

SUPPORT STAFF EMPLOYMENT STATUS

Support staff are not issued written contracts unless such contracts are required by law.

Types of Employment:

The school division employs three types of support staff:

- Temporary employees who are hired for short-term needs on a daily basis; these employees do not receive benefits and are paid only for hours worked.
- Probationary employees who are fully qualified new employees assigned to authorized positions; these employees are eligible for salary increases and receive benefits.
- Regular employees who have successfully completed the prescribed probationary period; regular employees receive all employment benefits available under School Board policy.

Terms of Employment:

The term of employment for support personnel, unless excepted, will be considered to be the same as the pay period for such personnel.

Probationary Period:

Employees in this category are placed on a twelve-month probationary period. Successful completion of this trial period is necessary for continued employment in the system. Employees may be placed on probation as determined by the Superintendent, upon recommendation of the immediate supervisor.

Contracts for Bus Drivers:

The Gloucester County School Board may issue annual contracts to bus drivers. The contracts are considered non-renewable and will be issued without annual renewal being implied.

Letters of Agreement:

After approval by the School Board, all other support personnel, except bus drivers, will receive an initial letter of appointment stating salary and working conditions. Letters of appointment are submitted in duplicate with one (1) copy required to be signed by the employee and returned to the administrative office. Compensation statements will be issued annually.

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 by the Gloucester County School Board.

Employees of the Gloucester County School Board may be suspended as provided in Policy GCPF Suspension of Staff Members.

ADOPTED: February 8, 1983

REVISED: November 11, 1986 July 1, 1991 May 8, 2001
August 14, 2012 September 13, 2016

LEGAL REFERENCES: Code of Virginia, 1950, as amended, § 22.1-78.

CROSS REFERENCES: GCDA Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect
GDG Support Staff Probation
GBMA Support Staff Grievances

GCPF Suspension of Staff Members