

WCPS

STAFF HANDBOOK



HOW TO USE THE DIVISION HANDBOOK

The Warren County Public Schools' Staff Handbook contains two sections. The division section provides alphabetized sections, as well as policy/regulation reference numbers, and a comprehensive index to help the user find information quickly. The alphabetized sections outline important rules, regulations, and policies 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. The school specific section provides information pertinent to the building that you are employed at.

It is the responsibility of employees to read and understand all WCPS policies. Policies are updated, where it is the employees responsibility to visit [WCPS Board Docs](#).

This handbook provides no expectation of continued employment, is not part of any employment contract, confers no entitlement to employment for a definite period of time, and is not a substitute for a careful reading of all policies and regulations. Contact the Department of Human Resources with questions.

Welcome to WCPS

Dear Colleague:

It is with a great deal of excitement and anticipation that I write to you as a Warren County Schools' team and family. The coming school year will present many opportunities for Warren County Schools to build on the strong foundation already laid by dedicated staff members. These opportunities were created by teachers, administrators, and staff who believe in the limitless potential of students. As individuals fortunate enough to work with students every day, we are able to see the possibilities in students and nurture their dreams. These dreams will someday become reality for our students only with our guidance, assistance, and vision.

Some people say that educators and staff must have a vision of what could be for themselves first, and then have a vision, or dream, for students. Dreams are extremely important and can be accomplished with collective vision. It seems that when we were younger, we dreamed of possibilities for ourselves whether it was becoming a fireman in kindergarten or wanting to be in the sports medicine field in high school, but as we mature, we lose a sense of what could be. Educators and staff must nurture the dreams of students by providing the necessary support and guidance. Dreams are powerful and come true with commitment.

So, you see, dreams are the cornerstone for achievement. One has to make investments in his dream on a day-to-day basis. These investments can be internal or external. Educators and staff must assist in providing the external force for dream attainment in students. With this effort, the residuals can be overwhelming, especially in the area of increased student achievement. Everyone in the Warren County Schools' family should be extremely proud of past accomplishments, and I am confident that with continued high expectations for everyone, we will see tremendous strides in student achievement and no child will be left behind.

Accomplishing vision and dreams for children can only be accomplished if we unite as a team. Each individual is essential if we want to ensure the success, dreams, and visions for the students of Warren County. I am a firm believer that everyone in a school division is a teacher. President Kennedy was fond of the following quote by Confucius, "A journey of a thousand miles begins with a single step." I look forward to meeting and working with you as we begin our journey together in the 2025-2026 school year.

Sincerely,

J. David Martin, Ed.D.
Acting Superintendent

Mission Statement

We will empower everyone to achieve excellence by sparking inspiration and learning through innovation.

Vision Statement

Learning through Inspiration, Engagement, Empowerment, and Innovation – Every Student Every Day.

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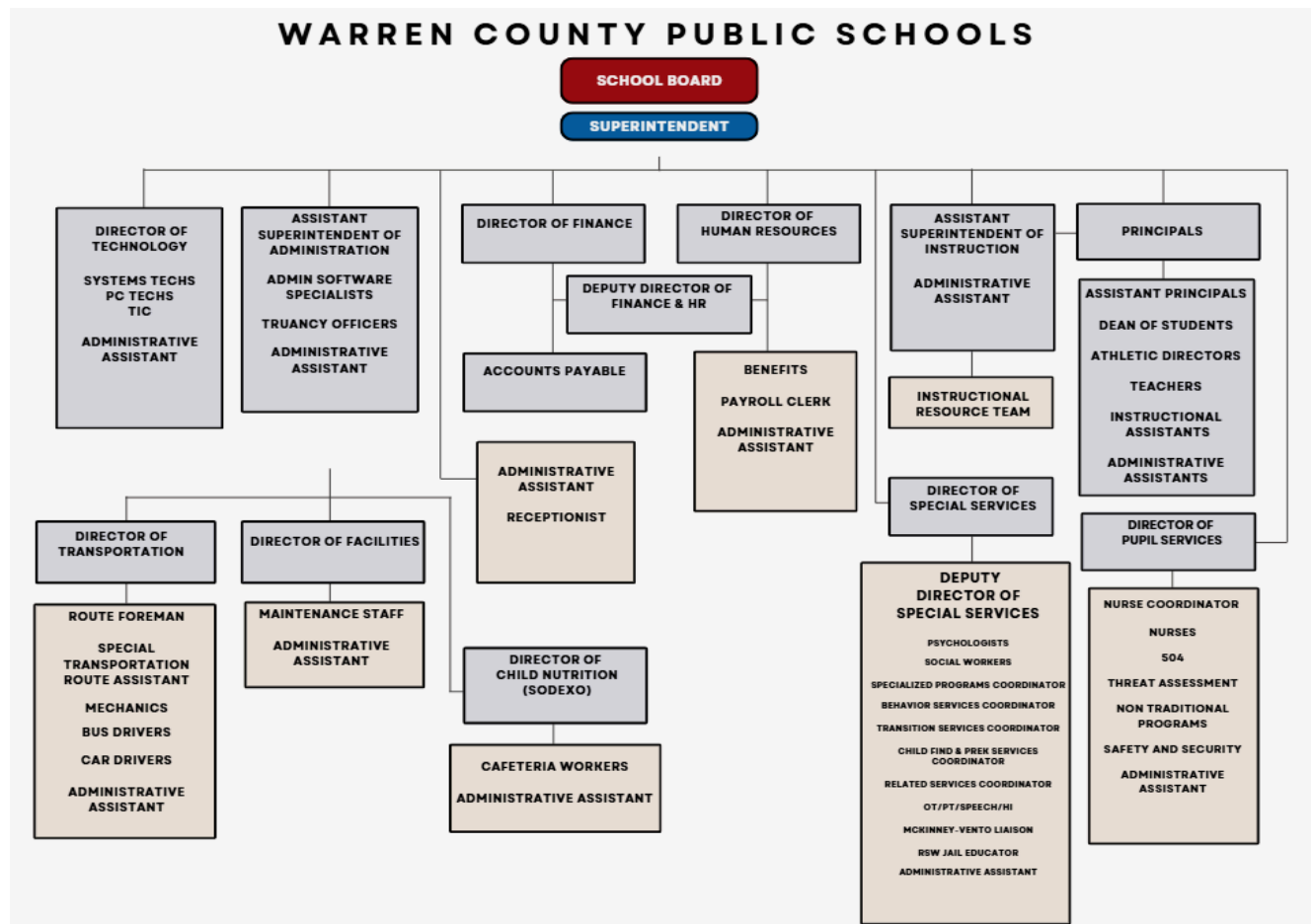
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Organizational Structure

