

Hart County Schools



Employee Handbook

HART COUNTY SCHOOLS

2011-2012 Employee Handbook

Mr. Ricky D. Line, Superintendent
Hart County Board of Education
511 W. Union Street
Munfordville, KY 42765
Phone (270) 524-2631 • Fax (270) 524-2634
www.hart.k12.ky.us

The Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information, or disability in employment, educational programs or activities.

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Introduction

Welcome

Welcome to Hart County Schools. The purpose of this handbook is to acquaint you with general Board of Education policies that govern and affect your employment and to outline the benefits available to you as an employee of the District.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office and in the Principal's office. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

School council policies, which are also available from the Principal, may also apply in some instances. **02.4241**

In this handbook, **bolded policy codes** indicate related Board of Education policies. If an employee has questions, s/he should contact his/her immediate supervisor or Wesley Waddle, Assistant Superintendent, Central Office.

District Philosophy

Hart County Board of Education is committed to the belief that young people are our most important resource.

The Board assumes the responsibility for developing coherent, thorough and efficient programs for all students of Hart County. To implement this philosophy, the Hart County Board of Education encourages the active participation of parents, teachers, students, business and other interested parties, individually and collectively, in the setting of system-wide goals; establishing priorities; reviewing and assessing goals and priorities; and the implementation of these programs through Hart County Schools. The Hart County School System shall adhere to all state and federal regulations in implementing programs.

Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the Hart County Board of Education reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

Central Office Personnel and School Administrators

Person/Address	Telephone/E-mail	Fax
Ricky D. Line, Superintendent 511 W. Union St. Munfordville, KY 42765	(270) 524-2631 ricky.line@hart.kyschools.us	(270) 524-2634
Wesley Waddle Assistant Superintendent 511 W. Union St. Munfordville, KY 42765	(270) 524-2631 wesley.waddle@hart.kyschools.us	(270) 524-2634
Carl Stoltzfus Supervisor of Instruction (5-8) 511 W. Union St. Munfordville, KY 42765	(270) 524-2631 carl.stoltzfus@hart.kyschools.us	(270) 524-2634
Debbie Fowler Supervisor of Instruction (9-12) 511 W. Union St. Munfordville, KY 42765	(270) 524-2592 debbie.fowler@hart.kyschools.us	(270) 524-2634
Angela Frank Supervisor of Instruction (Primary through 4th Grade) 511 W. Union Street Munfordville, KY 42765	(270) 524-2592 angela.frank@hart.kyschools.us	(270) 524-2634
Daniel Hawkins Director of Transportation 511 W. Union St. Munfordville, KY 42765	(270) 524-5831 daniel.hawkins@hart.kyschools.us	(270) 524-5206
Steve Caven Director of Pupil Personnel 511 W. Union St. Munfordville, KY 42765	(270) 524-2631 steve.caven@hart.kyschools.us	(270) 524-2634
Donna LeFevre Director of Special Education 511 W. Union St. Munfordville, KY 42765	270) 524-2631 donna.lefevre@hart.kyschools.us	(270) 524-2634
Chris Russell Director of School Food Service 250 Interstate Plaza Munfordville, KY 42765	(270) 524-2356 chris.russell@hart.kyschools.us	(270) 524-7193

Central Office Personnel and School Administrators (cont.)

<p>Lori Chapman, Principal Bonnieville Elementary School 1874 N. Dixie Hwy. Bonnieville, KY 42713</p>	<p>(270) 531-1111 lori.chapman@hart.kyschools.us</p>	<p>(270) 531-3331</p>
<p>Nathan Smith, Principal Cub Run Elementary School 170 E. Gap Hill Rd.. Cub Run, KY 42729</p>	<p>(270) 524-2925 nathan.smith@hart.kyschools.us</p>	<p>(270) 524-0531</p>
<p>Jerri Harper, Principal LeGrande Elementary School 70 Legrande School Rd. Horse Cave, KY 42749</p>	<p>(270) 786-2746 jerri.harper@hart.kyschools.us</p>	<p>(270) 786-5747</p>
<p>Allen Poynter, Principal Memorial Elementary School 1400 N. Jackson Hwy. Hardyville, KY 42746</p>	<p>(270) 528-2271 allen.poynter@hart.kyschools.us</p>	<p>(270) 528-2271</p>
<p>Tonya Howard, Principal Munfordville Elementary School 215 Northwest St.. Munfordville, KY 42765</p>	<p>(270) 524-4651 tonya.howard@hart.kyschools.us</p>	<p>(270) 524-4652</p>
<p>Chris Mueller, Principal Hart County High School 1014 S. Dixie Hwy. Munfordville, KY 42765</p>	<p>(270) 524-9341 chris.mueller@hart.kyschools.us</p>	<p>(270) 524-3251</p>

