

**FY16-17 Albemarle County  
Schools Online Annual  
Training (OATs)**

**Slides with  
additions/revisions since  
FY15-16 have titles in red.**

# 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.”

## 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**.

# 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.

# Fair Labor Standards Act (FLSA)

## [School Board Policy GCJ]

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 and do not earn overtime/compensatory time off if they work over 40 hours

### **All Non-exempt employees**

- Permission to work overtime MUST be requested in advance.
- 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.
- If an employee believes that he/she is not being compensated for all hours worked, the employee should contact Human Resources.

### **Non-exempt employees with a scheduled 40-hour (or more) workweek**

- Must physically work 40 hours before accruing overtime. Annual, sick, and holiday leave do NOT count towards hours physically worked.
- 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).

### **Non-exempt employees with a scheduled 39.5-hour (or less) workweek**

- Must physically work the scheduled number of hours for the workweek before accruing overtime pay (straight pay or time and a half pay). Annual, sick, and holiday leave do NOT count towards hours physically worked.

# Fair Labor Standards Act (FLSA) [School Board Policy GCJ]

## What counts as work time?

- **Regular Work**

- Albemarle County's official workweek is Saturday 12:01 a.m. - Friday 12 midnight but may differ in certain departments.

- **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.

- **Waiting Time**

- 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**

- Employee has to stay on the employer's premises
- 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
- The employee is so restricted that he/she can't use time for personal purposes

Click [here](#) to read the FLSA policy.

# Timesheets & Leave Forms

## 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 employee 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.

# 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.
- When a citizen requests information that is not readily available or posted for public viewing, and locating this information is a more complex process than school staff either have time or expertise to handle, they should report the request to Phil Giaramita, the Superintendent's designee for FOIA.

Click [here](#) to read the FOIA policy.

# Harassment

## [School Board Policy GBA]

- 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 GBA]

### **Supervisors' responsibilities:**

- If you get a complaint, however small, take it seriously and go directly to HR. This includes complaints about non-employees.
- Do not do your own investigation. Instead, talk to HR.
- 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 or Human Resources 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

## [School Board Policy GB]

- Albemarle County is an Equal Opportunity Employer.
- It is the policy of the Board not to discriminate against any employee because of sex, gender\*, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information, sexual orientation\*, or any other characteristic protected by law.
- 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.*

Click [here](#) to read the Equal Employment Opportunity/Nondiscrimination policy.

# 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.

# Leave Policy Provisions for Teachers and other 10/11 Month Employees [School Board Policy GCC]

- Personal leave may not be taken during the first ten (10) instructional days and/or the last five (5) instructional days.
- Personal leave may be used provided it does not immediately precede or follow a school holiday or another leave. A school holiday is defined as a weekday when schools are closed for students and teachers.
- The Principal/Department head may limit the number of employees granted personal leave on a given day to assure the orderly and efficient operation of the school/department.
- Personal leave may not be granted to an employee who has not met expectations for attendance during the current and/or previous school year.

Click [here](#) to read the Leave 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 three (3) 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.***
- If your claim is denied, you may appeal with the WC Commission.
- Contact HR throughout the process for questions, concerns, or assistance.

Click [here](#) read the Workers' Compensation policy.

# Hazard Communication

- There are globally recognized pictogram labels that are used on chemicals in 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 (note: this link takes you to an external site; if prompted to log in, hit the Cancel button).
- If you need to add a chemical, please contact [Lindsay Check Snoddy](#).
- A Safety Data Sheet (SDS) 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.
- 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.

