

**FY20-21 Albemarle County  
Schools Online Annual  
Training (OATs)**

**Slides with  
additions/revisions since  
FY19-20 have titles in red.**

# Americans with Disabilities Act (ADA)

- The ADA is a federal law that prohibits discrimination in employment against individuals who have physical or mental disabilities.
- Under the ADA, an employer is required to make “reasonable accommodations” to the disabilities-related limitations of the employee or job applicant unless it would cause the employer “undue hardship.”

## Supervisors’ Responsibility

- If an employee or job applicant requests, or you think he/she may need, reasonable accommodations in order to perform his/her job duties, please contact HR **immediately**.

# Effect of Criminal Conviction or Arrest [School Board Policy GCDA]

- In the event that any employee, whether full-time or part-time, probationary or non-probationary, is arrested for a criminal violation of any kind, whether misdemeanor or felony, he or she is required to report such arrest promptly to the employee's supervisor or department head within one (1) business day, unless mitigating circumstances exist.
- Arrests must be reported regardless of whether it occurred on-duty or off-duty.
- An arrest occurs even if an employee is released on a criminal summons and is not taken into an officer's custody.
- Failure to comply with this reporting requirement will lead to disciplinary action, up to and including termination.
- Felony and misdemeanor convictions have the same reporting requirement.

Click [here](#) to read the Effect of Criminal Conviction or Arrest policy.

# Fair Labor Standards Act (FLSA)

## [School Board Policy GCJ]

County employees are either exempt or non-exempt from *Fair Labor Standards Act* guidelines. If you are not sure of your status, [check your job description](#).

### **Exempt employees (teachers and most administrators/managers)**

- Considered “salaried” employees and do not earn additional compensation (overtime/compensatory time leave) if they work over 40 hours.

### **Non-exempt employees**

- Permission to work additional hours and overtime MUST be requested/approved in advance.
- In the situation of dual job employees, communication is required between all departments to assure that all hours the employee works are accounted for. Hours above 40 are paid at a blended rate.
- If an employee believes that they are not being compensated for all hours worked, the employee should contact Human Resources.

### **Overtime and Compensatory Leave Time (non-exempt employees)**

- Must physically work 40 hours before accruing overtime (time and a half). Leave (annual, personal, sick, holiday, etc.) does NOT count towards hours physically worked.
- With supervisor approval and employee agreement, employees may receive compensatory time leave (at time and a half) for additional time worked over 40 hours in a workweek instead of receiving overtime pay. Supervisors may always pay for overtime rather than offering compensatory time leave.

# Fair Labor Standards Act (FLSA)

## [School Board Policy GCJ]

### What counts as time worked for non-exempt employees?

- **Workweek**
  - Albemarle County's official workweek is Saturday 12:01 a.m. - Friday 12 midnight but may differ in certain departments. All work performed during the workweek counts towards hours for calculating overtime.
- **Meal and Rest Periods**
  - Lunch breaks (30 minutes or more) are not work hours and are not paid.
  - If the employee is required to perform any duties, whether active or inactive, while eating, then that time most likely has to be paid.
  - Short breaks (normally 5 to 20 minutes) are counted as hours worked and must be paid.
- **Waiting Time/Restrictive On-Call Time**
  - Hours worked when the employee is unable to use the time effectively for their own purposes or the time is controlled by the employer.
  - Employee has to stay on the employer's premises.
  - Employee has to stay so close to the employer's premises that the employee cannot use that time effectively for their own purposes.
  - The employee is so restricted that they can't use time for personal purposes.

Click [here](#) to read the FLSA policy.

# Managing Employee Time and Leave

## Non-exempt employees

- Log all time worked in Kronos.
- Submit leave requests as needed in Kronos.
- Review, request edits as needed, and approve **accurate** timecards each week.

## Exempt employees, including teachers

- Submit leave requests as needed in Kronos.
- Review, request edits as needed, and approve **accurate** timecards each week.

## Supervisors

- Manage own time and leave in Kronos as described above.
- Review and approve employee leave requests.
- Edit timecards as necessary to ensure accuracy of time and leave.
- Review and approve **accurate** employee timecards each week; consult timekeeper or contact [time@k12albemarle.org](mailto:time@k12albemarle.org) for additional support.
- Be aware that if your employee works without taking a lunch break (e.g., from 8 am-5 pm), they may be accruing overtime.
- It is your responsibility to manage employees to avoid unauthorized overtime—this may include requiring a lunch break. You may discipline an employee for working during their lunch period without permission.

# Freedom of Information Act [FOIA]

- Under the Freedom of Information Act (FOIA), almost all documents in the possession of County School Division employees are available for public scrutiny including, but not limited to, emails, handwritten notes, receipts, and draft documents.
- Almost any request from a member of the public should be considered a FOIA request—it does not need to be in writing, nor does it need to refer to FOIA.
- If you get such a request, please contact your school/department's FOIA coordinator *immediately*—state law requires that the County School Division respond to the requester within five (5) working days.
- When a citizen requests information that is not readily available or posted for public viewing, and locating this information is a more complex process than school staff either have time or expertise to handle, they should report the request to Phil Giaramita, the Superintendent's designee for FOIA.