All staff are encouraged to seek clarity and ask questions as needed. To maintain effective communication and organizational structure, all questions should first be directed to your immediate supervisor. This ensures that concerns are addressed by those most familiar with your responsibilities and role. If your supervisor is unavailable or if the matter requires further escalation, you may bring your question to the next level in the chain of command. Each school or department may have a slightly different structure, but the key is to start with the immediate supervisor and escalate only if necessary. It is important to communicate respectfully, provide relevant context, and follow proper channels to ensure your inquiry is handled efficiently and appropriately.



For example, here is a typical chain of command for teachers:

1. Teacher
 - Handle classroom-level issues first, such as minor student behavior, parent communication, or instructional planning.
2. Grade-Level Leader or Department Head
 - For instructional support, curriculum concerns, or team-related issues (e.g., collaboration, student placement).
3. Assistant Principal / Vice Principal
 - For student discipline, safety issues, or concerns beyond your authority as a teacher.
4. Principal
 - For broader school-wide issues, unresolved conflicts, or when guidance from school leadership is needed.
5. Instructional Coach / Curriculum Coordinator (if applicable)
 - For specific support with teaching strategies, curriculum implementation, or professional development.
6. District-Level Administrator (e.g., Director of Curriculum, HR, or Special Education)
 - For policy clarification, special programs, staffing concerns, or unresolved school-level matters.
7. Superintendent
 - For major unresolved issues or appeals, typically after going through all previous levels.
8. School Board (as a last resort)
 - Usually involved only for formal complaints, policy changes, or appeals outside of administrative resolution.

There are times throughout the school year when you may need to contact staff members regarding an issue or concern that needs to be addressed.

[Who to contact](#)

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Equal Opportunity

WCPS provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

WCPS expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

WCPS will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon WCPS.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Human Resources Director. The organization will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the Human Resources Director.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Policy [GB-Equal Employment Opportunity/Nondiscrimination](#)

Americans with Disabilities Act (ADA) and Reasonable Accommodation

WCPS is committed to the fair and equal employment of individuals with disabilities under the ADA. It is WCPS policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. WCPS prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to

enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the Benefits Specialist and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation to the extent permitted and in accordance with applicable law. The organization then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made or if any other possible accommodations are appropriate. If medical documentation regarding the disability and possible accommodations is requested, the employee is responsible for providing such information. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

Family and Medical Leave

WCPS complies with the federal FMLA, which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. Warren County Public School also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Employees should note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Employees should contact the HR department to discuss options for leave.

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools) to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered servicemember with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period measured forward from the date an employee first takes that type of leave.

Basic leave entitlement. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military family leave entitlements. Eligible employees with a spouse, child, or parent on active duty or called to active duty status in the National Guard or reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies.

Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to 7 days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to 5 days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

Benefits and protections during FMLA leave. During FMLA leave, Warren County Public Schools will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the company's operations. A "key" employee is an eligible salaried employee who is among the highest-paid 10 percent of the company's employees within 75 miles of the worksite. Employees will be notified of their status as key employees, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued before the start of an employee's leave.

Employee eligibility. The FMLA defines eligible employees as employees who (1) have worked for the company for at least 12 months; (2) have worked for the company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of company worksites that, taken together, have a total of 50 or more employees.

Definition of “serious health condition.” A serious health condition is an illness, an injury, an impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of “continuing treatment.”

Use of leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies also may be taken on an intermittent or a reduced work schedule basis.

Substitution of paid leave for unpaid leave. Employees may choose or employers may require the use of accrued paid leave while taking FMLA leave. Accordingly, the company requires employees to use any accrued paid vacation, personal, and sick days during an unpaid FMLA leave taken because of the employees’ own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, employees must use any accrued paid vacation or personal days (but not sick days) during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member’s active duty or call to active duty status in support of a contingency operation. In order to use paid leave for FMLA leave, employees must comply with Warren County Public Schools normal paid leave procedures found in its Vacation and Sick Leave policies.

