

# MADISON COUNTY SCHOOLS



2018 - 2019 Employee Handbook

MADISON COUNTY SCHOOLS

# 2018 - 2019 Employee Handbook

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*Vacant*, Superintendent  
Madison County Board of Education  
301 Highland Park Drive  
Richmond, KY 40475  
Phone 859.624.4500 • Fax 859.624.4508  
[www.madison.kyschools.us](http://www.madison.kyschools.us)

As required by law, the Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information or disability in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

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# Introduction

## Welcome

Welcome to Madison County Schools.

The purpose of the 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. Copies of specific documents are available at the Central Office. Policies and procedures also are available online via the District's web site or through this Internet address: <http://policy.ksba.org/M01/>. 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 the Director of Human Resources, Dr. Dustin Brumbaugh, at the Madison County Board of Education. Handbook approved by the Madison County Board of Education, June 14, 2018 (order #2018-2227).

## District Vision

Madison County Schools, in partnership with the community, strives to equip educators and students with the skills to lead by example, develop and speak with a unique voice, and explore their academic curiosity to make a positive impact on our community and world.

## Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the Madison 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

Telephone (859) 624-4500

Position/Department	Name	Extension	E-mail
Superintendent	Vacant		<a href="mailto:____@madison.kyschools.us">____@madison.kyschools.us</a>
Chief Academic Officer	David Gilliam	1140	<a href="mailto:david.gilliam@madison.kyschools.us">david.gilliam@madison.kyschools.us</a>
Chief Finance Officer	Mark Woods	1120	<a href="mailto:mark.woods@madison.kyschools.us">mark.woods@madison.kyschools.us</a>
Chief Operations Officer	Randy Neeley	1122	<a href="mailto:randy.neeley@madison.kyschools.us">randy.neeley@madison.kyschools.us</a>
Accountant	Alesa Burns	1118	<a href="mailto:alesa.burns@madison.kyschools.us">alesa.burns@madison.kyschools.us</a>
Admn. Asst. to Superintendent	Jeanne Caldwell	1107	<a href="mailto:jeanne.caldwell@madison.kyschools.us">jeanne.caldwell@madison.kyschools.us</a>
Assoc. Director of Human Resources	Gina Hall	1115	<a href="mailto:regina.hall@madison.kyschools.us">regina.hall@madison.kyschools.us</a>
Bookkeeper	Brian Barnes	1129	<a href="mailto:brian.barnes@madison.kyschools.us">brian.barnes@madison.kyschools.us</a>
Bookkeeper	Tammy Wilson	1110	<a href="mailto:tammy.wilson@madison.kyschools.us">tammy.wilson@madison.kyschools.us</a>
Community Education Director	Erin Stewart	1127	<a href="mailto:erin.stewart@madison.kyschools.us">erin.stewart@madison.kyschools.us</a>
Coord. of ELL & Migrant Services	Vacant	6682	<a href="mailto:____@madison.kyschools.us">____@madison.kyschools.us</a>
