HAMPTON CITY SCHOOLS



Employee HANDBOOK

ONE COMMUNITY
ONE TRANSFORMATION
EXCELLENCE WITH INTENTIONALITY

EVERY CHILD, EVERY DAY, WHATEVER IT TAKES!

Table of Contents

Welcome & Introduction	3
About HCS	5
Who to Contact	9
Workplace Rights & Protections	10
Employment Basics	11
Employment Practices	15
Payroll & Compensation	21
Attendance Expectations	22
Leave Types & Procedures	23
Standards of Conduct	24
Acceptable Use of Technology	31
Workplace Safety & Emergency Preparedness	32
Workers' Compensation	32
Employee Handbook Acknowledgement	33

Employee Handbook Information

Current Edition: 2026–2027
Last Updated: July 15, 2026
Maintained by: Department of Human Resources

This handbook is reviewed annually and updated as School Board policies, procedures, or resources change.

Employee HANDBOOK



Welcome & Introduction

Employee HANDBOOK



Dr. Raymond L. Haynes
Hampton City Schools
Superintendent

Welcome to Hampton City Schools, and thank you for being an important part of our division.

Whether you are new to our organization or a long-standing member of our team, you play a vital role in the success of our students, schools, and community. Every position within Hampton City Schools contributes to our shared mission: In collaboration with our community, Hampton City Schools ensures academic excellence for every child, every day, whatever it takes.

This handbook has been designed to serve as a helpful resource for understanding the policies, procedures, expectations, and benefits that guide our work together. I encourage you to review it carefully and use it as a reference throughout the year.

At Hampton City Schools, we believe in the mantra of *One Community, One Transformation: Excellence with Intentionality*. Those words reflect our commitment to continuous growth, meaningful relationships, and creating opportunities for every student and employee to thrive.

Our success is built on the dedication, professionalism, and care of our employees. Each day, you make a difference through the work you do, whether in the classroom, on a school bus, in an office, cafeteria, maintenance shop, or any of the many roles that support our students.

Thank you for choosing to serve the children and families of Hampton. We are proud to have you as part of Hampton City Schools and look forward to all we will accomplish together.

Sincerely,

Raymond L. Haynes

Dr. Raymond L. Haynes
Superintendent
Hampton City Schools





HCS Talks

Featuring Dr. Raymond Haynes

HCS Talks is designed to educate, inform, and entertain our community and beyond. Listen to learn more about Hampton City Schools!

Purpose of the Employee Handbook



This Employee Handbook provides essential information about benefits, workplace policies, and expectations for all Hampton City Schools (HCS) employees. It is intended to help new and current employees understand basic responsibilities and where to find additional information.

While this handbook is a guide, it does not replace School Board policy. The official policies of the School Board, available on BoardDocs, are the primary source of authority and will take precedence in the event of any conflict.

This handbook applies to all Hampton City Schools employees, including instructional and non-instructional staff, full-time and part-time positions, and both exempt and non-exempt roles. While it provides division-wide expectations, individual schools and departments may have additional guidelines that support their specific needs.

Employees are responsible for understanding both division and site-based expectations and should ask their supervisor if anything is unclear. The handbook is reviewed and updated annually and whenever School Board policies change.

If you have questions about any part of this handbook, speak with your immediate supervisor. Your supervisor is your primary point of contact for workplace questions, expectations, and day-to-day guidance. Supervisors can also help connect you with the appropriate department or resource when additional assistance is needed.

About HCS

Employee HANDBOOK

Mission, Vision & Core Values

Hampton City Schools is committed to providing every student with equitable, high-quality learning experiences in safe and supportive schools. Guided by our mission, vision, and strategic priorities, we work to empower students to achieve at high levels, build a culture of belonging, and prepare all learners for lifelong success in a changing world.

Our Mission

In collaboration with our community, Hampton City Schools ensures academic excellence and meaningful learning opportunities for every child, every day, whatever it takes.

Vision

Hampton City Schools: the first choice for success and future readiness for every student.

Core Values

We believe the developmental needs of children are central to all aspects of our work. All interactions with our stakeholders are guided by our core values: integrity, responsibility, innovation, excellence, and professionalism.

Strategic Plan

Hampton City Schools' Strategic Plan serves as a roadmap for our mission, vision, and priorities. HCS updates its strategic plan every five years to refine our goals and initiatives.

Strategic Plan



ONE COMMUNITY
ONE TRANSFORMATION
EXCELLENCE WITH INTENTIONALITY

The Hampton School Board

Employee HANDBOOK



The Hampton City School Board provides leadership and oversight for the division, ensuring all decisions support student success. The Board sets the direction for the division through policy, budgeting, and oversight. It hires and evaluates the Superintendent, ensures schools operate effectively, and provides opportunities for community input through public meetings.

Dr. Richard Mason
Chair

Dr. Tina Banks-Gray
Vice Chair

Stephanie Jackson Afonja

Ann Cherry

Joseph C. Kilgore

Jason S. Samuels

Dr. Reginald Woodhouse

BoardDocs®
Your Paperless Governance Solution

Go to **BoardDocs** to view current **Agenda, Minutes,** And **Policies**

Clerk of the Board
Elizabeth Penny
757-727-2335
epenny@hampton.k12.va.us

School Board Attorney
Joi Brown
757-727-4913
jbrownattorney@hampton.

Division Leadership Team

Employee HANDBOOK



DR. RAYMOND HAYNES
SUPERINTENDENT



DR. JOHN CAGGIANO
DEPUTY SUPERINTENDENT AND CHIEF OF STAFF



DR. STACIA BARREAU
CHIEF OF ELEMENTARY SCHOOL LEADERSHIP & FEDERAL PROGRAMS



DR. DANIEL BOWLING
CHIEF OPERATIONS OFFICER



BRITTANY BRANCH
CHIEF FINANCIAL OFFICER



KELLIE GORAL
EXECUTIVE DIRECTOR OF PUBLIC RELATIONS AND MARKETING



TRENA HATCHER
EXECUTIVE DIRECTOR OF STUDENT SUPPORT



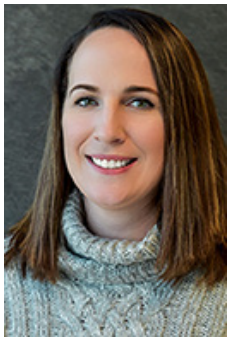
DR. JENNIFER OLIVER
DIRECTOR OF COMMUNITY & GOVERNMENT RELATIONS



SHAMEKA POLLARD
CHIEF OF SECONDARY SCHOOL LEADERSHIP



ROBBIN RUTH
EXECUTIVE DIRECTOR OF HUMAN RESOURCES



DR. JENNIFER THOMASON
CHIEF ACADEMIC OFFICER (INTERIM)

Calendar



Employee HANDBOOK

Calendar

The school calendar below reflects the student calendar. Employee work schedules and reporting days may differ based on position, contract length, and assignment.
Current School Calendar
Current Work Calendars

Holidays

Hampton City Schools designates holidays each school year. The specific holiday dates are published in the official division calendar and may vary from year to year. Holidays are not included in the calculation of workdays. Employees should refer to the current school calendar for observed holiday dates.

Non-exempt employees who are specifically directed to work on a designated holiday will be compensated at one and one-half times their regular hourly rate for hours worked, unless the holiday has been converted to a make-up workday due to inclement weather or other circumstances. Exempt employees are not eligible for additional compensation for working on a holiday, though supervisors may approve schedule adjustments at their discretion.

Early Close & Early Release Days

Early close and early release days are noted on the official work calendar.

On early close days, employees may leave two hours earlier than their normal schedule. Full-time employees are paid for a full day. Part-time employees are paid only for hours worked.

On early release days, employees are required to work their full scheduled day and are paid as normal.

Employees who take leave on an early close or early release day must follow standard leave procedures. If absent for the entire day, a full day of leave must be used.

Inclement Weather & Emergency Closings

Weather conditions or other emergencies may require Hampton City Schools to delay opening, close schools, or adjust the work schedule.

Decisions regarding delays, closures, or early dismissals are made by the Superintendent and communicated through official division channels, including email, automated phone notifications, and the division website.

Unless otherwise notified, employees are expected to follow their regular work schedule and monitor division communications for updates.

Reporting expectations may vary depending on an employee's role or work location. Supervisors will communicate any adjusted reporting expectations when necessary. Some operational departments—including transportation, facilities, custodians, food service, and security—may have different reporting expectations during emergency situations.

Who to Contact

Employee HANDBOOK

If you are unsure where to direct a question, begin with your immediate supervisor. Most concerns should be addressed at the school or department level when possible.

Common Questions

- Pay or payroll questions → Finance
- Benefits, leave, or employment matters → Human Resources
- Technology access or system issues → IT Help Desk
- Safety concerns → Supervisor or Building Administrator
- Workplace injury or workers' compensation → Supervisor and Human Resources
- Discrimination or harassment concerns → Supervisor and Human Resources





Workplace Rights & Protections



EEO Statement

HCS does not discriminate on the basis of race, color, national origin, sex, disability, age or other protected classes in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Robbin G. Ruth, Executive Director, Human Resources, One Franklin Street, Hampton, VA 23669, 757-727-2300.

Reasonable Accommodation

Hampton City Schools complies with applicable federal and state laws regarding reasonable accommodation for qualified individuals with disabilities. Employees who require a workplace accommodation to perform the essential functions of their position should contact the Leave & Retirement Specialist in Human Resources. The division engages in an interactive process to determine appropriate accommodations in accordance with law.

Learn More

- Nondiscrimination
- Equal Opportunity Employer

Employment Basics

Employment Classification & Status

Hampton City Schools positions are classified as either exempt or non-exempt under the Fair Labor Standards Act (FLSA). This classification determines eligibility for extra earnings and overtime compensation.

- **Exempt employees** are not eligible for extra earnings and overtime. These positions typically include professional, instructional, or administrative roles and are expected to work the hours necessary to fulfill their responsibilities.

- **Non-exempt employees** are eligible for extra earnings and overtime pay. Extra earnings are paid at the regular rate for hours above the employee's scheduled hours but below 40. Overtime is paid at one and one-half times their regular rate for hours worked over 40 in a workweek.

Except in the case of emergencies, advance approval from a supervisor is required before working beyond a regular schedule. Employees must be paid for all extra earnings and overtime worked. This pay cannot be declined or waived. Work outside normal duties, including special events, will be compensated in accordance with federal law. Employees are also designated as regular full-time, regular part-time, temporary, or job-share based on the position to which they are appointed. Employment status affects benefits, pay, leave accrual, and certain employment rights.

Support and hourly employees are employed at will, unless a contract or law states otherwise. If your employment status changes, your pay, benefits, or work hours may also change. These changes take effect on the date of the status change.

Learn More

- Employment Status Definitions
- Overtime

Employee HANDBOOK

VIRGINIA LIVING TOP SCHOOLS & UNIVERSITIES 2026

TEACH HAMPTON.COM JOIN OUR TEAM HAMPTON, VIRGINIA

Employment Basics *CONTINUED...*

Employee HANDBOOK

Workweek for Overtime Purposes

Supervisors will make every effort to avoid non-exempt employees working more than 40 hours in a workweek.

For purposes of compliance with the Fair Labor Standards Act, the official HCS workweek runs from Monday at 12:00 a.m. through Sunday at 11:59 p.m.

Work Schedules

Work schedules vary based on your position, worksite, and job responsibilities. Your supervisor will share your specific reporting times and work expectations.

Individual reporting hours are determined by principals or department heads. Staggered schedules may be assigned within the limits of the workday to meet operational needs.

Learn More

- Employee Work Schedule Calendar

Instructional Employees (Teacher Scale)

Employees paid on the teacher scale follow a different workday and work year than other employees.

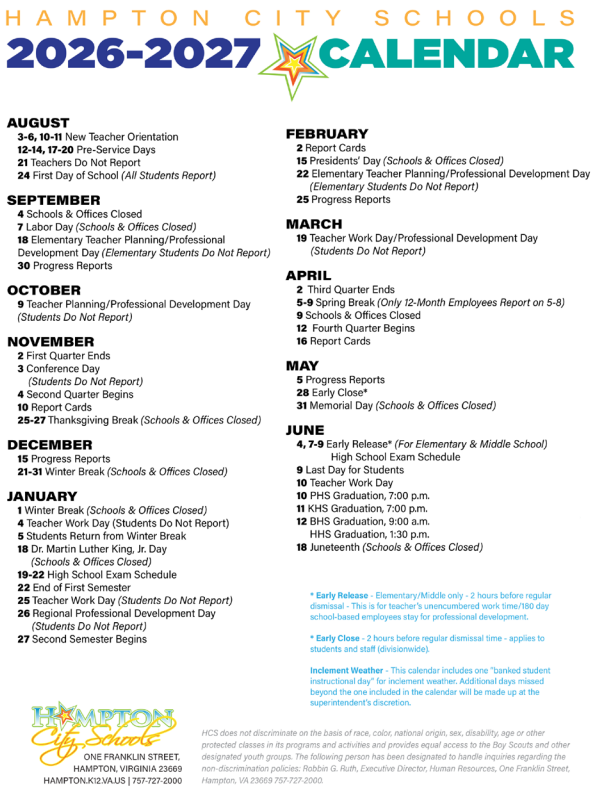
Teacher Workday

- The minimum workday is 7 hours and 15 minutes at the assigned workplace. Professional responsibilities may require time beyond the minimum workday, including meetings, professional development, planning, supervision, parent conferences, and school events.
- Principals may grant permission for teacher-scale employees to leave early when circumstances justify the absence and instruction is not impeded.

10-Month Teacher Contract Schedule

A full-time 10-month teacher contract includes 200 days, made up of:

- instructional days with students
- days for planning, training, conferences, and evaluations
- additional days for continued planning, training, or other tasks assigned or approved by the School Board



HAMPTON CITY SCHOOLS

2026-2027 CALENDAR

AUGUST
3-6, 10-11 New Teacher Orientation
12-14, 17-20 Pre-Service Days
21 Teachers Do Not Report
24 First Day of School *(All Students Report)*

SEPTEMBER
4 Schools & Offices Closed
7 Labor Day *(Schools & Offices Closed)*
18 Elementary Teacher Planning/Professional Development Day *(Elementary Students Do Not Report)*
30 Progress Reports

OCTOBER
9 Teacher Planning/Professional Development Day *(Students Do Not Report)*

NOVEMBER
2 First Quarter Ends
3 Conference Day *(Students Do Not Report)*
4 Second Quarter Begins
10 Report Cards
25-27 Thanksgiving Break *(Schools & Offices Closed)*

DECEMBER
15 Progress Reports
21-31 Winter Break *(Schools & Offices Closed)*

JANUARY
1 Winter Break *(Schools & Offices Closed)*
4 Teacher Work Day (Students Do Not Report)
5 Students Return from Winter Break
18 Dr. Martin Luther King, Jr. Day *(Schools & Offices Closed)*
19-22 High School Exam Schedule
22 End of First Semester
25 Teacher Work Day *(Students Do Not Report)*
26 Regional Professional Development Day *(Students Do Not Report)*
27 Second Semester Begins

FEBRUARY
2 Report Cards
15 Presidents' Day *(Schools & Offices Closed)*
22 Elementary Teacher Planning/Professional Development Day *(Elementary Students Do Not Report)*
25 Progress Reports

MARCH
19 Teacher Work Day/Professional Development Day *(Students Do Not Report)*

APRIL
2 Third Quarter Ends
5-9 Spring Break *(Only 12-Month Employees Report on 5-8)*
9 Schools & Offices Closed
12 Fourth Quarter Begins
16 Report Cards

MAY
5 Progress Reports
28 Early Close*
31 Memorial Day *(Schools & Offices Closed)*

JUNE
4, 7-9 Early Release* *(For Elementary & Middle School)* High School Exam Schedule
9 Last Day for Students
10 Teacher Work Day
10 PHS Graduation, 7:00 p.m.
11 KHS Graduation, 7:00 p.m.
12 BHS Graduation, 9:00 a.m.
HHS Graduation, 1:30 p.m.
18 Juneteenth *(Schools & Offices Closed)*

* **Early Release** - Elementary/Middle only - 2 hours before regular dismissal - This is for teacher's unencumbered work time/180 day school-based employees stay for professional development.

* **Early Close** - 2 hours before regular dismissal time - applies to students and staff (divisionwide).

Inclement Weather - This calendar includes one "banked student instructional day" for inclement weather. Additional days missed beyond the one included in the calendar will be made up at the superintendent's discretion.

Hampton City Schools
ONE FRANKLIN STREET,
HAMPTON, VIRGINIA 23669
HAMPTON.K12.VA.US | 757-727-2000

HCS does not discriminate on the basis of race, color, national origin, sex, disability, age or other protected classes in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Robbin G. Ruth, Executive Director, Human Resources, One Franklin Street, Hampton, VA 23669 757-727-2000.

Employment Basics

CONTINUED...



Non-Instructional Employees

Work schedules for non-instructional employees, such as administrative assistants, bus drivers, cafeteria staff, custodial staff, and maintenance personnel, are established by the Superintendent or designee in accordance with state and federal law.

Your principal or department head will provide your daily schedule. Some roles require staggered shifts or adjusted hours to meet school or department needs.

Work schedules vary by position. Examples include:

- **Custodians:** Minimum workday of 8 hours; 12-month position with 240 workdays
- **Food Service Workers:** Full-time employees work a minimum of 6 hours per day; 10-month position with 185 workdays
- **Bus Drivers:** Minimum workday of 6 hours; 10-month position with 180 workdays

Specific schedules, workdays, and reporting expectations for all employee groups are outlined in the Employee Work Schedule Calendar.

Learn More

- Employee Work Schedule Calendar

Performance Evaluation

All full-time and part-time employees receive written performance feedback annually. Evaluations support professional growth, strengthen performance, and advance student learning and division goals.

Instructional personnel are evaluated in alignment with Virginia's Uniform Performance Standards and include regular observations, a summative review, and consideration of student academic progress.

The evaluation process is designed to provide clear expectations, regular feedback, and opportunities for improvement. When performance concerns are identified, employees may be placed on a Performance Development Plan (PDP) to clarify expectations and outline support for improvement. Continued performance concerns may result in additional action in accordance with School Board policy and applicable law.

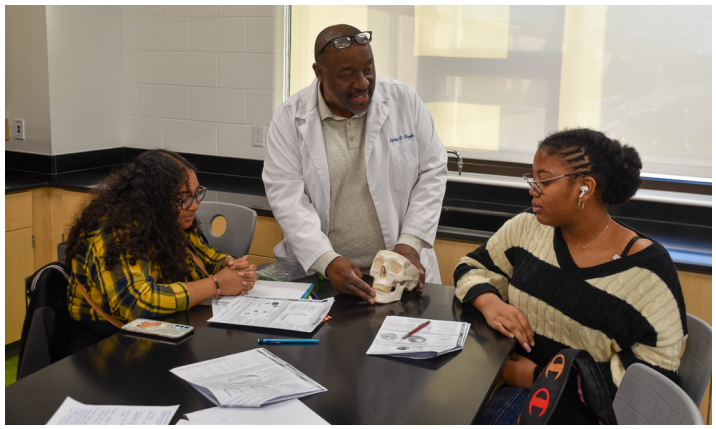
Learn More

- Performance Evaluation

Employment Benefits

Hampton City Schools provides a comprehensive package of core and voluntary benefits. Eligibility for benefits is based on an employee's status. Detailed information regarding available benefits and eligibility requirements is available in the Benefits Guide on the Human Resources website.

Employees and eligible dependents may have the right to continue health coverage for a limited period following certain qualifying events that would otherwise result in a loss of coverage. Enrollment timelines and instructions are provided during onboarding.



Learn More

- Benefits Guide

Retirement

Full-time employees are covered by the Virginia Retirement System (VRS). Retirement eligibility and benefits are determined by the plan under which the employee was hired.

Employees should consult the VRS website or contact Human Resources for detailed information regarding retirement eligibility, service credit, and benefit options.

Sick leave payout options at retirement are governed by School Board policy and may vary based on retirement plan membership.

Learn More

- Employee Retirement
- Sick Leave Plans 1 & 2 Employees (for employees who joined the VRS prior to January 1, 2014)
- Sick Leave Hybrid Plan Employees (for employees who joined VRS on or after January 1, 2014)

Employment Practices

Employee HANDBOOK

Outside Employment & Conflict of Interest

Hampton City Schools employees may hold outside employment as long as it does not conflict with their duties, responsibilities, or performance in their HCS position.

Employees may not perform duties related to an outside job during their regular HCS working hours and may not use division facilities, equipment, or materials to support outside work. Employees may not approach students or parents to market or sell products or services related to outside employment. Employees who are on approved leave from HCS, whether paid or unpaid, may not engage in other employment during the period of leave unless they have prior written authorization from the Superintendent or designee.

Employees must avoid conflicts of interest and situations that could reasonably appear to compromise their judgment or use their public position for personal gain. This includes using confidential information obtained through employment with HCS for personal benefit, directing school business to a personal enterprise, or participating in decisions that could personally benefit the employee or an immediate family member. Employees are expected to follow all conflict of interest requirements under state law and School Board policy.

Employees who have questions about potential conflicts or outside employment should consult their supervisor or the Department of Human Resources before accepting or continuing such work.

Learn More

- Conflict of Interest
- Outside Employment Guidelines



Employment Practices

CONTINUED...

Employee HANDBOOK

Personnel Records & Employee Information

Hampton City Schools maintains an official personnel file for each employee, as well as a school or department file at the employee's work location. These files contain records related to the employment relationship between the employee and the division and may be maintained digitally.

The division is responsible for maintaining personnel files in accordance with School Board policy, including defining their contents, protecting confidentiality, and regulating access. Employees may review their personnel file upon request and should contact Human Resources with any questions.

Employees are responsible for keeping their personal information up to date. Changes to name, address, phone number, or emergency contacts must be submitted through the process provided by Human Resources.



Learn More

- Personnel Records

Contracts

Hampton City Schools enters into written contracts with instructional personnel as required by Virginia regulations. These contracts follow forms approved by the Virginia Board of Education and outline the terms and conditions of employment for licensed staff.

Employees hired after the start of the school year receive prorated contracts based on the number of days remaining in the contract period. Supplemental or extracurricular assignments that include a monetary supplement are issued under separate agreements and do not affect the employee's primary instructional contract.

Learn More

- Professional Staff Contracts
- Teacher Contract Schedules
- Certificated Employees: Probation & Contractual Status

Employment Practices

CONTINUED...

Employee HANDBOOK

Athletic/Extracurricular Supplements

Athletic coaching and extracurricular sponsorship assignments that include supplemental pay are voluntary and are issued under a separate one-year contract. Participation in supplemental assignments is not required and nonparticipation will not be considered in employee evaluations.

Supplemental contracts are independent of an employee's primary contract and may be terminated without cause. Employees may not hold more than three supplemental assignments in a school year without approval from the appropriate Chief of School Leadership.

Support & Hourly Staff Employment

Support and hourly employees do not work under annual written contracts. These positions are employed on an at-will basis. This means employment may end at any time at the discretion of either the employee or Hampton City Schools, consistent with applicable law.

Probationary Period

Employees hired into positions that require a Virginia teaching or administrative license begin their service on a probationary contract. Most serve a three-year probationary period with Hampton City Schools before becoming eligible for a continuing contract. Employees who previously held continuing contract status in another Virginia school division typically serve a two-year probationary period, and employees moving into certain licensed administrative roles complete a three-year period in that position.

If an employee separates from HCS during probation and does not return by the next school year, the probationary period restarts. Employees returning to Virginia public school employment within three years of separation may be required to complete up to a two-year probationary period.

Learn More

- Probation and Contractual Status



Employment Practices

CONTINUED...

Employee HANDBOOK

Support Staff Probationary Period

Full-time support employees serve a six-month probationary period at the beginning of employment. During this time, performance and overall suitability for continued employment are evaluated.

Support employees may be separated from employment during the probationary period in accordance with School Board policy. Grievance rights do not apply during this initial probationary period.

Learn More

- Support Staff Probationary Period



Assignments & Reassignments

- Hampton City Schools assigns employees to roles and work locations based on the needs of the division. Assignments may change at any time to support instruction and operations. Supervisors communicate expectations. Employees should speak with their supervisor if they have questions. To provide clarity, here is how assignment and reassignment work for different employee groups:

Licensed Staff

- Assignments are made based on division needs, staffing allocations, and licensure requirements.
- Reassignments may occur during the school year and are not necessarily tied to performance.
- Any reassignment that affects contractual status follows the requirements of School Board policy and Virginia law.
- Employees will be notified of changes by their supervisor or Human Resources.
- Assignment or reassignment does not guarantee placement at a particular school, grade level, content area, or role.

Support & Hourly Staff

- Assignments reflect the operational needs of the school or department.
- Supervisors may adjust duties, schedules, and work locations based on staffing and service requirements.
- Reassignments may occur during the year to ensure adequate coverage and efficient operations.
- These adjustments do not change at-will employment status.

Learn More

- Staff Assignments & Transfers

Employment Practices

CONTINUED...



Resignation

If you need to resign, submit your notice through the Hampton City Schools online resignation system and notify your supervisor. Resignations should be submitted as early as possible and must include at least two weeks' notice and the reason for resignation.

Employees who leave without proper notice or approval may be recorded as job abandonment and may not be eligible for certain leave payouts. Before your last workday, all HCS property must be returned; unreturned items may be deducted from your final paycheck as permitted by law.

An employee who is absent for three consecutive workdays without appropriate contact may be considered to have abandoned their job and voluntarily resigned. Instructional staff should note that release from a contract may depend on finding a suitable replacement.

Learn More

- Resignation of Staff Members

Progressive Discipline

The division uses a progressive discipline process to address performance deficiencies and policy violations. The purpose of progressive discipline is corrective and intended to support employees in meeting job expectations.

This process does not apply to probationary support staff, substitutes, or temporary employees. The division reserves the right to recommend immediate termination for unlawful or egregious conduct.

Learn More

- Progressive Discipline

Involuntary Separation

Employment may be terminated for misconduct, violation of law or School Board policy, incompetence, or other good and just cause as defined by policy and applicable law.

An employee with a founded complaint of child abuse or neglect will be dismissed once all appeal rights are exhausted, as required by Virginia law.

Employees have the right to pursue available grievance procedures as outlined in School Board policy. Grievance procedures differ for licensed and support personnel. Employees should consult the applicable grievance policy based on their employment classification.

Learn More

- Dismissal of Personnel
- Support Personnel Grievances
- Instructional Personnel Grievances

Employment Practices

CONTINUED...

Employee HANDBOOK

Employee Grievance

Hampton City Schools provides procedures for employees to raise and resolve concerns related to employment matters. These procedures are designed to address issues fairly, consistently, and in accordance with School Board policy and Virginia law.

In many situations, concerns can be resolved informally by speaking with a supervisor or administrator. When concerns cannot be resolved informally, employees may pursue the formal grievance procedures established by School Board policy.

Grievance procedures differ for licensed instructional personnel and support staff. These procedures include specific timelines, documentation requirements, and review steps. Employees who wish to pursue a grievance should consult the appropriate policy or contact Human Resources.

Learn More

- Instructional Personnel Grievances
- Support Personnel Grievances



Payroll & Compensation

Employee HANDBOOK

Pay Schedule and Accessing Pay Information

Hampton City Schools employees are paid twice a month (semi-monthly). The pay dates and any adjustments are posted on the HCS-HR website.

All employees receive their pay through direct deposit to their financial institution. In the event an employee does not have an account with a financial institution, payroll will issue a paycard. Paycards act like a standard debit card and provide access to funds on payday without check-cashing fees.

Employee Self-Service (ESS)

Employees can view their pay and tax information by logging into MUNIS-ESS, which is available on the HCS Staff Page. Through ESS, you can:

- View earnings statements
- Review current and past pay advice documents
- Update direct deposit information
- Update tax withholding information
- View year-end tax forms (W-2)



Questions About Pay

If you have questions about your pay, deductions, or tax withholdings, contact the Payroll Department.

Learn More

- Payroll Procedures
- Additional compensation information, including salary schedules, is available on the Human Resources webpage under the Compensation section.



Attendance Expectations

Employees are expected to follow all Hampton City Schools attendance and leave policies, including expectations related to absences, tardies, and early departures. This includes arriving on time, working scheduled hours, and using leave according to established guidelines. Regular and punctual attendance is a professional responsibility and is essential to the smooth operation of schools and departments.

Employees must request and use leave according to policy and report absences promptly, including submitting leave requests in advance whenever possible, using the procedures provided by their supervisor. Failure to follow these procedures may affect pay, leave balances, or performance evaluations. Excessive or unapproved absences may result in corrective action.

Unless otherwise notified by the division, employees are expected to follow their regular work schedule during weather-related or emergency situations. Decisions about school closures or schedule changes are made by the Superintendent and communicated through official division channels, including email and automated phone notifications.

Supervisors are responsible for sharing any site-specific attendance or scheduling expectations with their employees. Some types of leave are protected by federal law, including the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), and the Uniformed Services Employment and Reemployment Rights Act (USERRA). These leave types have additional protections and may follow different rules.

Learn More

- Staff Attendance
- Employee Leave



Leave Types & Procedures

Employee HANDBOOK

Hampton City Schools provides both paid and unpaid leave to support employees in balancing professional and personal responsibilities. Types of leave may include sick leave, personal leave, vacation leave, military leave, civil duty leave, educational leave, family and medical leave, professional leave, religious leave, workers' compensation leave, leave donation, and leave of absence.

Employees are expected to request leave in advance whenever possible and provide required documentation upon request. Unapproved absences may result in leave without pay and may lead to corrective action.

Each type of leave has specific eligibility requirements and procedures. Employees should consult the applicable leave policy or contact Human Resources for detailed information.

Learn More

- General Leave & Absence
- Personal Leave
- Sick Leave – Plan 1 & 2 Employees
- Sick Leave – Hybrid Plan Employees
- Vacation Leave
- Family & Medical Leave
- Bereavement Leave
- Religious Leave
- Military Leave
- Veteran's Day
- Leave for Civil Duty & Legal Absence



Standards of Conduct



Hampton City Schools expects all employees to maintain high standards of professionalism, integrity, and respect. Our conduct shapes the learning environment and reflects the values of the division.

Employees are expected to treat students, families, colleagues, and community members with courtesy; contribute to a safe and healthy workplace; maintain confidentiality; monitor division email regularly and respond to official communications promptly and professionally; avoid conflicts of interest or the appearance of impropriety; and comply with all laws, School Board policies, and workplace procedures. Threats, intimidation, or acts of violence are prohibited.

Conduct that interferes with safety, learning, or the rights and dignity of others may result in corrective action.

Employees are encouraged to report concerns regarding violations of law, policy, safety, or ethical standards in good faith. Retaliation against an employee who raises a concern in good faith is prohibited.

Employees who have questions about expectations or appropriate conduct should seek guidance from their supervisor or Human Resources.

Learn More

- Standards of Conduct

Confidential Information

In the course of their duties, employees may have access to confidential information related to students, staff, and division operations. This may include student records, medical or psychological information, personnel matters, grievance discussions, contracts, and other division business not subject to public disclosure.

Employees are expected to protect confidential information and use it only as necessary to perform their professional responsibilities. Unauthorized use or disclosure of confidential information is serious and may result in disciplinary action under School Board policy.

Learn More

- Confidential Information

Standards of Conduct

CONTINUED...

Employee HANDBOOK

Media Inquiries & Public Communication

Hampton City Schools is committed to providing clear and accurate information to the community. To support this goal, employees should refer all media inquiries to the Public Relations and Marketing Department.

Employees should not respond to requests for interviews, statements, or comments from reporters or other members of the media on behalf of the division unless authorized to do so by the Public Relations and Marketing Department.

Employees may speak with the media as private citizens; however, they should not represent personal views as those of Hampton City Schools or disclose confidential information related to students, employees, or division operations.

Employees who receive a media inquiry should notify their supervisor and direct the request to the Public Relations and Marketing Department.



Drug-Free Workplace

Hampton City Schools maintains a drug-free workplace. Employees may not unlawfully manufacture, distribute, dispense, possess, or use controlled substances in the workplace, and impairment due to illegal drugs or abuse of alcohol will not be tolerated. Alcohol and steroids are considered controlled substances under this policy and may not be used in athletics or maintained or distributed by employees.

As a condition of employment, employees must comply with this policy and notify their immediate supervisor within five (5) days of any conviction under a criminal drug statute for a violation occurring in the workplace. Violations may result in disciplinary action, up to and including discharge. The division provides a drug-free awareness program and information about available assistance resources.

Learn More

- Maintenance of Drug-Free Workplace

Standards of Conduct

CONTINUED...

Employee HANDBOOK

Tobacco-Free School Division

Hampton City Schools prohibits the use of all tobacco products by staff anywhere on school division property and at all school- or division-sponsored activities. This prohibition applies at all times, including outside of regular work hours, and includes electronic smoking devices such as vapes.

School division property includes school buildings, grounds, vehicles, and private vehicles while on school property.

Staff who violate this policy may be subject to disciplinary action. Assistance and referral resources are available for employees seeking help with tobacco cessation.



Learn More

- Tobacco-Free School Division for Staff, Students & Visitors

Mandatory Reporting (Child Abuse & Neglect)

All Hampton City Schools employees are required by Virginia law to report suspected child abuse or neglect. If, in your professional role, you have reason to suspect that a child has been abused or neglected, you must immediately report it to one of the following:

- Your building administrator or department head, who must make the report right away
- The local Department of Social Services
- The Virginia Child Abuse & Neglect Hotline (1-800-552-7906)

Hampton City Schools posts required notices in all schools explaining this obligation and the protections provided by law. Employees who make a report in good faith are protected from civil or criminal liability.

Learn More

- Child Abuse & Neglect Reporting
- Suspected Child Abuse Referral

Standards of Conduct

CONTINUED...

Employee HANDBOOK

Reporting Serious Incidents & Threats

Employees must promptly report to their building administrator or department head any incident involving serious safety concerns on a school bus, on school property, or at a school-sponsored activity. This includes incidents such as assaults, weapons, credible threats, serious injuries, bomb threats, and illegal drug or alcohol activity. Administrators are responsible for the required notifications to the Superintendent, families (as applicable), and law enforcement or Child Protective Services when required.

Learn More

- Reports of Certain Acts to School Authorities

Discrimination, Harassment & Retaliation

Hampton City Schools is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation. All employees have the right to be treated with dignity and respect, and all employees share responsibility for helping maintain a safe, inclusive, and professional environment.

Concerns will be addressed promptly and fairly in accordance with School Board policy and applicable law. When a concern is reported, the division may offer supportive measures as appropriate, and will make every effort to respect privacy while taking necessary steps to respond.

Key Employee Responsibilities

- Maintain respectful and professional conduct at all times.
- Report discrimination, harassment, or retaliation promptly. If you receive a report or observe concerning conduct, follow required reporting procedures and notify the appropriate official.
- Maintain privacy by sharing information only with those who need to know.
- Do not engage in retaliation against anyone who reports a concern or participates in a process.

Reporting Options

- Employees may report concerns to an HR administrator or to their supervisor, such as a building administrator or department head, in person, by phone, by email, or through the division's reporting form.
- Employees also have the right to file complaints with external agencies, including the Office for Civil Rights (OCR) or the Equal Employment Opportunity Commission (EEOC), as provided in School Board policy.

Learn More

- Discriminatory Harassment/Retaliation
- Equal Opportunity Employer
- Nondiscrimination
- Informal Resolution Process
- Formal Resolution Process
- Discriminatory Harassment Complaint Form



Standards of Conduct

CONTINUED...

Employee HANDBOOK



Staff Dress Code

Employees are expected to dress in a manner that reflects positively on Hampton City Schools and the profession they represent. Professional appearance supports a respectful workplace and reinforces the trust placed in us by students, families, and the community.

