

**TAYLOR COUNTY BOARD  
OF EDUCATION**

**EMPLOYEE HANDBOOK**



**2019-2020**

**71 UTT DRIVE  
GRAFTON WEST VIRGINIA 26354  
304-265-2497**

## **OVERVIEW**

Taylor County Schools created this employee handbook to assist you with issues related to your career within the school system. This handbook contains general information regarding your employment, human resource data for service and professional employees as well as internal and external communication resources.

### **MISSION STATEMENT/**

Mission: Excellence for All

### **CORE BELIEFS**

1. We believe a system is only as good as its parts. Those parts must operate in a coherent fashion with leadership at the center. This systematizes and removes the parts operating independently.
2. We believe a coherent system of learning led by sound leadership allows the system to achieve more when there is a focused direction, operating within collaborative cultures, with attention to deeper learning and accountability both internal and external.
3. We believe our students deserve an environment where learning is a priority for all and social emotional needs are met on a daily basis.
4. We believe our students must attend everyday in order to build necessary skills to effectively move through our Pre-K -12 system ultimately graduating college and career ready.

### **EQUAL OPPORTUNITY**

As required by Federal law and regulations, the Taylor County Board of Education does not discriminate on the basis of gender, race, color, religion, socioeconomic status, genetic information or national origin in its educational programs and activities or employment. Furthermore, the Taylor County Board of Education has a “no tolerance” policy for harassment of any kind. Issues related to discrimination or harassment must be reported to the Title IX County Coordinator, 71 Utt Drive, Grafton, West Virginia 26354 or call 304-265-2497.

### **SCHOOL LAWS OF WEST VIRGINIA**

<https://wvde.us/legal-services>

### **POLICY MANUAL**

A copy of the Taylor County Board of Education Manual of Policies and Procedures is available online at <http://www.neola.com/taylor-wv/>

### **CENTRAL OFFICE CONTACTS**

The Administrative Offices of Taylor County Schools are open from 8:00 AM to 4:00 PM Monday-Friday. Phone: 304-265-2497, Fax: 304-265-2508

## **HUMAN RESOURCES**

Taylor County Schools employs approximately 310 persons. Each individual begins his/her employment in the Human Resource Department. A background check is performed on every single Taylor County Schools' employee. Copies of employment contracts are maintained by the Department of Human Resources. An identification badge is issued and should be worn at all times during working hours at all of the campuses and departmental facilities such as the transportation garage and central office.

## **EMPLOYMENT TERM**

The employment term for all employees is a minimum of 200 days. The Board may contract with all or part of its personnel for a longer term. The Board may also establish longer employment terms for specific positions within the county system.

## **SENIORITY/YEARS OF EXPERIENCE**

Seniority is the number of years an individual has worked in a specific classification for the Taylor County Board of Education. Years of experience are the number of actual years worked. Professional years of experience must be earned from an accredited school district or related field. Service years of experience are only awarded for experience completed in Taylor County Schools or for another WV school system. You must get prior years of experience verified from your previous employer(s) before you will be paid for those years of experience.

Professional employees who have previously worked for the Taylor County Board of Education as a regularly employed employee need to request that their seniority date be prorated. If a service employee resigns and is hired back at a later date, he/she starts over with no seniority but will receive years of experience.

## **BACKGROUND CHECK**

By law, all school employees are required to have a criminal background check through the state and/or federal criminal identification bureau. The fingerprinting for this background check is completed through the Department of Human Resources. The employee may be responsible for all costs associated with this requirement. Payment in full is due at the time of

fingerprinting.

## **CONTRACTS**

All employees shall execute and have on file in the Department of Human Resources an appropriate contract prior to beginning their duties. Contracts may be terminated by mutual consent of the employee and the Board or pursuant to the provisions of West Virginia Code § 18A-2-8a. Contracts do not reflect salary. A contract provides employment in Taylor County Schools, but does not guarantee a particular assignment. An employee may be transferred consistent with state law. The Board may suspend or dismiss an employee at any time for immorality, incompetence, cruelty, insubordination, intemperance, willful neglect of duty, unsatisfactory performance, and conviction of a felony or a plea of nolo contender to a felony charge. For a professional employee, failure to obtain appropriate certification or revocation of a certificate annuls a contract.

## **EMPLOYMENT RECORDS**

Official employment records for all school employees are maintained at the Central Office in the Department of Human Resources. Employment records include documents relevant to each employee's employment and evaluation. An employee has the right to inspect his/her own records. The members of the Board of Education in their official capacities, the superintendent, and the administrative staff, when authorized by the superintendent or his designee, shall have the right to inspect an employee's entire personnel record.

## **EMPLOYEE IDENTIFICATION**

The Taylor County Board of Education recognizes its obligation to provide a safe and secure working environment for its employees and students. Each employee is issued a photo identification card to be worn at all times while on Board of Education property during work hours. IDs may be used as keys and are not to be shared or loaned. Access to the building(s) is determined by the building administrator. IDs can be obtained in the Department of Human Resources. Please report a lost or stolen ID/key card to the Department of Human Resources immediately. A replacement fee (subject to change) may be charged for any damaged or lost identification/key card re-issued to the employee.

