



EMPLOYEE HANDBOOK 2026-27

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DIVISION INFORMATION

Introduction

We would like to take this opportunity to welcome you to Lynchburg City Schools. Our School Board, administrative team, and our entire staff embrace the vision of “Growth, Opportunity, Success.” We have set high expectations for all members of the LCS community, staff and students alike. We all have a role in guiding students’ futures, and it is a role we do not take lightly. We are excited to have you join us in making a difference for each of our students.

The purpose of this employee handbook is to be a general source of information on the policies and procedures that govern employment, as well as an overview of the benefits available to you as an employee. The handbook is not intended to be all-encompassing and may not cover every situation or circumstance, and it does not constitute a contract. School Board Policies are available on [BoardDocs](#), and it is the responsibility of the employee to refer to the actual policies for further information. All employees are expected to comply with Board policies, and failure to do so may be subject to disciplinary action.

About LCS

Mission

To empower students for future success through high-quality instruction, supportive learning environments, and experiences that connect classroom learning to real-world opportunities.

Vision

Growth, Opportunity, Success

Strategic Plan Goals

Goal 1: Student-Driven Learning - LCS students are curious, collaborative, and critical thinkers who set goals and build the competences to thrive in school, future careers, and life.

Goal 2: Student-Centered School Culture - LCS fosters a division-wide culture of well-being, belonging, and support where students feel connected, engaged, and valued.

Goal 3: Purpose-Driven People - LCS employees are collaborators, dedicated to continuous professional growth, and committed to our community through a shared sense of purpose.

Goal 4: Safe & Sustainable Systems - LCS ensures safe, welcoming, and well-managed learning environments and operational systems that support well-being, collaboration, and trust.

Goal 5: Trusted Partnerships - Families, students, staff, and community partners experience trust, connection, and shared purpose through meaningful partnerships and transparent communication.

Directories

School Administration

School Administration Building ▪ 915 Court Street ▪ Lynchburg, VA 24504

Name	Title	Phone	Fax
Dr. Kristy Somerville-Midgette	Superintendent	(434) 515-5070	(434) 846-1500
Dr. Jennifer Davis	Deputy Superintendent	(434) 515-5070	(434) 846-1500
Travis Marshall	Chief Operations Officer	(434) 515-5070	(434) 846-1500
Sonia Jammes	Chief Financial Officer	(434) 515-5010	(434) 522-3774
Dr. Tiffeney Brown	Chief Human Resources Officer	(434) 515-5050	(434) 522-2365
Sarah Campbell	Executive Director of Instruction	(434) 515-5040	
Dr. Christopher Sumner	Director of Student Services	(434) 515-5049	(434) 846-0723
Beth Morris	Director of School Nutrition	(434) 515-5060	
Dr. Kenya Fowler	Director of Special Education	(434) 515-5030	(434) 522-3774
Barbara Rypkema	Asst. Director of Finance	(434) 515-5004	(434) 522-3774
Lakrisha Scott	Asst. Director of Human Resources	(434) 515-5050	(434) 522-2365
Rob Wooters	Payroll/Benefits Supervisor	(434) 515-5006	
Jason Clark	Supervisor of CTE, Arts & Electives	(434) 515-5040	
Austin Journey	Supervisor of Communications	(434) 515-5068	

Facilities/Maintenance/Transportation ▪ 3525 John Capron Road ▪ Lynchburg, VA 24501

Name	Title	Phone	Fax
Boyce Hamlet	Director of Facilities & Maintenance	(434) 515-5120	(434) 522-3785
Brian Green	Asst. Director of Facilities	(434) 515-5120	
David Baker	Supervisor of Buildings & Grounds	(434) 515-5120	
Shirley Rucker	Supervisor of Environmental Services	(434) 515-5120	
Shelley Harmon	Director of Transportation	(434) 515-5100	
Jim Scott	Coord. of School Safety & Security	(434) 515-5120	

Information Technology Center ▪ 3525 John Capron Road ▪ Lynchburg, VA 24501

Name	Title	Phone	Fax
John Collins	Director of Information Technology	(434) 515-5501	(434) 455-4035
Jason Mullen	Supervisor of Support Technology	(434) 515-5500	(434) 455-4035
R. Denise Spinner	Supervisor of Information Services	(434) 515-5500	(434) 455-4035

School Board

District 1	District 2	District 3
Nigel Alleyne alleynenn@lcsedu.net	Myke Barron barronmw@lcsedu.net	Dr. Brenda Farmer farmerbm@lcsedu.net
Daryl Conner, <i>Vice Chair</i> connerdp2@lcsedu.net	Letitia Lowery lowerylm@lcsedu.net	Dr. Atul Gupta, <i>Chair</i> guptaa@lcsedu.net
Jack Schewel scheweljb@lcsedu.net	Jibri Poe poeja@lcsedu.net	Tiersha Royal royalta2@lcsedu.net

Schools by District

District 1

- Bedford Hills Elementary
- Linkhorne Elementary
- Linkhorne Middle
- Paul Munro Elementary

District 2

- Dearington Elementary School for Innovation
- E. C. Glass High
- Fort Hill Community School
- Paul Laurence Dunbar Middle School for Innovation
- Perrymont Elementary
- Robert S. Payne Elementary
- Sandusky Elementary
- Sandusky Middle
- T. C. Miller Academy

District 3

- Heritage Elementary
- Heritage High
- Hutcherson Academy
- Sheffield Elementary
- William Marvin Bass Elementary

Schools

Elementary Schools

School	Administrators	Phone	Fax
Bedford Hills Elementary School 4330 Morningside Drive Lynchburg, VA 24503	Sherri Steele, <i>Principal</i> Dr. Shaina Darby, <i>Assistant Principal</i>	(434) 515-5210	(434) 384-1703
Dearington Elementary School for Innovation 210 Smyth Street Lynchburg, VA 24501	Dr. Jason Giambrone, <i>Principal</i>	(434) 515-5220	(434) 522-2351
Heritage Elementary School 501 Leesville Road Lynchburg, VA 24502	Sharon Anderson, <i>Principal</i> Starr Harris, <i>Assistant Principal</i>	(434) 515-5230	(434) 582-1175
Linkhorne Elementary School 2501 Linkhorne Drive Lynchburg, VA 24501	Michele Goff, <i>Principal</i> Kiran Penn, <i>Assistant Principal</i>	(434) 515-5240	(434) 384-9620
Paul Munro Elementary School 4641 Locksview Drive Lynchburg, VA 24503	Joshua Boyd, <i>Principal</i>	(434) 515-5260	(434) 386-3067
Perrymont Elementary School 409 Perrymont Avenue Lynchburg, VA 24502	Dr. Laura Morrison-Hussein, <i>Principal</i> Ashley Newsome, <i>Assistant Principal</i>	(434) 515-5250	(434) 582-1108
Robert S. Payne Elementary School 1201 Floyd Street Lynchburg, VA 24501	Kary Wills, <i>Principal</i> Elicia Fleshman, <i>Assistant Principal</i>	(434) 515-5270	(434) 522-3791
Sandusky Elementary School 5828 Apache Lane Lynchburg, VA 24501	Derrick Womack, <i>Principal</i> Jennifer Campbell, <i>Assistant Principal</i>	(434) 515-5280	(434) 582-1184
Sheffield Elementary School 115 Kenwood Place Lynchburg, VA 24502	Lisa Lee, <i>Principal</i> Adam Benyo, <i>Assistant Principal</i>	(434) 515-5290	(434) 582-1174
William M. Bass Elementary School 1730 Seabury Avenue Lynchburg, VA 24501	Monica Hendricks, <i>Principal</i> Jennifer Campbell, <i>Assistant Principal</i>	(434) 515-5200	(434) 522-2374

Middle Schools

School	Administrators	Phone	Fax
Linkhorne Middle School 2525 Linkhorne Drive Lynchburg, VA 24501	Dr. Kathy Dills, <i>Principal</i> Hannah Woolridge, <i>Assistant Principal</i> Erica Singley, <i>Assistant Principal</i>	(434) 515-5330	(434) 384-2810
Paul Laurence Dunbar Middle School for Innovation 1200-1208 Polk Street Lynchburg, VA 24504	Adalrich Beard, <i>Principal</i> Michelle Angle, <i>Assistant Principal</i> Dr. Twila Burns, <i>Assistant Principal</i>	(434) 515-5310	(434) 522-3727
Sandusky Middle School 805 Chinook Place Lynchburg, VA 24502	Dr. Annitra Leigh, <i>Principal</i> Catherine Bragg, <i>Assistant Principal</i> Robert Kerns, <i>Assistant Principal</i>	(434) 515-5350	(434) 582-1183

High Schools

School	Administrators	Phone	Fax
E. C. Glass High School 2111 Memorial Avenue Lynchburg, VA 24501	Dr. Susan Badger, <i>Interim Principal</i> Danny Boyers, <i>Assistant Principal</i> Daphney Harvey, <i>Assistant Principal</i> Bernet Revelly III, <i>Assistant Principal</i>	(434) 515-5370	(434) 522-3741
Heritage High School 3020 Wards Ferry Road Lynchburg, VA 24502	Timothy Beatty, <i>Principal</i> Traci Lipscomb, <i>Associate Principal</i> Dr. Jason Fleshman, <i>Assistant Principal</i> Vacant, <i>Assistant Principal</i>	(434) 515-5400	(434) 582-1137

