

Employee Benefits Overview

Roanoke City Public Schools offers a comprehensive benefits program designed to support the health, financial security, and well-being of employees and their families. This document provides a brief overview of available employee benefits.

For complete details regarding eligibility, coverage, and plan provisions, employees should refer to the RCPS Benefits Intranet or contact the Human Resources Department. In the event of any discrepancy between this overview and official plan documents, insurance contracts, or School Board policies, the official documents and policies will govern.

Benefits are subject to change in accordance with School Board policy and applicable state and federal regulations.

Employee Assistance Program (EAP)

[Employee Assistance Program | Carilion Clinic](#)

The RCPS-sponsored Employee Assistance Program (EAP) through Carilion provides confidential support for employees and their families when facing life's challenges. Whether you are dealing with personal concerns, work-related stress, family matters, grief or loss, substance use issues, or financial concerns, the EAP offers professional guidance and support. This service is **free for RCPS employees and eligible family members**. Your well-being is important to us, and we encourage you to take advantage of this valuable resource whenever you need support. To connect with the EAP, call **(800) 992-1931**.

Health, Vision, and Dental Insurance

Employees interested in enrolling in the school division's health, vision, and dental insurance plans may receive **partial premium coverage from the School Board** for individual employee coverage. Employees are responsible for paying the remaining premium balance.

Additional information about benefits is available on the [RCPS Benefits Enrollment Hub](#) or by contacting **Celeste Brown, Benefits Coordinator**, at cbrown@rcps.info or **(540) 853-2728**.

- **Health and Vision Insurance** – UnitedHealthcare
Call **(800) 638-4802** or visit www.myuhc.com
- **Prescription Coverage** – Express Scripts
Call **(844) 803-7603** or visit www.express-scripts.com
- **Dental Insurance** – Delta Dental of Virginia
Call **(800) 237-6060** or visit www.deltadentalva.com
- **Flexible Spending Accounts** – HealthEquity/WageWorks
Call **(877) 924-3967** or visit <https://participant.wageworks.com>
- **Health Savings Accounts** – Optum Bank
Call **(866) 234-8913** or visit <http://optumbank.com>

Retirement Benefits

Roanoke City Public Schools participates in the Virginia Retirement System (VRS), which provides retirement benefits for eligible employees. Depending on an employee's hire date and eligibility, employees may participate in VRS Plan 1, VRS Plan 2, or the VRS Hybrid Retirement Plan.

VRS Plan 1 and Plan 2

Employees enrolled in VRS Plan 1 or Plan 2 participate in a defined benefit retirement plan that provides a monthly retirement benefit based on a formula that considers the employee's age, years of service, and average final compensation.

Employees contribute 5% of their salary toward retirement through payroll deduction. The School Board also contributes to VRS on behalf of employees at a rate determined annually by VRS. These combined contributions help fund the retirement benefit employees may receive upon meeting the eligibility requirements.

Employees become vested in the retirement benefit after completing five years of creditable service. Once vested, employees are eligible for a future retirement benefit upon meeting the age and service requirements established by VRS.

VRS Hybrid Retirement Plan

Employees hired on or after January 1, 2014, generally participate in the VRS Hybrid Retirement Plan, which combines elements of a defined benefit plan and a defined contribution plan.

The defined benefit component provides a monthly retirement benefit based on age, years of service, and average final compensation. The defined contribution component allows employees to build a retirement account through mandatory and voluntary contributions, as well as employer matching contributions.

Employees contribute a total of 5% of their salary, which includes 4% toward the defined benefit component and 1% toward the defined contribution component. Employees may also choose to make additional voluntary contributions and receive employer matching contributions.

Employees become vested in the defined benefit portion of the Hybrid Retirement Plan after completing five years of creditable service. Employee contributions to the defined contribution portion are immediately vested. Employer matching contributions to the defined contribution portion vest over four years in accordance with VRS guidelines.

Hybrid Plan Voluntary Contributions

Employees participating in the Hybrid Retirement Plan may choose to make voluntary retirement contributions in addition to their required contributions. Employees can contribute up to an additional 4% of their salary, and the employer will match a portion of those voluntary contributions.

The employer provides matching contributions according to the following structure:

Voluntary Employee Contribution | Employer Match

- Up to 1% | 1%
- Next 1% | 0.5%
- Next 2% | 0.25%

Employees who contribute the full additional 4% are eligible to receive the maximum employer matching contribution of 2.5%.

Mandatory contributions and employer matching contributions are deposited into the Hybrid 401(a) Cash Match Plan. Voluntary contributions are deposited into the Hybrid 457 Deferred Compensation Plan, where employees may select from available investment options.

Voluntary Retirement Savings Opportunities

In addition to VRS retirement plans, employees may choose to save additional funds for retirement through voluntary retirement savings programs, including 403(b) and 457(b) plans, as well as Roth 403(b) and Roth 457(b) options. These plans allow employees to contribute additional funds to their retirement accounts through payroll deduction.

For complete details about retirement benefits, including eligibility requirements, contribution options, and retirement planning resources, employees should visit the myVRS member portal at [myVRS - Login](#) or review information available on the RCPS Benefits Intranet.

