



LOUDOUN COUNTY PUBLIC SCHOOLS

2014-2015 EMPLOYEE HANDBOOK



Welcome to
Our School Division

Board Members/
Administrative
Personnel/Times

Employee
Information

Salary Scales/Lanes

Teaching Activities
Stipends/Policy

Index/Directory
of Schools



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Welcome to Our School Division

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HOW TO USE THE DIVISION HANDBOOK

The Loudoun County Public Schools' Employee Handbook provides alphabetized sections, as well as policy/regulation reference numbers, and a comprehensive index to help the user find information quickly. Organizational and personnel information, found in the front of the document, are followed by alphabetized sections which outline important rules, regulations, policies, and benefits. Following are the administrative, classified, and teacher salaries for the year. Policy and/or regulation reference numbers are shown where applicable. These numbers correspond to the specific location in the School Board Policy Manual where an in-depth account of the relevant policy is provided. This handbook provides no expectation of continued employment, is not part of any employment contract, and is not a substitute for a careful reading of all policies and regulations. Contact the Department of Personnel Services with questions.

From the Superintendent



Eric Williams, Ed.D.
Superintendent

As a new employee of the Loudoun County Public Schools, I know the importance of this twenty-fifth edition of our Employee Handbook. The Handbook provides information regarding policies and regulations, as well as an overview of the benefits available to us as full-time staff members.

The Employee Handbook is designed as a reference guide. Please be sure to consult the School Board Policy Manual located in school facility offices or visit our website at www.lcps.org for the most detailed, up-to-date information pertaining to policies. Please discuss any questions you have with your immediate supervisor. The Department of Personnel Services in the Administration Building is also available to assist. Please contact one of the Personnel Specialists, Supervisors, or Directors at 571-252-1100 if you have further questions.

I am honored to have the opportunity to join the dedicated, professional team of the Loudoun County Public Schools. I look forward to working with you to sustain and build on our strong tradition of excellence. Thank you for your service to our students.

2014–2015 School Year

JULY							2014							AUGUST							2014							SEPTEMBER							2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S														
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13	14	15	16	17	18	19	10	11	12	TI	TI	NH	16	14	15	16	17	18	19	20																					
20	21	22	23	24	25	26	17	NH	NH	SD	SD	P	23	21	22	23	24	25	26	27																					
27	28	29	30	31			24	CS	CS	CS	P	P	30	28	29	30																									

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OCTOBER							2014							NOVEMBER							2014							DECEMBER							2014						
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5	6	7	8	9	10	11	2	P	P	5	6	7	8	7	8	9	10	11	12	13																					
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19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	H	H	H	H	H	27																					
26	27	28	29	30	31		23	24	25	H	H	H	29	28	H	H	H																								

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JANUARY							2015							FEBRUARY							2015							MARCH							2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S														
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APRIL							2015							MAY							2015							JUNE							2015						
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26	27	28	29	30			24	H	26	27	28	29	30	28	29	30																									

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LEGEND	H Holiday	CS County-Wide Staff Development Day
	TI New to Profession Teacher Institute	MP Moveable Planning/Records/Conference Day
	NH New Hire Workday	F First Day for Students
	SD In-School Staff Development/School Improvement Day	L Last Day for Students
	P Planning/Records/Conference Day	

2014–2015 Instructional Days

DATE	DESCRIPTION
August 13-14	New to Profession Teacher Institute
August 15/18-19	New Employee Orientation/Workdays — All Teachers New to LCPS
August 20-21	In School Staff Development — All Teachers
August 22	Planning/Records/Conference Day
August 25-27	County-Wide Staff Development — All Teachers
August 28-29	Planning/Records/Conference Days
September 1	Holiday (Labor Day)
September 2	FIRST DAY OF SCHOOL
October 13	Holiday (Columbus Day)
October 31	End of the Grading Period
November 3-4	Student Holidays (Planning/Records/Conference Days)
November 26-28	Holiday (Thanksgiving)
December 22-	
January 2	Winter Break (Classes Resume January 5)
January 19	Holiday (Martin Luther King Jr. Day)
January 23	End of Grading Period
January 26	MOVEABLE STUDENT HOLIDAY * (Planning/Records/Conference Day)
February 16	Holiday (Presidents' Day)
March 27	End of Grading Period
March 30-April 3	Holiday (Spring Break)
April 6	Student Holiday (Planning/Records/Conference Day)
May 25	Holiday (Memorial Day)
June 16	LAST DAY OF SCHOOL/End of Grading Period
June 17	Planning/Records/Conference Day
June 18	Planning/Records/Conference Day

*NOTE: Parents with child care or other weekday scheduling concerns — Dates of the Moveable Planning/Records/Conference Day between first and second semesters may change if the school calendar must be changed due to school closings for inclement weather or other emergencies.

9 WEEK GRADING PERIOD ENDING DATE	
DATE	DAYS
October 31, 2014	43
January 23, 2015	44
March 27, 2015	43
June 16, 2015	50

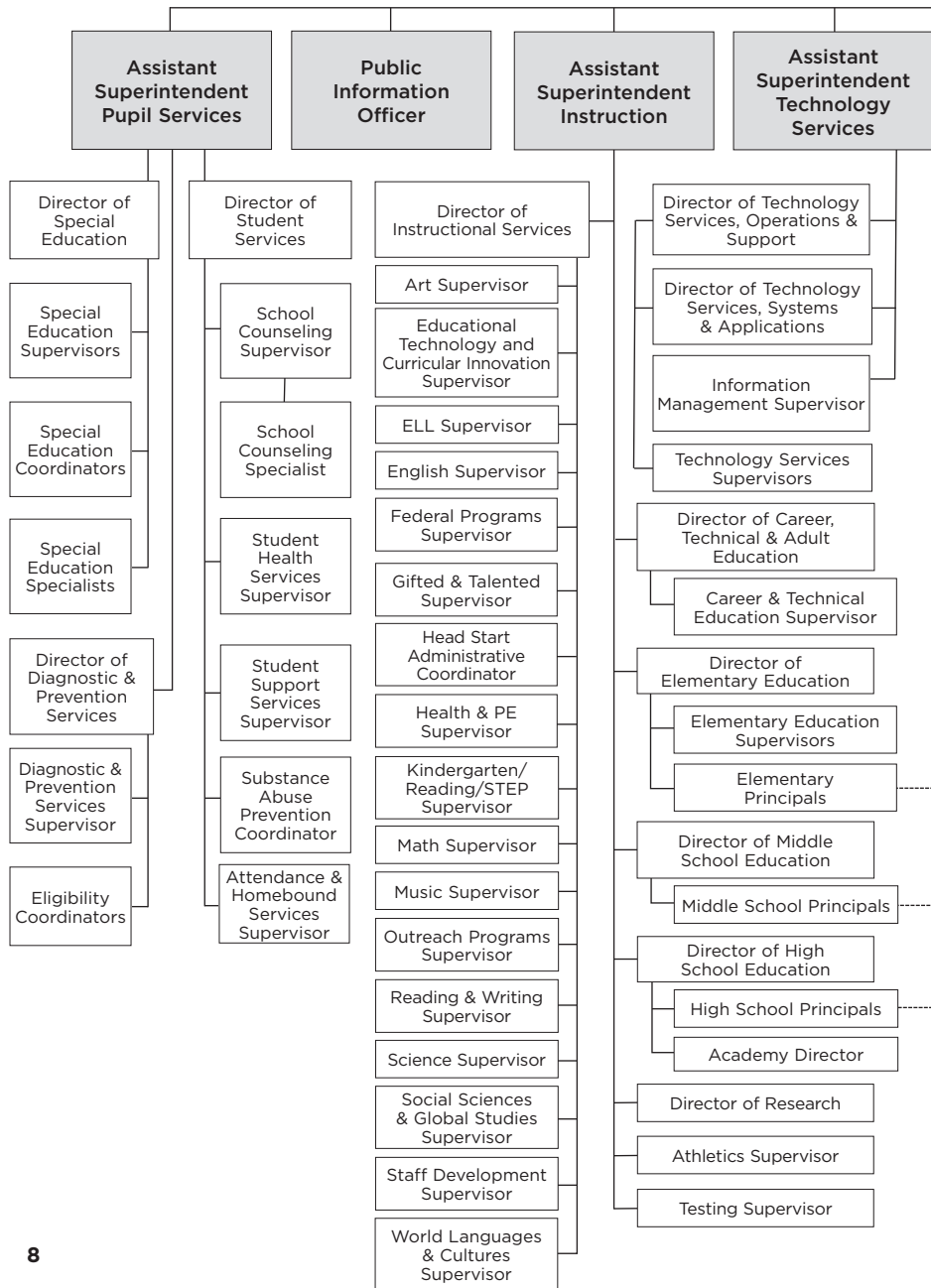


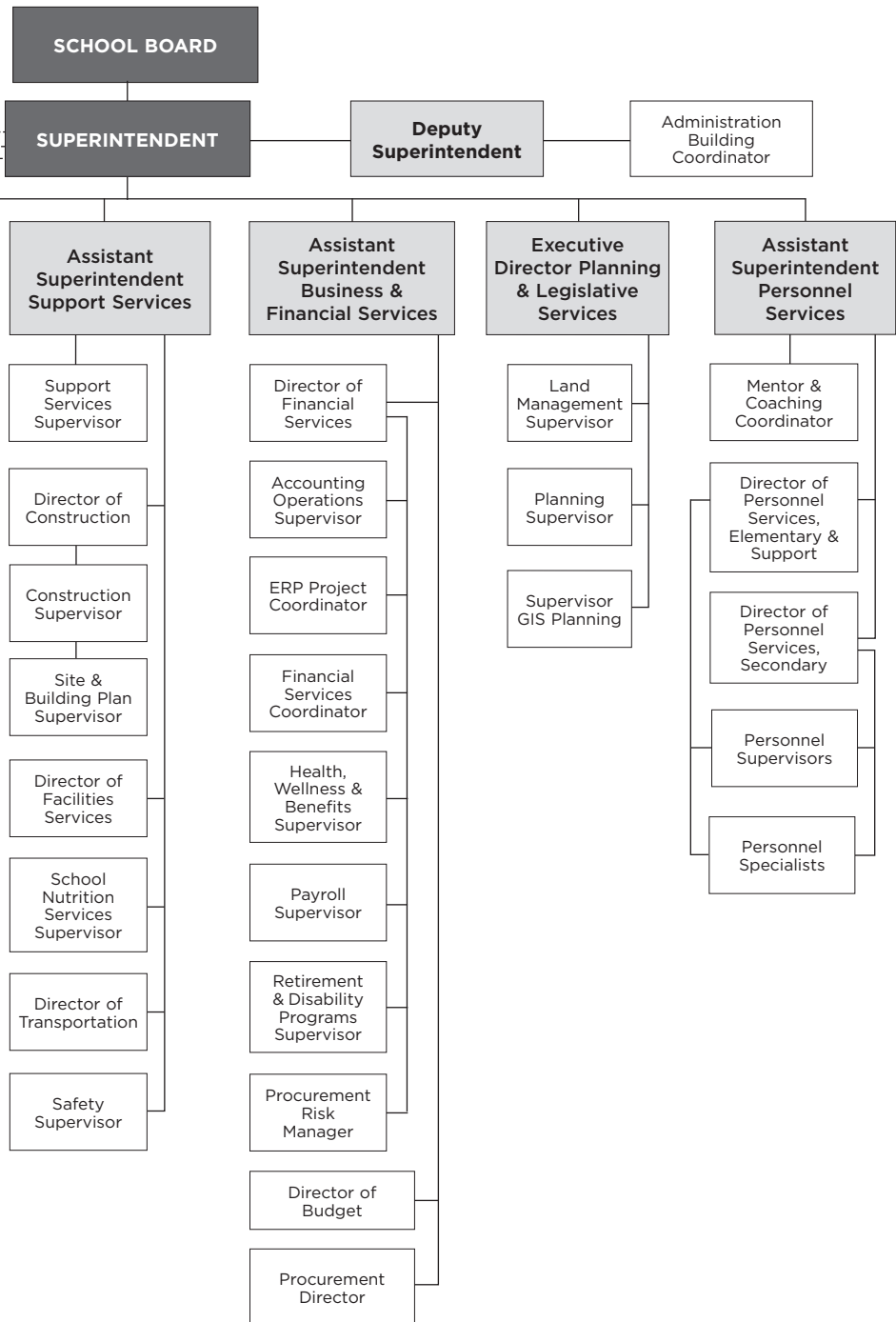
Board Members/ Administrative Personnel/Times

- Organizational Chart
- School Board Members
- Administrative Personnel
- Opening and Dismissal Times