Specialty Schools

School	Administrators	Phone	Fax
Central Virginia Governor's School for Science and Technology 3020 Wards Ferry Road Lynchburg, VA 24502	Dr. Scott Douglass, <i>Director</i>	(434) 515-5480	(434) 239-4140
Fort Hill Community School 1350 Liggates Road Lynchburg, VA 24502	Dr. Jesse Turner, <i>Principal</i> Kimberly Scott, <i>Coordinator</i>	(434) 515-5150	(434) 522-2322
Hutcherson Academy 2401 High Street Lynchburg, VA 24504	Jeremy Hutchinson, <i>Principal</i> Megan Russell, <i>Assistant Principal</i>	(434) 515-5180	(434) 522-2323
LAUREL Regional School 401 Monticello Avenue Lynchburg, VA 24501	Dr. Donna Lewis, <i>Director</i>	(434) 515-5170	(434) 522-2330
Restorative Academy 1200-1208 Polk Street Lynchburg, VA 24504	Jerett Martin, <i>Supervisor</i> Tina Cooley, <i>Coordinator - Elementary</i> Ethel Reeves, <i>Coordinator - High School</i>	(434) 515-5310	(434) 455-0321
T. C. Miller Academy 600 Mansfield Avenue Lynchburg, VA 24501	Renee Anderson, <i>Principal</i> Megan Russell, <i>Assistant Principal</i>	(434) 515-5300	(434) 522-2301

Turning Point Academy (<i>Lynchburg Regional Juvenile Detention Center</i>) 1400 Florida Avenue Lynchburg, VA 24501	Lauren A. Calloway, <i>Principal</i>	(434) 455-7897	(434) 455-4193
XLR8: Lynchburg Regional Governor's STEM Academy 3506 Wards Road Lynchburg, VA 24502	Susan W. Cash, <i>Director</i>	(434) 832-7731	

Policies, Regulations & Notices

LCS School Board Policy Overview

Policies of Lynchburg City Schools (LCS) are established by the Lynchburg City School Board and administered by the Superintendent or designee. All LCS division policies and regulations approved by the School Board are readily accessible to the Board, division employees, students, parents, and citizens on [BoardDocs](#). All employees are responsible for reviewing and complying with School Board policies.

The Superintendent may delegate authority for administering specific policies to appropriate staff. All division policies are reviewed at least every five years and revised as needed. As Board policies are revised, the related sections of this Handbook will be updated accordingly.

LCS employees are expected to abide by all LCS policies and guidelines outlined in the Employee Handbook. LCS expects the highest standards of personal and professional ethics and behavior.

LCS Employee Code of Conduct

Professionalism is the foundation of a safe, respectful, and high-performing school division. Every employee is expected to demonstrate integrity, accountability, collaboration, and sound judgment while supporting the success of our students, colleagues, families, and community.

Employees are expected to:

- Place students' safety and well-being at the center of every decision.
- Perform assigned duties responsibly, ethically, and in accordance with Board policies and division procedures.
- Demonstrate dependable attendance, punctuality, and preparedness.
- Communicate respectfully and maintain positive professional relationships.
- Protect confidential information and use division resources responsibly.
- Complete required trainings, maintain licensure, and pursue continuous professional growth.
- Support a workplace culture grounded in respect, accountability, and collaboration.

Professional conduct is guided by Lynchburg City Schools School Board Policy GBEZ, the LCS Employee Handbook, the Virginia Department of Education Performance Standards, and division evaluation systems. Failure to meet these expectations or comply with Board policies may result in corrective or disciplinary action, up to and including dismissal, consistent with Board policy.

Equal Employment Opportunity/Nondiscrimination

The Lynchburg City School Board is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, creed, religion, national origin, ancestry, political affiliation, sex, sexual orientation, gender, gender identity, age, pregnancy, childbirth or related medical conditions, marital status, military status, genetic information, disability, or any other characteristic protected by law is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

Employees may choose to pursue their complaints arising under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Tiffeney Brown
Chief Human Resources Officer
brownta@lcsedu.net
(434) 515-5050

Refer to School Board Policy GB for details regarding notification of policy/prevention and compliance procedures.

Prohibition Against Harassment & Retaliation

The Lynchburg City School Board is committed to maintaining an educational environment and workplace that is free from harassment. Harassment against students, employees or others on the basis of protected group status at school or any school sponsored activity is prohibited.

Title IX Compliance

A student or school personnel believed to have been the victim of harassment prohibited by law or by School Board Policy GBAZ/JFHAZ should report the alleged harassment to the Title IX Coordinator or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Any school personnel who has noticed that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to the Title IX Coordinator. Any complaint that involves the Title IX Coordinator should be reported to the Superintendent.

The reporting party should use the form, *Report of Discrimination/Harassment*, found in School Board Policy GB-F/GBA-F/JFHA-F/JB-F to make complaints of harassment. However, oral reports and other written reports are also accepted.

Title IX Coordinators

Tracy Piestrak
Title IX Coordinator - Students
piestracktm@lcsedu.net

Lakrisha Scott
Title IX Coordinator - Staff
scottly@lcsedu.net

The school division promptly investigates all complaints, takes appropriate action to stop any harassment, takes appropriate action against anyone who violates School Board Policy GBAZ/JFHAZ, and takes any other action reasonably calculated to end and prevent further harassment.

Refer to School Board Policy GBAZ/JFHAZ for prohibited conduct and complaint procedures.

Grievances & Complaints

Employees may use LCS grievance procedures to resolve workplace concerns, including discrimination and harassment complaints.

“Grievance” means a complaint or dispute involving the dismissal or other disciplinary action of an employee. A dismissal, reassignment or other action pursuant to a Reduction in Force (RIF) is not a disciplinary action and is not grievable. Employee evaluations are not disciplinary actions and are not grievable. “Grievance” does not mean a complaint or dispute regarding the suspension of an employee.

For Professional Staff grievance procedures, refer to School Board Policy GBM. For Support Staff grievances, refer to School Board Policy GBMA.

Drugs, Alcohol & Tobacco Use

Drugs & Alcohol

LCS is committed to maintaining a Drug-Free Workplace. The illegal use, possession of, or sale of alcohol, narcotics,

hallucinogens, depressants, stimulants, marijuana or other controlled substances on school property shall result in suspension or termination of employment.

Employees may not unlawfully manufacture, distribute, dispense, possess, or use a controlled substance on school property, at any school activity, or on any school-sponsored trip. Employees are required to notify the School Board of any criminal drug conviction for a violation occurring on school property no later than five (5) days after such conviction.

If a supervisor has reasonable cause to believe that an employee has reported to work or performed job duties under the influence of drugs or alcohol, the supervisor has the right and responsibility to request the employee submit to a drug or alcohol test.

Refer to School Board Policies GBEA and GBEAZ for more information about prohibited conduct, testing, and discipline.

Tobacco & Nicotine Vapor Products

Smoking, vaping, chewing or any other use of any tobacco or nicotine products by staff, students, and visitors is prohibited on school property.

Refer to School Board Policy GBECZ for more information.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records.

FERPA requires that LCS, with certain exceptions, must have written consent from the parent or eligible student to release information from a student's education record. However, FERPA allows disclosure to certain parties without written consent under certain conditions.

Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) provides specific regulations that support the design of work schedules and the compensation of overtime work for non-exempt employees. All employees complete required attendance and absence reporting. Non-exempt employees record actual hours worked. Overtime or compensatory time (comp time) must be pre-approved.

Virginia Freedom of Information Act (VFOIA)

LCS complies with the Virginia Freedom of Information Act (VFOIA). VFOIA grants citizens of Virginia and members of the media the right to access public records maintained by the Lynchburg City Schools. All public records, except those specifically exempted from disclosure by law, are available for inspection and copying upon request.

HIPAA

As mentioned in our [Notice of Privacy Practices](#), we must follow state laws that are stricter than the federal Health Insurance Portability and Accountability Act (HIPAA) privacy law. This notice explains your rights and our legal duties under state law. This applies to life insurance benefits, in addition to health, dental and vision benefits that you may have.

Mandatory Reporting

All employees are required to report any suspected instances of child abuse or neglect to local or state social services agencies or to the person in charge of the school or department.

Refer to School Board Policy GAE for more information.

Notice of Media, Photography & Video Recordings

LCS frequently captures the school community through photography and video. Employees may be photographed, filmed, or recorded while participating in school-sponsored events, classroom activities, or professional functions.

LCS reserves the right to use these images, videos, and audio recordings for official purposes, including but not limited to:

- The division website and school-specific pages.
- Official social media accounts (e.g., Facebook, Instagram, LinkedIn).
- Print and digital newsletters, annual reports, and recruitment materials.
- Internal training and promotional presentations.

EMPLOYEE INFORMATION

Attendance

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

Leave Without Pay or "Dock"

Once an employee depletes their leave, all other absences other than sick leave or professional leave will be deducted from pay at the daily rate. Administrators and supervisors should monitor closely and engage with any employee with a status of unapproved leave without pay as this status is considered off-contract and could be grounds for dismissal due to breach of contract.

Reporting Absences

Employees should enter an absence in Frontline and notify their supervisor in advance or as soon as possible, depending upon the circumstances, if they are unable to report to work. Disciplinary action may be taken if an employee fails to adequately notify their supervisor.

Substitute Coverage

When taking sick or personnel leave, if approved by the school principal and the Chief Human Resources Officer, the procurement of a substitute in Frontline, if required, is automatically authorized.

Background Checks & Notification of Arrest or Conviction

Background Checks

LCS ensures a safe environment by requiring all full-time, part-time, and temporary employees to undergo a background check. The School Board does not hire or retain individuals determined to be unsuited for service due to criminal convictions, including violent felonies, crimes of moral turpitude, or offenses involving the abuse or molestation of children. Furthermore, the division will not employ any individual with a founded complaint of child abuse or neglect maintained by the Department of Social Services.

