



*The attached document was created by members of the District's Coordinated School Health Committee. The document was created to help principals and others to have the local district policies and state and federal laws in one condensed and concise document to reference easily. **The document includes what the current policies and laws were at the time of the document's creation. The document will be updated accordingly as policies and laws are changing currently.** Initial principal feedback regarding these documents is positive and best practices documents will also be created.*

## Summary of Current Federal, State, and Local Regulations and Policies Relevant to Health Promotion for Staff

*Updated 9/30/2013*

Health Promotion for Staff	<b>Regulations and Policies</b>		
Schools can provide opportunities for school staff members to improve their health status through activities such as health assessments, health education, and health-related fitness activities.	Note: If policies differ, the most stringent policy will apply.		
These opportunities encourage staff members to pursue a healthy lifestyle that contributes to their improved health status, improved morale, and a greater personal commitment to the school's overall coordinated health program.	<b>Federal</b>	<b>Website/References</b>	
Health promotion activities have improved productivity, decreased absenteeism, and reduced health insurance costs.  	1. <b>The Health Insurance Portability and Accountability Act (HIPAA)</b> helps to protect an employee's right to health coverage during events such as changing or losing jobs, pregnancy, moving, or divorce. It also provides rights and protections for employers when obtaining and renewing health coverage for their employees. The HIPAA's Privacy Rules were issued to provide protection against the unauthorized use and disclosure of an individual's Protected Health Information (PHI).	<a href="https://personnel.ky.gov/Pages/KEHP%20Legal.aspx">https://personnel.ky.gov/Pages/KEHP%20Legal.aspx</a>	
	2. <b>Family and Medical Leave Act:</b> In compliance with the Family and Medical Leave Act of 1993, as amended (FMLA), eligible employees may take up to 12 work weeks of unpaid family and medical leave each rolling 12 month period.	<a href="http://www.dol.gov/whd/fmla/">http://www.dol.gov/whd/fmla/</a>	
	<b>Local</b>	<b>Website/References</b>	
	1. Equal Opportunity/Affirmative Action Employment	JCPS BOE Policy GBA	
	2. Harassment/Discrimination	JCPS BOE Policy GBAA	
	3. Staff Conduct	JCPS BOE Policy GBCB	
	4. Staff Health and Safety	JCPS BOE Policy GBE	
	5. Staff Fringe Benefits: The cost of the following benefits are totally or partially paid by the Jefferson County Board of Education and/or the Commonwealth of Kentucky -Health Care Plan                      - Fringe Benefit Plan -Workers Comp                         - Long-term Disability -Group Life Insurance                - Employee Assistance Program -Retirement Plans	JCPS BOE Policy GCBC	<p>JCPS is committed to providing a school environment that enhances learning and assists students in developing lifelong wellness practices. Best practices regarding wellness are always encouraged. For more information regarding Health Promotion for Staff, contact JCPS Employee Relations at 485-3436.</p> 
	6. Policies Related to Staff Leave Sick Leave Medical Leave Personal Leave Emergency Leave Development Leave Child Rearing/Adoption Leave Family and Medical Leave	JCPS BOE Policy GCBDA JCPS BOE Policy GCBDB JCPS BOE Policy GCBDC JCPS BOE Policy GCBDD JCPS BOE Policy GCBDE JCPS BOE Policy GCBDF JCPS BOE Policy GCBDG	
	7. Staff Health Exams	JCPS BOE Policy GCDA	
	8. Use of Tobacco	JCPS BOE Policy 03.1327 (certified personnel) JCPS BOE Policy 03.2327 (classified personnel)	
	9. Bus Drivers Use of Tobacco and Other Substances	JCPS BOE Policy 6.221	