FY14-15 Albemarle County Schools Online Annual Training (OATs)
Slides with additions/revisions since FY13-14 have titles in red.
Our Strategic Plan

The Division’s strategic plan has one student-centered strategic goal:

All Albemarle County Public Schools students will graduate having actively mastered the lifelong-learning skills they need to succeed as 21st century learners, workers and citizens.

• [Click here to read about Horizon 2020](#), the Division’s strategic plan

• [Click here to learn more about School and Department Improvement Plans](#)

  Click on a school or department name to review its plan.
Americans with Disabilities Act (ADA)

• The ADA is a federal law that prohibits discrimination in employment against individuals who have physical or mental disabilities.

• Under the ADA, an employer is required to make “reasonable accommodations” to the disabilities-related limitations of the employee or job applicant unless it would cause the employer “undue hardship.”

• Click here to review the Reasonable Accommodation request form
Americans with Disabilities Act (ADA)

Supervisors’ Responsibility

• If an employee or job applicant requests, or you think he/she may need, reasonable accommodations in order to perform his/her job duties, please contact HR immediately.

Example: A request to work a 10-hour day, 4 days per week schedule in order to attend physical therapy once a week for 3 months is a request for a reasonable accommodation.

• Requests should be discussed with the employee/job applicant and properly documented.
Effect of Criminal Conviction or Arrest

[School Board Policy GCDA]

• In the event that any employee, whether full-time or part-time, probationary or non-probationary, is arrested for a criminal violation of any kind, whether misdemeanor or felony, he or she is required to report such arrest promptly to the employee’s supervisor or department head within one (1) business day, unless mitigating circumstances exist. Arrests must be reported regardless of whether it occurred on-duty or off-duty. An arrest occurs even if an employee is released on a criminal summons and is not taken into an officer’s custody. Failure to comply with this reporting requirement will lead to disciplinary action, up to and including termination.

Click [here](#) to read the Effect of Criminal Conviction or Arrest policy.
County employees are either exempt or non-exempt from *Fair Labor Standards Act* guidelines. If you are not sure of your status, check your job description.

**Exempt employees (teachers and most administrators/managers)**
- Considered “salaried” employees
- Do not earn overtime/compensatory time off if they work over 40 hours

**Non-exempt employees with a scheduled 40-hour workweek**
- Must physically work 40 hours before accruing overtime. Annual, sick, and holiday leave do NOT count towards hours physically worked.
- Permission to work overtime MUST be requested in advance.
- If you are REQUIRED by your manager to work overtime, you have the choice of being paid or earning time off (at time-and-a-half). If an employee believes that he/she is not being compensated for all hours worked, the employee should contact the Human Resources Manager who works with his/her department.
- Albemarle County’s workweek is Saturday 12:01 a.m. - Friday 12 midnight.
- There is no limit to how many hours an employee can work as long as the employee is over 16 years old and appropriately compensated.
- Whether an employee is considered full-time or part-time does not change the application of the FLSA.
- In the situation of dual job employees, communication is required between the two departments to assure that all hours the employee works are accounted for. Hours above 40 are paid at a blended rate, as calculated by HR.
- Employees transferring to another department or to an exempt position must arrange to use their comp time or be paid out.
Suffered or Permitted
• Work not requested by the employer but suffered or permitted is work time. It is the employer’s duty to see that work is not performed if the employer doesn’t want the work performed. This is true for work performed away from the office or work site, or even at home.

Waiting Time
• Waiting time is counted as hours worked when the employee is unable to use the time effectively for their own purposes or the time is controlled by the employer.

On-Call Time
• On-call time is hours worked when:
  – Employee has to stay on the employer’s premises
    OR
  – Employee has to stay so close to the employer’s premises that the employee cannot use that time effectively for his or her own purposes
    OR
  – The employee is so restricted that he/she can’t use time for personal purposes
Meal and Rest Periods

• Lunch breaks (30 minutes or more) are not work hours and are not paid.
• If the employee is required to perform any duties, whether active or inactive, while eating, then that time most likely has to be paid (except for certain circumstances).
• Short breaks (normally 5 to 20 minutes) are counted as hours worked and must be paid.

