

# TABLE OF CONTENTS

<u>Welcome</u>	1
<u>Purpose Of The Employee Handbook</u>	
<u>I. Overview of Chesterfield County Public Schools</u>	
<u>II. Mission Statement</u>	
<u>III. Professional Ethics</u>	
<u>IV. Contacts</u>	4
A. <u>Phone Contacts</u>	4
B. <u>Website Resources</u>	4
C. <u>Email Contacts</u>	5
<u>V. Your Employment</u>	5
A. <u>Approval to Begin Work</u>	5
B. <u>Maximum Allowable Days Subs May Work</u>	6
C. <u>Substitute Status Update Form</u>	6
D. <u>Temporary Work Assignments</u>	6
E. <u>Pay Rates</u>	7
F. <u>Pay Days and Deductions</u>	7
G. <u>Employee ID Number</u>	8
H. <u>Resignations</u>	8
I. <u>Reactivations</u>	8
<u>VI. Job Assignments</u>	9
A. <u>Canceling Jobs</u>	9
B. <u>Jobs With Special Instructions</u>	9
C. <u>Pre-arranged Jobs</u>	9
D. <u>Specified Jobs</u>	10
E. <u>Long Term Substitute Assignments</u>	10
<u>VII. Operational Information</u>	11
A. <u>Inclement Weather.</u>	11
B. <u>Change of Name, Address, or Telephone No.</u>	11
C. <u>Employment Verification</u>	12

	D. Fraud, Waste, and Abuse Reporting.....	12
12	VIII. Discipline	12
	A. <u>Exclusion from a School</u>	12
	B. Termination	13
	IX. <u>Human Resources Policies</u>	14
	A. <u>Child Abuse and Neglect Reporting</u>	14
	B. <u>Computer and Internet Use</u>	14
	C. <u>Drug-Free Workplace</u>	
	D. <u>Employee Dress</u>	15
	E. <u>Equal Employment Opportunity</u>	15
	F. <u>Hazard Communication</u>	16
	G. <u>Requirement to Report Criminal Charges</u>	16
	H. Sexual Harassment	17
	I. <u>Tobacco-Free Workplace</u>	17
	J. <u>Use of Social Networking Sites</u>	18
	K. Weapons	8
	L. Workers' Compensation	19
	X. <u>Benefits</u>	
	A. <u>Chesterfield Federal Credit Union</u>	
	B. Tax Sheltered Annuity/Deferred Comp.....	19

## WELCOME

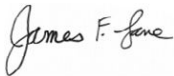
Welcome to Chesterfield County Public Schools!

I wish I could personally thank each member of Team Chesterfield for the good work you are about to do. You have chosen to be part of one of the most important professions in the world, and that decision will make a difference in the lives of many.

Our school division receives thousands of applications each year from people seeking to join our team. Please understand the trust and value we have placed in you; we only hire the best. We have great hopes and high expectations, but most importantly we want you to love your job! So please let us know what we can do to support you.

You and I are part of an educational team that is recognized across the country as a high-achieving, student-focused school district. With your hard work and creative ideas, Chesterfield County Public Schools will continue to move forward as we prepare students to succeed in a rapidly changing world. I'm glad you are part of our team. I know we're off to great places, and that you'll do great things.

Best wishes,

A handwritten signature in cursive script that reads "James F. Lane".

James F. Lane, Ed.D.

## **PURPOSE OF THE EMPLOYEE HANDBOOK**

The Employee Handbook is intended to serve as a quick reference for many issues relating to employment with Chesterfield County Public Schools (CCPS). The contents should not be interpreted as a contract, or an invitation to contract, between Chesterfield County Public Schools and any of its employees. Should there be a conflict between any statement, fact or figure presented in the handbook and the current official regulations and policies, the latter takes precedence.

All employees have the responsibility to keep themselves informed of policies relating to their employment. In order to remain current, the Employee Handbook addresses most topics briefly. Detailed information on the subjects covered in the handbook and other policies affecting employment may be obtained through the Chesterfield County Public Schools Policy Manual or the Human Resources Department. The Policy Manual may be accessed via the Chesterfield County Public Schools website ([mychesterfieldschools.com](http://mychesterfieldschools.com)); the Employee Handbook may be accessed via the Chesterfield County Public Schools Human Resources CNET page.

## **I. Overview of Chesterfield County Public Schools**

Beginning in 1870, Virginia established a program of free statewide public education. During that year, Beverly Augustus Hancock, of Manchester, was named Superintendent of Chesterfield schools. For the 1906-1907 school session, the public school student population of the county was 5,212. The average school year consisted of seven months. According to various reports, there were 90 small schools, mostly one-room buildings, scattered throughout the county. A high point was Chester's three-room building, which boasted one room exclusively for the two high school grades.