## **MEAL PRICES**

Employees have the opportunity to participate in the school meal program. If

an employee would like to charge meals, he/she must contact the Child Nutrition secretary at his/her local school to obtain an agreement form. Effective September 1<sup>st</sup> of the current school year, charging privileges will be cancelled if the completed form is not on file. Meal prices are subject to change. Contact your local school for current prices.

### **USDA NONDISCRIMINATION STATEMENT**

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

### **DUTY-FREE LUNCH**

Each teacher who is employed for more than half of the class periods of the regular school day and each service employee who is employed more than three and one-half hours per day shall be provided a daily lunch period of not less than 30 consecutive minutes. No responsibilities or duties shall be assigned during this duty-free period. A teacher may exchange this time for compensation or benefit mutually agreed upon between the teacher and the building principal. Such agreement shall be in writing.

**DOCK DAYS (ABSENCES WITHOUT PAY)**

Please be advised that, pursuant to West Virginia law (Code § 18A-4-10), school employees are only entitled to be absent with pay when utilizing their accrued leave for authorized reasons. However, employees have no right to be absent from work once all leave has been exhausted, and unpaid leave has not been requested from or authorized by the Taylor County Board of Education.

If you no longer have any leave to cover your absences, any additional absences at this time will be considered unauthorized. If you believe you qualify for any type of unpaid leave which is authorized by policy or law, you must request such leave in writing, and it must be approved by the Taylor County Board of Education.

Until you establish entitlement to and are granted unpaid leave by the board, any further absences may subject you to discipline.

If you have any questions on how many days of leave you have, please look at your pay check. It is up dated twice a month.

**DRESS**

All county employees should dress in an appropriate manner that allows them to complete their work, meet health requirements and not disrupt the work site. Some service employees will be required to dress appropriately and uniformly for their position.

**EMPLOYEE CODE OF CONDUCT**

All Taylor County Board of Education employees must abide by the West Virginia Board of Education's Employee Code of Conduct Policy 5902, which establishes appropriate standards of conduct for all West Virginia school personnel.

**OUTSIDE EMPLOYMENT**

Pursuant to Taylor County Board of Education Policy 3231, no employee shall engage in outside employment that may affect his/her ability to fulfill all professional responsibilities. Further, employees shall not permit commercial exploitation of their professional position.

**HARASSMENT PROHIBITED**

The Taylor County Board of Education prohibits any form of racial, sexual, religious, ethnic, or disability harassment, or violence or any bullying or intimidation by any student, school employee or member of the public during any school-related activity or during any education-sponsored event, whether

or not in a building or property owned, used or operated by the Board. Harassment, bullying, and intimidation are defined in Taylor County Policy 3362 and 4362 of the Policy Manual.

It is the responsibility of all employees to promote and maintain an environment free of harassment, bullying or intimidation.

Any person who believes that he/she has been the victim of harassment, intimidation or bullying by a student, employee or member of the public, should report the alleged acts to the school principal or other appropriate school official. Amorous relationships between employees of the Taylor County Board of Education and its students are strictly prohibited. School employees found to have violated this prohibition will be subject to the penalties and disciplinary actions.

### **GIFTS TO STAFF**

State law prohibits any board of education employee from soliciting or accepting, directly or indirectly, any gift or gratuity from any person known to be interested in any matter before such board employee. This does not apply to gifts or gratuities involving no substantial risk of affecting official impartiality.

### **POLITICAL ACTIVITY**

Employees and elected officials are expected to take every reasonable step to differentiate between their activities as individuals and their official positions as employees or elected officials. No person shall, in any Taylor County School property, solicit in any manner any contribution for any party or political purpose from any officer or employee of the Board. No officer or employee of the Board who has charge or control of any school building, office or room shall allow any person to enter the same to solicit or receive any political assessments from or to any Board officer or employee.

### **REPORTING ABUSE OR NEGLECT OF CHILDREN**

According to W.Va. Code § 49-6A-2(a), when any school teacher or other school personnel has reasonable cause to suspect that a child is neglected or abused or observes the child being subjected to conditions that are likely to result in abuse or neglect, such person shall immediately notify the person in charge of the school. The employee shall report the circumstances to the West Virginia Department of Human Services and Taylor County Department of Health and Human Resources. The person in charge of the school or designee (e.g. counselor) may also supplement the report.