Section

General Terms of Employment

Equal Opportunity Employment

Hart County Board of Education is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex or genetic information, as required by law.

Reasonable accommodation for individuals with disabilities will be made as required by law.

If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact Wesley Waddle, Assistant Superintendent, at the Board of Education's Central Office. **Board Policies 03.113/03.212**

Harassment/Discrimination

Hart County Board of Education intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, students, or visitors to the school or any act prohibited by Board policy that disrupts the work place or the educational process and/or keeps employees from doing their jobs.

Any employee who believes that he or she, or any other employee, student, or visitor to the school or District, is being subjected to harassment or discrimination shall bring the matter to the attention of his/her Principal/immediate supervisor or the District's Title IX/Equity Coordinator as required by Board policy. The District will investigate any such concerns promptly and confidentially.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. **Board Policies 03.162/03.262**

Hiring

Except for noncontracted substitute teachers, all certified personnel shall enter into annual written contract with the District. All regular full-time and part-time classified personnel shall enter into annual written contracts with the District.

A list of all District job openings is available at the Central Office.

For further information on hiring, refer to policies **Board Policies 03.11/03.21**.

Transfer of Tenure

All teachers who have attained continuing-contract status from another Kentucky district serve a one (1)-year probationary period before being considered for continuing-contract status in the District. **Board Policy 03.115**

Job Responsibilities

Every employee is assigned an immediate supervisor. All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities.

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as District property. **Board Policies 03.133/03.233**

Criminal Background Check and Testing

Applicants, employees, and student teachers must undergo records checks and testing as required by law.

Certified Employees: New hires and student teachers assigned within the District must have both a state and a federal criminal history background check. **Board Policy 03.11**

Classified Employees: New hires must have a state criminal history background check. Applicants who have resided in Kentucky twelve (12) months or less shall undergo both state and national criminal history background checks. **Board Policy 03.21**

Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

Access to be Limited

Employees may only access student record information in which they have a legitimate educational interest. **Board Policies 03.111/03.211/9.14/09.213/09.43**

Salaries and Payroll Distribution

Checks are issued according to a schedule approved annually by the Board. At the end of the school year, employees who have completed their duties may request to be paid their remaining salary before the end of the fiscal year (June 30). All newly hired employees, including substitutes, shall participate in the direct deposit payroll program. **Board Policies 03.121/03.221**

Certified Personnel: Salaries for certified personnel are based on a single-salary schedule reflecting the school term as approved by the Board in keeping with statutory requirements. Compensation for additional days of employment is prorated on the employee's base pay.

Determination of and changes to certified employees' rank and experience are determined in compliance with **Board Policy 03.121**. No later than forty-five (45) days before the first student attendance day of each year or June 15th, whichever comes first, the Superintendent will notify certified personnel of the best estimate of their salary for the coming year.

Classified Personnel: Classified personnel may be paid on an hourly or salary basis, as determined by the Board. **Board Policy 03.221**

All employees are paid twice monthly, on the 15th and 30th. In the event that the payroll date occurs on Saturday or Sunday, the pay date will be the preceding Friday.

Hours of Duty

Certified Employees: Certified employees are required to be prompt in attendance and to be on assignment for a minimum of 7 1/2 hours daily and shall not leave their building/job assignments during duty hours without the express **prior** approval of the Superintendent/designee.

Each full-time teacher is provided with a duty-free lunch period each day during the regularly scheduled student lunch period.

