

**COVINGTON CITY PUBLIC SCHOOLS  
PERSONNEL MANAGEMENT**

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## PERSONNEL MANAGEMENT - DEFINITIONS

### **A. Professional Personnel (Licensed)**

Employees of the School Board who hold valid licenses as a teacher, administrator, school counselor, librarian, visiting teacher, reading coach, and other related instructional areas.

Other Licensed Personnel: Individuals employed with the school system who hold valid licenses in their respective field including but not limited to a speech pathologist, school psychologist, physical therapist and assistant, occupational therapist and assistant, athletic trainer, etc.

### **B. Classified Personnel**

Employees of the School Board who are support personnel and are assigned to non-licensed (non-teaching) positions. Such categories include but are not limited to classified positions: bus driver, food service, clerical, maintenance, custodian, bus aide, paraprofessional, nurse, or any position not requiring a Virginia teaching license.

### **C. Part-time Employees**

Generally, individuals who are employed less than 30 hours per week are considered part-time. Part-time positions are not eligible for Virginia Retirement System benefits. Sick or personal leave days may be allotted relative to the number of hours employed.

### **D. Temporary Employees**

Employees paid at an hourly or daily rate to complete a task, job, or project may be considered temporary employees. Temporary employees are not eligible for Virginia Retirement System benefits or leave days.

## **PERSONNEL MANAGEMENT - APPLICATION AND EMPLOYMENT PROCESS**

### **A. Application**

Individuals interested in employment with Covington City Public Schools shall complete and sign the official employment application provided by the Human Resources Office along with a letter of interest. Any official documents may be included to support the completed application. The completed application and letter of interest shall be submitted to the Human Resources Coordinator.

Applications will be kept for a period of one year. Individuals interested in maintaining an active application, shall provide the Human Resources Office with written notification annually.

### **B. Employment Process**

Once a vacancy has been established, the Human Resources Office will advertise such vacancy providing a deadline for making application. Vacancies may be advertised within the school system initially for qualified employees to obtain new employment opportunities. Job vacancies should be advertised in a manner consistent with Covington City Public Schools being an equal opportunity employer and seeking candidates who are determined to be the best individuals for the interests of the school system.

Completed applications shall be reviewed for appropriate credentials. Job descriptions for all positions in Covington City Public Schools will be maintained by the Human Resources Office and will denote requirements/skills of the respective positions. The minimal requirement for any employment in Covington City Public Schools is a high school diploma or GED equivalent. Generally, applicants (for instructional positions) who hold valid, up-to-date Virginia teaching licenses will be considered first. Applicants in any positions may be required to demonstrate specific skill proficiencies.

Individuals who are employed as paraprofessionals must meet Covington City Schools' minimum competency standards by one of the following criteria:

- Earned an Associate Degree or higher from an accredited institution; or
- Obtained college credit from a diversified curriculum (subject to approval by the Superintendent/Designee); or
- Successfully completed the ParaProfessional assessment from an approved agency as determined by the Superintendent/Designee.

In the event an individual who is selected for employment as a paraprofessional with Covington City Public Schools does not meet minimum competency standards, the individual may be employed up to ninety (90) days to allow successful completion of an area which meets minimum competency standards.

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Individuals employed as bus drivers must hold a Virginia Commercial Driver's License with air brake endorsement. Individuals who are employed as bus drivers must obtain an annual physical examination. Verification of such examination should be completed on Virginia State Department Form EB.001 Annual Physical Examination and signed by a licensed physician. By signature of the annual work agreement, individuals who are employed as bus drivers are consenting to periodical, random drug and alcohol testing which is coordinated by the Office of Transportation.

Once applications are considered, the Human Resources Office will provide the immediate supervisor of the vacancy position, with applications of individuals who meet the credentials as required for the position. The administrator shall review and select applications for personal interviews.

Upon the completion of the interview process, a recommendation shall be made by the administrator where the vacancy occurs. At the superintendent's discretion, a recommendation will be made to the School Board.

