

PERSONNEL

Employee Associations

A. Right to Form, Join, etc.

The Superintendent shall ensure the right of all employees, freely and without fear of penalty, to form, join, assist, or be represented by an employee association or to refrain from such activity. The School Board shall continue to exercise unilaterally its final managerial authority.

B. Employee Association- definition

An employee association is defined as an organization comprised of and organized by only employees or retirees of Virginia Beach City Public Schools.

C. Use of School Facilities for Employee Association Business

Employee associations are authorized to use school facilities for association business as set forth below.

1. With the prior approval of the principal, an employee association representative may confer with an individual association member on school premises, either before or after such member's established work hours.
2. An employee association may hold meetings of its members on school premises, provided: a) a written request for the use of school premises is submitted to the principal at least twenty-four (24) hours in advance of such use; b) the request is approved; c) the meeting is not held during the regular work hours of the facility being used; and d) the employee association agrees to pay any customary charges that may be assessed for custodial services and utilities.
3. One (1) bulletin board shall be set aside at each school specifically for the posting of information by employee associations. The principal of each school shall determine the size and location of such bulletin board; provided, however, that the bulletin board shall be at least two (2) feet by three (3) feet in size and shall be located away from student areas. Any information posted on school premises by an employee association shall only be posted on the designated bulletin board.
4. Employee associations may distribute information in teacher mailboxes, provided such distribution is: a) done by a member of the employee association and not by a school's administrative staff; and b) only occurs before the beginning of, or after the end of, a school's regular workday.

5. With the prior approval of the principal, employee associations may use a school's public address system to announce the date, time and place of association meetings, provided such use does not occur during the instructional part of the day.

Notwithstanding the above, school premises, bulletin boards, teacher mailboxes and public address systems shall not be used by any employee association, on its own behalf or on behalf of a political action committee or other entity, for the distribution or dissemination of information which directly or indirectly supports or opposes any candidate for public office.

D. Additional Services

In addition to the foregoing, any employee association as defined in this Policy shall be entitled to the following:

1. With the prior approval of the Superintendent or designee, an employee association's members may take leave to conduct employee association business, provided the employee association reimburses the School Division for ~~any such leave taken, which reimbursement shall be at the member's hourly rate of pay~~ actual expenses for required substitutes for members approved for association leave; and
2. An employee association may have the dues of its members deducted from such members' paychecks, provided the employee has provided authorization to the Administration to have employee association dues deducted from his/her paycheck. Effective with Fiscal Year 2006-2007, the employee must provide appropriate authorization to and as determined by the Administration to withhold dues. Such withholding will remain in force until the employee provides appropriate authorization as determined by the Administration to discontinue the deduction. Employees who are employed or join an employee association after November 1st may elect to have their dues deducted from their paychecks for the remainder of the fiscal year by providing appropriate authorization to the Administration at least ten (10) days before the date they want the first such deduction to take place. Verification of such authorization, and the deduction of dues, shall be conducted by the Administration, provided the employee association reimburses the School Division for the actual cost to provide this service.

Editor's Note

On October 5, 1999, the School Board passed a Resolution Authorizing Superintendent to Suspend Employee Association's Privilege of Using School Facilities in Response to Association's Violation of School Board Policy or Regulation Governing Use. This resolution gives the Superintendent authority to suspend an association's privileges under

this Policy for a period of up to twelve (12) months. This resolution will remain in effect until the School Board takes action to revoke it. A copy of the resolution can be found in the School Board minutes for October 5, 1999, and attached to this policy.

Related Links

School Board [**October 5, 1999 Resolution**](#)

Adopted by School Board: November 1, 1977

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

Amended by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: September 21, 1999

Amended by School Board: June 8, 2004

Amended by School Board: December 20, 2005

Amended by School Board: February 13, 2018

[**Amended by School Board: 2021**](#)

APPROVED AS TO
LEGAL SUFFICIENCY


