

BATH COUNTY SCHOOL BOARD

AGENDA ITEM: INFORMATION { } ACTION { X } CLOSED MEETING { }

SUBJECT: SUPERINTENDENT’S REPORT - ACTION

Proposed Policy and Regulation

BACKGROUND: Several new regulations are being presented for approval. Each has been drafted to clarify procedures.

- EBCD-R Inclement Weather Closings & Delays
- EDC-R County Vehicle Usage
- G PBB-R Supplemental Compensation – Primary Job Responsibility

Regulation GCE-R - Part-Time and Substitute Professional Staff Employment has been included for your review and consideration of the compensation for long-term substitute teachers.

RECOMMENDATION: Approval of new regulations is recommended.
No change in regulation GCE-R is recommended.

INCLEMENT WEATHER CLOSINGS & DELAYS

When school is closed, 10 and 11 month staff completing timesheets should not record an amount under the hours worked, sick, personal, or holiday columns. Instead, a corresponding remark should be made (e.g. "school closed due to inclement weather").

On two (2) hour delays, all staff should report one (1) hour later than their normal working time. Please follow detailed directions below for proper timesheet and/or absence/leave reporting. Individuals responsible for buildings/grounds clearing may be asked to report on time, but may leave one (1) hour earlier than their scheduled departure time.

Formal notification allows employees to report (or depart) at a time other than the usual working day of eight (8) hours.

Since employees are not docked for the hours of notified shortened working days, the remainder of the day is considered a full working day. Absence for the working portion counts as a full day for purposes of fulfilling contract days. Therefore, individuals who have a pre-approved sick, personal, or vacation day, or who choose to stay at home on a shortened work day, will have to use a full day of leave. Individuals completing timesheets should only record actual work hours, not eight (8). A corresponding remark should be made (e.g. "advised to report at --:-- AM").

12 Month Specific:

Formal notification allows employees to stay at home the full working day.

On rare occasions, weather conditions deteriorate to the point where safety is an immediate concern or lack of snow removal on school property warrants advising staff to stay home for the entire day. Even though individuals are not reporting to work, that day counts as a full day for purposes of fulfilling a 261 day contract. Individuals who have a pre-approved sick, personal, or vacation day should complete the bottom portion of the absence/leave form upon returning to work, to get the corresponding day reinstated. Individuals completing timesheets should not record an amount under the hours worked, sick, personal, vacation or holiday columns. Instead, a corresponding remark should state "advised not to report" or "office closed".

Beginning with the eleventh (11th) full day of closure for all staff, 12 month personnel will be allowed to stay at home. Please follow detailed directions above for proper timesheet and/or absence/leave reporting.

Approved by School Board:

COUNTY VEHICLE USAGE

School Board employees with a specific vehicle assignment (Superintendent, Maintenance Director, and Transportation Director) who are deemed to be available after hours for emergencies or special occasions have a privilege to drive a county vehicle home. This privilege can be revocable if written evidence is provided and substantiated that those vehicles are not being used for the sole purpose of direct transportation to and from their residence or for job related duties.

Approved by School Board:

SUPPLEMENTAL COMPENSATION – PRIMARY JOB RESPONSIBILITY

Classified exempt, as determined by Fair Labor Standards Act (FLSA), School Board support staff are not initially entitled to supplemental compensation related to activities directly involving their primary job responsibility. ~~In certain instances, the Superintendent may authorize such payment provided that prior notification of circumstances is received and other avenues of securing adequate personnel have been exhausted.~~

Approved by School Board:

REF: GD: Support Staff
GCJ-R/GDJ-R: Overtime Compensation (Regulation)

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Substitute Teachers:

Only persons on the list approved by the Superintendent and School Board shall be used as substitute teachers.

Substitute teachers are paid on a per diem rate set by the School Board. Substitutes must have at least a GED Certificate or a high school diploma.

Rate of pay for substitute teachers is based on the following classifications: high school diploma (\$58.00); two years of college/60 semester hours (\$63.00); B.A. or B.S. Degree (\$70.00).

A substitute teacher, holding a valid Virginia teaching license and teaching in an area for which he/she is specifically endorsed, shall be compensated at the per diem rate of \$150.00. An expired license shall not be considered a valid license.

Any substitute teacher with a B.A. or B.S. Degree who substitutes twenty (20) consecutive full days in the same assignment, upon the 21st consecutive day will be compensated at the daily rate of \$150.00.

Any substitute teacher with two full years of college who substitutes twenty (20) consecutive full days in the same assignment, upon the 21st consecutive day will receive their regular rate of pay plus one-half the difference between their regular rate of \$150.00.

Substitute Bus Drivers:

Only qualified persons on the list approved by the Superintendent and School Board shall be used as substitute bus drivers. To qualify, persons must pass a written test and on-the-road training and have a good moral reputation. Substitute bus drivers must be 23 years of age. Substitute bus drivers are paid on a per trip rate or daily rate as set by the School Board.

Adopted: November 7, 2000

Revised: December 2, 2003; January 25, 2012; June 25, 2012;
