182	August 25-June 9
Bus Drivers, Bus Driver Instructors, Bus Attendants	183	August 29-June 9
Advanced Interpreter For Deaf & Hard Of Hearing	184	August 24-June 12
Study Hall Monitors & Teacher Assistants	184	August 24-June 12
Library Assistants & Technology Assistants	187	August 24-June 12
Career Center Assistants	190	August 24-June 15
Health Clinic Specialists, School Nurse Assistants, School Nurses, & Field Managers	192	August 18-June 13
Safety & Security Specialists	194	August 17-June 13
School Guidance Secretaries & School Secretaries	198	August 11-June 14
School Attendance Secretaries, School Secretaries & Technical Trainers	221	July 18-June 20
School Resource Nurses	221	July 18-June 20
Full Time/12 Month Employees	12 Month	July 1-June 30
Licensed		
Returning Teachers	197	August 17-June 13
Occupational & Physical Therapists	197	August 17-June 13
New Teachers	197	August 17-June 13
Attendance Officers	197	August 17-June 13
Program Autism & Program ED Teachers	200	August 12-June 13
Staff Development Trainers & Technology Resource Teachers	203	August 10-June 14
Librarians & Acquisition Librarians	203	August 15-June 19
Counselors, MS	207	August 10-June 20
Deans	207	August 10-June 20
Technology Education	207	August 10-June 20
Test Coordinators	208	August 10-June 20
Parent Resource Services Teachers	207	August 10-June 20
Child Find Speech Therapists & Child Find Teachers	210	August 9-June 22
Assistant Athletic Directors	208	July 28-June 7
Counselors, HS	212	August 3-June 20
Band, HS Only	217	July 20-June 13
CSM Career & Technical Education Teachers	217	July 27-June 20
Marketing With CO OP & Instructional Facilitator	217	July 27-June 20
Assistive Technology Trainers & Detention Center Teachers	224	July 18-June 20





Teaching Activities Stipends/Policy

- Other Teaching Activities
- Co-Curricular Stipends
- Index
- Directory of Schools

Daily or Hourly Substitute Salary Rates

TYPE	POSITION	AMOUNT
Instructional	Regular	\$110.00 per day
Classified	Nurse	\$110.00 per day
Classified	Behavior Assistants	\$25.75 per hour
Classified	Special Education Teacher Assistants	\$15.75 per hour
Classified	Teacher Assistants	\$15.57 per hour
Classified	Secretary	\$15.57 per hour
Classified	Health Aides	\$15.57 per hour
Classified	Cafeteria Worker	\$13.00 per hour

Other Teaching Activities at Daily or Hourly Rates

ACTIVITY	COURSES	TEACHER QUALIFICATION	AMOUNT
Summer School	Determined by Registration	Certificate	\$150.94 per day Elementary School \$167.71 per day Middle School \$184.48 per day High School
Driver Education	Driver Education	Certificate	\$225.00 per student
Homebound	As Needed	Certificate	\$35.50 per hour
Adult Education	Determined by Registration	Certificate, License, or State Approval as appropriate	\$30.16 per hour
Curriculum Development	Not Applicable	Certificate	\$25.02 per hour
Virtual Loudoun (Online Courses)	Determined by Enrollment	Certificate	\$100 per enrolled student that does not successfully complete the course \$200 per enrolled student that successfully completes the course (Minimum payment of \$1000)

Non-Teaching Activities at Daily or Hourly

ACTIVITY	AMOUNT
Administrative Consultant/Special Projects	\$45.00 per hour
Professional Consultant/Mentor/Coach	\$35.00 per hour
Bus Driver	\$20.00 per hour
Bus Attendants	\$14.75 per hour
Distribution Center Worker	\$13.00 per hour
Cafeteria Monitor	\$17.00 per hour
PALS	\$25.02 per hour
Pre-Employment Specialist	\$23.25 per hour
Parent Liaison	\$18.00 per hour
Interpreter	\$25.02 per hour
Safety and Security Consultant	\$35.00 per hour
Safety and Security Trainer/Floater	\$30.00 per hour
Safety and Security Patrol	\$20.00 per hour

Co-Curricular Stipends

ATHLETICS

Baseball

Head Coach	\$3,966
Assistant Coach	\$3,012
JV Head Coach	\$3,012
JV Assistant Coach	\$2,153