## **SUBSTANCE ABUSE AND TOBACCO CONTROL POLICY**

In accordance with the WVBOE Policy 2422, Substance Abuse and Tobacco Control Policy, no person shall at any time possess, distribute or use any alcohol product or illegal substance, possess drug paraphernalia, distribute or use any tobacco product in or upon any property owned, leased or operated by the West Virginia Department of Education (WVDE), West Virginia Board of Education, a county board of education or a Regional Education Service Agency (hereinafter RESA); to any person present at any education-sponsored event; to any person present on a school bus or other vehicle used for a school related event or other school/county or RESA function; to any person present at any school-sponsored activity or event, whether the activity or event is held on school grounds, in a building or other property used or operated by a county board of education, RESA or the West Virginia Department of Education, West Virginia Board of Education or in any other facility or upon any other property being used by any of these agencies.

## **TECHNOLOGY USE**

Taylor County Schools' computers and technology support learning and enhance educational instruction. All personnel must verify, by signature, that they have read and agree to the *Employee Technology and Social Media Use* form and *Acceptable Use Policy*.

### **Employee Technology and Social Media Use**

### **WVDE Policy 2460 Policy Regarding Electronic Resources, Technologies and the Internet**

#### **Educator, Service Personnel and Staff Responsibilities:**

Collaboration, resource sharing, and student/teacher, student/student, and teacher/parent dialogue can all be facilitated by the use of social media (such as Facebook, My Space, Twitter, etc.) and other electronic communication. Such interactivity outside of the school walls can greatly enhance face-to-face classes. However, it is imperative that a clear line be drawn between personal social networking and professional/educational networking to protect the safety of the students and the integrity of educational professionals and service staff.

In order to assist educators in maintaining a professional relationship with students and to avoid situations that could lead to inappropriate relationships between school personnel and students, the following regulations apply to all



school personnel in public schools and RESAs and to employees of the WVBE and WVDE. Failure to adhere to these regulations may result in disciplinary action and/or loss of licensure:

School personnel will maintain a professional relationship with all school students, both inside and outside the classroom and while using any form of social media and other electronic communication. Unethical conduct includes but is not limited to: committing any act of harassment as defined by WVBE and/or district policy; committing or soliciting any sexual act from any minor or any student regardless of age; soliciting, encouraging, or consummating a romantic or inappropriate relationship with a student, regardless of the age of the student; using inappropriate language including, but not limited to, swearing and improper sexual comments; taking inappropriate pictures (digital, photographic or video) of students or exchanging any inappropriate pictures with students; or engaging in any other behavior that constitutes a violation of district or county policy or that is detrimental to the health and welfare of students.

The viewing, storing, transmission or downloading of pornography or sexually suggestive or sexually explicit material or text on a work computer or other electronic storage or communication device, whether at home or at work, by school personnel or anyone else to whom the school personnel has made the computer or other electronic storage or communication device available, is prohibited. This same prohibition applies to a personal computer or other electronic storage or communication device while at school or a school activity.

All information stored within work computers or servers is the property of the state, county or school, and the personnel using such computers/servers/networks have no expectation of privacy with respect to its contents.

With appropriate professional development, educators will promote and model acceptable use, digital citizenship and online responsibility to support personalized learning and digital-age assessments to meet the educational learning policies, including Policy 2520.14, for all students.

Teachers, specialists, and other supervising adults will teach and discuss the appropriate use of electronic resources, technologies and the Internet with their students, monitor their use, and intervene if the uses are not acceptable.

School personnel who receive information via any electronic resource, including a social networking site, that falls under the mandatory reporting

requirements of W. Va. Code § 49-6A-2, must report as indicated in W. Va. Code.

Staff members should be careful not to use copyrighted material in a manner that violates copyright law.

School personnel are responsible for protecting their passwords associated with their computers and e-mail address and must not make them accessible to others.

### **SOCIAL NETWORKING GUIDANCE**

Social networking is rapidly growing and used by all ages in society. Taylor County Schools has a professional image to uphold and how we conduct ourselves online affects this image. There have been instances of school employees demonstrating misconduct while engaging in inappropriate activities online. Please see below for social networking guidelines for school board employees, indicating that they agree to abide by the provisions of the policy. Any misuse of technology will result in disciplinary action up to and including termination.

Guidelines for the use of Social Media by Taylor County School Board employees:

While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the County's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer.

1. Do not accept or initiate "friendships" with students on personal social networking sites.
2. Post only what you want the world to see. Once you post something, it may be available forever.
3. Do not discuss students or coworkers.
4. Visit your profile's security and privacy settings. At a minimum, educators should have all privacy settings set to "only friends."

### **EMPLOYEE EVALUATION**

All employees have the right to know how well they are performing their jobs through open and honest evaluations of their performance. All employees are entitled to the opportunity to improve their performance prior to termination.

The West Virginia Educator Evaluation System sets high standards for all, ensures quality instruction and guidance, promotes self-reflection and growth,

showcases teacher accomplishments, and incorporates school-wide performance.

Additional information regarding the WV Educator Evaluation System for teachers, counselors, and school leaders can be found at <http://wvde.state.wv.us/evalwv/>. The West Virginia Department of Education has provided evaluation guidebooks under the resources link on the site.

All service employees will receive at least two observations and one evaluation by their immediate supervisor annually to be completed on or before the first day of June of the current school year.