Employee responsibilities. Employees must provide 30 days’ advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, employees must provide notice as soon as practicable and generally must comply with Warren County Public Schools normal call-in procedures. Warren County Public Schools may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for Warren County Public Schools to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military

family leave. Employees also must inform Warren County Public Schools if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. Warren County Public Schools also may require a second and, if necessary, a third opinion (at Warren County Public Schools expense) and, when the leave is a result of the employee's own serious health condition, a fitness-for-duty report to return to work. Warren County Public Schools also may delay or deny approval of leave for lack of proper medical certification.

Warren County Public Schools Responsibilities. Warren County Public Schools will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required, as well as the employees' rights and responsibilities. If employees are not eligible, Warren County Public Schools will provide a reason for the ineligibility.

Warren County Public Schools will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' FMLA leave entitlement. If Warren County Public Schools determine that the leave is not FMLA-protected, Warren County Public Schools will notify the employees.

Other provisions. Under an exception to the FLSA in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employees' exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when Warren County Public Schools has approved the employment under its Outside Employment policy and the employees' reason for FMLA leave does not preclude the outside employment.

Unlawful acts by employers. The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Military Leave

Warren County Public Schools supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the HR department and the employee's supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, length of service promotions, and length of service pay increases, as required by applicable federal or state law. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Employee Privacy

Warren County Public Schools (WCPS) is committed to maintaining a safe, secure, and professional working and learning environment for all staff and students. While WCPS respects the privacy of its employees, this privacy must be balanced with the division's responsibility to ensure the appropriate use of its facilities, resources, and systems.

Employee Benefits

Warren County Public Schools recognizes the value of benefits to employees and their families. The company supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to Warren County Public Schools Summary Plan Descriptions (SPDs), which are found on the company intranet, or contact the HR department. To the extent the information provided here conflicts with the SPD or full plan document, the full plan document will control.

[WCPS HR Website](#)

Jury Duty/Court Appearance

The company supports employees in their civic duty to serve on a jury. In accordance with [GDBI - Civic Duties](#) employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Employees will be provided time off for jury duty in accordance with applicable laws. If an employee is released from jury duty after 4 hours or less of service, the employee must report to work for the remainder of that workday.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

Medical, Dental, and Vision Insurance

Full-time employees working 30 hours or more per week are eligible for insurance on the first of the month following 30 days of service. To keep coverage in force, every insured employee must work a minimum of 30 hours per week.

Group Life Insurance

Warren County Public Schools provides life insurance for full-time employees who work a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following 30 days of service. The life benefit is equal to an employee's annualized base rate two times their salary. The cost of this coverage is paid for in full by Warren County Public Schools.

Short-Term Disability

Short-term disability is offered to full-time Virginia Retirement System (VRS) Hybrid members. Hybrid members are eligible for this benefit one year and a day from their start date. Short-term disability is meant to bridge the 125-day period until long-term disability can cover an employee. If an employee becomes disabled and cannot work for a short period of time, this coverage pays 60 percent of the employee's salary up to the policy limits. This is a voluntary benefit and is funded solely by the employee. In addition, employees will not be paid vacation or sick leave for approved absences covered by Warren County Public Schools program, except to supplement the short-term disability benefits.

Short-term disability benefits may run concurrently with FMLA leave and/or any other leave when permitted by state and federal law.

Long-Term Disability

Long-term disability benefits are offered to full-time employees Virginia Retirement System (VRS) Hybrid members. If an employee becomes totally disabled and cannot work for an extended period of time, this coverage pays 60 percent of the employee's salary up to the policy limits. This is a voluntary benefit and is funded solely by the employer.

Long-term disability benefits will run concurrently with FMLA leave and/or any other leave when permitted by state and federal law.

VRS

Warren County Public Schools recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan.

Eligibility, vesting, and all other matters relating to these plans are explained in the SPD that can be obtained from HR.

Employee Assistance Program

The employee assistance program (EAP) is available to WCPS employees who take the healthcare benefits. It is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. Warren County Public Schools wants employees to be able to maintain a healthy

balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This free, comprehensive counseling service offers employees four visits per plan year.

Warren County Public Schools encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to Warren County Public Schools, and the organization is not given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the HR department.

Paychecks

Warren County Public Schools's pay period for all employees is Monthly (last business day of each month). If payday falls on a federal holiday and/or weekend, employees will receive their direct deposit on the preceding workday. Paychecks are directly deposited into employees' checking and/or savings accounts.

Tuition Assistance and Reimbursement

Warren County Public Schools (WCPS) supports ongoing professional development through tuition assistance and reimbursement opportunities that align with employee job responsibilities, certification needs, and licensure renewal

- WCPS provides tuition reimbursement for eligible coursework related to licensure, recertification, or professional advancement.
- Employees may receive up to \$1,400 per fiscal year (July 1–June 30), subject to availability of funds.
- All requests must be submitted through Records using the Tuition Assistance Form and approved prior to enrollment.
- Reimbursement is contingent upon:
 - Approval by the employee's supervisor and division-level leadership.
 - Course alignment with VDOE licensure/recertification guidelines.
 - Earning a minimum grade of "B" or higher (or "Pass" for pass/fail courses).
- Reimbursement requests must be submitted by June 1 for that fiscal year.

Cohort-Based Programs & MOU Process

For employees participating in division-supported cohort programs (e.g., Grow Your Own Teacher, Reading Specialist, etc.), WCPS may offer full or partial tuition coverage under a Memorandum of Understanding (MOU).

