

## PERSONNEL

### Definitions

For the purpose of differentiating between various employees of the School Board the following definitions shall apply:

#### **A. Employees of the Board**

All employees are "Employees of the School Board:" and whenever reference is made to employees without distinction, such statement shall refer to all employees with the exception of the School Division Superintendent.

##### 1. Full-time

With the exception of Bus Drivers/Bus Assistants, ~~and Food Service employees~~ and other position classifications as defined in School Board Regulation 4-37.3, a full-time employee is defined as a School Board employee ~~who is scheduled to routinely work thirty five (35) hours (0.875 FTE) or more per consecutive workweek~~ and who fills one hundred ~~(100)~~ percent (100%) of a budgeted full-time equivalency position. Such employee's hours and workday shall be specified by the Superintendent/designee. ~~All newly hired Bus Drivers/Bus Assistants and Food Service employees who actually work twenty five (25) hours (0.625 FTE) or more per consecutive work week shall be considered to be full-time employees. Bus Drivers/Bus Assistants and Food Service employees hired prior to September 5, 2007, will be grandfathered in at the original rate of twenty (20) hours per week for Bus Drivers/Bus Assistants and fifteen (15) hours per week for Food Service Employees. Position classifications defined in School Board Regulation 4-37.3 are considered fFull-time employees.~~ Full-

time employees shall be entitled to ~~the full range of~~ benefits provided by the School Board. Refer to School Board Policy 4-37, as amended, ~~and School Board Regulation 4-37.3.~~

## 2. Part-time

With the exception of Bus Drivers/Bus Assistants, ~~and Food Service employees, and other position classifications as defined in School Board Regulation 4-37.3, employees defined in Section A.1.~~ a part-time employee is ~~defined as~~ an employee ~~who is scheduled to work less than thirty-five (35) hours per week (0.875 FTE) and~~ who fills less than ~~one hundred~~ 100 percent (100%) of a budgeted full-time equivalency position. ~~Refer to School Board Policy 4-37, as amended, regarding benefits provided to part-time employees, and School Regulation 4-37.3 regarding benefits eligibility. Part-time employees may be entitled to School Board provided leave benefits on a pro-rated basis; however, an employee must fill fifty percent (50%) or more of an allocated position in order to be eligible for pro-rated leave benefits and other employee benefits. Part-time employees are eligible for certain retirement plans and employee benefit plans. Refer to School Board Policy 4-37, as amended.~~

## **B. Licensed Personnel**

Licensed personnel shall include those employees who are required to have teaching licenses or other licensure from the Virginia Board of Education to perform the job to which they are currently assigned. For the purpose of this Policy, school psychologists, school social workers, and school counselors are included in this category.

## **C. Classified Personnel**

Classified personnel shall include those employees designated in the Compensation Plan as approved by the School Board. Classified

personnel are employees who perform clerical, instructional assistance, labor, and other support functions for the School Division.

#### **D. Administrative Personnel**

Administrative personnel shall be those employees designated in the Compensation Plan as approved by the School Board which include, but are not limited to, non--school-based instructional and non-instructional administrators, principals, assistant principals, and instructional supervisors as that term is defined by the Virginia Board of Education Regulations.

#### **E. Professional Personnel**

Professional personnel shall be those employees designated in the Compensation Plan as approved by the School Board. This category includes but is not limited to, occupational therapists, physical therapists, psychologists, nurses, computer programming and systems analysts, and accountants.

#### **F. Temporary Employee**

A temporary employee is one who is employed for a specified purpose over a limited period of time and does not fill a budgeted full-time equivalency position, including those persons employed pursuant to a temporary employment agreement. All categories of substitutes are temporary employees. ~~A written contract shall be required for a substitute teacher who fills a teacher vacancy for longer than ninety (90) days in one school year. No license shall be required for substitute teachers employed to substitute for a contracted teacher, for a period of less than twenty (20) consecutive days. A temporarily employed teacher means: (a) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence; or (b) one who is employed to fill a teacher vacancy for a period of time, but for no longer than ninety (90) teaching days in such vacancy<sup>1</sup>, unless otherwise approved by the Virginia Department of Education~~

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<sup>1</sup> During the 2023-2024 and 2024-2025 school years, the School Board may employ a temporarily employed teacher to fill such a vacancy for a period of time not to exceed 180 days during one school year.

(VDOE) on a case-by-case basis, during one school year. A temporarily employed teacher is not required to be licensed by VDOE, nor will a written contract be issued for a temporarily employed teacher.

~~Long-term substitute teachers, defined as those substitutes teaching for more than twenty (20) consecutive days in the same position, shall hold or be eligible for a Virginia license.~~ Employees who are regular full-time contracted personnel may also be employed in a temporary status, e.g., full-time contracted teachers may be temporarily employed as summer schoolteachers or for one school year only. Temporary employees are not eligible for most benefits arising out of their service in this capacity unless such benefits are specifically designated in the temporary employment agreement or as outlined in School Board Policy 4-37, as amended ~~as certain retirement plans and employee benefit plans are available to Temporary employees.~~ Temporary employees shall not have the right to access the grievance procedure in any matter regarding dismissal, ~~probation~~probation, or other disciplinary action.

### **G. Probationary Employees**

All employees, other than those subject to §§ 22.1-303 and 22.1-294 of the Code of Virginia (as amended), during the initial eighteen (18) months from the first day of employment or re-employment in a full-time position with the School Board are considered to be in a probationary status and shall have no right to access the grievance procedure in any matter regarding dismissal, ~~probation~~probation, or other disciplinary matter.

### **Legal Reference**

Code of Virginia § 22.1-79, as amended. Powers and duties.

Code of Virginia § 22.1-294, as amended. Probationary terms of service for principals, assistant principals, and supervisors; evaluation; reassigning principal, assistant principal, or supervisor to teaching position.

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Code of Virginia § 22.1-302, as amended. Written contracts required; execution of contracts; qualifications of temporarily employed teachers; rules and requirements.

Code of Virginia § 22.1-303, as amended. Probationary terms of service for teachers.

### **Related Links**

School Board [\*\*Policy 4-37\*\*](#)[\*\*Policy 4-37\*\*](#)

School Board [\*\*Policy 4-56\*\*](#)[\*\*Policy 4-56\*\*](#)

School Board [\*\*Policy 4-75\*\*](#)[\*\*Policy 4-754-10\*\*](#)

School Board [\*\*Regulation 4-90.1\*\*](#)[\*\*Regulation 4-90.1\*\*](#)

School Board [\*\*Policy 4-92\*\*](#)[\*\*Policy 4-92\*\*](#)

[\*\*School Board Regulation 4-37.31\*\*](#)

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

Amended by School Board: September 7, 1999

Amended by School Board: September 5, 2007

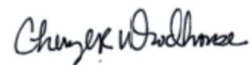
Amended by School Board: November 9, 2010

Scrivener's Amendments: August 16, 2013

Amended by School Board: November 8, 2017

Amended by School Board: September 14, 2021

[\*\*Amended by School Board: 2023\*\*](#)

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