Certified employees may be required to perform additional duties as directed by school policy or assigned by their immediate superior.

GENERAL TERMS OF EMPLOYMENT

When school is in session, all certified staff members shall be at their respective workstations by 7:45 a.m. and shall be dismissed at 3:15 p.m. School-based administrators shall be at their workstations by 7:15 a.m. and remain until 3:45 pm.

When school is not in session, their workday shall consist of eight (8) hours. Central Office administrators shall be expected at their work site eight and one-half (8.5) hours while school is in session and eight (8) hours when not in session. **Board Policy 03.1332**

Classified Employees: Classified employees are to be prompt in attendance and to remain on duty as specified by school policy or by the Superintendent designee. Classified employees shall not leave their job assignments during duty hours without the expressed approval of the Superintendent or designee. **Board Policy 03.2332**

Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All District employees are required to assist in providing appropriate supervision and correction of students. **09.221**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for **intervening in and reporting to the Principal or to their immediate supervisor** those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

The Student Discipline Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. **Board Policies 03.162/03.262/09.422/09.42811**

Section

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Benefits and Leave

Insurance

The Board provides unemployment insurance, workers' compensation and liability insurance for all employees. In addition, the state of Kentucky provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation. **Board Policies 03.124/03.224**

Salary Deductions

The Hart County School District makes all payroll deductions required by law.

Mandatory payroll deductions made by the Board include:

1. State and federal income taxes;
2. Occupational tax, when applicable;
3. The Teachers' Retirement System of the State of Kentucky;
4. Any deductions required as a result of judicial process, e.g., salary attachments, etc.;
5. Social Security, when applicable, and
6. Medicare - applicable to personnel newly hired after 3/31/86.

Employees may choose from the following optional payroll deductions:

1. Board approved health/life insurance program;
2. Board approved Tax Sheltered Annuity program;
3. Board approved credit union;
4. State approved deferred compensation plan;
5. State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans;
6. Membership dues for professional teachers'/job-related organizations when thirty percent (30%) or more eligible members request the deduction. **Board Policies 3.1211/03.2211**

Cafeteria Plan

The District offers employees a cafeteria plan of benefits.

The Superintendent shall develop and make available to employees a list of benefits and procedures consistent with applicable federal regulations. **Board Policies 03.1213/03.2212**

Expense Reimbursement

School personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent/designee. Allowable expenses include mileage, gasoline used for Board vehicles, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (as authorized by policy and/or procedure), and lodging. Receipts must accompany requests for reimbursement. **Board Policies 03.125/03.225**

Holidays/Non-Contracted Days/Vacation

All full-time employees are paid for four (4) annual holidays (Labor Day, Thanksgiving Day, Christmas Day and New Year's Day) as indicated in the school calendar. Employees working a full year as specified by contract shall be paid for Memorial Day and July 4.

Certified Employees: Certified employees shall work the days specified in their contracts. The Superintendent/designee must approve in advance the use of noncontracted days. Noncontracted days shall not accumulate.

Classified Employees: All classified personnel who are employed for 260 days shall receive one (1) week of paid vacation during the first year of employment, two (2) weeks of paid vacation during the second, third and fourth year of employment and three (3) weeks of paid vacation beginning with the fifth year of employment. Reimbursement at time of retirement for unused vacation days shall be made in accordance with District policy. **Board Policies 03.122/03.222 and 03.175/273**

Leave Policies

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the Board provides various types of leave under which absences may be authorized. All employees must report their absences to the SubFinder automated system.

Following is general information regarding several types of leave available to employees. Please note that in many cases a written request, submitted for approval before leave begins, is required.

Employees on extended leave who plan to return the next school year must notify the Superintendent/designee in writing of their intention to return to work by March 1.

Authorization of leave and time taken off from one's job shall be in accordance with a 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.

Unpaid Leave: The Board may grant leave a short-term leave without pay provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. Requests shall be made in writing and shall be submitted to the Superintendent/designee. **Board Policies 03.123/03.223**

Employees shall not experience loss of income or benefits, including sick leave, when they are assaulted while performing assigned duties and the resulting injuries qualify them for worker's compensation benefits. **Board Policies 03.123/03.223**

Personal Leave

Full-time employees (those who work the minimum number of working days required by law) shall be entitled to three (3) days paid personal leave each school year.