Key Elements of the MOU Process:

1. Program Entry & Approval

- Participation is based on WCPS needs and applicant qualifications.
- Employees must sign a Memorandum of Understanding outlining:
 - Tuition support amount,
 - Expected program completion timeline,
 - Post-completion employment commitment (typically 2–3 years).

2. Tuition Payments

- WCPS may pay tuition directly to the institution or reimburse the employee.
- Employees are not required to submit a separate tuition assistance form for MOU-covered courses.

3. Repayment Obligation

- Employees who withdraw, fail to complete the program, or leave WCPS employment before fulfilling the agreed-upon service term must repay all or part of the tuition covered.
- Repayment terms, including prorated calculations and timelines, are detailed in the MOU.

Employment Relationship

Definition:

- Exempt: Employees classified as *exempt* are not entitled to overtime pay under the Fair Labor Standards Act (FLSA). This classification typically applies to individuals in executive, administrative, professional, or outside sales roles who meet specific duties and salary requirements. Certain computer professionals may also qualify for exemption. With limited exceptions, exempt employees must be paid on a salary basis.
- Nonexempt: Employees classified as *nonexempt* are covered by the overtime provisions of the FLSA and must receive overtime pay for all hours worked over 40 in a workweek. Nonexempt employees may be paid on an hourly, salaried, or other basis, but are still entitled to overtime compensation in accordance with federal and state law.
- Salaried: A *salaried* employee is paid a fixed amount each pay period, regardless of hours worked. Exempt employees must be paid on a salary basis. Nonexempt employees may also be paid a salary; however, they are still eligible for overtime pay for hours worked beyond 40 per week.
- Hourly: An *hourly* employee is compensated based on the number of hours worked. These employees are generally classified as nonexempt and are entitled to overtime pay under the FLSA.

Overtime & Compensatory Time

Nonexempt employees may be eligible for compensatory time off (comp time) in place of overtime pay, in accordance with School Board Policy GAA. When comp time is used, eligible employees earn 1.5 hours of time off for each overtime hour worked, as long as the arrangement is made in advance and approved by the supervisor.

Use of compensatory time must be requested in advance and will be granted within a reasonable period, provided it does not unduly disrupt school division operations. Employees may accrue up to 40 hours of comp time. Any balance above that threshold will be paid out as overtime.

Upon separation from employment, unused comp time will be paid out at the higher of the employee's final regular rate or their average regular rate over the last three years.

Employees working fewer than 40 hours per week are paid their regular rate up to 40 hours and receive overtime pay or comp time thereafter, in accordance with applicable laws and policies.

For full details, refer to Policy [GAA - Staff Time Schedules](#)

Work Hours

Full-Time Employees:

The standard workday for full-time licensed and professional staff is a minimum of 7 hours and 30 minutes, but may extend beyond that to fulfill professional responsibilities. This includes administrative meetings, planning, student supervision, conferences, extracurricular activities, and other duties.

Note: Daily schedules may be adjusted based on the operational needs of the school division.

Part-Time Employees:

Regular part-time employees are those scheduled to work less than full-time but at least 20 hours per week. These employees are not considered temporary and may be eligible for certain benefits.

Calendar

[Link to Website](#)

Time Records

All nonexempt employees are required to submit accurate weekly time records showing actual hours worked. These records are necessary for compliance with wage and hour laws and for calculating regular and overtime pay.

Time records must be reviewed and signed by both the employee and their supervisor at the end of each workweek before being submitted to Human Resources.

Separation Process

Support Staff

Support staff employees subject to dismissal or other disciplinary action will be provided written notice, including the reasons for the action, by their supervisor or department head. A meeting with the Human Resources Director will follow to review next steps and provide information about the employee's rights under [Policy GBMA - Support Staff Grievances](#).

Eligible support employees may file a written grievance with the Superintendent **within** 10 working days of receiving the notice. If filed in time, a hearing will be scheduled with an impartial administrator, and the employee will be provided the opportunity to present evidence and respond to the proposed action. A written decision will be issued following the hearing, and

employees may appeal to the School Board in writing within 5 working days of receiving the decision.

Note: Actions such as reductions in force (RIF), reassignments, suspensions, and performance evaluations are not considered disciplinary actions and are not subject to the grievance procedure.

Licensed/Professional Staff

Professional staff (teachers and licensed employees) are subject to due process protections outlined in [Policy GCPD - Professional Staff Discipline](#) and related procedures.

Teachers may be dismissed for reasons such as incompetence, immorality, noncompliance with laws or regulations, disability, felony conviction, or other good and just cause. Additional grounds for dismissal include founded complaints of child abuse or neglect, following the exhaustion of appeal rights under applicable law.

Dismissal or probation decisions follow established procedures that differ depending on whether the employee holds a continuing or probationary contract. These procedures ensure notice, an opportunity to respond, and adherence to applicable regulations.

Licensed employees may also be suspended or disciplined under other applicable policies.

Dress Code Guidelines

WCPS staff can be professional, look professional, and produce great results while wearing jeans.. With this flexibility, some requirements still must be adhered to with our attire. Faculty are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco products, nicotine vapor products, or drug paraphernalia or clothing that contains threats such as gang symbols are prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. If you question yourself on whether something is permissible then do not wear them.

