FY15-16 Albemarle County Schools Online Annual Training (OATs)
Slides with additions/revisions since FY14-15 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.”

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  
- 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 Generalist 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 and 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
  - 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
Fair Labor Standards Act (FLSA)  
[School Board Policy GCJ]

**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.
Leave Policy

[School Board Policy GCC]

• Consistent employee presence on the job promotes and maintains excellence in Albemarle County Public Schools by providing uninterrupted continuity of service and reduced substitute costs.

• Regular attendance is a minimal expectation of all School Division employees. The minimum expectation is that an employee will miss no more than an average of one day per month of work time for individual sick leave, family illness, and/or bereavement.

Employee Responsibility:

• When the need for being absent from work is known in advance, the employee must notify his immediate supervisor as far in advance as possible.

• When an employee who has not given advance notice finds that he/she cannot report to work, the employee must notify his/her supervisor at least 60 minutes prior to the regular starting time.

• Adhere to departmental/school expectations regarding coverage for your absence as appropriate.

Supervisors’ Responsibility:

• Authorize (or refuse to authorize in exceptional cases) the advance request of an employee for permission to be absent.

• Investigate absences, especially when excessive.

• Deny leave payment for absences in violation of any Board policy.

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.

• 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 requestor 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
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.
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.
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

• 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](0x0) 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](0x0).

• 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 Labels

NFPA Rating Explanation Guide

**HEALTH HAZARD**

4 = Can be lethal
3 = Can cause serious or permanent injury
2 = Can cause temporary incapacitation or residual injury
1 = Can cause significant irritation
0 = No hazard

**FLAMMABILITY HAZARD**

4 = Will vaporize and readily burn at normal temperatures
3 = Can be ignited under almost all ambient temperatures
2 = Must be heated or high ambient temperature to burn
1 = Must be preheated before ignition can occur
0 = Will not burn

**SPECIAL HAZARD**

ALK = Alkaline
ACID = Acidic
COR = Corrosive
OX = Oxidizing
^ = Radioactive
\* = Reacts violently or explosively with water
\*= Reacts violently or explosively with water and oxidizing

**INSTABILITY HAZARD**

4 = May explode at normal temperatures and pressures
3 = May explode at high temperature or shock
2 = Violent chemical change at high temperatures or pressures
1 = Normally stable. High temperatures make unstable
0 = Stable

*This chart for reference only - For complete specifications consult the NFPA 704 Standard*
Understanding 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 to be aware of. They are:
  – HIV
  – Hepatitis B
  – Hepatitis C

• These pathogens can be present in numerous types of body fluids and can live on surfaces for many days, depending upon the organism.

• 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.
Employee Assistance Program

- The Employee Assistance Program (EAP) provides up to five free consultation visits per family to assist you or your family in dealing with personal problems which may be too difficult to resolve alone.
- Services are provided through Optima EAP.
- Discussions with an EAP counselor are confidential and protected to the full extent of the laws of the Commonwealth of Virginia.
- You may contact EAP 24 hours a day, 7 days a week, 365 days of the year.

Click [here](#) to learn more about the EAP.
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 2015-16 Albemarle County Schools Online Annual Training.