

**FY17-18 Albemarle County
Schools Online Annual Training
(OATs)**

**Slides with
additions/revisions since
FY16-17 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.



Our Strategic Plan

For the 2017-2019 Biennium, the Albemarle County School Board has adopted the following three priorities:

- Create a culture of high expectations for all.
- Identify and remove practices that perpetuate the achievement gap.
- Ensure that students identify and develop personal interests.

These priorities are especially important during the budget development process, as they guide usage of resources.



ACPS State of the Division

- Please take a moment to familiarize yourself with the ACPS *State of the Division* Report. This report is both interactive and multi-dimensional -- much like our schools. In this report you will find artifacts that exemplify our work as it relates to the School Board's Mission. Please note, the interactive data and details of this report change as data is updated to reflect the true state of our division as of today. You can normally access the report from the "Division" tab on the ACPS home page.
- Use your regular username and password to log in.

[ACPS State of the Division](#)

ACPS Framework for Quality Learning

- Please read and use the *Framework for Quality Learning* as your framework for curriculum, assessment, and instruction. The *Framework for Quality Learning* sets rigorous expectations for how students learn, analyze information, and communicate, leading to increased student engagement, content mastery, and higher-order thinking (Figure 1).
- Application of the Framework for Quality Learning advances the Division's vision:

"All learners believe in their power to embrace learning, to excel, and to own their future."

[ACPS Framework for Quality Learning](#)

High School 2022

- Please familiarize yourself with *High School 2022*, a focused, four-year effort to guarantee meaningful and relevant high school experiences that best serve the needs and engage the interests of every student. An extension of innovative programs developed by our teachers and embraced by our students, *High School 2022* empowers students to identify, develop and pursue their interests.

[ACPS High School 2022](#)

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.

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
 - During the last five (5) instructional days.
 - Immediately preceding or following a school holiday* or another leave.
 - *A school holiday is defined as a weekday when schools are closed for students and teachers.
- Personal leave:
 - may be limited on the number of employees who are granted personal leave on a given day to assure the orderly and efficient operation of the school/department by the Principal/Department head.
 - may not be granted to an employee who has not met attendance expectations during the current and/or previous school year.

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

ALCOHOL/DRUG FREE WORKPLACE

[School Board Policy GBEA]

- The School Division will not tolerate the possession or use of illegal drugs, alcohol, or the unlawful use of prescription drugs by its employees in any job-related context and is committed to the eradication of them from the workplace.
- Counseling and referral to rehabilitation programs is available through the [Employee Assistance Program](#), which is free of cost to all employees and their families.
- Any school division employee determined to have violated this policy will be subject to disciplinary action up to and including dismissal.
- All school division employees shall be responsible for reporting any evidence of the use of drugs or alcohol by students or staff to their principal/department head.
- All such reports shall be thoroughly investigated and reported to the Superintendent or Designee and appropriate action will be taken as necessary.

Click [here](#) to read the Alcohol/Drug Free Workplace 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

- 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.

Use of Technology

[School Board Policy GDA]

- Acceptable uses include:
 - Administrative purposes
 - Professional development
 - Limited personal purposes
 - Student instruction
- Unacceptable uses include:
 - Excessive personal use
 - Promoting personal business
 - Illegal purposes (copyright violations, unauthorized software, accessing restricted systems)
 - Interfering with or disrupting users, services, equipment
 - Threatening/offensive/discriminatory communications



Use of Technology

[School Board Policy GDA]

Understanding the Division's Acceptable Use of Technology Policy:

- Electronic communications are not private and may be monitored
- Confidentiality/student privacy policies extend to electronic communications
- All students using technology must have signed permission; forms are available in the policy
- Staff members assigning or permitting student internet use must teach about acceptable and safe use and monitor student use

Click [here](#) to read the Acceptable Use of Technology policy.

Appropriate Technology-Based Communications

In our age of digital communications and social media, you must strive to ensure that your interactions with students and other staff members are appropriate and professional. Please keep the following in mind:

- Electronic/digital interactions with students and other staff should be focused on matters directly relating to and in the best interests of the school division.
- Copy an appropriate colleague or administrator for transparency when sending electronic communications to students or staff.
- Electronic communications are not private and may be monitored. They may also be shared with the public through FOIA requests.



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.
- You may use the [Sedgwick First Fill Prescription Form](#) to fill any prescriptions for injury.
- 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.

Access to Medical Records

- All employees and/or their designated representatives have a right of access to relevant Exposure and Medical Records maintained by the HR Department.
- Your records are maintained for the length of your employment + 30 years.
- For further information or to obtain a copy, contact your HR representatives. Your request will be provided within 15 days.
- Non-work-related personal health information cannot be used or shared without your written permission.



Hazard Communication

[School Board Policy EBAA]

- Globally recognized pictogram labels 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.

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



Understanding GHS Labels

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

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

Bloodborne Pathogens

[School Board Policy GBEAB]

- 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.
- For employees at greater risk of exposure to bloodborne pathogens, the hepatitis B vaccination series is available with no cost to the employee.

Click [here](#) to read the Blood Borne Contagious and Infections Diseases policy.



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 full disclaimer and notice regarding wellness program.



HR Contacts

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

Click [here](#) for all the HR contact information, and be sure to bookmark this page!



Need more information?

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

Policy revisions, additions and deletions are shared through the Division Compass

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 2017-18 Albemarle County Schools Online Annual Training.