

HAZARD INDEPENDENT SCHOOLS

**705 MAIN STREET
HAZARD, KY 41701**

PERSONNEL POLICIES FOR CLASSIFIED STAFF

Hazard Independent Schools does not discriminate on the basis of race, color, national origin, sex, religion, age or nationality in the employment or provision of services. Any and/or all questions or issues related to discrimination policies, procedures or practices are to be directed to the Office of the Superintendent, Hazard Independent Schools, 705 Main Street, Hazard, KY 41701.
Phone: (606) 436 - 3911

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PREFACE-----

Pursuant to the Kentucky Revised Statutes and under the direction of the Hazard Independent Schools Board of Education, this operational guide concerning the fundamental principles under which the Hazard Independent Schools operates has been prepared to provide basic information for personnel of the district. In order for the personnel of the district to function effectively and efficiently, they must have a general knowledge of the various aspects involved in the operation of the school system. Employees of the school community must be informed as to state regulations, local policies, the philosophy of the schools and district, and the function of the Board of Education.

This guide provides information and policies concerning the organization, duties and responsibilities of the Board of Education and personnel of the district. Although such a guide cannot be all inclusive, it can, serve as a beneficial instrument in the advancement of our educational program.

The policies stated in this handbook are subject to change at the discretion of the Hazard Independent Board of Education. On an annual basis this handbook will be updated and distributed to personnel. Should you have any questions regarding these policies, please ask your supervisor or the Supervisor of Personnel for the Hazard Independent School system for assistance.

Thank you for your service to the students of Hazard Independent Schools.

Sandra L. Johnson
Superintendent

MISSION STATEMENT

"The mission of Hazard Independent Schools is to offer students a world-competitive education that will challenge their mind, inspire their hopes, and provide them the opportunity to achieve their dreams."

EDUCATIONAL BELIEFS

The mission of Hazard Independent Schools is the foundation upon which all educational programs and services are built.

The mission consists of a set of beliefs and goals, both of which give direction to planning and implementing programs and services. Belief statements describe the philosophy of the school district and serve as criteria for judging the degree to which educational philosophy is placed into practice.

We believe:

1. Public education is the primary means of perpetuating the fundamental principles and values of a democratic society and shall allow students to acquire understanding of governmental processes as they affect the community, state , and nation.
2. Public education shall provide opportunities for pupils to develop communication skills necessary to function in a complex and changing society.
3. Public education is the responsibility of all citizens of the city of Hazard so that all students may acquire the knowledge to make economic, social and political choices that will improve their quality of life.
4. Public education shall provide equal educational opportunities for the citizens of the city of Hazard, regardless of race, national origin, sex, political affiliation, and physical or mental limitations.
5. Public education shall provide all pupils an opportunity for an equal education and a safe and comfortable environment.
6. Parents have the primary responsibility, with assistance from the schools, for the education, welfare, and discipline of their children.
7. Parents have the responsibility for helping their children develop positive attitudes about learning, school, and school personnel.
8. Each pupil is an individual with unique characteristics, abilities, and needs, deserving of full consideration and respect from school personnel.

9. Each pupil is capable of learning and should have an opportunity to learn based on his/her needs, interests, and abilities.
10. All pupils should be responsible for their own behavior, respect for peers and school personnel, school property, be punctual and regular in attendance in school.
11. Educational programs shall address the social-emotional (affective), academic (cognitive), and physical (psychomotor) needs of a pupil, and provide students the ability to think and solve problems in school situations and in a variety of situations they will encounter in life.
12. Schools shall develop the student's ability to connect and integrate experiences and new knowledge from all subject matter fields with what they have previously learned and build learning experiences to acquire new information through various media sources.
13. Teachers shall expect a high level of achievement from all students.
14. The teacher is a model for students and thus shall exemplify desirable attitudes, ideals, and patterns of behavior.
15. The teacher shall strive to provide the optimum learning environment possible and to remove physical and mental health barriers to learning.
16. Administrators must believe that all students can learn at a high level of achievement.
17. School administrators shall perform leadership and management functions with academic achievement of students as the primary focus.
18. School administrators shall model, expect and encourage teachers and staff to grow professionally.

-CLASSIFIED PERSONNEL-**Classified Personnel****DEFINITION**

Classified personnel are all those employees who hold positions not requiring teacher certification.¹

A full-time employee is one who works at least four (4) hours per day on a daily basis for a minimum of 185 days per year.

SUBSTITUTE EMPLOYEES

Solely for purposes of the County Employees Retirement System, substitute employees shall serve a probationary period not to exceed twelve (12) months during which they shall not participate in CERS.

REFERENCES:

¹KRS 161.011 (1)
KRS 78.510
KRS 78.615
702 KAR 001:035

Adopted/Amended: 06/14/2007

Order #: 4117

- CLASSIFIED PERSONNEL -**Hiring****SUPERINTENDENT'S RESPONSIBILITIES**

All appointments, promotions, and transfers of classified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

EFFECTIVE DATE

Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent.

CRIMINAL BACKGROUND CHECK AND TESTING

Applicants and employees shall undergo records checks and testing as required by applicable statutes and regulations.¹ & ²

Each application or renewal form provided applicants for a classified position shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A STATE CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT. UNDER CERTAIN CIRCUMSTANCES, A NATIONAL CRIMINAL HISTORY BACKGROUND CHECK MAY BE REQUIRED AS A CONDITION OF EMPLOYMENT".¹

As permitted by KRS 160.380, employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

EDUCATIONAL REQUIREMENTS

No person shall be initially hired unless s/he holds at least a high school diploma or high school certificate of completion or GED certificate or unless s/he shows progress, as defined by Administrative Regulations of the State Board for Adult and Technical Education, toward obtaining a certificate of high school equivalency. Employees shall hold the qualifications for the position as established by the Commissioner of Education.³

Paraprofessionals shall satisfy educational requirements specified by federal law.⁴

JOB REGISTER

The Superintendent or the Superintendent's designee shall maintain in the Central Office a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection during Central Office business hours.

Hiring**VACANCIES POSTED**

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted in the Central Office and in each school building on a timely basis and shall refer interested persons to the Central Office job register for additional information.

REVIEW OF APPLICATIONS

Under procedures developed by the Superintendent, each application shall be reviewed and each applicant so notified. Applications for candidates not employed shall be retained for three (3) years.

HIRING RELATIONSHIPS

The Superintendent shall not employ a relative of a member of the Board unless the relative was initially employed by the District prior to the tenure of the Board member and the member was seated on the Board prior to July 13, 1990.

A relative of the Superintendent shall not be employed except as provided by KRS 160.380.¹

EMERGENCY HIRING

During emergency situations, job openings may be filled without listing in the job register or posting in District buildings.

JOB DESCRIPTION

All employees shall receive a copy of their job description and responsibilities.

CONTRACT

All regular full-time and part-time employees shall receive a contract.

REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT

Each year, all full-time and part-time classified employees, including substitutes, shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

Classified employees assigned extra duties such as coaching shall be notified in writing by the last day of that assigned duty if they have reasonable assurance of continued employment in that or a similar capacity for the following school year.

INTENT

Under procedures developed by the Superintendent, employees may be requested to indicate their availability for employment for the next school year.

Hiring

REFERENCES:

¹KRS 160.380

²702 KAR 005:080

³KRS 161.011

⁴P. L. 107-110 (No Child Left Behind Act of 2001)

34 CFR 200.58-200.59; KRS 17.160, KRS 17.165; KRS 156.070

KRS 160.345; KRS 160.390; KRS 335B.020; KRS 405.435

OAG 91-10, OAG 91-149, OAG 91-206

OAG 92-1, OAG 92-59, OAG 92-78, OAG 92-131, OAG 97-6

Kentucky Local District Classification Plan; 785 KAR 001:110

Records Retention Schedule, Public School District

RELATED POLICIES:

01.11, 02.4244, 03.232, 03.27, 03.5, 06.221

Adopted/Amended: 07/19/2012

Order #: 4948

Hiring

The following procedures shall apply in the recruitment, selection, and employment of all classified and certified personnel hired in the District.

RECRUITMENT

Recruiting shall be the responsibility of the Superintendent/designee. Efforts shall be made to recruit a quality staff to include, but not be limited to:

1. Working through placement bureaus of regional and state colleges and universities;
2. Conducting orientation meetings with students at the high school relating to future employment opportunities with the District;
3. Working with state educational associations and the state department of education;
4. Conducting recruitment programs through parent-teacher organizations; and
5. Advertising through appropriate media.

POSTING

Vacancies shall be posted in the Central Office, in each school building during the school year, and in the following media or places as appropriate:

1. Local and/or state newspapers,
2. Predetermined locations in the community, and/or
3. Campus recruiting offices.

NOTE: Districts are required to post all certified vacancies on the Kentucky Department of Education's web site.

All postings at the local level shall be made within five (5) working days of each certified vacancy opening. The closing date for receiving applications shall be listed when vacancies are posted.

CERTIFIED VACANCIES

The Superintendent/designee shall notify the Chief State School Officer of the vacancy at least thirty (30) days prior to filling the position. When such a vacancy needs to be filled in less than thirty (30) days to prevent disruption of necessary instructional or support services, a waiver may be requested from the Chief State School Officer. If the waiver is approved, the appointment shall not be made until the person selected has been approved by the Chief State School Officer.

APPLICATIONS

Completed applications should be filed in the office of the Superintendent and accompanied by transcripts and certificates, as appropriate.

The Superintendent/designee shall review each application for completeness and shall send a notice to each applicant indicating (a) the date of the review and (b) any additional materials requested.

Hiring**SELECTION FACTORS**

The Superintendent/designee shall screen applicants based on the following factors:

1. Certification (when required for the position)
2. Educational background
3. Previous work experience
4. Recommendations
5. Personal characteristics exhibited during the interview process
 - a. Ability to communicate
 - b. Ability to work cooperatively with others
 - c. Applicant's educational philosophy
 - d. Knowledge of work area or subject matter
6. Results from required testing

EMPLOYMENT

For SBDM schools, hiring shall follow statutory guidelines and the provisions of Policy 02.4244, and the Superintendent shall complete the hiring process. Decisions on Central Office and District-wide personnel shall be made by the Superintendent/designee. The Superintendent shall inform the Board of the appointment of all personnel.

CONTRACT

Personnel hired by the Superintendent shall be notified of their contractual obligations by letter. The contract must be signed and returned to the Personnel Office within two (2) weeks. If not returned within this time frame, the contract may be considered null and void.

Review/Revised:7/19/12

- CLASSIFIED PERSONNEL -**Medical Examination****BUS DRIVERS**

As a condition of employment, each school bus driver, including substitute drivers, shall pass a medical examination on initial employment and each year thereafter in accordance with 702 KAR 005:080. Both initial and annual examinations shall be paid by the Board and shall be provided by the county health department or by a medical practitioner designated by the Board. If the employee elects to be examined by a private medical practitioner, the cost of the examination shall be borne by the employee.

Before being allowed to drive a bus, the driver must be free of any medical condition which could endanger the health or safety of students in the performance of duties.

OTHER NEWLY EMPLOYED CLASSIFIED PERSONNEL

As a condition of initial employment, all classified employees (except bus drivers), including substitute employees, shall pass a medical examination as indicated in 702 KAR 001:160. The Board shall bear the cost of the initial medical examination of newly employee classified personnel. The examination shall be provided by a licensed physician, physician assistant (PA), or Advanced Practice Registered Nurse designated by the Board. If the employee elects to be examined by a private practitioner, the cost of examination shall be borne by the employee.¹

REPORT REQUIREMENTS

Unless a new employee is hired after the beginning of the school year, examinations shall be conducted prior to August 1 of the school year in which the person is employed.

Medical examinations performed within a ninety (90)-day period prior to initial employment will be accepted.

The medical examination shall be reported on the form required by Kentucky Administrative Regulation. A copy of the form and a statement indicating the employee's medical status must be filed with the Superintendent prior to assuming assigned duties.

TUBERCULOSIS SCREENING/TESTING

Each medical examination shall include a risk assessment for tuberculosis as required by Kentucky Administrative Regulation. Individuals identified by that assessment as being at high risk for TB shall be required to undergo a tuberculin skin test as required by 702 KAR 001:160. A person who tests positive for TB shall be required to comply with the directives of the local board of health and the Kentucky Department for Public Health, Cabinet for Health and Family Services, for further evaluation and treatment of the tuberculosis infection.^{1, 2 & 3}

REQUIRED EXAMINATION FOR PRESENT PERSONNEL

When, in the opinion of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties because of health problems or when the employee poses a health threat to students or other employees, the Superintendent may require the employee to provide evidence of fitness in the form of an examination and report by a physician of the Superintendent's choosing. The Board shall bear the cost of this examination.³

Medical Examination**SCHOOL TO REPORT**

Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department. Diseases to be reported shall not include those considered confidential, such as HIV/AIDS, as set forth in Kentucky Administrative Regulation.²

MEDICAL CONFIDENTIALITY

The Superintendent shall determine which employees are to have access to medical information. This determination shall be made on a need-to-know basis.

No information regarding the medical condition of an employee shall be distributed to any other employee by the Superintendent unless:

1. The employee to whom the information relates has given written consent for the information to be released to the other employees (e.g., for sick leave donation purposes),
2. Other employees are in sufficient contact with the individual as to be in immediate danger, or
3. The disclosure is otherwise consistent with applicable state and federal laws.

REFERENCES:

¹KRS 161.145; 702 KAR 005:080

²702 KAR 001:160, 902 KAR 002:020; KRS 214.181; KRS 214.625
OAG 91-1; OAG 92-131

Genetic Information Nondiscrimination Act of 2008
Americans with Disabilities Act

RELATED POLICIES:

³03.2234
03.24

Adopted/Amended: 06/17/2008
Order #: 4281

- CLASSIFIED PERSONNEL -**Equal Employment Opportunity****NONDISCRIMINATION**

The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. No person shall be subjected to discrimination in regard to employment, retention, promotion, demotion, transfer or dismissal because of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age, or disabling condition.¹

INDIVIDUALS WITH DISABILITIES

No qualified person with a disability, as defined by law, shall, on the basis of the disability, be subject to discrimination in employment.²

District employment practices shall be in accordance with the Board-approved procedures addressing requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

No human immunodeficiency virus (HIV) related test shall be required as a condition of hiring, promotion, or continued employment, unless the absence of HIV infection is a bona fide occupation qualification for the job in question as defined in KRS 207.135.