Today, families continue to make Chesterfield a first-choice community in part because of the public school system, named among the top school districts in the nation that "have what parents want," according to national organizations. More than 58,000 students attend 62 schools, making Chesterfield County Public Schools one of the 100 largest school districts in the country.

## **II. Mission Statement**

Crafted by the School Board, the mission of Chesterfield County Public Schools is to work in partnership with students, families and the community to ensure that each student acquires the knowledge, skills and core values necessary to achieve personal success and enrich the community.

## **III. Professional Ethics**

All CCPS employees have the responsibility to maintain standards of exemplary professional conduct and provide services that create a positive school environment. It is expected that employee performance, behavior, and personal judgment is consistent with School Board policies and regulations and the CCPS core values of respect, responsibility, honesty and accountability. Employees are tasked with ensuring the well-being of students while maintaining the highest standards of professional ethics.

#### **IV. Contacts**

##### **A. Phone Contacts**

Listed below are important phone contact numbers for substitute employees. To ensure accurate and efficient assistance, individuals should identify themselves as substitute employees when calling the numbers.

Human Resource Department.....	748-1984
Human Resource Department Fax.....	768-1085
Payroll Department.....	748-1719
SmartFind .....	21-7629

##### **B. Website Resources**

Resources for substitute employees may be accessed via the CCPS website at

<http://mychesterfieldschools.com>

The SmartFind system may be accessed at  
<https://chesterfield.eschoolsolutions.com>

### **C. Email Contacts**

Should it be necessary to email the Substitute Management Office, please contact

[Penny\\_Barbour@ccpsnet.net](mailto:Penny_Barbour@ccpsnet.net)

or

[Mandy\\_Robson@ccpsnet.net](mailto:Mandy_Robson@ccpsnet.net)

## **V. Your Employment**

### **A. Approval to Begin Work**

Individuals hired as substitutes are eligible to work only after all employment processing has been completed and approved by the Substitute Management Office.

While the school division employs substitutes in various job types, employees may only accept substitute *teaching* assignments when college transcripts documenting a minimum of 60 credit hours have been submitted to and approved by the Substitute Management Office. Accepting teaching assignments prior to remittance of documentation and approval by the Substitute Management Office may result in termination of employment.

## **B. Maximum Allowable Days Substitute Employees May Work**

Due to stipulations of the *Affordable Care Act*, substitute employees may work a **maximum** of 134 days per year.

Once 134 days of work has been performed, individuals are not eligible to work as substitutes again until the following school year.

Substitute employees may track the number of days they have worked, or are scheduled to work, by viewing their “Review Assignments” page in the SmartFind System.

## **C. Substitute Status Update Form**

The “Substitute Status Update Form” is used to reactive and/or deactivate substitute employment, or to update educational levels/degree status. This form may be accessed via the CCPS website under the “Substitute Resources” section.

## **D. Temporary Work Assignment (TWA)**

In addition to substitute employment, CCPS employs individuals in various work assignments on a temporary basis (TWAs).



As the school division allows employees to hold only one type of job at a time, individuals may not work as substitutes and in TWA assignments concurrently. If a TWA agreement is received in HR for a current substitute employee, the employee will be deactivated as a substitute prior to the start of the TWA. To be reactivated, the substitute must complete the Substitute Reactivation Form.

### **E. Pay Rates**

Pay rates vary for different substitute assignments. Employees working as substitute teachers are paid on either a degreed or non-degreed basis, and must submit documentation to verify degree status.

As related to substitute teaching assignments, changes in pay rates as a result of obtaining of a degree are effective on the date documentation is received by the Substitute Management Office, and not the date of degree conferral.

### **F. Pay Days and Deductions**

Paychecks are processed twice a month, normally on the 15<sup>th</sup> day of the month and the last workday of the month.

The school division is required by law to make withholding deductions for federal and state income taxes (based upon completed tax withholding certificates) and Social Security taxes. In addition, deductions may be arranged for banks, credit

unions, tax sheltered annuities, etc., provided that employees have authorized them in writing.

Employees are encouraged to utilize direct deposit for receipt of pay.

### **G. Employee Number**

Substitute employees are assigned an employee number. Substitutes use this number to access SmartFind online as well as for signing in at school sites. School sites use the number to enter pay for substitute employees.

### **H. Resignations**

Substitute employees who are not available to work for an extended period of time, or who desire to be removed from the substitute roster, should notify the Substitute Management Office using the “Substitute Status Update Form.”

**Substitute employees who do not work a minimum of 3 days within a school year shall be removed from the substitute roster.**

### **I. Reactivations**

Substitute employees who desire to return to work within the same year they have separated from substitute employment should forward a “Substitute Status Update Form” to the Substitute Management Office.