The following guidelines for jeans are:

- Professional attire (example: shirt tucked in)
- No rips, tears, holes, cutoffs, or frayed
- No bike or exercise tights, leggings, or jeggings (no form fitting attire)
- Must be a single-color

- Must be worn above the high hips to waist
- If you question yourself on whether they would be permissible then do not wear them

School administrators will have the final say on whether or not attire is permissible.

Annual Required Training

All employees of Warren County Public Schools are required to complete a series of mandatory training at the start of each school year. These training sessions are essential for ensuring a safe, informed, and legally compliant work environment. The required annual trainings include, but are not limited to:

- Child Abuse & Neglect Mandatory Reporting
- Behavior Management
- Health & Safety Training
- McKinney-Vento Homeless Assistance Act
- Sexual Harassment Awareness and Prevention
- Employee Handbook Acknowledgement
- Drug-Free Workplace Acknowledgement
- Title IX Compliance and Awareness (*required for administrators only*)

Training Completion Requirements

All required trainings must be completed prior to the return of students at the beginning of each school year. Time for completing these trainings is built into each employee's contractual hours and/or designated professional development time. Employees on approved medical or other leave must complete the required trainings immediately upon their return to work. Completion of these trainings is a condition of employment, and each employee is individually responsible for completing the training modules distributed by Human Resources. Building administrators and department directors are responsible for monitoring completion at their respective sites.

Workplace Safety

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

Warren County Public Schools pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

Warren County Public Schools abides by all applicable state workers' compensation laws and regulations. If an employee sustains a job-related injury or illness, it is important to notify the supervisor and call Company Nurse 888-770-0925. Company Nurse will complete an injury report with input from the employee and return the form to the HR department and VACorp. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, when permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the company's workers' compensation program, except to supplement the workers' compensation benefits, such as when the plan only covers a portion of the employees' salary as allowed by state law.

Workplace Investigations

In the event of a safety, security, or policy-related concern, employees may be asked to participate in an internal investigation. All employees are expected to cooperate fully and provide truthful information. Knowingly providing false or misleading information may result in disciplinary action, up to and including dismissal.

Inclement Weather Procedures

Decision-Making Process

When inclement weather is forecasted, the Superintendent, Assistant Superintendent, and Director of Transportation or their designees assess road conditions, forecasts, and safety considerations to determine whether schools should operate on a normal schedule, a delay, or be closed.

Decisions are typically made in the early morning hours, and efforts are made to communicate any changes to the schedule as promptly as possible.

Employee Reporting Expectations

- **Essential personnel** (as designated by department leadership, including certain transportation, facilities, and operations staff) may be required to report regardless of school closure status. Supervisors will provide guidance on reporting expectations.

- **All other employees** should follow the guidance provided in the official weather notice. In cases of delays or closures, follow-up instructions may be issued by department supervisors.

Notification

Once a decision is made, the school division will issue communication via:

- Automated phone calls, text messages, and emails
- The division website and social media platforms
- Local news outlets

Sample Weather Notification

Subject: WCPS Weather Update – [DATE]

Due to inclement weather, Warren County Public Schools will operate on a [TWO-HOUR DELAY / CLOSED] schedule for [DAY, DATE].

Essential personnel should report as directed by their supervisor.

All updates will be posted on the division website and shared via official communication channels. Please stay safe and monitor local media for weather conditions.

Title IX Regulations

The Warren County School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law.

[Policy JFHA/GBA](#)

[Policy GA](#)

Child Abuse and Neglect

Under Virginia Law, it is the responsibility of all school employees to be alert to the signs of suspected child abuse or neglect. School employees are required to report suspected cases of child abuse/neglect to the administrative staff immediately.

Virginia Department of Social Services (VDSS) now has an innovative and secure website, [VaCPS](#), which allows Virginia mandated reporters the ability to submit, in their own words, a report of child abuse or neglect to the VDSS State Hotline. This tool is ONLY for reports of suspected CHILD abuse or neglect that is not an emergency.

Every employee of the Warren County School Board shall annually receive training on child abuse recognition and intervention from the Virginia Department of Social Services online training module or in-person local Child Protective Services training, as provided from time to time by the School Board/administration. Certification of the completion of such training shall be kept in every employee's personnel file. [Policy GAE](#)

Incident Reporting: Company Nurse

When a work related injury/illness occurs, the employee must report the incident to their supervisor immediately, or within 24 hours of the injury/illness. Even if the employee does not seek medical attention the incident should be reported in the event complications arise at a later date. In an effort to provide the best possible medical care, WCPS utilizes Company Nurse to administer work related injury/illness care. The injured employee's supervisor (with the employee present) is to immediately call Company Nurse at 1-888-770-0925.

[GDBD-R](#)

School Crisis, Emergency Management and Medical Emergency Response Plan

Each school develops a written school crisis, emergency management and medical emergency response plan. "School crisis, emergency management, and medical emergency response plan" means the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornadoes, or other severe weather; loss or disruption of power, water, communications or shelter; bus or other accidents; medical emergencies, including cardiac arrest and other life threatening medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or other weapons threats; spills or exposures to hazardous substances; the presence of unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage situations; violence on school property or at school activities; incidents involving acts of terrorism; and other incidents posing a serious threat of harm to students, personnel, or facilities. The plan includes a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § Va. Code § 19.2-11.01, as well as current contact information for both. [EB](#)

Personal Protective Equipment (PPE)

WCPS is committed to providing a safe and healthy work environment for all employees. In accordance with Occupational Safety and Health Administration (OSHA) regulations and WCPS policy, all employees are required to follow safety procedures and wear personal protective equipment (PPE) as designated by their job duties.