Notification of Arrest or Conviction

As a condition of continued employment, employees must disclose any arrests to their supervisor as soon as possible after the arrest.

Employees must report a drug conviction within five (5) days after the conviction to their immediate supervisor. The supervisor will then immediately inform the Department of Human Resources. Appropriate action will then be taken.

Employees may be suspended if charged by summons, warrant, indictment or information with the commission of a felony or certain misdemeanors.

Chaperones & Volunteers

The safety and security of the school community is a top priority of Lynchburg City Schools. All volunteers, except coaches, must complete the Application for Volunteer Service. The application is available online at www.lcsedu.net/community/volunteer. A volunteer applicant will not be allowed to volunteer until the background check is complete and they have been approved.

Volunteer athletic coaches, extracurricular activity sponsors, and coaches paid by third party organizations, must be screened according to the procedures for all Lynchburg City Schools employees as set forth in [GCBB-R: Regulations for Supplemental Contract Coaches and Extra-curricular Sponsors](#).

Refer to School Board Policy IICB-R/IICC-R for volunteer guidelines and additional information.

Calendars & Work Hours

Calendar

LCS develops the academic calendar in collaboration with stakeholders and posts the Board-approved calendar on the division website.

The current academic calendar can be found on the [Calendar page](#) of the LCS website. The employee calendar can be found on [LCS Commons](#).

Work Hours

Work hours may vary depending on school level, building, or employee function. Supervisors will communicate work hours for employees,

Central Services, Transportation & Maintenance

Standard office hours and shift schedules are set by department. Lunch periods and coverage plans are established by supervisors to ensure service continuity.

Principals & Assistant Principals

Administrators report before student arrival and remain until duties are complete and buses depart. Offices maintain telephone coverage during posted hours. Administrators ensure building coverage during weather events and holidays per LCS guidance.

School Secretaries & Bookkeepers

Schedules ensure front-office coverage during school operating hours. Daily hours and lunch coverage are assigned by the principal.

Teachers & Instructional Support

Teacher workdays begin and end per school level schedules posted by the principal. Teachers are present to receive and supervise students at arrival and during transitions as assigned. Faculty handbooks provide site-specific procedures.

Custodians

Principals and supervisors assign shifts to cover building operations, seasonal needs, events, and weather responses per custodial agreements.

Communication

LCS Commons

LCS Commons is the division's internal employee website that houses staff resources, links, forms, manuals, calendars, and other important employee information.

[LCS Commons](#) can be accessed in the "LCS Bookmarks" folder.

LCS Essentials

LCS Essentials is the weekly staff newsletter which shares employee news, professional development opportunities, and essential updates from across the division. *LCS Essentials* is emailed to employees every Friday.

Notification System

LCS uses a mass notification system (SchoolMessenger) to send emails, phone calls, and text messages to parents and staff. These messages include important school updates and emergency notifications.

Staff who are not receiving school or emergency notifications, or if they would like to update their contact preferences, should contact the LCS HelpDesk at (434) 515-5090. The HelpDesk is available from 8 a.m.–4:30 p.m. Monday through Friday.

Receiving Text Messages

Staff can choose to receive text messages from schools and the division. To opt in, staff should ensure that their cell phone number is listed in their contact information in the LINQ Employee Service Portal (ESP).

Staff will need to text “Y” to 67587 to start receiving text messages. You can opt-out at any time by texting “N” to 67587.

Weather Alerts

In the event of inclement weather, LCS will communicate with families and staff by email, phone, and text through SchoolMessenger. Updates will also be shared on the LCS website, LCS social media pages, and through local media outlets.

Employee Identification Badges

Employees will be issued an Employee Identification Badge prior to their first day of work. All employees must wear the Employee Identification Badge during work hours. The badge must be worn in a visible location on the front lapel or other similar position. If an Employee Identification Badge is lost or stolen, HR must be notified within 24 hours and a new badge will be issued. If the badge is lost or stolen, a \$10 replacement fee will be deducted from the employee's pay. All badges remain the property of the LCS and must be returned to HR upon the employee's retirement, resignation, or termination.

Refer to School Board Policy GBZ for more information.

Employee Information Changes

LCS employees are responsible for keeping their employee information current. Employees can update their information using one of the following methods:

Option 1: Update Online via the Employee Service Portal

1. Sign in to the Employee Service Portal (ESP)
 - a. [ESP for LCS Employees](#)
 - b. [ESP for School Nutrition Employees](#)
2. In the **My Current Information** window, click **Request Changes**
3. On the **Demographic Requests** page, select **New Request**
4. In the **Request Type** dropdown menu, choose **General Demographic**
5. Update your address and/or phone number
6. Click **Submit** to save your changes

Option 2: Submit a Paper Form

1. Download the [Change of Name, Address and Phone Number Request](#) form from [LCS Commons](#)
2. Complete the form with your updated information
3. Submit the completed form to Human Resources

For name changes, you *must* use the paper form and submit it to Human Resources.

Evaluations

Evaluations of Professional Staff

Every LCS employee is evaluated on a regular basis at least as frequently as required by law. The Superintendent ensures that cooperatively developed procedures for professional staff evaluations are implemented throughout the division. The results of the evaluation are in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the person being evaluated.

The procedures are consistent with the performance objectives established by the Virginia Board of Education's [Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers](#) and the [Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals](#). Any teacher whose evaluation indicates deficiencies in managing student conduct may be required to attend professional development activities designed to improve classroom management and discipline skills. If a teacher's performance evaluation during the probationary period is not satisfactory, the School Board shall not reemploy the teacher.

Evaluation information and technical assistance resources are available from the [Virginia Department of Education](#).

Refer to School Board Policy GCN for more information about evaluations of professional staff.

Evaluation of Classified Staff

Classified personnel are evaluated according to procedures established under the direction of the Superintendent. The annual evaluation shall be completed on or before May 1 of each school year.

Licensure Requirement

To be employed by LCS, a principal, teacher or instructional supervisor must hold a valid Virginia teaching license or be eligible to apply for a teaching license which carries an endorsement for the specific assignment held by that employee.

Licensed employees must maintain a valid Virginia license as required by the Virginia Board of Education and LCS policy. Employees are responsible for ensuring that all requirements for renewal with the Virginia Department of Education are met. Failure to maintain valid licensure is a breach of contract and may result in dismissal.

HR provides annual support to employees with licenses expiring in the next year and sets internal submission deadlines to ensure continuity of staffing and recruitment. Licensure details are input to LINQ. Details of licensure include license type, number, endorsements, dates, and certificates for both professional and classified.

HR will offer direct assistance and consultation for the following licensure actions:

- **Initial Certification:** Support for new educators navigating the first-time application process to ensure all state requirements and background clearances are met.
- **License Renewal:** Guidance on documenting professional development hours, submitting state-required fees, and meeting renewal deadlines to prevent any lapse in employment eligibility.
- **Provisional to Professional Conversion:** Strategic assistance for educators currently on a provisional or temporary license to successfully transition to a full, standard professional certificate.
- **Add-on Endorsements:** Support for current staff looking to expand their credentials into new subject areas or specialized fields.

For information on initial licenses or the renewal process, staff should contact Human Resources at (434) 515-5050 or humanresources@lcsedu.net.

Medical Requirements

Physical Exams for School Bus Drivers

School bus drivers must have a physical examination of a scope prescribed by the Board of Education and present a form prescribed by the Board of Education showing the results of such examination. This must be presented annually.

Drivers are subject to drug and alcohol testing as required by state and federal law. Any driver who refuses to submit to a test shall not perform or continue to perform safety-sensitive functions. The division administers alcohol and controlled substance tests in accordance with federal laws and regulations.

Refer to School Board Policy GDQ for more information.

Tuberculosis Exam & Doctor's Certification

As a condition of employment, every new LCS employee must submit a certificate signed by a licensed physician, physician assistant, advanced practice registered nurse, or registered nurse stating the employee appears free of communicable tuberculosis.

After consulting with the local health director, the School Board may require the submission of such certificates annually, or at such intervals as it deems appropriate, as a condition to continued employment.

Refer to School Board Policy GBE for more information.

Non-School Employment

Employees may engage in outside employment during non-duty hours if it does not conflict with or detract from LCS duties. Employees on any LCS leave (paid or unpaid) may not work for LCS or another employer without prior written authorization from the Superintendent or designee. LCS assumes no liability for non-LCS activities involving students or staff.

The School Board does not endorse, support, or assume liability for any activity conducted by School Board employees in which division students or employees participate which is not sponsored by the School Board.

Staff members may not be paid by anyone other than LCS for tutoring students enrolled in a class under their direction.

Refer to School Board Policy GCQA & GCQAB for more information about non-school employment.

Personnel Advisory Committee

Each school year, the Superintendent's Personnel Advisory Committee meets for the purpose of discussing specific interests, concerns, and initiatives which affect the school division or portions of the school division. The selection of members for the Superintendent's Personnel Advisory Committee requires the assistance of the building principals and several other supervisory personnel.

Questions associated with improvements to instructional programs, curriculum development, professional development needs, and ways in which to use or increase resource materials will be discussed during these meetings. Questions or suggestions about ways in which to help employees complete tasks more efficiently or in some way improve the work environment should also be submitted. Other questions and concerns can be sent to the Office of the Superintendent. Anonymous questions or comments will not be acknowledged.

Employees should forward items of interest and concern to Dr. Tiffeney Brown, chief human resources officer, through the school mail, via email at brownta@lcsedu.net or by calling (434) 515-5050. It would be most helpful to receive this information seven days prior to each meeting.