REASONABLE ACCOMMODATION

Employees who have a long-term or permanent disability may request the District supervisor to provide reasonable accommodations necessary for them to perform the essential duties of the position. If assistive technology is deemed necessary for an employee, every effort will be made to obtain that technology in a timely fashion. Medical information obtained as part of an employee request shall be confidential.³

Reasonable accommodation shall be provided as required by law.

ADVISING EMPLOYEES

The Superintendent shall inform all school employees of the provisions of this policy.¹

REFERENCES:

¹KRS 161.164

²29 U.S.C.A. 794

³29 U.S.C. section 1630.14

KRS 207.135

34 C.F.R. 104.3 - 104.14

42 U.S.C. 200e, Civil Rights Act of 1964, Title VII, KRS Chapter 344

Americans with Disabilities Act

Kentucky Education Technology System (KETS)

Section 504 of the Rehabilitation Act of 1973

Title IX of the Education Amendments of 1972

Genetic Information Nondiscrimination Act of 2008

RELATED POLICIES:

03.233, 05.11

Adopted/Amended: 07/18/2013

Order #: 5116

-CLASSIFIED PERSONNEL-**Compensation and Benefits****ESTABLISHMENT**

The Advisory Committee shall annually review salary schedules and benefits, and the Board shall annually establish schedules for salaries and benefits for all classified personnel.

COBRA

At the time of initial employment an employee shall be given the first COBRA notification. Second notification and continuation of benefits shall be contingent upon the employee's notifying the district of a qualifying event.¹

REFERENCES:

¹Consolidated Omnibus Budget Reconciliation Act
26 CFR Part I
KRS 160.290 (1)

Adopted/Amended: 04/15/1999

Order #: 2993

- CLASSIFIED PERSONNEL -**Salaries****SALARY SCHEDULE DEVELOPED AND APPROVED**

The Board shall approve salary schedules for each category of classified personnel during or before the June Board meeting. These schedules shall be based on skills required, training, longevity, and supervisory responsibilities.

The substitute salary schedule shall be a per diem schedule but may be lower than the rate of pay for regular full-time employees. Checks shall be issued on paydates designated in the schedule approved annually by the Board.

OFFICIAL WORK SCHEDULE

Each year the Superintendent shall develop a schedule of days worked for all employees and these are distributed to each administrator, who then notifies the classified employees under his/her supervision. No deviations shall be made from these work schedules without approval from the Central Office.

Holidays shall be established in the official school calendar. Eligibility for paid holidays shall be determined per Policy 03.222.

Employees shall not be paid for:

1. Scheduled lunch
2. Overtime, unless approved in advance per Policy 03.221
3. Unapproved early arrivals/late departures
4. Days when schools are closed for inclement weather or other emergencies, unless otherwise approved in advance by the Superintendent/designee
5. Other, specify _____

SALARY FOR PERSONNEL WHO RESIGN

Classified personnel who resign during the contract period will be paid in full for the actual days worked during the pay period on the regular payday of the month following the resignation. Staff shall be paid only for those holidays occurring prior to resignation.

Review/Revised:9/23/99

CLASSIFIED SALARY SCHEDULE

2014-2015

Job Title	Base Rate	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Lead Maintenance	\$18.01	\$19.00	\$19.40	\$19.75	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97	\$19.97
Maintenance I	\$13.15	\$13.41	\$13.48	\$13.55	\$13.62	\$13.69	\$13.76	\$13.82	\$13.89	\$13.96	\$14.03	\$14.10	\$14.18	\$14.25	\$14.32	\$14.39	\$14.46	\$14.53	\$14.61	\$14.68	\$14.75	\$14.83	\$14.90	\$14.98	\$15.05	\$15.13	\$15.20	\$15.28	\$15.35	\$15.43	\$15.51
Maintenance Technician	\$8.41	\$8.49	\$8.49	\$8.52	\$8.56	\$8.60	\$8.64	\$8.67	\$8.71	\$8.75	\$8.79	\$8.82	\$8.86	\$8.90	\$8.94	\$8.98	\$9.02	\$9.06	\$9.11	\$9.15	\$9.20	\$9.25	\$9.29	\$9.34	\$9.38	\$9.43	\$9.48	\$9.53	\$9.58	\$9.62	\$9.67
Printer Clerk/Sec.	\$10.03	\$10.08	\$10.08	\$10.09	\$10.15	\$10.20	\$10.26	\$10.32	\$10.37	\$10.43	\$10.47	\$10.54	\$10.60	\$10.66	\$10.72	\$10.78	\$10.84	\$10.91	\$10.96	\$11.02	\$11.07	\$11.14	\$11.20	\$11.26	\$11.32	\$11.38	\$11.44	\$11.50	\$11.57	\$11.63	\$11.69
Bus Shuttle	\$7.93	\$7.97	\$8.02	\$8.06	\$8.10	\$8.14	\$8.18	\$8.22	\$8.26	\$8.30	\$8.35	\$8.39	\$8.43	\$8.47	\$8.51	\$8.55	\$8.59	\$8.63	\$8.67	\$8.71	\$8.75	\$8.80	\$8.86	\$8.90	\$8.94	\$8.99	\$9.03	\$9.08	\$9.12	\$9.17	\$9.22
Food Sec. Dir.	\$16.87	\$16.98	\$17.06	\$17.15	\$17.23	\$17.32	\$17.41	\$17.49	\$17.58	\$17.67	\$17.76	\$17.85	\$17.94	\$18.03	\$18.12	\$18.21	\$18.30	\$18.39	\$18.48	\$18.57	\$18.67	\$18.76	\$18.85	\$18.95	\$19.04	\$19.14	\$19.23	\$19.33	\$19.43	\$19.52	\$19.62
Cook/Manager	\$9.86	\$9.90	\$9.95	\$10.00	\$10.05	\$10.09	\$10.14	\$10.19	\$10.24	\$10.29	\$10.34	\$10.39	\$10.44	\$10.49	\$10.54	\$10.59	\$10.64	\$10.69	\$10.74	\$10.79	\$10.84	\$10.89	\$10.95	\$11.00	\$11.06	\$11.11	\$11.17	\$11.22	\$11.28	\$11.34	\$11.39
Cook/Chef/Baker	\$8.40	\$8.44	\$8.48	\$8.52	\$8.56	\$8.60	\$8.64	\$8.68	\$8.72	\$8.76	\$8.80	\$8.84	\$8.89	\$8.93	\$8.97	\$9.01	\$9.05	\$9.10	\$9.14	\$9.18	\$9.23	\$9.27	\$9.32	\$9.37	\$9.41	\$9.46	\$9.51	\$9.55	\$9.60	\$9.65	\$9.70
Substitute Cook	\$7.67	\$7.71	\$7.75	\$7.79	\$7.83	\$7.87	\$7.91	\$7.95	\$7.99	\$8.03	\$8.07	\$8.11	\$8.15	\$8.19	\$8.23	\$8.27	\$8.31	\$8.35	\$8.39	\$8.43	\$8.47	\$8.51	\$8.55	\$8.59	\$8.63	\$8.67	\$8.71	\$8.75	\$8.79	\$8.83	\$8.87
Nurse	\$24.15	\$24.51	\$24.66	\$24.76	\$24.94	\$25.01	\$25.16	\$25.28	\$25.41	\$25.54	\$25.67	\$25.79	\$25.92	\$26.04	\$26.18	\$26.31	\$26.44	\$26.58	\$26.71	\$26.84	\$26.98	\$27.11	\$27.25	\$27.39	\$27.53	\$27.66	\$27.80	\$27.93	\$28.07	\$28.21	\$28.35
Sch. Sec.	\$9.38	\$9.43	\$9.47	\$9.52	\$9.57	\$9.62	\$9.66	\$9.71	\$9.76	\$9.81	\$9.86	\$9.91	\$9.96	\$10.01	\$10.06	\$10.11	\$10.16	\$10.21	\$10.26	\$10.31	\$10.36	\$10.42	\$10.47	\$10.52	\$10.57	\$10.63	\$10.68	\$10.73	\$10.79	\$10.84	\$10.89
Sch. Sec./Sch. Bldg.	\$10.78	\$10.83	\$10.89	\$10.94	\$10.99	\$11.05	\$11.11	\$11.16	\$11.22	\$11.27	\$11.33	\$11.39	\$11.44	\$11.50	\$11.56	\$11.62	\$11.68	\$11.73	\$11.79	\$11.85	\$11.91	\$11.97	\$12.03	\$12.09	\$12.15	\$12.21	\$12.27	\$12.33	\$12.40	\$12.46	\$12.52
PRC Dir.	\$19.85	\$19.95	\$20.05	\$20.15	\$20.26	\$20.36	\$20.46	\$20.56	\$20.67	\$20.77	\$20.87	\$20.98	\$21.08	\$21.19	\$21.29	\$21.40	\$21.51	\$21.62	\$21.73	\$21.83	\$21.94	\$22.05	\$22.16	\$22.27	\$22.38	\$22.49	\$22.60	\$22.72	\$22.83	\$22.95	\$23.06
ASC Dir.	\$16.82	\$16.90	\$16.97	\$17.07	\$17.16	\$17.24	\$17.33	\$17.42	\$17.50	\$17.59	\$17.68	\$17.77	\$17.86	\$17.95	\$18.04	\$18.13	\$18.22	\$18.31	\$18.40	\$18.49	\$18.58	\$18.65	\$18.77	\$18.86	\$18.96	\$19.05	\$19.15	\$19.24	\$19.34	\$19.44	\$19.53
Instructional Aide	\$7.93	\$7.97	\$8.01	\$8.05	\$8.09	\$8.14	\$8.18	\$8.22	\$8.26	\$8.30	\$8.34	\$8.38	\$8.43	\$8.47	\$8.51	\$8.55	\$8.60	\$8.64	\$8.68	\$8.73	\$8.77	\$8.81	\$8.86	\$8.90	\$8.95	\$8.99	\$9.04	\$9.08	\$9.13	\$9.17	\$9.22
Network	\$21.04	\$21.33	\$21.96	\$22.09	\$22.27	\$22.55	\$22.48	\$22.67	\$22.75	\$22.85	\$22.92	\$23.05	\$23.15	\$23.27	\$23.36	\$23.47	\$23.58	\$23.69	\$23.79	\$23.90	\$24.01	\$24.12	\$24.23	\$24.34	\$24.45	\$24.57	\$24.68	\$24.79	\$24.91	\$25.02	\$25.13
Bus Drivers	\$10.74	\$10.94	\$11.05	\$11.10	\$11.16	\$11.21	\$11.27	\$11.33	\$11.38	\$11.44	\$11.50	\$11.56	\$11.61	\$11.67	\$11.73	\$11.79	\$11.85	\$11.91	\$11.96	\$12.02	\$12.08	\$12.14	\$12.20	\$12.27	\$12.33	\$12.39	\$12.45	\$12.51	\$12.58	\$12.64	\$12.70
Avul. Food Sp., Mag.	\$9.37	\$9.41	\$9.46	\$9.51	\$9.55	\$9.60	\$9.65	\$9.70	\$9.75	\$9.80	\$9.84	\$9.89	\$9.94	\$9.99	\$10.04	\$10.09	\$10.14	\$10.19	\$10.25	\$10.30	\$10.35	\$10.40	\$10.45	\$10.50	\$10.55	\$10.60	\$10.65	\$10.70	\$10.75	\$10.80	\$10.85
Computer Tech.	\$9.28	\$9.34	\$9.35	\$9.42	\$9.47	\$9.52	\$9.57	\$9.61	\$9.66	\$9.71	\$9.76	\$9.81	\$9.86	\$9.91	\$9.96	\$10.01	\$10.06	\$10.11	\$10.16	\$10.21	\$10.26	\$10.31	\$10.36	\$10.41	\$10.46	\$10.51	\$10.56	\$10.61	\$10.66	\$10.71	\$10.76
Bus Driver/Maint. Tech.	\$10.00	\$10.05	\$10.10	\$10.15	\$10.20	\$10.25	\$10.30	\$10.35	\$10.40	\$10.45	\$10.50	\$10.55	\$10.60	\$10.65	\$10.70	\$10.75	\$10.80	\$10.85	\$10.90	\$10.95	\$11.00	\$11.05	\$11.10	\$11.15	\$11.20	\$11.25	\$11.30	\$11.35	\$11.40	\$11.45	\$11.50
Grounds Shuttle	\$8.42	\$8.45	\$8.47	\$8.52	\$8.56	\$8.60	\$8.63	\$8.68	\$8.71	\$8.75	\$8.79	\$8.82	\$8.86	\$8.90	\$8.94	\$8.98	\$9.02	\$9.07	\$9.11	\$9.15	\$9.19	\$9.23	\$9.27	\$9.31	\$9.35	\$9.39	\$9.43	\$9.47	\$9.51	\$9.55	\$9.60
ERC Asst. Dir.	\$13.37	\$13.41	\$13.46	\$13.51	\$13.55	\$13.60	\$13.65	\$13.70	\$13.75	\$13.80	\$13.84	\$13.89	\$13.94	\$13.99	\$14.04	\$14.09	\$14.14	\$14.19	\$14.25	\$14.30	\$14.35	\$14.40	\$14.45	\$14.50	\$14.55	\$14.60	\$14.65	\$14.70	\$14.75	\$14.80	\$14.85
Substitute Cook/Mag.	\$7.51	\$7.55	\$7.61	\$7.69	\$7.74	\$7.79	\$7.83	\$7.88	\$7.93	\$7.98	\$8.03	\$8.08	\$8.13	\$8.18	\$8.23	\$8.29	\$8.34	\$8.39	\$8.44	\$8.49	\$8.54	\$8.59	\$8.64	\$8.69	\$8.74	\$8.79	\$8.84	\$8.89	\$8.94	\$8.99	\$9.04

Bus drivers will be paid at a rate of \$7.57 per hour for trips.

All classified employees will receive a .005% salary increase each year, beginning with the 2002-2003 school year.

- CLASSIFIED PERSONNEL -**Salary Deductions****MANDATORY DEDUCTIONS**

Mandatory payroll deductions made by the Board include:

1. State and federal income taxes;
2. Occupational tax, when applicable;
3. Social security, when applicable;
4. County Employees' Retirement System of the State of Kentucky, when applicable;
5. Any deductions required as a result of judicial process, e.g., salary attachments, etc.;
6. Medicare (FICA), when applicable; and
7. Other mandatory levies or deductions as may be required by law.

