

## PERSONNEL

For the purpose of differentiating between various employees of the board in regards to salary guides and schedules and for consistency, the following definitions shall apply:

### A. Employees of the Board

All employees are "Employees of the Board" and whenever reference is made to employees without distinction, such statement shall refer to all employees with the exception of the superintendent of schools.

### B. Full-Time/Part-Time Employees

1. Full-time: An employee who works seven (7) or more hours per day, five (5) days per week, exclusive of overtime or special assignments, is considered full-time.
2. Part-time: An employee who works less than seven (7) hours per day, or who works less than five (5) days per week, or who is restricted to temporary or interim employment is considered part-time.

### C. Licensed Personnel

Licensed personnel shall include those employees of the board who, by reason of their position(s), must have teaching or other licensure from the State Board of Education.

### D. Classified Personnel

Classified personnel shall include those positions that have been assigned to the classified salary scale following the design by Yarger and adopted by the board.

### E. Administrative Personnel

Administrative personnel shall be those persons, both licensed and classified, who have been assigned to the administrative salary schedule.

### Legal Reference:

Code of Va., §9-6.25:1. Advisory boards, commissions and councils.--"There shall be, in addition to such others as may be designated in accordance with § 9-6.25, the following advisory boards, commissions and councils within the executive branch. . . Advisory Board on Teacher Education and Licensure. . . ." (1992)

Adopted by School Board: June 19, 1973

Revised by School Board: September 17, 1974

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Definitions