All applicants upon initial employment will be subject to a Virginia State Police criminal background check through fingerprinting and a background check through the Virginia Department of Social Services Child Abuse Central Registry Unit. Costs associated with pre-employment background checks will be paid by the prospective employee. Employees who leave Covington City Public Schools and return at a later date shall be subject to repeated Virginia State Police criminal background and Social Services checks in the event the date of the previous background checks are one year or more. Costs associated with the repeated employment background checks will be paid by the prospective employee. Completion of information relative to employment requirements include but are not limited to: Department of Homeland Security/Form I -9 Employment Eligibility Verification, Registration for Tuberculosis Risk Evaluation, Federal and State Withholding Allowance Certificates, and payroll deductible items for which the employee is enrolled.

## **PERSONNEL MANAGEMENT - HIRING AND ASSIGNMENT OF STAFF**

### **A. Recommendation**

The division superintendent shall make a recommendation to the School Board to employ all individuals for positions which are established to meet the needs of the school system. The superintendent shall make the recommendation without bias to sex, race, color, creed, age, or national origin.

### **B. Appointment**

Upon recommendation of the superintendent, all employees shall be approved by the School Board annually.

### **C. Reappointment**

Annually, individuals who hold employment with Covington City Public Schools, will be reappointed. A contract (professional employees) or work agreement (classified employees) shall be issued. Written acceptance or rejection of continued employment shall be given by the employee within the designated time as requested by the contract or work agreement notification.

Written notice of non-renewal of a contract for professional employees must be given by the School Board on or before June 15<sup>th</sup> of each year.

### **D. Assignment/Reassignment**

Assignment of positions shall be made by the superintendent.

The division superintendent shall have the authority to reassign/transfer any employee to any position which he/she is qualified at any time when it is deemed to be in the best interests of the school system. No change or reassignment during a school year shall affect the salary of such reassigned/transferred employee for that school year.

The division superintendent shall have the authority to reassign a part time employee to full time status in the event a full time vacancy occurs at the same position classification.

## PERSONNEL MANAGEMENT - COMPENSATION AND FRINGE BENEFITS

### A. Generally

Employees of Covington City Public Schools will be compensated on the last working day of the month. Employees will be compensated at the annual, daily, or hourly amount as stated in the annual contract or work agreement and in installments for a period of not more than twelve months. All classified employees who are non-exempt according to Fair Labor Standards and certain positions (excluding coaching supplements or positions held by exempt personnel unless specified) shall submit a monthly time sheet approved by their immediate supervisor. The employee shall use the monthly timesheet as provided by the Human Resources Office and shall maintain a complete record of requested information which is reflective of the working day and week for the designated assignment. It is the responsibility of the employee to personally complete and submit their approved timesheet no later than the next working day following the last day of the pay period. The payroll schedule will be determined by the Director of Business and Finance annually.

The per diem rate for all employees shall be calculated on the base pay of the contract or work agreement according to the salary scale for the position. Increment pay or supplemental assignment amounts are not included in the per diem rate calculation.

Advance pay for new employees: Employees new to the Covington City School system may file a request with the Director of Business and Finance for an advance payment of up to the per diem salary of the number of days worked in the first month of employment of that year not to exceed five days. Requests for pay advances should be filed no later than the due date of the monthly payroll. Any request filed after that date must have the approval of the division superintendent. Under special circumstances, the division superintendent may authorize payment of days in advance of the designated payroll cycle.

### B. Unexcused Absences

All personnel shall forfeit their per diem salary for each daily unexcused absence. Calculations shall be made on the basis of a per diem rate as established for each position. An unexcused absence is defined as any absence without approval of the employee's supervisor.

### C. Docked Pay

All personnel shall forfeit their per diem salary for each absence where no approved leave is available. Calculations shall be made on the basis of a per diem rate as established for each position. Employees must provide in writing to the superintendent the reason for docked pay with the exception of sick leave depletions of less than five days. However, employees must be in compliance with all family medical leave regulations for long term absences.