OPTIONAL DEDUCTIONS

Pursuant to the provisions of KRS 161.158, the following optional payroll deductions are authorized by the Board for those employees who choose to participate:

1. Board approved health/life insurance program;
2. Board approved Tax Sheltered Annuity program;
3. Other state approved deferred compensation plan;
4. Board approved credit union;
5. United Way;
6. State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans;
7. Membership dues for job-related organizations when thirty percent (30%) or more eligible members request the deductions. Such deductions may include a life insurance plan and an income protection plan associated therewith.

No other payroll deductions shall be made by the Board.

REFERENCES:

KRS 78.610; KRS 161.158; 702 KAR 001:035; OAG 72-802

Adopted/Amended: 06/17/2008

Order #: 4281

- CLASSIFIED PERSONNEL -**Holidays**

Classified personnel shall be paid for four (4) holidays which shall be designated in the official school calendar. In addition, full-time, twelve-month employees shall be paid for two (2) additional holidays designated by the Board as falling within the work calendar.

EXCEPTION

The Superintendent may require, for security or other reasons, certain classified personnel to work on holidays. In this case, the employee shall be granted the holiday on another day.

CONTRACTED DAYS

Employees shall work the days specified in their contracts. Use of noncontracted days must be approved in advance by the Superintendent or the Superintendent's designee. Noncontracted days shall not accumulate.

REFERENCES:

KRS 158.070

KRS 160.291

KRS 161.154

KRS 2.110

KRS 2.190

Adopted/Amended: 04/15/1999

Order #: 2993

- CLASSIFIED PERSONNEL -**Leaves and Absences****APPROVAL**

Authorization of leave and time taken off from one's job shall be in accordance with specific leave policy. Absence from work that is not based on appropriate leave for which the employee is qualified may lead to disciplinary consequences, up to and including termination of employment.

EMPLOYEES EMPLOYED FOR ADDITIONAL JOB

An individual can not use a personal, emergency or sick day on the first job to perform an additional job for the District.

NOTIFICATION OF RETURN

Employees on leave covered by the related policies listed below shall notify the Superintendent in writing by April 1 of the year the leave terminates of the date of their intent to return to the school system. Failure to do so will render the position vacant.

LEAVE FOLLOWING ASSAULT

The District shall provide leave with pay for employees assaulted while performing their assigned duties when the assault results in injuries that qualify the employee for workers' compensation benefits. The period of leave shall not exceed one (1) calendar year following the assault. During that period, the employee shall not experience loss of income or benefits, including sick leave, under the terms and conditions set forth in KRS 161.155.

FMLA

Eligible employees may apply for leave under the provisions of the Family and Medical Leave Act of 1993.

REFERENCES:

KRS 161.155; KRS 161.770

Family and Medical Leave Act of 1993

RELATED POLICIES:

03.2232, 03.22322, 03.2233, 03.2234, 03.224

Adopted/Amended: 07/21/2011

Order #: 4771

- CLASSIFIED PERSONNEL -

Personal Leave

NUMBER OF DAYS

Full-time classified employees shall be entitled to one (1) day of personal leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorata part of the authorized personal leave days calculated to the nearest 1/2 day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized personal leave days equivalent to their normal working day.

APPROVAL

The Superintendent or designee must approve the leave date, but no reasons shall be required for the leave.

Approval shall be contingent upon the availability of qualified substitute employees. Those employees making earliest application shall be given preference.

AFFIDAVIT

Employees taking personal leave must file a personal affidavit on their return to work stating that the leave was personal in nature.

ACCUMULATION

On June 30, personal leave days not taken during the current school year shall be transferred and credited to the employee's accumulated sick leave account.

REFERENCE:

KRS 161.154

RELATED POLICY:

Adopted/Amended: 04/15/1999

Order #: 2993

Sick Leave Donation Program

The Sick Leave Donation program allows an employee to request to voluntarily donate sick leave days to another employee who meets applicable eligibility criteria.

WHO MAY CONTRIBUTE

An employee with a balance of fifteen (15) or more days of accumulated sick leave may donate days to another employee if the donation does not reduce the employee's accumulated sick leave balance to fewer than fifteen (15) days.

ELIGIBILITY CRITERIA

An employee in need of sick leave days shall meet all of the following conditions in order to be eligible to access days through sick leave donations.

- The employee or a member of his/her immediate family suffers from a medically certified illness, injury, impairment, physical or mental condition, or catastrophic event that has caused or is likely to cause the employee to be absent for at least ten (10) days.
- The employee completes the "Request to Receive Donated Sick Leave" form, and, when appropriate, attaches to this form a statement from a licensed physician certifying the need for the absence and use of leave, and returns the completed form to the Superintendent/designee. In completing the form, the employee gives the Superintendent/designee permission to publicize details regarding the need for the leave. The Superintendent/designee verifies that the requesting employee meets all eligibility criteria.
- The employee exhausts his/her accumulated sick leave, personal leave, and any other paid leave granted by the Board.
- The employee complies with the District's policies governing the use of sick leave.

An employee on donated sick leave shall be considered a District employee and his/her salary, wages, and other employee benefits shall not be affected.

DONATIONS

As long as the donor's sick leave account balance does not fall below fifteen (15) days, there is no limit on the number of days or the number of times in a school year an employee may donate to the same or a different employee(s).

An employee who wishes to donate sick leave days shall complete the "Request to Donate Sick Leave Days" form. The employee shall include the date and time of the donation on the form and submit the completed form to the Superintendent/designee.

Sick Leave Donation Program

ACCESS OF DONATED DAYS

An employee requesting the use of donated days must complete and submit to the Superintendent/designee the "Request to Receive Donated Sick Leave" form.

If the employee meets the eligibility criteria, the Superintendent/designee shall forward a notice containing the employee's name and reasons for the need to all administrative staff for distribution to employees.

RETURN OF UNUSED/UNNEEDED DAYS

Donors and the number of days donated shall be listed according to the day and time indicated on the "Request to Donate Sick Leave Days" form.

All days remaining after the need has been met and/or at the end of the current school year shall be returned to the contributor(s) on a proportionate/prorata basis.

Review/Revised:9/23/99

- CLASSIFIED PERSONNEL -**Family and Medical Leave****REASONS**

In compliance with the Family and Medical Leave Act of 1993 and under procedures developed by the Superintendent, leave shall be granted to eligible employees for the following reasons:

1. For the birth and care of an employee's newborn child or for placement of a child with the employee for adoption or foster care;
2. To care for the employee's spouse, child, or parent who has a serious health condition, as defined by federal law;
3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform the employee's job;
4. To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign country of the employee's spouse, son, daughter, or parent who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and
5. To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

NOTICES AND DEADLINES

- Employees who may be eligible for or who request leave for any of the above reasons shall be provided an FMLA notice of eligibility and rights and responsibilities. Requests for family and medical leave entitlement should be made in writing but verbal requests may be made to the immediate supervisor or other designated administrator who shall then document the request. The District may require that a request for leave be supported by a certification for health care or military-related situations as permitted by federal law, but such requirements must be set out in the required notice.

Deadline for Notice to be Provided: Absent extenuating circumstances, within five (5) business days of District receipt of a request or the District being made aware of a potentially qualifying reason.

NOTE: Only the District's human resources professional, leave administrator, or personnel director may contact an employee's health care provider to clarify or authenticate an FML certification in support of an FML request about which there are questions. The employee's direct supervisor shall not contact the provider.

- The District shall designate an employee's leave, paid or unpaid, as FMLA-qualifying and shall provide a designation notice indicating whether the request is approved or if additional information is needed. Leave may be delayed if the employee does not provide proper notice (30 days advance notice for a foreseeable leave; otherwise, notice as soon as the need becomes known).

Deadline for Notice to be Provided: Absent extenuating circumstances, within five (5) business days of learning that an FMLA reason supports the leave.

Family and Medical Leave

ELIGIBILITY

Employees are eligible for up to twelve (12) workweeks of family and medical leave each school year, if they have been employed by the District for twelve (12) months, have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave, and otherwise qualify for family and medical leave. When family and medical military caregiver leave is taken based on a serious illness or injury of a covered service member, an eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve-month period. This provision also applies to covered service members/veterans that have been on active duty within the past five (5) years as defined by federal regulation.

In determining whether returning veterans meet the minimum 1,250 hour standard, hours actually worked for the District during the twelve-month period are to be combined with hours they would have worked for the District had they not been called for military service.

In situations involving both the Americans with Disabilities Act (ADA) and FMLA, the District shall apply the law affording the employee the greater benefit.

RESTRICTIONS

To the extent that an employee is entitled to any paid leave, such leave shall be taken and it shall run concurrently with family and medical leave, except that the employee may request to reserve ten (10) days of sick leave. (This requirement shall not apply to employees taking workers' compensation leave.) However, when an employee's work-related injury/medical state qualifies as a serious health condition, worker's compensation leave shall run concurrently with the twelve (12) workweek entitlement.

Paid leave used by the employee as required under this policy shall count, as applicable, against the twelve (12) or twenty-six (26) FMLA workweek entitlement.

Entitlement to family and medical leave for the birth and care of a newborn child or placement of a child shall expire twelve (12) months after the date of such birth or placement.

When both husband and wife are employed by the District, the combined amount of family and medical leave for reasons other than personal illness or illness of a child shall be limited to twelve (12) workweeks. In cases of personal illness or illness of a child, each spouse is entitled to twelve (12) workweeks of family and medical leave.

Exception: The limit on the combined amount of family and medical leave shall be twenty-six (26) workweeks when both an eligible husband and wife are employed by the District and are eligible for leave that involves a covered Armed Forces service member/veteran.

Unused family and medical leave shall not accumulate from year to year.

INTERMITTENT LEAVE/REDUCED HOURS

Family and medical leave may be taken intermittently (when medically necessary) or on a reduced hours basis.

Family and Medical Leave**CONTINUATION OF BENEFITS**

While on family and medical leave, employees shall be entitled to all employment benefits accrued prior to the date on which the leave commenced. Health insurance for an employee on family and medical leave shall continue to be provided by the state on the same basis had the employee not taken leave. Other employment benefits and seniority shall not accrue during unpaid family and medical leave.

RETURN TO WORK

As noted by the required notice of eligibility and rights and responsibilities, when family and medical leave is taken due to an employee's own serious health condition, the employee shall provide fitness-for-duty certification before returning to work. This may include certification by the health care provider that the employee is able to perform essential functions specific to the job, as noted by the District in a list attached to the certification form.

Upon return to work, the employee shall be entitled to his/her same position (or an equivalent position with equivalent pay) with corresponding benefits and other terms and conditions of employment.

NOTICE

The District shall notify employees of family and medical leave provisions by posting appropriate notices in conspicuous places in the Central Office and each worksite and distributing notices as required by law.

REFERENCES:

Family and Medical Leave Act of 1993, 29 U.S.C. 2601-2654
Title I of the FMLA, as amended by the National Defense Authorization Act
Code of Federal Regulations, Title 29, Part 825

RELATED POLICIES:

03.223; 03.2232
03.2233; 03.2234
03.2238; 03.224

Adopted/Amended: 07/18/2013
Order #: 5116

- CLASSIFIED PERSONNEL -**Maternity Leave****PAID SICK LEAVE**

Childbirth and recovery therefrom, which prevent the employee from performing assigned duties, shall entitle the employee to sick leave benefits as provided in Board Policy 03.2232.

An illness of the newborn shall entitle the employee to sick leave benefits as provided in Board Policy 03.2232.

An employee may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child or children. Additional sick leave days may be used when the need is verified by a physician's statement.

UNPAID MATERNITY LEAVE

On written request, the parent of a newborn or the employee who adopts a child or children shall be granted unpaid leave of absence not to exceed the remainder of the school year in which the birth or placement occurs. Thereafter, leave may be extended in increments of no more than one (1) year.

Employees on maternity leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.223. Failure to do so will render the position vacant.

Employees taking a maternity leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed.

FMLA

In compliance with the Family and Medical Leave Act of 1993, eligible employees are entitled to up to twelve (12) workweeks of unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child.

REFERENCE:

Family & Medical Leave Act of 1993

RELATED POLICIES:

03.223

03.2232

03.22322

Adopted/Amended: 07/13/2010

Order #: 4611

- CLASSIFIED PERSONNEL -**Extended Disability Leave**

This policy shall be applied in a manner consistent with policy 03.212 and the Americans with Disabilities Act (ADA), when those provisions are applicable.

UNPAID LEAVE

Unpaid disability leave may be granted by the Board, upon written request, for the remainder of the contract year. Thereafter, leave may be extended by the Board in one (1) year periods.

FMLA

In compliance with the Family and Medical Leave Act of 1993, leave shall be granted in accordance with Board Policy 03.22322.

VERIFICATION

The Superintendent may require the employee to secure a licensed physician's verification of disability.

NOTIFICATION OF RETURN

Employees on extended disability leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.223. Failure to do so will render the position vacant.

PLACEMENT UPON RETURN

Employees taking disability leave will, on return, be entitled to a comparable position for which they are qualified. Placement in the same position or the same building cannot be guaranteed.

INVOLUNTARY DISABILITY LEAVE

When, on advice of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties, the Board may require the employee to provide evidence of ability to perform the essential functions of the position in the form of an examination and report by a physician of the Board's choosing. The Board shall bear the cost of this examination.

REFERENCES:

Consolidated Omnibus Budget Reconciliation Act
Family & Medical Leave Act of 1993
Americans with Disabilities Act

RELATED POLICIES:

03.211
03.212
03.223
03.22322

Adopted/Amended: 04/15/1999

Order #: 2993

- CLASSIFIED PERSONNEL -**Educational Leave**

Upon recommendation of the Superintendent, the Board may grant classified personnel short-term leaves with pay for the purpose of obtaining training to enhance the skills required in performing their job or to obtain training in anticipation of a different position within the school system.

REFERENCE:

OAG 84-43

Adopted/Amended: 04/15/1999

Order #: 2993

- CLASSIFIED PERSONNEL -**Emergency Leave****NUMBER OF DAYS**

Full-time classified employees shall be entitled to two (2) days of emergency leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorata part of the authorized emergency leave days calculated to the nearest 1/2 day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized emergency leave days equivalent to their normal working day.

Emergency leave shall be granted for the following reasons:

BEREAVEMENT

Death of a relative or personal friend.

COURT

Legal or personal business (to include court appearances) which requires absence during working hours. This is not to include jury duty. (See Policy 03.1237.) Verification of required court appearances shall be filed with the office of the Board of Education, and any compensation or fees received resulting from court services (up to the amount of salary paid) shall be reimbursed to the Board by those receiving leave pay.