Personnel Records

LCS maintains official personnel records in either digital or paper format to document employment history. Current and former employees may access their records by submitting a written request to the Human Resources department at least one week in advance. To ensure privacy, these files are kept strictly confidential and do not contain medical records. Performance data and teacher indicators are similarly protected and are only disclosed under specific legal circumstances, such as a court order or grievance proceeding, and in a manner that protects student and staff identities.

The School Board requires written permission from the employee before releasing employment information to banks, individuals, or other outside establishments, unless disclosure is mandated by a judicial order, subpoena, or the Virginia Freedom of Information Act. In cases where a legal request for records is made, the employee will be notified. For former employees transitioning to other school divisions, the Board provides employment verification within 10 working days of receiving a request.

Refer to School Board Policy GBL for more information about personnel records.

School Closures & Delays

In the event of a closing, delay, or early dismissal, LCS will notify staff directly via email, phone, and text. Updates will also be shared on the LCS website, LCS social media pages, and through local media outlets.

If an employee who is expected to work on inclement weather days does not report to work that day, they will turn in a leave form for either personal leave or vacation leave. If the employee does not have personal or vacation leave balance, their pay will be docked for that day.

Employee Codes

LCS uses employee codes to clarify who should report during weather-related closures. While these codes are used for most weather-related closures, there may be other circumstances where School Administration requires certain employee groups to report outside of these codes. If that need arises, those details will be clearly communicated to the impacted staff.

Employee Code 0 – No Employees Report

All school facilities are closed, and no employees should report to work.

Employee Code 1 – Maintenance and Custodial Personnel

Schools are closed for staff, with the exception of maintenance and custodial employees who should report at a time determined by the Director of Facilities and Maintenance.

Employee Code 2 – Administrators and 12-Month Employees

Schools are closed for staff. School administrators and 12-month employees, with the exception of 12-month teachers, should report by 10 a.m.

Employee Code 3 – All Employees Report

Schools are closed to students, but all employees should report at their normal time.

Remote Learning Days

Remote learning days help prevent calendar changes due to weather-related closures. LCS will notify staff if a remote learning day is necessary. On remote learning days, LCS employees must be available to work remotely as determined by their immediate supervisor. If a staff member has any questions regarding their work expectations on remote learning days, they should contact their supervisor.

Technology

Acceptable Use Policy (AUP)

LCS provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of the division's computer system must be in support of education and/or research or for legitimate school business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

Refer to School Board Policy GAB for the Acceptable Computer System Use Policy. It is the user's responsibility to know and follow the AUP.

LCS Technology Use Guidelines

User Responsibilities & System Security

Employees play a vital role in maintaining the security of the LCS network and are held personally responsible for all behavior and communications when using these resources. To protect system integrity, staff should:

- maintain strict password confidentiality
- never use another individual's credentials
- immediately report any identified security vulnerabilities to an administrator
- never transmit malicious software or unauthorized programs

Additionally, while the district provides digital storage, staff are responsible for backing up their own important data.

Privacy and Monitoring

Staff should have **no expectation of privacy** regarding any material created, stored, sent, or received on school networks or devices, regardless of whether the content is personal in nature. LCS reserves the right to monitor, read, and archive emails, files, and browsing history at any time without prior notice to ensure policy compliance. Furthermore, electronic data stored on school-owned computers may be classified as public records and could be subject to disclosure under state law or during legal proceedings.

Prohibited Activities

Users are expected to abide by generally accepted rules of network etiquette and conduct. The following actions are prohibited:

- using proxies, VPNs, or hotspots to bypass LCS content filters
- attempting to gain unauthorized access to other computers or systems
- using school resources for commercial gain, profit, or political campaigning
- creating or transmitting material that is obscene, defamatory, profane, threatening, or considered harmful to minors

Consequences of Misuse

Access to LCS technological resources is a privilege, not a right, and failure to adhere to these guidelines will result in disciplinary action. This may include the limitation or revocation of user privileges, suspension, or termination. In cases where activities involve a violation of the law, LCS will refer the matter to law enforcement for potential criminal prosecution.

[LCS Technology Use Guidelines](#): *It is the user's responsibility to know and follow the Technology Guidelines.*

Email

LCS uses Gmail as the division's email provider. Email is easily accessible at work, home, and on personal devices.

Employee email addresses are formatted as username@lcsedu.net. The password is the same password used to access the LCS network and LCS computers.

LCS uses Duo Security as a secure way for employees to log into their email and other applications outside of the LCS network. Duo Security is a two-factor authentication service which provides a second layer of security for online accounts.

HelpDesk

The LCS HelpDesk is a ticketing application to request help such as access to printers, computer repairs, network account access, or data reports. All IT requests should be submitted through the portal and will be routed to the appropriate IT staff member for resolution. A designated technology technician is assigned to each school to assist with technology-related issues.

The link for the [HelpDesk web portal](#) is located in the "LCS Bookmarks" folder of the web browser. The portal is accessible on the LCS network using regular network user name and password credentials.

Help is also available by phone Monday through Friday from 8 a.m. - 4:30 p.m. at (434) 515-5090.

Infinite Campus

Infinite Campus is the Student Information System (SIS) used at LCS. Users can access the platform with their regular network login credentials. If an employee requires access to Infinite Campus, an account will automatically be created. One-site training is provided based on job requirements.

LINQ Employee Service Portal (ESP)

LCS utilizes the LINQ Employee Service Portal (ESP) to provide staff with secure digital access to employment and payroll records. Links are located in the "LCS Bookmarks" folder of the web browser.

Employees are expected to monitor their information regularly. The ESP allows for the viewing and printing of:

- Employment contracts and assignments.
- Pay stubs and check history (last 24 months).
- Direct deposit and voluntary deduction details.
- Real-time leave balances and year-to-date totals.
- W-2 tax forms.

For data security, the ESP is only accessible from an LCS-connected computer and is not available via home or external networks.

Account Setup

When registering, employees must ensure personal information matches their official HR record. Following registration, an email containing an activation link will be sent to the employee to finalize account setup.

- [LCS Employee Portal](#)
- [School Nutrition Employee Portal](#)

COMPENSATION

Classifications & Contracts

Classifications

Full-Time Employment

Full-time employees are employees that are regularly scheduled to work the standard number of hours established by the division (e.g., 35–40 hours per week). Full-time employees are generally eligible for benefits in accordance with LCS policy and applicable law.

Part-Time Employment

Part-time employees are employees that are regularly scheduled to work fewer than the standard full-time hours. Benefits eligibility, if any, is determined by LCS policy and hours worked.

Temporary Employment

Temporary employees are employees hired for a limited duration, specific project, seasonal need, as a daily or long-term substitute or for an interim assignment. Temporary employees may or may not be benefits-eligible, as defined by policy, and their employment ends upon completion of the assignment or designated timeframe.

Probationary Status

Employees with “probationary status” are newly hired or newly reassigned employees serving an initial evaluation period during which performance and suitability for continued employment are assessed. Continued employment is contingent upon satisfactory performance and compliance with division expectations over a three year period.

Exempt Employees

Exempt employees are typically paid on a salary basis and do not earn overtime pay. Exempt employees are exempt from overtime provisions under the federal Fair Labor Standards Act (FLSA). Exempt employees' salary covers their full duties, even if they are required to work longer than their required minimum hours listed in their contract or letter agreement.

Examples of exempt employees:

- Teachers
- Librarians
- Nurses
- Administrators

Non-Exempt Employees

Non-exempt employees are generally paid hourly and are eligible for overtime compensation in accordance with federal and state law. Non-Exempt employees are covered by the overtime provisions of the FLSA.

Examples of non-exempt employees:

- Instructional Assistants
- Secretaries
- Health Assistants
- Bus Drivers
- School Nutrition Workers
- Custodians/Maintenance Staff

Contracts

Contracts or Letters of Agreement are issued for various periods of time as determined by the requirements of specific positions and assignments.

Degree Change & Salary Increase Policy

Employees requesting a degree-based salary supplement or adjustment must submit official transcripts or other approved documentation to the Human Resources/Personnel Office. Degree changes are processed twice each year following School Board approval and become effective at the start of the applicable contract term or mid-term based on submission of final documentation.

Employees anticipating completion of a degree program during the upcoming school year must submit a pre-application and unofficial transcripts to notify the district of their intent to complete the program. Programs completed outside the designated submission window will require a formal written request and supporting documentation.

Submission Timeline:

- Pre-Application Submission Period
 - October 1 - October 15: Initial pre-application and unofficial transcripts due for consideration in the following school year budget process. This submission begins the degree change review process.
- Final Application Process
 - August 1: Final application and official transcripts due for processing and payment consideration for the upcoming contract term.
 - January 1: Final application and official transcripts due for mid-year processing and payment consideration during the current fiscal school year.

Employees who do not submit required documentation by the established deadlines will have their degree change processed during the next available review cycle. Salary adjustments will only be applied after all required documentation has been received and approved, and retroactive compensation will not be provided for delayed submissions without approved extenuating circumstances.

Refer to School Board Policy GC-RZ for more information.

Payroll

Direct Deposit

With the direct deposit service, an employee has their net salary credited directly to a personal account at their bank or credit union each month. The employee may review an earnings statement on the LINQ Employee Service Portal (ESP). Direct deposits can be split among three (3) bank accounts. Employees who wish to change their direct deposit must notify the Office of Payroll & Benefits ten days prior to a pay date.

Direct deposit pay advice is emailed to LCS employees on pay day. If an employee does not have an LCS email address, it will be sent through the mail to the mailing address on file.