Basketball

Girls' Head Coach	\$5,028
Boys' Head Coach	\$5,028
Girls' Assistant Varsity Coach	\$3,767
Boys' Assistant Varsity Coach	\$3,767
Girls' JV Head Coach	\$3,767
Boys' JV Head Coach	\$3,767
Girls' Freshman Head Coach	\$3,012
Boys' Freshman Head Coach	\$3,012

Cheerleading

Fall Head Coach	\$3,169
Fall Varsity Assistant Coach	\$2,153
Fall JV Head Coach	\$2,153
Fall Freshman Head Coach	\$2,153
Winter Head Coach	\$3,012

Winter JV Head Coach	\$2,153
Winter Freshman Head Coach	\$2,153

Cross Country

Head Coach	\$3,169
Assistant Coach (2)	\$2,153

Field Hockey

Head Coach	\$3,966
Assistant Coach (2)	\$3,012

Football

Head Coach	\$5,287
Assistant Varsity Coach (2)	\$3,966
JV Head Coach	\$3,966
JV Assistant Coach	\$3,767
Freshman Head Coach	\$3,966
Freshman Assistant Coach (2)	\$3,767

Golf

Head Coach	\$2,310
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Gymnastics

Head Coach	\$3,966
Assistant Coach	\$3,012

Co-Curricular Stipends (Continued)

Indoor Track

Head Coach	\$ 2,750
Assistant Head Coach	\$ 1,491

Lacrosse

Girls' Head Coach	\$ 3,966
Boys' Head Coach	\$ 3,966
Girls' Varsity Assistant Coach	\$ 3,012
Boys' Varsity Assistant Coach	\$ 3,012
Girls' JV Head Coach	\$ 3,012
Boys' JV Head Coach	\$ 3,012
Girls' JV Assistant Coach	\$ 2,153
Boys' JV Assistant Coach	\$ 2,153

Soccer

Girls' Head Coach	\$ 3,966
Boys' Head Coach	\$ 3,966
Girls' Varsity Assistant Coach	\$ 3,012
Boys' Varsity Assistant Coach	\$ 3,012
Girls' JV Head Coach	\$ 3,012
Boys' JV Head Coach	\$ 3,012
Girls' JV Assistant Coach	\$ 2,153
Boys' JV Assistant Coach	\$ 2,153

Softball

Head Coach	\$ 3,966
Assistant Coach	\$ 3,012
JV Head Coach	\$ 3,012
JV Assistant Coach	\$ 2,153

Swimming

Head Coach	\$ 3,169
Assistant Coach	\$ 2,153

Tennis

Girls' Head Coach	\$ 2,310
Boys' Head Coach	\$ 2,310

Track

Girls' Head Coach	\$ 3,966
Boys' Head Coach	\$ 3,966
Girls' Assistant Coach	\$ 2,153
Boys' Assistant Coach	\$ 2,153
Assistant Coach	\$ 2,153

Volleyball

Head Coach	\$ 3,966
Assistant Coach	\$ 3,012
JV Head Coach	\$ 3,012
Freshman Head Coach	\$ 2,153

Wrestling

Head Coach	\$ 3,966
Assistant Coach	\$ 3,012
JV Head Coach	\$ 3,012

OTHER

Middle School

Drama	\$ 758
Guitar	\$ 942
Orchestra	\$ 942
Student Council Association	\$ 758
Yearbook	\$ 758

High School

Academic Competition Sponsor	\$ 2,310
CAMPUS Advisor	\$ 2,962
Debate	\$ 3,012
Drama	\$ 5,288
Drill Team	\$ 2,310
Forensics	\$ 2,310
Future Educators' Association	\$ 2,310
Guitar	\$ 1,884
Junior Class	\$ 2,962
Magazine	\$ 2,310
Newspaper	\$ 2,643
Online Teacher	\$ 3,535
Orchestra	\$ 1,884
Peer Coaching	\$ 2,643
Senior Class	\$ 3,012
Student Council Association	\$ 3,012
Winter Guard/Indoor Drumline	\$ 2,310
Yearbook	\$ 2,643

Salary Stipends

Activity Coordinator	\$ 3,636
Athletic Trainer	\$ 5,288
Band Director (HS)	\$ 5,288
Band Director (MS)	\$ 1,884
Choral Director (HS)	\$ 3,768
Choral Director (MS)	\$ 942
Department Chair	\$ 1,818-3,636
Math/English/Science/Social Sciences/ ELL/Vocational/Spec Ed/World Lang./Physical Education/Fine Arts (based on Department size)	
Elementary Contact Teacher	\$ 202
Lead Guidance Counselor (MS)	\$ 1,212
Middle School Subject Area	
Lead Teacher (SALT)	\$ 1,162
Middle School Dean	\$ 1,212
High School Dean	\$ 1,212
National Board Certification	\$ 2,545
TV Production	\$ 4,006

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Elementary Schools			
School	Principal	Address	Phone Number
Aldie	Ms. T. Stephens	23269 Meetinghouse Lane, Aldie, VA 20105	703-957-4380
Algonkian	Mr. B. Blubaugh	20196 Carter Court, Sterling, VA 20165	571-434-3240
Arcola	Dr. C. Bowers	41740 Tall Cedars Parkway, Aldie, VA 20105	703-957-4390
Ashburn	Ms. M. Walthour	44062 Fincastle Drive, Ashburn, VA 20147	571-252-2350
Ball's Bluff	Dr. M. Carper	821 Battlefield Parkway, NE, Leesburg, VA 20176	571-252-2880
Banneker	Mr. R. Carter	35231 Snake Hill Road, Middleburg, VA 20117	540-751-2480
Belmont Station	Ms. L. Mercer	20235 Nightwatch Street, Ashburn, VA 20147	571-252-2240
Buffalo Trail	Ms. A. Rogaliner	42190 Seven Hills Drive, Aldie, VA 20105	703-722-2780
Cardinal Ridge	Dr. R. Anderson	26155 Bullrun Postoffice Road, Centreville, VA 20120	571-367-4020
Rosa Lee Carter	Ms. R. Hines	43330 Loudoun Reserve Drive, Ashburn, VA 20148	703-957-4490
Catoctin	Ms. J. Platenberg	311 Catoctin Circle, SW, Leesburg, VA 20175	571-252-2940
Cedar Lane	Mr. R. Marple	43700 Tolamac Drive, Ashburn, VA 20147	571-252-2120
Cool Spring	Mr. C. Cadwell	501 Tavistock Drive, SE, Leesburg, VA 20175	571-252-2890
Countryside	Mr. R. Rudnick	20624 Countryside Boulevard, Sterling, VA 20165	571-434-3250
Creighton's Corner	Mr. C. Knott	23171 Minerva Drive, Ashburn, VA 20148	703-957-4480
Kenneth W. Culbert	Ms. J. Brownell	38180 West Colonial Highway, Hamilton, VA 20158	540-751-2540
Discovery	Mr. C. Painter	44020 Grace Bridge Drive, Ashburn, VA 20147	571-252-2370
Dominion Trail	Mr. J. Joseph	44045 Bruceton Mills Circle, Ashburn, VA 20147	571-252-2340
Frederick Douglass	Ms. M. Logan	510 Principal Drummond Way, Leesburg, VA 20175	571-252-1920
Emerick	Ms. D. Haddock	440 South Nursery Avenue, Purcellville, VA 20132	540-751-2440
Evergreen Mill	Mr. M. Pelligrino	491 Evergreen Mill Road, SE, Leesburg, VA 20175	571-252-2900
Forest Grove	Ms. S. Simon	46245 Forest Ridge Drive, Sterling, VA 20164	571-434-4560
Guilford	Ms. L. Sprowls	600 West Poplar Road, Sterling, VA 20164	571-434-4550
Hamilton	Ms. K. Meisenzahl	54 South Kerr Street, Hamilton, VA 20158	540-751-2570
Hillsboror Charter Academy	Ms. T. Ybarra-Peters	37110 Charles Town Pike, Purcellville, VA 20132	540-751-2560
Hillside	Mr. C. Mills	43000 Ellzey Drive, Ashburn, VA 20148	571-252-2170
Horizon	Ms. J. Ewing	46665 Broadmore Drive, Sterling, VA 20165	571-434-3260
Hutchison Farm	Ms. H. Smith	42819 Center Street, South Riding, VA 20152	703-957-4350

2016–2017 Directory of Schools

Elementary Schools			
School	Principal	Address	Phone Number
Leesburg	Ms. A. Robinson	323 Plaza Street, NE, Leesburg, VA 20176	571-252-2860
Legacy	Mr. M. Dickensheid	22995 Minerva Drive, Ashburn, VA 20148	703-957-4425
Liberty	Mr. P. Pack	25491 Riding Center Drive, South Riding, VA 20152	703-957-4370
Lincoln	Mr. D. Michener	18048 Lincoln Road, Purcellville, VA 20132	540-751-2430
Little River	Ms. J. Gross	43464 Hyland Hills Street, South Riding, VA 20152	703-957-4360
Lovettsville	Mr. D. Racke	49 South Loudoun Street, Lovettsville, VA 20180	540-751-2470
Lowes Island	Mr. B. Shafferman	20755 Whitewater Drive, Sterling, VA 20165	571-434-4450
Lucketts	Ms. C. Clement	14550 James Monroe Highway, Leesburg, VA 20176	571-252-2070
Madison's Trust	Mr. D. Stewart	42380 Creighton Road, Ashburn, VA 20148	703-957-4470
Meadowland	Mr. H. Mizell	729 Sugarland Run Drive, Sterling, VA 20164	571-434-4440
Middleburg Community Charter School	Mr. D. Larson	101 North Madison Street, Middleburg, VA 20117	540-505-0456
Mill Run	Mr. J. Cornely	42940 Ridgeway Drive, Ashburn, VA 20148	571-252-2160
Moorefield Station	Ms. K. Roche	22325 Mooreview Parkway, Ashburn, VA 20148	571-252-2380
Mountain View	Ms. J. Broaddus	36803 Allder School Road, Purcellville, VA 20132	540-751-2550
Newton-Lee	Mr. S. Lyons	43335 Gloucester Parkway, Ashburn, VA 20147	571-252-1535
Pinebrook	Mr. P. Thiessen, Jr.	25480 Mindful Court, Aldie, VA 20105	703-957-4325
Potowmack	Ms. J. Rule	46465 Esterbrook Circle, Sterling, VA 20165	571-434-3270
Frances Hazel Reid	Ms. B. Jochems	800 North King Street, Leesburg, VA 20176	571-252-2050
Rolling Ridge	Ms. L. Spurlock	500 East Frederick Drive, Sterling, VA 20164	571-434-4540
Round Hill	Mr. A. Davis	17115 Evening Star Drive, Round Hill, VA 20141	540-751-2450
Sanders Corner	Mr. M. Jacques	43100 Ashburn Farm Parkway, Ashburn, VA 20147	571-252-2250
Seldens Landing	Mr. G. Brazina	43345 Coton Commons Drive, Leesburg, VA 20176	571-252-2260
Sterling	Ms. J. Meres	200 West Church Road, Sterling, VA 20164	571-434-4580
Sugarland	Ms. G. Brady	65 Sugarland Run Drive, Sterling, VA 20164	571-434-4460
Sully	Ms. C. O'Neill	300 Circle Drive, Sterling, VA 20164	571-434-4570
Sycolin Creek	Mr. D. Racino	21100 Evergreen Mills Road, Leesburg, VA 20175	571-252-2910
John W. Tolbert, Jr.	Ms. S. Ward	691 Potomac Station Drive, NE, Leesburg, VA 20176	571-252-2870
Waterford	Mr. A. Heironimus	15513 Loyalty Road, Waterford, VA 20197	540-751-2460
Steuart W. Weller	Ms. J. Burton	20700 Marblehead Drive, Ashburn, VA 20147	571-252-2360

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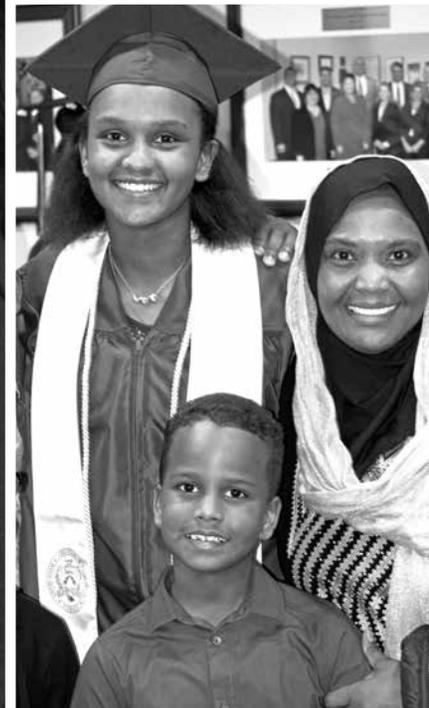
Middle Schools			
School	Principal	Phone Address	Number
Belmont Ridge	Dr. R. Hitchman	19045 Upper Belmont Place, Leesburg, VA 20176	571-252-2220
Blue Ridge	Mr. B. Bell	551 East A Street, Purcellville, VA 20132	540-751-2520
Brambleton	Ms. R. Dawson	23070 Learning Circle, Ashburn, VA 20148	Opens 2017
Eagle Ridge	Mr. S. Phillips	42901 Waxpool Road, Ashburn, VA 20148	571-252-2140
Farmwell Station	Ms. S. Loya	44281 Gloucester Parkway, Ashburn, VA 20147	571-252-2320
Harmony	Mr. E. Stewart	38174 West Colonial Highway, Hamilton, VA 20158	540-751-2500
Harper Park	Ms. E. Robinson	701 Potomac Station Drive, NE, Leesburg, VA 20176	571-252-2820
J. Michael Lunsford	Ms. C. Simms	26020 Ticonderoga Road, Chantilly, VA 20152	703-722-2660
Mercer	Mr. R. Phillips	42149 Greenstone Drive, Aldie, VA 20105	703-957-4340
River Bend	Mr. D. Shaffer	46240 Algonkian Parkway, Sterling, VA 20165	571-434-3220
Seneca Ridge	Ms. K. Garvey	98 Seneca Ridge Drive, Sterling, VA 20164	571-434-4420
J. L. Simpson	Mr. C. Runfola	490 Evergreen Mill Road, SE, Leesburg, VA 20175	571-252-2840
Smart's Mill	Mr. W. Waldman	850 North King Street, Leesburg, VA 20176	571-252-2030
Sterling	Mr. A. Martinez	201 West Holly Avenue, Sterling, VA 20164	571-434-4520
Stone Hill	Ms. K. Clark	23415 Evergreen Ridge Drive, Ashburn, VA 20148	703-957-4420
Trailside	Ms. B. Beichler	20325 Claiborne Parkway, Ashburn, VA 20147	571-252-2280



2016–2017 Directory of Schools

High Schools			
School	Principal	Phone Address	Number
Briar Woods	Mr. C. O'Rourke	22525 Belmont Ridge Road, Ashburn, VA 20148	703-957-4400
Broad Run	Mr. D. Spage	21670 Ashburn Road, Ashburn, VA 20147	571-252-2300
John Champe	Mr. J. Gabriel	41535 Sacred Mountain, Aldie, VA 20105	703-722-2680
Dominion	Dr. J. Brewer	21326 Augusta Drive, Sterling, VA 20164	571-434-4400
Freedom	Mr. D. Fulton	25450 Riding Center Drive, South Riding, VA 20152	703-957-4300
Heritage	Mr. J. Adam	520 Evergreen Mill Road, SE, Leesburg, VA 20175	571-252-2800
Loudoun County	Dr. M. Luttrell	415 Dry Mill Road, SW, Leesburg, VA 20175	571-252-2000
Loudoun Valley	Ms. S. Ross	340 North Maple Avenue, Purcellville, VA 20132	540-751-2400
Park View	Mr. K. Dolson	400 West Laurel Avenue, Sterling, VA 20164	571-434-4500
Potomac Falls	Dr. E. Noto	46400 Algonkian Parkway, Sterling, VA 20165	571-434-3200
Riverside	Mr. D. Anderson	19019 Upper Belmont Place, Leesburg, VA 20176	703-554-8900
Rock Ridge	Mr. J. Duellman	43460 Loudoun Reserve Drive, Ashburn, VA 20148	571-367-4100
Stone Bridge	Mr. M. Wilburn	43100 Hay Road, Ashburn, VA 20147	571-252-2200
Tuscarora	Ms. P. Croft	801 North King Street, Leesburg, VA 20176	571-252-1900
Woodgrove	Mr. S. Shipp	36811 Allder School Road, Purcellville, VA 20132	540-751-2600

Instructional Centers			
School	Principal	Address	Phone Number
Academies of Loudoun	Dr. T. Priddy	42075 Loudoun Academy Drive, Leesburg, VA 20175	Opens 2018
Academy of Engineering and Technology	TBA	801 N. King Street, Leesburg, VA 20176	
Douglass School	Ms. M. Turner	407 East Market Street, Leesburg, VA 20176	571-252-2060
Loudoun Academy of Science	Mr. G. Wolfe	21326 Augusta Drive, Sterling, VA 20164	571-434-4470
Monroe Technology Center	Mr. T. Flynn	715 Childrens Center Road, SW, Leesburg, VA 20175	571-252-2080





Welcome to
Our School Division



Loudoun County Public Schools
21000 Education Court
Ashburn, VA 20148
www.lcps.org

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Times

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Information

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