

**The Governor's School of Southside Virginia
Policy Manual**

Section

5.1 Hiring and Employment Practice

- A. The appointment, transfer, resignation, retirement and/or termination of GSSV employees shall be approved by The Governor's School Joint Board upon the recommendation of the Director.
- B. All faculty positions, including the Director's position, are certified teaching positions. In addition, individuals in those positions should have a master's or doctoral degree in the content area they teach. Faculty may be hired without a graduate degree and with a provisional certificate but shall earn at least 18 credit hours towards a graduate degree and be certified within one year of the date of hiring.
- C. Governor's School employees receive annual contracts from the fiscal agent school division with a clause indicating they are "Employed under provisions of the Governor's School of Southside Virginia."
- D. The GSSV Director and GSSV Administrative Assistant are twelve-month 240 day contract positions. Employees contracted for 240 days earn vacation following the fiscal agent's vacation policy. Their contracts include all workdays on the GSSV annual calendar plus earned vacation days.
- E. The GSSV faculty are 10-month teaching positions with a 200-day contract from 7:30am – 3:00pm. Their contracts include all workdays on the GSSV annual calendar.
- F. The salary of the Director is in line with the Director scale of Cumberland County Public Schools until the fiscal agent changes. Once that happens, the Director's salary will be in line with the GSSV Director Salary Scale.
- G. The salary of the Administrative Assistant is in line with the Administrative Assistant scale of Cumberland County Public Schools until the fiscal agent changes. Once that happens, the Administrative Assistant's salary will be in line with the GSSV Administrative Assistant Salary Scale.
- H. All Governor's School teachers' salary will be determined by the GSSV Salary Scale. Steps will be determined by the Director based upon years of ~~teaching~~ experience.
- I. The Director, faculty, and staff receive the same annual percentage salary increases as the fiscal agent's employees (as long as the budget can sustain the increase). However, if following this provision would prevent GSSV from accessing all available state funds for compensation increases, the Director may move members of the GSSV staff forward on the appropriate GSSV pay scale in order to provide the percentage increase required to access all available state compensation funding.
- J. The Director approves professional leave, personal leave, medical leave, and vacation leave for GSSV faculty and staff.

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- K. The Director and faculty are assigned numerous administrative and technical tasks in addition to their teaching responsibilities.
- L. The Director conducts employee annual reviews. For faculty, these reviews include student evaluations as well as observations, grade distributions, and other data sources. The Director is evaluated by the Governor's School Executive Superintendent.
- M. The Governor's School work environment is more like a college than a high school. Faculty responsibilities may require them to be off campus during the day. Travel reimbursement is provided when the Director deems appropriate.
- N. The Governor's School Professional Development plan is to support faculty membership and participation in their national professional organizations in the same manner college faculty are encouraged to be professionally active.
- O. GSSV employees follow the fiscal's agent Policy Manual and Employee Code of Conduct unless an item is superseded by a GSSV policy or employee handbook.

5.2 Transporting Students in Private Vehicles

- A. GSSV faculty and staff should transport students only in cars owned by the school or participating school divisions.
- B. Chartered buses or buses provided by participating school divisions may be used to transport students.

5.3 Communicating Student Information by Electronic Mail

A. General Email to Parents

Email should be limited to conveying factual information such as actual scores or grades, study skill hints, assignments, or confirming absence or presence in class on a particular day.

Since it is not absolutely certain that an email originated from a GSSV parent or where the email response will go after it is sent out of the GSSV network, the following items will not be discussed by email communication with the parent: behavior or other subjective observations about the student, negative comments by a student, a parent's negative email, or medical and/or mental health issues. Whenever possible the instructor will convey a student's academic progress by phone or written letter to the parent or guardian.

B. Email Communication Regarding Special Education and 504 Related Items

In respect of confidentially mandated by Federal Laws regarding special education and 504 related items, student information cannot be communicated or acknowledged to parents through the Internet as professional exchange of information. This

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procedure will be followed since there is no way to confirm the origination of the email from the parent. Also, it is impossible to assure confidentiality of the response once it leaves the GSSV network. GSSV instructors and staff are requested to set up a phone conference or meeting to discuss these matters with parents.

C. Email among GSSV Faculty and Staff and School Division Personnel

Professional email communication among GSSV instructors and staff regarding students' progress will not contain the full name of the student within the subject line of the message.

Email will be utilized for reporting attendance to home high schools.

Email communications between GSSV instructors and school division staff will follow the guidelines outlined in Sections A and B above.

5.4 Tuition Reimbursement

- A. As long as funds are available, all GSSV employees are eligible for tuition reimbursement each fiscal year as determined by the adopted budget. The employee must pay for the classes using personal funds and will be reimbursed after grades have been received.
- B. To receive this benefit, a purchase approval request noting the specific course(s), the college or university, and the semester the course(s) will be taken, as well as the fiscal year in which the reimbursement will be made, must be submitted and approved by the Director in advance. As these forms are approved, the Director will subtract the requested amount from the total amount budgeted for tuition reimbursement for that fiscal year. When the total amount is thus encumbered, no additional requests will be approved for that fiscal year.
- C. Requests will be approved at the discretion of the Director. Courses or programs that are related to initial licensure or a first graduate degree, current assignments at GSSV, doctoral programs related to the GSSV curriculum, or likely future assignments at GSSV will be given priority, typically in that order.
- D. After the course is completed, if the grade earned is a "C" or better, then a copy of the bill from the college noting the specific course and its cost, as well as a college transcript with the grade earned, must be submitted to the Director. No tuition reimbursement will be made for a course in which a grade less than "C" is earned, and reimbursement may not be made if prior approval was not obtained.
- E. All documentation for reimbursements must be submitted prior to June 1 of the fiscal year in which the course(s) will be reimbursed, and that documentation must be submitted within 45 days of completion of the course.

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- F. At the completion of the courses or program, the GSSV employee is to remain as an employee for a minimum of three (3) years or he/she will repay GSSV for the class(es) reimbursement was given.

Approved by the Governor's School Board: 02/16/2022