All employees should monitor their payment information regularly through the Employee Service Portal (ESP).

Payroll Deductions

Federal and State taxes will be automatically deducted from each employee's paycheck based on the most recent withholding statement provided by the employee. In the absence of a withholding statement, deductions will be made based on federal and/or State tax regulations.

Pay Schedule

All contracted employees are paid in 24 equal installments over the contracted year. Employees are paid on a semi-monthly schedule on the 15th and 30th of each month. If the 15th or the 30th fall on a weekend or a federal holiday, payment will be on the prior business day.

The pay schedule can be found at www.lcsedu.net/departments/payroll-benefits/payroll/timesheet-pay-schedule.

Staff Compensation Procedures

Employee salaries will be paid on an annualized basis, i.e., paid over twenty-four equal pay periods. All other 12-month employees are paid on a schedule from July through June for the contract year. Non-12-month employees are paid on a schedule from August through July for the contract year.

Overtime

Employees in positions that have been classified as non-exempt are eligible for overtime compensation. Exempt employees are not eligible for overtime pay.

LCS discourages overtime work by non-exempt employees, and employees will not work overtime without the express approval of their supervisor. Principals and supervisors may adjust daily schedules to ensure employees do not exceed 40 hours in a workweek.

Overtime hours worked must be documented in the [Overtime / Over-Contract Approval Form](#) found on LCS Commons.

- Non-exempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours.
- Non-exempt employees, who work beyond their contracted hours but no more than 40 hours, will be paid at their regular pay for the additional time.
- Compensation for hours worked beyond 40 hours will be paid at a rate of one and one-half times the regular hourly pay rate.

For purposes of compliance with the Fair Labor Standards Act (FLSA), the workweek for employees is 12 a.m. Saturday until 11:59 p.m. Friday.

Stipends/Extra Duty

All extra duty assignments and stipends require written approval, funding verification, and adherence to LCS pay rates and account codes.

The stipend pay schedule can be found at www.lcsedu.net/departments/personnel/employee-pay-scales.

Travel

LCS encourages attendance and participation of school personnel in professional development activities in order to improve work skills and to maintain high morale. Requests for reimbursement will be honored only for activities approved in advance for which a statement of travel, with supporting documents, is submitted at the conclusion of the trip.

Pre-approval is required for conferences and professional travel. Reimbursable expenses, documentation, GSA or Board rates, and timelines follow current LCS travel regulations. Itemized receipts are required; non-reimbursable items include alcohol, entertainment, personal expenses, and charges not compliant with policy.

See below for travel forms and resources. Forms can also be found on [LCS Commons](#).

- [Request to Travel](#)
- [Federal GSA Per Diem Calculator](#)
- [Request for Reimbursement](#)

Requests to travel must be submitted to the appropriate administrator two weeks in advance of travel for approval. Travel packets must include the Request to Travel form, per diem calculator, travel information & map, event details, and cost. A grant approval form will also need to be submitted if grant funded.

For travel reimbursement, the request for reimbursement form must be completed and submitted to Finance, along with all required signed documentation within 45 days of the travel return date. For supply reimbursement, documentation and the reimbursement form are due 45 days from the purchase date. Failure to do so will result in a denied reimbursement.

BENEFITS

Overview

LCS offers a comprehensive benefits package designed to support employees' health, financial security, and overall well-being. Eligible employees have access to medical, dental, and vision insurance, participation in the Virginia Retirement System (VRS), and a variety of voluntary benefit options.

For more information, please visit the [LCS website](#) or view the [LCS Benefits Handbook](#).

Insurance

New employees have 30 days to enroll in health, vision, and/or dental insurance coverage and coverage will begin the first day of the month following their date of hire. Changes to plans can be made only during the annual open enrollment period, or when there is an eligible qualifying event.

If an employee is enrolling a spouse or dependent children under the School Board's health, vision, and/or dental plan, the employee must provide a copy of their marriage certificate, children's birth certificates, or court order documenting legal custody before the coverage will go into effect. Required documentation must be sent to the Office of Payroll & Benefits.

Open Enrollment is held in the fall of each year. During open enrollment employees have the opportunity to enroll, add or drop dependent coverage, or cancel coverage. Any changes will become effective January 1.

If an employee terminates employment from the 1st through 15th of the month, coverage will end on the 15th of the month. If an employee terminates employment from the 16th through last day of the month, benefits will end on the last day of the month.

See a list of qualifying life events on the [LCS website](#).

Medical (Health & Pharmacy)

The School Board provides health insurance to eligible employees who work at least 30 hours per week. Pharmacy benefits are included automatically for all employees who enroll in health insurance coverage.

Dental

The School Board provides dental insurance to eligible employees who work at least 30 hours per week.

Vision

The School Board provides vision insurance to eligible employees who work at least 30 hours per week.

Life

Basic Life Insurance

Full-time employees who participate in the VRS retirement plan are automatically enrolled in the VRS Basic Life Insurance plan. The VRS group life administrator is Securian Financial.

Basic life insurance is equal to the employee's annual salary rounded to the next highest thousand dollars, and then doubled. Eligible employees are full-time permanent, salaried instructional and management employees of the state's local public school divisions. These employees include teachers, school administrators, school managers and clerical staff.

- There is no maximum on Basic life, and there are not exclusions
- Accidental benefits as well as, dismemberment benefit, and accelerated benefit

Optional Life Insurance

Eligible employees can purchase optional additional coverage to increase life insurance as a multiple of pay, as well as insure a spouse, plus eligible minor dependents

- Minor dependents are eligible for child coverage if they are unmarried dependents up to age 21 or up to age 25 if a full-time student

- There is not age limit if the unmarried dependent child is disabled
- If enrolled within 30 days of eligibility, Optional Life is guaranteed up to specified levels and subject to a cap for the employee

Retirement

Virginia Retirement System (VRS)

LCS automatically enrolls all employees who work at least 35 hours per week in the Virginia Retirement System (VRS). VRS is a State retirement system and all rules and regulations regarding contributions, and retirement benefits are made by the Virginia State legislature. The School Board must comply with all regulations as set forth by the legislature. If the employee starts on or before the first business day of the month, the employee earns a month of creditable compensation in the current month. If the employee starts after the first business day of the month, the employee begins to earn creditable compensation in the following month. VRS annual contributions are based on the employer percentage along with a 5% contribution from eligible employees.

- Employer Code – 40210 – Professional Employees: Teachers, Clerical Staff, Supervisory Staff, Administrative Staff, Instructional Assistants, Secretaries, Nurses, School Nutrition Staff
- Employer Code – 55610 – Non-Professional Employees: Maintenance, Custodians (and Nutrition Custodial staff), Bus Drivers

For more information log in to [MyVRS](#). Additional resources and plan handbooks can be found on the [LCS website](#).

VRS Plan 1 & 2 (Legacy Plans)

For employees hired prior to January 2014, they are enrolled in legacy VRS retirement plans (Plans 1 & 2). These deferred benefit plans provide a monthly retirement benefit which is calculated with a formula. Vesting occurs when a member has at least 5 years of creditable service. The employee mandatory contribution is 5% of their creditable compensation per pay period.

Additional resources and the handbooks for Plan 1 & Plan 2 can be found on the [LCS website](#).

VRS Hybrid Plan

For employees hired on or after January 1 2014, they are enrolled in the VRS hybrid retirement plan. The Hybrid VRS Plan is a defined benefit plan and defined contribution plan. The employee mandatory contribution is 5% of their creditable compensation per pay period.

The Defined Benefit (DB) plan which provides a monthly retirement benefit which is calculated with a formula.

The Defined Contribution (DC) plan pays a retirement benefit based on contributions by the employee and employer to the plan and the investment performance of those contributions. The DC component offers two plans: **Hybrid 401 (a) Cash Match Plan** and the **Hybrid 457 Deferred Compensation Plan**.

- Hybrid 401(a) Cash Match Plan: The employee contributes a mandatory 1% of their creditable compensation each month to the 401 (a) account; the employer contributes a mandatory 1%, plus matching contributions on any voluntary contributions the employee makes
- Hybrid 457 Deferred Compensation: This allows the employee to accumulate additional voluntary contributions on a tax-deferred basis until they leave or withdraw the money from their plan.

Additional resources and the handbook for the Hybrid Plan can be found on the [LCS website](#).

403(b) and 457 Deferred Compensation Plans

LCS offers a 403(b) and 457 Deferred Compensation Program to eligible employees to help them voluntarily save for their retirement. The 403(b) and 457(b) plans are tax deferred retirement savings plans available to employees of public educational institutions, government agencies and certain tax-exempt organizations. Contributions are deducted on a pre-tax basis; taxes are deferred until the tax year in which funds are received from the plan(s) unless you choose the Roth option (contributions are post-tax).

For both plans the maximum annual contributions for 2026 is \$23,500 for participants under age 59 and up to \$7,500 for participants who become age 50 or older during this calendar year.

The Plans accept rollover distributions that meet IRS guidelines from other tax qualified retirement plans.