Organizational Chart

Board Members/Administrative Personnel/Times





Board Members/Administrative Personnel/Times

School Board Members



ASHBURN

Eric D. Hornberger

Chairman

571 291-5685

Eric.Hornberger@lcps.org



BLUE RIDGE

Jill A. Turgeon

Vice Chairman

571 420-3818

Jill.Turgeon@lcps.org



AT-LARGE

Thomas E. Reed

At-Large Member

571-223-9928

Thomas.Reed@LPCS.org



ALGONKIAN

Debbie K. Rose

Member

571 291-5983

Debbie.Rose@lcps.org



BROAD RUN

Kevin J. Kuesters

Member

571 420-1818

Kevin.Kuesters@lcps.org



CATOCTIN

Jennifer K. Bergel

Member

571-223-9724

Jennifer.Bergel@LPCS.org



DULLES

Jeff E. Morse

Member

571 420-2243

Jeff.Morse@lcps.org



LEESBURG

Bill D. Fox

Member

571 420-0721

Bill.Fox@lcps.org



STERLING

Brenda Sheridan

Member

571 233-0307

Brenda.Sheridan@lcps.org

Administrative Personnel

Superintendent _____	Eric Williams, Ed.D.
Deputy Superintendent _____	Ned D. Waterhouse
Administration Building Coordinator _____	Brenda L. Allen
Division Counsel _____	Stephen L. DeVita
Public Information Officer _____	Wayde B. Byard
Public Information Coordinator _____	Ivy M. Allen
Assistant Superintendent for Instruction _____	Dr. Terri L. Breeden
Adult Education Coordinator _____	Irene C. Riordan
Art Supervisor _____	Melissa A. Pagano-Kumpf
Athletics Supervisor _____	Les W. Cummings
Career & Technical Education Supervisor _____	Cara L. LeGrys
Director of Academy of Science _____	George J. Wolfe
Director of Career, Technical & Adult Education _____	Shirley L. Bazdar
Director of Elementary Education _____	Dr. W. Michael Martin
Director of High School Education _____	Nereida C. Gonzalez-Sales
Director of Instructional Services _____	Timothy J. Flynn
Director of Middle School Education _____	Barbara P. Nichols
Director of Research _____	Dr. Ryan L. Tyler
Educational Technology and Curricular Innovation Supervisor _____	TBD
Elementary Education Supervisor _____	Michele J. Freeman
Elementary Education Supervisor _____	Dr. Virginia C. Patterson
English Language Learners Supervisor _____	Teresa A. Vignaroli
English Specialist _____	David L. Arbogast
English Supervisor _____	Michele R. Schmidt Moore
Federal Programs Supervisor _____	Evonne C. Denome
Gifted and Talented Supervisor _____	Julia B. Kelly
Head Start Administrative Coordinator _____	Carol M. Basham
Health & Physical Education Supervisor _____	Sheila J. Jones
Math Specialist _____	Michelle L. Crouse
Math Supervisor _____	Suyi Chuang
Media Services Specialist _____	TBD
Music Specialist _____	Martha E. Stanford
Music Supervisor _____	Michael E. Pierson
Outreach Programs Supervisor _____	Wendall T. Fisher
Reading Supervisor _____	Dr. Lori T. Riley
School Improvement & Accountability Specialist _____	Adina Popa
School Improvement & Accountability Specialist _____	Scott W. Meisenzahl
School Improvement & Achievement Coordinator _____	Derek Kaufman
Science Specialist _____	Jennifer Hodges Chang
Science Supervisor _____	Odette D. Scovel
Social Science & Global Studies Specialist _____	Patricia L. Coggins
Social Science & Global Studies Supervisor _____	William F. Brazier
Staff Development Supervisor _____	John P. O'Connor
Technology Resource Specialist _____	Matthew F. Thompson
Technology Resource Specialist _____	Kenneth E. DeLorenzo
Testing Specialist _____	Brandie D. Millar
Testing Supervisor _____	Leigh A. Bennett
World Languages & Cultures Specialist _____	Angelica L. Goetz
World Languages & Cultures Supervisor _____	Suzette F. Wyhs

Administrative Personnel (Continued)

Assistant Superintendent for Personnel Services _____ Dr. Kimberly L. Hough

Director of Personnel Services, Secondary _____ Dr. Asia R. Jones
 Director of Personnel Services, Elementary & Support _____ Larry W. Hopson
 Personnel Supervisor, Support Services _____ Christopher G. Bennett
 Personnel Supervisor, High School _____ Kristi L. Hurd
 Personnel Specialist, Middle School _____ Jay L. Longerbeam
 Personnel Specialist, Elementary School _____ Stephanie P. Knott
 Personnel Specialist, Elementary School _____ Alix E. Smith
 Personnel Specialist, Special Education _____ Nan M. Lewis
 Personnel Specialist, Support Services _____ Jennifer L. Wilhelm
 Mentor & Coaching Coordinator _____ Ginger U. Kave

Assistant Superintendent for Pupil Services _____ Dr. Mary V. Kealy

Attendance & Homebound Services Supervisor _____ Jillian F. Sigmon
 Behavior Support Coordinator _____ Stefanie D. LaPolla
 Child Find Coordinator _____ Ann D. Mulhall
 Diagnostic & Prevention Services Supervisor _____ Dr. Heather R. Applegate
 Director of Diagnostic & Prevention Services _____ John J. Lody
 Director of Special Education _____ Mary M. Kearney
 Director of Student Services _____ Dr. Suzanne M. Jimenez
 Early Intervening Coordinator _____ Kristin H. McGraw
 Eligibility Coordinator _____ Susan K. Collins
 Eligibility Coordinator _____ Lisa A. Phillipovich
 Eligibility Coordinator _____ Barbara L. Fromal
 Eligibility Coordinator _____ Marguerite S. Sweeney
 Eligibility Coordinator _____ Shanna E. Takacs Pence
 Eligibility Coordinator _____ Roseanne T. Welch
 Monitoring & Compliance Specialist _____ Elma L. Allen
 Pupil Services Coordinator _____ Tamara L. Christman
 School Counseling Specialist _____ Beth A. Doyle
 School Counseling Supervisor _____ TBD
 Special Education Coordinator _____ Paul B. Rochford
 Special Education Specialist, IEP _____ Diane R. Newcomer
 Special Education Specialist, Autism Specialist _____ Katherine L. Burns
 Special Education Specialist, Behavior Support _____ Alison C. Lyons
 Special Education Specialist, Behavior Support _____ Dr. Michelle L. Scales
 Special Education Specialist, Deaf & Hard of Hearing _____ Dr. Eileen F. McCartin
 Special Education Specialist, Early Childhood Special Education _____ Lori A. Padgett
 Special Education Supervisor _____ Arlene Sattin Basques
 Special Education Supervisor _____ Richard R. Berry
 Special Education Supervisor _____ Heather A. Cleary
 Special Education Supervisor _____ Toni DeLuca-Strauss
 Special Education Supervisor _____ Deborah Dupree
 Special Education Supervisor _____ Dr. Melissa A. Hartman
 Special Education Supervisor _____ Colleen W. Johnson
 Special Education Supervisor _____ Dr. Elizabeth A. Martinez
 Special Education Supervisor _____ Barbara C. McCann
 Special Education Supervisor _____ Mark E. Nichols
 Special Education Supervisor _____ Megan L. Wagner
 Student Health Services Supervisor _____ Nancy M. Markley
 Student Support Services Supervisor _____ Allyne L. Zappalla
 Substance Abuse Prevention Coordinator _____ Suzanne B. Petersen

Administrative Personnel (Continued)

Executive Director of Planning & Legislative Services _____ **Dr. Sam C. Adamo**
 Land Management Supervisor _____ Sara Howard-O'Brien
 Planning Supervisor _____ Beverly I. Tate
 GIS Planning Supervisor _____ Susan N. Hembach

Assistant Superintendent for Business and Financial Services _____ **E. Leigh Burden**
 Accounting Coordinator _____ Robert K. Frye
 Accounting Operations Supervisor _____ Ellen L. Loss
 Director of Budget _____ Janet E. Gorski
 Director of Financial Services _____ Thomas C. Yetter
 ERP Project Manager _____ Dianne D. Blackwell
 Financial Services Coordinator _____ Auturo R. Rosado
 Health, Wellness & Benefits Supervisor _____ Michele D. Kovach
 Oracle Functional Lead Coordinator _____ Christine A. Quann
 Payroll Coordinator _____ Jessica P. Titus
 Payroll Supervisor _____ Rhonda G. Phillip
 Procurement Director _____ Andrea L. Philyaw
 Procurement Coordinator _____ Dawn F. Taylor
 Procurement Risk Manager _____ Kelly N. Briner
 Retirement & Disability Programs Supervisor _____ Carol A. Edwards

Assistant Superintendent for Support Services _____ **Kevin L. Lewis**
 Architect _____ William L. Boyd
 Civil Engineer _____ Gary Van Alstyne
 Construction Coordinator _____ Ruth E. Green
 Construction Supervisor _____ Robert A. McGraw
 Custodial Operations Supervisor _____ Brian L. Hoover
 Director of Construction _____ Raymond L. Meeker, Jr.
 Director of Facilities Services _____ Edward D. Treanor
 Director of Transportation _____ Alvin E. Hampton, IV
 Distribution Center Supply Coordinator _____ Kenneth W. Peebles
 Energy Education Specialist _____ Michael J. Barancewicz
 Energy Education Specialist _____ John R. Lord
 Facilities Operations Supervisor _____ Ken L. Miller
 Facility Services Supervisor _____ James C. Compher
 Facility Contract Manager _____ Martin Nowakowski
 Fleet Manager _____ William K. Carneal
 Safety Supervisor _____ Suzanne G. Devlin
 School Nutrition Services Supervisor _____ TBD
 Site/Building Plan Supervisor _____ Gregory A. Miller
 Support Services Supervisor _____ LaRue D. Broadhurst
 Transportation Supervisor _____ Tisha N. Austin

Assistant Superintendent for Technology Services _____ **Dr. Richard A. Contartesi**
 Applications Development Supervisor _____ Donald L. Bell
 Director of Technology Services, Operations & Support _____ Michael D. Larson
 Director of Technology Services, Systems & Applications _____ Ursula D. Dixit
 Information Management Supervisor _____ Rachel E. Johnson
 Information Security Coordinator _____ Dan P. Zimmerman
 Project Management Supervisor _____ Justin R. Donovan
 Senior SQL Database Administrator _____ Rama K. Tangirala
 Technology Operations Supervisor _____ Sandra R. Lenga
 Technology Software Coordinator _____ Michael G. Wright
 Technology Support Supervisor _____ Brian W. Magurn
 Technology Systems Coordinator _____ Kevin L. Brooks
 Technology Systems Supervisor _____ Aaron M. Smith

Opening and Dismissal Times

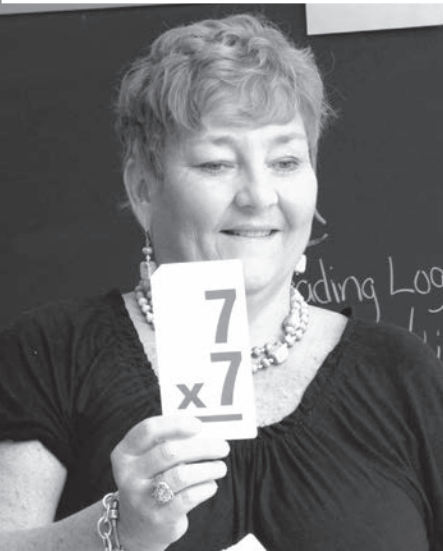
ELEMENTARY SCHOOLS	CLASSES START	CLASSES DISMISSED
Aldie ES	7:50	2:35
Algonkian ES	7:50	2:35
Arcola ES	7:50	2:35
Ashburn ES	7:50	2:35
Ball's Bluff ES	8:15	3:00
Banneker ES	8:00	2:45
Belmont Station ES	7:50	2:35
Buffalo Trail ES	7:50	2:35
Cardinal Ridges ES	7:50	2:35
Rosa Lee Carter ES	7:50	2:35
Catoctin ES	7:50	2:35
Cedar Lane ES	7:50	2:35
Cool Spring ES	7:50	2:35
Countryside ES	7:50	2:35
Creighton's Corner ES	7:50	2:35
Kenneth W. Culbert ES	7:50	2:35
Discovery ES	7:50	2:35
Dominion Trail ES	7:50	2:35
Frederick Douglass ES	7:50	2:35
Emerick ES	7:50	2:35
Evergreen Mill ES	7:50	2:35
Forest Grove ES	7:50	2:35
Guilford ES	7:50	2:35
Hamilton ES	7:50	2:35
Hillsboro ES	7:50	2:35
Hillside ES	7:50	2:35
Horizon ES	7:50	2:35
Hutchison Farm ES	7:50	2:35

Opening and Dismissal Times (Continued)

ELEMENTARY SCHOOLS	CLASSES START	CLASSES DISMISSED
Leesburg ES	8:15	3:00
Legacy ES	7:50	2:35
Liberty ES	7:50	2:35
Lincoln ES	7:50	2:35
Little River ES	7:50	2:35
Lovettsville ES	7:50	2:35
Lowes Island ES	7:50	2:35
Lucketts ES	7:50	2:35
Meadowland ES	7:50	2:35
Middleburg Community Charter School	7:50	2:35
Mill Run ES	7:50	2:35
Moorefield Station ES	7:50	2:35
Mountain View ES	7:50	2:35
Newton-Lee ES	7:50	2:35
Pinebrook ES	7:50	2:35
Potowmack ES	7:50	2:35
Frances Hazel Reid ES	7:50	2:35
Rolling Ridge ES	7:50	2:35
Round Hill ES	7:50	2:35
Sanders Corner ES	7:50	2:35
Seldens Landing ES	7:50	2:35
Sterling ES	7:50	2:35
Sugarland ES	7:50	2:35
Sully ES	7:50	2:35
Sycolin Creek ES	7:50	2:35
John W. Tolbert Jr. ES	7:50	2:35
Waterford ES	7:50	2:35
Steuart W. Weller ES	7:50	2:35

Opening and Dismissal Times (Continued)

MIDDLE SCHOOL	CLASSES START	CLASSES DISMISSED
Belmont Ridge MS	8:40	3:28
Blue Ridge MS	8:35	3:23
Eagle Ridge MS	8:35	3:23
Farmwell Station MS	8:30	3:18
Harmony MS	8:35	3:23
Harper Park MS	8:30	3:18
J. Michael Lunsford MS	8:40	3:28
River Bend MS	8:30	3:18
Seneca Ridge MS	8:30	3:18
J. Lupton Simpson MS	8:40	3:28
Smart's Mill MS	8:40	3:28
Sterling MS	8:30	3:18
Stone Hill MS	8:35	3:23
Trailside MS	8:35	3:23
HIGH SCHOOL		
Briar Woods HS	9:00	3:48
Broad Run HS	9:00	3:48
John Champe HS	9:00	3:48
Dominion HS	9:00	3:48
Douglass School	9:25	3:15
Freedom HS	9:00	3:48
Heritage HS	9:00	3:48
Loudoun Academy of Science	9:30	3:00
Loudoun County HS	9:00	3:48
Loudoun Valley HS	8:55	3:43
Monroe Technology	9:25	3:10
Park View HS	9:00	3:48
Potomac Falls HS	9:00	3:48
Rock Ridge HS	8:35	3:23
Stone Bridge HS	9:00	3:48
Tuscarora HS	9:00	3:48
Woodgrove HS	8:55	3:43





Employee Information

- Regulations
- Policies

ABSENCE FROM WORK

When schools are in session, Division employees are responsible for the safety and supervision of students. During severe weather conditions or emergency situations, no employee is authorized to leave his/her assigned duties until these responsibilities have been fulfilled as determined by the principal or immediate supervisor.

Employee Responsible to Obtain School Opening and Closing Information

When severe weather or emergency conditions exist, the Division Superintendent decides to close or to continue operating the schools. This decision is based primarily on student safety and welfare. While schools are in session, the decision is communicated by telephone to the principal. When such conditions occur during hours other than school hours, the decision is communicated over local radio and television stations, as well as the Loudoun County Public Schools' website—www.lcps.org. Weather-related closing and delay messages are also sent using the Connect-Ed Phone Messaging System.