General Requirements:

- PPE must be worn when required by the Safety Data Sheet (SDS) for any substance or chemical in use. Employees are responsible for reviewing and following all SDS guidelines for materials they handle.
- PPE may include, but is not limited to: gloves, safety glasses, high-visibility (HiVis) vests, hearing protection, and respiratory protection.
- All PPE must be worn as instructed and properly maintained. Employees must report damaged or defective PPE immediately to their administrator so it can be replaced.
- Failure to wear required PPE or follow safety procedures may result in disciplinary action, in accordance with WCPS policy.

Position-Specific Expectations:

- Maintenance Staff: Must wear appropriate PPE during tasks such as equipment operation, repairs, chemical handling, and groundskeeping. This includes safety glasses, gloves, steel-toe boots, and HiVis vests when working in traffic areas or near moving vehicles.
- Bus Drivers & Bus Aides: Must wear HiVis vests during student loading/unloading and when outside the bus in roadways, parking lots, or bus loops to ensure visibility and reduce risk of injury.
- All Employees: PPE must be used whenever signage, job-specific guidance, or training indicates a potential hazard, and in accordance with all SDS instructions for substances encountered on the job.

Training and Reporting:

- WCPS provides training on required PPE and workplace safety procedures during onboarding and through regular in-service updates.
- Building or department administrators are responsible for monitoring compliance and ensuring access to required PPE.
- Employees are encouraged to report any unsafe conditions or safety concerns to their administrator or to the Director of Pupil Services, who oversees district-wide safety practices.

Technology Guidelines

Overview

Warren County Public Schools provides access to a broad range of communication and computing resources to support its operational, administrative, and educational missions. These tools are intended to facilitate efficiency, innovation, collaboration, and excellence in all work and learning environments. This policy outlines the expectations for responsible technology use and applies to all employees, contractors, and system users.

Scope

The term "computer system" includes, but is not limited to:

- Hardware, software, data, and servers
- Communication lines and devices (e.g., phones, tablets, portable media)
- Terminals, display monitors, multimedia equipment, printers
- Storage devices, CD/DVD, flash drives
- Internet, intranet, cloud services, and all internal/external networks
- Personally owned devices when connected to company or division resources

All use of Warren County Public Schools computer systems must support legitimate business, administrative, instructional, or research purposes. The system is not a public forum and its use is a privilege, not a right.

Loss or misuse of portable electronic devices, whether employer- or personally-owned, that contain company information may result in serious consequences, including legal liability.

Acceptable Use

Permissible use of the system includes:

- Conducting division business
- Supporting research, professional learning, and instructional activities
- Communicating with internal and external stakeholders regarding organizational matters

All users must adhere to established ethical standards, follow generally accepted rules of online etiquette, and comply with all relevant laws and company policies. Personal use is discouraged during working hours and must not interfere with job performance, security, or network capacity.

Unacceptable Use

Prohibited actions include but are not limited to:

- Accessing or distributing illegal, obscene, or harmful content
- Using the network for commercial or private financial gain
- Harassment, bullying, or intimidation through digital communication
- Unauthorized software installation or hardware modification
- Bypassing or disabling antivirus or security protections
- Using another user's credentials or sharing login information
- Interfering with, vandalizing, or disrupting system operations
- Posting confidential information or personal data about others
- Unauthorized social media use, data extraction, or transmission of sensitive content
- Any behavior that compromises the integrity or functionality of the system

Inappropriate use may result in loss of access privileges, disciplinary action (up to and including termination), and/or legal consequences.

Monitoring and Privacy

All communications and activities conducted via company-provided systems—including emails, texts, voicemails, internet usage, social media posts, and deleted materials—may be monitored, archived, or reviewed by authorized personnel without prior notice.

Users should have no expectation of privacy when using any part of the system, including while accessing it via personal devices. Use of the system implies consent to such monitoring and review. All written communication is subject to [FOIA](#).

Security Responsibilities

Employees are required to:

- Create secure passwords:
 - Use different passwords for each account
 - Make them long (at least 10 characters), unique, and complex
 - Combine uppercase and lowercase letters, numbers, and symbols
 - Avoid common passwords, dictionary words, and personal information
 - Enable [two-factor authentication](#) for added security for your GMail.
- Protect access credentials (e.g., usernames and passwords)
- Avoid sharing login information or accessing unauthorized areas of the network
- Report suspected breaches or security issues immediately
- Ensure physical and digital security of portable devices
- Refrain from downloading unknown or unsolicited files or attachments
- Only install or use software with prior approval from IT or the Superintendent's designee

Adherence to Student Privacy Laws

All employees are expected to adhere to all applicable child privacy laws including:

- A. [The Family Educational Rights and Privacy Act \(FERPA\)](#) to protect the privacy of student education records. As a school employee, it is your responsibility to ensure compliance with FERPA at all times to protect student confidentiality and maintain trust.

Key Responsibilities Under FERPA:

1. Maintain Confidentiality:

Do not disclose personally identifiable information from a student's education record without written consent from the parent or eligible student (18 years or older), unless a legal exception applies (e.g., health/safety emergency, school official with legitimate educational interest).

2. Access Records Only When Necessary:

Access student records only if you have a **legitimate educational interest**—meaning the information is needed to fulfill your job duties.