The program is administered by the following vendors: VALIC Retirement, American Century Investments, AXA-Equitable Life Assurance Co., Horace Mann Insurance Co., VOYA Life Insurance and Annuity Co., VOYA ReliaStar Life Insurance Co., Security Benefit Group, Servus Capital Management.

www.lcsedu.net/departments/payroll-benefits/benefits/retirement/403b-and-457-retirement

Voluntary Benefits

Pre-Tax Benefits

FBA Flexible Spending Accounts (FSA)

Provides a great way to set aside some of your salary, on a pre-tax basis, for HealthCare and/or Dependent Care qualified expenses

- Contribution Limit: The max you may place in this account for the plan year is \$3,400
- Participants in the FSA will be able to carry over up to \$680 to the next plan year
- Must re-enroll every year (it is not automatic)

Trustmark Accident

Pays cash benefits directly to you for medical treatment due to an accident and it include a Health Screening Benefit

MetLife Group Cancer

Pays cash benefits to you for cancer treatment, other specified diseases, and it include a Health Screening Benefit

Aflac Group Hospital Indemnity

This plan provides 24 hour protection and pays cash benefits for accidents or sickness including hospital confinement, surgery, and anesthesia benefits

Post-Tax Benefits

Aflac Group Critical Illness

Provides a lump sum cash benefit to you for the diagnosis of covered illness such as heart attack, stroke, or kidney failure, etc. and this benefit includes a Health Screening Benefit

AUL Short-Term Disability & AUL Long-Term Disability

This plan provides benefits for covered injuries or sickness whether on or off the job.

TrustMark Universal Life

Provides long term care and benefit restoration.

Legal Shield (Identity Theft Protection)

Gives you confidence of knowing whatever comes your way, someone is looking out for you.

Other Benefits

COBRA Health Care Continuation Coverage

Participants who are enrolled in the School Board health, vision, and/or dental insurance plan may be eligible for Consolidated Omnibus Budget Reconciliation Act (COBRA) continuation coverage if coverage is lost due to a qualifying event. Coverage may be continued for up to 18, 29, or 36 months, depending on the event.

The School Board makes no contribution toward COBRA coverage. Employees who are participating in health, vision, or dental insurance plans when they terminate employment will be notified in writing of the COBRA coverage rights.

Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) is a service designed to help employees and their families resolve personal problems which may be interfering with work or home life. Lynchburg City Schools has retained the services of AllOne Health to provide a program to its employees and family members at their request. Supervisors and the Human Resources can also refer employees if personal problems are reflected in job performance.

The program assists with a variety of supports for personal problems encountered such as marital conflict, chemical dependency (drug/alcohol problems), financial problems, emotional problems (depression, anxiety, etc.), family conflicts, etc.

Non-resident Employee Student Tuition Waiver

Nonresident children whose parents/guardians are full-time contracted staff members of Lynchburg City Schools may be accepted for enrollment tuition free in the Lynchburg City Schools (on a space-available basis only) upon authorization by the Superintendent. Forms may be obtained from the Department of Finance at (434) 515-5010.

Refer to School Board Policy JECZ for more information about the Non-Resident Employee Student Tuition Waiver.

Wellness Program

The Health Management Program is a LCS benefit for eligible employees who are covered by the School Board health insurance plan. Employee's participation in the program is voluntary and it will reduce the cost of your semi-monthly health premiums. The Wellness Program is designed to proactively address the health needs of our employees by effectively changing unhealthy behaviors, preventing diseases, helping high-risk employees control and improve their health, and promoting wellness. At this time, no dependents, retirees, or COBRA participants can obtain services at the clinic.

LEAVE/ABSENCES

Lynchburg City Schools' employees are awarded sick, personal, and vacation leave based on their position and contract length. Leave is prorated upon separation. Documentation is required for extended or recurring absences. All employee leaves and absences are subject to school division policy and regulations.

Absence & Leave Reporting (Frontline)

Time & Attendance

LCS uses **Frontline Time and Attendance** as its timekeeping system to track all time for non-exempt employees. All non-exempt employees will be issued a badge to swipe in and out at their locations.

Time clocks are located at almost every site. Employees are also able to clock in from a device in some situations. Any missing time will result in a deduction from payment.

If employees and subs need to report missing or incorrect time, they will need to contact the timekeeper or approver in their school or department.

Non-exempt employees are prohibited from working off the clock.

Leave Reporting

LCS uses **Frontline Absence Management** (formerly Aesop) for leave reporting for all employees. The link for **Frontline Absence Management** is located in the "LCS Bookmarks" folder of the web browser.

Personal Leave/Vacation

Personal Leave

Full-time employees not eligible for vacation leave will be advanced personal leave at a rate of two days per year.

New employees who begin work between July 1 and December 31 accrue two personal leave days. New employees who begin work between January 1 and June 30 accrue one personal leave day.

A maximum of five personal leave days may be accumulated by an employee. Once personal leave has accumulated to five days, the employee will receive sick leave days in lieu of days that would have been awarded as personal leave.

Employees eligible for personal leave are discouraged from requesting such leave at times when a substitute may not be able to adequately handle the responsibilities of the job. Specifically, a personal leave request will be disapproved, unless there are extenuating reasons, during the following periods:

- The first ten student days and the last ten student days of the school year;
- The day before and the day after a professional learning day, local, state, or national holiday.

A written, detailed statement must be submitted to the principal and Chief Human Resources Officer if, for extenuating reasons, personal leave is requested during these periods.

Personal leave may be taken in one hour increments and cannot be used in conjunction with any other leave. Other absences from assigned duties may be granted by the principal for less than one hour and will not be charged against personal leave. Such absences should be permitted only when students are not in attendance, when a substitute is not required, or in cases of extreme emergency.

Refer to School Board Policy GCBD-RW for more information about personal leave.

Vacation

Full-time administrative and classified personnel who work a 12-month, 260-day contract will earn annual vacation leave based on service. Vacation must be earned prior to use, and can be taken in half or full day increments.

Requests must be submitted in advance and approved by the supervisor.

Vacation is accrued based on years of service:

- 1-5 years: 1.00 day
- 6-10 years: 1.25 days
- 11-15 years: 1.50 days
- 16-20 years: 1.75 days
- 241+ months: 2.00 days

Under no circumstances can an eligible employee carry over more than 36 vacation days on June 30th of each year.

Refer to School Board Policy GCBD-RU for more information about vacation leave and prior service credit.

Sick Leave

Sick leave is granted for personal illness, family illness, injury, and medical appointments. If an employee uses five (5) consecutive days of leave or eight (8) days within a thirty (30) calendar-day period, a medical certification is required. Extended or patterned use of sick leave without medical certification, may result in disciplinary actions.

Employees will be advanced the first 3 days of their sick leave after the first working day of their contract and will continue to accrue sick time on a monthly basis until the maximum number of days are accrued dependent on the length of the employee's contract. Employees starting after the first day will have their upfront days prorated.

Full-time employees and part-time employees earn sick leave each month.

- 10-month employees earn 10 sick leave days
- 11-month employees earn 11 sick leave days
- 12-month employees earn 12 sick leave days

Part-time employees who work less days per week than full-time employees shall earn sick leave days according to the employee's full-time equivalency (FTE).

Unused sick leave is carried over to the next year. For Legacy and part-time employees, unused sick leave accumulates from one contract year to the next with no maximum accumulation. For Hybrid Employees, unused sick leave accumulates from one contract year to the next with a maximum of 90 days to be carried over as of June 30th each year.

Sick leave for immediate family may require documentation if exceeding thresholds.

Transfer of Leave

Accumulated sick leave may be transferred up to a maximum of ninety (90) days for Legacy Employees and forty (40) days for Hybrid Employees. Such leave can be transferred within Virginia from one school division to another if the school division to which the employee transfers agrees to accept the responsibility for the accumulated sick leave. The Lynchburg City School Board will accept such transfer of leave from other accredited participating Virginia divisions for certified employees. To transfer sick leave please contact the HR Department.

Sick Leave Increments

- **Exempt Employees:** Sick leave may be taken in increments of no less than half day
- **Non-Exempt Employees:** Sick leave may be taken in increments of no less than one hour

Refer to School Board Policy GCBD-RZ for more information about sick leave.

Bereavement

In the case of the death of an immediate family member, full-time and part-time employees may be absent without loss of pay and without sick leave deduction for a period not to exceed three (3) days per occurrence.

Immediate Family is defined as follows: parent, son, daughter, foster parent/child, stepmother, stepfather, stepson, stepdaughter, husband, wife, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandparent-in-law, grandchild, or relative other than the above if such relative lives in the household of the employee. An exception to this policy will require approval from Human Resources.

Extended Absences

Catastrophic Medical Leave (CML)

A full-time employee may be granted up to twenty (20) additional days of paid Catastrophic Medical Leave (CML) in the event the employee has a continuous and prolonged absence of five (5) or more days. This leave period will run concurrently with FMLA (Family Medical Leave (FMLA) or Emergency Medical Leave (EML). The absence must be for personal illness beyond the employee's accumulated leave including personal/vacation/non-accumulative leave. An employee is not required to be a member of the Extended Illness Program (EIP); however, if the employee is a member all leave must be exhausted before requesting CML.

A full-time employee will be limited to one occurrence of CML during a 12-month period. Continued absence beyond CML shall be without pay.

Please refer to School Board Policy GCBEA for more information about the Catastrophic Medical Leave.

Disability

Employees enrolled in the VRS Hybrid plan are provided with short-term and long-term disability benefits through the Virginia Local Disability Program (VLDP). These benefits are designed to provide income protection in the event of an occupational or non-occupational disability. Eligibility for work-related claims begins on the first day of employment, while coverage for non-occupational claims (including pregnancy) begins after one year of service with Lynchburg City Schools.

Hybrid Short-Term Disability (STD)

Short-Term Disability (STD) provides a minimum of 60% of pay for up to 125 workdays. Claims are administered by the Standard Insurance Company and are subject to a seven-calendar-day waiting period.

Hybrid Long-Term Disability

If an employee remains disabled after short-term benefits end, long-term disability provides up to 60% income protection until VRS retirement age. Recipients are considered disabled based on their own job for the first two years and any job thereafter. It is important to note that individuals are not considered active employees while receiving long-term disability benefits.