Director of Districtwide Services	Chuck Cash	6684	<a href="mailto:charles.cash@madison.kyschools.us">charles.cash@madison.kyschools.us</a>
Director of Financial Services	Nena Thacker	1105	<a href="mailto:nenathacker@madison.kyschools.us">nena.thacker@madison.kyschools.us</a>
Director of Human Resources	Dustin Brumbaugh	1130	<a href="mailto:dustin.brumbaugh@madison.kyschools.us">dustin.brumbaugh@madison.kyschools.us</a>
Director of Professional Development	Gina Lakes	1128	<a href="mailto:gina.lakes@madison.kyschools.us">gina.lakes@madison.kyschools.us</a>
Director of Technology	Jacob Cecil	6657	<a href="mailto:jacob.cecil@madison.kyschools.us">jacob.cecil@madison.kyschools.us</a>
District Assessment Coordinator	Steve Evans	1102	<a href="mailto:steven.evans@madison.kyschools.us">steven.evans@madison.kyschools.us</a>
Food Service Director	Scott Anderson	6672	<a href="mailto:scott.anderson@madison.kyschools.us">scott.anderson@madison.kyschools.us</a>
Food Service	Lorna Farris	6671	<a href="mailto:lorna.farris@madison.kyschools.us">lorna.farris@madison.kyschools.us</a>
Food Service	Regina Floyd	6670	<a href="mailto:regina.floyd@madison.kyschools.us">regina.floyd@madison.kyschools.us</a>
Health Benefits Coordinator	Vacant	1116	<a href="mailto:____@madison.kyschools.us">____@madison.kyschools.us</a>
Human Resource File Clerk/Secretary	Brenda Seals	1112	<a href="mailto:brenda.seals@madison.kyschools.us">brenda.seals@madison.kyschools.us</a>
Instructional Supervisor	Alicia Hunter	1108	<a href="mailto:alicia.hunter@madison.kyschools.us">alicia.hunter@madison.kyschools.us</a>
Payroll – Assistant Payroll Clerk	Gene Rogers	1125	<a href="mailto:gene.rogers@madison.kyschools.us">gene.rogers@madison.kyschools.us</a>
Payroll – Certified Staff	Stephanie Staggs	1111	<a href="mailto:stephanie.staggs@madison.kyschools.us">stephanie.staggs@madison.kyschools.us</a>
Payroll – Classified Staff	Jamie Sowder	1109	<a href="mailto:jamie.sowder@madison.kyschools.us">jamie.sowder@madison.kyschools.us</a>
Pre-K/Dir. Of Categorical Programs	Karla Willis	6675	<a href="mailto:karla.willis@madison.kyschools.us">karla.willis@madison.kyschools.us</a>
Pupil Personnel	Beth Nowlin	1133	<a href="mailto:elizabeth.nowlin@madison.kyschools.us">elizabeth.nowlin@madison.kyschools.us</a>
Pupil Personnel/Infinite Campus	Legina Wilson	1121	<a href="mailto:legina.wilson@madison.kyschools.us">legina.wilson@madison.kyschools.us</a>
Pupil Personnel Secretary	Melba Williams	1101	<a href="mailto:melba.williams@madison.kyschools.us">melba.williams@madison.kyschools.us</a>
Secretary	Jennifer Cox	1101	<a href="mailto:jennifer.cox@madison.kyschools.us">jennifer.cox@madison.kyschools.us</a>
Secretary	Gina McCollum	1141	<a href="mailto:gina.mccollum@madison.kyschools.us">gina.mccollum@madison.kyschools.us</a>
Special Education Secretary	Jackie Mahaffey	1802	<a href="mailto:jackie.mahaffey@madison.kyschools.us">jackie.mahaffey@madison.kyschools.us</a>
Technology Integration Specialist	Tina Barrett	1117	<a href="mailto:tina.barrett@madison.kyschools.us">tina.barrett@madison.kyschools.us</a>