Part-time employees or employees who work for less than a full year as defined by law or job position are entitled to a prorata part of the authorized personal leave days. Your supervisor must approve the leave date in advance, but no reasons will be required for the leave. Other limitations are set out in **Board Policies 03.1231 and 03.2231**.

Sick Leave

Full-time classified employees shall be entitled to sick leave with pay as follows: ten (10) days of sick leave for a full-year contract as determined by law or job classification for up to 187 days of employment, eleven (11) days for 188-222 days of employment, and twelve (12) days for 223 days or more of employment.

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

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

Sick leave days not taken during the school year they were granted accumulate without limit for all employees. **Board Policies 03.1232/03.2232**

See the “Retirement” section for information about reimbursement for unused sick leave at retirement. **Board Policies 03.175/03.273**

Sick Leave Donation Program

Employees who have accumulated more than fifteen (15) days of sick leave may request to donate sick leave days to another employee authorized to receive the donation. Employees may not disrupt the workplace while asking for donations.

Applications to donate sick leave should be returned to Wesley Waddle, Assistant Superintendent.

Any sick leave that is not used will be returned on a prorated basis to the employees who donated days. **Board Policies 03.1232/03.2232**

Extended Disability Leave

Unpaid disability leave for the remainder of the school year is available to employees who need it. Thereafter, leave may be extended by the Board in increments of no more than one (1) year.

The Superintendent may require an employee to secure a medical practitioner’s verification of a medical condition that will justify the need for disability leave. **Board Policies 03.1234/03.2234**

Family and Medical Leave

Full-time employees who have completed one (1) year of continuous employment and all part-time employees who worked at least 1,250 hours during the twelve (12)-month period immediately preceding the requested leave are entitled to family and medical leave (FML). Employees who qualify may take up to twelve (12) workweeks of leave per year:

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 her/his job;
4. To address a qualifying exigency (need) defined by federal regulation arising out of the active duty or call to active duty of a covered family member (spouse, son, daughter, parent or next of kin) 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

BENEFITS AND LEAVE

5. To care for a covered family member (spouse, son, daughter, parent or next of kin) who has incurred an 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 duties of his/her office, grade, rank or rating.

When family and medical leave is taken to care for a service member's recovery from a serious illness or injury sustained in the line of duty, an eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve-month period.

Paid leave used under this policy will be subtracted from the twelve (12) workweeks to which the employee is entitled. Employees should contact their immediate supervisor as soon as they know they will need to use Family and Medical Leave. **Board Policies 3.12322/03.22322**

Following is a summary of the major provisions of the Family and Medical Leave Act (FMLA) provided by the United States Department of Labor.

FMLA Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements - Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections - During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements - Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition - A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave - An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave - Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities - Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities - Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers - FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement - An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Maternity Leave

Employees may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child.

Employees eligible for family and medical leave 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.

The parent of a newborn or an employee who adopts a child may also request an unpaid leave of absence not to exceed the remainder of the school year in which the birth or placement occurred. Thereafter, leave may be extended in increments of no more than one (1) year. **Board Policies 3.1233/03.2233**

Jury Leave

Any employee who serves on a jury in local, state or federal court will be granted paid leave (minus any jury pay, excluding expense reimbursement) for the period of her/his jury service.

Employees who will be absent from work to serve on a jury must notify their immediate supervisor in advance. **Board Policies 03.1237/03.2237**

Educational Leave

Certified Employees: The Board may grant unpaid leave for a period no longer than two (2) consecutive years for educational or professional purposes. Leave may be granted for full-time attendance at universities or other training or professional activities. Leave will not be granted for part-time educational activities.