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**D. Family Medical Leave (refer to Policy GCBE Family Medical Leave)**

Covington City Public Schools acknowledges the rules and regulations as set forth under the Family Medical Leave Act (FMLA) of 1993 and amendments. Employees should complete the required FMLA forms provided by the Human Resources Office and obtain the signature of the appropriate immediate supervisor. Completed forms are to be returned to the Human Resources Office and any documentation as set forth by the FMLA should support the request. Approval of the FMLA request may allow for sick leave to be used in certain cases. In the event no sick, personal, or annual leave is available, employees shall forfeit their per diem salary for each daily absence. See Part F Fringe Benefits – Sick Leave, Personal Leave, or Annual Leave.

**E. Payroll Deductions**

The following payroll deductions shall be made for all Covington City School Board personnel:

- 1.) Federal withholding tax
- 2.) State withholding tax
- 3.) Federal Income Contributions Act (FICA)
- 4.) Medicare tax
- 5.) Virginia Retirement System Employee Share (Full-time employees)

The Covington City School Board shall provide for optional payroll deductions providing written approval is submitted by the employee:

- 1.) Educational dues
- 2.) Health care program insurance – employee’s share
- 3.) Health insurance premiums (approved vendors\*)
- 4.) Tax sheltered annuities (approved vendors\*)
- 5.) And certain other deductions which meet the following criteria: \*(as follows)
  - The company has requested in writing the option to distribute information or solicit information. This request must be approved by the superintendent of schools and will inform such company of current practices for contacting employees of the Covington City Public Schools.
  - A minimum of fifteen applications obtained for implementation to the payroll deduction system. In the event the minimum number of participating employees is less than fifteen, the Covington City School Board reserves the right to discontinue payroll deduction.
  - The Director of Business and Finance will provide such company annually any information relative to the compliance of payroll deductions. This may include specific deadlines for submission of any information relative to the payroll deduction.

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The above guidelines may include but are not limited to tax sheltered annuities, disability insurance, cancer or long term illness insurances, or any other health insurance program.

#### **F. Fringe Benefits**

Fringe benefits are defined as beneficial areas of value outside of the annual contract or work agreement which provide no additional monetary compensation but allow for the continuation of the said contract or work agreement stated pay to continue with no interruption or provide benefits related to employment with Covington City Schools. Generally, fringe benefits include:

- Sick, personal, or annual leave
- Sick Leave Bank
- Retirement program (Virginia Retirement System)
- Group health care program
- Life insurance
- Liability insurance
- Worker's compensation
- Unemployment insurance
- Holiday Pay (12 month employees only)

**1. Sick Leave:** The Covington City School Board participates in the state sick leave plan. The state sick leave plan allows for transfer of unused sick leave from other Virginia public schools. Transfer of unused sick leave may not exceed 60 days and may not be used during the first thirty days of employment.

Beginning January 1, 2014, employees hired under the Virginia Retirement System Hybrid plan OR opt to enroll in the Virginia Retirement System Hybrid Plan may accumulate a maximum of sixty (60) sick leave days. (Note: no change to current sick leave policy for maximum accumulation for employees remaining in the Virginia Retirement System Plan 1 or Plan 2.)

Sick leave may be taken in minimum increments of one-half day.

**Excused Absences/Use of Sick Leave:** Under the sick leave plan, absences for the following reasons will be excused:

- Absences due to personal illness and quarantine. Generally, employee absences of up to three days in any one occasion are not considered excessive.
- In case of excessive use of sick leave, the Board reserves the right to request a doctor's certificate or an investigation by the School Board.



At the discretion of the Superintendent or Superintendent’s designee, employees may be requested to make application for sick leave days through the Family Medical Leave Act as set forth in the current rules and regulations as established by the United States Department of Labor.