Training Time

• Time spent in meetings, lectures, or training is considered hours worked and must be paid at the employee’s regular hourly rate, unless all 4 of these are true:
  • Attendance is outside regular working hours
  • Attendance is voluntary (i.e. not required)
  • Training is not job related
  • No productive work is done during attendance
Fair Labor Standards Act (FLSA)
[School Board Policy GCJ]

Travel Time
• Ordinary home to work travel is not work time.
• Travel between job sites during the normal work day is work time.

Recordkeeping
• Employers must keep certain records for each non-exempt employee, including:
  – Time and day of week when employee's workweek begins
  – Hours worked each day
  – Total straight-time hours worked each workweek
  – Total overtime hours worked each workweek
Fair Labor Standards Act (FLSA) [School Board Policy GCJ]

**Timesheets**
- Need to be completed at least weekly by all non-exempt staff, signed by the supervisor, and turned into department’s leave person by the Monday after the workweek ends.
- Monthly Leave Report is completed by exempt staff if leave is used during the month.
- Can be completed electronically or on paper

**Do Albemarle employees have to record their exact in and out times, including lunch?**
- **IT DEPENDS!** FLSA only requires that employers have an accurate record of the total number of hours worked every day – not specific times.
- However, departments may choose to have employees record exact in and out times depending on their specific needs.

*For supervisors:*
- Be aware that if your employee works without taking a lunch break (e.g., from 8 am-5 pm), they may be accruing overtime.
- It is your responsibility to manage their schedules to avoid unauthorized overtime—this may include requiring a lunch break. You may discipline an employee for working during their lunch period without permission.

Click [here](#) to read the FLSA policy.
Family and Medical Leave Act (FMLA) [School Board Policy GCC]

- The Family and Medical Leave Act (FMLA) provides up to 12 workweeks (can be used in “blocks” or intermittently) of unpaid, job-protected leave per year to eligible employees. This leave is for the serious health condition of the employee, spouse, child, or parent as well as for pregnancy, adoption, or foster care. It may also be used for a qualifying exigency for a covered family member on military active duty.

- FMLA can run concurrently with accrued paid leave, including sick, sick leave family, personal, annual, compensatory or sick bank (may be used for employee’s condition only). Time missed during worker’s compensation-related injuries may also run concurrently. Time taken off for FMLA does not count against the employee’s attendance record.

Supervisors’ responsibility

- Encourage employees who miss more than three days to check with HR to see if they are eligible for FMLA.

Click [here](#) to read the FMLA policy.
Freedom of Information Act [FOIA]

• Under the Freedom of Information Act (FOIA), almost all documents in the possession of County School Division employees are available for public scrutiny including, but not limited to, emails, handwritten notes, receipts, and draft documents.

• Almost any request from a member of the public should be considered a FOIA request—it does not need to be in writing, nor does it need to refer to FOIA. If you get such a request, please contact your school/department’s FOIA coordinator immediately—state law requires that the County School Division respond to the requester within five (5) working days.

• Click here to read the FOIA policy.
Harassment

[School Board Policy GBAA]

- Discrimination and sexual harassment are prohibited by the County School Division, because they erode morale, impair employees’ work ability, and violate state and federal law.
- Harassment can take many forms: requests for sexual favors, romantic relations between supervisors and subordinates, retaliation for refusing a sexual favor, physical touching, and the creation of a hostile working environment (e.g., pin-up calendars, inappropriate emails and jokes, etc.).
- Harassment can be from peers, managers, subordinates, or others (citizens, etc.) with whom you come into contact at work.
Harassment
[School Board Policy GBAA]

Supervisors’ responsibilities:
• If you get a complaint, however small, take it seriously and go directly to HR as soon as possible before doing an investigation.
• Realize you can be held personally liable if you knew about it or should have known about it.