## School Administrators

School	Principal	Phone	E-mail
Madison Central High School	Drew Muntz	625-6109	<a href="mailto:drew.muntz@madison.kyschools.us">drew.muntz@madison.kyschools.us</a>
Madison Southern High School	Brandon Watkins	625-6148	<a href="mailto:brandon.watkins@madison.kyschools.us">brandon.watkins@madison.kyschools.us</a>
B. Michael Caudill Middle School	Che Hazelwood	625-6172	<a href="mailto:che.hazelwood@madison.kyschools.us">che.hazelwood@madison.kyschools.us</a>
Clark Moores Middle School	Mike Reister	624-4545	<a href="mailto:mike.reister@madison.kyschools.us">mike.reister@madison.kyschools.us</a>
Farristown Middle School	Angie Alexander	387-8600	<a href="mailto:angie.alexander@madison.kyschools.us">angie.alexander@madison.kyschools.us</a>
Foley Middle School	Lora Hardy	625-6140	<a href="mailto:lora.hardy@madison.kyschools.us">lora.hardy@madison.kyschools.us</a>
Madison Middle School	Amie Gallion	624-4550	<a href="mailto:amie.gallion@madison.kyschools.us">amie.gallion@madison.kyschools.us</a>
Boonesborough Elementary Schools	Shelly Boulden	XXX-XXXX	<a href="mailto:shelly.boulden@madison.kyschools.us">shelly.boulden@madison.kyschools.us</a>
Daniel Boone Elementary School	Eddie Sexton	625-6070	<a href="mailto:eddie.sexton@madison.kyschools.us">eddie.sexton@madison.kyschools.us</a>
Glenn Marshall Elementary School	Abby White	625-6076	<a href="mailto:abigail.white@madison.kyschools.us">abigail.white@madison.kyschools.us</a>
Kingston Elementary School	Carrie Ballinger	625-6091	<a href="mailto:carrie.ballinger@madison.kyschools.us">carrie.ballinger@madison.kyschools.us</a>
Kirksville Elementary School	Starla Browne	624-4582	<a href="mailto:starla.browne@madison.kyschools.us">starla.browne@madison.kyschools.us</a>
Kit Carson Elementary School	Ken Clark	625-6103	<a href="mailto:ken.clark@madison.kyschools.us">ken.clark@madison.kyschools.us</a>
Madison Kindergarten Academy	Jennifer Martin	625-6050	<a href="mailto:jennifer.martin@madison.kyschools.us">jennifer.martin@madison.kyschools.us</a>
Shannon Johnson Elementary School	Glenna Carter	387-3400	<a href="mailto:glenna.carter@madison.kyschools.us">glenna.carter@madison.kyschools.us</a>
Silver Creek Elementary School	Amanda Heaton	387-3200	<a href="mailto:amanda.heaton@madison.kyschools.us">amanda.heaton@madison.kyschools.us</a>
Waco Elementary School	Venessa Worley	387-3600	<a href="mailto:venessa.worley2@madison.kyschools.us">venessa.worley2@madison.kyschools.us</a>
White Hall Elementary School	Monica Eversole	625-6134	<a href="mailto:monica.eversole@madison.kyschools.us">monica.eversole@madison.kyschools.us</a>
Bellevue Learning Center	Brad Winkler	625-6161	<a href="mailto:brad.winkler@madison.kyschools.us">brad.winkler@madison.kyschools.us</a>

## Section

# 1

## General Terms of Employment

### Equal Opportunity Employment

The Madison 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 the Director of Human Resources, Dr. Dustin Brumbaugh, at the Board of Education's Central Office. **03.113/03.212**

### Harassment/Discrimination

The Madison 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 District, or any act prohibited by Board policy that disrupts the work place or the educational process and/or keeps employees from doing their jobs.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff member or visitors to the school or District.



**GENERAL TERMS OF EMPLOYMENT**

Any employee who believes that he or she, or any other employee, student, or visitor to the school or District, is being or has been 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. **03.162/03.262**

The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973:

Randy Neeley	301 Highland Park, Richmond, KY 40475	859-624-4500
<i>Title IX Coordinator Name</i>	<i>Address</i>	<i>Telephone</i>
Karla Willis	301 Highland Park, Richmond, KY 40475	859-624-4500
<i>Section 504 Coordinator Name</i>	<i>Address</i>	<i>Telephone</i>

**01.1**

Employees wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District’s school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, [program.intake@usda.gov](mailto:program.intake@usda.gov).

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

**07.1**

**Hiring**

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

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

Employees who are terminated and/or nonrenewed for cause by the District shall not be considered for future employment by the District.

For further information on hiring, refer to 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. **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. **03.132/03.232**

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. In addition, employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. **03.133/03.233**

**Certified Employees:** All teachers in the District shall review records of assigned students to determine whether an IEP or 504 plan is in place.