ACCEPTABLE USE (P7-32)

Computer hardware, software, and networks are the property of LCPS and are accessible to Loudoun County Public Schools employees to support the mission and goals of the Loudoun County School Board. Employee use of electronic communications equipment and services is a revocable privilege. As a condition of employment, each LCPS employee must sign a copy of the Acceptable Use agreement and may retain or request a copy of it.

ACCIDENTS AND INJURIES (P7-48)

All personnel should ensure that steps are taken to prevent accidents and injuries. If an adult or student accident does occur, state liability regulations require that the principal be notified immediately. The school will attempt to notify the student's parents and/or the adult's designee without delay.

Statutory Workers' Compensation benefits cover injuries resulting from accidents arising out of or sustained in the course of employment. In all instances, employees and/or supervisors must immediately report injuries and safety issues to the Retirement & Disability Programs Division at 571-252-1690.

AMERICANS WITH DISABILITIES ACT (ADA) NON-DISCRIMINATION ON THE BASIS OF DISABILITY

LCPS is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or the provision of services. It is the intent of LCPS to make our employment, programs, services, facilities, activities, and accommodations in the school system accessible to all persons.

If a disability prevents you from fully performing your duties or using our facilities or having access to our programs, services, or activities, you are encouraged to contact the Retirement and Disability Specialist responsible for compliance with the Americans with Disabilities Act (ADA).

More information is available from:

Carol A. Edwards
Retirement & Disability Programs
Supervisor
Business and Financial Services
 21000 Education Court
 Ashburn, VA 20148
571-252-1690

ANNUAL LEAVE SCHEDULE (P7-68)

Administrative Personnel (P7-68)

New hire administrators will be advanced annual leave (depending on the date of hire). Thereafter, annual leave will be advanced in July of each year.

Administrative personnel shall earn annual leave as follows:

- 20 days for the first and second years of employment
- 21 days after two (2) years of service
- 22 days after four (4) years of service
- 23 days after six (6) years of service
- 24 days after eight (8) years of service

Annual leave will be prorated based on the number of contract/assignment days actually worked after July 1 of the current school year.

Full-Time Twelve (12) Month Classified Personnel (P7-68)

A new hire employee in a twelve-month position earns one day of annual leave a month (depending on date of hire) for the first six (6) consecutive months of employment for a maximum of six (6) days. At the completion of six (6) months, the remainder of the first year's annual leave will be advanced. Thereafter, annual leave will be advanced in July of each year. One additional day is earned for each additional year of service up to the thirteenth (13th) year. A maximum of twenty-four (24) days of annual leave

may be earned per year after the 13th year of service.

Annual leave for a person hired after the first working day of the month is prorated according to the number of days actually worked in the month.

CHILD ABUSE AND NEGLECT (P8-55)

Duty to Report

Pursuant to state law, any person employed by LCPS shall immediately report suspected cases of child abuse or neglect in accordance with the procedures set forth.

Definition of Abused or Neglected Child

An abused or neglected child shall mean any child less than eighteen years of age whose parent or other person responsible for the child's care:

1. creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement, or impairment of bodily or mental functions;
2. neglects or refuses to provide care necessary for a child's health, provided, however, that no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected child;
3. abandons such child; or,
4. commits or allows to be committed any sexual act upon a child in violation of the law.

Reporting Procedures

Any teacher or other school employee who has reason to suspect abuse or neglect of a child shall immediately

report it to the principal of that school who shall make the report forthwith, but no later than 24 hours after the employee had reason to suspect a reportable offense. The principal will inform the employee when the report was made, to whom, and of the actions taken on the report

CORPORAL PUNISHMENT (P8-30)

No employee of Loudoun County Public Schools shall subject a student to corporal punishment. "Corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline.

CREDIT UNION

Loudoun Credit Union, founded in 1977, provides financial services for all employees of the School Board, County, County municipalities, and contracted groups with the County. The Credit Union offers savings and checking accounts, loans, club accounts, and IRAs. Payroll deduction and direct deposit are available for all of the above. There is a minimum balance requirement in a savings account. Dividend and loan finance rates vary. Check with the office for current rates.

The Sycolin Main Branch office is located at 801 Sycolin Road, SE, Suite 101, Leesburg, VA 20175. Office hours are Monday through Friday from 8:00 AM to 5:30 PM. Communications can be sent through the School Board courier system.

All bank holidays are observed. Please phone 703-777-4744 for more information.

Apple Federal Credit Union, created for teachers, by teachers, services began in 1956. As the premier credit union serving the educational

community, Apple FCU has designed products and services exclusively for you.

All LCPS faculty, staff, students and their families are eligible for membership. Learn more at AppleFCU.org

Membership eligibility rules apply. Federally Insured by NCUA. Equal Opportunity Lender.

CRIMINAL HISTORY AND CHILD ABUSE RECORD REQUEST (P7-11)

All persons offered positions with the Loudoun County Public School Board shall submit to fingerprinting and shall provide personal descriptive information to be forwarded along with the applicant's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such applicant and to Child Protective Services in Virginia and any other states in which the applicant has lived in the previous five years for the purpose of obtaining child abuse record checks on such applicant. Satisfactory reports of these criminal record checks is a condition for employment.

Persons with criminal conviction/child abuse records who do not report this information on their employment application are subject to denial of employment, or dismissal if already employed, for falsifying their employment applications.

DRUG- AND ALCOHOL-FREE WORKPLACE (P7-37)

The Loudoun County School Board is committed to maintaining a Drug- and Alcohol-Free Workplace.

A. On-School Board Property or at School Activities — It is the policy of the Loudoun County School Board to prohibit employees from being under the influence of and to prohibit the

use, sale, dispensing, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on its premises, at any school activity, on any school-sponsored field or foreign trip and on or in school buses and vehicles.

B. Off-School Board Property — The use, sale, dispensing, possession, being under the influence or manufacture of illegal drugs and narcotics or alcoholic beverages off School Board property which affects an employee's ability to perform his/her duties, or which generates publicity or circumstances which adversely affect the school division, its employees, or students shall be grounds for discipline up to and including termination.

C. Enforcement — The above prohibitions also cover the misuse/abuse of all legal, prescription drugs, "over the counter" drugs or any other substance which impair an employee's ability to perform his/her job safely or properly.

Violations may result in discipline up to and including termination and/or the requirement to participate in a drug or alcohol abuse assistance and rehabilitation program.

D. Notification to School Board — Employees who are criminally convicted of any drug or alcohol offense must notify in writing the Department of Personnel Services immediately, but not later than, five calendar days after such conviction. Within 30 calendar days of learning of the conviction, appropriate disciplinary action up to and including termination may be taken and/or the employee may be required to satisfactorily participate in a drug or alcohol abuse and rehabilitation program approved under federal, state or local law or regulations.

E. Employee Awareness Program

— An employee awareness program will provide employees information on the dangers of drug and alcohol use/abuse, the provisions of this policy, the availability of the Employee Assistance Program for help and the disciplinary repercussions for violations of this policy. Information will be provided in the annual employee handbook, new employee orientation and periodic reminders.

Information regarding drug and alcohol use/abuse awareness is located under the DRUG AND ALCOHOL AWARENESS section of the employee handbook.

F. Monitoring and Reporting — All supervisors are required to observe, monitor, and take effective action to detect and address alcohol and drug use and abuse among employees. All employees who reasonably suspect alcohol or drug use or abuse by coworkers on school board property or at school activities shall report their observations to their own Supervisors. Supervisors shall immediately notify the Assistant Superintendent of Personnel Services if a violation is suspected.

DRUG AND ALCOHOL AWARENESS
The source of the following information is the National Council on Alcoholism and Drug Dependence, Inc. (NCADD).

Two specific kinds of alcohol use/abuse behavior significantly contribute to the level of work-performance problems: drinking right before or during working hours (including drinking at lunch and at company functions) and heavy drinking the night before that causes hangovers during work the next day.

Impact of alcohol use/abuse in the workplace can include — Premature death, fatal accidents, higher injury and accident rates, increased absenteeism and use of extra sick leave, and loss of production.

Additional problem areas can include — Tardiness/sleeping on the job, theft, poor decision making, loss of efficiency, lower morale of co-workers, increased likelihood of having trouble with co-workers/supervisors or tasks, higher turnover, training of new employees, and disciplinary procedures.

According to NCADD Affiliates that provide Employee Assistance Program (EAP) services, the following job performance and workplace behaviors may be signs that indicate possible workplace drug problems:

Job Performance — Inconsistent work quality, poor concentration and lack of focus, lowered productivity or erratic work patterns, increased absenteeism, unexplained disappearances from the jobsite, carelessness, mistakes, errors in judgment, needless risk taking, disregard for safety for self and others, on the job and off the job accidents, extended lunch periods, and early departures.

Workplace Behavior — Frequent financial problems, avoidance of friends and colleagues, blaming others for own problems and shortcomings, complaints about problems at home, deterioration in personal appearance or personal hygiene, complaints, excuses, and time off for vaguely defined illnesses or family problems.

Information regarding LCPS EAP Services, including contact information, is located under the FRINGE BENEFITS section of the employee handbook.

ELECTIVE DEFERRAL PLANS (P7-47)

All employees may participate in the LCPS 403(b) and 457 Elective Deferral plans.

EMPLOYMENT PERIODS

Contracts or assignment letters are issued for various periods of time as determined by the requirements of specific positions and assignments. Information relevant to contract or assignment terms is shown in the table on page 50.

All classified employees are employed “at will” and do not have an expectation of continued employment or employment for a definite period. The employment periods stated in this handbook are informational only and confer no right or entitlement to continued employment for a specific duration.

EQUAL OPPORTUNITY (P7-1)

The Loudoun County School Board is an Equal Opportunity Employer. It is the policy of the School Board to conform to the laws of the United States and the Commonwealth of Virginia and not discriminate against qualified applicants or employees on the basis of race, color, sex, pregnancy, childbirth or related medical conditions, marital status, age, religion, national origin, disability, or genetic information.

Loudoun County Public Schools is committed to making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the School Division.

All students attending Loudoun County Public Schools may participate

in education programs and activities, including but not limited to health and physical education, music, vocational, and technical education. Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, color, national origin, religion, age, disability, or sex.

Specific complaints of alleged discrimination under Title IX (sex) should be referred to:

TITLE IX COORDINATOR

Dr. Kimberly L. Hough
*Assistant Superintendent for
 Personnel Services*
 21000 Education Court
 Ashburn, VA 20148
571-252-1100

Specific complaints of alleged discrimination under Title IX, Section 504 should be referred to:

SECTION 504 COORDINATOR

John J. Lody
*Director of Diagnostic &
 Prevention Services*
 21000 Education Court
 Ashburn, VA 20148
571-252-1013

Information regarding sexual harassment is included under the Sexual Discrimination/Harassment section.

EVALUATION (P7-21)

Employees are formally evaluated as described in their appropriate evaluation manuals.

The evaluation process for teachers and all other licensed personnel on continuing contract is generally completed every three years and follows the procedures established by the State Board of Education to implement the Standards of Quality. (Refer to appropriate evaluation manual.)

(P7-53) Any employee who fails to receive a satisfactory evaluation shall not receive a “step increase” in pay the next year.

FRINGE BENEFITS (P7-44)

Direct Deposit Plan

All employees will have their paychecks electronically deposited in the bank of their choice or on a pay card. Employees will access the pay vouchers on the electronic pay system (E-Pay).

Pay Schedule

All staff: Will receive semi-monthly installments based on a predetermined, published calendar, for services rendered.

Payment is made based on a predetermined, published calendar, for services rendered.

Employee Assistance Program

Loudoun County Public Schools offers an employee assistance program to all employees.

Program Highlights:

- 24-hour telephone service for arranging appointments (1-800-327-7272)
- Services to family members as well as employees
- Workshops on relevant topics, such as the role of the single parent, job stress, family disorders, and financial management
- Newsletters and flyers

Appointments with a professional counselor may be made by calling the 24-hour telephone service. For further information on the Employee Assistance Program, contact the **Retirement & Disability Programs Division of the Department for Business and Financial Services.**

Flexible Benefits Plan

A flexible benefits plan is available to benefits-eligible employees. This plan allows for pre-tax payroll deductions for:

- Flexible Spending Accounts
 - Dependent Care Reimbursement Account
 - Medical Reimbursement Account
- Health Insurance Premiums

Once you meet eligibility requirements, you must file the appropriate election form within 30 days after you first become eligible. As a general rule, IRS Code does not allow changes to pre-tax elections after the start of a coverage period. Exceptions would be made for qualifying events, providing that notification is provided to Employee Health, Wellness and Benefits within 30 days of the event. General examples of qualifying events include, but are not limited to:

- Change in legal marital status
- Birth or adoption of dependent
- Death of dependent
- Change in employment status of employee, spouse or dependent which results in eligibility or ineligibility for coverage

The information provided above is considered summary. Administration of the Flexible Benefits Plan will be governed by the details set forth in the Plan Document — available on the Employee Health, Wellness and Benefits website. If you have questions or would like to request a copy of this Document, please contact Employee Health, Wellness and Benefits at 571-252-1810.

Flexible Spending Accounts

Benefits-eligible employees may choose to enroll in a Medical Expense Reimbursement Account and/or Dependent Care Expense Reimbursement Account. Once enrolled in one

or both of these Accounts, you can pay for eligible health and dependent care expenses with pre-tax dollars.

Once you meet eligibility requirements, you must file the appropriate election form within 30 days after you first become eligible.

The effective date of coverage for a new hire or a newly benefits-eligible employee will be the 1st of the month following the later of:

- The date of benefits-eligible hire/assignment; or
- The date the employee submits a completed and signed Flexible Spending Account Enrollment/Change Form.

As a general rule, IRS Code does not allow changes to pre-tax elections after the start of a coverage period. Exceptions would be made for qualifying events, providing that notification is provided to Employee Health, Wellness and Benefits within 30 days of the event. General examples of qualifying events include, but are not limited to:

- Change in legal marital status
- Birth or adoption of dependent
- Death of dependent
- Change in employment status of employee, spouse or dependent which results in eligibility or ineligibility for coverage

The effective date of change for an employee making an election as a result of a qualifying event will be the 1st of the month following the later of:

- The date the employee incurs a qualifying change in the family, dependents or employment status; or
- The date the employee submits a completed and signed Flexible Spending Account Enrollment/Change Form.

The effective date of coverage for a child added to the plan following birth or adoption will be the date of birth, adoption or placement for adoption.