DISASTERS

Personal disasters of the magnitude of tornados, fires, floods, etc. This applies only in cases not covered by sick leave.

OTHER

Such other reasons of an emergency or extraordinary nature as approved by the Superintendent or designee.

RESTRICTIONS

Emergency leave shall be available for reasons of personal hardship of the employee and shall not be used for seeking other employment, rendering services for pay, for recreational activities, or for personal illness or for illness in the immediate family that is not covered by sick leave. Emergency leave days may be used as sick leave days only after all sick leave days of the employee have been exhausted.

REQUEST FOR LEAVE

Emergency leave must be requested through the Superintendent or designee who will determine if the leave requested meets the Board's criteria.

AFFIDAVIT

Persons taking emergency leave must file a personal affidavit upon their return to work stating the specific reasons for their absence.

Emergency Leave

USE OF SICK LEAVE

Employees may use three (3) sick leave days per school year for emergency leave pursuant to KRS 161.152 and consistent with the above provisions.

ACCUMULATION

Emergency leave days not taken during the school year shall not accumulate.

REFERENCES:

KRS 161.152; OAG 76-427; OAG 74-770; OAG 72-348

RELATED POLICIES:

03.2232; 03.2237

Adopted/Amended: 04/15/1999

Order #: 2993

- CLASSIFIED PERSONNEL -

Jury Leave

SALARY

Any employee who serves on a jury in a duly constituted local, state, or federal court shall be granted leave with full compensation, less any compensation received as jury pay (except expense monies), for the period of his actual jury service.

NOTICE

Persons who will be absent from work to serve on juries must give advance notice to their immediate supervisors.

REFERENCES:

KRS 161.153
OAG 78-696

Adopted/Amended: 04/15/1999

Order #: 2993

-CLASSIFIED PERSONNEL-**Military/Disaster Services Leave**

Military leave will be granted to classified personnel under the provisions and conditions specified in law.

Employees who are members of the National Guard or of any reserve component of the Armed Forces of the United States, or of the reserve corps of the United States Public Health Service shall be entitled to military leave, without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits to which they are entitled. In any one (1) federal fiscal year, employees, while on military leave, shall be paid their salaries or compensations for a period or periods not exceeding twenty-one (21) calendar days. Any unused military leave in a federal fiscal year shall be carried over to the next year. Any unused military leave shall expire two (2) years after it has accrued. Determination of the period of military leave to be granted shall be made according to statutory requirements.

The employee is responsible for notifying his/her immediate supervisor as soon as s/he is notified of an impending military-related absence.¹

The Board may grant disaster services leave to requesting eligible employees. An "eligible employee" means one who is a certified disaster services volunteer of the American Red Cross. Disaster services leave shall be with pay and shall not exceed thirty (30) work days in any twelve (12)-month period.²

REFERENCES:

¹KRS 61.373, KRS 61.375, KRS 61.377, KRS 61.394, KRS 61.396

²KRS 61.395

KRS 161.740 (3)

702 KAR 003:070

OAG 76-316

OAG 74-258

OAG 82-305

Adopted/Amended: 06/15/2006

Order #: 3967

- CLASSIFIED PERSONNEL -**Insurance****INSURANCE**

The Board shall provide unemployment insurance, workers' compensation, and liability insurance for all classified personnel. In addition, the State provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation.¹

WORKERS' COMPENSATION

Employees who qualify for workers' compensation benefits following an assault and injury, while performing assigned duties, should refer to Policy 03.223.

Employees who qualify for Workers' Compensation may be offered the opportunity to participate in an Early Return to Work Program. Transition employment need not be in the same job classification or location, but must comply with the treating physician's restrictions and amendments until the participating employee achieves maximum medical recovery.

REFERENCES:

¹702 KAR 001:035

KRS 161.158

Consolidated Omnibus Budget Reconciliation Act

Kentucky Constitution (Section 3); KRS 161.155; KRS 342.730(6)

RELATED POLICIES:

03.2211, 03.223, 03.22322, 03.2241, 03.24

Adopted/Amended: 07/21/2011

Order #: 4771

- CLASSIFIED PERSONNEL -**Expense Reimbursement**

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the Board shall reimburse school personnel for school-related travel when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent and, when appropriate, the School Council. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. Employees are to use the most economical rates for travel and conference expenses and maintain records and receipts to support requests for reimbursement. In the case of expenses reimbursed from internal accounts, the Principal shall be the authority for approving reimbursement. Travel expenses for guests of employees shall not be reimbursed.

The expense reimbursement process shall require documentation of the funding source/category used to pay expenses for all approved trips.

The Board will be responsible only for actual, allowable expenses. Allowable expenses are:

MILEAGE

Mileage between official workstations within the school system and mileage for trips outside the school system that have been approved by the Superintendent and the Council in SBDM schools will be reimbursed at the same rate as that of state employees when the employee uses his/her own vehicle.

If an employee's point of origin for travel is the employee's residence, mileage shall be paid for the shorter of mileage between:

- a. Residence and travel destination; or
- b. Workstation and travel destination

GASOLINE

Actual costs of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Purchase must be substantiated by a receipt showing total gallons and total charges.

TOLLS AND FEES

Actual parking, bridge and highway toll charges shall be reimbursed. Parking fees must be substantiated by a receipt. A toll receipt is not required. (Tolls are not to be charged for District vehicles being operated in state in an official capacity.)

CAR RENTAL

Car rental charges, including liability and comprehensive insurance, shall be reimbursed when approved in advance, in writing by the Superintendent and the School Council in SBDM schools. Charges must be substantiated by a receipt. The Board will not reimburse an employee for security deposit charges.

Expense Reimbursement**COMMON CARRIERS**

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Airfare shall be the lowest negotiated coach or tourist class. An employee who obtains a non-refundable ticket via a purchase order and does not use the ticket will be liable for the cost of the airline ticket. A ticket stub/invoice reflecting the cost is required for reimbursement. Sightseeing and pleasure tours are not reimbursable.

TAXI, LIMOUSINE AND BAGGAGE

Receipts are required for reimbursement for taxi and limousine service.

Baggage-handling gratuities of one dollar (\$1.00) per bag will be allowed, to a maximum of five dollars (\$5.00) without a receipt.

MEALS

Reimbursement for meals while traveling outside the District will be made for actual costs, to a maximum of thirty dollars (\$30.00) per day including gratuities. Any meal exceeding five dollars (\$5.00) must be substantiated by an itemized receipt. Cost of each meal shall be shown separately on the expense account form. Service gratuities of up to fifteen percent (15%) of the amount claimed for each meal may be reimbursed.

Day Travel

Unless a statutory exception can be invoked, meal reimbursement SHALL NOT be paid to an employee unless travel involves overnight lodging, with the following exceptions:

- The cost of meals included in a registration fee is reimbursable at the conference rate.
- The cost of a banquet included as part of a statewide meeting.

Overnight Travel

Meal cost reimbursement will be allowed on both the day the employee leaves home and on the day he or she returns, to the extent that the leaving and/or return times fall within the periods specified below. Departure and return times shall be indicated on the expense account form for any meal reimbursement.

When departure from destination is:

- Prior to 9:00 am: maximum reimbursement is \$30.00 including gratuities
- After 9:00 am and prior to 2:00 pm: maximum reimbursement is \$23.00 including gratuities
- After 2:00 pm: Maximum reimbursement is \$15.00 including gratuities

When returning to workstation or residence is:

- Prior to 9:00 am: maximum reimbursement is \$7.00 including gratuities
- After 9:00 am and prior to 2:00 pm: maximum reimbursement is \$15.00 including gratuities
- After 2:00 pm: Maximum reimbursement is \$30.00 including gratuities

Expense Reimbursement**MEALS (CONTINUED)**

The actual cost of meals included in a registration fee is reimbursable. If a meal is provided in a conference, the daily reimbursement rate will be reduced per the following: breakfast - \$7.00; lunch - \$8.00; dinner - \$15.00. Conference meals are reimbursable at the conference rate when a meal is an integral part of the program as opposed to a social or entertainment activity at which food is provided.

LODGING

Hotel, motel or campground charges incurred while on approved travel, substantiated by a receipt, are reimbursable subject to the following:

- Lodging accommodations shared with non-Board employees shall be reimbursed at the "single" rate.
- Lodging accommodations within sixty (60) miles of an employee's domicile or workstation shall not be reimbursed unless authorization for reimbursement is granted by the Superintendent prior to travel.
- Movies, telephone calls and other personal expenses must be paid directly to the hotel/motel by the employee and may not be claimed for reimbursement.
- Employees must clearly indicate on hotel/motel bills for whom meals were charged and which meal the charge represents.
- If an employee is provided lodging at no cost, s/he shall attach a statement, signed by the employee, to the expense account form listing the name of the head of household, address, and date(s) of the employee's stay.
- When multiple employees on an approved trip share accommodations and one employee pays for the accommodations, all employees shall sign a statement to that effect. This statement shall be attached to the expense account form.

GUEST TRAVEL

The District shall reimburse an employee traveling with guests an amount no greater than the amount of reimbursement available to an employee traveling without guests.

EXTRA DAYS

An employee may request or be requested to depart earlier or delay return for one (1) or two (2) days so the District may take advantage of discounts on airline fees. In these cases, meals and lodging will be reimbursed for the extra time the employee is required to spend traveling in order to minimize total trip cost.

REGISTRATION FEES

Reimbursement for a registration fee is allowable if a receipt is attached to the expense account form. If a registration fee entitles the registrant to full meals, reimbursement claims for these meals shall not be made. Any registration fee that includes meals or lodging shall be so itemized or explained on the employee's expense account.

Expense Reimbursement**LONG DISTANCE TELEPHONE CALLS**

Phone calls itemized on a hotel bill will be reimbursed if a notation is made on the expense account that the calls were made to conduct Board-related business. Business-related e-net access shall be limited to a local phone call charge per occurrence.

TRAVEL OUTSIDE THE UNITED STATES

Employees authorized by the Superintendent to travel outside the United States or its possessions shall be reimbursed for their actual and necessary expenses for subsistence.

SETTLEMENT IN U.S. FUNDS

Reimbursement for expenses incurred in another country shall be made in United States dollars at the current exchange rate. An employee's expense account shall be completed in U.S. dollars for all out-of-country expenses including hotel, meals, and taxi. Documentation of the applicable exchange rate must be provided.

EMERGENCY REPAIRS TO VEHICLES

Reimbursement will be made for emergency repairs or road service to Board-owned vehicles if incapacitated while out-of-District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.

UNFORESEEN DEVELOPMENTS

When unforeseen developments occur, this policy shall be interpreted on a case-by-case basis. The overall guidelines that shall be followed are that no costs should be incurred that are inconsistent with the economical operation of the Board, and that the benefits of travel accrue to the Board, not the individual. Employees are accountable for their travel expense account, which is a sworn itemized statement for the expenditure of public funds.

ITEMS NOT ALLOWED

Expenditures for laundry, valet cleaning service, valet parking, travel insurance, entertainment, alcoholic beverages, sightseeing, pleasures tours, etc., are personal charges and are not reimbursable.

REIMBURSEMENT PROCEDURES

No request for travel reimbursement will be considered unless filed on the proper form and accompanied by original itemized receipts. A receipt is defined as any preprinted invoice from a hotel, motel, restaurant or other establishment showing the date of service, the amount charged for the service, the location where the service was performed and a description of the expenditure.

Reimbursement requests must be filed within one (1) week of the incurred expenditure to qualify for reimbursement.

Without proper documentation, individuals shall not receive reimbursement, and, if it is determined that reimbursement was made based on incomplete or improper documentation, the individual may be required to reimburse the District.

Expense Reimbursement**REIMBURSEMENT PROCEDURES (CONTINUED)**

No one shall receive duplicate reimbursement for any travel expenses.

In the event that some other entity provides partial travel expenses, a statement signed by the employee shall be attached to the expense account form stating the name of the provider and an itemized list of the goods and/or services paid by the other entity.

EXCEPTIONS

Any exceptions to these policies must be approved in writing by the Superintendent and attached to the expense account form.

SUPERINTENDENT'S TRAVEL EXPENSES

Prior to granting approval for payment, the Board shall review itemized reimbursement requests for the Superintendent's travel expenses in an open board meeting.

REFERENCES:

KRS 160.290; KRS 160.410; KRS 175.525

OAG 80-395

United States v. Correll, 389 U.S. 299 (1967)

Accounting Procedures for Kentucky School Activity Funds

Adopted/Amended: 07/18/2013

Order #: 5116

- CLASSIFIED PERSONNEL -**Enrollment of Employee's Children**

Employees who live in Kentucky but outside the District shall have the option of enrolling their children in the District schools, contingent on the District receiving ADA as provided by law.

REFERENCES:

KRS 157.350

KRS 158.120

OAG 72-154

702 KAR 007:125

RELATED POLICIES:

09.11

09.12

09.124

09.125

Adopted/Amended: 07/18/2013

Order #: 5116

- CLASSIFIED PERSONNEL -**Assignment**

The assignment of classified personnel shall be made by the Superintendent, who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

The Superintendent shall assign personnel only in positions for which they are qualified.

The Superintendent shall not assign the relative of a school Principal to the school where the Principal is assigned unless the relative is not the spouse and was employed in that school during the 1989-90 school year. No spouse of a Principal shall be assigned to the school where the Principal is assigned unless the spouse was employed in the 1989-1990 school year and the District has no more than one (1) elementary school, one (1) middle school, and one (1) high school. A Principal's spouse employed in the Principal's school shall be evaluated by another school administrator.¹

The Superintendent shall not assign a classified employee to an alternative education program as defined in KRS 160.380 as part of any disciplinary action pursuant to KRS 161.011 or as part of a corrective action plan established pursuant to the District's evaluation plan.

REFERENCES:

¹KRS 160.380

KRS 160.390

KRS 161.011

OAG 91-28

OAG 92-1

OAG 92-135

Adopted/Amended: 07/19/2012

Order #: 4948

- CLASSIFIED PERSONNEL -**Transfer**

The transfer of classified personnel shall be made by the Superintendent who, at the first meeting following the transfer, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

TRANSFER OF CLASSIFIED PERSONNEL TO A SUBSTITUTE POSITION

Individuals with sick, emergency, and/or personnel leave accruals and transferring to a substitute position shall forfeit all accruals, which shall not be reinstated upon the employee's return to full-time status.

TRANSFER OF EMPLOYEES CHARGED WITH A FELONY

Notwithstanding any other policy provision, the Superintendent may transfer an employee charged with a felony offense as permitted under KRS 160.380.

REFERENCES:

KRS 160.380

KRS 160.390

OAG 92-135

OAG 92-1

Adopted/Amended: 06/15/2006

Order #: 3967

- CLASSIFIED PERSONNEL -**Promotion**

The promotion of classified personnel shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

The promotion of personnel shall be based on qualifications, success in past assignments, and potential for success in the new position.

The Superintendent shall not promote a personal relative or the relative of a Board member who continues employment in the District under the provisions of KRS 160.380.

REFERENCE:

KRS 160.380

OAG 92-1

Adopted/Amended: 04/15/1999

Order #: 2993

- CLASSIFIED PERSONNEL -**Demotion**

The demotion of classified personnel shall be made by the Superintendent, who at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

REFERENCES:KRS 161.164OAG 92-1OAG 92-135

Adopted/Amended: 04/15/1999

Order #: 2993

- CLASSIFIED PERSONNEL -**Supervision****SUPERVISION**

Supervision shall be provided for all classified employees. Each employee shall be informed as to whom his immediate supervisor is and to whom he will be responsible.

JOB DESCRIPTION

Each employee shall be provided a job description which shall delineate all essential functions and the general duties and responsibilities of the position. Job descriptions shall not be considered all-inclusive descriptions of the job but shall indicate the general parameters of the duties and responsibilities of the position. The immediate supervisor may, as needed, assign other reasonable duties to the employee.

REFERENCE:

KRS 160.290

RELATED POLICY:

03.233

Adopted/Amended: 04/15/1999

Order #: 2993

- CLASSIFIED PERSONNEL -**Use of School Property**

All personnel shall be responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property shall be reported to the employee's immediate supervisor, who shall then report it to the Superintendent/designee once it is confirmed that the item cannot be recovered.

In addition, employees shall not perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities. District property being used for unauthorized purposes shall be reported to that employee's immediate supervisor.

OUTSIDE WORK

An employee shall not use any District facility, vehicle, electronic communication system, equipment, or materials in performing outside work. These items (including security codes and electronic records, such as e-mail) are property of the District and shall be used solely for job-related purposes.

ELECTRONIC COMMUNICATIONS

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy as to information entered or stored in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

DRIVING RECORD

Employees who have occasion to drive a Board-owned vehicle and/or transport students, shall annually provide the Superintendent with a copy of their driving records from the Kentucky Department of Transportation. Each employee must also provide the Superintendent with proof of insurance. This copy shall indicate date of coverage. Any traffic citation received during the year shall be reported to the Superintendent prior to driving a Board-owned vehicle or transporting students.

USE OF ASSIGNED TELECOMMUNICATION DEVICES

The Board authorizes the purchase and employee use of telecommunication devices, as deemed appropriate by the Superintendent. These devices shall include, but are not limited to, pagers and/or cell phones.

Telecommunication devices may be assigned or made available on a temporary or on-going basis when it is determined that:

1. Assignment of a device to an employee is a prudent use of District resources.
2. The employee's job responsibilities require the ability to communicate frequently and access to a District or public telephone is not readily available.
3. The employee's job involves situations where immediate communication is necessary to ensure the security of District property or safety of students, staff or others while on District property or engaged in District-sponsored activities.

District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted.

Use of School Property

REFERENCES:

KRS 160.290
KRS 189.292
KRS 281A.205
702 KAR 005:080

Adopted/Amended: 07/18/2013
Order #: 5116

- CLASSIFIED PERSONNEL -**Political Activities**

No District employee shall promote, organize, or engage in political activities while performing his/her duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

1. Encouraging students to adopt or support a particular political position, party, or candidate; or
2. Using school property or materials to advance the support of a particular political position, party, or candidate.

SCHOOL BOARD ELECTIONS

The Superintendent shall inform all District employees of the provisions of KRS 161.164.

REFERENCES:

KRS 161.164

OAG 72-700; OAG 63-572

KRS 161.990; OAG 92-145

RELATED POLICY:

03.212

Adopted/Amended: 04/15/1999

Order #: 2993

- CLASSIFIED PERSONNEL -**Disrupting the Educational Process**

Any employee who, while under the authority of the Superintendent, participates in or encourages activities which are disruptive to the educational process, whether on school property or at school-sponsored events and activities, may be subject to disciplinary action, including termination of contract.

For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct that threatens the health, safety, or welfare of others;
2. Conduct that may damage property;
3. Illegal activity; or
4. Conduct that interferes with or hinders the orderly administration of the school and school-related activities.

REFERENCES:

KRS 160.290

KRS 161.790

34 CFR Part 85

RELATED POLICIES:

03.212, 03.262, 03.27, 09.422, 10.21

Adopted/Amended: 04/15/1999

Order #: 2993

- CLASSIFIED PERSONNEL -**Drug-Free/Alcohol-Free Schools****DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES**

District employees shall not manufacture, distribute, dispense, be under the influence of, purchase, possess, use or attempt to purchase or obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

DEFINITIONS

Controlled substance shall mean any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by the Kentucky Cabinet for Health and Human Services under regulations pursuant to KRS 218A.020.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

AUTHORIZED DRUGS

Employees who personally use or who are designated to administer to a student a drug authorized by and administered in accordance with a prescription from a health professional shall not be considered in violation of this policy.

WORKPLACE DEFINED

Workplace shall mean the site for the performance of work done for the District including any place where work on a District program, project or activity is performed, including, but not limited to, a school building or other school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. "Workplace" shall also include school-sponsored or school-approved activities, events or functions which are held off school property and in which students are under District jurisdiction including, but not limited to, field trips and athletic events.

Drug-Free/Alcohol-Free Schools**EMPLOYER'S RIGHT OF ENFORCEMENT**

Any employee who is reasonably believed to be impaired by or in possession of an illegal drug, prohibited substance, and/or alcohol may be subject to search of his/her workplace. The Superintendent shall take appropriate personnel action against any employee found to be in violation of this policy.

SUSPENSION/TERMINATION/NON-RENEWAL

Any employee who violates the terms of this policy may be suspended, non-renewed or terminated. In addition, violations may result in notification of appropriate legal officials.

ALTERNATIVE

As an alternative, the Superintendent may choose that an employee who violates the terms of the District's drug-free/alcohol-free workplace policies shall satisfactorily participate in a Board-approved drug/alcohol abuse assistance or rehabilitation program. If the employee fails to satisfactorily participate in such a program, the employee may be suspended, non-renewed or terminated.

REPORTING

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

NOTIFICATION BY EMPLOYEE

Any employee convicted of a workplace violation of criminal drug statutes shall, within five (5) working days, provide notification of the conviction to the Superintendent.

Within ten (10) calendar days after receiving an employee's notification of conviction, the Superintendent shall inform the relevant federal agency(s) of such conviction. A copy of this report shall be simultaneously provided to the members of the Board.

Within thirty (30) calendar days after receiving an employee's notification of conviction, the Superintendent shall take actions to discipline the convicted employee appropriate to the specific circumstance. Such action may include, but is not limited to, requiring the employee to participate satisfactorily in an approved drug abuse rehabilitation program, at the employee's expense, or dismissal of the employee.

PREVENTION PROGRAM

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all employees which shall include notice of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/employee assistance programs; and

Drug-Free/Alcohol-Free Schools

PREVENTION PROGRAM (CONTINUED)

5. Penalties that may be imposed upon employees for violations of this policy.

REFERENCES:

KRS 160.290; KRS 217.900; KRS 218A.1430

34 CFR Part 85

P. L. 101-226 (Improving America's Schools Act of 1994 (Title IV): Safe and Drug-Free Schools and Communities)

RELATED POLICIES:

03.2325; 08.1345; 09.2241

Adopted/Amended: 07/19/2012

Order #: 4948

- CLASSIFIED PERSONNEL -**Use of Tobacco****USE OF TOBACCO PROHIBITED**

The use of any tobacco product is prohibited in any building or vehicle owned or operated by the Board.

Employees may use tobacco products only in areas outside of school buildings as designated by the Principal/designee or school council, as appropriate. Such areas shall be clearly identified and, if possible, isolated from the view of students. Areas outside administrative offices and outside maintenance and transportation complexes shall be designated by the Superintendent/designee.

REFERENCES:

KRS 438.050

OAG 81-295

702 KAR 005:080 (32)

OAG 91-137

KRS 160.290

KRS 160.340

P. L. 107-110 (No Child Left Behind Act of 2001)

RELATED POLICY:

09.4232

Adopted/Amended: 04/15/1999

Order #: 2993

Bus Drivers' Use of Tobacco and Other Substances**TOBACCO PRODUCTS**

While on the bus, bus drivers shall not use tobacco products and shall not permit students to use them.

DEFINITIONS

The following definitions apply for purposes of drug and alcohol testing required by federal and state law:

"Drugs" refers to controlled substances as prohibited by the Omnibus Act, including but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP).

"Alcohol" refers to the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including but not limited to, methyl and isopropyl. Alcohol use includes the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

USE PROHIBITED

All employees subject to commercial driver's license (CDL) requirements shall be prohibited from:

1. The use of any drugs, that may affect the employee's ability to safely drive a school bus or perform other job responsibilities;
2. The use of alcohol:
 - a. While on duty;
 - b. Four (4) hours before driving;
 - c. Eight (8) hours following an accident; or
 - d. Consumption resulting in prohibited levels of alcohol in the system.

REQUIRED REPORTS

- Drivers taking medication either by prescription or without prescription shall report to the immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities.²
- Drivers shall immediately report to the Superintendent or designee any traffic violation specified in Kentucky Administrative Regulation.²

TESTING

All covered applicants and employees shall be subject to pre-employment testing (controlled substances only), and reasonable suspicion, random and post-accident testing for drugs and alcohol. Return-to-duty and follow-up testing shall also be required.

All offers of employment with the District shall be made contingent upon testing results. An applicant who tests positive shall not be employed.

Bus Drivers' Use of Tobacco and Other Substances**TESTING (CONTINUED)**

Current employees who test positive shall be subject to immediate disciplinary action up to and including dismissal in accordance with Board policy and administrative procedures. A school bus driver, substitute driver, school bus mechanic or anyone performing safety-sensitive pupil transportation duties who tests 0.02 percent or higher on the confirmation alcohol test immediately before, during, or immediately following the performance of these duties shall be relieved of these duties immediately. (Drivers found under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day shall be dismissed from employment in accordance with Kentucky Administrative Regulation and Board policy and shall not be eligible for reemployment for five [5] years.)

Employees who test positive shall be notified of referral services. Additionally, employees shall be subject to CDL prohibitions and penalties under the Omnibus Act and applicable Federal Motor Carrier Safety Regulations.

Applicants who refuse drug testing shall be eliminated immediately from employment consideration. Current employees who refuse to comply with testing requirements will be regarded as insubordinate and shall be subject to disciplinary action, up to and including dismissal.

Refusal to submit to an alcohol or controlled substance test means that the individual demonstrated noncompliance, including but not limited to the following actions:

- Failed to appear for any test within a reasonable period of time as determined by the employer and consistent with applicable Department of Transportation agency regulation;
- Failed to remain at the testing site until the testing process was completed;
- Failed to provide a sample specimen for any required test;
- Failed to provide a sample in an amount sufficient for testing without an adequate medical reason for the failure;
- Failed to undergo a medical examination as directed by the Medical Review Officer as part of the verification process for the previous listed reason;
- Failed or declined to submit to a second test that the employer or collector has directed the driver to take;
- Failed to cooperate with any of the testing process; and/or
- Adulterated or substituted a test result as reported by the Medical Review Officer.

TESTING COSTS

Pre-employment drug testing costs shall be paid for by the District. All current employee drug and alcohol testing including reasonable suspicion, random and post-accident testing costs shall be paid for by the District.

Bus Drivers' Use of Tobacco and Other Substances**MATERIALS TO BE PROVIDED**

The Superintendent/designee shall distribute educational materials to explain state and federal legal requirements for alcohol and controlled substance testing of CDL drivers and the District's policies and procedures to implement it and answer questions about the materials. Materials shall meet content requirements of state and federal regulations and shall be distributed to each driver prior to the start of alcohol and controlled substances testing each year and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle. Each employee is required to sign a statement certifying that s/he has received a copy of these materials. If the District recognizes an organization to represent bus drivers, the District shall provide written notice to representatives of the organization of the availability of this information.¹

REFERENCES:

¹49 C.F.R. Part 382

²702 KAR 005:080

KRS 438.050

Omnibus Employee Testing Act of 1991, Public Law 102-143, Title V

RELATED POLICIES:

03.11; 03.13251; 03.17

03.21; 03.23251; 03.27

Adopted/Amended: 07/21/2011

Order #: 4771

- CLASSIFIED PERSONNEL -**Duties**

All employees are expected to use sound judgment in the performance of their duties and take reasonable measures to protect the health, safety, and well-being of others, as well as District property.

JOB DESCRIPTION

Prior to the authorization of any personnel position in the District budget, the Superintendent, collaborating with other District authorities with personnel assignment responsibilities, shall develop, for Board approval, job descriptions which establish all essential functions of each position. The description shall encompass job responsibilities, completion of records and reports, and achievement of goals identified to enhance student achievement and help the school and/or District meet goals established by statute and/or Board policy.

INVESTIGATIONS

All employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. Failure to comply may be considered insubordination.

ACCOMMODATION

Reasonable accommodation shall be provided each qualifying employee with a disability to comply with the requirements of law and regulation.¹

REFERENCES:

¹Americans With Disabilities Act (ADA); Rehabilitation Act of 1973
P. L. 93-12 Sec. 504; P. L. 101-336
KRS 158.645; KRS 158.6451
OAG 91-10

RELATED POLICY:

03.212

Adopted/Amended: 07/19/2012

Order #: 4948

- CLASSIFIED PERSONNEL -**Outside Employment or Activities****OUTSIDE EMPLOYMENT**

Classified employees shall not accept outside employment or activities which will prevent them from fulfilling regularly assigned school duties and obligations.

Employees shall not perform any duties related to an outside job during their regular working hours.