## Criminal Background Check and Testing

Applicants, employees, and student teachers must undergo records checks and testing as required by law. Conditional employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

New hires and student teachers assigned within the District must have both a state and a federal criminal history background check and a letter from the Cabinet for Health and Family Services documenting the individual does not have a substantiated finding of child abuse or neglect.

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.21**

Link to DPP-156 Central Registry Check and more information on the required Cabinet Letter:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

**Classified Employees:** New hires must have a state criminal history background check. Under certain circumstances, a national criminal history background check shall be required as a condition of employment. **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.

Employees may only access student record information in which they have a legitimate educational interest. **03.111/03.211/09.14/09.213/09.43**

Both federal law and Board policy prohibit employees from making unauthorized disclosure, use or dissemination of personal information regarding minors over the Internet. **08.2323**

## Information Security Breach

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**

## Salaries and Payroll Distribution

Checks are issued according to a schedule approved annually by the Board. At the close of the school year, employees who have completed all responsibilities and duties may submit a written request to be paid their remaining salary prior to the end of the fiscal year. Upon receipt of such request and following verification that all responsibilities and duties have been performed, disbursement shall be made no later than June 30. **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 on September 15 of each year. To assist with the budgeting process, candidates for National Board certification shall notify the Superintendent/designee in writing prior to September 15 that certification is pending in order for the employee to receive any rank-related increase retroactive to the beginning of the school year. **03.121.**

No later than forty-five (45) days before the first student attendance day of the succeeding school year or June 15<sup>th</sup>, whichever comes earlier, the Superintendent shall notify all certified personnel of the best estimate of the salary for the coming year.

## GENERAL TERMS OF EMPLOYMENT

**Classified Personnel:** Classified personnel may be paid on an hourly or salary basis, as determined by the Board. No employee shall work overtime unless approved in advance by the Superintendent or his/her designee. **03.221**

## 2018-2019 PAY DATE SCHEDULE

	Pay Date
1st Deposit for 235-246 Day Employees	August 1, 2018
1st Deposit for 205-234 Day Employees	August 16, 2018
	September 4, 2018*
1st Deposit for 185-204 Day Employees/Part-time/Substitutes	September 17, 2018*
	October 1, 2018
	October 16, 2018
	November 1, 2018
	November 16, 2018
	December 3, 2018
	December 17, 2018*
	January 2, 2019*
	January 16, 2019
	February 1, 2019
	February 15, 2019*
	March 1, 2019
	March 15, 2019
	April 1, 2019
	April 16, 2019
	May 1, 2019
	May 16, 2019
	June 3, 2019
	June 17, 2019*
Summer Deposits For:	June 17, 2019 - June 21, 2019**
205-234 Day Employees Receive 3 Deposits	
185-204 Day Employees Receive 5 Deposits	
Summer Deposits For:	June 28, 2019*
235-246 Day Employees Receive 2 Deposits	

\*Pay dates are the 1st and 16th, except where noted.

\*\*Summer pay for Employees Working Less Than 235 Days.

## Hours of Duty

**Certified Employees:** Hours of work will begin and end as specified by the employee's supervisor. Certified employees shall be prompt in attendance and shall remain on duty as specified by school policy or their immediate supervisor. Employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor. **03.1332**

## 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. Qualified adult includes, but not limited to:

- Instructional aides/paraeducators in keeping with applicable statutes and administrative regulations;
- Nonfaculty coaches or nonfaculty assistants on athletic trips; and
- Adults designated as a chaperone on a field trip.

Those classrooms in which a student teacher is assigned, the classroom teacher shall be primarily responsible for student supervision. 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 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 or District. 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.

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

Individuals who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonable practicable, inform their Principal, who shall provide a form for the individual to complete. **03.162/03.262/09.42811**

## Bullying

"Bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

## GENERAL TERMS OF EMPLOYMENT

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process.

