

**- CERTIFIED PERSONNEL -**

**Hiring**

**SUPERINTENDENT'S RESPONSIBILITIES**

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

When a vacancy occurs, the Superintendent shall notify the Commissioner of Education thirty (30) days before the position is to be filled.

When a vacancy needs to be filled in less than thirty (30) days [if the position is in a critical shortage area or](#) to prevent disruption of necessary instructional or support services of the school District, the Superintendent may seek a waiver of the thirty (30) day advance notice requirement from the Commissioner of Education. If the waiver is approved, the appointment shall not be made until the person selected by the Superintendent has been approved by the Commissioner of Education.

**EFFECTIVE DATE**

Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent. Certified employees may be appointed by the Superintendent for any school year at any time after February 1 preceding the beginning of the school year.

**QUALIFICATIONS**

The Superintendent shall employ only individuals who are certified for the positions they will hold and who possess qualifications established by law, regulation and Board policy, except in the case where no individual applies who is properly certified and/or who meets established qualifications set by Board policy.

Hiring of certified personnel who have previously retired under KTRS shall be in compliance with applicable legal requirements.<sup>2</sup>

All teachers of core academic subjects shall be "highly qualified," as defined by state and federal regulation.<sup>3</sup>

**CRIMINAL BACKGROUND CHECK AND TESTING**

Applicants, employees, and student teachers assigned within the District shall undergo records checks and testing as required by applicable statutes and regulations.<sup>1</sup>

Each application or renewal form provided applicants for a certified position shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT".<sup>1</sup>

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

## **Hiring**

### **JOB REGISTER**

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

### **VACANCIES POSTED**

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

When a vacancy for a teaching position occurs in the District, the Superintendent shall conduct a search to locate minority candidates with a diverse background to be considered for the position.

### **REVIEW OF APPLICATIONS**

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

### **RELATIONSHIPS**

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

A relative of the Superintendent shall not be employed except as provided by KRS 160.380.

### **CONTRACT**

Except for noncontracted substitute teachers, all certified personnel shall enter into **annual** written contracts with the District.

### **JOB DESCRIPTION**

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

### **INTENT**

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

### **REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT**

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

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

**Hiring**

**REFERENCES:**

<sup>1</sup>KRS 160.380

<sup>2</sup>KRS 161.605; 702 KAR 1:150

<sup>3</sup>P. L. 107-110 (No Child Left Behind Act of 2001)

34 CFR 200.55-200.56

KRS 17.160; KRS 17.165

KRS 156.106; KRS 160.345; KRS 160.390

KRS 161.042; KRS 161.611; KRS 161.750

KRS 335B.020; KRS 405.435

16 KAR 9:080; 704 KAR 7:130

OAG 73-333; OAG 91-10; OAG 91-149; OAG 91-206

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

Records Retention Schedule, Public School District

**RELATED POLICIES:**

01.11, 02.4244, 03.132

**- CERTIFIED PERSONNEL -**

**Leaves and Absences**

**APPROVAL**

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

**NOTIFICATION**

In all cases of absence, employees shall notify the Principal or the Principal's designee by 6:30 AM or the night before, if possible. The Principal or the Principal's designee shall be responsible for engaging substitute teachers from the official substitute list approved by the Superintendent.

Employees on leave covered by the related policies listed below shall notify the Superintendent in writing by March 1 of the year the leave terminates of the date of their intent to return to the school system. Employees who fail to notify the Superintendent of their return by March 1 cannot be guaranteed employment for the following school year. If an employee on leave has not contacted the Superintendent by March 1, the Superintendent is authorized to fill the position for the following school year. Where an employee in the final year of leave fails to contact the Superintendent by March 1, to either request an extension of leave or to provide a date of return, the Superintendent may determine whether personnel action is required.

**LEAVE FOLLOWING ASSAULT**

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

**PLACEMENT UPON RETURN**

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

**FMLA**

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

**AFFIDAVIT**

Employees taking leave must file a personal affidavit upon return to work.

**REFERENCES:**

KRS 161.155; KRS 161.770  
OAG 01-9; Family and Medical Leave Act of 1993

**RELATED POLICIES:**

03.1232, 03.12322, 03.1233, 03.1234, 03.1235, 03.124

**- CERTIFIED PERSONNEL -**

**Dress and Appearance**

**DRESS CODE**

The following dress code will apply to all certified employees including teachers, counselors, and administrators throughout the District. It is to be applied for all of the days students are present, parent-teacher conferences and professional developments days.

**Dressing Up is Encouraged**

**APPROPRIATE CLOTHING INCLUDES:**

***MALES***

- Pinpoint or button-down dress shirt
- Knit shirt, turtleneck, and mock-turtleneck
- Slacks or khakis
- Dress shoes, boots, athletic shoes, and casual shoes
- Socks
- Necktie
- Business suit
- Sport coat or sweater
- Holiday, theme, or school shirt

***FEMALES***

- Business suit
- Jumper, dress, skirt/skort (professional fit & knee length)
- Dress shoes, casual shoes, boots, and athletic shoes
- Blouse, knit shirt, cotton shirt, turtlenecks, mock turtlenecks, and sweaters
- Holiday, theme, or school shirt
- Dress “crop slacks” that are loose fitting
- Slacks or khakis

**INAPPROPRIATE DRESS**

- No revealing clothing shall be permitted such as halter-tops, tank tops, low cut tops that over expose the chest area or tops, which expose the stomach area.
- Body Art (no visible tattoos, no visible body piercing other than ears).

4. • Unnatural hair color including but not limited to blue, purple, green, red, and orange are prohibited for all employees.

Reasonable exceptions will be allowed for special “spirit days” and special activities outside the classroom at the discretion of the Principal/Supervisor.

**APPAREL APPROPRIATE FOR SPECIALTY GROUPS**

At the discretion of the supervisor and/or administrator, specialty teachers (such as physical education, vocational, and industrial arts, etc.) who require specific attire are permitted to dress according to restrictions of their job responsibilities during that specific time period.

**REFERENCES:**

KRS 161.170, OAG 79-158

**- CERTIFIED PERSONNEL -**

**Health and Safety**

**SAFETY**

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

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

**HAZARD COMMUNICATION PLAN**

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

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

**BLOODBORNE PATHOGEN CONTROL**

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

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

**Health and Safety****BLOODBORNE PATHOGEN CONTROL (CONTINUED)**

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

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

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

**LOCKOUT/TAGOUT**

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

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

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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

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

**Health and Safety****ASBESTOS MANAGEMENT**

The District shall conduct school inspection and re-inspection activities as required by state and federal law<sup>1</sup> to identify the status of asbestos. The District shall maintain an updated asbestos management plan that shall include, but not be limited to, applicable current and/or future inspection activities, response actions and surveillance activities and a description of steps taken to inform staff and parents about any such activities. Each school shall maintain in its administrative office an updated copy of the management plan for that school. Annual written notice of the availability of the plan shall be provided to parent, teacher, and employee organizations. In the absence of any such organizations, the District shall provide written notice of plan availability to parents, teachers, or employees, as applicable.

**REFERENCES:**

- <sup>1</sup>401 KAR 58:010, 40 C.F.R. Part 763
- Kentucky Department for Public Health
- Centers for Disease Control and Prevention
- Kentucky Labor Cabinet, 803 KAR 2:308; 803 KAR 2:404
- OSHA 29 CFR 1910
- 132 PPE Hazard Assessment
- 147 Lockout/Tagout
- 1200 Hazard Communication
- 1030 Bloodborne Pathogens



**- CERTIFIED PERSONNEL -**

**Termination/Nonrenewal/Separation by Employee**

Termination and nonrenewal of contracts shall be the responsibility of the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

**CODE OF ETHICS**

Employees who violate provisions of the Professional Code of Ethics for Kentucky School Certified Personnel may be subject to disciplinary action, up to and including termination.

**TERMINATION**

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.<sup>1</sup>

Termination of contracts of certified personnel shall be made in compliance with the requirements of KRS 161.790.

**ALTERNATIVES TO TERMINATION**

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.

**NONRENEWAL**

The Principal/immediate supervisor shall provide the Superintendent with notice of recommended nonrenewals by ~~April 30~~<sup>March 15</sup>. Nonrenewal of limited contracts of certified personnel shall be made no later than May 15 in compliance with the requirements of KRS 161.750.

**SEPARATION BY EMPLOYEE**

Certified employees seeking to resign or terminate contracts in force shall do so in compliance with KRS 161.780.

**REPORTING**

The Superintendent shall comply with the reporting requirements of KRS 161.120.

**REFERENCES:**

- <sup>1</sup>KRS 161.790
- KRS 161.120; KRS 161.750; KRS 161.780
- 16 KAR 1:020 (Code of Ethics)
- Consolidated Omnibus Budget Reconciliation Act
- 701 KAR 5:090
- OAG 83-362; OAG 92-135

**RELATED POLICY:**

03.172

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

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

**EFFECTIVE DATE**

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

**QUALIFICATIONS**

The Superintendent shall employ only individuals who possess qualifications established by law, regulation, and Board policy except in the case where no individual applies who meets established qualifications.