Click [here](#) to read the FOIA policy.



# Harassment

## [School Board Policy GBA]

- Discrimination and sexual harassment are prohibited by the County School Division, because they erode morale, impair employees' work ability, and violate state and federal law.
- Harassment can take many forms: requests for sexual favors, romantic relations between supervisors and subordinates, retaliation for refusing a sexual favor, physical touching, and the creation of a hostile working environment (e.g., pin-up calendars, inappropriate emails and jokes, etc.).
- Harassment can be from peers, managers, subordinates, or others (citizens, etc.) with whom employees come into contact at work.

# Harassment

## [School Board Policy GBA]

### **Supervisors' responsibilities:**

- If you get a complaint, however small, take it seriously and go directly to HR. This includes complaints about non-employees.
- Do not do your own investigation. Instead, talk to HR.
- Realize you can be held personally liable if you knew about it or should have known about it.

### **Employees' responsibilities:**

- You have the right to a workplace free of discrimination and sexual harassment. If you are uncomfortable with any person's behavior, you should ask him or her to stop it immediately.
- If you believe you may have witnessed or experienced discrimination and/or sexual harassment, please report it to your supervisor or Human Resources as soon as possible.
- Employees reporting such behavior are protected from retaliation.

Click [here](#) to read the Harassment policy.

# Title IX Statement

Title IX of the Educational Amendments of 1972, 20 U.S.C. §§1691 *et seq.*, prohibits discrimination on the basis of sex in educational programs or activities receiving federal funds, including discrimination in employment and student admissions. All Albemarle County Public Schools students, applicants and employees are covered by this law. For questions or concerns regarding Title IX, please contact the Title IX Coordinator (Lorna Gerome, Director of Human Resources, 401 McIntire Road, Charlottesville, VA 22902, 434-296-5827).

# Non-Discrimination

## [School Board Policy GB]

- Albemarle County is an Equal Opportunity Employer.
- It is the policy of the Board not to discriminate against any employee because of sex, gender\*, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information, sexual orientation\*, or any other characteristic protected by law.
- Discrimination for any of the above reasons is prohibited in recruitment, examination, appointment, training, promotion, retention, discipline, and any other aspects of Human Resources administration.

*\*Should not be interpreted to be an expansion of the laws of the Commonwealth of VA.*

Click [here](#) to read the Equal Employment Opportunity/Nondiscrimination policy.

# Standards of Conduct

## [School Board Policy GBC]

All County School employees are expected to meet minimum standards of conduct. These include, but are not limited to, the following:

- Timely and regular attendance
- Dependable application of time
- Satisfactory work performance
- Appropriate attire
- Courteous and professional behavior toward the public and fellow employees

Click [here](#) to read the Standards of Conduct policy.

# Child Abuse and Neglect Mandated Reporting

## Mandated Reporters are:

- Individuals, 18 years and older, who are associated with, employed or volunteer with a:
  - public organization responsible for the care, custody, or control of children;
  - private sports organization or team; public or private day camps, youth centers, or youth recreation programs;
  - public or private institution of higher learning
- The identity of mandated reporters is not disclosed unless court ordered or required under § 63.2-1503 D of the Code of Virginia

## Timeframe to Report:

- Mandated reporters are required to report as soon as possible, but **no later than 24 hours** after having a suspicion of a reportable offense. The Department's toll-free child abuse and neglect hotline is **1-800-552-7096** or Albemarle Department of Social Services at 972-4010 during regular business hours.
- NEW Online Mandated Reporter Portal: <https://vacps.dss.virginia.gov/>

## Additional Responsibilities:

- Mandatory reporters are not required to make a report if they have actual knowledge that the same matter has already been reported to Child Protective Services (CPS).
- Persons who are designated to receive reports from mandated reporters in hospitals or schools must notify the person who made the initial report when the report is made to Child Protective Services, who received the report, and any communication resulting from the report.

## Increased Penalties:

- A second failure to report will result in a fine of not less than \$1,000;
- In cases of rape, sodomy, or object sexual penetration, a person who fails to make the required report shall be guilty of a Class 1 misdemeanor.

More detailed training is available from the Department of Social Service; please contact [Kelly Rogers](#), [Tammy Yarborough](#), or [Kelly Wells](#).

# If You Are Injured at Work

- In the event of an emergency, please call 911 or go to the nearest Emergency Room!
  - Severe and catastrophic injuries or bloodborne pathogens exposures (bite, needlestick, etc.) - call HR within 2 hours.
  - Notify your supervisor - injuries must be reported immediately.
  - Complete a First Report of Injury at the [UnitedHeartland website](#) with your supervisor or his/her designee - requires login by school or department designated user(s).
  - Sign the [Panel of Physicians Form](#) and return a signed copy to HR for your medical file. (If there is a need for medical treatment, you will only be eligible for reimbursement if you are seen by a doctor on the approved Panel of Physicians AND your claim is ultimately approved by Vacorp, the workers' comp administrator.)
  - If you miss time from work, your supervisor is responsible for tracking the amount of time missed and reporting it to HR. If you miss more than three (3) days, you or your supervisor must notify HR to start the Family Medical Leave (FML) process.
  - ***Remember that just because you are injured at work does not mean it will be covered by Workers' Compensation insurance.***
  - Contact HR throughout the process for questions, concerns, or assistance.
- Click [here](#) read the Workers' Compensation policy.