The information provided above is considered summary. Administration of the Flexible Spending Accounts will be governed by the details set forth in the Flexible Benefits Plan Document — available on the Employee Health, Wellness and Benefits website. If you have questions or would like to request a copy of this Document, please contact Employee Health, Wellness and Benefits at 571-252-1810.

Group Life Insurance (P7-46)

This insurance is available only to VRS members and is mandatory. The premium will be paid by the School Board as a fringe benefit.

Liability Insurance

Loudoun County Public Schools provides extensive liability and other insurance coverage for all employees and authorized volunteers.

General and Professional Liability —

Insurance coverage is provided by LCPS as per the following:

Persons Covered: Board members, employees, student teachers, and authorized volunteers.

Persons Not Covered: Volunteers acting in their capacities as medical professionals, students, organizations, and other entities (such as parent-teacher associations or booster clubs) that do not operate under the direction and control of the School Board.

Various exclusions may apply.

Vehicle Liability Insurance — Coverage for vehicle risk exposures is provided by LCPS as per the following:

Persons Covered: Board members, employees, student teachers, and authorized volunteers all while using, with permission, vehicles owned, hired, or borrowed by the School Board. In addition, covered persons using privately owned vehicles on official School Board business are insured for liability on an excess basis, over and above the insurance protection on the privately owned vehicle used.

Persons Not Covered: Students, organizations, or other entities (such as parent-teacher associations or booster clubs) that do not operate under the direction and control of the School Board.

Various exclusions may apply.

Important Note — All inquiries from citizens, parents, and students concerning reimbursement for expenses because of school-related accidents should be referred to Business and Financial Services. No employee or volunteer may ever agree, on behalf of the School Board, to pay any expenses or attempt to evaluate liability for any incident. All claims against Loudoun County Public Schools are investigated by professional claims adjusters, and persons making claims are officially notified of the results of these investigations.

Employee's Possessions

Loudoun County Public Schools has no responsibility for an employee's personal belongings he/she brings to work. When an employee brings personal items to the work site, the employee is accepting responsibility for the items. If an employee's personal materials are stolen or damaged at the work site, they will not be replaced by the school system.

For detailed explanation, secure an Insurance Facts Brochure from the Department of Business and Financial Services.

Health Insurance (P7-49)

Health insurance coverage will be provided for eligible employees. You are considered eligible if you are:

- Grandfathered as a result of a FT status on June 30, 2013, or
- Hired full-time on or after July 1, 2013

Once you meet eligibility requirements, you must file the appropriate election form and supporting documentation within 30 days after you first become eligible.

The effective date of coverage for a new hire or a newly benefits-eligible employee will be the 1st of the month following the later of:

- The date of benefits-eligible hire/assignment; or
- The date the employee submits a completed and signed Health Insurance Enrollment/Change Form with the appropriate documentation of spouse/dependent's relationship.

The Board will make a monthly contribution toward payment of the premium. Premiums are deducted on a pre-tax basis.

As a general rule, IRS Code does not allow changes to pre-tax elections after the start of a coverage period. Exceptions would be made for qualifying events, providing that the appropriate election form and supporting documentation is provided to Employee Health, Wellness and Benefits within 30 days of the event. General examples of qualifying events include, but are not limited to:

- Change in legal marital status
- Birth or adoption of dependent
- Death of dependent
- Change in employment status of employee, spouse or dependent which results in eligibility or ineligibility for coverage

The effective date of change for an employee making an election as a result of a qualifying event will be the 1st of the month following the later of:

- The date the employee incurs a qualifying change in the family, dependents or employment status; or
- The date the employee submits a completed and signed Health Insurance Enrollment/Change Form and the corresponding supporting documentation.

The effective date of coverage for a child added to the plan following birth or adoption will be the date of birth, adoption or placement for adoption.

By applying for membership in the health plan you agree, for yourself and your eligible dependents, to abide by the rules and regulations of the health plan and certify that all information provided through the enrollment process is true and correct — and acknowledge that your benefits could be affected if this is not the case. Additionally, LCPS reserves the right to deduct from your wages/compensation the appropriate premium to provide your health insurance coverage and, further, to deduct or bill you for any missed health insurance premiums. Your coverage may be cancelled if premiums are at any time deemed uncollectible by LCPS.

The information provided above is considered summary. Administration of the Health Insurance Program is governed by the details set forth in the Health Insurance Plan Document — available on the Employee Health, Wellness and Benefits website. If you have questions or would like to request a copy of this Document, please contact Employee Health, Wellness & Benefits at 571-252-1810.

Short-Term Disability

Loudoun County Public Schools offers a short-term disability plan for full-time employees. After a 20-day elimination period, this plan provides a maximum disability benefit of 60 percent of income for up to 10 weeks. The School Board pays for the full cost of this insurance. Questions about Short Term Disability should be directed to the Retirement and Disability Programs Division at 571-252-1690.

Employees enrolled in the VRS Hybrid plan are covered under the provisions of that plan for short term disability. Please view the information at www.varetire.org/Hybrid Retirement Plan.

Donated Family Sick Leave Bank (P7-66)

A Donated Family Sick Leave Bank is available to all full-time employees to be used when long-term illness or a serious health condition occurs for a spouse, child, or parent of the employee and requires the absence of the employee. Participation is voluntary. A maximum of 30 working days each school year can be drawn by any one member. To be eligible to withdraw sick days from the bank, an employee must have elected to enroll, be out of work 30 work days and have exhausted all leave.

Tuition Refund Program (P7-45)

The tuition refund program is available annually pending budget approval. Please see the appropriate supervisor for more information.

Voluntary Employee Benefits

Loudoun County Public Schools offers other voluntary benefits in which employees may participate, such as, but not limited to:

- Apple Federal Credit Union
- Loudoun Credit Union
- Health Insurance Package
- Loudoun Education Association
- 403(b) Elective Deferral Plan
- United Way Contributions
- VRS Optional Life Insurance
- Flexible Benefits Plan
- Long Term Disability
- AFLAC Intensive Care Policy
- AFLAC Cancer Policy
- Principal Dues
- Virginia Prepaid Education Plan
- Virginia Education Savings Trust
- Long-Term Care Insurance
- 457 Elective Deferral Plan

Please contact Health, Wellness & Benefits Division at 571-252-1810.

Employees' Responsibility to General Safety and Accident Prevention

Accident prevention is important. Safety is everyone's responsibility. No one wants to be injured.

Loudoun County Public Schools can be a safer place to work if you do your part.

- Follow the rules
- Report all injuries IMMEDIATELY
- Avoid horseplay
- Don't take shortcuts
- Wear personal protective equipment
- Wear clothing appropriate for the job
- Keep tools in good repair, use the proper tool for the job and use it safely
- Don't tamper with machine guards. Keep revolving parts shielded when machinery is in operation
- Maintain good housekeeping
- Read and understand Material Data Safety Sheets when working with chemicals

- Do not undertake a task that appears to be unsafe. Do not use hazardous materials without knowing and understanding the hazards, the proper way to handle the material, and the emergency procedures
- Report all unsafe and hazardous conditions
- Maintain a safe attitude
- Take advantage of Employee Assistance Program professionals when necessary. Concentration on safety is difficult when you are struggling with personal problems
- Use proper lifting and carrying positions at all times when moving materials/equipment. Bend your knees and lift with your legs
- Watch for slippery walking surfaces or obstacles that may cause a fall
- Don't substitute extension cords for required wiring
- Use vehicle safety belts
- Do not block emergency equipment or exits

When weather conditions are icy/snowy:

- Wear shoes with good traction
- When exiting your vehicle, use its doors to help support your weight. If you lose your footing you may be able to catch yourself and keep from falling.
- Stay on designated paths; don't take short cuts through piles of snow or use uncleared/untreated areas

Workers' Compensation

All employees of the Loudoun County School Board are covered by Workers' Compensation insurance as provided by Virginia State Law §65.2-100 et seq.

Any employee injury or illness sustained directly in the performance of employment duties must be immediately reported to the appropriate supervisor.

The **First Report of Injury** shall be completed by the supervisor or designees using PMA's CINCH online system.

NOTE—If the injury or illness is an EMERGENCY, please either call 911 immediately or go to the nearest Emergency or Urgent Care facility. Loudoun County Public Schools requires that all employees injured during work activities choose a treating physician from the LCPS Authorized Panel of Physicians and Treatment Facilities list. This listing may be obtained from the site supervisor or found on the Retirement & Disability Programs Division website.

FURLOUGH (P7-71)

The Loudoun County School Board adopted Policy 7-71 at its April 27, 2010 School Board Meeting. This policy provides guidelines for adoption and implementation of School Board-approved furlough days. A furlough requires employees to take unpaid leave when they would have otherwise worked and been paid. In the event that furlough days are approved by the School Board, implementation will be in accordance with this policy, the Federal Fair Labor Standards Act, and the Virginia Administrative Code.

GRIEVANCE PROCEDURE (P7-4)

The procedure by which a grievance is processed by Loudoun County Public Schools was prescribed by the Code of Virginia and the Virginia Board of Education and adopted by the Loudoun County School Board. It provides an orderly procedure for resolving disputes concerning local School Board policies, rules, and regulations as they affect the work of employees, and disciplinary actions which include dismissal.

Please see Policy 7-4 Appendix A for appropriate forms. If you have questions, please contact the Department of Personnel Services.

Representation in meeting with the immediate supervisor is not allowed unless the supervisor agrees or unless the employee is in a formal grievance proceeding.

INTRODUCTORY PERIOD (P7-8 C)

All new Classified Employees will serve an introductory (probation) period of six months. Such employees will be given regular status upon the successful completion of the introductory period.

INVOLUNTARY REASSIGNMENT (P7-28)

A. Purpose

The purpose of this policy is to establish a procedure by which Loudoun County Public Schools will reassign school-based licensed personnel when the Superintendent determines that an excess number of school-based licensed personnel exist at a particular school or when the Superintendent determines a reassignment is in the division's best interest. Reassignment situations will also arise, from time to time, when the School Board or the Superintendent have increased class sizes, eliminated or reduced programs, or due to enrollment reductions.

B. Reassignment Decisions By School Principals

Whenever a principal must make recommendations as to specific individuals to reassign, the principal shall ask for volunteer(s) for reassignment in their area of active assignment. The Principal will consider as a minimum the following factors: the employee's

length of service to LCPS, the employee's number of previous involuntary transfers, the employee's home address and licensure areas, and if the employee has made a request for a voluntary transfer that can be granted. In consideration of educational needs, principals may exclude from reassignment a minimum of 5 licensed staff members or up to 10% of current staff, whichever is greater.

Teacher assignment for special education teachers requires that the individuals be licensed in the field as well as be highly qualified in the assignment or content area. Therefore, principals in consultation with the Director of Special Education should consider these factors when making recommendations to reassign staff to special education positions.

C. Reassignment

Principals shall submit to the Assistant Superintendent for Personnel their recommendations for employees to be involuntarily transferred to achieve the staffing allocation for the upcoming school year and the rationale for each selection. The Assistant Superintendent for Personnel will review the recommendations based on several factors to ensure fairness and grant the final approval for all involuntary transfers. The factors to be considered shall include: the strength of the rationale submitted by the Principal, the employee's length of service to LCPS, the employee's number of previous involuntary transfers, the employee's home address and licensure areas, and if the employee has made a request for a voluntary transfer that can be granted.

Please refer to School Board Policy 7-12 regarding transfer.

LACTATION SUPPORT (P3-5)

Each school will have a non-restroom location for lactation support and breaks of reasonable length will be allowed.

LEAVE REGULATIONS

Misuse of Leave (P7-62, P7-58, P7-57)
Misuse of any type of leave may result in termination or other disciplinary action. Unauthorized leave of any nature may be grounds for dismissal.

Sick Leave (P7-57[b])

Personal Illness. Personal illness is defined as incapacity to perform duties because of a medical condition or confinement on the advice of a licensed physician. However, under the provisions of this section, dental or medical check-ups may be counted as illness. An employee on sick leave may be required after three consecutive days' absence to have verification from a licensed physician (or dentist) that he/she is unable to perform his/her duties because of a medical condition or confinement, or that he/she has a medical or dental check-up.

Personnel Covered – Eligibility and Accumulation (P7-57[a])

1. A full-time, full-day employee under regular contract (probationary or continuing) shall accumulate sick leave during the time the employee has performed his/her assigned duties, including paid leave, under the terms of the contract. The maximum allowance per year is:

12 month position:	14 days
11 month position:	11 days
10 month position:	10 days

When the length of a contract has been shortened (e.g. late start or early release), the number of sick leave days will be pro-rated.

2. A full-time, part-day (no less than one-half day) employee under regular contract (probationary or continuing) shall accumulate sick leave during the time the employee has performed his/her assigned duties, including paid leave, under the terms of the contract. The maximum allowance per year is 10 pro-rated days for a 180-206 part-day position.

When the length of a contract has been shortened (e.g. late start, early release), the number of sick leave days will be pro-rated.

Family Illness (P7-57[c])

Family Illness/Death. As used in this section, family of an employee shall be regarded to include birth or adoptive parents, foster parents, stepmother, stepfather, wife, husband, children (including stepchildren and foster children), brother and sister, grandparents, great-grandparents, grandparents-in-law, mother-in-law, father-in-law, sisters-in-law, brothers-in-law, daughters-in-law, sons-in-law, grandchildren, aunts, uncles, nieces, nephews, and any other relative living in the household of the employee (“any other relative living in the household of the employee” is limited only in that the relative, however distant, must live in the household of the employee), and anyone over whom the employee has “power of attorney.”

Sick leave may be used for the death of a family member (as defined above).

Family Medical Leave Act (FMLA) (P7-63)

Up to twelve weeks of leave is available to Loudoun County Public School employees who have been employed in a full-time position for twelve (12) consecutive months, as designated in the Family Medical Leave Act of 1993. All appropriate paid leave must be used within these twelve weeks

before the employee may use leave without pay. An employee intending to use family medical leave must contact the Retirement & Disability Programs Division in the Department of Business and Financial Services.

Your Rights under the Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months.

An eligible employee who is a spouse, son, daughter, parent, or next of kin may take up to 26 workweeks of leave to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. An eligible employee may also take FMLA leave for any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation.

Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

- to care for the employee’s child after birth, or placement for adoption or foster care;
- to care for the employee’s spouse, son, daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee’s job.

At the employee’s or employer’s option, certain kinds of paid leave may be substituted for unpaid leave.

Advance Notice and Medical Certification

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the need for leave is “foreseeable.”
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

Job Benefits and Protections

- For the duration of FMLA leave, the employer will maintain the employee’s health coverage under any “group health plan.”
- Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee’s leave.