- Absences due to illness or death of an immediate family. The immediate family of an employee shall be defined as:

Aunt or uncle	Parents (natural or foster)
Children (natural or adopted)	Sibling (natural or adopted)
Daughter-in-law or son-in-law	Sister-in-law or brother-in-law
Grandchildren (natural or adopted)	Spouse
Grandparents	Stepmother or stepfather
Mother-in-law or father-in-law	

- Absences for the above list of individuals shall not exceed more than three (3) days in any one case. However, the superintendent or his designee may grant additional days due to extenuating circumstances. A written request from the employee should be submitted to the superintendent. Sick leave granted for the illness or death of individuals as listed above shall be charged against accumulated sick leave. Extended absences for family members (restricted to those listed above) may require (at the discretion of the Superintendent or Superintendent’s designee) the employee to make application through the Family Medical Leave Act as set forth in the current rules and regulations as established by the United States Department of Labor.

Employees must report to work for the current school year before any sick leave days are available for use. Consideration for sick leave days may be given to part-time employees. In the event part-time employees are awarded sick leave, the sick leave time is equivalent to the employment time as stated in the annual contract or work agreement (ie., if the employment day for the employee is 4 hours per day – a day of sick leave is equivalent to 4 hours.). Part time employees may not carryover sick leave.

Full-time employees (under VRS Plan 1 and Plan 2 earn sick leave annually and may accumulate days as follows:		
# Position Days	Days Earned	Maximum Accumulation
10 month (200 days)	10	200
11 month (220 days)	11	220
Contract for 240 days	12	240
12 month (260 days)	12	260

Full-time employees (under VRS Hybrid Plan) earn sick leave annually and may accumulate a maximum of sixty (60) sick leave days. Note: VRS Hybrid Plan employees have short term and long term disability provisions.

**Payment of Unused Sick Leave Days:** Upon retirement through the Virginia Retirement System, only unused sick leave days earned during the last full-time employment with Covington City Public Schools will be awarded compensation. The employee must have worked for five (5) years in the Covington City Public School Division and qualify for compensation under the Virginia Retirement System. The employee will be compensated as follows for accumulated (unused) sick leave up to the maximum number of days allowed under accumulation as stated above and according to the last contracted salary:

Up to \$15,000	\$18.00 per day
\$15,001 - \$25,000	\$23.00 per day
\$25,001 - \$35,000	\$28.00 per day
\$35,001 - \$45,000	\$33.00 per day
\$45,001 - \$55,000	\$38.00 per day
\$55,001 - \$65,000	\$43.00 per day
\$65,001 and up	\$48.00 per day

Compensation for accumulated (unused) sick leave may be paid after July 1 of the next fiscal year.

**2. Sick Leave Bank:** The Sick Leave Bank is available to employees who are enrolled in the Virginia Retirement System Plan 1 or 2 only. The Sick Leave Bank implemented by the Covington City School Board in May, 1991, is available for employees and may be accessed by completing forms through the Human Resources Office. Employees are offered enrollment in the Sick Leave Bank upon initial employment. Employees may make application at any other time than initial employment but are subject to approval by the Superintendent as set forth in the Sick Leave Bank guidelines. Employees who are enrolled or opt to enroll in the Virginia Retirement System Hybrid Plan are not eligible for participation in the Covington City Public Schools' Sick Leave Bank (effective January 1, 2014).

**3. Personal Leave:** All full time employees may, upon prenotification and approval of the immediate supervisor and superintendent or his designee, be granted three (3) days of personal leave with pay each year. Personal leave may accrue from year to year to a maximum of five (5) days.

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Any days in excess of five (5) as of June 30<sup>th</sup> of each year will be transferred to the employee's sick leave. Unused personal leave days may be converted to sick leave, not to exceed the maximum number of sick leave days for the employee's current position. Personal leave may be taken in minimum increments of one-half day. Employees must complete the request form available from the Human Resources Office for use of personal leave. Personal leave must be requested two weeks in advance unless there is an emergency situation. Limitations:

- Personal leave may be subject to disapproval when the services of the employee are required on the date for which leave is requested.
- Personal leave will be granted only when it does not adversely affect the operation of the school or school division as determined by the superintendent or his designee.
- Beginning employees will not be granted personal leave during the first month of employment.
- Generally, personal leave will not be approved the day before or the day after a holiday, on inservice days, or during semester examinations or SOL testing. The superintendent or his designee may make an exception to this policy upon a written request from the employee.
- Personal leave from another school division may not be transferred into the Covington City School System.