If the period of employment separation has been greater than one year, a new employment application must be completed.

## **VI. Job Assignments**

### **A. Canceling Jobs**

In the event that it is necessary to cancel a substitute job the cancellation must be made by the employee in the SmartFind system as soon as possible, with as much advance notice as possible.

If it is not possible to cancel a job in the SmartFind system prior to the night before the job assignment at 10 p.m., the employee must notify the school site by phone or email immediately. Additionally, it is required that the employee verify the job has been cancelled by checking the SmartFind system.

Frequent last minute cancellations may result in an exclusion/termination of employment.

### **B. Jobs with Special Instructions**

It is imperative that employees review any “instructions” associated with a job assignment. Changes in job location and/or time are often communicated via special instructions.

### **C. Pre-arranged Jobs**

At times, school sites will pre-arrange jobs with substitute employees. If such a pre-arranged job is not visible in the SmartFind system, the employee should contact the school to share this information and ensure the job is entered into the system.

### **D. Specified Jobs**

School sites will often request specific substitute employees for jobs. Upon receipt of a phone call or email of request, the employee should notify the requester of his or her intention regarding the job by accepting or rejecting the job in the SmartFind system.

If the job occurs more than 30 days into the future, the job will not be visible in the SmartFind system. Jobs with a start date of 30 days or less are visible in the system.

### **E. Long Term Substitute Assignments**

Long term substitute assignments occur when a substitute works for 20 consecutive days, for the same individual, with no break in service.

Long term substitute assignments are paid at a higher rate of pay than regular substitute assignments. Individuals working long term assignments are paid at the higher rate upon the 21<sup>st</sup> consecutive day of work, and receive retro pay for

the first 20 days of work. Only substitute teachers and technology resource assistants (TRAs) are eligible for long-term pay.

Long term substitute job assignments are filled directly by schools, and not through the Substitute Management Office.

## **VII. Operational Information**

### **A. Inclement Weather**

In the event the public schools are closed due to inclement weather or other emergencies, employees may access information by:

- tuning in to Comcast Channel 96 or Verizon Channel 26;
- checking the Chesterfield County Public Schools' website at <http://mychesterfieldschools.com>;
- checking Facebook (<http://www.facebook.com/chesterfieldschools>); or
- listening to local radio and television stations.

The SmartFind calling system will not notify substitute employees of school closings or cancellations.

### **B. Change of Name, Address, or Telephone Number**

Substitute employees are responsible for notifying the Substitute Management Office in writing of changes in name, address, or telephone number. The “Employee Personal Information Change Form”, located on the CCPS website, should be used for notification. Name changes require submission of a new social security card denoting the change.

### **C. Employment Verification**

The Human Resources Department provides employment verification for employees. A signed authorization from the employee must be received before verification is given.

All requests for employment verifications must be submitted in writing. Requests may be faxed to 804-768-1085, Attention Substitute Management Office.

### **D. Fraud, Waste, and Abuse Reporting**

Any employee who has knowledge of or a reason to suspect an occurrence of fraud, waste or abuse should immediately report the occurrence to his or her supervisor or the Chesterfield County Internal Audit Department. Reporting options include:

Fraud Hotline: (804) 318-8000

On-line: <https://www.chesterfield.gov/>

Email: [audit@chesterfield.gov](mailto:audit@chesterfield.gov)

Mail: P.O. Box 40, Chesterfield, VA 23832

FAX: (804) 768-93469

In Person: 10021 Iron Bridge Road

## **VIII. Discipline**

### **A. Exclusion from a School**

The school administration determines which substitute employees may be assigned to their school building. Should the administration determine that a substitute employee will not be assigned to his/her school building; the employee will be notified of the “exclusion.”

Reasons for “exclusion” include, but are not limited to:

- ineffective classroom management
- inability to implement lesson plans
- repeatedly cancelling substitute jobs
- not showing up for substitute jobs
- frequently arriving late for jobs
- inappropriate/unprofessional interactions with students and/or adults.

The receipt of repeated exclusions may result in termination of employment. Receipt of an exclusion for a single, severe action may also result in termination. Questions regarding why an exclusion was enacted should be directed to the school administration.

### **B. Termination**

Continued employment as a substitute is contingent upon compliance with CCPS standards of conduct.

Conduct that is detrimental to students, other employees, or the school division's reputation or that is not in the best interest of the instructional program shall be cause for termination. Employees may be terminated for violation of school division or departmental policies and rules, unsatisfactory job performance or for other just cause.

## **IX. Human Resources Policies**

### **A. Child Abuse and Neglect Reporting**

Any substitute employee who has reason to suspect that a student has been abused or neglected shall report this information to the school administration. The administration will then report the suspected abuse or neglect to the appropriate authorities.