Pregnancy, Childbirth, and Adoption of Infant Child (P7-57[c])

Sick leave for absence incident related to pregnancy and childbirth is allowed for that period of time, as certified by a physician, that the employee is physically unable to perform her assigned duties up to the number of sick leave days for which the employee is eligible. Sick leave may be used for adoption, for the mental health and bonding needs of an infant child one year old or less as certified by a physician. The use of sick leave

for pregnancy, childbirth, or adoption of an infant child one year old or less is limited to the twelve week period allowed in the Family Medical Leave Act. It shall be the responsibility of the employee concerned to provide the required physician statement defining the exact period of disability or mental health and bonding needs and to consult with the Retirement & Disability Programs Division in the Department for Business and Financial Services to establish the total period of absence. A leave without pay may be granted to the employee, upon proper request to the Board, when absence beyond that of accountable sick leave is desired. If a leave without pay is approved by the Board as stated in this section, all provisions of the leave without pay policy shall be in effect.

Transfer of Sick Leave (P7-57[d])

Upon separation from employment, except for retirement, employees are not entitled to payment for unused accumulated sick leave. Loudoun County Public Schools will approve the transfer of accumulated sick leave to or from another Virginia division unless the separated employee has (a) accepted employment other than in Virginia public schools since leaving employment in Loudoun; (b) been absent from employment in the public schools of Virginia for more than three (3) years.

Leave Without Pay (P7-58)

All employees with debilitating or life-threatening illness or injury, or other circumstances as determined by the Division Superintendent, can be afforded leave without pay opportunities.

The School Board recognizes that in certain instances an employee may

need to have extended leave. For that purpose, the School Board establishes this Policy enabling it to grant discretionary leave without pay for reasons other than those specified in statute, including but not limited to:

1. Family and Medical Leave Act (see Policy §7-63)
2. Religious Observance (see Policy §7-64)
3. Extended Leave (see Policy §7-60)
4. Emergency Leave (see Policy §7-57)
5. Adoption Leave (see Policy §7-57)
6. Childcare Leave
7. Educational Leave, Student Teaching, Professional Licensure or Certification
8. Restoration Of Health

The School Board reserves the right to specify the conditions under which leave without pay may be granted and to modify these conditions as it sees fit.

Leave without pay is not a regular leave benefit; it is a discretionary leave provision designed to address unusual circumstances that cannot be addressed by other forms of leave. The abuse of leave without pay shall be subject to disciplinary action, up to and including termination.

During leave without pay COBRA is offered for health insurance. Life insurance may be elected to continue by paying the total cost of the premium. At the end of the leave period, employees may be eligible to purchase Virginia Retirement System credit for this absence.

The Division Superintendent has developed regulations to implement this Policy and provide the terms and circumstances for the utilization of leave without pay.

Regulations that support the implementation of Policy §7-58 include information outlining the guidelines for each type of Leave Without Pay requested with regard to 1) Eligibility, 2) Period of Leave, 3) Application Process, 4) Benefits, and 5) Return to Work procedures.

Military Leave (P7-70)

Employees of the Loudoun County Public Schools must specifically request the use of military leave.

Leave for military purposes will be processed by the Retirement and Disability Programs Division.

Personal Leave — Personnel Covered (P7-60)

A full-time employee not covered by annual leave is eligible for personal leave each year. The maximum allowance of personal leave per year is three (3) days.

Personal leave not used during a school year will be automatically transferred to sick leave. Persons transferring from a 10-month or 11-month position to a 12-month position who have unused personal leave will have their unused personal leave transferred into their sick leave balance.

Public Service Leave (P7-69)

Public service leave without pay for full-time employees who have completed three (3) continuous years of satisfactory service in LCPS may be granted.

Religious Observance (P7-64)

An employee may be absent three (3) days in any school year for observance of recognized religious holidays. Such leave may not be for less than one-half day and shall be requested in advance of such leave, and have approval of the immediate supervisor. Such leave will be deducted from the employee's accumulated leave or leave without pay.

Jury Duty or Subpoenaed Witness (P7-67)

An employee shall not suffer loss of pay upon being called for jury duty or as a subpoenaed witness in a court proceeding to which the employee is not a party.

Sabbatical Leave (P7-65)

Purpose of Sabbatical Leave — The purpose of a sabbatical leave is to provide incentives for professional staff members to be granted time to engage in formal study designed to increase the employee's competence or for such purpose as may be recommended by the Division Superintendent and approved by the School Board.

Length of Sabbatical Leave —

Sabbatical leave shall be granted for a period not to exceed one calendar year and not less than one semester.

Eligibility — All professional staff, on the recommendation of the Division Superintendent and approved by the School Board, are eligible to take sabbatical leave. The first such leave may be granted after the completion of the staff member's sixth year within Loudoun County Public Schools. Additional sabbatical leave may be granted after each successive period of six (6) years of professional service in Loudoun County Public Schools. Paid leave is not available during the 2014–2015 school term.

LICENSURE (P7-10)

Requirements

A candidate for appointment to a new position or a replacement position must qualify for the appropriate Provisional, Technical Professional, Collegiate Professional, Vocational Evaluator, Pupil Personnel Services, or Postgraduate Professional License. The appointment must be in field. Any exception to this general rule must be for cause and only in circumstances

where a fully qualified and suitable applicant is not available, as determined by the Division Superintendent.

License Renewal

The basic requirement for licensure states that each holder of a renewable license in Virginia shall accrue a total of 180 points during the five-year validity period of the license. Requirements are specifically described for license holders who do not have a Master's Degree and for holders of the Technical Professional License who do not have a Bachelor's Degree.

Each employee is responsible for license renewal. A lapsed license will result in a null and void employment contract, if any.

Questions regarding the Virginia Point System for relicensure may be directed to the Department of Personnel Services.

NATIONAL BOARD CERTIFICATION

At its May 23, 2002 meeting, the Loudoun County School Board approved a National Board Certification incentive for teachers. Any teacher employed by Loudoun County Public Schools earning National Board Certification will be awarded ninety (90) relicensure points in addition to the (90) points awarded by the State of Virginia, all or part of which shall be eligible for credit in "one" relicensure cycle. Further, teachers employed by Loudoun County Public Schools earning National Board Certification who have achieved a continuing contract will be allowed the exemption from the Loudoun County Public Schools' evaluation cycle procedure for a three-year period, beginning with the school year immediately following the National Board Certification. (For example: National Board Certification awarded in 2001-2002 — evaluation

procedure suspended for school years of 2002-2003, 2003-2004, 2004-2005, resuming with the 2005-2006 school year). However, a teacher holding National Board Certification may be observed and evaluated as deemed necessary by the Principal (in accordance with the current evaluation practice as addressed in the Licensed Employee Evaluation Procedures). Additionally, Loudoun County Public Schools will reimburse the teacher any out-of-pocket expenses of the certification process application fee when National Board Certification is achieved. Each teacher achieving National Board Certification will receive a stipend each year he or she is employed in the classroom with Loudoun County Public Schools.

PAYROLL DEDUCTION (P7-46)

Required Deductions

- Federal Withholding Tax
- Social Security (Comprised of FICA and MEDICARE components)
- State Withholding Taxes
- Virginia Retirement Member Share

All Full Time Employees are covered under the Virginia Retirement System. During the 2012 session of the General Assembly, legislation was passed to change the funding make-up of the plan. Effective July 1, 2012, School Division VRS members must begin to pay the member contributions. Continuing staff for 2014-2015 will pay 3% and all new full time hires or rehires will pay the full 5% share. The school division has until July 1, 2016 to fully implement the full 5% share. The school system also pays an employer share at a rate which is regulated by actuarial information provided to the General Assembly. *(For full details about the Virginia Retirement System Plans, you can visit the Retirement and Disability Programs home page*

at www.lcps.org or log on to <http://www.varetire.org/Default.asp> and click on the *Members* link to view the *Plan 1, Plan 2, and Hybrid* descriptions)

Employees are eligible to purchase prior service, military service, maternity leave of absence, public or federal service, non covered part-time service, workers compensation leave, educational leave and refunded service. All purchase of service applications must be filed within one year of employment of leave taken. Applications must be sent to the Retirement and Disability Programs Division.

See “Voluntary Employee Benefits” for a list of optional deductions.

PERSONNEL FILES (P7-17)

All information in an employee’s file, with the exception of pre-employment records, is available for the employee to inspect. Employees who wish to review their files should contact Department of Personnel Services in advance to request such an inspection.

PROFESSIONAL ETHICS

The conduct and conversation of persons employed by Loudoun County Public Schools should not reflect adversely upon the Division. Consult the policy manual for specific information on such issues as use of tobacco (P6-40), drug use (7-36, 7-37), use of correct English (7-25), dress code (7-24), harassment (7-34), and professional conduct (7-35).

REDUCTION IN FORCE (P7-73, 7-74)

A reduction in force policy has been adopted by the School Board. The complete text of policies 7-73 and 7-74 can be found in the School Board Policy Manual.

REPORTING PUPIL PROGRESS

Communication between teacher and parent is regarded as an essential element of the instructional process. Teachers are encouraged to use a variety of methods to communicate: notes, telephone calls, and conferences.

A formal Progress Report is given to the parents of all elementary, middle, and high school students at nine-week intervals.

RETIREMENT (P7-50)

Retiree Health Insurance

Retiree health insurance is available only for employees hired prior to July 1, 2013.

Employees who wish to continue health insurance coverage into retirement must:

- Have been covered as an active employee for three consecutive years immediately preceding retirement. This requirement applies to any dependent you may choose to cover in retirement as well.
- Have 15 consecutive years of LCPS service immediately preceding retirement.

The School Board will from time-to-time, if and to the extent funds are budgeted and appropriated for such purposes, make monthly contributions towards the cost of such health insurance coverage of behalf of the participating retirees.

If you have questions about retiree health insurance, please contact Employee Health, Wellness and Benefits at 571-252-1810.

Supplement for Retiring Personnel

A supplement of equal to 0.5 percent of final salary multiplied by the number of years of service to Loudoun County Public Schools — the amount not

to exceed \$5,000 nor be less than \$1,000 — will be paid to a retiring employee during his/her final year of employment in Loudoun County Public Schools, under the following conditions.

1. Eligibility for retirement under the Virginia Retirement System.
2. Retirement after ten (10) consecutive years of full time service in Loudoun County Public Schools; the ten (10) years must immediately precede the retirement year (last year of service, i.e. July 1–June 30)
3. Retirement benefit application must have been filed in accordance with the provision of the Virginia Retirement System.
4. With service retirement, the supplement during the retirement year will be calculated based on length of full time service.

Retiree's Terminal Pay for Sick Leave

Any employee who retires from Loudoun County Public Schools will be eligible to receive 25% of his/her daily wage for each day of unused accumulated sick leave, the total amount not to exceed an index of 25% of the previous year's average teacher salary for Loudoun County Public Schools as reported in the State of Virginia's Annual School Report under the following conditions:

1. Eligibility for retirement under the Virginia Retirement System.
2. Retirement after ten (10) consecutive years of full time service in Loudoun County Public Schools; the ten (10) years must immediately precede the retirement year (last year of service, i.e. July 1–June 30).
3. Retirement benefit application must have been filed with the Virginia Retirement System.

SEXUAL DISCRIMINATION/ HARASSMENT (P7-2)

The School Board has established a policy, and the Division Superintendent shall follow implemented procedures, for resolving complaints arising from alleged sexual harassment or discrimination of alleged violations of Title IX of the Educational Amendments of 1972 (P.L. 92–318) as amended.

Employees should contact any of the following Compliance Officers to file a complaint:

1. Dr. Terri L. Breeden
*Assistant Superintendent
for Instruction*
21000 Education Court
Ashburn, VA 20148
571-252-1300
2. Dr. Kimberly L. Hough
*Assistant Superintendent
for Personnel Services*
21000 Education Court
Ashburn, VA 20148
571-252-1100
3. E. Leigh Burden
*Assistant Superintendent for
Business and Financial Services*
21000 Education Court
Ashburn, VA 20148
571-252-1400

Retaliation

Retaliation against an employee for filing a complaint of unlawful harassment/discrimination is prohibited.

STAFF DEVELOPMENT/ IN-SERVICE EDUCATION

Local in-service education during the school year and during the summer months is provided for the purpose of curriculum development and staff training.

Loudoun County Public Schools sponsors classes during the fall and spring. These classes are conducted by institutions such as University of Virginia, George Mason University, and Northern Virginia Community College. Contact the Supervisor of Staff Development for further information.

SUBSTITUTE TEACHERS (P7-22)

Regular Substitutes

Any teacher requiring a substitute must give as much advanced notice as possible. A substitute must be on an approved list. The individual school's policy must establish the rules and procedures for securing a substitute.

Substitutes (Long-Term)

A long-term substitute, licensable in a specific field, may be assigned when the absence is long and indeterminate or when the circumstances are such as deemed necessary by the Division Superintendent.

TOBACCO USE (P6-40)

The use of tobacco products or electronic cigarettes on school property, including all schools and school athletic facilities, parking lots and grounds, support facilities and vehicles including school buses, is prohibited.

TUBERCULOSIS EXAM (P7-13)

A new employee must have at the time of employment, or have had within one year prior to employment, documentation (by a licensed physician or Virginia Health Department nurse) of either a tuberculin risk assessment, tuberculin negative skin test, or, if tuberculin positive (10mm or more in duration), a normal chest x-ray. An employee will need no further re-evaluation unless there is a known high incidence of tuberculosis infection or disease in the school(s),

known exposure to pulmonary tuberculosis, or development of persistent respiratory symptoms.

Upon the written advice of a licensed physician, "other examination/testing" may be substituted for the skin test or chest x-ray.

UNIFORM HIRING OF TEACHERS

(8 VAC 20-440-10)

Please consult the Virginia Department of Education website for updated information or contact the Department of Personnel Services.

UNITED WAY

Loudoun County Public Schools joins local industries and other organizations in supporting the community and other agencies which are financed by the United Way. Employees are offered the opportunity to contribute funds collected by school representatives. Authorized contributions may be deducted from salary checks.