**4. Annual Leave:** Annual leave (vacation days) is granted only to twelve month employees and is earned as follows:

- One day of annual leave per month for service in the Covington City Public School System for a maximum of twelve days per year.
- One and one-half days of annual leave per month for service in the Covington City Public System for ten or more years for a maximum of eighteen days per year.

Annual leave may be taken in minimum increments of one-half days. Annual leave of three or more consecutive days should be requested at least fifteen days in advance.

Limitations:

- Annual leave may be subject to disapproval when the services of the employee are required on the date(s) for which leave is requested.
- Annual leave will be granted only when it does not adversely affect the operation of the school or school division as determined by the superintendent or his designee.
- Annual leave is not transferrable from employers outside of Covington City Public Schools.

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At the discretion of the superintendent and upon a written request from the employee, annual leave days may be awarded in advance to employees. Accumulated vacation time may not exceed twenty-five days on July 1 of each fiscal year. However, the superintendent has the discretion to approve the carryover of annual leave in excess of twenty-five days in extenuating circumstances. The employee must make a written request stating the extenuating circumstance. Any unused annual leave may be converted to sick leave not to exceed the maximum sick leave days allotted for the employee's position. Upon termination of employment, the employee will be paid for unused annual leave not to exceed twenty-five days. Upon retirement from Covington City Public Schools through the Virginia Retirement System, employees will be compensated for annual leave not to exceed forty-three days.

**5. Retirement Program:** Employees of Covington City Public Schools are participants in the Virginia Retirement System. Employees who meet established Virginia Retirement System criteria for retirement shall notify the superintendent in writing of their intent to make application for retirement stating the date of the intended retirement. The Human Resources Office will assist in processing the retirement application and supporting documents.

**6. Group Health Insurance Program:** The Covington City School Board will provide for a group health care program for full time employees and employees who qualify for coverage under current federal rules and regulations for health insurance coverage. Covington City Schools Board shall pay the minimum employer contribution rate as established by the insurance company. Full time employees are eligible for enrollment at the time of initial employment, during the Open Enrollment period established annually by the Human Resources Office, or upon qualification based on a mid-year qualifying event (MQE). The Open Enrollment period for full time employees will be established annually (generally 45 to 60 days prior to the annual effective date, which is July 1 of each year). Any employee who wishes to enroll, change status or change program coverage must complete the written health care program application form available from the Human Resources Office, either at initial employment or during Open Enrollment. **No other enrollments or changes will be permitted except enrollments or changes that result from a Qualifying Event.** Qualifying Events may include but are not limited to marriage, birth, adoption, divorce, retirement, employment changes of family members or eligibility of participation in another health care plan outside of the plan(s) offered by Covington City Public Schools. Upon the occurrence of a Qualifying Event, an employee may make changes or enroll family members consistent with the Qualifying Event and will receive coverage on the same terms and conditions as other participants in the program to the extent permitted by the insurance company, provided the employee makes application with the Human Resources Office within sixty (60) days of the Qualifying Event.

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Upon termination of employment with Covington City Schools (including retirement), the employer contribution will cease at the end of the current month in which the effective date of termination is stated or on the last day of the prior month if the effective termination date is the first day of the month. A resignation date on or after the second day of the month may or may not be approved for continuation of the employer's share of the health care premium for that month (as determined by the Superintendent).

**Consolidated Omnibus Budget Reconciliation Act of 1990 (COBRA):** Employees and/or dependents may enroll in group health care coverage through Covington City Public Schools upon termination of employment of the employee if the employee/ - dependent meet enrollment options under COBRA rules and regulations. Premiums will be paid by the terminated employee/dependent and have a definitive time period (COBRA regulations for 18, 29, or 36 months). Participants enrolled in health care plans under COBRA provisions will be billed directly by the provider. Covington City Public Schools holds no financial liability for non-payment of premiums for participants in the COBRA health care plans.

**Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule:** All persons who cease to be covered under Covington City Public Schools' health care program for any reason may be issued a Certificate of Group Health Plan coverage.

**Retirees:** Employees who qualify for retirement under the Virginia Retirement System may elect to continue group health care coverage through Covington City Public Schools until age 65 or Medicare eligible (whichever comes first). Retiree's spouses and eligible (as determined by insurance company) dependents are eligible for group health care coverage through Covington City Schools until age 65 or Medicare eligible (whichever comes first). Survivors of deceased retirees who are currently enrolled in the group health care coverage may continue coverage until age 65 or Medicare eligible (whichever comes first). Survivors of deceased retirees may convert to the CCPS supplemental plan for Medicare eligible participants. All premiums will be paid by the retiree or dependent(s). Applicants under retiree coverage must complete the health care coverage form available from the Human Resources Office. Participants in the retiree health care plans will be billed directly by the provider. Covington City Public Schools holds no financial liability for non-payment of premiums for participants in the retiree health care plans. Upon termination of health care coverage from the group, the retiree and/or spouse terminates all rights to group coverage.

**7. Group Life Insurance:** Covington City Public Schools participates in group life insurance coverage through the Virginia Retirement System. Covington City School Board will pay the premium cost for employees. Optional group life insurance is also available (payable by the employee) and will be offered at the time of initial employ-

ment. Employees may request to participate in optional life insurance at a time other than initial employment, however, enrollment rules and regulations from the life insurance company will apply. The Human Resources Office will assist employees in enrollment for group life insurance coverage. Disability and dismemberment coverage is available to employees through the Virginia Retirement System. The Human Resources Office will assist employees with completion of the forms for application for disability or dismemberment coverage.

**8. Travel:** The Covington City School Board shall provide funds for transportation or transportation reimbursement for employees while they are in the act of discharging duties and responsibilities required for the operation of the City schools. The rate of travel reimbursement shall be established by the Board. Upon prior approval by the superintendent, this transportation shall be provided through use of vehicles owned by the School Board, through reimbursement for the employee's use of privately owned cars when required, or through provision of commercial transportation when appropriate.

Funds shall be provided for selected school personnel to travel to conferences which have prior approval by the Superintendent. The first workday after the return of such professional leave, employees are to submit expenses incurred on the identified form(s) with the appropriate approval(s) to the Central Office for payment.

**9. Leave of Absence for Study:** Full time teachers, administrators, and supervisors who hold a Virginia teaching license may be granted a leave of absence for full time study not to exceed one (1) contract year upon the recommendation of the Superintendent and approval of the Covington City School Board.

Regulations Relating to Leave of Absence for Study:

- A. Only two (2) licensed employees may be on educational leave during any one (1) school year. Educational leave will be approved for one (1) contract year only.
- B. Applicants must file with the Superintendent a statement of definite purpose for which the leave is desired. In the case of educational leave, the statement must identify the school or university and schedule of courses to be taken. At the conclusion of the leave, official documentation of completion must be presented to the Superintendent.
- C. Applications for educational leave in the ensuing year must be presented to the Superintendent by March 1. All applications will be considered and a decision will be made at the April School Board meeting. The following

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criteria will be used in making selections for educational leave:

1. The applicant must have acquired continuing contract status in Covington City Public Schools.
  2. The applicant must be pursuing an advanced degree in his field of endorsement; otherwise, he must secure prior approval of the Superintendent.
  3. Academic achievement in undergraduate work must have been such as to insure success in pursuing graduate study.
  4. The Superintendent shall make the final decision on applicants based on his judgment as to what represents the best interests of the school system.
- D. Persons on educational leave must notify the Superintendent by April 1 of their intention to return the following school year.
- E. An employee, upon returning from educational leave, shall be given credit on the salary scale for the year as well as credit for the advanced work completed.
- F. A licensed employee, upon returning from an educational leave, is assured of reemployment in the Covington City Public School System with the full rights and privileges to which he was entitled at the time the leave became effective, but not necessarily in the same school or position.

**G. Worker's Compensation:** Covington City Public Schools' employees who incur an accident or illness arising from or occurring in the course of a job performance and is determined by medical personnel to warrant work time absence(s) may be entitled to partial or full compensation (determined by worker's compensation insurance carrier) to help offset the loss of wages during the absence(s). Loss of wages for partial worker's compensation payments may be covered by the employee's sick, personal, or annual leave if available. The employee shall report any work-related accident or illness to the supervisor and the current worker's compensation insurance carrier (information available in all school and division offices).

**PERSONNEL MANAGEMENT - PAYROLL PROCESS**

**A. Generally**

Employees of Covington City Public Schools will be compensated on the last working day of the month and full time employees receive their compensation in equal installments not to exceed twelve. Compensation is received on the payroll cycle according to the designated position. Table A - Personnel shall indicate the name and status (full or part time) of the position, the length of employment, the beginning contract month, number of hours per day, Fair Labor Standards status, and if a Virginia teaching license is required. The Superintendent may at his discretion under special circumstances adjust the payroll cycle or schedule for a designated position.

**Table A - Personnel**

Administrative and School Personnel – State of Virginia issued license where noted

<b>Position</b>	<b>License/Endorsement Required</b>	<b>Contract Status</b>
<b>CENTRAL OFFICE ADMINISTRATION (FLSA: Exempt)</b>		
Superintendent of Schools	Division Superintendent License	1 – 4 year contract; 260 days
Director of Instruction & Technology	Administration & Supervision	260 days Supplemental assignment(s) to annual contract (Career & Technical Ed, Technology)
<b>SCHOOL ADMINISTRATIVE PERSONNEL (FLSA: Exempt)</b>		
Principal (all levels)	Administration & Supervision	260 days
Assistant Principal	Administration & Supervision	260 days
Director of Title I	Administration & Supervision or Reading Specialist	Part-time, contract determined annually
Director of Career & Technical Education	Administration & Supervision	Supplemental assignment to annual contract
<b>SCHOOL PERSONNEL (FLSA: Exempt)</b>		
Athletic Director or Assistant Athletic Director	No license required	Supplemental assignment to annual contract July 1 - June 30
Athletic Trainer (Classified position if not teaching)	Only required if teaching (Technical Professional or related endorsement to subject taught)	200 days (July 1-June 30)
Division Director of Testing	No license required	Assignment included in contract
Literacy Coach	Reading Specialist	Part-time; 200 days Supplemental assignment to annual contract
School Counselor	School Counselor PreK-12 Pupil Personnel Services	Full or Part-time; 200 days; 220 days or 240 days
School Librarian	Library Media PreK-12	200 days
Teacher	Related Endorsement to Subject/Grade Level	Full or Part-time; 200 days; additional days as approved
Visiting Teacher	Visiting Teacher	Assignment included in contract

(Contract beginning month is commensurate with school calendar.)

Note: The per diem rate for all employees shall be calculated on the base pay of the contract or work agreement according to the salary scale for the position. Increment pay or supplemental assignment amounts are not included in the per diem rate calculation.



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Classified Staff: No teaching license required

