

## PERSONNEL – DEFINITIONS

The Board will maintain standard definitions of employment and will classify employees in accordance with these definitions, unless otherwise stated by policy or the Code of Virginia.

### A. Classified Employees

Classified personnel are those employees of the Board who are not contracted teachers. These employees are normally paid on the Albemarle County administrative/classified pay scale or other approved scale. Exceptions must be approved by the Director of Human Resources/designee.

### B. Employees of the Board

"Employees of the Board" means all ~~employees of the Board however designated~~ persons working for the Board in exchange for money, except for independent contractors, volunteers, and employees of Partner Agencies. All unspecified references to "employees" shall refer to all the employees of the Board except the Albemarle County Superintendent of Schools. All employees of the Board, excluding those who have written contracts, are "employees at-will" and may be dismissed from employment at any time, with or without cause.

### C. ~~B.~~ Licensed Administrators

Licensed administrators are those classified employees who work in leadership/supervisory capacities, are normally paid on the administrative/classified pay scale, are issued written contracts, and are required by the Virginia Department of Education to hold a valid license issued by the Commonwealth of Virginia for their positions.

### D. Non-Licensed Administrators

Non-licensed administrators are those classified employees who work in leadership/supervisory capacities and are normally paid on the administrative/classified pay scale. They are not issued written contracts and are not required by the Virginia Department of Education to hold licenses for their positions.

### E. Partner Agency

A Partner Agency is a public agency/organization which is on the Albemarle County Public Schools and Albemarle County Local Government financial systems, including payroll, and has agreed in writing to follow some or all Albemarle County Public Schools and/or Albemarle County Local Government policies. Employees of Partner Agencies remain employees of their respective Partner Agencies. They are not employees of Albemarle County Public Schools or Albemarle County Local Government and are not entitled to any of the rights, privileges, or benefits related to employment with either unless otherwise agreed upon in writing by the Board/designee or expressly provided by policy.

### F. Substitute Teacher

#### 1. ~~Temporarily Employed Teacher~~

2.

3. ~~—(i) one~~ Those temporary employees who are (i) 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 90 teaching days in such vacancy, unless otherwise approved by the State Superintendent of Public Instruction on a case-by-case basis, during one school year.

G. Teaching Personnel

“Teacher” shall mean a person who ~~holds a~~ is required to hold a valid teaching or specialist license and/or is paid on the teacher pay scale. Teachers are issued contracts and license waivers in accordance with the Code of Virginia and the Virginia Department of Education.

H. Temporary Employees

Temporary employees are those hired for a specific period of time or for the duration of a specific project, activity, or group of assignments. Employees working as substitutes in the absence of incumbents for regular positions are also considered temporary employees. Pay is based upon an established or agreed-upon rate exclusive of the teacher pay scale or the administrative/classified pay scale. Employment Agreements may be entered into to establish terms and conditions of employment and any benefits provided.

~~C. Licensed Administrative Personnel~~

~~Licensed administrators are those employees who work in leadership/supervisory capacities, are paid on the administrative/classified pay scale, and are required by the Virginia Department of Education to hold a valid license issued by the Commonwealth of Virginia for their positions.~~

~~D. Classified Personnel/Non Licensed Administrators~~

~~Classified personnel are those employees of the Board who are not teachers or administrators. These personnel are paid on the Albemarle County administrative/classified pay scale.~~

~~Non-licensed administrators are those employees who work in leadership/supervisory capacities and are not required by the Virginia Department of Education to hold a license. These personnel are paid on the Albemarle County administrative/classified pay scale.~~

Adopted: July 1, 1993  
Amended: July 8, 1996; December 8, 1997; August 16, 2004; January 27, 2011; October 11, 2012; January 22, 2015

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-293; 22.1-295; 22.1-313; 8 VAC §§20-440-10 *et seq.*

Cross Ref.: GC, Licensed Staff  
GCB, Licensed Staff Contracts  
GCG, Licensed Staff Probation and Tenure

**PROCEDURE FOR COMPLIANCE—  
DEFINITION OF EMPLOYEE STATUS**

A. Definitions of Types of Employment

4.1. Regular - Employment in an approved, budgeted, non-temporary, full-time or part-time position that is part of the regular School Board workforce. The term “permanent” means the same as “regular” as these terms are used interchangeably throughout Board policies. The use of the term “pPermanent” is not meant to construe does not confer any right, privilege, or benefit of employment beyond that provided by School Board policy or written contract of employment and does not impose any obligation, burden, or contract of continued employment, implied or otherwise, on behalf of the School Board.

a. Full-time - Employment in an established position that meets the requisite hours per work-week and weeks per fiscal year for that position.

b. Part-time - Employment in an established position requiring less than the hours designated as full-time for that particular position.

c. Probationary - Non-temporary, non-licensed, full-time or part-time employees newly assigned to authorized positions. Probationary periods are established based upon the position. Probationary employees are at-will and are not eligible to utilize grievance procedures.

For licensed employee probation, refer to policy GCG, Licensed Staff Probation and Tenure.

d. Non-probationary - Those regular employees who have successfully completed the prescribed probationary period.

2. Temporary - Employment is on a day-to-day basis and not part of the regular School Board workforce.

5. Employment in a position established for a specific period of time or for the duration of a specific project or group of assignments. Or, employment as a substitute in the absence of the incumbent for a position classified as full time or part time, as defined in section A.1. above.