Written application for educational/professional leave must be made at least sixty (60) days before the leave is to begin. **Board Policy 03.1235**

Classified Employees: Upon recommendation by the Superintendent, the Board may grant short-term paid leaves to classified employees for training necessary to enhance skills required for their jobs or in anticipation of a different position within the school system. **Board Policy 03.2235**

Military/Disaster Services Leave

Military leave is granted under the provisions and conditions specified in law. As soon as they are notified of an upcoming military-related absence, employees are responsible for notifying their immediate supervisors.

The Board may grant disaster services leave to requesting eligible employees. **Board Policies 03.1238/03.2238**

Section

3

Personnel Management

Transfer

Employees who wish to request a voluntary transfer should contact their immediate supervisors for assistance.

Employees charged with a felony offense may be transferred to a second position with no change in pay until such time as they are found not guilty, the charges are dismissed, their employment is terminated, or the Superintendent determines that further personnel action is not required. **Board Policies 03.1311/03.2311**

Employee Discipline

Termination and nonrenewal of contracts is the responsibility of the Superintendent. **Board Policies 03.17/03.27/03.2711**

Certified employees who resign or terminate their contracts must do so in compliance with KRS 161.780.

Retirement

Employees who decide to retire should give the Superintendent/designee notice as far in advance as possible, but no later than two (2) weeks before retirement. Retirement benefits are solely a matter of contract between the employee and her/his retirement system (the Kentucky Teacher's Retirement System or the County Employee's Retirement System).

The Board compensates employees only upon initial retirement for each unused sick day at the rate of thirty percent (30%) percent of the daily salary, based on the employee's last annual salary. **Board Policies 03.175/03.273**

Evaluations

All employees are given an opportunity to review their evaluations and an opportunity to attach a written statement to the evaluation. Any employee who believes that s/he was not fairly evaluated may appeal his/her evaluation in accordance with Policy. **Board Policies 03.18/03.28**

Training/Professional Development

The Board provides a program for professional development and staff training. **Board Policies 03.19/03.29**

Certified Personnel: Unless an employee is granted leave, failure to complete and document required professional development during the academic year will result in a reduction in salary and may be reflected in the employee's evaluation. **Board Policy 03.19**

Personnel Records

One (1) master personnel file is maintained in the Central Office for each employee. The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. Employees may inspect their personnel files. **Board Policies 3.15/03.25**

Section

4

Employee Conduct

Absenteeism/Tardiness/Substitutes

All employees must report their absences to the SubFinder automated system online at <https://hart.subfinderonline.com> or by calling 1-866-515-1029. As far in advance as possible, teachers shall notify the Principal/designee of the need for a substitute. **Board Policies 03.123/03.223**

Staff Meetings

Unless they are on leave or have been excused by the administrator who called the meeting, staff members shall attend called meetings. **Board Policy 03.1335**

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

- conduct that threatens the health, safety or welfare of others;
- conduct that may damage public or private property (including the property of students or staff);
- illegal activity;
- conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations. **Board Policies 03.1325/03.2325**

Previewing Student Materials

Except for current events programs and programs provided by Kentucky Educational Television, teachers shall review all materials presented for student use or viewing before use. This includes movies and other videos in any format. **Board Policy 08.234**

Controversial Issues

Teachers who suspect that materials or a given issue may be inappropriate or controversial shall confer with the Principal prior to the classroom use of the materials or discussion of the issue. **Board Policy 08.1353**

Drug-Free/Alcohol-Free Schools

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to 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 or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
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.

Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials. Employees who know or believe that the District's alcohol-free/drug-free policies have been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **Board Policy 09.423**

Any employee convicted of a workplace violation of drug abuse statutes must notify the Superintendent/designee of the conviction within five (5) working days.

Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances. **Board Policies 03.13251/03.23251**

Outside Employment or Activities

Employees may not perform any duties related to an outside job during their regular working hours. **Board Policies 03.1331/03.2331**

Weapons

Carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

Employees who know or believe that this policy has been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **Board Policy 05.48**

Dress and Appearance

All certified employees, instructional assistants employees and office personnel shall adhere to the following dress code on days of employment compensated by the Board, including instructional days and professional development days:

MEN

- Dress shirt and dress slacks
- Turtleneck with sport coat and dress slacks
- Shoes and socks*
- Attire will be neat and attractive as determined by the Principal.

