

## PERSONNEL

### Licensed Personnel: Contracts

#### A. Contracts

A written contract, in a form prescribed by the Virginia Board of Education, shall be made by the School Board with each teacher employed by it, except those temporarily employed. A temporarily employed teacher means i) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence or ii) 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 Superintendent of Public Instruction on a case-by-case basis, during one school year.

Temporarily employed teachers will sign a Substitute Assignment Sheet or a Temporary Employment Agreement, depending upon the nature of the employment. Such agreement will set forth the terms and conditions of employment and shall provide that there is no promise of continued or future employment by the School Board.

#### B. Special Covenants

Special covenants relating to each year's contract shall be sent to the teacher at the time the contract for the ensuing year is made. All contracts shall include as a provision or special covenant a condition that the terms of the contracts are issued contingent upon continued appropriation of funds (including receipt of federal and/or state funds) necessary to meet the contracts.

### Notes

<sup>1</sup> During the ~~2023-2024~~2025-2026 and ~~2024-2025~~2026-2027 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.

### Legal Reference

Code of Virginia § 22.1-302, as amended (2025). Written contracts required; execution of contracts; qualifications of temporarily employed teachers; rules and requirements.

Code of Virginia § 22.1-298.8, as amended. Public elementary and secondary school teachers; certain training activities; frequency.

Virginia Department of Education Regulations 8VAC20-441, as amended. Regulations Governing the Employment of Professional Personnel.

## **Related Links**

School Board [Policy 2-50](#)

School Board [Policy 4-1](#)

Adopted by School Board: October 21, 1969

Amended by School Board: August 19, 1975

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)

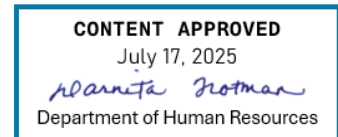
Amended by School Board: January 18, 2000

Amended by School Board: June 8, 2004

Amended by School Board: March 27, 2018

Amended by School Board: September 12, 2023

[Amended by School Board: 2025](#)



APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Lencioni