# Hazard Communication

- There are globally recognized pictogram labels that are used on chemicals in the Globally Harmonized System (GHS).
- An inventory of all chemicals used in your work environment has been created and this list is stored electronically. Click [here](#) to access it (note: this link takes you to an external site; if prompted to log in, hit the Cancel button).
- If you need to add a chemical, please contact Building Services.
- A Safety Data Sheet (SDS) is available on each of these chemicals and tells you the identity, hazards and the manufacturer of the chemical and safety precautions you should take when using it.
- It is also important for you to understand labels which are used to indicate the type of hazard and the degree of hazard the chemical may pose.



# Understanding GHS Labels

- There are 9 pictogram labels under the GHS protocols.
- In addition, there are two signal words: **Danger** (greater hazard) and **Warning** (lesser hazard).

GHS - Hazard Pictograms and Related Hazard Classes		
		
<b>Explosing Bomb</b> <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-reactives</li> <li>• Organic Peroxides</li> </ul>	<b>Corrosion</b> <ul style="list-style-type: none"> <li>• Skin corrosion/burns</li> <li>• Eye damage</li> <li>• Corrosive to metals</li> </ul>	<b>Flame Over Circle</b> <ul style="list-style-type: none"> <li>• Oxidizing gases</li> <li>• Oxidizing liquids</li> <li>• Oxidizing solids</li> </ul>
		
<b>Gas Cylinder</b> <ul style="list-style-type: none"> <li>• Gases under pressure</li> </ul>	<b>Environment</b> <ul style="list-style-type: none"> <li>• Aquatic toxicity</li> </ul>	<b>Skull &amp; Crossbones</b> <ul style="list-style-type: none"> <li>• Acute toxicity (fatal or toxic)</li> </ul>
		
<b>Exclamation Mark</b> <ul style="list-style-type: none"> <li>• Irritant (eye &amp; skin)</li> <li>• Skin sensitizer</li> <li>• Acute toxicity</li> <li>• Narcotic effects</li> <li>• Respiratory tract irritant</li> <li>• Hazardous to ozone layer (non-mandatory)</li> </ul>	<b>Health Hazard</b> <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive toxicity</li> <li>• Respiratory sensitizer</li> <li>• Target organ toxicity</li> <li>• Aspiration toxicity</li> </ul>	<b>Flame</b> <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-heating</li> <li>• Emits flammable gas</li> <li>• Self-reactives</li> <li>• Organic peroxides</li> </ul>

# Bloodborne Pathogens

There are 3 types of pathogens to be aware of (OSHA Bloodborne Pathogen standard):

- HIV
- Hepatitis B
- Hepatitis C
- These pathogens can be present in numerous types of body fluids and can live on surfaces for many days, depending upon the organism.
- In the event that you come into contact with blood or any type of body fluids, DO NOT attempt to clean it up. Instead, you should contact Building Services for their assistance.

## ***Hepatitis B Vaccination***

- Employees who work in jobs with greater risk for an exposure to Hepatitis B are eligible to receive the vaccination series (cost covered by the County). Some examples are Special Education and Building Services employees -[click here](#) to learn more.
- Any employee may request authorization by contacting their supervisor or Human Resources.

# HR Contacts

HR serves both Local Government and School Division employees. The main phone number is 434-296-5827. School Division contacts include:

- HR Director: Lorna Gerome, Ext. (7)3016
- Assistant Director: Brodie Downs, Ext. (7)3215
- Elementary Schools HR Generalist: Eirini Vlavianos, Ext. (7)3348
- Secondary Schools HR Generalist: Jennifer Weller Kim, Ext. (7)3256
- Support Services HR Generalist: Davra Miller, Ext. (7)3015
- Frontline/Substitutes Contact: Loren Hawkins, Ext. (7)3618
- Benefits Contact: Emily Perrault, Ext. (7) 3569
- Leave/FMLA Contact: Katie Vaught, Ext. (7)3303
- Licensure Specialist: Michael Thomas, Ext. (7)3365
- Retirement Contact: Jenny Stearns, Ext. (7)3011
- Workers' Compensation Contact: Alex Patterson, Ext. (7)3846
- Benefits Program Manager: Claudine Cloutier, Ext. (7)3018
- Compensation & Rewards Program Manager: Dana Robb, Ext. (7)3017
- Safety & Wellness Program Manager: Leanne Knox, Ext. (7)3075

# Need more information?

All of the School Board Personnel Policies are available for review [here](#).

Click [here](#) to sign into a secure site where you verify that you have completed your FY 2020-21 Albemarle County Schools Online Annual Training.