WOMEN

- Dress slacks mid-calf or longer with dress top
- Skirt/jumper with dress top
- Dress suits
- Dresses
- Shoes or dress sandals*
- Dresses and/or skirts shall be of knee length or longer
- No revealing clothing shall be permitted such as halter-tops, low cut tops that overexpose the chest area or tops that expose the stomach area.
- Attire will be neat and attractive as determined by the building Principal.

OTHER CLASSIFIED EMPLOYEES

- Shirt/top (with the District/school logo), slacks or skirt. These articles will be furnished by respective schools or departments.
- Shoes*
- A District/school polo type shirt is acceptable dress for activities outside the normal classroom setting; i.e., special events, class trips.

EXCEPTIONS

A District/school polo type shirt is acceptable dress on Fridays and for activities outside the normal classroom setting; i.e., special events, class trips.

For activities outside the regular classroom setting, appropriate attire may be worn, including but not limited to warm-up suits, knee-length shorts, coveralls, lab jackets, aprons, scrubs, tennis shoes/athletic footwear or other attire that is approved by the building Principal when staff are physically involved within that activity. Jeans are never appropriate.

Male Principals may wear a collared shirt (as opposed to a dress shirt and tie) on days when students are not in the building and interviews are not being conducted.

Bus drivers and bus monitors may wear shorts during the months of May, June, July, August and September while performing transportation duties. The shorts must be khaki in color and must be knee length. The appropriate uniform shirt must be worn. **Board Policies 03.1326/03.2326**

* Boots are considered a shoe. Flip-flops and tennis shoes/athletic footwear are not considered a shoe. Medical exemptions shall be documented by physician's statement and be subject to approval by building Principal and Superintendent.

Tobacco Products

Smoking is prohibited in any building owned or operated by the Board where children meet on a routine or regular basis. **Board Policies 03.1327/03.2327**

Bus drivers shall not use tobacco products while on the bus. **Board Policy 06.221**

Use of School Property

Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work unless otherwise approved by the Superintendent or Board. These items (including security codes and electronic records such as e-mail) are District property.

Employees may 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 of the information in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

District-owned telecommunication devices shall be used for authorized District business purposes. Personal use of such equipment is prohibited except for emergency situations. Employees shall reimburse expenses incurred for emergency personal use.

Upon initial employment, employees who drive any Board-owned vehicle and/or transport students must annually provide the Superintendent/designee with a copy of their driving record. Employees who receive a traffic citation during the year must report the citation to the Superintendent/designee before driving a Board-owned vehicle or transporting students. **Board Policies 03.1321/03.2321**

Use of Technology

Employee use of technology shall be restricted to work-related tasks and educational objectives. Employees will follow the appropriate procedures, including email, as specified in the district's policy related to access to electronic media (Procedure 08.2323 AP.1). Net management and monitoring software may be used for random access to student and staff accounts to monitor appropriate use of resources. Employees understand that a network management system tracks all internet and email activity. This system records sites visited, length of visits, the user name and the email content. Logs of Internet traffic and email activity will be reviewed periodically to ensure that sites and email communications are appropriate and offer educational value. **Board Policy 08.2323**

Health, Safety and Security

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor.

In addition, employees are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made within 24 hours of the occurrence and prior to leaving the work premises UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care.

For information on the District's plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, Personal Protective Equipment (PPE), and Asbestos Management contact your immediate supervisor or see the District's *Policy Manual* and related procedures.

Employees should use their school/worksite two-way communication system to notify the Principal, supervisor or other administrator of an existing emergency. **Board Policies 3.14/03.24/05.4**

Assaults and Threats of Violence

Under provisions of state law (KRS 158.150) and regulation (702 KAR 5:080), school personnel may remove threatening or violent students from a classroom or from the District's transportation system pending further disciplinary action. However, before the need arises, employees should familiarize themselves with policy and procedures that are required. **Board Policy 09.425**

Child Abuse

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected shall immediately make a report to a local law enforcement agency, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney. **Board Policy 09.227**

Civility

Employees should be polite and helpful while interacting with parents, visitors and members of the public. Individuals who come onto District property or contact employees on school business are expected to behave accordingly. Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal.

