

## **HUMAN RESOURCES**

### **Recruitment, Selection, and Appointment**

#### **Contracts--Teachers, Educational Administrators, Transportation Personnel, and Employees Assigned Athletic Coaching or Other Extracurricular Activity Sponsorship**

This regulation supersedes Regulation 4120.3.

#### **I. PURPOSE**

To establish procedures for issuing contracts to teachers, educational administrators, transportation personnel, and employees assigned to athletic coaching or other extracurricular activity sponsorship.

#### **II. ELIGIBILITY**

Contracts shall be issued to eligible employees in accordance with Code of Virginia, Virginia Board of Education, and Fairfax County School Board policies and regulations.

##### **A. Annual Contracts**

There are two types of annual contracts:

##### **1. Annual Contract With Professional Personnel**

This contract is issued to teachers or educational administrators using the following criteria:

###### **a. Teachers**

The following active teacher-scale employees whose positions require licensure shall be issued an annual contract:

- (1) Full-time employees who have not completed three continuous years of probationary service in Fairfax County Public Schools.
- (2) Employees holding special licenses.
- (3) Teachers who have achieved continuing-contract status in a Virginia school district, have separated but then returned to teaching by the beginning of the third year after separation, and have not served a one-year probationary period in Fairfax County Public Schools.
- (4) Teachers who have achieved continuing-contract status in a Virginia school district, have separated but did not return to teaching by the

beginning of the third year after separation, and have not served three years of probationary service in Fairfax County Public Schools.

- (5) Employees returning from leaves of absence who have not previously served three years of probationary service in Fairfax County Public Schools.
- (6) Employees, regardless of length of service, who are assigned on a less-than-full-time basis to an authorized position.

**b. Educational Administrators**

The following active educational administrators whose positions require certification shall be issued annual contracts:

- (1) Employees appointed as educational administrators for the first time who have not completed three years of probationary service in an educational administrator position.
- (2) Educational administrators who have achieved continuing-contract status in a Virginia school district, have separated but then returned to an educational administrator position by the beginning of the third year after separation, and have not served a one-year probationary period in Fairfax County Public Schools.
- (3) Educational administrators who have achieved continuing-contract status in a Virginia school district, have separated but did not return to an educational administrator position by the beginning of the third year after separation, and have not served three years of probationary service in Fairfax County Public Schools.
- (4) Employees, regardless of length of service, who are assigned on a less-than-full-time basis to an authorized position.

**2. Athletic Coach and Extracurricular Activity Sponsorship Contract**

The following requirements shall be met before an employee or other individual may be contracted to receive a monetary supplement for coaching or sponsorship:

- a. Athletic coaches and sponsors of extracurricular and cocurricular activities must satisfy the requirements of the Virginia High School League.
- b. A nonemployee must meet normal employment requirements (by completing an application and providing two acceptable employment references, being fingerprinted, submitting a negative tuberculin test, and completing social services child abuse registry and I-9 forms) and receive an ID badge prior to beginning his or her supplemental assignment.

- c. No contract may be offered with an automatic renewal guarantee.
- d. No contracted extra-duty assignment shall be performed during the normal student day or workday unless approved by the School Board.
- e. No nonexempt employee may hold a supplemental assignment effective July 1, 2006.

**B. Continuing Contract**

The continuing contract with professional personnel is issued to teachers or administrators using the following criteria:

**1. Teachers**

The following active full-time teacher-scale employees whose positions require certification shall be issued continuing contracts:

- a. Employees who have completed three years of full-time teaching service on an annual contract with Fairfax County Public Schools.
- b. Employees returning from leaves of absence who have previously obtained continuing-contract status.
- c. Employees who have achieved continuing-contract status in a Virginia school system and, if separated, have then returned to teaching by the beginning of the third year after separation and have served a one-year probationary period of service in Fairfax County Public Schools.

**2. Educational Administrators**

The following active full-time educational administrators whose positions require certification shall be issued continuing contracts:

- a. Educational administrators who have served three years of full-time service.
- b. Employees returning from leaves of absence who have previously obtained continuing-contract status as educational administrators.
- c. Employees who have achieved continuing-contract status in a Virginia school system and, if separated, have then returned to an educational administrator position by the beginning of the third year after separation and have served a one-year probationary period of service in Fairfax County Public Schools.

**C. Pupil Transportation Contracts**

A transportation employee shall be issued a salary notification at the beginning of his or her employment and annually thereafter. Terms of the contract, other than salary, will be listed in the Pupil Transportation Manual or in any other similar document that is referenced in the salary notification.

**III. ISSUANCE OF CONTRACTS**

Contracts, signed by the chairman and the clerk of the School Board, shall be issued in duplicate. One copy must be signed and returned by the employee to the assistant superintendent, Department of Human Resources, within 15 days of receipt.

**A. Annual and Continuing Contracts**

1. Annual contracts shall be issued to eligible employees upon employment. Thereafter, these contracts shall be issued annually prior to the last student school day, if possible.
2. Continuing contracts shall be issued to employees placed on continuing contract for the first time. Thereafter, an employee shall be issued a salary notification each year. Every employee on continuing contract shall be issued a new form of continuing contract if the contract is changed by the state or the covenants are changed by the School Board. Contracts must be signed and returned within a 15-day period.

**B. Athletic Coach and Extracurricular Activity Sponsorship Contract**

A contract shall be issued to the employee and signed by all parties prior to the start of the athletic coaching or sponsorship assignment. This contract is good for one year only and may or may not be renewed by the principal.

**C. Pupil Transportation Contracts**

|| Salary notifications for transportation personnel shall be issued annually prior to the last day of attendance for students, if possible.

Legal reference: Code of Virginia, section 22.1-302