HUMAN RESOURCES

Certificated Personnel

Part-Time Teachers

I. The guidelines for selection and assignment of part-time teachers are the same as those for full-time personnel. Part-time employment is defined as working on the job less than thirty-seven and a half (37.5) hours per week.

II. Part-Time Employment Provisions

A. Salaries for part-time teachers are paid on a pro rata basis.

B. Part-time teachers are not eligible to participate in the Virginia Retirement System (VRS).

C. Part-time teachers may participate in the Supplemental Retirement Plan.

D. Group health insurance is available to part-time teachers. The School Board contribution toward the cost is one-half the contribution rate for full-time employees.

E. Group life insurance is not available to part-time teachers.

F. The accrual of available leave, (personal and sick leave) is based on the number of days/hours worked in the part-time teacher’s contract.

G. Part-time teachers are employed on an annual contract basis.

H. Part-time teachers do not accrue any probationary credit toward continuing contract status.

I. A teacher moving from a full-time position to an annual part-time position is not considered to have had a break in service for the first two (2) years.

J. Continuing contract teachers who accept a part-time position and remain in that part-time position for more than two (2) years do not retain their continuing contract status upon return to full-time employment.
The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2015.