### **PROBATIONARY/CONTINUING EMPLOYMENT**

All regular employees serve a probationary period during their first three years of employment. The employee will receive a contract to sign each year of this probationary period. This signed contract must be returned to the Human Resources Department. After three years of acceptable employment, an employee who enters into a new employment contract with the Board shall be granted a continuing contract. Once the employee is under continuing employment, he or she will no longer receive a contract to sign each year.

### **EMPLOYEE GRIEVANCE PROCEDURE**

Education employees may avail themselves of a grievance procedure established by W.Va. Code §6C-2-1, et seq. Forms for filing grievances are available online at [www.pegb.wv.gov](http://www.pegb.wv.gov).

### **JOB VACANCIES**

Job vacancies are posted in obvious places at all job sites. These vacancies can also be obtained by calling 304-265-2497, ext. 166 or online at <http://www.taylorcountyboe.net/>. Scroll to the bottom of the page and in the right hand corner is a link to job vacancies. Clicking on this link will lead to the job vacancies and will allow for online applying of any posted position.

### **RECRUITMENT AND SELECTION OF EMPLOYEES**

Professional Employees - An orderly employment application procedure is followed by Taylor County Schools. The procedure outlined in West Virginia Department of Education Policy 5000 allows the school district to consider eligible candidates for a position based upon qualifications. Utilization of these processes and procedures will provide teachers and principals with the ability to have a significant voice in determining the makeup of their school

communities and will provide counties with flexibility in staffing schools to meet changing needs and enrollment.

Service Employees - An orderly employment application procedure is followed by Taylor County Schools. The procedure is outlined in Taylor County Board of Education Policy 4120.

## **WORK-RELATED INJURIES**

Any employee injured in the course of employment should report all details of the injury/accident to a supervisor/principal immediately. Accident forms and procedures are located in the office of each school or department. Return all accident forms within 24 hours to the Business Office. For information on seeking treatment, filing a claim, or general information about the board's worker's compensation policy, please refer to the accident packet or contact the Business Office.

## **ABSENCES FROM WORK**

Taylor County Schools' employees may wish, or be required to be absent from work on a short-term or long-term basis, with or without pay. An employee shall not be absent, except as authorized by Taylor County Board of Education Policy. Any employee who is willfully absent from duty without leave is subject to disciplinary action, up to and including termination of employment.

## **TCBE Policy 3430 - LEAVES OF ABSENCE – Professional**

**Professional** personnel staff shall not be absent from their assigned duties except as authorized by the Superintendent or designated representative. Any such staff member who is willfully absent from duty without leave is subject to disciplinary action, up to and including termination of their contract of the contract of employment.

The staff member seeking a leave of absence should advise the immediate supervisor and the request for leave of absence should be made through the Superintendent. The Superintendent shall present the request for leave to the Board prior to the effective date of the leave.

Professional staff members on unpaid leave for reasons other than illness may apply to be substitutes within their classification category.

All professional staff should refer to the specific leave of absence policy for specific leave requirements.

Paid leaves of absence include:

- A. personal leave with cause (Policy 3431);
- B. family medical leave (Policy 3430.01 );
- C. jury duty (Policy 3235);
- D. court appearance as a witness but not as a defendant in any criminal proceeding (Policy 3236);
- E. worker's compensation pursuant to WV Code 18-A-4-10 (Policy 8442.01 );
- F. military (Policy 3437);
- G. personal leave bank days (Policy 3432);
- H. donated leave days (Policy 3432.02).
- I. care-giver days (Policy 3432.01)
- J. organ donation (Policy 3430.02)
- K. vacation (Policy) 3433
- L. personal leave by surviving spouse pursuant to WV Code 18A- 4-10d

Unpaid leaves of absence include:

- A. personal leave with cause not paid;
- B. unpaid FMLA leave (Policy 3430.01);
- C. parental leave (Policy 3430.03);
- D. extended leave (Policy 3430.04);
- E. legislative service (Policy 3124.02);
- F. military (Policy 3437);
- G. education;

An employee on a continuing contract may be granted an unpaid leave of absence of up to one (1) year for the purpose of educational study,

provided (1) the field of study is related to the employee's current position and can be reasonably expected to advance the employee's knowledge and skills within the areas of the employee's job performance responsibilities or is in a field of study that would benefit the employer and (2) the employee is formally enrolled in a full-time (twelve (12) hours of credit or more) program at an accredited institution of higher education.

#### H. other short term leave of absence

A short term unpaid leave of absence may be granted to employees for other reasons by the principal or immediate supervisor for one to five (1-5) days and the Superintendent for six to fifteen (6-15) days.

#### I. teacher exchange program.

An employee on a continuing contract may be granted an unpaid leave of absence of up to one (1) year for the purpose of participating in an approved teacher exchange program.

An employee shall not be required to exhaust his/her accumulated paid leave prior to requesting an unpaid leave of absence. However, under certain circumstances provisions of law that provide for specific leaves of absence may have statutory requirements that must be followed by the County.