EXCEPTION

While performing service or undergoing training, employees who are members of the National Guard, any reserve component of the U.S. armed forces, or reserve corps of the U.S. Public Health Service shall be entitled to leave of absence from their respective duties.¹

ENTRY/EXIT LOG

All employees shall sign in and out when they leave school premises during the school day, employees shall use Procedure 03.1332 AP.21, Entry/Exit Log. (03.2332 AP.21)

REFERENCES:

¹KRS 61.394, KRS 61.396
KRS 160.290
KRS 160.291 (4)

RELATED POLICY:

03.222
03.2238

Adopted/Amended: 04/15/1999

Order #: 2993

- CLASSIFIED PERSONNEL -**Health and Safety****SAFETY**

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees shall report any conditions they believe to be unsafe to their immediate supervisor, who shall examine the situation and take appropriate action.

The District shall develop, maintain and implement health and safety plans in compliance with state and federal law.

HAZARD COMMUNICATION PLAN

The Superintendent/designee shall develop a District Hazard Communication Plan. The plan shall include:

1. The assignment of a District employee to be responsible for the implementation and coordination of the Hazard Communication Plan;
2. The inventory of all chemicals used at each school and worksite;
3. The identification of each chemical in the inventory that is covered by the OSHA Hazard Communication Standard;
4. Maintenance of a Material Safety Data Sheet (MSDS) for each substance on the chemical inventory list for as long as the District uses the substance, plus thirty (30) years;
5. Labeling of all containers of each chemical identified as required by the Hazard Communication Standard;
6. The development of an employee Hazard Communication Information and Training Program; and
7. The development, implementation and maintenance of a written Hazard Communication Program.

BLOODBORNE PATHOGEN CONTROL

The Superintendent/designee shall develop an Exposure Control Plan to eliminate or minimize District occupational exposure to bloodborne pathogens. The plan shall address:

1. Identification of employees at-risk of occupational exposure and their assigned tasks and procedures which could lead to such exposure;
2. Communication of hazards to employees;
3. Vaccinations of at-risk employees for Hepatitis B at no cost to these employees;
4. Determination of universal precautions to be observed, including adequate engineering controls and housekeeping procedures;
5. Appropriate training of employees;
6. Provision of personal protective equipment including an opportunity provided annually for employees who use medical sharps in performance of their duties to identify, evaluate and select engineering and work practice controls to be implemented by the District, as appropriate;
7. Maintenance of a sharps injury log;

Health and Safety

BLOODBORNE PATHOGEN CONTROL (CONTINUED)

8. Medical follow-up and counseling for employees after a work-site exposure;
9. Maintenance of confidential records of each exposure incident; and
10. A schedule for implementing all provisions required by the OSHA standard.

The Superintendent or designee shall review and update the Exposure Control Plan at least once each year and when needed to reflect new or modified tasks and procedures that affect occupational exposure or new or revised employee positions with occupational exposure. The review and update shall also address:

1. Changes in technology that eliminate or reduce exposure to bloodborne pathogens; and
2. Annual documentation that appropriate, commercially available and effective safer medical devices that are designed to eliminate or minimize occupational exposure have been obtained and are now in use.

LOCKOUT/TAGOUT

The Superintendent/designee shall develop a lockout/tagout program to eliminate or minimize the unexpected startup or release of stored energy in mechanical or electrically powered equipment. The plan shall address:

1. Assignment of a District employee to be responsible for implementation and coordination of the lockout/tagout program;
2. A written program consisting of energy control procedures;
3. Development, documentation and utilization of energy control procedures for the control of potentially hazardous energy when employees are engaged in servicing and maintaining equipment;
4. Periodic review of the lockout/tagout program to assure authorized employees are properly controlling unexpected startup or release of stored energy; and
5. Annual training of employees authorized to use lockout/tagout to emphasize program procedures and retraining whenever a periodic review reveals deficiencies in employee performance.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Superintendent/designee shall conduct a hazard assessment to determine when and where the use of personal protective equipment (PPE) is necessary. The hazard assessment shall address:

1. Assignment of a District employee responsible for assessing the workplace for hazards;
2. Selection of appropriate PPE to safeguard employees from hazards that cannot be eliminated;
3. A training program to be conducted to educate employees about the need for PPE and when it must be worn;
4. Training of employees on the use and care of PPE, how to recognize deterioration and failure and the need for replacement; and

Health and Safety**PERSONAL PROTECTIVE EQUIPMENT (PPE) (CONTINUED)**

5. Requiring employees to wear designated PPE as deemed necessary by the hazard assessment.

ASBESTOS MANAGEMENT

The District shall conduct school inspection and re-inspection activities as required by state and federal law¹ to identify the status of asbestos. The District shall maintain an updated asbestos management plan that shall include, but not be limited to, applicable current and/or future inspection activities, response actions and surveillance activities and a description of steps taken to inform staff and parents about any such activities. Each school shall maintain in its administrative office an updated copy of the management plan for that school. Annual written notice of the availability of the plan shall be provided to parent, teacher, and employee organizations. In the absence of any such organizations, the District shall provide written notice of plan availability to parents, teachers, or employees, as applicable.

REFERENCES:

- ¹401 KAR 058:010, 40 C.F.R. Part 763
- Kentucky Department for Public Health
- Centers for Disease Control and Prevention
- Kentucky Labor Cabinet, 803 KAR 002:308, 803 KAR 002:404
- OSHA 29 CFR 1910
- 132 PPE Hazard Assessment
- 147 Lockout/Tagout
- 1200 Hazard Communication
- 1030 Bloodborne Pathogens

Adopted/Amended: 07/19/2012

Order #: 4948

- CLASSIFIED PERSONNEL -**Personnel Records**

One (1) master personnel file, documenting employment history and including information maintained in electronic format, shall be maintained for each employee. This file shall be maintained in the Central Office and shall be under the custody of the Superintendent or the Superintendent's designee. This file may be inspected by the employee.¹ The Superintendent shall develop procedures to ensure the security of the files.²

The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. These folders may contain:

1. Items used as reference and not forwarded to the master personnel file in the Central Office,
2. The employee's evaluation and other school-related correspondence to or from the employee, and
3. Other informational items that may or may not be maintained in the Central Office master personnel file.

PUBLIC INSPECTION

Those portions of personnel records containing material of a personal nature, the disclosure of which would constitute an invasion of privacy, are not open for public inspection.³

MEDICAL INFORMATION

Medical information shall be maintained separately from an employee's personnel file.

District acquisition and disclosure of applicant and employee genetic information shall comply with applicable legal requirements.⁴

ACCESS TO PERSONNEL

For accessing individual personnel records, employees shall use Procedures 03.15 AP.21/Request to Access Personnel Records and 03.15 AP.22/Log of Inspection of Personnel Records. (03.25 AP.2)

REFERENCES:

¹KRS 61.884

²KRS 61.876

³KRS 61.878

⁴Genetic Information Nondiscrimination Act of 2008

KRS 61.870; KRS 61.872; KRS 61.874; KRS 160.705; KRS 161.151; 704 KAR 003:370

OAG 77-394; OAG 85-109; OAG 86-15; OAG 89-90

OAG 91-161; OAG 91-176

Kentucky Education Technology System (KETS)

Records Retention Schedule, Public School District

Americans with Disabilities Act; (P.L. 101-336), 42 U.S.C. 12112

RELATED POLICIES:

03.211; 10.11

Adopted/Amended: 07/13/2010

Order #: 4611

- CLASSIFIED PERSONNEL -**Grievances****PROCEDURES**

The Superintendent shall develop specific grievance procedures to include, but not be limited to, the opportunity for grievances to be addressed and resolved at each level of the chain of command from the point of origin, time limitations for the filing and the appeal of a grievance, and procedures for the orderly review and appeal of each individual grievance.

Grievances are individual in nature and must be brought by the individual grievant.

The Board shall take action only on those grievances that fall within the authority of the Board.

GENERAL GRIEVANCES

The Board will hear grievances only after unsuccessful resolution by the employee's supervisors.

PERSONNEL ISSUES

The Board will not hear any grievance concerning personnel actions taken by the Superintendent/designee, unless the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.

Before accepting a grievance appeal, the Board shall seek the advice of the Board Attorney as to whether the appeal falls within the requirements of this policy. Any personnel grievance not falling within the requirements shall be appealed only to the level of the Superintendent.

The Board shall not hear grievances concerning simple disagreement or dissatisfaction with a personnel action.

EXCEPTION

Harassment/Discrimination allegations shall be governed by policy 03.262.

REFERENCE:

OAG 78-204

RELATED POLICY:

03.262

Adopted/Amended: 10/03/2002

Order #: 3525

Grievance Procedures

Employees wishing to initiate a formal grievance about an alleged violation of a constitutional, statutory, or regulatory provision, of a Board policy, administrative rule, or procedure shall use a Grievance Initiation Form (03.16 AP.2).

CONDITIONS

1. All grievances are individual in nature and must be brought by the individual grievant.
2. All grievance proceedings shall be conducted outside the regular school day and at a time and place mutually agreed upon.
3. The grievant shall be permitted to have one (1) representative.
4. To the extent possible, all attendant records shall be filed in the office of the immediate supervisor and/or Superintendent and shall be considered private information and separate from the individual employee's folder. All records will be kept for a minimum of three (3) years.
5. No reprisal shall be taken against any aggrieved person because of the filing of a grievance.

TIME LIMITS

1. Employees must file their grievance within fifteen (15) working days following the alleged violation. However, depending on the nature of the grievance, the Superintendent may recommend an extension of the filing deadline to twenty (20) working days if the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.
2. Days referred to in the grievance initiation form shall be working days, except for any days which are designated as holidays, professional meeting days, national, state, or local disaster or mourning days and any days during the school term on which schools are closed.
3. The time limits stated in various sections of these procedures may be extended by mutual consent of the Board, its authorized agents, and the grievant.
4. If no extension occurs and the grievant does not file an appeal to the next level within ten (10) working days of receiving a response, the grievance shall be considered to have been settled and terminated at the previous level, and the answer given at that level shall stand.

SUPERINTENDENT'S/DESIGNEE'S INVOLVEMENT

1. When appropriate, the grievant shall give his/her communication directly to the Superintendent, thus bypassing the immediate supervisor. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Superintendent.
2. The Superintendent reserves the right to redirect the communicator to the appropriate level.

Grievance Procedures**BOARD OF EDUCATION'S INVOLVEMENT**

1. If the employee, after reviewing the Superintendent's response, desires direct communication with the Board of Education, the employee may present his/her written communication to the Superintendent for transmittal to the Board of Education, or notify the Superintendent ten (10) working days prior to the meeting of the Board at which the employee wishes the grievance presented. Employees are not authorized to contact Board members individually about grievances.

The Board shall consider grievances concerning personnel actions in accordance with parameters set out in policy.

2. If the Board decides to review the grievance, the employee will then be afforded an opportunity to appear before the Board at the next regular meeting for relevant discussion of the employee's communication. If the employee does not wish to make a verbal presentation, the employee's right to refrain from such activity will be respected.
3. The Superintendent or the grievant shall present the communication to the Board of Education at its next regularly scheduled meeting.
4. The Board of Education will consider the grievance, and will provide the employee a written response within ten (10) working days after the next regularly scheduled meeting of the Board, following the meeting of the Board at which the grievance was initially presented. The decision of the Board of Education shall be final.

RELATED PROCEDURE

03.16 AP.2

Review/Revised: 1/13/05

- CLASSIFIED PERSONNEL -**Harassment/Discrimination****DEFINITION**

Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

PROHIBITION

Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, genetic information or disability is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTION

Employees who engage in harassment/discrimination of another employee or a student on the basis of any of the areas mentioned above shall be subject to disciplinary action including but not limited to termination of employment.

GUIDELINES

Employees who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. If an employee is not assigned to a particular school, a report of harassment/discrimination may be made to the employee's immediate supervisor or to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/discrimination.

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.¹

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) working days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency;

The Superintendent/designee may take interim measures to protect complainants during the investigation.

Harassment/Discrimination**GUIDELINES (CONTINUED)**

2. A process to identify and implement, within five (5) working days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all staff, which may include, but not be limited to the following:
 - written notice provided in publications such as handbooks, staff memoranda, and/or pamphlets;
 - postings in the same location as are documents that must be posted according to state/federal law; and/or
 - such other measures as determined by the Superintendent/designee.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy.

4. Annual training explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

PROHIBITED CONDUCT

Examples of conduct and/or actions prohibited under this policy include, but are not limited to:

1. Name calling, stories, jokes, written materials or pictures that are lewd, vulgar, or profane, or objects that are offensive to one's gender, race, color, national origin, religion, or disability;
2. Unwanted touching, sexual advances, requests for sexual favors and spreading sexual rumors;
3. Instances involving sexual violence;
4. Being subjected to unwelcome sexual remarks in the context of the workplace;
5. Impeding the work of an employee by questioning the ability to do the required work based on the gender, race, color, religion, national origin, or disability of the employee; and
6. Limiting access to tools based on the employee's gender, race, color, religion, national origin or disability.

CONFIDENTIALITY

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved.

Harassment/Discrimination**APPEAL**

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisory staff member is an alleged party in the harassment/discrimination complaint, provision shall be made for addressing the complaint to a higher level of authority.

Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 03.212, 03.2325 and/or 09.422.

REFERENCES:

¹KRS 158.156

42 USC 2000e, Civil Rights Act of 1964, Title VII; KRS Chapter 344

29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC) Regulations Implementing Title VII

20 U.S.C. 1681, Education Amendments of 1972, Title IX

34 C.F.R. 106.1-106.71, U. S. Department of Education Office for Civil Rights Regulations Implementing Title IX

Genetic Information Nondiscrimination Act of 2008

RELATED POLICIES:

03.212, 03.2325, 03.26, 09.2211, 09.422, 09.42811

Adopted/Amended: 07/19/2012

Order #: 4948

- CLASSIFIED PERSONNEL -**Discipline, Suspension and Dismissal of Classified Employees****DISCIPLINARY OPTIONS**

Classified employees may be subject to the following actions, to include, but not limited to:

1. Verbal warning or reprimand by Superintendent/designee
2. Written warning or private reprimand by Superintendent/designee
3. Probation imposed by Superintendent/designee
4. Reassignment (temporary or permanent) by Superintendent
5. Public reprimand by Superintendent
6. Suspension without pay by Superintendent
7. Nonrenewal by Superintendent
8. Dismissal (termination of contract) by Superintendent

ACTIONS WHICH MAY REQUIRE HEARING PROCEDURES

Only the Superintendent may issue a public reprimand, suspend without pay or terminate a classified employee. Subject to the employee's exercise of applicable hearing rights, these personnel actions shall be effective on the employee's receipt of written notice from the Superintendent. Subject to the completion of any pending administrative hearing procedure on the action, the Superintendent shall notify the Board at the first meeting following a public reprimand, suspension without pay, or termination and such notification shall be recorded in the Board minutes.

