HUMAN RESOURCES

Types of Employees

I. Managers (Exempt)

Management includes the Division Superintendent, associate superintendents, directors, supervisors, principals, assistant principals, and other employees, as designated by the Superintendent, who have authority to perform the following duties:

A. Hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees.

B. Responsibly direct other employees.

C. Adjust grievances of other employees.

D. Recommend any action set forth in A, B, or C above; provided, however, that the authority to act as set forth in A, B, or C above requires the exercise of independent judgment and is not routine or clerical in nature.

II. Teachers (Exempt)

Teachers are employees who hold a renewable or provisional certificate issued by the Virginia Board of Education.

A. Full-time teachers work a full school day and week in accordance with the school calendar as approved by the Prince William County School Board.

B. Part-time teachers work less than a full school day and/or week in accordance with the school calendar as approved by the Prince William County School Board.

III. Substitute Teachers (Exempt)

Substitute teachers are persons qualified to instruct in Prince William County Public Schools and employed in the temporary absence of the regular teacher. Approved substitutes must meet all applicable state regulations.
HUMAN RESOURCES

Types of Employees (continued)

IV. Classified (Non-exempt)

Classified employees perform clerical, instructional assistance, labor, and logistical support functions for the Prince William County Public Schools.

A. Full-time: employees who work a full day and week in accordance with the position's requirements.

B. Part-time: employees who work less than a full day and/or week in accordance with the position's requirements.

C. Substitute: employed in the temporary absence of the regular employee.

V. Temporary Employees

Temporary employees are employed for a limited period of time to perform in a budgeted vacancy or for which no regular position is provided in the approved budget.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this policy.

This policy and any related regulations shall be reviewed at least every five years and revised as needed.

Legal References: Virginia Code §§ 22.1-78; 22.1-295

Adopted: March 17, 1993
Reviewed/Revised: January 9, 2019

PRINCE WILLIAM COUNTY SCHOOL BOARD