Leave Management

[GCBD-BR1-Staff Leaves and Absences](#)

Leave of Absence

Employees who anticipate being absent from work for more than **five consecutive workdays** due to a medical condition affecting themselves or an eligible family member may apply for job-protected leave under the **Family and Medical Leave Act (FMLA)** or applicable RCPS leave policies.

All leave requests must comply with the applicable federal law and RCPS policies in effect at the time of the request. For assistance with FMLA or other extended leave requests, please contact **Melissa Hensley, HR Leave Specialist**, at mhensley@rcps.info.

Vacation Leave

The School Board provides annual leave to all 12-month employees and certain administrative employees working less than a 12-month contract, in accordance with the schedule below.

Years of Service	Days Earned Per Month	Maximum Accrual
0–4 years	1 day	24 days
5–9 years	1.25 day	30 days
10+ years	1.5 day	36 days

Vacation leave is accrued monthly and used with supervisor approval.

- Annual vacation leave balances for eligible employees will be reviewed and adjusted on November 30 each year to ensure compliance with the maximum accumulation limits outlined in the schedule.
- Employees who separate from employment with the School Board are eligible to receive payment for any accrued annual leave, up to the maximum accumulation limit indicated above.
- All 12-month personnel on the teacher pay scale earn vacation and sick leave in the same manner as employees on the administrative and supervisory pay scales.
- Accrued vacation leave may be used at any time, subject to operational needs and supervisor approval. Employees should submit vacation requests to their immediate supervisor as far in advance as possible, but no later than five days prior to the first day of leave. Departments may limit the number of employees taking leave at the same time to ensure adequate staffing and operational continuity.

Personal Leave

Eligible employees who do not hold a 12-month position are granted two days of paid personal leave each year. Use of personal leave immediately before or after a holiday is strongly discouraged. Employees requesting leave during these times may be required to take leave without pay (AWOP).

Unused personal leave is converted to accumulated sick leave at the end of the school year.

Sick Leave

Regular employees accrue sick leave at a rate of one day per contract month. Sick leave may be used for personal illness, injury, medical appointments, or other qualifying circumstances in accordance with School Board policy and procedures established by the Superintendent or designee.

VRS Plan 1 and Plan 2 Members:

Eligible employees participating in the Virginia Retirement System Plan 1 or Plan 2 accumulate sick leave at a rate of one day per contract month. The maximum accumulation is 180 days for 10-month employees and 216 days for twelve-month employees. Employees on other contract lengths will accrue leave on a **pro-rata basis based on their contract length**.

VRS Hybrid Plan Members:

Eligible employees who participate in the Virginia Retirement System Hybrid Plan, which includes short-term disability coverage, accumulate sick leave at a rate of one day per contract month. The maximum accumulation is 70 days for 10-month employees and 72 days for 12-month employees. Employees on other contract lengths will accrue leave on a pro-rata basis based on the length of their contract.

Employees who are absent due to illness for more than three consecutive workdays may be required to provide medical documentation verifying the need for leave. The School Board reserves the right to request medical documentation for any absence when deemed appropriate by the employee's supervisor or the Human Resources Department.

Sick Leave Bank

Since the 1988–1989 school year, RCPS has offered a voluntary Sick Leave Bank to support eligible employees who have accumulated sick leave and experience a qualifying medical hardship.

Eligibility

- Employees covered under Virginia Retirement System (VRS) Plan 1 or Plan 2 may participate.
- New hires eligible under VRS Plan 1 or Plan 2 may enroll within 31 days of hire by donating two (2) sick leave days to the Sick Leave Bank.
- Employees hired on or after January 1, 2014, who participate in the VRS Hybrid Retirement Plan, are not eligible to participate.

Membership

- Once enrolled, membership is continuous.
- Employees who maintain continuous employment and continue to occupy a position with sick leave benefits at RCPS are not required to reapply to the Sick Leave Bank each year.

Administration

- The Sick Leave Bank program is administered by the **Department of Human Resources**.

Life Insurance

Eligible employees are covered by the Virginia Retirement System (VRS) Group Life Insurance Program beginning on their first day of employment. The coverage amount equals twice the employee's annual salary rounded to the next highest thousand dollars.

RCPS pays the full premium for this basic coverage. Employees may also purchase optional life insurance for themselves and eligible family members through payroll deduction.

Additional Information

For more detailed information about the Virginia Retirement System (VRS) Group Life Insurance Program, including plan details and member resources, please visit [myVRS - Login](#) or contact the RCPS Human Resources Department.

Ethical Workplace and Workforce

Community Feedback System

RCPS Community Feedback System supports individuals in asking questions, making suggestions, offering compliments, and reporting concerns.

RCPS is committed to safeguarding the confidentiality of both students and employees in accordance with School Board Policy and State/Federal Law. The Community Feedback System securely processes reports that protect the reporter's privacy while allowing for the tracking and development of appropriate responses, including those related to the Superintendent's Working Papers. Aggregate data from the Community Feedback System will be reported to the School Board at least quarterly.

[Community Feedback System - Roanoke City Public Schools](#)