Note: VRS Plan 1 & Plan 2 employees are not covered by VLDP; refer to VRS disability retirement provisions where applicable.

Extended Illness Program (EIP)

The Extended Illness Program (EIP) provides additional sick leave for those members who have a long-term (20 or more consecutive days) illness or injury and who have exhausted their sick leave. **This is not available for Hybrid Employees.**

A Legacy or part-time employee may enroll by donating one day of their sick leave to the program equivalent to the contracted FTE. Enrollment may be accomplished by submitting the EIP Application to the EIP Committee. This committee will consist of Deputy Superintendent, Chief Financial Officer, and Chief Human Resources Officer or designees.

To request leave from the program:

1. A completed [EIP Leave Withdrawal Form](#) shall be submitted to the EIP Committee. The committee shall approve/disapprove the request within 5 business days.
2. The leave withdrawal form may be submitted in anticipation of exhaustion of all paid leave, but no member will actually receive donated leave until all paid leave is exhausted.
3. The leave withdrawal form must include medical certification from an attending physician that identifies the medical problem and the estimated time period of incapacity, including any restrictions. No request will be considered unless medical information is included. Completed FMLA paperwork may be submitted along with the withdrawal form in place of the medical certification.

A short-term disability (STD) benefit is provided for Hybrid Employees, therefore, Hybrid Employees are not eligible to participate in EIP.

Please refer to School Board Policy GCBD-RZ for more information about the Extended Illness Program.

Emergency Medical Leave Without Pay

Leave without pay may be granted to employees of the school division who have a debilitating or life-threatening illness or injury and who are not eligible for Family and Medical Leave (FMLA) because they have not worked for the division for twelve (12) months or have not worked at least 1250 hours according to the Fair Labor Standards Act (FLSA).

Employees with a debilitating or life-threatening illness who are entitled to leave under this policy may take up to thirty (30) days unpaid leave during their first year of employment with the school division. Leave may be taken only in full-day increments. Leave may be taken only when the employee has no other leave (such as sick leave) available.

Please refer to School Board Policy GCBEA for more information about Emergency Medical Leave.

Family Medical Leave (FMLA)

LCS provides eligible employees with unpaid leave in accordance with the Family and Medical Leave Act (FMLA). To be eligible, an employee must have completed at least twelve (12) months of service with the division and worked at least 1,250 hours during the 12 months immediately preceding the leave; however, full-time teachers are deemed to meet this hourly requirement automatically.

Any eligible employee is entitled to leave for a combined total of 12 weeks per year for the following situations:

- The birth and care of a newborn child;
- The adoption or foster placement of a child;
- To care for an employee's spouse, parent, or child with a serious health condition;
- Because of a serious health condition that makes the employee unable to perform the essential functions of the employee's job; and
- Because of any qualifying exigency as defined in Department of Labor regulations, arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

However, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember is entitled to a total of 26 workweeks of leave per year to care for the servicemember. Leave under this paragraph is available only during a single year. During that year the employee is entitled to a combined total of 26 workweeks of leave

Intermittent and Reduced Schedule Leave

When permitted by the FMLA, intermittent and reduced schedule leave may be used. However, when the employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the school division may temporarily transfer the employee to an available alternative position with equivalent pay and benefits that better accommodates the employee's intermittent or reduced schedule leave.

Spouses Employed by LCS

Spouses who are both eligible for family and medical leave and are employed by the school division shall be granted family and medical leave only for a combined total of twelve weeks per year when the leave is taken for the birth, foster placement, or adoption of a child or to care for the child after birth, adoption, or foster placement or to care for a parent with a serious health condition.

Return to Work

An employee on family and medical leave shall provide the division at least two work days' notice of the intent to return to work. The employee shall be returned to the same or equivalent position at the end of the family and medical leave unless the division shows that the employee would not otherwise have been employed at the time reinstatement is requested.

Please refer to School Board Policy GCBE for more information about FMLA.

Outside Employment During Leave

An employee who is on family and medical leave may not engage in employment for any other employer or self-employment while on leave. Falsification of records and failure to correct records known to be false are violations of this policy and will result in discipline which may include termination from employment.

Special & Military Leave

Special Leave

Special leave is absence from duty allowable to employees with approval of the Superintendent or designee, for example, the performance of professional or civic duties. Requests for special leave are to be addressed to the Superintendent or designee in writing.

Professional Duties

Absence from duty without loss of pay or benefits is allowable for the reasons listed below:

- To serve as delegates or officers for professional organizations when the interest of the school division is involved.
- To visit model projects of interest to the school division.
- To assume major community responsibilities when the interest of the school division is involved.
- To attend certain special conferences when the interest of the school division is involved.
- To attend professional meetings outside of the city when approved by the Superintendent.
- To perform other professional and civic duties when approved by the Superintendent.

Jury Duty and Subpoenaed Witnesses

An employee who is summoned to serve on jury duty, or an employee (except a defendant in a criminal case) who is summoned or subpoenaed to appear in court, may be granted special leave with pay. The employee should provide their supervisor with reasonable notice and a copy of the summons or subpoena. The employee is not required to use sick, vacation, or personal leave as a result of the absence from employment, due to such jury duty or court appearance. Any payment received from the courts may be retained by the employee.

Bereavement

In the case of the death of an immediate family member, full-time and part-time employees may be absent without loss of pay and without sick leave deduction for a period not to exceed three (3) days per occurrence.

Military Leave

All LCS employees who are members of the state or federal military reserves are entitled to leaves of absence from their duties on all days during which they are engaged in federally funded military duty, including training duty, or when called forth by the Governor. Immediately upon receipt of official notice to report for duty, the employee will notify the Payroll/Benefit Supervisor of the need for military leave. A copy of the official orders must accompany the leave request.

Refer to School Board Policy GCBEB for details about military leave and benefits.

Workers' Compensation Leave

Injuries to employees from accidents in the line of duty may be compensable under the Virginia Workers' Compensation Act.

If an employee is injured on the job, the injured worker must report the injury within 24 hours of the occurrence. The injured employee must be treated by a physician from the approved Workers' Compensation Panel of Physicians. Employees will need to forward any bills, receipts, prescriptions, doctor's notes, or any other injury related documents to their assigned claim representative.

If an injury or illness is found to be compensable, employees are entitled to medical care and compensation based on two-thirds of their weekly wage up to the state maximum. Before an employee can return to work, the employee must provide a return to work release form from the treating physician.

For additional information contact the Office of Payroll & Benefits at (434) 515-5010.

WORKPLACE EXPECTATIONS & PROCEDURES

Accidents & Injuries

If a staff member is injured in school, on school grounds, or during an official school function, the injured worker should notify their supervisor. The building principal or supervisor will assist the injured worker in seeking appropriate medical attention.

If the injury is non-life threatening, the injured worker or supervisor will immediately need to call the 24/7 *Company Nurse* hotline at (888) 770-0925. The employer name is Lynchburg City Schools, and the search code is V510B.

Company Nurse will gather information over the phone to help the injured worker access appropriate medical treatment using the Workers' Compensation Panel of Physicians.

If the designated building contact or supervisor is unavailable, the accident or injury must be reported to the Office of Payroll & Benefits at 515-5010.

Posters with this information are posted in multiple locations within worksite locations.

Standards of Conduct

All Lynchburg City Schools employees are expected to engage in activities and behaviors that promote the well-being of students and reflect positive interactions with colleagues, parents, and the community. Staff must refrain from actions that reflect adversely upon the school division, as violations of these standards may result in disciplinary action up to and including termination. While it is impractical to list every inappropriate behavior, the division maintains high expectations for professional conduct and adherence to all School Board policies.

The following are examples of unacceptable behavior:

- Poor job performance, unsatisfactory attendance, or failure to follow supervisory directions.
- Threatening, harassing, or discriminating against students, staff, or community members.
- Unauthorized disclosure of confidential information or falsification of division records.
- Possession or use of alcohol, tobacco, or controlled substances on school property or at school-related activities.
- Theft, misuse, or willful damage of school division property.
- Use of obscene language, gestures, or images in the professional environment.
- Personal use of electronic devices or social media during instructional time or while supervising students.

Refer to School Board Policy GBEZ for additional examples of unacceptable behavior.

Confidentiality

Employees with access to confidential information must comply with the Virginia Privacy Protection Act, FERPA, HIPAA (as applicable), and LCS policies. Breaches may result in discipline up to and including termination.

Discipline

Probation and Dismissal

Teachers may be dismissed for incompetency, immorality, non-compliance with school laws and regulations, disability in accordance with State and federal law, conviction of a felony or a crime of moral turpitude, or other good and just cause.

Refer to School Board Policy GCPD for more information about professional staff discipline.

Suspension of Staff Members

Employees of Lynchburg City School Board, whether full-time or part-time, permanent or temporary, may be suspended for good and just cause when the safety or welfare of the school division or the students therein is threatened or when the employee has been charged by summons, warrant, indictment, or information with the commission of the following:

- a felony; or
- a misdemeanor involving
 - sexual assault
 - obscenity and related offenses
 - drugs
 - moral turpitude
 - the physical or sexual abuse or neglect of a child; or an equivalent offense in another state.

No employee will have their insurance benefits suspended or terminated because of suspension. The placing of a school employee on probation pursuant to the terms and conditions of Va. Code § 18.2-251 shall be deemed a finding of guilt.

Refer to School Board Policy GCPF for more information about suspension of staff members.

Dress Code

Employees are expected to model professional standards of dress and grooming appropriate to their assignments and consistent with school safety and the employee's role responsibilities.