VIOLATIONS RELATED TO SECURE MANDATORY TESTS

(VAC 22.1-292.1)

The Board of Education may suspend or revoke the administrative or teaching license it has issued to any person who knowingly and willfully commits any of the following acts related to secure mandatory tests administered to students as required by this title or by the Board of Education:

1. Giving unauthorized access to secure test questions;
2. Copying or reproducing all or any portion of any secure test booklet;
3. Divulging the contents of any portion of a secure test;
4. Coaching or assisting examinees during testing or altering test materials or examinees' responses in any way;

5. Making available any answer keys;
6. Failing to follow test security procedures established by the Department of Education;
7. Providing a false certification on any test security form required by the Department of Education;
8. Retaining a copy of secure test questions;
9. Excluding students from testing who are required to be assessed; and
10. Participating in, directing, aiding assisting in, or encouraging any of the acts prohibited by this section.

VISITORS

Visitors are welcome to our schools, but all visitors including employee family members are required to report to the school office and obtain visitor passes while on school property. Schools are responsible for maintaining an environment conducive to learning and protecting students. School officials ask that parents and other citizens support their effort.

VOLUNTEER PROGRAM

Each school has a Volunteer Coordinator who promotes and schedule the program in that school. Questions about the Volunteer Program may be directed to the Outreach Office in the Department of Instruction.

WORKING HOURS AND OVERTIME (P7-52)

The working hours of non-exempt Loudoun County Public School employees are established consistent with the provisions of the Fair Labor Standards Act, as required by the workload of the school division, and the efficient management of its human resources.

The normal work week for full-time employees is Monday through Sunday and will consist of forty hours exclusive of meal time. The schedule of hours for employees will be determined by the department or school to which the employee is assigned. Department heads or school principals may, at their discretion, allow non-exempt employees to make up lost time during a given work week. However, under no circumstances will make up be allowed if the lost time is the result of conditions the employee could control.

For the purposes of overtime compensation, only hours worked in excess of forty hours during a normal work week will be counted. For work performed in excess of forty hours in a normal work week, non-exempt employees will be paid at a rate equal to one and one half times their regular rate of pay.

Non-exempt employees, who are designated as essential or emergency personnel, will be eligible to be paid an overtime rate of one and one half times their regular rate of pay when they are required to report to work on a scheduled work day or a day the school division is closed as designated by the Superintendent.

On a day when the school division is closed as designated by the Superintendent, the employee shall be paid their regular rate of pay which would constitute double pay for that day worked.

The Loudoun County Public Schools retains the option of granting compensatory time, on a one and one half time basis, in lieu of overtime payments for non-exempt employees provided an agreement is arrived at with the employee prior to the performance of the work, addressing the terms of the compensatory time program.

Salary Scales/Lanes

- Salary Lanes
- Teachers' Salary Scale
- Administrators' Salary Scale
- Administrators' Salary Levels
- Classified Position Titles & Levels
- Classified Pay Scale
- Auxiliary Salary Scales
- Contract Days By Position

Salary Lanes

SALARY LANE DEFINITIONS

Technical Professional License

Technical Professional License (non-degree) and a current, valid Virginia teaching license

Bachelor's Degree

Bachelor's Degree and a current, valid Virginia teaching license

Bachelor's Degree

Plus 15 Graduate Hours

Bachelor's Degree, plus 15 graduate-level hours and a current, valid Virginia teaching license

Bachelor's Degree

Plus 30 Graduate Hours

Bachelor's Degree, plus 30 graduate-level hours and a current, valid Virginia teaching license

Master's Degree

Master's Degree, and a current, valid Virginia teaching license

Master's Degree

Plus 30 Graduate Hours

Master's Degree, plus 30 graduate-level hours completed *before* or *after* the Master's Degree was awarded and a current, valid Virginia teaching license (DOES NOT include courses that were used to obtain your Bachelor's or Master's Degree)

Doctorate

Doctorate and a current, valid Virginia teaching license

SPECIAL NOTES REGARDING SALARY LANES

NOTE 1:

A degree or course work towards a degree must be completed for academic credit at a regionally accredited university.

NOTE 2:

To apply for a salary lane change, the Salary Supplement Application Form must be completed and forwarded to the Department of Personnel Services along with official paper transcripts to confirm course(s) completed and/or degree(s) awarded. Electronic transcripts not accepted.

NOTE 3:

Initiative for application and responsibility for proper confirmation of accredited coursework rests with the license holder.

Teachers' Salary Scale

Step	Technical Professional License Level 1	Bachelor's Degree Level 2	Bachelor's Degree Plus 15 Level 3	Bachelor's Degree Plus 30 Level 7	Master's Degree Level 4	Master's Degree Plus 30 Level 5	Doctoral Degree Level 6
1	47,500	47,500	48,914	50,328	53,156	54,570	58,812
2	47,931	47,931	49,345	50,759	53,587	55,001	59,243
3	48,267	48,267	49,681	51,095	53,923	55,337	59,579
4	49,154	49,154	50,568	51,982	54,810	56,224	60,466
5	49,616	49,616	51,030	52,444	55,272	56,686	60,928
6	50,555	50,555	51,969	53,383	56,211	57,625	61,867
7	51,521	51,521	52,935	54,349	57,177	58,591	62,833
8	52,403	52,403	53,817	55,231	58,059	59,473	63,715
9	53,290	53,290	54,704	56,118	58,946	60,360	64,602
10	54,430	54,430	55,844	57,258	60,086	61,500	65,742
11	55,581	55,581	56,995	58,409	61,237	62,651	66,893
12	57,001	57,001	58,415	59,829	62,657	64,071	68,313
13	58,457	58,457	59,871	61,285	64,113	65,527	69,769
14	59,944	59,944	61,358	62,772	65,600	67,014	71,256
15	61,467	61,467	62,881	64,295	67,123	68,537	72,779
16	63,027	63,027	64,441	65,855	68,683	70,097	74,339
17	64,621	64,621	66,035	67,449	70,277	71,691	75,933
18	66,250	66,250	67,664	69,078	71,906	73,320	77,562
19	67,990	67,990	69,404	70,818	73,646	75,060	79,302
20	69,776	69,776	71,190	72,604	75,432	76,846	81,088
21	71,784	71,784	73,198	74,612	77,440	78,854	83,096
22	73,851	73,851	75,265	76,679	79,507	80,921	85,163
23	75,975	75,975	77,389	78,803	81,631	83,045	87,287
24	78,164	78,164	79,578	80,992	83,820	85,234	89,476
25	80,417	80,417	81,831	83,245	86,073	87,487	91,729
26	82,735	82,735	84,149	85,563	88,391	89,805	94,047
27	85,122	85,122	86,536	87,950	90,778	92,192	96,434
28	87,579	87,579	88,993	90,407	93,235	94,649	98,891
29	90,331	90,331	91,745	93,159	95,987	97,401	101,643
30	92,381	92,381	93,795	95,282	98,225	99,695	104,105

Salary Scales/Lanes

NOTE: Degrees and hours beyond degrees must be earned from a college or university with accreditation recognized by the Commonwealth of Virginia.

FY15 Appropriated

Administrators' Salary Scale

Step	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
1	74,036	79,166	84,656	90,530	96,813	103,540	110,736
2	74,137	79,245	84,741	90,621	96,910	103,644	110,847
3	75,396	80,297	85,516	92,358	98,823	105,493	112,350
4	76,613	81,593	86,896	93,848	100,417	107,195	114,163
5	77,835	82,895	88,283	95,346	102,020	108,906	115,985
6	79,345	84,503	89,995	97,195	103,999	111,019	118,235
7	80,906	86,165	91,765	99,106	106,044	113,202	120,560
8	82,490	87,852	93,562	101,047	108,120	115,418	122,920
9	84,508	90,001	95,851	103,519	110,765	118,242	125,928
10	86,575	92,202	98,195	106,051	113,474	121,134	129,007
11	88,691	94,456	100,596	108,643	116,248	124,095	132,161
12	90,858	96,763	103,053	111,297	119,088	127,126	135,390
13	93,537	99,617	106,092	114,579	122,600	130,875	139,382
14	95,824	102,053	108,686	117,381	125,598	134,076	142,790
15	98,163	104,543	111,339	120,246	128,663	137,348	146,276
16	101,062	107,631	114,627	123,797	132,463	141,404	150,595
17	103,533	110,263	117,430	126,824	135,702	144,862	154,278
18	106,591	113,520	120,899	130,570	139,710	149,141	158,835
19	109,232	116,332	123,893	133,805	143,171	152,835	162,769
20	111,984	119,263	127,015	137,176	146,778	156,686	166,870

FY15 Appropriated

Administrators' Salary Levels

Level 1

Accounting Coordinator
 Administration Building Coordinator
 Business & Financial Services Coordinator
 Child Find Title VIB Coordinator
 Construction Coordinator*
 Distribution Center Supply Coordinator
 Elementary School Assistant Principal
 Eligibility Coordinator
 Energy Education Specialist
 English Specialist
 Facility Contract Manager
 Financial Services Coordinator
 IEP Specialist
 Information Security Coordinator
 Math Specialist

Media Services Specialist
 Monitoring & Compliance Specialist
 Music Specialist
 Oracle Functional Coordinator
 Payroll Coordinator
 Personnel Specialist
 Procurement Coordinator
 Public Information Coordinator
 School Counseling Services Specialist
 School Improvement & Accountability Specialist
 School Improvement & Achievement
 Coordinator
 Science Specialist
 Senior SQL Database Administrator
 Service Desk Coordinator
 Social Science & Global Studies Specialist

FY15 Appropriated

Administrators' Salary Levels (Continued)

Special Education Specialist
Staff Development Specialist
Technology Resource Specialist
Technology Coordinator
Testing Specialist
World Languages & Cultures Specialist

Level 2

Adult Education Coordinator
Assistant Principal (DCS)
Assistant Principal (MTC)
Athletic Director
Behavior Support Title VIB Coordinator
Civil Engineering Coordinator*
Early Intervening Title VIB Coordinator
Electrical Engineering Coordinator*
Head Start Administrative Coordinator
High School Academy School Counseling Director
High School Counseling Director
Mechanical Engineering Design Coordinator*
Mentor & Coaching Coordinator
Middle School Assistant Principal
Procurement Risk Manager
Pupil Services Coordinator
Site/Building Plan Supervisor*
Special Education Coordinator
Substance Abuse Prevention Coordinator

Level 3

Academy Director
Accounting Supervisor
Applications & Development Supervisor
Art Supervisor
Athletics Supervisor
Attendance & Homebound Services Supervisor
Career & Technical Education Supervisor
Construction Supervisor
Custodial Operations Supervisor
Diagnostic & Prevention Services Supervisor
Educational Technology and Curricular Innovation Supervisor
Elementary School Principal (Small)
English Language Learners Supervisor
English Supervisor
Facilities Services Supervisor
Federal Programs Supervisor
Fleet Manager
Gifted & Talented Supervisor
Health & Physical Education Supervisor
High School Assistant Principal
Health, Wellness, & Benefits Supervisor
Math Supervisor
Music Supervisor
Outreach Programs Supervisor
Payroll Supervisor
Personnel Supervisor
Planning Supervisor
Procurement Director
Reading Supervisor
Retirement & Disability Programs Supervisor
Safety Supervisor
School Counseling Services Supervisor

Science Supervisor
Social Science & Global Studies Supervisor
Special Education Supervisor
Staff Development Supervisor
Student Health Services Supervisor
Student Support Services Supervisor
Support Services Supervisor
Technology Supervisor
Testing Supervisor
Transportation Supervisor
World Languages & Cultures Supervisor

Level 4

Architect*
Civil Engineer*
Elementary Education Supervisor
Elementary School Principal (Large)
Facilities Operations Supervisor
Information Management Supervisor
Land Management Supervisor
Project Management Supervisor
Mechanical Engineer*
Public Information Officer
School Nutrition Services Supervisor

Level 5

Director of Budget
Director of Career, Technical & Adult Education
Director of Construction
Director of Diagnostic & Prevention Services
Director of Elementary Education
Director of Facilities Services
Director of Financial Services
Director of Instructional Services
Director of Middle School Education
Director of Personnel Services
Director of Research
Director of Special Education
Director of Student Services
Director of Technology
Director of Transportation
Middle School Principal
Principal (DCS)
Principal (MTC)

Level 6

Director of High School Education
High School Principal

Level 7

Assistant Superintendent for Business & Financial Services
Assistant Superintendent for Instruction
Assistant Superintendent for Personnel Services
Assistant Superintendent for Pupil Services
Assistant Superintendent for Support Services
Assistant Superintendent for Technology Services
Deputy Superintendent
Division Counsel
Executive Director of Planning & Legislative Services

*Funded by Capital Improvements Program Budget

Note: The above Job Titles and Level of Pay could change during the school year

Classified Level of Pay and Job Titles

Level 5

Custodian

Level 6

Athletic Custodian
Cafeteria Worker

Level 7

Head Custodian I

Level 8

Bus Attendant
Head Custodian II
Maintenance Shop Helper

Level 9

Behavioral Assistant
Copy Center Assistant
Courier
Distribution Center Assistant
Family & Community Partnership Assistant
Head Custodian III
Library Assistant
Media Services Clerk
School Nurse Assistant
Secretary I
Teacher Assistant
Teacher Assistant (ELL)
Teacher Assistant-Health & Medical Science
Technology Assistant
Warehouse Assistant

Level 10

Attendance Secretary
Distribution Center Technician
General Maintenance Worker I
Grounds Maintenance Worker I
Head Custodian IV
Receptionist
School Counseling Secretary
Teacher Assistant (Hearing Impaired)
Teacher Assistant (In-School Restriction)
Vehicle Transportation Specialist

Level 11

Administrative School Counseling Secretary
Automotive Services Technician
Bilingual Family & Community Partnership Assistant
Bus Driver
Career Center Assistant
Equipment Specialist - Food Services
Health Clinic Specialist
Library Assistant Cataloger
Painter II
Parts Inventory Clerk
Personnel Secretary
Preventive Maintenance Technician
Project Assistant (Head Start)
Refuse Equipment Operator
Secretary II

Test Materials Assistant
Trip Scheduling Assistant

Level 12

Account Clerk
Accounts Receivable Clerk
Administrative Office Assistant
Building Automation Specialist
Bus Driver Instructor
Dispatcher
Distribution Center Inventory Control Specialist
Elementary School Cafeteria Manager
HVAC Technician I
Instructional Materials Technician
Lead Head Custodian
Maintenance Control Clerk
Payroll Specialist I
Records Archivist
Refrigeration Mechanic I
School Plant Engineer
Service Desk Analyst
Videographer
Waterworks & Wastewater Technician