# Understanding GHS Labels

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

GHS - Hazard Pictograms and Related Hazard Classes		
		
<b>Expanding Bomb</b> <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-reactives</li> <li>• Organic Peroxides</li> </ul>	<b>Corrosion</b> <ul style="list-style-type: none"> <li>• Skin corrosion/burns</li> <li>• Eye damage</li> <li>• Corrosive to metals</li> </ul>	<b>Flame Over Circle</b> <ul style="list-style-type: none"> <li>• Oxidizing gases</li> <li>• Oxidizing liquids</li> <li>• Oxidizing solids</li> </ul>
		
<b>Gas Cylinder</b> <ul style="list-style-type: none"> <li>• Gases under pressure</li> </ul>	<b>Environment</b> <ul style="list-style-type: none"> <li>• Aquatic toxicity</li> </ul>	<b>Skull &amp; Crossbones</b> <ul style="list-style-type: none"> <li>• Acute toxicity (fatal or toxic)</li> </ul>
		
<b>Exclamation Mark</b> <ul style="list-style-type: none"> <li>• Irritant (eye &amp; skin)</li> <li>• Skin sensitizer</li> <li>• Acute toxicity</li> <li>• Narcotic effects</li> <li>• Respiratory tract irritant</li> <li>• Hazardous to ozone layer (non-mandatory)</li> </ul>	<b>Health Hazard</b> <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive toxicity</li> <li>• Respiratory sensitizer</li> <li>• Target organ toxicity</li> <li>• Aspiration toxicity</li> </ul>	<b>Flame</b> <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-heating</li> <li>• Emits flammable gas</li> <li>• Self-reactives</li> <li>• Organic peroxides</li> </ul>

# Bloodborne Pathogens

- Bloodborne pathogens are infectious microorganisms present in blood that can cause disease in humans.
- These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), the virus that causes AIDS.
- Workers exposed to bloodborne pathogens are at risk for serious or life-threatening illnesses.
- If you encounter blood or other body fluids, DO NOT attempt to clean it up. Instead, you should contact Building Services for their assistance.



# Emergency Preparedness

- Please familiarize yourself with the 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.
- Click [here](#) to check out the Virginia Department of Emergency Management guide for what to do during a tornado, fire, earthquake, or active shooter event.
- Click [here](#) to learn the basics of using a fire extinguisher.\*

*\*Fire extinguisher training video provided by [www.femalifesafety.org](http://www.femalifesafety.org)*



# Wellness Program

- The BeWell Albemarle wellness program is designed to be a resource for participants and site users and is intended for educational and informational purposes only. It is not intended to replace or substitute for the services of trained professionals in any field, including but not limited to medical, legal or financial matters.
- Also, we are required by law to maintain the privacy and security of your personally identifiable health information. You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

Click [here](#) to read the full disclaimer and notice regarding the BeWell Albemarle wellness program.

# HR Contacts

HR serves both Local Government and School Division employees. The main phone number is 434-296-5827. School Division contacts include:

- HR Director: Lorna Gerome, Ext. (7)3016
- Schools Assistant Director: John Gray, Ext. (7)3215
- Director of Educator Quality: Clare Keiser, Ext. (7)4514
- Elementary Schools HR Generalist: Traci Brooks, Ext. (7)3348
- Secondary Schools HR Generalist: Jennifer Weller Kim, Ext. (7)3256
- Support Services HR Generalist: Davra Miller, Ext. (7)3015
- Aesop/Substitutes Contact: Patrice West, Ext. (7)4560
- Benefits Contact: Tiffany Sackett, Ext. (7)3569
- Leave/FMLA Contact: Molly Munsey, Ext. (7)3303
- Licensure Specialist: Beth Churms, Ext. (7)3014
- Retirement Contact: John McQuilkin, Ext. (7)3074
- Workers Compensation Contact: Jenny Stearns, Ext. (7)3011
- Schools Staffing & Recruitment Manager: Mitsuko Clemmons-Nazeer, Ext. (7)3846
- Benefits Program Manager: Claudine Cloutier, Ext. (7)3018
- Compensation & Rewards Program Manager: Dana Robb, Ext. (7)3017
- Safety & Wellness Program Manager: Leanne Knox, Ext. (7)3075

# 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 2016-17 Albemarle County Schools Online Annual Training.