Employees’ responsibilities:
• You have the right to a workplace free of discrimination and sexual harassment. If you are uncomfortable with any person’s behavior, you should ask him or her to stop it immediately.
• If you believe you may have witnessed or experienced discrimination and/or sexual harassment, please report it to your supervisor as soon as possible. Employees reporting such behavior are protected from retaliation.

Click here to read the Harassment policy
Title IX Statement

Title IX of the Educational Amendments of 1972, 20 U.S.C. §§1691 et seq., prohibits discrimination on the basis of sex in educational programs or activities receiving federal funds, including discrimination in employment and student admissions. All Albemarle County Public Schools students, applicants and employees are covered by this law. For questions or concerns regarding Title IX, please contact the Title IX Coordinator (Lorna Gerome, Director of Human Resources, 401 McIntire Road, Charlottesville, VA 22902, 434-296-5827).
Non-Discrimination

- Albemarle County is an Equal Opportunity Employer.
- It is the policy of the Board not to discriminate against any employee because of race, color, religion, age, sex, disability, national origin, pregnancy, sexual orientation* or marital status.
- Discrimination for any of the above reasons is prohibited in recruitment, examination, appointment, training, promotion, retention, discipline, and any other aspects of Human Resources administration.

*Should not be interpreted to be an expansion of the laws of the Commonwealth of VA.
Standards of Conduct

[School Board Policy GBC]

All County School employees are expected to meet minimum standards of conduct. These include, but are not limited to, the following:

- Timely and regular attendance
- Dependable application of time
- Satisfactory work performance
- Appropriate attire
- Courteous and professional behavior toward the public and fellow employees

Click [here](#) to read the Standards of Conduct policy.
Child Abuse and Neglect
Mandated Reporting

Timeframe to Report:
• Mandated reporters are required to report as soon as possible, but no later than 24 hours after having a suspicion of a reportable offense. The Department’s toll-free child abuse and neglect hotline is 1-800-552-7096 or Albemarle Department of Social Services at 972-4010 during regular business hours.

Additional Responsibilities:
• Mandatory reporters are not required to make a report if they have actual knowledge that the same matter has already been reported to Child Protective Services (CPS).
• Persons who are designated to receive reports from mandated reporters in hospitals or schools must notify the teacher, staff member, resident, intern or nurse who made the initial report when the report is made to Child Protective Services, who received the report, and any communication resulting from the report.

Increased Penalties:
• A second failure to report will result in a fine of not less than $1,000;
• In cases of rape, sodomy, or object sexual penetration, a person who fails to make the required report shall be guilty of a Class 1 misdemeanor.

New Mandated Reporters:
• Individuals, 18 years and older, who are associated with, employed or volunteer with a:
  – public organization responsible for the care, custody, or control of children;
  – private sports organization or team;
  – public or private day camps, youth centers, or youth recreation programs;
  – public or private institution of higher learning
Classified Staff Grievances
[School Board Policy GBMA]

• This grievance procedure shall afford a timely and fair method for the resolution of disputes arising between the School Board and its full-time regular classified employees (excluding supervisory employees) regarding all grievable matters.

• There are definitions provided for specific words and terms providing clarification for this policy.

• Specific procedures and timelines must be followed.

• Failure to comply with timelines may end the grievance process.

Click [here](#) to read the Classified Staff Grievance policy.
Licensed Teaching Staff Grievances

[School Board Policy GBM]

• This grievance procedure shall afford a timely and fair method for the resolution of disputes arising between the School Board and its tenured employees regarding dismissal, suspension, or other disciplinary actions.

• This grievance policy is specifically aligned to the Code of Virginia and the Code’s defined processes and procedures.

• There are definitions provided for specific words and terms providing clarification for this policy.

• Specific procedures and timelines must be followed.