Level 13

Applications Specialist
Audio Visual Technician
Cabling Technician
Carpenter
Communications Technician
Computer Technician
Copy Center Operator
Driver Instructor - Transportation
Electrician
Fleet Specialist
General Maintenance Worker II
HVAC Technician II
Internet Content & Video Production Assistant
Lead Bus Driver
McKinney-Vento Liaison
Mechanic II
Operations Assistant
Payroll Specialist II
Personnel Assistant
Plumber
Program Assistant
Purchase Card System Technician
Refrigeration Mechanic II
Safety & Security Technician
Secondary School Cafeteria Manager
Secretary III
Service Desk Technician
Technical Support Coordinator
Trip Specialist

Level 14
Benefits Assistant
Budget Technician

Classified Level of Pay and Job Titles (Continued)

Computer Technician II
 Construction Project Manager
 Electrical Crew Chief
 Electronic Payment System Coordinator
 Facilities Services Project Manager
 Fleet Maintenance Controller
 HVAC Crew Chief
 Information Systems Specialist
 Maintenance Crew Chief
 Mechanic III
 Parts Supervisor
 Payroll Specialist III
 Plumbing Crew Chief
 Procurement Specialist
 Production Printing Specialist
 Retirement & Disability Specialist I
 School Nutrition Specialist
 Secretary IV
 Team Leader—Garage
 Team Leader—Safety & Security
 Team Leader—Transportation
 Transportation Specialist

Level 15

Area Transportation Supervisor
 Assessment Data Specialist
 Asset Manager
 Bid Specialist
 Clerk to the Board
 Construction Project Specialist
 Executive Secretary
 Fleet Trainer
 Garage Foreman
 Menu Writer/Nutritional Analyst
 Network Specialist
 Operations Specialist—Construction Services
 Operations Specialist—School Nutrition Services
 Operations Specialist—Support Services
 Pre-Employment Investigator
 Procurement Specialist II
 Registrar
 Research Assistant
 Software Specialist
 Systems Specialist
 Testing Materials Manager
 Transportation Business Specialist
 Transportation Operations Specialist
 Voice Communications Specialist

Level 16

Accountant
 Accounting Specialist
 Administrative Assistant
 Administrative Computer Specialist
 Audio Visual Coordinator

Benefits Specialist
 Budget Analyst
 Communications Coordinator—Safety
 Communications Engineer
 Custodial Services Supervisor
 Data Analyst
 Engineering Technician
 Environmental Specialist
 Financial Analyst
 Fleet Maintenance Supervisor
 Head Start Health-Nutrition Coordinator
 Internet Content Manager
 Licensure Specialist
 Maintenance Supervisor
 Mechanical Engineering Technician*
 Mechanical Trade Supervisor
 Network Engineer
 Personnel Analyst
 Planning Assistant
 Procurement Analyst
 Procurement System Specialist
 Program Analyst
 Retirement & Disability Specialist III
 Safety & Security Coordinator
 Safety & Security Specialist
 School Nurse (RN)
 Senior Project Manager
 Software Engineer
 Systems Engineer
 Technical Trainer
 Technology Specialist
 Telecommunications Analyst
 Traffic & Pedestrian Specialist
 Transportation Operations Supervisor
 Web Developer

Level 17

Administrative Assistant to the Superintendent
 Advanced Interpreter for Deaf & Hard of Hearing
 Computer Programming Specialist
 Information Security Specialist
 Planning Analyst
 Records Manager
 Resource Nurse (RN)
 Senior Accountant
 Senior Benefits Specialist
 Senior Budget Analyst
 Senior Network Engineer
 Senior Procurement Specialist
 Senior Registrar
 Senior Software Engineer
 Senior Systems Engineer
 Senior Web Developer
 SQL Database Administrator
 Telecommunications Manager

*Funded by Capital Improvements Program Budget

Note: The above Job Titles and Level of Pay could change during the school year

Classified Salary Scale – Hourly Rates

Calculation of Annual Salary: Hourly Rate X Hours Per Day X Assignment Days

Step	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10	Level 11	Level 12	Level 13	Level 14	Level 15	Level 16	Level 17
1	12.00	12.81	13.67	14.59	15.57	16.62	17.74	18.94	20.22	21.58	23.04	24.60	26.26
2	12.17	12.99	13.87	14.81	15.81	16.88	18.02	19.24	20.54	21.93	23.41	24.99	26.68
3	12.31	13.14	14.03	14.98	15.99	17.07	18.22	19.45	20.76	22.16	23.66	25.26	26.97
4	12.58	13.43	14.34	15.31	16.34	17.44	18.62	19.88	21.22	22.65	24.18	25.81	27.55
5	12.74	13.60	14.52	15.50	16.55	17.67	18.86	20.13	21.49	22.94	24.49	26.14	27.90
6	12.88	13.75	14.68	15.67	16.73	17.86	19.07	20.36	21.73	23.20	24.77	26.44	28.22
7	13.14	14.03	14.98	15.99	17.07	18.22	19.45	20.76	22.16	23.66	25.26	26.97	28.79
8	13.45	14.36	15.33	16.36	17.46	18.64	19.90	21.24	22.67	24.20	25.83	27.57	29.43
9	13.76	14.69	15.68	16.74	17.87	19.08	20.37	21.74	23.21	24.78	26.45	28.24	30.15
10	14.11	15.06	16.08	17.17	18.33	19.57	20.89	22.30	23.81	25.42	27.14	28.97	30.93
11	14.44	15.41	16.45	17.56	18.75	20.02	21.37	22.81	24.35	25.99	27.74	29.61	31.61
12	14.78	15.77	16.83	17.97	19.18	20.47	21.85	23.32	24.89	26.57	28.36	30.27	32.31
13	15.12	16.14	17.23	18.39	19.63	20.96	22.37	23.88	25.49	27.21	29.05	31.01	33.10
14	15.49	16.54	17.66	18.85	20.12	21.48	22.93	24.48	26.13	27.89	29.77	31.78	33.93
15	15.86	16.93	18.07	19.29	20.59	21.98	23.46	25.04	26.73	28.53	30.46	32.52	34.72
16	16.23	17.32	18.49	19.74	21.07	22.49	24.01	25.63	27.36	29.21	31.18	33.28	35.53
17	16.68	17.81	19.01	20.29	21.66	23.12	24.68	26.35	28.13	30.03	32.06	34.22	36.53
18	17.15	18.30	19.54	20.86	22.27	23.77	25.37	27.08	28.91	30.86	32.94	35.16	37.53
19	17.63	18.82	20.09	21.45	22.90	24.45	26.10	27.86	29.74	31.75	33.89	36.18	38.62
20	18.12	19.35	20.66	22.05	23.54	25.13	26.83	28.64	30.57	32.63	34.83	37.18	39.69
21	18.62	19.87	21.21	22.64	24.17	25.80	27.54	29.40	31.38	33.50	35.76	38.17	40.75
22	19.15	20.44	21.82	23.29	24.86	26.54	28.33	30.24	32.28	34.46	36.79	39.27	41.92
23	19.68	21.01	22.43	23.94	25.56	27.29	29.13	31.10	33.00	35.44	37.83	40.38	43.11
24	20.25	21.62	23.08	24.64	26.30	28.08	29.98	32.00	34.16	36.47	38.93	41.56	44.37
25	20.84	22.25	23.75	25.35	27.06	28.89	30.84	32.92	35.14	37.51	40.04	42.75	45.70
26	21.44	22.89	24.44	26.09	27.85	29.73	31.74	33.87	36.16	38.60	41.21	44.02	47.07
27	21.98	23.46	25.04	26.73	28.53	30.46	32.52	34.85	37.20	39.71	42.39	45.34	48.48
28	22.53	24.05	25.67	27.40	29.25	31.34	33.50	35.88	38.39	41.04	43.84	46.93	50.23

NOTE: Levels 1-4 were eliminated since they are no longer used for employee placement.

FY15 Appropriated

Auxiliary Salary Scales

These salary scales are shown together for presentation purposes only.

The scales represent separate position responsibilities.

Step	Psychologist School Social Worker Educational Diagnostician (12 Months)	Psychologist School Social Worker Educational Diagnostician (208 Days)	Substance Abuse Prevention Specialist School Social Worker (198 Days)	Athletic Trainer (208 Days)
1	57,000	52,000	49,500	45,500
2	57,694	52,699	50,202	46,305
3	58,361	53,317	50,796	46,861
4	59,747	54,630	52,073	48,081
5	60,996	55,782	53,177	49,108
6	62,254	56,943	54,287	50,142
7	63,724	58,285	55,566	51,324
8	65,705	60,091	57,285	52,904
9	67,595	61,813	58,919	54,411
10	69,579	63,622	60,643	55,994
11	71,622	65,484	62,416	57,627
12	73,718	67,394	64,233	59,302
13	75,870	69,357	66,102	61,022
14	78,084	71,375	68,019	62,786
15	80,367	73,457	69,999	64,612
16	82,719	75,602	72,044	66,494
17	85,136	77,808	74,145	68,427
18	87,629	80,080	76,308	70,417
19	90,210	82,435	78,551	72,484
20	92,872	84,863	80,859	74,612
21	95,608	87,358	83,234	76,801
22	97,959	89,504	85,276	78,683
23	100,368	91,701	87,372	80,611
24	102,844	93,962	89,523	82,593
25	105,096	95,878	91,283	84,215

NOTE: Employees move one step on scale for each year of satisfactory performance provided sufficient funds are appropriated.

Salary Scales/Lanes

Contract Days by Position

POSITION	CONTRACT DAYS	INCLUSIVE DATES
Administrative		
Full Time/12 Month Employees	12 Month	July 1-June 30
Auxiliary		
Social Workers, Substance Abuse		
Prevention Specialists	198	August 14-June 18
Athletic Trainers	208	July 29-June 8
Educational Diagnosticians, Psychologists & Social Workers	208	August 11-June 29
Educational Diagnosticians, Psychologists & Social Workers	12 Month	July 1-June 30
Classified		
Cafeteria Managers & Cafeteria Workers	182	August 28-June 16
Bus Drivers, Bus Driver Instructors, Bus Attendants	183	September 2-June 16
Advanced Interpreter For Deaf & Hard Of Hearing	184	August 27-June 17
Study Hall Monitors & Teacher Assistants	184	August 27-June 17
Library Assistants & Technology Assistants	187	August 27-June 17
Career Center Assistants	190	August 27-June 22
Health Clinic Specialists, School Nurse Assistants, School Nurses, & Field Managers	192	August 21-June 18
Safety & Security Specialists	194	August 20-June 18
School Guidance Secretaries & School Secretaries	198	August 14-June 19
School Attendance Secretaries, School Secretaries & Technical Trainers	221	July 21-June 25
School Resource Nurses	221	July 21-June 25
Full Time/12 Month Employees	12 Month	July 1-June 30
Licensed		
Returning Teachers	197	August 20-June 18
Occupational & Physical Therapists	197	August 20-June 18
New Teachers	197	August 20-June 18
Attendance Officers	197	August 20-June 18
Program Autism & Program ED Teachers	200	August 15-June 18
Staff Development Trainers & Technology Resource Teachers	203	August 13-June 19
Librarians & Acquisition Librarians	203	August 18-June 24
Counselors, MS	207	August 13-June 25
Deans	207	August 13-June 25
Technology Education	207	August 13-June 25
Test Coordinators	208	August 12-June 25
Child Find Speech Therapists & Child Find Teachers	210	August 12-June 29
Assistant Athletic Directors	208	July 29-June 8
Counselors, HS	212	August 6-June 25
Band, HS Only	217	July 23-June 18
CSM Career & Technical Education Teachers	217	July 30-June 25
Marketing With CO OP	217	July 30-June 25
Assistive Technology Trainers & Detention Center Teachers	224	July 21-June 25





Teaching Activities Stipends/Policy

- Other Teaching Activities
- Co-Curricular Stipends
- Index
- Directory of Schools

FY15 Appropriated

Daily or Hourly Substitute Salary Rates

TYPE	POSITION	AMOUNT
Instructional	Regular	\$110.00 per day
Classified	Nurse	\$110.00 per day
Classified	Teacher Assistants	\$15.47/\$15.57 per hour
Classified	Secretary	\$15.47/\$15.57 per hour
Classified	Health Aides	\$15.47/\$15.57 per hour

FY15 Appropriated

Long-Term Substitutes

TYPE	AMOUNT
Nurses	\$184.28/\$184.50 per day
Holding a Bachelor's Degree	\$154.00 per day
Holding a Master's Degree	\$154.00 per day
Holding a Doctorate	\$154.00 per day

FY15 Appropriated

Other Teaching Activities at Daily or Hourly Rates

ACTIVITY	COURSES	TEACHER QUALIFICATION	AMOUNT
Summer School	Determined by Registration	Certificate	\$150.94 per day Elementary School \$167.71 per day Middle School \$184.48 per day High School
Driver Education	Behind the Wheel	Certificate	\$195.00 per student
Homebound	As Needed	Certificate	\$30.16 per hour
Adult Education	Determined by Registration	Certificate, License, or State Approval as appropriate	\$30.16 per hour
Curriculum Development	Not Applicable	Certificate	\$25.02 per hour

Co-Curricular Stipends

ATHLETICS

Baseball

Head Coach	\$ 3,927
Assistant Coach	\$ 2,982
JV Head Coach	\$ 2,982
JV Assistant Coach	\$ 2,132

Basketball

Girls' Head Coach	\$ 4,978
Boys' Head Coach	\$ 4,978
Girls' Assistant Varsity Coach	\$ 3,730
Boys' Assistant Varsity Coach	\$ 3,730
Girls' JV Head Coach	\$ 3,730
Boys' JV Head Coach	\$ 3,730
Girls' Freshman Head Coach	\$ 2,982
Boys' Freshman Head Coach	\$ 2,982

Cheerleading

Fall Head Coach	\$ 3,138
Fall Varsity Assistant Coach	\$ 2,132
Fall JV Head Coach	\$ 2,132
Fall Freshman Head Coach	\$ 2,132
Winter Head Coach	\$ 2,982
Winter JV Head Coach	\$ 2,132
Winter Freshman Head Coach	\$ 2,132

Cross Country

Head Coach	\$ 3,138
Assistant Coach (2)	\$ 2,132

Football

Head Coach	\$ 5,235
Assistant Varsity Coach (2)	\$ 3,927
JV Head Coach	\$ 3,927
JV Assistant Coach	\$ 3,730
Freshman Head Coach	\$ 3,927
Freshman Assistant Coach (2)	\$ 3,730

Golf

Head Coach	\$ 2,287
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Gymnastics