TEMPORARY SUSPENSION WITH PAY PENDING INVESTIGATION

An employee may be relieved from duty for the remainder of the work day (without loss of pay for the affected portion of the day) by the immediate supervisor, pending a review of the facts or allegations, when such time is needed to protect health or welfare of students or staff or to prevent disruption of the educational process.

An employee shall be suspended with pay only when the Superintendent determines there is a justifiable need to protect the health, safety, or welfare of students and staff or to prevent significant disruption of the workplace and/or educational process. The period of suspension with pay shall not exceed the time needed to conduct an investigation and to determine whether the employee is to return to active service or face disciplinary action. However, suspension with pay shall not exceed ten (10) working days. If circumstances arise that require an investigation or other proceedings that may extend beyond ten (10) days, the Superintendent may lengthen the period of suspension, not to exceed an additional fifteen (15) working days.

Employees suspended with pay shall remain available for immediate recall to active service.

CAUSES FOR ACTION

Any classified employee may be subject to appropriate disciplinary or job action for one (1) or more of the following reasons:

1. Dishonesty, neglect of duty, incompetence, inefficiency or insubordination.
2. Reporting to work under the influence of or use or possession of alcohol or controlled substances while on duty, or the illegal use or possession of controlled substances at any time.

Discipline, Suspension and Dismissal of Classified Employees**CAUSES FOR ACTION (CONTINUED)**

3. Unsatisfactory evaluation of any factor on the employee's performance evaluation report.
4. Repeated unexcused absence, tardiness, absence without notification or abuse of sick leave.
5. Violation of or refusal to obey local policies or state regulations adopted by the Kentucky Board of Education or by the Board.
6. Refusal to comply with safety directives.
7. Falsifying information supplied to the District including information on application forms, absence reports, or any other information.
8. Violation of local policy, state, or federal statutes or regulations that apply to assigned duties.
9. Being convicted of or entering an "Alford" plea or plea of nolo contendere to a felony or any crime (including misdemeanors) involving moral turpitude or illegal transactions with minors or students.
10. Immorality, misconduct, or conduct unbecoming a school employee.
11. Loss of licensure or certification required for the position.
12. Failure to maintain the confidentiality of information about students or staff obtained in the course of employment, unless disclosure serves a legitimate job-related purpose or is required by law.
13. Engaging in any sexually related behavior with a student with or without consent, including, but not limited to, behavior such as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape, threats of physical harm; and sexual assault.
14. Physical or mental disability, consistent with applicable laws protecting employees with disabilities.¹

DUE PROCESS PROVISIONS (SUSPENSION WITHOUT PAY/TERMINATION)

The Superintendent shall develop/adopt procedures to provide adequate due process, covering matters that may result in public reprimand, suspension without pay or termination of classified employees. The procedures shall address, but are not limited to notice, opportunity to be heard, right to counsel, conducting a hearing (if requested), and the rendition of a decision or action.

Employees shall be provided written notification of the charges that may result in a public reprimand, suspension without pay or termination. The notification shall include a statement of the right to a hearing and a form, the signing and filing of which with the Superintendent shall constitute a demand for a hearing and a denial of the charges. If an employee wishes to request a hearing, the employee shall present the appropriate form to the Superintendent within ten (10) calendar days of the receipt of the written notification of the charges. If the employee does not file the demand for a hearing within the ten (10) day period, final personnel action may be taken or completed without a hearing or further proceedings.

Discipline, Suspension and Dismissal of Classified Employees**OTHER DISCIPLINARY ACTIONS**

When disciplinary actions other than public reprimand, suspension without pay or termination, are at issue, employees may submit a written response, which shall be placed in their file along with any documentation of the disciplinary action.

REFERENCES:

¹Americans with Disabilities Act
42 U.S.C. Section §12111 et seq.; KRS Chapter 344
KRS 160.380; KRS 160.390; KRS 161.011
OAG 76-290; OAG 92-135; OAG 96-3; OAG 05-006
Consolidated Omnibus Budget Reconciliation Act

RELATED POLICIES:

03.212
03.23251
03.26
03.271
03.2711
07.162
09.14
09.42811

Adopted/Amended: 07/21/2011
Order #: 4771

- CLASSIFIED PERSONNEL -**Personnel Action Procedures**

The Superintendent shall provide written notification of personnel actions to an employee, including but not limited to, public reprimand, suspension without pay, and termination.

WARNING NOTICES

It is not necessary for warning notices to be given to an employee before s/he may be publicly reprimanded, suspended without pay, or terminated. Where a supervisor/Superintendent determines that a warning is the appropriate response to an individual instance of conduct, the supervisor/Superintendent may issue warning notices for reasons listed in Board Policy 03.27. Such notices shall be issued in accordance with the following provisions:

1. Prior to the issuance of a warning notice, the supervisor/Superintendent shall hold an informal conference with the employee.
2. The supervisor shall retain a copy and forward a copy to the Superintendent/designee, as appropriate.

PROCEDURE FOR PUBLIC REPRIMAND/SUSPENSION/DISMISSAL OF CLASSIFIED EMPLOYEES

When the Superintendent becomes aware of allegations that, if true, are believed to warrant public reprimand, suspension without pay, or termination of a classified employee, the Superintendent may seek advice of counsel as deemed appropriate and shall determine whether s/he is in a position to serve as an impartial hearing officer concerning the allegations. If the Superintendent determines that s/he is able to serve as an impartial hearing officer, s/he should follow Procedure A; if not, s/he shall follow Procedure B.

PROCEDURE A (TO BE UTILIZED WHEN SUPERINTENDENT SERVES AS HEARING AUTHORITY)

1. The Superintendent shall direct an administrator to investigate and make a written report to him/her as the designated "Investigator." The Superintendent will not conduct the investigation or prepare the report. The Superintendent will not be involved in the investigation except as may be necessary for procedural matters such as scheduling, facilities availability, etc.
2. The post-investigative report shall state whether the Investigator concludes in his or her professional judgment that the employee engaged in conduct in violation of one or more of the "Causes for Action" set forth in policy 03.27 and shall describe the facts in support of any violation in detail. The Investigator may include a recommendation for suspension without pay pending disposition of any employee request for a hearing in the report if s/he determines that the conduct at issue gives rise to the need to protect the health, welfare, or safety of staff and/or students or the orderly, efficient, and lawful operation of the educational process. If the Investigator recommends a suspension without pay pending disposition of any employee request for a hearing, the Investigator shall provide the employee an opportunity for a conference to discuss the allegations and potential suspension without pay.

This opportunity for a conference shall be provided before the Superintendent imposes a suspension without pay pending disposition of any employee request for a hearing. In the conference, the Investigator will provide oral or written notice of the violation of the "Causes for Action" constituting cause for the suspension without pay pending disposition of any employee request for a hearing, an explanation of the evidence supporting such violation if the employee denies it, and an opportunity for the employee to present his/her version of the facts relating to the violation.

Personnel Action Procedures**PROCEDURE A (CONTINUED)**

3. The report shall not be binding on the Superintendent. Upon a determination that the report warrants initiation of hearing procedures on a potential public reprimand, suspension without pay or termination, the Superintendent shall provide written notice to the classified employee of the opportunity for a hearing. The notice may include a suspension without pay pending final administrative action on any classified employee-hearing request. If, after the hearing, the decision is against a suspension without pay or termination, the employee shall receive his/her full pay for any period of suspension. The notice will include a copy of the investigative report and will advise the employee of the sanctions the Superintendent may impose if the employee does not request a hearing.
4. The employee may request a hearing by filing the proper form with the Superintendent within ten (10) calendar days after receiving the notification of an opportunity for a hearing.
5. If the employee fails to file the hearing request form on time, the Superintendent will review the report and if s/he concludes further action is warranted, take final personnel action based on such report, which may include, but shall not be limited to, public reprimand, and/or suspension without pay and/or termination. Any such action shall be set forth in writing and shall be effective on the employee's receipt of the written notice.
6. If the employee files a timely request, a hearing shall be conducted at a time and place not less than twenty (20) and not more than forty-five (45) calendar days after the employee's receipt of the written notice of the opportunity for a hearing.
7. The employee shall be given the opportunity to hear evidence on the report and the alleged violations described in such report and shall be given the opportunity to cross-examine witnesses. No later than five (5) calendar days before the hearing is scheduled to commence, the following shall be exchanged:
 - a. A list of witnesses expected to testify and copies of exhibits to be submitted in support of the report on behalf of the District; and
 - b. A list of witnesses expected to testify and copies of exhibits to be submitted by the employee in defense of alleged violations.
8. The employee may be represented by counsel at his or her own expense. However, the hearing may be continued if the employee does not provide written notice of his or her intention to be represented by counsel to the Investigator and Superintendent at least seventy-two (72) hours before the hearing is scheduled to commence. The hearing shall be conducted by the Superintendent, who may utilize the assistance of an attorney as hearing advisor. Evidence and testimony shall be presented in support of the report first. The employee shall be given the opportunity to present evidence and testimony in his/her defense and the opportunity to present rebuttal evidence may be extended.
9. The Superintendent shall issue his/her written decision setting forth the reasons for the decision and describing the evidence relied upon within five (5) working days after the conclusion of the hearing. The Superintendent's decision shall be final, shall be effective on the employee's receipt of written notice of the decision and shall be maintained in the classified employee's file.

Personnel Action Procedures**PROCEDURE B (TO BE UTILIZED ONLY WHEN SUPERINTENDENT DOES NOT SERVE AS HEARING AUTHORITY)**

1. If the Superintendent determines, after consultation with counsel as is deemed necessary, that s/he may not be in a position to serve as an impartial Hearing Officer, s/he may delegate authority to hear a classified employee disciplinary matter to an independent hearing officer and may issue such delegation to a Hearing Officer appointed by the Kentucky Commissioner of Education ("Commissioner"). Any such delegation shall be in writing and shall be made as soon as reasonably possible after the Superintendent's receipt of a classified employee's request for a hearing under Policy 03.27.

If the Superintendent chooses to utilize a Hearing Officer made available by the Commissioner, s/he shall send a written request to the Commissioner. The request for the appointment shall be accompanied by copies of the charges and the employee's request for a hearing. All costs associated with payment for services of the Hearing Officer shall be the responsibility of the District.

The Superintendent shall not utilize a Hearing Officer who is an employee of the Kentucky Department of Education or the District.

2. If the Superintendent determines s/he will not serve as Hearing Officer, s/he may investigate classified employee conduct or activities that may warrant a public reprimand, suspension without pay, or termination, and may cause charges to be brought against the employee setting forth the Superintendent's intent to impose a public reprimand, suspension without pay, or termination, subject to the employee's exercise of hearing rights under this policy. The charges shall describe conduct giving rise to a violation of one or more "Causes For Action" as set forth in detail in Policy 03.27 and may include a suspension without pay pending final administrative action on a classified employee hearing request.

If after the hearing the decision is against a suspension without pay or termination, the employee shall receive his/her full pay for any period of suspension. In determining to impose a suspension without pay pending disposition of any employee request for a hearing, the Superintendent shall review whether the conduct at issue gives rise to the need to protect the health, welfare, or safety of staff and/or students or the orderly, efficient, and lawful operation of the educational process. Prior to imposing a suspension without pay pending disposition of any employee hearing request, the Superintendent shall provide the employee an opportunity for a conference to discuss the allegations and potential suspension without pay. In the conference, the Superintendent will provide oral or written notice of violation of "Causes For Action" constituting cause for the suspension without pay pending any employee request for a hearing, an explanation of the evidence supporting such violation if the employee denies it, and an opportunity to the employee to present his version of the facts relating to the violation.

3. The employee may request a hearing by filing the proper form with the Superintendent within ten (10) calendar days after receiving notice of the charges. If the employee fails to request a hearing on time, the Superintendent's action as set forth in the charges shall be final.
4. If the employee files a timely request, a hearing shall be conducted at a time and place not less than twenty (20) calendar days after the employee's receipt of the charges.

Personnel Action Procedures**PROCEDURE B (CONTINUED)**

5. The employee shall be given the opportunity to hear evidence on the charges and to cross-examine witnesses. No later than five (5) calendar days before the hearing is scheduled to commence, the following shall be exchanged:
 - a. A list of witnesses expected to testify and copies of exhibits to be submitted in support of the charges on behalf of the District; and
 - b. A list of witnesses expected to testify and copies of exhibits to be submitted by the employee in defense of charges.
6. The employee may be represented by counsel at his/her own expense. However, the hearing may be continued if the employee does not provide written notice of his/her intention to be represented by counsel to the Superintendent and Hearing Officer at least seventy-two (72) hours before the hearing is scheduled to commence.
7. Evidence and testimony shall be presented in support of the charges first. The employee shall be given the opportunity to present evidence and testimony in his/her defense and an opportunity to present rebuttal evidence may be provided.
8. The Hearing Officer shall issue his/her written decision setting forth the reasons for the decision and describing the evidence relied upon after conclusion of the hearing. Upon receipt of the Hearing Officer's decision, the Superintendent shall take action consistent with the decision by providing written notice to the classified employee and such action shall be effective upon the employee's receipt of such notice. The Superintendent may seek advice of counsel regarding the form and content of such notice. The Superintendent's written notice shall be maintained in the classified employee's file.

Review/Revised:6/17/08

- CLASSIFIED PERSONNEL -**Reduction in Force****PROCESS**

During the budgeting process the Board shall determine the number of classified positions to be funded by the District.

If it becomes necessary to reduce the number of classified employees within the budget year, the Superintendent may at any time make a reduction in the number of classified employees due to the following:

1. Reduction in funding,
2. Reduction in enrollment of students,
3. Changes in the District or school boundaries, or
4. Other compelling reasons as determined by the Superintendent.

The Superintendent shall provide at least thirty (30) calendar days written notification to employees affected.

Reduction in force of classified employees shall be defined as total separation from employment in the District. A change in duties or non-renewal of a part-time position when an employee holds more than one (1) position shall not be considered a reduction in force.

NON-RENEWAL

Contract non-renewal and notification procedures shall comply with KRS 161.011.

An employee who has not completed four (4) years of continuous active service shall be notified by written notice, provided or mailed to the employee by the Superintendent no later than April 30, that the contract will not be renewed for the subsequent school year. Upon written request by the employee and within ten (10) days of the receipt of the notice of non-renewal, the Superintendent shall provide, in a timely manner, written reason for non-renewal.

