

PERSONNEL

File: GDPD-R

SUPPORT STAFF MEMBERS: EMPLOYMENT STATUS AND DISCIPLINE

1. A support staff member shall be provided a two-week (14 calendar days) notice by the immediate supervisor of impending dismissal.
2. A support staff member may be immediately dismissed for just cause.
3. Any support staff member removed from employment by the Superintendent for just cause shall not be eligible for further employment in any position of the school division.
4. Any Charlottesville City Schools employee may be suspended for good and just cause when the safety and welfare of the division or the students therein are threatened or when the employee has been charged by summons, warrant, indictment, or information with the commission of a felony, a misdemeanor involving sexual assault, obscenity, drugs, moral turpitude, physical, sexual abuse or neglect of a child, or an equivalent offense in another state (Exact information about the causes may be found in the policy and appropriate legal references.)
5. An employee may not be suspended longer than 60 days except when suspended for summons, warrant, indictment, or information with the commission of a felony or any of the above-listed offenses.
6. No employee shall be suspended for longer than five days without written notice of the reasons for the suspension and an opportunity for a hearing before the School Board.
7. Any employee suspended shall continue to receive his/her salary unless a hearing is held with the School Board and the decision is made for the suspension to be without pay.
8. If the School Board requests that an employee be a subject of a polygraph test as a part of an investigation and the employee refuses, the refusal shall not be grounds for a suspension.
9. If the School Board holds a hearing and determines that the suspension shall be without pay, an amount equal to the pay of the employee shall be placed in an interest-bearing escrow account until the resolution of the investigation.

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10. If the employee is cleared of the charge, the employee shall receive the salary plus any accrued interest and shall be reinstated to the school division. The assignment will be determined by the Superintendent and shall be at the same pay rate as before the suspension. Any changes in assignment must follow the [regulations GDI](#).
11. If the employee is found guilty and has exhausted all appeals, the salary and accrued interest shall remain the property of the school division and may be returned to the general operating fund.
12. If an employee is suspended or dismissed based on information received on a criminal history background check, the employee shall be provided a copy of the report used to make that decision.
13. If a court places a CCS employee on probation pursuant to Va. Code 18.2-251, that finding will be treated as a conviction or a finding of guilt.
14. Instructional assistants and clerical employees may not be disciplined, placed on probation or dismissed solely for refusing to perform non-emergency health-related services for students.
15. However, instructional aides and clerical employees may be disciplined for refusing to dispense oral medications to students.
16. Information regarding employment status and discipline procedures for support staff is included in the [Employee Handbook](#).

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Legal References: Code of Virginia, 1950, as amended, Sections 22.1-70, 22.1-78, 22.1-274 (D), 22.1-315

Cross Reference: GCDA Effect of Criminal Conviction