CLASSIFICATION: Aides (FLSA: Non-Exempt)		
Paraprofessionals	Instructional Aides PALS Reading Tutor	200 days; 8 hrs/day 186 days; 5.5 hrs/day
Bus Aide		180 or 181 days; 2 - 8 hrs/day
CLASSIFICATION: Bus Driver/Custodian/Maintenance(FLSA: Non-Exempt)		
Classification A	Bus Driver	181-183 days; 8 hrs/day
Classification B	Custodian	260 days; 8 hrs/day
Classification C	Custodian/Bus Driver	182, 183, or 260 days; 8 hrs/day
Classification D	Head Custodian	260 days; 8 hrs/day
Classification E	Maintenance Helper/Bus Driver/Custodian	260 days; 8 hrs/day
Classification F	Maintenance Foreman	260 days; 8 hrs/day
Classification G	Maintenance Supervisor	260 days; 8 hrs/day
CLASSIFICATION: Clerical(FLSA: Non-Exempt)		
Classification A	Administrative Assistant (School Secretary)	200 day; 4 hrs/day or 260 days; 8 hrs/day
Classification B	Administrative Assistant (Central Office)	260 days; 8 hrs/day
	Data Steward	Supplemental assignment added to contract
	Textbook Agent	Supplemental assignment added to contract
CLASSIFICATION: Central Office Services/Administration (FLSA: Exempt)		
Classification A	Supervisor of Transportation & Child Nutrition/Administrative Assistant	260 days; 8 hrs/day
Classification B	Director of Business & Finance	260 days; 8 hrs/day
	Coordinator of Human Resources & Fringe Benefits/Executive Assistant to the Superintendent/Deputy Clerk Technology Network Specialist	260 days; 8 hrs/day 260 days; 8 hrs/day
Classification C	Technology Specialist Technology Services Assistant (this is a supplemental position currently assigned to one paraprofessional – July 1 – June 30)	260 days; 8 hrs/day/ <u>Non-Exempt</u> 200 days; 8 hrs/day/ <u>Non-Exempt</u>
CLASSIFICATION: Food Service(FLSA: Non-Exempt)		
Classification A	Food Service Worker	180-182 days/year 3 – 6 hrs/day
Classification B	Food Service Manager	184 days/6.5-7.5 hrs/day
CLASSIFICATION: School Nurse(FLSA: Non-Exempt)		
	School Nurse	190 days/4-7 hrs/day

(Contract beginning month is commensurate with school calendar.)

Note: The per diem rate for all employees shall be calculated on the base pay of the contract or work agreement according to the salary scale for the position. Increment pay or supplemental assignment amounts are not included in the per diem rate calculation.

- B. Payroll Schedule:** A payroll schedule will be determined annually by the Director of Finance.
- C. Holiday Pay:** Holidays for 12 month (260 days) employees will be the same as those designated in the school calendar with the exception of the maintenance and custodial personnel. Maintenance and custodial personnel holidays will be at the discretion of the Superintendent.
- D. Advance Pay for New Employees:** New employees may file a request with the Director of Business and Finance for an advance payment of up to the per diem salary of the number of days worked in the first month (usually August) of that year not to exceed five (5) days. Some supplement pay earned during the month of August may also be requested for advance pay. The advance pay cannot exceed the number of days actually worked. Requests for pay advances should be filed no later than the due date of the monthly payroll (available from the Director of Business and Finance).

**E. Jury Duty and Subpoenaed Witnesses:**

Jury Duty - Employees who are summoned to jury duty will be granted leave with pay. Employees must submit a request for scheduled leave ("Other") and attach a copy of the jury duty assignment on the first day after receipt of the summons. Any daily pay or travel expenses associated with the assignment and paid by the judicial system is payable to the employee and does not have to be submitted to the School Board.

Subpoenaed Witnesses: Employees who are subpoenaed as witnesses will be granted leave. The leave may or may not be granted with pay. In the event the employee is subpoenaed as a witness relating to issues as an employee with Covington City Schools, the employee will be granted "Other" leave with pay. In circumstances in which the employee is not representing Covington City Schools, the leave will be without pay. However, the Superintendent may at his discretion arrange/approve the leave with pay in special circumstances.

## **PERSONNEL MANAGEMENT - RETIREMENT**

Effective January 1, 1987, amendments to the Federal Age Discrimination in Employment Act prohibits the use of age as a criterion for mandatory retirement.

Employees who meet established Virginia Retirement System criteria for retirement shall notify the superintendent in writing of their intent to make application for retirement stating an effective date. The Human Resources Office will assist in processing the retirement application and supporting documents.