

PERSONNEL – DEFINITIONS

The Board will maintain standard definitions of employment and will classify employees in accordance with these definitions. ~~To aid in continuity and ease of reading, masculine pronouns will be used throughout our policies to denote both male and female employees.~~

A. Employees of the Board

All employees are "employees of the Board." All unspecified references to employees shall refer to all the employees of the Board except the Superintendent of Schools.

B. Teaching Personnel*

“Teacher” shall mean a person who is regularly employed as a classroom teacher, ~~visiting teacher~~, teacher specialist, guidance counselor, librarian, instructional coach, school psychologist, and ~~or~~ any other person who holds a valid teaching license and is paid on the teacher pay scale.

C. Licensed Administrative Personnel

Licensed ~~A~~administrators are those employees who work ~~are~~ in leadership/supervisory capacities, ~~and~~ are paid on the administrative/classified pay scale. ~~– Licensed administrators – and~~ are required by the ~~State~~ Virginia Department of ~~–~~ Education to hold a valid license issued by the Commonwealth of Virginia. This group includes the superintendent, assistant superintendents*, instructional executive directors*, instructional directors, instructional assistant directors, ~~–~~principals*, assistant principals*, lead coaches, high school guidance directors, and certain coordinators*. ~~Nonlicensed administrators are not required by the State Department of Education to hold a license. This group includes noninstructional directors supervisors, and coordinators. These personnel are paid on the Albemarle County administrative/classified pay scale.~~

D. Classified Personnel/Non-Licensed Administrators

Classified personnel ~~or employees~~ are those employees of the Board who are not teachers or administrators. ~~This group is composed of transportation employees, maintenance personnel, custodial personnel, school lunch child nutrition employees, secretarial and clerical personnel;~~ teaching ~~er~~ assistants; and others. These personnel are paid on the Albemarle County administrative/classified pay scale.

Non-licensed administrators are those employees who work in leadership/supervisory capacities and are not required by the Virginia Department of Education to hold a license. This group includes non-instructional executive directors, non-instructional directors, athletic directors, and certain managers, supervisors and coordinators. These personnel are paid on the Albemarle County administrative/classified pay scale.

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Legal Ref.: Code of Virginia, 1950, as amended, ~~§§ Sections~~ 22.1-293; 22.1-295; 22.1-313; 8 VAC §§20-440-10 et seq.

Cross Ref.: GC, Licensed Staff
~~22.1-78; 22.1-79;~~

~~* Require State Licensure~~

PROCEDURE FOR COMPLIANCE – DEFINITION OF EMPLOYEE STATUS

A. Definitions of employment

1. Regular- Employment in an approved budgeted full-time or part-time position which is meant to be part of the regular County workforce. The term “permanent” shall have the same meaning as “regular” as these terms are used throughout this policy manual.
 - a. Full-time - Employment in an established position that meets the requisite hours per work week and weeks per fiscal year for that position.
 - b. Part-time - Employment in an established position requiring less than the hours designated as full-time for that particular position.
 - ~~c. Salaried Board Member - Employment as a member of the School Board which is paid on an annual salary basis.~~
2. Temporary - Employment in a position established for a specific period of time or for the duration of a specific project or group of assignments. Or, employment as a substitute in the absence of the incumbent for a position classified as full-time or part-time, as defined in section A.1. above, for less than 3 months.

B. Extent of Participation in Benefits

1. Employee Status
 - a. Full-time Regular: ~~—~~Eligible to participate in all benefit programs; however, only 12-month employees are eligible for annual leave.
 - b. ~~2.~~ Part-time Regular: ~~—~~Must be at least half-time (50% of full-time for that position) or more to be eligible to participate in prorated medical benefits, leave benefits, and applicable retirement and life insurance programs. Board ~~County~~ employees hired prior to the implementation of this policy (i.e. October, 1985) and who received benefits, will not lose such benefits. If less than half-time, participate in no benefit programs.
 - ~~c.~~ Temporary: ~~—~~Ineligible to participate in benefit programs except for 403(b) voluntary retirement program, unless otherwise approved by the Board.
 - ~~d. Salaried Eligible to participate in all medical and dental insurance programs.~~

~~In order for a new employee to be paid by the end of the month in which they are hired, paperwork must be received in the Department of Human Resources by the 15th of the month. If the 15th falls on a weekend, paperwork must be received the workday prior to the 15th.~~

2. Benefits Eligibility

New employees are eligible for medical/dental insurance coverage the first of the month following the month in which they are hired. Employees are not required to pay the employee premium for that month. Employees may elect for insurance coverage to begin earlier, but not prior to the date of hire. ~~In such cases, the employee will be responsible for the full cost of the premium (Board and employee portions), prorated based on a 30-day month. Non-benefits-eligible employees who subsequently become eligible and employees who previously declined coverage and subsequently elect coverage will be treated the same as new employees regarding coverage start date and premium payments. Medical/dental premiums are paid in advance of the month of coverage.~~ New employees not electing medical coverage are not eligible to receive payment in lieu of benefits costs.

Except as provided under COBRA or other applicable law, medical/dental insurance coverage may continue through the end of the month following the month of termination provided all employee premiums are paid. Otherwise, coverage will cease at the end of the month of termination.

Employees who are married to ~~another Board County employee~~, will be eligible for two Board contributions toward medical/dental insurance. It is the responsibility of the employee to notify the Department of Human Resources of this situation and, upon notification, the change in contribution will be made with the next payroll. In no event will the ~~Board County~~ be responsible for retroactive payments to employees who fail to provide this notification. In the event such married Board employees legally divorce, it is the responsibility of those employees to notify Human Resources immediately of the effective date of the divorce.

C. Continuous Service

1. Definition - uninterrupted employment while regular employee with Albemarle County Public Schools/Albemarle County.
2. Continuous service is broken by the following:
 - a) Termination of employment.
 - b) Resignation by the employee.

3. Employees who have been subject to a reduction in force and recalled to employment within one (1) year of the reduction shall not be considered to have a break in service for purposes of Board policies except as may be required by state law.

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