

Policy revisions – 3000s and 4000s to 500 series

Executive Summary

Throughout, minor technical changes are proposed. (For instance, to provide consistency with other policies, the phrase “shall develop” is used wherever administrative guidelines are discussed; the term “County” or “Board” is used to replace “District” as that is more consistent with WV state laws.)

Policy 501 – Nondiscrimination and Equal Employment Opportunity

This revision updates county coordinators for EEO and 504 / ADA issues and repeals duplicative policies from the 4000s series.

Policy 502 – Drug-Free Workplace

This revision removes language that is repeated within it and repeals a duplicative policy from the 4000s series.

Policy 510 – Employment of Full-time and Part-time Personnel

This revision removes language that is copied directly from state code and policies, removes references to a “Director of Personnel,” and merges within it policies regarding summer employment, job sharing, and posting of vacancies, and repeals duplicative policies from the 4000s series.

Policy 511 – Employment of Substitutes

This revision removes language that is copied directly from state code and policies, simplifies language regarding the need to apply on posted openings, emphasizes that substitutes are required to comply with a criminal records check, certification, and / or competency testing, adds headers to better structure the policy, adds to policy the existing practice for assigning substitute teachers, brings the availability requirement to all substitutes (not just service) and repeals duplicative policies from the 4000s series.

Policy 512 – Areas of Critical Need and Shortage

This is a simple renumbering of a policy that was revised in August.

Policy 513 – Extracurricular Assignments

This revision clarifies the definition of extracurricular assignments, posting requirements, brings the same probationary / continuing contract system that is applied to regular employees to extracurricular assignments, removes language that is copied directly from state code and policies, and repeals a duplicative policy from the 4000s series.

Policy 514 – Extra-duty Assignments

This revision clarifies the definition of extra-duty assignments, removes language that is copied directly from state code and policies, and explicitly states the pay rates (rather than the WV Code language of “no less than”).

Policy 520 – Employment Contracts

This revision adds headers to better structure the policy, merges within it policies on various contract types, resignation, non-renewal, and early notification of retirement, adds the option for the Board to approve the form of other contract (already in practice), clarifies the continuing contract rights of re-employed individuals, simplifies language regarding resignations, removes the early notification bonus for service personnel (not in practice, not Legislatively-funded), removes language that is copied directly from state code and policies, and repeals duplicative policies from the 4000s series.

Policy 521 – Benefits

This revision removes language, where appropriate, that describes each benefit and instead points the reader to the policy that establishes that benefits, if applicable, and repeals a duplicative policy from the 4000s series.

Policy 522 – Seniority of Professional Personnel

This revision removes language that is not relevant to seniority but oddly still included in the policy, removes language that is copied directly from state code and policy, and places in policy the current practice of generating and posting seniority lists for professional personnel.

Policy 523 – Seniority of Service Personnel

This revision removes language that is directly copied from state code and policy and places in policy the current practice of generating and posting seniority lists for professional personnel.

Policy 524 – Transfers and Reductions-in-Force

This revision removes language that is directly copied from state code and policy, simplifies the Board's statement on transfers and RIFs (i.e., follow the law), and details the lateral transfer list for professional personnel who are not classroom teachers or administrators. (Classroom teachers are all lateral by state code; administrators are defined in Policy 154.)

Policy 525 – Grievance Procedure

This revision removes language that is directly copied from state code and policy and places in policy the current practice of handling grievances.

Policy 530 – Staff Development

This revision clarifies the responsibility of the Board to provide the opportunity for 18 hours of PD for each staff member annually and removes language that is directly copied from state code and policy but leaves the staff development council definitions as they drive this policy.

Policy 540 – Employee Code of Conduct

This revision merges the 3000 and 4000 version of the same policy into one and removes the Board's "shall" statement regarding the WVDE.

Policy 541 – Employee Ethics

This revision removes language that is directly copied from state code and policy and instead points staff to the WV Governmental Ethics Act, merges within it policies on gifts, political activities, and freedom of speech outside school, and repeals duplicative policies from the 4000s series.

Policy 542 – Student Supervision by Staff

This revision updates language regarding social media, clarifies that service personnel should only act on student misconduct if a safety concern is present, and repeals a duplicative policy from the 4000s series.

Policy 543 – Staff Dress and Grooming

This revision repeals a duplicative policy from the 4000s series.

Policy 544 – Employee Discipline

This revision clarifies the execution of a suspension or termination recommendation and repeals duplicative policies from the 4000s series.

Policy 545 – Physical / Mental Examination

This revision merges within it policies on physical examinations for bus operators and drug and alcohol testing for CDL holders and repeals a duplicative policy from the 4000s series.

Policy 546 – Substance Abuse

This revision merges within it a policy on the Employee Assistance Program and repeals duplicative policies from the 4000s series.

Policy 550 – Evaluation of Professional Personnel

This revision clarifies that WVBE Policy 5310 is our evaluation policy for most professional personnel, adds power to develop guidelines for substitute evaluations, and removes language that was copied directly from state code and policy.

Policy 551 – Evaluation of Service Personnel

This revision clarifies that WVBE Policy 5314 is our evaluation policy for service personnel, clarifies that the Board must approve the form of the evaluation instrument(s) and that substitutes shall also be evaluated under the same system, adds power to develop guidelines for these evaluations and removes language that is directly copied from state code and policy.

Policy 552 – Evaluation of Extracurricular Assignments

This revision clarifies that WVBE Policy 5310 is our evaluation policy for athletic personnel, adds power to develop guidelines for evaluations of other assignments, and removes language that was copied directly from state code and policy.

Policy 560 – Leave

This revision merges within it all policies regarding various forms of leave, simplifies internal references, and repeals duplicative policies from the 4000s series.

Policy 561 – Annual Incentive for Unused Personal Leave

This revision simply removes a proviso from the first year of implementation (2018-19).

Policy 562 – Daily Work Schedule

This revision removes language that was copied directly from state code and policy, expands the overseeing personnel to all supervisors (not only principals), and merges within it policies on duty-free lunches and planning periods, and repeals duplicative policies from the 4000s series.

Policy 563 – Unauthorized Work Stoppage

This revision repeals duplicative policies from the 4000s series.

Policy 570 – Board-Staff Communications

This revision repeals duplicative policies from the 4000s series.

Policy 580 – Use of Epinephrine Auto-Injectors by Personnel

This revision repeals duplicative policies from the 4000s series.