3. Protect Student Information:

Avoid discussing student information in public places, via unsecured emails, or with unauthorized individuals. Be mindful of where and how student records are stored and shared, both physically and digitally.

4. Directory Information:

Some student information (e.g., name, grade level, participation in sports) may be considered “directory information” and can be disclosed without consent *only* if the school has informed families and provided them the option to opt out.

5. Handling Requests:

If someone outside the school (e.g., law enforcement, other agencies) requests student information, refer the request to your supervisor or the school's FERPA compliance officer.

6. Training & Reporting:

Attend all required FERPA training sessions, and immediately report any suspected breaches of student privacy to your administrator.

- B. The Children's Online Privacy Protection Act (COPPA) is a federal law that protects the privacy of children under the age of 13 when they use websites, apps, or other online services. As a school employee, especially when using educational technology, you are responsible for helping ensure compliance with COPPA to safeguard student data.

Key Responsibilities Under COPPA:

1. Parental Consent for Online Services:

Before using websites, apps, or digital tools that collect personal information from students under 13, schools must either:

- Obtain **verifiable parental consent**, or
- Ensure the provider complies with COPPA and that the school can give consent on the parent's behalf for educational purposes.

2. Know What Data Is Collected:

Be aware of the types of personal information online tools collect—such as names, usernames, photos, location, or device information—and ensure it's only collected and used appropriately.

3. Use Approved Tools Only:

Use only district- or school-approved online services and apps. Do not independently sign students up for new tools that collect personal data without proper approval.

4. Minimize Data Collection:

Choose tools that collect the **least amount of personal data necessary** for educational use. Avoid tools that use student data for marketing or advertising purposes.

5. Monitor and Supervise Use:

When students under 13 use online services, supervise their use and ensure they do not share personal information such as full names, addresses, or photos unless explicitly allowed.

6. Communicate with Parents:

Be transparent with families about the digital tools being used, what data is collected, and how it is protected. Provide privacy policies upon request.

7. Training & Reporting:

Participate in training on COPPA compliance and report any suspected misuse of student data to your supervisor or the school's privacy officer immediately.

Compliance and User Agreement

By accessing Warren County Public Schools technology systems, users acknowledge and agree to abide by this policy and any updated Technology Use Guidelines. The Superintendent or designee is responsible for ensuring these guidelines are reviewed and revised at least every two years. It is each user's responsibility to remain informed and in compliance.

GAB-R/IIBEA-R Technology Use Guidelines

GAB/IIBEA Acceptable Computer System Use

Enforcement and Liability

Violations of this policy or the associated Technology Use Guidelines will result in corrective measures, which may include:

- Suspension or revocation of system privileges
- Formal disciplinary action
- Criminal or civil prosecution, when applicable

WCPS:

- Makes no warranties about the accuracy or security of the computer system
- Is not responsible for data loss, service interruptions, or unauthorized access
- Disclaims liability for unauthorized charges, fees, or personal loss related to system use

Video Surveillance

Many environments in Warren County Public Schools contain video and audio surveillance systems to ensure the safety and security of students, staff, and authorized visitors. Key Provisions for Staff:

- **Monitoring Areas:** Cameras may record all public areas (excluding restrooms and changing areas) as well as select classrooms. Monitoring may include audio.
- **Viewing Access:** Only the school principal, designated administrators, or the superintendent may routinely view footage. Staff may view footage involving them only if:
 - They are involved in a reported incident;
 - The superintendent authorizes it;
 - A staff member is participating in an investigation related to the footage.
- **Staff Conduct:** If a staff member identifies an incident requiring a report under Policy GAE during video viewing, they must report it within 24 hours.
- **Disciplinary Use:** Recordings may be used in staff disciplinary matters if they document a possible violation of law or policy.
- **Not for Evaluations:** Video footage may not be used for staff evaluations or unrelated performance monitoring.

JOAA Classroom Video Surveillance

Social Media and Networking

Warren County Public Schools (WCPS) recognizes the educational value of social media and networking tools when used appropriately to support instruction, communication, and community engagement. Employees are expected to use these platforms responsibly and professionally in accordance with division policy.

Educational Use of Social Media

Employees may create social media sites for educational purposes, provided they include clear objectives, participant guidelines, and appropriate privacy settings. Employees are responsible for site content, monitoring for inappropriate behavior, and ensuring all postings are appropriate for students, parents, and the community.

Personal Use of Social Media

Employees should maintain professional boundaries with students and are discouraged from connecting with current students via personal social media accounts. Staff must:

- Uphold professional conduct and protect student privacy
- Manage online reputations carefully
- Use appropriate privacy settings
- Refrain from posting or sharing inappropriate content
- Avoid commentary that is negative about students, colleagues, or WCPS

Access to Personal Social Media Accounts

WCPS does not require employees or applicants to share login credentials or grant access to personal social media accounts. Publicly available information may be viewed. In rare cases, such as formal investigations involving policy violations, WCPS may request access credentials, which will be used solely for investigative purposes.

Violations and Consequences

Employees must adhere to all applicable laws and WCPS policies. Misuse of social media may result in disciplinary action, up to and including termination.

[**GAB-R2/IIBEA-R2 Guidelines for Social Networking Sites**](#)

[**GAB - Access to Employee Social Media Accounts**](#)

Professional Staff Development

Warren County School is committed to providing high-quality professional development for all instructional and administrative personnel. These programs are designed to support effective teaching, foster academic achievement, and ensure continuous professional growth in alignment with state and district standards.