Any teacher who is returning from an approved leave of absence that extended for a period of one (1) year or less shall be reemployed by the County Board with the right to be restored to the same assignment or position or duties held prior to the approved leave of absence. Such teacher shall retain all seniority, rights and privileges which had accrued at the time of the approved leave of absence, and shall have all rights and privileges generally accorded teachers at the time of the reemployment. An employee who is on an approved leave of absence shall accrue seniority during the period of time that the employee is on the approved leave of absence.

Any employee who is on a medical leave of absence, approved by his/her employer is entitled to continue his/her insurance coverage until s/he returns to his/her employment. The employee and employer shall continue to pay their proportionate share of premium costs for the coverage under the West Virginia Public Employees Insurance Agency program only for a period of

one (1) year, if during the period of the leave of absence, the employee shall, at least once each month, submit to the employer the statement of a qualified physician certifying that the employee is unable to return to work. If the medical leave of absence extends beyond one (1) year, the employee may be required to pay the full cost of coverage for PEIA insurance and insurance coverage provided by the County Board. Any employee who is on a medical leave of absence approved by the employer and is receiving temporary total disability benefits from Workers' Compensation is entitled to continue PEIA coverage until s/he returns to work. The employer and employee must continue to pay their respective proportional shares of the premium cost for as long as the employee receives temporary disability benefits. If an employee, who is not eligible to receive temporary total disability benefits under Workers' Compensation, fails to pay his/her premium, the employer may terminate insurance coverage. If an employee who is eligible to receive such benefits under Workers' Compensation fails to pay his/her premium payment, the Board shall notify such employee that the Board shall continue to make its share of the premium payment while such employee continues to be eligible for temporary total disability benefits but, that the insurance provider may terminate the policy coverage for lack of full premium payment.

An employee may continue insurance coverage while on a personal leave of absence approved by the Board. The monthly payments will be paid according to the policy or agreement established by the Board. An employee may continue insurance coverage during an approved family leave. An employee on an approved military leave with pay shall have his/her benefits continued as long as the employee is on the payroll. An employee who is on an approved military leave of absence without pay, due to an active call of duty from the President, is entitled to continue health and life benefit coverage for as long as premium payments are made. The employee is responsible for paying their employee share of the premium costs for each month during the military leave of absence. The Superintendent shall develop procedures to implement leave provisions.

WV Code 5-16-24, 15-1F-1, 18A-2-2a, 18A-4-7b, 18A-5-3a

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#### **TCBE Policy 4430 - LEAVES OF ABSENCE – SERVICE**

**Service** personnel staff shall not be absent from their assigned duties except as authorized by the Superintendent or designated representative. A staff member who is willfully absent from duty without leave shall forfeit compensation for the time of such absence and is subject to other disciplinary action as appropriate, up to and including termination of their contract of employment.

The immediate supervisor should be advised by the staff member seeking a leave of absence and the request for leave of absence should be made through the Superintendent. The Superintendent shall present the request for leave to the Board prior to the effective date of the leave.

Service personnel staff members on unpaid leave for reasons other than illness may apply to be substitutes within their classification category.

All service personnel staff should refer to the specific leave of absence policy and accompanying guidelines for eligibility and other requirements.

Paid leaves of absence include:

- A. personal leave with cause (Policy **4431**);
- B. personal leave without cause (Policy **4431**);
- C. jury duty (Policy **4235**);
- D. court appearance as a witness but not as a defendant in any criminal proceeding (Policy **4236**);
- E. worker's compensation pursuant to WV Code 18-A-4-10 (Policy 8442.01);
- F. military (Policy **4437**);
- G. personal leave bank days (Policy **4432**);
- H. donated leave days (Policy 4432.02);
- I. care-giver days (Policy 4432.01);
- J. organ donation (Policy 4430.02);
- K. personal leave by surviving spouse pursuant to WV Code 18A-4-10



Unpaid leaves of absence include:

- A. personal leave with cause not paid (Policy **4432**);
- B. unpaid FMLA leave (Policy 4430.01);
- C. parental leave (Policy 4430.03);
- D. extended leave (Policy 4430.01);
- E. legislative service (Policy 4124.02);
- F. military (Policy **4437**);
- G. other short term leave of absence.

A short term unpaid leave of absence may be granted to employees for other reasons by the principal or immediate supervisor for one to five (1-5) days and the Superintendent for six to fifteen (6-15) days.

An employee shall not be required to exhaust his/her accumulated paid leave prior to requesting an unpaid leave of absence. However, under certain circumstances provisions of law that provide for specific leaves of absence may have statutory requirements that must be followed by the County.

Any service personnel employee who is returning from an approved leave of absence that extended for a period of one (1) year or less shall be reemployed by the County Board with the right to be restored to the same assignment or position or duties held prior to the approved leave of absence. Such service personnel employee shall retain all seniority, rights and privileges which had accrued at the time of the approved leave of absence, and shall have all rights and privileges generally accorded service personnel at the time of the reemployment. An employee who is on an approved leave of absence shall accrue seniority during the period of time that the employee is on the approved leave of absence.

Any employee who is on a medical leave of absence, approved by his/her employer is entitled to continue his/her insurance coverage until s/he returns to his/her employment. The employee and employer shall continue to pay their proportionate share of premium costs for the coverage under the West Virginia Public Employees Insurance Agency program only for a period of one (1) year, if during the period of the leave of absence, the employee shall, at least once each month, submit to the employer the statement of a qualified physician certifying that the employee is unable to return to work. If the medical leave of absence extends beyond one (1) year, the employee may be required to pay the full cost of coverage for PEIA insurance and

insurance coverage provided by the County Board. Any employee who is on a medical leave of absence approved by the employer and is receiving temporary total disability benefits from Workers' Compensation is entitled to continue PEIA coverage until s/he returns to work. The employer and employee must continue to pay their respective proportional shares of the premium cost for as long as the employee receives temporary disability benefits. If an employee, who is not eligible to receive temporary total disability benefits under Workers' Compensation, fails to pay his/her premium, the employer may terminate coverage. If an employee who is eligible to receive such benefits under Workers' Compensation fails to pay his/her premium payment, the Board shall notify such employee that the Board shall continue to make its share of the premium payment while such employee continues to be eligible for temporary total disability benefits but, that the insurance provider may terminate the policy coverage for lack of full premium payment.

An employee may continue insurance coverage while on a personal leave of absence approved by the Board. The monthly payments will be paid according to the policy or agreement established by the Board. An employee may continue insurance coverage during an approved family leave. An employee on an approved military leave with pay shall have his/her benefits continued as long as the employee is on the payroll. An employee who is on an approved military leave of absence without pay, due to an active call of duty from the President, is entitled to continue health and life benefit coverage for as long as premium payments are made. The employee is responsible for paying his/her employee share of the premium costs for each month during the military leave of absence.

The Superintendent shall develop procedures to implement leave

provisions. WV Code 5-16-24, 15-1F-1, 18A-2-2a, 18A-4-8g, 18A-5-3a

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4/17/12 Revised 10/23/12  
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### **Employee Rights under the Family Medical Leave Act**

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12 month period for the birth of a child, to bond with a child, to care for the employee's spouse, child, parent, or next of kin who has a qualifying serious health condition, for the employee's own qualifying serious health condition, or for qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse. In order to be eligible the employee must have worked for the employer for at least 12 months and must have at least 1250 hours of service in the 12 months before taking the leave. Please contact the Taylor County Board of Education Personnel Office for any questions related to FMLA.

### **RESIGNATION**

An employee who is resigning from employment should notify, in writing, his/her immediate supervisor, Department of Human Resources, and the Business Office regarding payroll and insurance. The Taylor County Board of Education will make the decision as to

whether the employee's resignation will be accepted during the contract term. Please contact the Human Resources Department if you have any questions. Employees are reminded that your contract is binding and employees who do not fulfill the requirements of that contract can be terminated and WV Department of Education certification could be affected.

## **RETIREMENT**

An employee who is retiring should notify, in writing, his/her immediate supervisor, Department of Human Resources, and the Business Office. Employees should contact the Consolidated Public Retirement Board (CPRB) at (800) 654-4406 to begin the process. W.Va. Code §18A-2-2(g) describes an incentive program for employees who provide early notification of their retirement. Notification of retirement must be in writing and must be received in the Department of Human Resources by March 1 in the school year in which the individual intends to retire at the conclusion of the school year. In order to qualify for the bonus, the classroom teacher must remain in his/her current position until the end of the current contract year. Eligible individuals are to be paid the \$500 bonus. The early notification bonus is subject to legislative approval each year. If you have questions about your retirement plan, please contact the Business Office.

## **STAFF DEVELOPMENT**

Professional Personnel should refer to Taylor County Board of Education Policy 3242 for any questions related to staff development.

Service Personnel should refer to Taylor County Board of Education Policy 4242 for any questions related to staff development.

This Board of Education, through its Superintendent, shall schedule annually at least eighteen (18) hours of staff development for service personnel. At least twelve (12) of the eighteen (18) hours must be scheduled prior to January 1st. All eighteen (18) hours must be completed prior to the start of the next school year.

Failure to complete timely the mandatory eighteen (18) clock hours of staff development may be considered willful neglect of duty and may subject the employee to discipline, up to and including termination of employment.

## **SUBSTITUTE EMPLOYEES**

Definition: A temporary employee that performs a service and duties during the absence of a regular employee (professional and service) on an as-needed basis.

## **SECTION 504**

Section 504 is a federal law and county policy that prohibits and ensures no qualified

handicapped person shall, on the basis of handicap, be subjected to discrimination in employment under any program or activity to which this part applies. The Board of Education will make reasonable accommodations to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the Board can demonstrate that the accommodation would impose an undue hardship on the operation of its program or activity. Any employee can make a referral to this program by contacting the building administrator at their site or the section 504 Compliance Officer.

Shannon Lewis, Director of Special Services is designated as the County Section 504 Compliance Office/ADA Coordinator. Ms. Lewis can be contacted at Taylor County Schools, 71 Utt Drive Grafton West Virginia 26354, and 304-265-2497.

## **PROFESSIONAL EMPLOYEES**

As defined in W.Va. Code §18A-1-1, professional personnel mean persons who meet the certification requirements of the state, licensing requirements of the state, or both, and includes the professional educator and other professional employees.

## **PROFESSIONAL CERTIFICATION**

All professional educators are responsible for maintaining appropriate certification. As a courtesy, the Department of Human Resources shall notify employees the year before and during which their certificates expire. It is advisable to complete the required renewal credit at least one year prior to the year in which the certificate expires. Certification generally expires on June 30th of the designed year.

## **PROFESSIONAL LEAVE**

Employees may be granted professional leave to attend education events, seminars, trainings, workshops, meetings, etc. Employees must receive prior approval from their building administrator and complete the appropriate form which also identifies the funding source. The form must then be submitted electronically to the Office of Curriculum and Instruction for approval. Approval of all professional leave is subject to budgetary restrictions and other factors.

## **HOMEWORK**

Homework is defined in Taylor County Policy [2330](#), as guided practices to reinforce a concept already introduced during the instructional day. Teachers should follow the guidelines established by this policy when assigning homework to students.

## **PLANNING PERIOD**

Each teacher shall be provided at least one planning period per day. This planning period shall be the length of the usual class period in the school to which the teacher is assigned and

shall not be less than 40 minutes. The teacher may exchange his/her planning period for compensation or benefit mutually agreed upon between the teacher and the building principal. Such agreement should be in writing.

## **SERVICE EMPLOYEES**

As defined in W.Va. Code §18A-1-1, service employees mean those who serve the school or schools as a whole, in a nonprofessional capacity including such areas as secretarial, custodial, maintenance, transportation, school lunch and aides.

## **SERVICE CLASSIFICATIONS**

West Virginia Code §18A-4-8 defines service employees' class titles. A class title means the name of a position or job held by the service personnel.

## **COMPETENCY**

Competency tests will be given to service employees to determine the qualification of new applicants seeking initial employment in a particular classification title as either a regular or substitute employee. Information pertaining to the early childhood assistant teacher and kindergarten aide credential can be located at <http://wvde.state.wv.us/oel/elearning.php>

## **SALARY**

In accordance with the current salary schedule adopted by the Board, salary will be determined by training and experience. Additional compensation is available to both professional and service employees who complete advanced training. It is the employee's responsibility to have previous experience in other counties and/or states, as well as any advanced educational training, verified for salary purposes. Supplemental pay is provided for extra duty assignments pursuant to Board policy and state law.

## **ADVANCED SALARY**

A professional educator who completes college credit beyond the bachelor's degree may qualify for the BA+15, MA, MA+15, MA+30, MA+45 or doctorate salary classification. The employee must apply for the advanced salary classification within three months of eligibility in order for the classification to be effective as of the date of eligibility. Please contact the Department of Human Resources to obtain the salary upgrade form.

A service employee who completes college credits will need to contact the Department of Human Resources to obtain the appropriate form. You will also need to submit grade report/transcripts to show hours successfully completed.

## **PAY PERIODS**

Employees will be paid on a semi-monthly basis. Normal paydays will be the 15<sup>th</sup> and 30<sup>th</sup> of each month. An employee having a work schedule of 200 days may choose the option of having the employee's regular annual salary paid in either 20 or 24 equal installments on a semimonthly basis. Employees working over 200 days and less than 240 days may choose to be paid in either 22 or 24 equal installments. Employees working 240 and 261 days will be paid in 24 equal installments on a semimonthly basis. The pay option must be selected annually before the employee's contract begins and filed on the proper documentation form. The option selected should not be changed until the next fiscal year.

### **PAYROLL DEDUCTIONS**

Automatic payroll deductions may be provided for wage garnishments, credit unions, association dues, and insurance/annuity programs. Regulations regarding payroll deductions are explained in Taylor County Policy 6520.

### **ACTIVITY PASSES**

The Board provides free admission to all school events including athletic competitions for school employees. You must show your school ID at admission.

### **DENTAL AND OPTICAL INSURANCE**

As a benefit to its employees, the Board provides free dental and optical insurance for all regular employees and their dependents.

### **HEALTH INSURANCE**

The WV Public Employees Insurance Agency is a self-insured health fund, which provides a comprehensive health care plan. Premiums are based on salary level and smoking status. A \$10,000 term life insurance policy is available to eligible employees that elect this coverage with the option to purchase an increase in coverage.