Safety & Security

At Lynchburg City Schools, the safety of students and staff is its top priority. Emergencies can range from utility disruptions to potential threats, impacting one child, one school, or the entire division. In any situation, the goal is to respond quickly and appropriately while minimizing disruption to instruction.

LCS works closely with local police, fire, emergency services, and health departments to develop and implement comprehensive safety plans. In the event of an emergency, schools may initiate actions such as lockdowns, sheltering in place, evacuations, or early closures depending on the situation.

Safety Procedures

During an emergency, standard response protocols may be initiated as seen below:

Restricted Entry & Exit

Restricted Entry & Exit is used to secure school buildings and grounds when there is a potential safety concern outside of the building. Possible Restricted Entry & Exit situations include police activity in the neighborhood, an unauthorized person on site, or dangerous animal in the area.

Students and staff continue normal activity inside, but entering and exiting the building is prohibited.

Hold

A Hold is used when hallways need to be cleared. Possible Hold situations include medical emergencies, investigations, or maintenance issues where hallways must be cleared.

Students and staff continue normal activities inside the classroom, but movement throughout the building is stopped and all scheduled class changes are disregarded. When necessary and safe to do so, students are escorted to restrooms. No one is allowed in or out of the building.

Lockdown

Lockdown is an action schools take to secure school buildings and grounds during incidents that pose an immediate threat of violence inside of the school building. The primary objective is to ensure all students, staff, and visitors are secured away from immediate danger. Incidents might include an intruder in the building or any other active threat.

Teachers and staff account for students and ensure that no one leaves their classrooms or safe area. No one is allowed in or out of the building.

Evacuate

Evacuate is used to move students and staff to safer locations outside of the building when a fire or other emergency requires that they leave the building. The primary objective of an evacuation is to ensure that all staff, students, and visitors can quickly move away from a potential threat.

Shelter

Shelter can be used to quickly move students, staff, and visitors indoors in the event of a severe weather incident or if hazardous materials are released in the area. For severe weather, depending on the threat level, individuals may be required to move to rooms without windows or into the main building.

Raptor Emergency Management

LCS uses the Raptor Emergency Management platform to help prepare for, respond to, and recover from emergencies. The platform expedites and streamlines emergency response by allowing staff members to initiate an alert directly through 911 and provide critical information to first responders, law enforcement, and school personnel.

School Security Personnel

School Resource Officers

Each LCS secondary school has a school resource officer (SRO), or a law enforcement officer employed by the Lynchburg Police Department (LPD) and assigned to a school. From preparing crisis plans to safeguarding students, staff, and guests, SROs provide safety and security services while working full-time in the schools they serve.

School Security Officers

At all LCS elementary schools, school security officers (SSOs) cultivate a safe learning environment for students, staff, and guests. Unlike SROs, SSOs aren't employed by the LPD. They are former police officers and have the same training as LPD officers, but they are now employees of the LCS School Board. The SSO program started in the 2023-24 school year at LCS elementary schools.

SSOs receive specialized training through the Benchmark Analytics VCS-CRCC Program. This training equips SSOs with the skills and mindset needed to respond effectively during the critical first five minutes of an active attack, a period when law enforcement response times average three to five minutes. This program emphasizes cooperation between SSOs, first responders, and community members to manage active threats.

Universal Emergency Phone Number

If an employee needs immediate assistance from an administrator and they are near a division phone, they can call the universal emergency phone number for help. When the emergency number is dialed on a classroom or office phone, every extension for the crisis management team will ring simultaneously until someone answers the call.

To dial the universal emergency phone number:

1. Dial the first two (2) digits of the location's individual extension number.
2. Then dial 555

For example, Linkhorne Middle School's phone extension is 32xxx. Their emergency phone number is 32555.

Scheduling Building Usage

When scheduling school-related events outside of normal school hours, employees are required to notify their school administrator or submit a reservation request through the LCS Facilities Rental Coordinator. This process is designed to prevent potential conflicts with outside users.

The use of school facilities for K-12 school instructional and extracurricular programs, meeting of students, teachers, parent/teacher organizations or other organizations directly affiliated with the schools will have precedence over all other requests.

The LCS Facilities Rental Coordinator may be reached at (434) 515-5390.

Social Media

LCS recognizes that social media can be a valuable tool for sharing ideas, building community, and engaging with others. However, the line between personal and professional use can blur, creating potential risks to the school environment and staff credibility.

While LCS respects employees' First Amendment rights, posts that compromise the division's mission, disrupt the school environment, or damage relationships may be subject to review and corrective action.

Employees should make sure their posts reflect the professionalism and integrity expected of educators, maintain strictly professional communication with students, and limit personal social media use during work hours so it does not interfere with job performance.

The following conduct is strictly prohibited:

- Disclosing confidential information
- Misrepresenting authority
- Violating policies
- Disrupting the educational environment
- Inappropriate or unprofessional conduct

LCS reserves the right to take disciplinary action, up to and including termination, when an employee's social media activity:

- Violates School Board policies or laws;
- Adversely affects the employee's performance or reputation;
- Substantially disrupts the educational environment or school operations.

Refer to School Board Policy GACZ for more information about employee social media use.

Vehicle Use

Division vehicles are for official business only. Drivers must hold a valid license and comply with LCS vehicle procedures, accident reporting, and post-incident testing requirements where applicable.

SEPARATION

Intent Forms

Employees and candidates must submit their intent form by the timeline established by the Department of Human Resources (HR). Once submitted, employees may, within one week, withdraw a request to resign. Upon the expiration of the one week period, the Superintendent shall notify the School Board of the decision to accept or reject the resignation. Changes or withdrawals will not be accepted after submission, and HR will follow the guidelines outlined in School Board Policy GCPB to manage any updates or withdrawals, ensuring fairness and stability in filling vacancies.

Resignations & Exit Process

A teacher may resign after June 15 of any school year with the approval of the Superintendent. The teacher shall request release from contract at least two weeks in advance of the intended date of resignation. Such requests shall be in writing and state the cause of the resignation. The teacher may, within one week, withdraw a request to resign. Upon the expiration of the one week period, the Superintendent shall notify the School Board of the decision to accept or reject the resignation. The School Board, within two weeks, may reverse the decision of the Superintendent. In the event that the Board or the Superintendent declines to grant the request for release on the grounds of insufficient or unjustifiable cause, and the teacher breaches such contract, disciplinary action, which may include written reprimand, suspension, or revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education.

Other employees who wish to terminate their employment must give notice at least ten school days prior to their desired separation date. Notice should be given to the employee's immediate supervisor, who will inform the Superintendent.

Refer to School Board Policy GCPB for more information about resignation of staff members.

Reduction In Force (RIF)/Furlough

When circumstances necessitate programmatic or staffing reductions (e.g., enrollment or budget changes), LCS will follow Board policy and regulations. Reductions are not based solely on seniority; they will include consideration of the performance evaluations of those potentially affected by the reduction in workforce.

Refer to School Board Policy GCPA for more information about Reduction in Professional Staff Work Force.

Reduction in Force: Licensed Staff Procedures

1. Employees affected by a reduction will be notified as soon as possible. Formal notice will be provided no later than two weeks following the City Council's approval of the School Board budget, or by July 1, whichever comes first.
2. An employee who is reduced will be assigned to a vacancy within the employee's areas of endorsement. Should an employee refuse a reassignment, the employee will be ineligible for any other reassignment and will lose all recall rights.
3. An employee who is reduced and not assigned to a vacancy will be assigned to a position within the division held by the employee with the least seniority within the employee's endorsement area.
4. When possible, the displacing employee shall be in the same or higher adopted salary classification as the employee to be displaced.
5. When an employee is reduced into a lower salary classification, the employee will be credited with all of the employee's previous Lynchburg City School experience in the assigned classification, including previous Lynchburg City School experience in a higher salary classification.
6. Employees who are reduced and cannot qualify for an existing vacancy based on seniority and certification will be placed on the list of eligible employees subject to recall. Hospitalization and life insurance participation will be made available to a reduced employee during the recall period providing the employee pays the full cost of such insurance. When any position becomes available for which a reduced employee qualifies, the employee will be offered the assignment.
7. When there is no remaining assignment available for a reduced employee, the employee may be released from

employment in accordance with state statutory requirements.

Refer to School Board Policy GCPA-RZ for more information about RIF procedures and recall for licensed staff.

Reduction in Force: Classified Staff Procedures

Employees affected by a reduction will be notified as soon as possible. Formal notice will be provided no later than two weeks following the City Council's approval of the School Board budget, or by July 1, whichever comes first. Human Resources will develop a list, as needed, according to the following:

1. The list will be ranked from the most senior down to the least senior employee within job groups. "Seniority" for this purpose will be defined according to length of continuous service.
2. Once the seniority list for each of the respective groups has been developed, then the employees' performance and discipline, as documented in their personnel files for the past three (3) years will be reviewed
3. In the event that two employees in the same position/job group with the same hiring date, qualifications, and performance record are being considered for a reduction, the following criteria will be considered:
 - a. Additional training;
 - b. Written documentation of skills and abilities;
 - c. Total experience in present position;
 - d. Total experience in Lynchburg;
 - e. Recommendation of the employees' principal/department head.

Every reasonable effort will be made to place an affected employee in a vacant position for which the employee may qualify. In lieu of being laid-off, employees who have more seniority may be eligible to assume vacant positions within the same or lower pay classifications provided they hold appropriate qualifications or have had previous successful experience in the particular position.

Refer to School Board Policy GDNA-RZ for more information about RIF procedures and recall for classified staff.



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