

PERSONNEL

File: GDPD

SUPPORT STAFF MEMBERS: CONTRACT STATUS AND DISCIPLINE

The employment of support personnel may be terminated with fifteen calendar days' notice. Support personnel may also be subject to immediate dismissal for just cause.

Support personnel who are removed from employment for just cause shall be ineligible thereafter for employment in the school system.

Support personnel, whether full-time or part-time, permanent or temporary, may be suspended for good and just cause when the safety or welfare of the school division or the students therein is threatened or when the employee has been charged by summons, warrant, indictment or information with the commission of a felony, a misdemeanor involving (i) sexual assault as established in Article 7 (section 18.2-61 et seq.) of Chapter 4 of Title 18.2 of the Code of Virginia, (ii) obscenity and related offenses as established in Article 5 (section 18.2-372 et seq.) of Chapter 8 of Title 18.2 of the Code of Virginia, (iii) drugs as established in Article 1 (section 18.2-247 et seq.) of Chapter 7 of Title 18.2 of the Code of Virginia, (iv) moral turpitude, or (v) the physical or sexual abuse or neglect of a child; or an equivalent offense in another state. Except when an employee is suspended because of being charged by summons, warrant, indictment or information with the commission of any of the above listed offenses, the superintendent or appropriate central office designee shall not suspend an employee for longer than sixty (60) days and shall not suspend an employee for a period in excess of five (5) days without pay unless such employee is advised in writing of the reason for the suspension and afforded an opportunity for a hearing before the School Board in accordance with Va. Code §§ 22.1-311 and 22.1-313, if applicable. Any employee so suspended shall continue to receive his/her then applicable salary unless and until the School Board, after a hearing, determines otherwise. No support employee shall be suspended solely on the basis of the employee's refusal to submit to a polygraph examination requested by the Charlottesville City School Board.

Any employee suspended because of being charged by summons, warrant, information or indictment with any of the above listed criminal offenses may be suspended with or without pay. In the event an employee is suspended without pay, an amount equal to the employee's salary while on suspended status shall be placed in an interest-bearing demand escrow account. Upon being found not guilty of one of the above listed criminal offenses or upon the dismissal or nolle prosequi of the charge, such employee shall be reinstated with all unpaid salary and accrued interest from the escrow account, less any earning received by the employee during the period of suspension, but in no event shall such payment exceed one year's salary.

PERSONNEL

File: GDPD

Page 2

In the event an employee is found guilty by an appropriate court of any of the above listed criminal offenses and, after all available appeals have been exhausted and such conviction is upheld, all funds in the escrow account shall be repaid to the Charlottesville City School Board.

No employee will have his insurance benefits suspended or terminated because of suspension in accordance with this policy.

If a current employee is suspended or dismissed because of information appearing on his/her criminal history record, the Charlottesville City School Board shall provide a copy of the information obtained from the Central Criminal Records Exchange to the employee.

With the exception of school administrative personnel and persons who have the specific duty to deliver health-related services, no instructional aide, or clerical employee will be disciplined, placed on probation or dismissed on the basis of such employee's refusal to (s) perform nonemergency health-related services for students or (ii) obtain training in the administration of insulin and glucagons. However, instructional aides and clerical employees may not refuse to dispense oral medications.

Adopted: October 21, 1999
Revised: March 20, 2008
Revised: June 17, 2010

Legal References: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78, 22.1-274(D), 22.1-296.2, 22.1-315

Cross References: GCDA Effect of Criminal Conviction
GDG Support Staff Probationary Period
GBMA Support Staff Grievances
GBMA-R Procedures for Adjusting Grievances for Support Staff