Should a substitute employee be accused of abusing or neglecting a student, the allegation will be reported to Child Protective Services authorities for investigation. The employee will not be permitted to work during the period of investigation.

### **B. Computer and Internet Use**

For many employees, Chesterfield County Public Schools provides a computer system including access to the Internet. These resources are provided for the purpose of producing work output and



facilitating information sharing, innovation and communication.

All users have the responsibility of utilizing the computer system and Internet for work-related activities and in a considerate, ethical and lawful manner.

### **C. Drug-Free Workplace**

The unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance (including alcohol or anabolic steroids) by an employee on school property, at any school activity or on any school-sponsored trip is prohibited.

Any employee convicted of a drug-related criminal offense must notify the school division within five days after such conviction. Compliance with this provision is a condition of employment.

### **D. Employee Dress**

Employees are considered to be representatives of the school division and are required to dress and groom themselves in a manner that portrays a professional image. Any manner of dress or personal hygiene that is disruptive to the work of the school division or to those being served shall be considered inappropriate.

### **E. Equal Employment Opportunity**

Chesterfield County Public Schools is an equal employment opportunity employer and does not discriminate against any group or individual on the basis of race, color, religion, disability, national origin, political affiliation, age or sex.

Equal employment opportunity relates to every aspect of employment policy and practice including recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion and separation.

The individual holding the following position has been designated to address inquiries regarding non-discrimination policies and specific complaints of alleged discrimination:

Director of Human Resources  
Chesterfield County Public Schools  
9900 Krause Road  
Chesterfield, Virginia 23832  
(804) 748-1984

## **F. Hazard Communication**

On Aug. 17, 1984, the Virginia Safety and Health Codes Board adopted the Federal OSHA Hazard Communication Standard, CFR 1910.1200. The standard is designed to ensure the evaluation of chemicals to determine their hazard and apprise workers of the hazards with which they work. Individual schools/departments will inform employees of their specific hazard communication plan.

## **G. Requirement to Report Criminal Charges, Convictions, and Pleas**

Substitute employees are required to report any felony or misdemeanor charge (including any traffic offense charged as a felony or misdemeanor) to the Substitute Management Office within five (5) calendar days immediately following any such charge.

In addition, employees are required to report the conviction of or plea of guilty or no contest to any felony, misdemeanor, crime of moral turpitude or other criminal act, or placement on probation to the Substitute Management Office within five (5) calendar days immediately following any such conviction or plea.

## **H. Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors and other verbal/ physical conduct of a sexual nature constitute sexual harassment.

Chesterfield County Public Schools endeavors to provide a work environment that is conducive to the performance of job duties and free from intimidation or coercion of any form. The school division upholds a stringent policy against all forms of discrimination including sexual harassment.

## **I. Tobacco-Free Workplace**

The school division provides a tobacco-free work environment for all employees. Smoking and the use of tobacco products are prohibited in all:

- schools, administrative offices and facilities;
- school buses;
- School Board vehicles when transporting students or nonsmokers.

#### **J. Use of Social Networking Sites By CCPS Employees**

CCPS recognizes the value of student, teacher, parent, and community interaction on social networking sites that are designed for specific educational purposes and directly tied to CCPS curriculum and instruction.

With respect to social networking, employees are expected to make student internet safety, including the protection of students' personal information, a priority. CCPS therefore does not recommend that any employee establish an online social networking relationship with a currently enrolled CCPS student on his or her *personal* social networking site(s).

For the protection and safety of both employees and students, employees should consider limiting internet contact and communication with such

students to available school division-approved, work-related social networking resources made available through the CCPS network.

## **K. Weapons**

Carrying, bringing, using or possessing any firearm, dangerous device or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited and is grounds for disciplinary action.

## **L. Workers' Compensation**

All employees are covered under the provisions of the Virginia Workers' Compensation Act.

Employees must report any job-related injury or illness immediately to their supervisor. If medical treatment is necessary, employees select physicians from an authorized list and should proceed to the most conveniently located medical facility.

## **X. Benefits**

### **A. Chesterfield Federal Credit Union**

Substitute employees are eligible to participate in the Chesterfield Federal Credit Union. The credit union provides members with a payroll deduction method for saving money and a number of other

financial services. For more information, access [www.chesterfieldfcu.net](http://www.chesterfieldfcu.net).

## **B. Tax Sheltered Annuity/Deferred Compensation**

Chesterfield County Public Schools offers substitute employees 457(b) and 403(b) deferred compensation plans. Employees are eligible to participate in these IRS-approved methods for deferring federal and state income taxes on savings until retirement. Participants have the opportunity to select and combine investments in order to carefully construct a supplemental retirement plan that effectively protects and builds retirement dollars.