Professional development initiatives focus on enhancing educators' skills in instructional practices, evaluation methods, and performance expectations. They serve not only to improve student outcomes but also to support staff in fulfilling licensure and renewal requirements.

Annual training opportunities are offered in core academic areas, instructional technology, classroom management, and methods for assessing and addressing individual student progress. Specific attention is given to meeting the needs of diverse learners, including gifted students, students with disabilities, and English language learners.

In addition, the division mandates specific training to promote a safe and inclusive educational environment and support staff well-being.

Key Requirements and Focus Areas:

- **Annual Participation:** All instructional personnel are required to participate in professional development activities every year.
- **Content Includes:**
 - Instructional content and curriculum development
 - Test and assessment preparation
 - Student progress monitoring, including SOL alignment
 - Remediation strategies in core subjects (English, math, science, history/social science)
 - Classroom management techniques
 - Technology integration for instruction
- **Specialized Training:**
 - Mental health awareness training for all full-time licensed personnel
 - Cultural competency training every two years for employees holding a license issued by the Board of Education (with initial completion required by the start of the 2022–23 school year)
 - Training to support students with special needs and those from diverse language and cultural backgrounds
 - Instructional leadership and management development for administrators
 - Training on bullying prevention and the creation of a bully-free school environment

The School Board reviews its professional development program annually to assess its quality, effectiveness, staff participation, and alignment with instructional and student achievement needs.

Job Performance and Evaluation of Professional Staff

Discussions and observations regarding job performance are ongoing and often informal. The goal of all job performance discussions is to create a meaningful, ongoing dialogue between staff and supervisors that promotes self-reflection, excellence in performance, and student success. Employees are always welcome and encouraged to initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance evaluation either kept on paper or in a digital system such as Evaluate and a discussion between the employee and the supervisor about job performance and expectations for the coming year.

Licensed Personnel Evaluation

The Warren County Public Schools' Performance Evaluation System is designed to support continuous teacher growth and improved student achievement through a clear, data-informed evaluation process. The system is based on the Virginia Department of Education's performance standards and includes a multi-track structure, rubrics, and a focus on student academic progress.

- Teacher Evaluation
 - Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers
- Principal Evaluation
 - Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals
- Superintendent Evaluation
 - Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents

Evaluation Tools and Documentation

- Formal and informal observations
- Self-assessments and reflections
- Surveys
- Student achievement and grade distribution data
- Professional development plans and goal setting
- School-wide data reports

Improvement Plans

- Required for any teacher rated “Ineffective” in any standard.
- Include specific criteria, timelines, and documentation expectations.
- Teachers are given 45 working days to demonstrate improvement.

License Renewal

The responsibility for meeting VDOE licensure renewal requirements remains with the individual staff member. Licensed personnel will need 270 hours for ten-year renewals.

[Forms For Renewal](#)

The Human Resources Office will send courtesy email reminders at the beginning of a renewal year. All forms must be reviewed and signed by the principal before being submitted to the Human Resources Office.

[Licensure Requirements](#)

Disciplinary Procedure

Warren County Public Schools expects employees to comply with the company’s standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, Warren County Public Schools endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees at will or in any way restrict the company’s right to bypass the disciplinary procedures suggested.

The following steps are suggested in the discipline procedure. All steps should be documented in the employee’s personnel file.

Step 1: Informal discussion. When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee.

Step 2: Counseling. If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the supervisor should meet with the employee and (a) review the problem, (b) permit the employee to present information regarding the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action that may include discharge, and (e) issue a counseling notice to the employee.

Step 3: Reprimand. If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the supervisor and a representative from the HR department should meet with the employee in private and proceed via (a) through (d) above and issue a reprimand notice to the employee.

Step 4: Suspension. Supervisors have the authority to temporarily remove employees from the workplace, with or without pay, if approved in advance by the department director and the director of HR. An exempt employee generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees, such as a written policy prohibiting sexual harassment or workplace violence.

Step 5: Failure to improve. Failure to improve performance or behavior after the written warning or suspension can result in termination.

The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the supervisor should suspend the employee immediately (with or without pay), and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

School Handbooks

[ASR](#)
[EWM](#)
[HJB](#)
[LFK](#)
[RJE](#)
[SMS](#)
[WCMS](#)
[BRTC](#)
[SHS](#)
[WCHS](#)

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the **Warren County Public Schools (WCPS) Employee Handbook**. I understand that it is my responsibility to read and comply with the policies, procedures, and expectations contained within the handbook and to seek clarification from Human Resources or my administrator if I have any questions.

I understand that the handbook is intended for informational purposes only. It does not constitute a contract of employment, nor does it alter any existing employment agreement or due process rights granted by law, School Board policy, or individual employment contract.

I also understand that while some WCPS employees are employed under annual or continuing contracts with certain grievances or due process rights, others may be employed in at-will positions where employment may be ended by either party at any time, subject to applicable law and School Board policy.

I acknowledge that the policies and benefits described in the handbook are subject to review, amendment, or repeal by WCPS administration and the Warren County School Board, and that any such changes may occur with or without prior notice.

Finally, I understand that no representative of WCPS other than the Superintendent or designee has the authority to enter into any agreement for employment beyond the terms approved by the Warren County School Board.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

EMPLOYEE ACKNOWLEDGMENT AND RECEIPT OF HARASSMENT POLICY

I have read and understand the Warren County Public Schools Harassment Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE