



## Human Resources, Employee Benefits

### Employee Assistance Program

The Employee Assistance Program (EAP) is fully funded by RCPS for our employees. This program is available to all active employees and their family members. It offers professional counseling and referral services to help with personal, job-related, or family issues. You can contact them at 1-800-992-1931.

### Health, Vision, and Dental Insurance

Employees interested in enrolling in the school division's health, vision, and dental insurance plans may receive partial coverage for their individual premiums from the Board. However, employees will be responsible for paying the remaining balance of the premium. You can also review benefit information by accessing the Human Resources department page on myRCPS or contacting Nancy Brett, Benefits Coordinator, at: [nbrett@rcps.info](mailto:nbrett@rcps.info)

- Health and vision insurance are provided by UnitedHealthcare. You can contact them at 1-800-638-4802 or visit their website at <https://www.myuhc.com>
- Express Scripts manages RCPS' prescription insurance. For assistance, reach out to them at 1-844-803-7603 or visit their website at <https://www.express-scripts.com>
- Delta Dental of Virginia is RCPS's dental carrier. You can contact them at 1-800-237-6060 or visit their website for more information at <http://www.deltadentalva.com>
- Horace Mann, HealthEquity/WageWorks, manages RCPS' Healthcare and Dependent Care Flexible Spending Accounts (FSAs). These accounts allow employees to use pre-tax dollars to pay for eligible out-of-pocket medical, dental, vision, and dependent care expenses. For more information, you can contact them at 1-877-924-3967 or visit their website at <https://participant.wageworks.com>
- Optum Bank manages RCPS' Health Savings Accounts. You can reach them at 1-866-234-8913 or visit their website at <http://optumbank.com>



## Leave Management (GCBD-SR)

### Leave of Absences

Employees expecting to miss work for more than five days due to a medical issue affecting themselves or eligible family members may apply for job-protected leave under the Family and Medical Leave Act (FMLA) or the Roanoke City Public Schools policy in effect at the time. All requests must adhere to the applicable leave policies. For assistance, contact Melissa Hensley, HR Leave Specialist, at: [mhensley@rcps.info](mailto:mhensley@rcps.info)

### Vacation Leave

The Board shall grant annual leave to all 12-month employees and certain administrative employees who work less than a 12-month contract, according to the annual leave schedule listed:

Years of Service	Days per Month	Maximum Accrual
0 to 4 years	1	24
5 to 9 years	1.25	30
10 and thereafter	1.5	36

- Annual vacation and leave accumulation for the specified employees will be adjusted on November 30 each year to comply with the maximum allowable days outlined in the schedule.
- Personnel who leave employment with the School Board are entitled to receive payment for any accrued annual leave, up to the maximum accumulation limit indicated above.
- All 12-month personnel on the teacher pay scale will earn vacation and sick leave in the same manner as those on the administrative and supervisory pay scale.



- Accrued vacation and leave days may be used at any time (subject to certain limitations) with approval from the employee's supervisor. Requests for vacation should be submitted to the immediate supervisor as far in advance as possible, but no less than five days before the intended first day of leave. In some departments, there may be restrictions on the number of employees who can take vacation at the same time to ensure a functional workforce.

### **Personal Leave**

Eligible employees who do not hold a twelve-month position are entitled to two (2) days of paid personal leave each year. Taking personal leave immediately before or after a holiday is strongly discouraged. If an employee needs to take leave during this time, they may be required to use leave without pay. Any unused personal leave will be converted to accumulated sick leave at the end of each school year.

### **Voluntary Retirement Savings Opportunities**

Eligible employees can lower their taxable income and save for retirement by enrolling in voluntary retirement options, including 403(b) accounts and 457(b) investments, as well as post-tax Roth 403(b) and Roth 457(b) options.

### **Sick Leave**

- All regular employees are entitled to full-pay sick leave at a rate of one day per month. The School Board will grant sick leave in accordance with the Virginia Code, following the rules and procedures established by the Superintendent and his/her staff.
  - Eligible employees participating in the Virginia Retirement System Plan 1 or Plan 2 will accumulate sick leave at a rate of one day for each contract month. The maximum accumulation is 180 days for ten-month employees and 216 days for twelve-month employees. Employees on other contracts will accumulate sick leave on a pro rata basis according to the length of their contract.



- Eligible employees who are members of the Virginia Retirement System Hybrid Plan, which includes a short-term disability component, will accumulate sick leave at a rate of one day for each contract month, with a maximum accumulation of 70 days for ten-month employees and 72 days for twelve-month employees. Employees on other contracts will accumulate sick leave on a pro-rata basis according to the length of their contract, with a maximum accumulation of 71 days.

### **Sick Leave Bank**

Since the 1988-89 school year, a voluntary Sick Leave Bank has been available for employees who accumulate sick days. New employees eligible under the Virginia Retirement System Plans 1 or 2 can enroll within 31 days of hire by donating two sick days. Membership is continuous, so returning members do not need to reapply. The Department of Human Resources manages the Sick Leave Bank. Note that employees hired after January 1, 2014, as Hybrid Virginia Retirement System members, are not eligible to participate.

### **Employee Hotline/Ethics Point**

The Roanoke City Public Schools Employee Hotline, 1-800-556-3041, is a 24-hour service for staff to report potential illegal or unethical activities. Operated by a third-party agency for confidentiality, this hotline does not replace communication with supervisors. You can also report issues online at:

[EthicsPoint - Roanoke City Public Schools.](#)