• Failure to comply with timelines may end the grievance process.

Click here to read the Licensed Teaching Staff Grievances policy.
In the Event You Are Injured at Work

- In the event of an emergency, please call 911 or go to the nearest Emergency Room!
- Notify your supervisor of injury.
- Complete a First Report of Accident
- Sign the Panel of Physicians Form and return a signed copy to HR for your medical file. (If there is a need for medical treatment, you will only be eligible for reimbursement if you are seen by a doctor on the approved Panel of Physicians AND your claim is ultimately approved by Sedgwick, the workers comp administrator.)
- All doctor’s notes must be sent to both Sedgwick and HR for your medical file.
- If you miss time from work, your supervisor is responsible for tracking the amount of time missed and reporting it to HR. If you miss more than four (4) days you or your supervisor must notify HR to start the Family Medical Leave (FML) process.
- Remember that just because you are injured at work does not mean it will be covered by Workers Compensation insurance.

Click here read the Workers’ Compensation policy.
Hazard Communication

• There are new globally recognized labels that you will start to see on chemicals with the implementation of the Globally Harmonized System (GHS).

• An inventory of all chemicals used in your work environment has been created and this list is stored electronically. Click here to access it.

• A Material Safety Data Sheet (MSDS) is available on each of these chemicals and tells you the identity, hazards and the manufacturer of the chemical and safety precautions you should take when using it. Under the new GHS protocols, these will be called Safety Data Sheets (SDS) in the future and they will have 16 standards of required information.

• It is also important for you to understand labels which are used to indicate the type of hazard and the degree of hazard the chemical may pose. You will see both old and new labels between 2013 and 2016.
Understanding Labels

• It is important for you to understand warning labels which you may see. A common type is the NFPA diamond. The diamond is subdivided into four general categories:
  - **Health (blue)**
  - **Flammability (red)**
  - **Reactivity (yellow)**
  - **Special (white)**

• Each of the three colored areas in the NFPA fire diamond has a box in which the degree of hazard can be written. The degree of hazard is given by these numbers:

<table>
<thead>
<tr>
<th>Number</th>
<th>Degree of Hazard</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>EXTREME</td>
</tr>
<tr>
<td>3</td>
<td>SERIOUS</td>
</tr>
<tr>
<td>2</td>
<td>MODERATE</td>
</tr>
<tr>
<td>1</td>
<td>SLIGHT</td>
</tr>
<tr>
<td>0</td>
<td>MINIMAL</td>
</tr>
</tbody>
</table>
Understanding NEW GHS Labels

- There are 9 pictogram labels under the new GHS protocols.
- In addition, there are two signal words: **Danger** (greater hazard) and **Warning** (lesser hazard).
Bloodborne Pathogens

• According to the OSHA Bloodborne Pathogen standard, there are 3 types of pathogens which can be present in numerous types of body fluids and can live on surfaces for many days, depending upon the organism: HIV, Hepatitis B, and Hepatitis C.

• In the event that you come into contact with blood or any type of body fluids, DO NOT attempt to clean it up. Instead, you should contact Building Services or General Services for their assistance.

• Employees who are at risk for exposure to bloodborne pathogens are eligible for Hepatitis B vaccinations with no cost to the employee.
Electronic Cigarettes
[School Board Policy GBECA]

• The use of electronic cigarettes is prohibited on school buses, on school premises, and at school-sponsored activities.

Click here read the Electronic Cigarettes policy.
Emergency Preparedness

• Please familiarize yourself with the posted evacuation plan for your building.

• Remember that stairways are the primary means for evacuation and that in the event of an emergency, no one is permitted to re-enter the building until advised to do so.
Need more information?

All of the School Board Personnel Policies are available for review [here](#).

Click [here](#) to complete a short quiz testing your knowledge of County policies and procedures. After successfully completing the quiz, you will sign into a secure site where you verify that you have completed your FY 2014-15 Albemarle County Schools Online Annual Training.