Head Coach	\$ 3,927
Assistant Coach	\$ 2,982

Lacrosse

Girls' Head Coach	\$ 3,927
Boys' Head Coach	\$ 3,927
Girls' Varsity Assistant Coach	\$ 2,982
Boys' Varsity Assistant Coach	\$ 2,982
Girls' JV Head Coach	\$ 2,982
Boys' JV Head Coach	\$ 2,982
Girls' JV Assistant Coach	\$ 2,132
Boys' JV Assistant Coach	\$ 2,132

Soccer

Girls' Head Coach	\$ 3,927
Boys' Head Coach	\$ 3,927
Girls' Varsity Assistant Coach	\$ 2,982
Boys' Varsity Assistant Coach	\$ 2,982
Girls' JV Head Coach	\$ 2,982
Boys' JV Head Coach	\$ 2,982
Girls' JV Assistant Coach	\$ 2,132
Boys' JV Assistant Coach	\$ 2,132

Softball

Head Coach	\$ 3,927
Assistant Coach	\$ 2,982
JV Head Coach	\$ 2,982
JV Assistant Coach	\$ 2,132

Swimming

Head Coach	\$ 3,138
Assistant Coach	\$ 2,132

Tennis

Girls' Head Coach	\$ 2,287
Boys' Head Coach	\$ 2,287

Track

Girls' Head Coach	\$ 3,927
Boys' Head Coach	\$ 3,927
Girls' Assistant Coach	\$ 2,132
Boys' Assistant Coach	\$ 2,132
Assistant Coach	\$ 2,132

Volleyball

Head Coach	\$ 3,927
Assistant Coach	\$ 2,982
JV Head Coach	\$ 2,982

Co-Curricular Stipends (Continued)

Wrestling

Head Coach	\$ 3,927
Assistant Coach	\$ 2,982
JV Head Coach	\$ 2,982

OTHER

Middle School

Drama	\$ 750
Guitar	\$ 932
Orchestra	\$ 932
Student Council Association	\$ 750
Yearbook	\$ 750

High School

Academic Competition Sponsor	\$ 2,287
CAMPUS Advisor	\$ 2,932
Debate	\$ 2,982
Drama	\$ 5,235
Drill Team	\$ 2,287
Forensics	\$ 2,287
Future Educators' Association	\$ 2,287
Guitar	\$ 1,865
Junior Class	\$ 2,932
Magazine	\$ 2,287
Newspaper	\$ 2,616
Orchestra	\$ 1,865
Peer Coaching	\$ 2,616
Senior Class	\$ 2,982
Student Council Association	\$ 2,982
Winter Guard/Indoor Drumline	\$ 2,287
Yearbook	\$ 2,616

Salary Stipends

Activity Coordinator	\$ 3,600
Athletic Trainer	\$ 5,235
Band Director (HS)	\$ 5,235
Band Director (MS)	\$ 1,865
Choral Director (HS)	\$ 3,730
Choral Director (MS)	\$ 932
Department Chair	\$ 1,800-\$3,600
Math/English/Science/Social Sciences/ELL/Vocational/Spec Ed./Foreign Lang./Physical Education/Fine Arts (based on Department Size)	
Elementary Contact Teacher	\$ 200
Lead Guidance Counselor (MS)	\$ 1,200
Middle School Subject Area Lead Teacher (SALT)	\$ 1,150
Middle School Dean	\$ 1,200
High School Dean	\$ 1,200
National Board Certification	\$ 5,000
TV Production	\$ 3,966

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2014–2015 Directory of Schools

Elementary Schools			
School	Principal	Address	Phone Number
Aldie	Ms. D. Lee	23269 Meetinghouse Lane, Aldie, VA 20105	703-957-4380
Algonkian	Mr. B. Blubaugh	20196 Carter Court, Sterling, VA 20165	571-434-3240
Arcola	Dr. C. Bowers	41740 Tall Cedars Parkway, Aldie, VA 20105	703-957-4390
Ashburn	Ms. M. Walthour	44062 Fincastle Drive, Ashburn, VA 20147	571-252-2350
Ball's Bluff	Dr. M. Carper	821 Battlefield Parkway, NE, Leesburg, VA 20176	571-252-2880
Banneker	Ms. D. Lee	35231 Snake Hill Road, Middleburg, VA 20117	540-751-2480
Belmont Station	Ms. L. Mercer	20235 Nightwatch Street, Ashburn, VA 20147	571-252-2240
Buffalo Trail	Ms. A. Rogaliner	42190 Seven Hills Drive, Aldie, VA 20105	703-722-2780
Cardinal Ridge	Dr. R. Anderson	26155 Bullrun Postoffice Road, Centreville, VA 20120	571-367-4020
Rosa Lee Carter	Ms. A. Hines	43330 Loudoun Reserve Drive, Ashburn, VA 20148	703-957-4490
Catoctin	Ms. J. Rueckert	311 Catoctin Circle, SW, Leesburg, VA 20175	571-252-2940
Cedar Lane	Mr. R. Marple	43700 Tolamac Drive, Ashburn, VA 20147	571-252-2120
Cool Spring	Mr. C. Cadwell	501 Tavistock Drive, SE, Leesburg, VA 20175	571-252-2890
Countryside	Mr. R. Rudnick	20624 Countryside Boulevard, Sterling, VA 20165	571-434-3250
Creighton's Corner	Mr. C. Knott	23171 Minerva Drive, Ashburn, VA 20148	703-957-4480
Kenneth W. Culbert	Ms. J. Brownell	38180 West Colonial Highway, Hamilton, VA 20158	540-751-2540
Discovery	Mr. J. Dallas	44020 Grace Bridge Drive, Ashburn, VA 20147	571-252-2370
Dominion Trail	Mr. J. Joseph	44045 Bruceton Mills Circle, Ashburn, VA 20147	571-252-2340
Frederick Douglass	Mr. T. Martino	510 Principal Drummond Way, Leesburg, VA 20175	571-252-1920
Emerick	Ms. D. Haddock	440 South Nursery Avenue, Purcellville, VA 20132	540-751-2440
Evergreen Mill	Mr. M. Pelligrino	491 Evergreen Mill Road, SE, Leesburg, VA 20175	571-252-2900
Forest Grove	Ms. S. Simon	46245 Forest Ridge Drive, Sterling, VA 20164	571-434-4560
Guilford	Mr. D. Stewart	600 West Poplar Road, Sterling, VA 20164	571-434-4550
Hamilton	Ms. T. Finn	54 South Kerr Street, Hamilton, VA 20158	540-751-2570
Hillsboro	Mr. D. Michener	37110 Charles Town Pike, Purcellville, VA 20132	540-751-2560
Hillside	Mr. G. Brazina	43000 Ellzey Drive, Ashburn, VA 20148	571-252-2170
Horizon	Ms. J. Ewing	46665 Broadmore Drive, Sterling, VA 20165	571-434-3260
Hutchison Farm	Ms. H. Smith	42819 Center Street, South Riding, VA 20152	703-957-4350

2014–2015 Directory of Schools

Elementary Schools			
School	Principal	Address	Phone Number
Leesburg	Ms. A. Robinson	323 Plaza Street, NE, Leesburg, VA 20176	571-252-2860
Legacy	Mr. R. Duckworth	22995 Minerva Drive, Ashburn, VA 20148	703-957-4425
Liberty	Mr. P. Pack	25491 Riding Center Drive, South Riding, VA 20152	703-957-4370
Lincoln	Mr. D. Michener	18048 Lincoln Road, Purcellville, VA 20132	540-751-2430
Little River	Ms. J. Gross	43464 Hyland Hills Street, South Riding, VA 20152	703-957-4360
Lovettsville	Ms. K. Forcino	49 South Loudoun Street, Lovettsville, VA 20180	540-751-2470
Lowes Island	Mr. B. Shafferman	20755 Whitewater Drive, Sterling, VA 20165	571-434-4450
Lucketts	Ms. C. Clement	14550 James Monroe Highway, Leesburg, VA 20176	571-252-2070
Meadowland	Ms. L. Seck	729 Sugarland Run Drive, Sterling, VA 20164	571-434-4440
Middleburg Community Charter School	Dr. B. Smith	101 North Madison Street, Middleburg, VA 20117	540-687-5048
Mill Run	Mr. P. Vickers	42940 Ridgeway Drive, Ashburn, VA 20148	571-252-2160
Moorefield Station	Ms. K. Roche	22325 Mooreview Parkway, Ashburn, VA 20148	571-252-2380
Mountain View	Ms. J. Broaddus	36803 Allder School Road, Purcellville, VA 20132	540-751-2550
Newton-Lee	Mr. S. Lyons	43335 Gloucester Parkway, Ashburn, VA 20147	571-252-1535
Pinebrook	Mr. P. Thiessen, Jr.	25480 Mindful Court, Aldie, VA 20105	703-957-4325
Potowmack	Ms. J. Rule	46465 Esterbrook Circle, Sterling, VA 20165	571-434-3270
Frances Hazel Reid	Ms. B. Jochems	800 North King Street, Leesburg, VA 20176	571-252-2050
Rolling Ridge	Ms. L. Spurlock	500 East Frederick Drive, Sterling, VA 20164	571-434-4540
Round Hill	Mr. A. Davis	17115 Evening Star Drive, Round Hill, VA 20141	540-751-2450
Sanders Corner	Mr. M. Jacques	43100 Ashburn Farm Parkway, Ashburn, VA 20147	571-252-2250
Seldens Landing	Ms. T. Stephens	43345 Coton Commons Drive, Leesburg, VA 20176	571-252-2260
Sterling	Ms. J. Scott	200 West Church Road, Sterling, VA 20164	571-434-4580
Sugarland	Ms. G. Brady	65 Sugarland Run Drive, Sterling, VA 20164	571-434-4460
Sully	Ms. C. O'Neill	300 Circle Drive, Sterling, VA 20164	571-434-4570
Sycolin Creek	Mr. D. Racino	21100 Evergreen Mills Road, Leesburg, VA 20175	571-252-2910
John W. Tolbert, Jr.	Ms. E. Layman	691 Potomac Station Drive, NE, Leesburg, VA 20176	571-252-2870
Waterford	Mr. A. Heironimus	15513 Loyalty Road, Waterford, VA 20197	540-751-2460
Steuart W. Weller	Ms. J. Platenberg	20700 Marblehead Drive, Ashburn, VA 20147	571-252-2360

2014–2015 Directory of Schools

Middle Schools			
School	Principal	Phone Address	Number
Belmont Ridge	Mr. R. Hitchman	19045 Upper Belmont Place, Leesburg, VA 20176	571-252-2220
Blue Ridge	Mr. B. Bell	551 East A Street, Purcellville, VA 20132	540-751-2520
Eagle Ridge	Mr. S. Phillips	42901 Waxpool Road, Ashburn, VA 20148	571-252-2140
Farmwell Station	Ms. S. Loya	44281 Gloucester Parkway, Ashburn, VA 20147	571-252-2320
Harmony	Mr. E. Stewart	38174 West Colonial Highway, Hamilton, VA 20158	540-751-2500
Harper Park	Ms. E. Robinson	701 Potomac Station Drive, NE, Leesburg, VA 20176	571-252-2820
J. Michael Lunsford	Mr. N. Slevin	26020 Ticonderoga Road, Chantilly, VA 20152	703-722-2660
Mercer	Mr. R. Phillips	42149 Greenstone Drive, Aldie VA 20105	703-957-4340
River Bend	Mr. D. Shaffer	46240 Algonkian Parkway, Sterling, VA 20165	571-434-3220
Seneca Ridge	Mr. M. McDermott	98 Seneca Ridge Drive, Sterling, VA 20164	571-434-4420
J. L. Simpson	Mr. C. Runfola	490 Evergreen Mill Road, SE, Leesburg, VA 20175	571-252-2840
Smart's Mill	Mr. W. Waldman	850 N. King Street, Leesburg, VA 20176	571-252-2030
Sterling	Mr. A. Martinez	201 W. Holly Avenue, Sterling, VA 20164	571-434-4520
Stone Hill	Ms. J. Day	23415 Evergreen Ridge Drive, Ashburn, VA 20148	703-957-4420
Trailside	Ms. B. Beichler	20325 Claiborne Parkway, Ashburn, VA 20147	571-252-2280



2014–2015 Directory of Schools

High Schools			
School	Principal	Phone Address	Number
Briar Woods	Mr. E. Starzenski	22525 Belmont Ridge Road, Ashburn, VA 20148	703-957-4400
Broad Run	Mr. D. Spage	21670 Ashburn Road, Ashburn, VA 20147	571-252-2300
John Champe	Mr. J. Gabriel	41535 Sacred Mountain Street, Aldie, VA 20105	703-722-2680
Dominion	Dr. J. Brewer	21326 Augusta Drive, Sterling, VA 20164	571-434-4400
Freedom	Mr. D. Fulton	25450 Riding Center Dr., South Riding, VA 20152	703-957-4300
Heritage	Mr. J. Adam	520 Evergreen Mill Road S.E., Leesburg, VA 20175	571-252-2800
Loudoun County	Dr. M. Luttrell	415 Dry Mill Road, SW, Leesburg, VA 20175	571-252-2000
Loudoun Valley	Ms. S. Ross	340 N. Maple Avenue, Purcellville, VA 20132	540-751-2400
Park View	Mr. K. Dolson	400 W. Laurel Avenue, Sterling, VA 20164	571-434-4500
Potomac Falls	Dr. E. Noto	46400 Algonkian Parkway, Potomac Falls, VA 20165	571-434-3200
Rock Ridge	Mr. J. Duellman	43460 Loudoun Reserve Drive, Ashburn, VA 20148	571-367-4100
Stone Bridge	Mr. M. Wilburn	43100 Hay Road, Ashburn, VA 20147	571-252-2200
Tuscarora	Ms. P. Paul-Jacobs	801 North King Street, Leesburg, VA 20176	571-252-1900
Woodgrove	Mr. W. Shipp	36811 Allder School Road, Purcellville, VA 20132	540-751-2600

Instructional Centers			
School	Principal	Address	Phone Number
Douglass School	Dr. J. Robinson	407 E. Market Street, Leesburg, VA 20176	571-252-2060
Loudoun Academy of Science	Mr. G. Wolfe	21326 Augusta Drive, Sterling, VA 20164	571-434-4470
Monroe Technology Center	Mr. W. Grier	715 Childrens Center Road SW, Leesburg, VA 20175	571-252-2080







Loudoun County Public Schools
21000 Education Court
Ashburn, VA 20148
www.lcps.org