An employee who has completed four (4) years of continuous active service shall be notified by written notice, provided or mailed to the employee by the Superintendent no later than April 30, that the contract is not being renewed due to one (1) or more of the reasons described in KRS 161.011. Upon written request within ten (10) days of the receipt of the notice of non-renewal, the employee shall be provided with a specific and complete written statement of the grounds upon which the non-renewal is based. The employee shall have ten (10) days to respond in writing to the grounds for non-renewal.

Reduction in Force**ORDER OF REDUCTION**

Employees who have less than four (4) years of continuous active service shall be reduced first.

In the event it is necessary to reduce classified employees who have more than four (4) years of continuous active service, the Superintendent shall make reductions within each job classification affected based on the following:

1. Seniority in the District and qualifications required for the position, such as specialty license/training and whether the position is full-time or part-time, based on District needs.
2. Seniority and qualifications being equal, the classified employee who has the highest evaluation ratings will be retained.

RE-EMPLOYMENT

Employees with more than four (4) years of continuous active service in the District shall have the right of recall, if positions become available for which they are qualified. Recall of those individuals shall be implemented according to District seniority with restoration of primary benefits, including all accumulated sick leave and appropriate rank and step on the current salary schedule based on total number of years of service in the District. In addition, should these employees be subject to a reduction in force, they shall be granted continuation of benefits under COBRA.

When employees with less than four (4) years of continuous active service in the District are selected for reduction, they shall no longer be considered an employee and shall have no employee rights or benefits other than those granted under COBRA. These individuals may reapply for employment with the District if positions open in the future. However, a reduction in force does not guarantee future employment with the District or any preference or recall right in the employment process for employees with less than four (4) years of District experience.

REFERENCE:

KRS 161.011

RELATED POLICIES:

02.4331

03.22

03.224

Adopted/Amended: 10/12/2000

Order #: 3214

- CLASSIFIED PERSONNEL -**Nonrenewal**

The Principal/immediate supervisor shall provide the Superintendent with notice of recommended nonrenewals by March 15.

Nonrenewal of contracts for classified personnel shall be made in compliance with the requirements of KRS 161.011, with written notice being mailed or provided to the employee by the Superintendent no later than May 15.

BASIS FOR NONRENEWAL (LESS THAN FOUR YEARS OF SERVICE)

The Superintendent may nonrenew the contracts of classified employees with less than four (4) years of continuous active service in the District for any legal reason.

BASIS FOR NONRENEWAL (FOUR OR MORE YEARS OF SERVICE)

Classified employees with four (4) or more years of continuous active service in the District may be nonrenewed for the following reasons:

1. Incompetency,
2. Neglect of duty,
3. Insubordination,
4. Inefficiency,
5. Misconduct,
6. Immorality,
7. Other grounds contained in Board policy, including, but not limited to, causes for action set forth in Board policy 03.27,
8. Loss or reduction of funding, or
9. A position becomes obsolete or redundant due to program reorganization, changes to program requirements, elimination or reduction of a program, including a council decision that fewer employees are needed at the school, or any other change in District personnel staffing policies or guidelines.

REFERENCE:

KRS 161.011

RELATED POLICIES:

03.27

03.271

Adopted/Amended: 07/21/2011

Order #: 4771

- CLASSIFIED PERSONNEL -**Conflict of Interests****PECUNIARY INTEREST PROHIBITED**

No administrator or other employee of the District with decision-making authority over the financial position of the school District shall have any pecuniary interest, either directly or indirectly, in an amount exceeding twenty-five dollars (\$25.00) per year, at the time of or after appointment, in supplying any goods, services, property or merchandise for which school funds are expended. Nor shall any such person receive directly or indirectly any gift, reward, or promise of reward for goods, services, property, or merchandise of any kind for which school funds are expended.¹

No administrator or other employee shall solicit for personal financial gain from students, parents and other staff during the school day or during school events.

Unless prior arrangements are made with the Board, any device, publication or any other item to be copyrighted developed during the employee's paid time shall be District property.

Employees shall not profit monetarily through the use of confidential information gained in the course of or by reason of their position of employment with the District.

EXCEPTION

This policy shall not prohibit the Board from approving non-contracted personal services for the benefit of the District.

REFERENCES:

KRS 156.480

KRS 45A.455

OAG 77-228

OAG 71-474

Adopted/Amended: 04/15/1999

Order #: 2993

- CLASSIFIED PERSONNEL -

Retirement

RETIREMENT

Retirement means retirement from the County Employees' Retirement System.

NOTICE

Persons retiring should give the Superintendent notice as far in advance as possible but not less than two (2) weeks prior to retirement.

REFERENCES:

29 U.S.C. 631
KRS 61.545
KRS 78.610; KRS 78.616
KRS 161.155
OAG 81-72
OAG 83-191
OAG 97-28

Adopted/Amended: 04/15/1999
Order #: 2993

- CLASSIFIED PERSONNEL -**Evaluation**

Each classified employee shall be evaluated at least once each year. This evaluation shall be performed by the Principal or the immediate supervisor and shall be based upon a formal procedure approved by the Superintendent for that specific position or class of positions. The administrator performing the evaluation shall share and discuss the evaluation report with the employee. The employee shall have the right to comment in writing on the evaluation report. The employee's written comments shall be attached to the evaluation report, and the report shall be filed with the Superintendent.

Adopted/Amended: 04/15/1999

Order #: 2993

- CLASSIFIED PERSONNEL -**Evaluation Process****FREQUENCY AND TIME**

Each classified employee shall be evaluated at least once each year. This evaluation shall be performed by the Principal or the Immediate Supervisor by April 1. An evaluation may also be made at any time at which the quality or quantity of work is in question.

EVALUATION PROCEDURE

The evaluations shall be made in writing, and the evaluator shall hold a conference with the evaluatee. The employer's written comments (if any) shall be attached to the report and the report filed with personnel records in the Central Office. An appeal process is available to employees who wish to appeal their evaluation.

EVALUATION APPEAL

An employee may appeal his/her evaluation as follows:

1. The employee may request a review of his/her evaluation with the immediate supervisor.
2. If a review is requested, the Superintendent/designee shall set the time and place of the review with the employee and immediate supervisor.
3. During the review process, the employee shall be given the opportunity to present any evidence or testimony supporting his/her position.
4. Within ten (10) working days of the hearing, the Superintendent/designee shall prepare and forward to the employee and the employee's supervisor a written response to the appeal.
5. All information relating to the employee's evaluation shall be placed in the employee's appropriate personnel file.
6. Time limits set forth in this section may be extended by the written mutual agreement of the employee and the Superintendent.

RELATED PROCEDURES:

03.28 AP.21

03.28 AP.22

Review/Revised:9/23/99

Confidentiality of Records

Personnel evaluation records, specifically the personnel evaluation folder and its contents, will be kept as a part of the employee's personnel file and will be treated with the same confidentiality as other personnel records. During an appeal/hearing, evaluation records will be kept in a secure location designated by the Superintendent.

Review/Revised: 10/12/00

- CLASSIFIED PERSONNEL -

Staff Development

The Superintendent shall develop and implement a program for continuing training for selected classified personnel.

REFERENCES:

P. L. 107-110 (No Child Left Behind Act of 2001)
34 CFR 200.58-200.59

Adopted/Amended: 10/08/2003

Order #: 3647

- CLASSIFIED EMPLOYEES -**Employment-Related Staff Development****ONGOING**

Classified employees shall be involved in ongoing staff development to improve their performance and the assistance they provide to the instructional program.

NEEDS ASSESSMENT

Supervisors of classified employees shall conduct a prioritized needs assessment which shall be forwarded to the Superintendent/designee or school-based council, as appropriate.

SUPERVISORY EMPLOYEES

Classified personnel who hold supervisory positions shall be involved in regularly scheduled meetings with their Central Office Supervisors.

PROFESSIONAL LEAVE

Classified personnel, upon approval by the Superintendent/designee, may be granted professional leave with expenses reimbursed by the Board for the purpose of attending approved meetings/conferences which relate to their areas of employment.

REQUIRED IN-SERVICE

Transportation employees, including bus drivers, and food service employees shall receive in-service training in accordance with the requirements specified in state statutes and regulations.

ALL OTHER CLASSIFIED STAFF

Appropriate training may be provided throughout the school year for custodians/housekeepers, clerical staff members, maintenance personnel, and teacher aides.

RELATED PROCEDURE:

03.225 AP.2

03.29 AP.2

Review/Revised:9/23/99

Substitute Teachers

QUALIFICATIONS

All substitute teachers shall meet criminal records check and medical examination requirements as specified in policies 03.11 and 03.111. In addition, substitutes serving in a position on a long-term/extended basis must meet all certification requirements established by the Education Professional Standards Board.

NOTIFICATION

When it is necessary for employees to be absent from their regular duties, it shall be their responsibility to notify their appropriate supervisor by 6 A.M. or as soon as possible. The appropriate supervisor will be responsible and has the authority for securing a suitable substitute. The substitute shall meet medical and all other employment requirements.

SUBSTITUTE LIST

The Superintendent or designee shall maintain a list of qualified substitute teachers, substitute bus drivers, special drivers, secretaries, clerks, instructional aides, and food service employees. The Principal/designee shall engage substitutes from this list. Refusal of assignment as a substitute shall be documented, along with any reason provided.

RETIRED TEACHERS

Retired teachers may be reemployed as a part-time, temporary, or substitute teacher in keeping with requirements of the Kentucky Teacher's Retirement System.

LENGTH OF DUTY

Substitute teachers shall observe the same hours of duty as the regular teacher. The substitute will continue to report for duty until relieved by the Principal.

Substitute teachers shall follow daily lesson plans as outlined by the regular teacher and leave a written record of the work completed during their length of duty.

SUBSTITUTE SALARY AND PAYMENT SCHEDULE

Substitutes shall be paid on a per diem basis according to the salary schedule approved by the Board.

Payment shall be made on the next scheduled payday for substitutes.

The salary schedule may reflect adjustments for long-term/continuous assignment substitutes.

EMPLOYMENT NOTIFICATION

Each year, substitute teachers on the District's substitute list shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

Nonrenewal of substitute teachers on limited contracts shall be made in compliance with the requirements of KRS 161.750.

Substitute Teachers

REFERENCES:

KRS 17.160; KRS 17.165; KRS 156.106; KRS 161.605; KRS 161.611
016 KAR 002:030; 016 KAR 002:120; 102 KAR 001:030; 702 KAR 001:035; 702 KAR
003:075
OAG 69-296

RELATED POLICIES:

03.11, 03.111, 03.121

Adopted/Amended: 07/21/2011
Order #: 4771

Paraprofessionals

SUPERINTENDENT MAY EMPLOY

The Superintendent may employ paraprofessionals for supplementary instructional and non-instructional duties in the education program in positions authorized by the Board.¹

DEFINITION

As used in this policy and in relation to required training and qualifications for instructional personnel, the term "paraprofessional" is interchangeable with the term "paraeducator," which means an adult school employee who works under the direction of the professional administrative and teaching staff in performing, within the limitations of training and competency, certain instructional and non-instructional functions in the school program.²

EDUCATIONAL REQUIREMENTS

Paraprofessionals shall satisfy educational requirements specified by federal law.²

SUPERVISION

Paraprofessionals shall be under the direct supervision of certified teachers.¹ & ² Each paraprofessional shall have a job description which limits assigned duties to the scope of the individual's competencies.

ATHLETIC PROGRAM

When the Superintendent is unable to staff fully the athletic program with qualified personnel, as specified in 702 KAR 007:090, the Superintendent may annually employ personnel who will perform routine assignments under the direction of certified staff.

EVALUATION

The Superintendent shall develop and implement procedures for an annual evaluation and professional development of paraprofessionals. Evaluation results shall be a factor in future employment decisions.

REFERENCES:

¹KRS 161.044; OAG 76-555; OAG 86-43

²P. L. 107-110 (No Child Left Behind Act of 2001); KRS 161.010

34 CFR 200.58-200.59

Kentucky High School Athletic Association (KHSAA)

KRS 17.160; KRS 17.165

KRS 156.095; KRS 160.380; KRS 161.180

OAG 73-206

RELATED POLICIES:

03.21 (Hiring)

03.232 (Job Description)

03.28 (Evaluation)

03.6

Adopted/Amended: 10/08/2003

Order #: 3647

Volunteers

DEFINITION

Volunteers are persons who do not receive compensation for assisting in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs. The Superintendent shall develop procedures that encourage volunteers to assist in school and/or District programs and to facilitate effective communication with persons who volunteer.

Teacher education students or students enrolled in an educational institution and who participate in observations and educational activities under direct supervision of a local school teacher or administrator in a public school shall not be considered volunteers.

SUPERVISION

All volunteers shall provide assistance only under the direction and supervision of a member of the professional administrative and teaching staff.¹

Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with the same liability insurance coverage as a District employee and shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

RECORDS CHECK

The District shall conduct, at District expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.

Pursuant to KRS 160.380, the Superintendent/designee also may require volunteers to submit to a national criminal history background check for safety reasons. With prior approval of the Superintendent/designee, the background checks will be conducted at District expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.

No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the required records check.

WORK-BASED SITE SUPERVISORS

Work-based learning site supervisors are considered volunteers. Pursuant to KRS 160.380 and KRS 161.148, prior to being assigned to supervise a student for more than one (1) day in a work-based learning experience, the site supervisor shall have undergone a state criminal background check either as required by their employer at time of employment or within the past twelve (12) months, whichever is the more recent.

ORIENTATION

The Superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures.

Volunteers

REFERENCES:

¹KRS 161.148
KRS 160.380
KRS 161.044

RELATED POLICIES:

03.5
08.113; 08.1131

Adopted/Amended: 07/21/2011
Order #: 4771

Volunteer Recruitment and Assignment**RECRUITMENT**

Each school shall develop a plan for the recruitment of volunteers. Recruitment goals shall include but not be limited to:

- Establishing an open, community-friendly environment
- Creating an awareness of the need for community participation
- Improving communication between the school and the community
- Developing outreach programs
- Developing orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis

Persons interested in participating in the volunteer program should contact the Principal/designee.

SELECTION/PLACEMENT

The Principal and/or school council shall review data to determine the need for volunteers. Once a need has been identified and approved by the building Principal, the Principal shall screen the volunteers and place them according to the determined need.

ACCOUNTABILITY

Schools shall keep a record of each volunteer's assignment, the hours s/he has volunteered, and the effectiveness of the services provided.

Review/Revised:10/12/00