Attire should be appropriate for your role, work environment, and assigned duties. Employees whose responsibilities include physical or operational work should wear clothing that supports safety and effective job performance. Clothing or accessories that are extreme, distracting, or pose a safety concern should be avoided. At minimum, employee attire must align with the division's Student Dress Code. Schools and departments may establish additional expectations appropriate to their setting.

- Exceptions may be made for medical or religious reasons.
- Employees with questions about appropriate attire should consult their immediate supervisor.

Learn More

- Student Dress Code



Standards of Conduct

CONTINUED...

Employee HANDBOOK

Maintaining Professional Staff-Student Boundaries

Hampton City Schools expects all staff members to maintain professional and appropriate relationships with students at all times. Clear physical, emotional, and digital boundaries are essential to protecting students, preserving public trust, and safeguarding staff from misunderstandings or allegations of misconduct.

Staff interactions with students must serve a legitimate educational purpose and reflect professionalism, regardless of the student's age, location, or circumstances. Certain behaviors are strictly prohibited, and others may create an appearance of impropriety if not connected to an educational purpose. When questions arise, staff members should consult their supervisor before engaging in conduct that could blur professional boundaries.

Concerns about possible violations must be reported promptly in accordance with School Board policy.

Learn More

- Maintaining Professional Staff-Student Boundaries
- Discriminatory Harassment/Retaliation
- Social Media Use
- Child Abuse Reporting



Political & Religious Expression in the Workplace

Employees have the right, as citizens, to engage in political and religious activities outside of work. Employees may not use school time, property, or division resources to promote personal political or religious views.

- While on duty or representing the division, employees may not:
- Advocate personal political or religious views
- Engage in partisan political or religious activities
- Represent personal views as those of the division
- Use students or division resources to promote personal beliefs

Teachers may not provide religious instruction but may teach about religion as part of an approved curriculum.

Learn More

- Staff Participation in Political/Religious Activities

Standards of Conduct

CONTINUED...



Respectful and Abuse-Free Work Environment

Hampton City Schools is committed to maintaining a professional work environment that is safe, respectful, and free from bullying, intimidation, or abusive conduct. All staff members share responsibility for fostering a positive workplace where colleagues are treated with dignity and professionalism.

Abusive conduct—including repeated threatening, intimidating, humiliating, or undermining behavior—will not be tolerated. This includes conduct that occurs in person or through electronic communication when it affects the work environment. Staff members are expected to model appropriate behavior, address concerns promptly, and refrain from retaliation against individuals who raise concerns in good faith.

Employees who experience or observe behavior that may violate this expectation should report the concern to their building administrator, department head, or the Executive Director of Human Resources in accordance with School Board policy.

Learn More

- Prohibition of Abuse in the Work Environment
- Discriminatory Harassment/Retaliation
- Standards of Conduct

Standards of Conduct

CONTINUED...

Employee HANDBOOK

Acceptable Use of Technology

Hampton City Schools provides technology resources to support teaching, learning, and division operations. These resources are to be used for legitimate educational and division business purposes only.

Use of division technology is a privilege. Employees are expected to safeguard confidential information, protect login credentials, and follow division security practices. There is no expectation of privacy when using division systems. This includes personally owned devices that access division networks. Usage may be monitored in accordance with policy.

Employees may not use division technology for illegal, commercial, political, or inappropriate purposes, to harass others, or to bypass security protections. Software may not be installed and systems may not be modified without IT approval.

Personally owned devices may be used for division work but may not store sensitive division data or connect to the wired network without IT approval.

Division-issued equipment remains the property of Hampton City Schools and must be returned upon separation from employment. Employees are required to review and acknowledge this policy annually.



Learn More

- Acceptable Use
- Social Media Use



Standards of Conduct

CONTINUED...

Employee HANDBOOK

Workplace Safety & Emergency Preparedness

Hampton City Schools is committed to maintaining safe and healthy working conditions in accordance with applicable law. Employees must report unsafe or hazardous conditions immediately to their building administrator, department head, or other responsible authority.

Each school and department maintains emergency response procedures. Employees are required to follow established safety protocols, comply with emergency directives, and participate in required safety training and drills.

Learn More

- Working Conditions
- School Crisis & Emergency Plan
- Safety Drills



Workers' Compensation

Hampton City Schools is committed to maintaining a safe work environment. If you are injured or become ill as a result of your work duties, workers' compensation benefits may be available in accordance with state law and School Board policy.

All work-related injuries, even minor ones, must be reported immediately to your supervisor. In school buildings, injuries must also be reported to the school nurse. Prompt reporting helps ensure proper medical care and benefit eligibility.

Employees may receive injury leave for a limited period following a documented work-related injury. Extended absences are handled under division policy and applicable law. When appropriate, this leave may run at the same time as FMLA leave.

For questions about reporting or benefits, contact the Department of Human Resources.

Learn More

- Workers' Compensation

Standards of Conduct



Employee Handbook Acknowledgement

I acknowledge that I have received access to the Hampton City Schools Employee Handbook and understand that I am responsible for reviewing its contents.

I understand that the Handbook is provided for informational purposes only and does not constitute a contract of employment. Nothing in this Handbook creates contractual rights or alters my employment status under applicable law and School Board policy.

I understand that the division may amend, modify, or discontinue policies and practices described in the Handbook at any time.

Employee Name (Printed): _____

Employee Signature: _____

Work Location: _____

Date: _____