In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an immediate threat, employees should attempt to calmly and politely inform the individual of the provisions of **Board Policy 10.21** or provide him/her with a copy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/designee for assistance; and/or calling the police.

As soon as possible after any such incident, employees should submit a written incident report to their immediate supervisor.

Grievances/Communications

The Superintendent/designee has developed specific procedures to assist employees in making a complaint. For full information refer to **Board Policies 03.16/03.26** and related procedures.

Grievances are individual in nature and must be brought by the individual employee. The Board shall not hear grievances or complaints concerning simple disagreement or dissatisfaction with a personnel action.

Gifts

Any gift presented to a school employee for the school's use must have the prior approval of the Superintendent/designee. After approval and acceptance, gifts become the property of the Board of Education. **Board Policies 03.1322/03.2322**

Political Activities

Employees shall not promote, organize, or engage in political activities while performing their duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

- Encouraging students to adopt or support a particular political position, party, or candidate; or
- Using school property or materials to advance the support of a particular political position, party, or candidate. **03.1324/03.2324**

In addition, KRS 161.164 prohibits employees from taking part in the management or activities of any political campaign for school board.

School Closing Information

During the school year, when inclement weather or other emergencies occur, school delay or cancellation decisions must be made. Every effort will be made to make the decision as early as possible.

School closing information is available on the Internet at www.schools-out.com where you may also receive updated information through email as soon as delays or cancellations are determined.

The following radio/TV stations will be notified:

WLOC (1150 AM),
WHHT (106.7 FM)
WGGC (95.1 FM)
WCLU (102.3 FM)
WGRK (103.1 FM)
WHAS (840 AM)
WKNK (99.1 FM)
WPTQ (103.7 FM)
WQXE (98.3 FM)
WBKO (Channel 13)
WHAS (Channel 11)
WAVE (Channel 3)
WNKY (Channel 40)
WDRB (Channel 41)

One Call Now automated calling system will also be used to communicate school closing information and other relevant school/District information to employees.

Code of Ethics for Certified School Personnel

SOURCE: 16 KAR 1:020

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:

(a) To students:

1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
2. Shall respect the constitutional rights of all students;
3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
4. Shall not use professional relationships or authority with students for personal advantage;
5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
6. Shall not knowingly make false or malicious statements about students or colleagues;
7. Shall refrain from subjecting students to embarrassment or disparagement; and
8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors 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.

(b) To parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;

6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the education profession:

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585.

Required Reports

Although you may be directed to make additional reports, the following reports are required by law and/or Board policy:

- Report damaged, lost, stolen, or vandalized school property to the employee's immediate supervisor. **03.1321/03.2321**
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you 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. **03.13251/03.23251/09.423**
- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24, 05.4**
- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262, 09.42811**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/ bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**
- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon 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. **05.48**
- District bus drivers taking medication either by prescription or without prescription shall report to their 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. **06.221**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in such an incident.

Within forty-eight (48) hours of the original report of the incident, the Principal also shall file with the Board and the local law enforcement agency or the Department of Kentucky State Police or the County Attorney a written report containing the statutorily required information. **09.2211**

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, you shall **immediately** make a report to a local law enforcement agency or Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney. (See **Child Abuse** section.) **09.227**

Acknowledgement Form

I, _____, have
Employee Name

reviewed in detail the District's online Employee Handbook, and I agree to abide by the policies and procedures referenced therein. Further, I agree to discuss with my Principal/supervisor any questions I may have concerning the contents of the handbook and/or the related policies and procedures.

I understand and agree:

1. that this handbook is intended as a general guide to District personnel policies and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. that the District may modify any or all of these policies, in whole or in part, at any time, with or without prior notice; and
3. that in the event the District modifies any of the policies contained in this handbook, the changes will become binding on me immediately upon issuance of the new policy by the District.

I understand that as an employee of the District I am required to review and follow the policies set forth in the Employee Handbook and I agree to do so.

Signature of Employee

Date

Return this signed form to the Central Office.