### **HOLIDAYS**

Employees shall be granted paid legal school holidays when the holiday falls within the employee's regular, yearly work schedule. When a holiday falls on Saturday, the holiday is observed on the preceding Friday. When a holiday falls on a Sunday, the holiday is observed on the following Monday.

### **OSE DAYS**

Full-time employees of Taylor County Schools are granted a maximum of six outside school environment (OSE) days per employment year. The OSE days are scheduled as a part of the approved 200 day instructional calendar for all employees.

## **PERSONAL LEAVE**

In accordance with Taylor County Schools, all full-time employees shall be entitled to one and one-half days of personal leave for each employment month or major fraction thereof in the employment which begins on July 1 of each fiscal year. Unused sick leave shall be accumulated indefinitely. A limited number of these days may be used as personal days without cause.

Beginning on July 1, 2019 due to legislation enacted during the special legislative session, professional employees are now permitted, during each school year, to use four days of paid personal leave, instead of only three, without regard to the cause of the absence. West Virginia Code § 18A-4-10(a)(3). Effective July 1, 2019, a classroom teacher who has not used more than four days of personal leave during the 200-day employment term will receive a bonus of \$500 at the end of the school year. This bonus cannot be counted as part of the final average salary in calculating retirement benefits. West Virginia Code § 18A-4-10(c).

## **OVERTIME COMPENSATION**

Overtime compensation is paid pursuant to the provisions of the Taylor County Board of Education's Overtime Policy and the Fair Labor Standards Act.

## **403(B) PLAN**

Each employee shall be eligible to participate in the Taylor County Schools' 403(b) Plan and to elect to have elective deferrals made on his or her behalf hereunder immediately upon becoming employed by Taylor County Schools. Contact the Business Office for a list of providers.

## **457(B) PLAN**

Each employee shall be eligible to participate in the West Virginia Retirement Plus 457(b) Deferred Compensation Plan. This plan allows participants to voluntarily defer a portion of their income to supplement retirement savings. Earnings on plan contributions grow tax-deferred until withdrawn at retirement. Please contact the Business Office for more information.

## **SCHOOL CALENDAR**

The school calendar is set each spring for the following school year. It can be found at <http://www.taylorcountyboe.net/page/calendar>

## **EMERGENCY CLOSINGS/SNOW DAYS**

Information on school closings is available through local media and online at

<http://wvde.state.wv.us/closings/> . If we have a 2-hour delay, school-based personnel will report two hours later. Example: If you normally report at 7:30, if we had a 2-hour delay you would report at 9:30. Maintenance and central office personnel will report as directed by their immediate supervisor.

Taylor County Schools will also use non-traditional instructional days. Students will not attend on these days. All staff will report as directed by their supervisors.

## **IN COUNTY MAIL SYSTEM**

Taylor County Schools operates an in county mail system service to distribute internal communications between departments and school facilities. The mail is picked up every Monday, Wednesday and Friday. All mail on each of these days is returned to the Central Office. Each mailing must include sender, receiver and location.

## **REPORTING ABSENCES**

Professional Employees: Whenever a teacher is hired they will be given the instructions from the office of Department of Human Resources for calling in a substitute through Smart Find Express by eSchool Solutions. They will be given an Access ID and pin number. You can complete this task by calling it in or accessing it over the internet at <https://taylor.eschoolsolutions.com/logOnInitAction.do>

Service Employees: All service employees must contact their principal whenever they want to use personal leave. The principal will be responsible for calling in the substitute request at 304-265-2497, ext. 40.

## **FIELD TRIP REQUEST PROCESS**

Field trip requests are completed at the school level and approved by the principal. It is the responsibility of the principal or designee to notify the cooks that a trip has been requested and ultimately approved no less than 2 weeks prior to the trip. Requests **must** be approved by the building principal and submitted to the transportation coordinator at least 30 days prior to the trip. The form is on the Taylor County Board of Education website.

## **MANDATORY EMPLOYEE TRAINING**

At the beginning of every school year all professional and service employees are expected to complete the following trainings: Acceptable Use Policy, Aids Awareness, Civil Rights, Cleaning of Body Fluids, Confidentiality, Employee Handbook, Employee Technology and Social Media Use, Harassment/Sexual Harassment, McKinney Vento Homeless Act, Taylor County Schools Risk Reduction Policy and Section 504. These trainings can be found on <http://www.taylorcountyboe.net/page/employees> . The Training Verification Form is also located here.

## **TRAVEL REIMBURSEMENT**

Employees may be reimbursed for expenses incurred while traveling within the county or out-of-county on approved trips (see PROFESSIONAL LEAVE). The Board reimburses mileage expenses at the IRS mileage rate, tolls, parking, lodging, meals (during an overnight



stay), and other travel-related expenses up to certain limits. Employees are to complete and submit a Travel Reimbursement Form. To access the most current form, please go to this link: <http://www.taylorcountyboe.net/page/department/finance/travel>. Complete the form and submit it to your building administrator **within 30 days** to receive reimbursement of expenses. For details on the board's travel policy, please contact the Business