The Student Discipline Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. **09.422**

## Section

# 2

## 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. **03.124/03.224**

Optional insurance coverage is available to employees and can be found at: [www.madison.kyschools.us/Content2/payroll](http://www.madison.kyschools.us/Content2/payroll)

### Salary Deductions

Madison County School District makes all payroll deductions required by law. Employees may choose from the following optional payroll deductions:

- Health/life insurance program;
- Tax Sheltered Annuity program;
- Credit Union;
- State approved deferred compensation plan;
- Mike's Kid Education Foundation;
- State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans;
- Membership dues in professional/job-related organizations, when thirty percent (30%) of eligible members request deductions. **03.1211/03.2211**

### Cafeteria Plan

Madison County School District offers employees a cafeteria plan of benefits. **03.1213/03.2212**



## Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses 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. Itemized receipts must accompany requests for reimbursement. except for food per diems.

Except for travel vouchers related to school activity fund expenditures that must be submitted within one (1) week of travel, employees must submit travel vouchers within thirty (30) days of travel and will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.125/03.225**

## Holidays

All certified employees and classified employees are paid for four (4) annual holidays as indicated in the school calendar. Employees who work a minimum 220 day school year shall receive eight (8) holidays to include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve and Christmas Day. **03.122/03.222**

## 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. Employees who must be absent should inform their immediate supervisor as soon as possible.

Listed below 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, including those on professional leave serving in charter schools, who plan to return the next school year must notify the Superintendent/designee in writing of their intention to return to work by April 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.

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 workers' compensation benefits. **03.123/03.223**

For complete information regarding leaves of absence, refer to the District's *Policy Manual*.

## **Personal Leave**

Full-time employees are entitled to two (2) days of paid personal leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized personal leave days. Your supervisor must approve the leave date, but no reasons will be required for the leave.

Unless approved by the Superintendent or designee, personal leave shall not be taken during the first five (5) or the last five (5) days of the school term, immediately preceding or following a scheduled break in the school calendar, or during any scheduled professional development or records day. Other limitations are set out in Policy.

On June 30, personal leave days not taken during the school year shall be transferred and credited to the employee's accumulated sick leave account. **03.1231/03.2231**

## **Sick Leave**

Full-time employees are entitled to ten (10) days of paid sick leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized sick leave days. Sick leave days not taken during the school year they were granted accumulate without limit for all employees. **03.1232/03.2232**

Certified employees who work eleven (11) or twelve (12) months shall be entitled to eleven (11) or twelve (12) days of sick leave, respectively, with pay each school year. **03.1232**

See the "Retirement" section for information about reimbursement for unused sick leave at retirement.

## **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 the payroll office.

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

## **Family and Medical Leave**

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 for one of the reasons below:

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 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.

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.

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.

Employees are required to give 30 days advance notice for a foreseeable leave; otherwise, notice as soon as the need becomes known. **03.12322/03.22322**

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

**FML 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, 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 whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status 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: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

\*The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition”.

**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 12 months, have 1,250 hours of service in the previous 12 months\*, and if at least 50 employees are employed by the employer within 75 miles.

\*Special hours of service eligibility requirements apply to airline flight crew employees.

**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 or to 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.

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.

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.

**03.1233/03.2233**

## **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. **03.1234/03.2234**

## **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.

The Board shall grant a two (2) year unpaid leave to employees under continuing service contracts who have been offered employment with a charter school.

A teacher with continuing status shall notify the District of the teacher's intent to work in a converted charter school.

A teacher working in a converted charter school shall notify the District of the teacher's intent to return to employment the next school year by April 15 of each year of the granted leave.

Written application for educational/professional leave must be made at least sixty (60) days before the beginning of the school term. **03.1235**

**Classified Employees:** Upon recommendation by the Superintendent, the Board may grant short-term paid or unpaid 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. Employees granted education leave shall not hold other full-time employment during the period of the leave.

Employees on educational leave shall notify the Board in writing by April 1 of the year the leave terminates of their intent to return to the school system. Failure to do so will render the position vacant. **03.2235**

## **Emergency Leave**

Full-time employees are entitled to one (1) day of emergency leave with pay each school year. Part-time employees and employees who work for less than a full year are entitled to a prorata part of the authorized emergency leave days.

