

PERSONNEL

File: GA-R

PERSONNEL POLICY GOALS

The Superintendent or his/her designee, the Director of Human Resources, is responsible for the appropriate recruitment, staffing, and employee relations of personnel of the Charlottesville City School Division subject to the exclusive final authority of the School Board.

1. The School Board shall adopt employment policies designed to promote the employment and retention of highly qualified teachers and to effectively serve the educational needs of students. Such policies shall include, financial support for teachers attending professional development seminars or those obtaining national certification.
2. The Superintendent shall issue these regulations to assure the proper compliance with the policies and serve as the basis for locally accepted personnel procedures.
3. The Director of Human Resources shall review all human resources policies adopted by the School Board and regulations issued by the Superintendent.
4. An [Employee Handbook](#) will be provided annually to all employees to include the procedures for employees to comply with the regulations and policies.
5. The human resources policies, regulations and procedures shall be reviewed annually.
6. Suggestions will be sought from staff members in the revision of human resources policies, regulations and procedures.
7. Revisions and additions to policies shall be subject to approval by the School Board.
8. Changes in personnel regulations will be approved by the Superintendent. The Director will develop procedures to include in the Employee Handbook.
9. The Director shall maintain a human resources file system for all employees of the school division.

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Legal References: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-295, 22.1-313.