6. Probationary: Employees newly assigned to authorized positions. Probationary periods are established based upon the position, usually a six (6) month period for non-licensed classified staff. For licensed personnel, Virginia Department of Education regulations governing continuing contract status apply. Probationary employees are eligible for salary increases and benefits based on status. Probationary employees may be full time or part time.

B. Months Worked

The following designations shall apply. Exceptions must be approved by the Director of Human Resources/designee.

1. 10-month Employees - Those employees whose positions primarily follow the student

calendar. Days worked per school year is generally 210 or fewer, but may extend to 219. While actual work may be performed in these months, July and August are not considered months worked for benefits and payroll calendar purposes.

2. 11-month Employees - Those employees whose positions primarily follow the student calendar, but have additional responsibilities throughout the year, including the summer. Days worked per school year is generally 220 to 240, but may extend to 259. While actual work may be performed in this month, July is not considered a month worked for benefits and payroll calendar purposes.
3. 12-month Employees - Those employees who work the entire fiscal year. Days worked is 260.

### C. Extent of Participation in Benefits

#### 1. Employee Status

a. Full-time Regular: ~~Those employees who have successfully completed the prescribed probationary period.~~ Full-time regular employees ~~receive are~~ eligible for all employment benefits available under School Board policy.

b. Part-time Regular: Must be at least half-time (50% of the full-time equivalency full-time [FTE] for that position) ~~or more~~ to be eligible to participate in prorated medical and dental benefits, leave benefits, and applicable retirement and life ~~insurance~~ programs. If less than half-time, employees are not benefits eligible. ~~Board of~~ Employees hired prior to the implementation of this policy (i.e. October, 1985) and who received benefits, will not lose such benefits. If less than half time, participate in no benefit programs.

When an employee holds two or more part-time regular positions, the positions' FTEs may be combined to determine eligibility for medical and dental benefits, leave benefits, and applicable retirement and life insurance programs. However, an employee must be full-time regular in a single position to participate in the Virginia Retirement System (VRS.)

The School Board may extend certain benefits to groups of part-time employees at rates established for full-time employees.

a-c. Temporary: ~~Hired for short term needs on a daily basis. These Temporary employees are not eligible for do not receive benefits and are paid only for hours worked, unless approved by the Director of Human Resources/designee.~~

#### 2. Benefits-Eligibility for Insurance Benefits

a. New employees are eligible for medical and dental insurance coverage the first day of the month following the month in which they are hired. ~~Employees are not required to pay the employee premium for the first month. Non-benefits eligible employees who subsequently become eligible will be treated the same as new employees regarding coverage start date and premium~~

~~payments. Employees who previously declined coverage and subsequently elect coverage will be treated the same as new employees regarding initial premium payments. Medical/dental premiums are paid in advance of the month of coverage. Additional payment or credit is not provided to eNew employees who do not electing medical or /dental coverage, are not eligible to receive payment in lieu of benefits costs.~~

~~————— Except as provided under COBRA or other applicable law, medical/dental insurance coverage may continue through the end of the month following the month of termination provided all employee premiums are paid. Otherwise, coverage will cease at the end of the month of termination.~~

Except as provided under COBRA or other applicable law, medical and dental insurance coverage ceases on the last calendar day of the month for which the premium was paid.

b. County Spouses

~~Employees who are married to other Board employees will be eligible for two Board contributions toward medical/dental insurance. Benefits-eligible employees who are married to other benefits-eligible employees of the School Board or the Board of Supervisors who are on Albemarle County insurance plans will be eligible for discounted medical and dental insurance. It is the responsibility of the employee to notify the Department of Human Resources of this situation and, upon notification, the change in contribution will be made with-for the next payroll period. In no event will the The School Board be is not responsible for and will not make retroactive payments to employees who fail to provide this notification. In the event such married Board employees legally divorce, it is the responsibility of those employees to notify Human Resources immediately of the effective date of the divorce. Employees who fail to provide timely notice of the divorce will be required to reimburse the School Board or the Board of Supervisors for any benefits received, or premiums required, for the period during which they were no longer eligible for dual contributions.~~

CD. Continuous Service

1. 1. ——— Definition - uninterrupted employment while-as a regular employee with Albemarle County Public Schools or /Albemarle County Local Government.

~~————— When agreed upon in writing by the Board/designee, regular employees moving between certain Partner Agencies and Albemarle County Public Schools or Albemarle County Local Government are considered continuously employed so long as they do not have a break in service.~~

2. ——— Continuous service is broken by the following:

1. a) Termination of employment by the County.

2. —

3. b) Resignation by the employee.

3. Continuous service is broken by voluntary or involuntary termination of regular employment by the employee or the employer.

4. A transfer directly to a new position- with no work time missed is not considered to be a break in service. Employees who work 10-month or 11-month positions do not have a break in service if they fulfill the preceding school year's employment period/contract and are provided a new position/contract by the time the new position would begin for the next school year. This includes contracts/employment for 12-month positions. The Director of Human Resources/designee may approve exceptions for transfers, promotions, and demotions when continuous service may cause a business hardship, particularly with contracted employees. Employees are responsible for any applicable insurance premiums when changing positions and/or months worked.

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January 22, 2015

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Cross Ref.: GBM, Licensed Teaching Staff Grievances  
GBMA, Classified Staff Grievances  
GCB, Licensed Staff Contracts  
GCG, Licensed Staff Probation and Tenure  
GCN, Performance Review