Approved reasons for taking emergency leave include: bereavement, personal disasters, legal/court appearances and others as approved by the Superintendent/designee. **03.1236/03.2236**

## **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. **03.1237/03.2237**

## **Military/Disaster Services Leave**

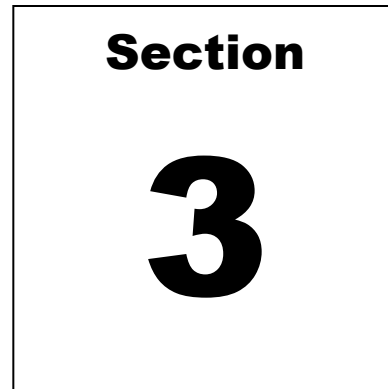
Military leave is granted under the provisions and conditions specified in law. As soon as they are notified of an upcoming military-related absence, employees are responsible for notifying their immediate supervisor.

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

## **Unpaid Leave**

With prior approval as noted herein, certified and classified personnel may be granted short-term leave without pay. One (1) day may be taken with prior approval of the employee's immediate supervisor. The Superintendent may grant from two (2) to a maximum of five (5) days of unpaid leave per year, upon receipt of the employee's written request specifying the reason leave is needed and the dates involved. If more than five (5) days per year are requested, the written request shall be submitted to the Board. Employees taking unpaid leave without the required prior approval shall be subject to appropriate disciplinary action, including termination. **03.123/03.223**

# Personnel Management



## Transfer

**Certified:** Employee preference may be considered when making transfers and/or changes in assignment. Requests for transfers must be submitted in writing to the Superintendent. **03.1311**

Classified employees who wish to request a voluntary transfer should contact their immediate supervisor for assistance. **03.2311**

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. **03.1311/03.2311**

## Employee Discipline

### Certified Employees:

No contract shall be terminated except upon notification of the Board by the Superintendent. Prior to notification of the Board, the Superintendent shall furnish the teacher with a written statement specifying in detail the charge against the teacher. Termination of contracts of certified personnel shall be made in compliance with the requirements of KRS 161.790.

As an alternative to termination, the Superintendent, upon notifying the Board and providing written notification to the teacher, may impose sanctions in accordance with KRS 161.790. **03.17/03.172**

### Classified Employees:

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

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.

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. **03.23251**
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.

Employees shall be provided written notification of the charges that may result in a public reprimand, suspension without pay or termination and an opportunity to deny the charges in keeping with procedures developed by the Superintendent to implement due process provisions.

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. **03.27**

## **Nonrenewal**

Termination and nonrenewal of contracts are the responsibility of the Superintendent.

### **Certified Employees:**

Nonrenewal of limited contracts of certified personnel shall be made in compliance with the requirements of KRS 161.750. **03.17**

### **Classified Employees:**

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.

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.

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. Other grounds contained in Board policy, including, but not limited to, causes for action set forth in Board policy.

7. Immorality, or
8. 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.

03.27/03.2711

## Resignation

Certified employees who resign or terminate their contracts must do so in compliance with KRS 161.780.  
**03.17**

## 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 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 30% of the daily salary, based on the employee's last annual salary. **03.175/03.273**

**Classified Employees:** In accordance with the CERS Standard Plan for the remaining 70%, the Board shall purchase a maximum of six (6) months additional service credit with calculation of unused sick leave days to be based on the contracted hours per day at the time of retirement. **03.273**

Note: Sick leave may not be used in calculating retirement benefits in CERS if the member has a participation date in CERS on or after January 1, 2014, regardless of whether the member has an earlier participation date in another state administered retirement.

An individual must be a District employee at time of retirement to claim this benefit. In addition, employees retiring from the District may be compensated for unused sick days only once from the District or another Kentucky district, even if they are subsequently rehired. **03.175/03.273**

## Evaluations

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

All classified personnel will be evaluated once annually by April 30 of each year. **03.28**

## Training/In-Service

The Board provides a program for professional development and staff trainings.

**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. **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.

Employee evaluations are filed and maintained separately from an employee's master personnel file. **03.15/03.25**

## Retention of Recordings

Employees shall comply with the statutory requirement that school officials are to retain any digital, video, or audio recording as required by law. **01.61**

## Section

# 4

## Employee Conduct

### Absenteeism/Tardiness/Substitutes

Employees are expected to notify their immediate supervisor when they must be tardy or absent. Staff in positions requiring substitutes must contact their immediate supervisor or/Principal no later than 7:00 A.M. Eastern Time to request a substitute for the day.

### Staff Meetings

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

### 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 of any political campaign for school board.

### 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.
- 03.1325/03.2325**

## **Movies and Other Electronic 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.

Students shall be told in advance the title of the movie and the date the movie will be shown. Students have the right to be exempted from seeing said movie, and alternative educational activities shall be provided. **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. When in doubt, the principal shall confer with the Superintendent. **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.

Employees who violate the terms of the District's drug-free/alcohol-free policy may be suspended, non-renewed 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. **09.423**

Any employee convicted of any criminal drug statute involving illegal use of alcohol, illicit drugs, prescription drugs, or over-the-counter drugs shall, within five (5) working days after receiving notice of a conviction, provide notification of the conviction to the Superintendent.

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

## **Weapons**

Except where expressly and specifically permitted by Kentucky Revised Statute, 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, including peace officers and police as provided in KRS 527.070 and KRS 527.020, 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. **05.48**

## **Tobacco Products**

Federal law and Board policy prohibit the use of any tobacco product in any building owned or operated by the Board where children meet on a routine or regular basis. **03.1327**

Employees shall not use any tobacco product in any building owned or operated by the Board where children meet on a routine or regular basis or at other locations on school grounds during the regular work day or at any time they are supervising students on or off school grounds. **03.2327**

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

## **Use of School Property**

Employees are responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. Employees shall immediately report to their immediate supervisor any property that is damaged, lost, stolen, or vandalized.

No employee shall perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities.

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

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

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.

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. **03.1321/03.2321**

## **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.

The District may maintain automatic external defibrillators (“AEDs”) in designated locations throughout the District. A District AED shall be used only in emergency situations warranting its use, in accordance with guidelines established by the Superintendent/designee and approved by the Medical Advisor. Only persons documented with the District as having completed required training shall be authorized by the District to use a District AED.

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. **03.14/03.24/05.4**

## **Assaults and Threats of Violence**

Employees should immediately report any threats they receive (oral, written or electronic) to their immediate supervisor.

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. **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 Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney. **09.227**

## **Use of Physical Restraint and Seclusion**

Use of physical restraint and seclusion shall be in accordance with Board policy and procedure. **09.2212**

## **Grievances/Communications**

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

Grievances are individual in nature and must be brought by the individual employee. The Board may not hear grievances or complaints concerning simple disagreement or dissatisfaction with a personnel action. **03.16/03.26**

## **Outside Employment or Activities**

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



## Required Reports

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

- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**
- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.21**
- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- 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. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/ drill or evacuation. **05.41 AP.1/05.42 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**

## EMPLOYEE CONDUCT

- 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 Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney. (See **Child Abuse** section.) **09.227**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**
- District employees shall report 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 or District. 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. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
  2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas. **09.422**
- Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**

## 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.

# Acknowledgement Form

2018-2019 School Year

I, \_\_\_\_\_, have received a copy  
*Employee Name*

of the Employee Handbook issued by the District, and understand and agree that I am to review this handbook in detail and to consult District and school policies and procedures with my Principal/supervisor if I have any questions concerning its contents.

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 this Employee Handbook and I agree to do so.*

\_\_\_\_\_  
*Employee Name (please print)*

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Date*

Return this signed form to your Principal/supervisor.