**EDUCATIONAL REQUIREMENTS**

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

All instructional paraprofessionals shall satisfy educational requirements specified by federal law.<sup>4</sup>

**CRIMINAL BACKGROUND CHECK AND TESTING**

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

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

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

## **Hiring**

### **JOB REGISTER**

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

### **VACANCIES POSTED**

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

### **REVIEW OF APPLICATIONS**

Under procedures developed by the Superintendent, each application shall be reviewed and each applicant so notified.

Applications for candidates not employed shall be retained for three (3) years.

### **RELATIONSHIPS**

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

A relative of the Superintendent shall not be employed except as provided by KRS 160.380.<sup>1</sup>

### **CONTRACT**

All regular full-time and part-time classified personnel shall enter into annual written contracts with the District.

### **EMERGENCY HIRING**

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

### **JOB DESCRIPTION**

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

### **INTENT**

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

### **REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT**

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

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

**Hiring**

**REFERENCES:**

<sup>1</sup>KRS 160.380  
<sup>2</sup>702 KAR 5:080  
<sup>3</sup>KRS 161.011  
<sup>4</sup>P. L. 107-110 (No Child Left Behind Act of 2001)  
34 CFR 200.58-200.59  
KRS 17.160; KRS 17.165; KRS 156.070  
KRS 160.345; KRS 160.390; KRS 335B.020; KRS 405.435  
OAG 91-10; OAG 91-149; OAG 91-206  
OAG 92-1; OAG 92-59; OAG 92-78; OAG 92-131; OAG 97-6  
Kentucky Local District Classification Plan; 13 KAR 3:030  
Records Retention Schedule, Public School District

**RELATED POLICIES:**

01.11, 02.4244, 03.232, 03.27, 03.5, 06.221

**- CLASSIFIED PERSONNEL -**

**Salary Deductions**

**MANDATORY DEDUCTIONS**

Mandatory payroll deductions made by the Board include:

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

**OPTIONAL DEDUCTIONS**

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

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

No other payroll deductions shall be made by the Board.

**REFERENCES:**

KRS 78.610; KRS 161.158; 702 KAR 1:035; OAG 72-802

**- CLASSIFIED PERSONNEL -**

**Leaves and Absences**

**APPROVAL**

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

In all cases of absence, employees shall notify their immediate supervisors the night before or no later than one and one-half hours (1 1/2) hours before the normal work day begins.

**NOTIFICATION OF RETURN**

During extended periods of absence due to illness or injury, a classified employee, upon request, shall report weekly to his/her immediate supervisor on the condition of recovery and the anticipated date of return to work.

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

**LEAVE FOLLOWING ASSAULT**

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

**FMLA**

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

**AFFIDAVIT**

Employees taking leave must file a personal affidavit upon return to work.

**PLACEMENT UPON RETURN**

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

**REFERENCES:**

KRS 161.155; KRS 161.770  
Family and Medical Leave Act of 1993

**RELATED POLICIES:**

03.2232, 03.22322, 03.2233, 03.2234, 03.224

**- CLASSIFIED PERSONNEL -**

**Dress and Appearance**

**DRESS CODE**

The following dress code will apply to all classified employees including instructional assistants, aides, and secretaries throughout the District. It is to be applied for all of the days students are present, parent-teacher conferences and professional developments days.

**Dressing Up is Encouraged**

**APPROPRIATE CLOTHING INCLUDES:**

***MALES***

- Pinpoint or button-down dress shirt
- Knit shirt, turtleneck, and mock-turtleneck
- Slacks or khakis
- Dress shoes, boots, athletic shoes, and casual shoes
- Socks
- Necktie
- Business suit
- Sport coat or sweater
- Holiday, theme, or school shirt

***FEMALES***

- Business suit
- Jumper, dress, skirt/skort (professional fit & knee length)
- Dress shoes, casual shoes, boots, and athletic shoes
- Blouse, knit shirt, cotton shirt, turtlenecks, mock turtlenecks, and sweaters
- Holiday, theme, or school shirt
- Dress “crop slacks” that are loose fitting
- Slacks or khakis

**INAPPROPRIATE DRESS**

- No revealing clothing shall be permitted such as halter-tops, tank tops, low cut tops that over expose the chest area or tops, which expose the stomach area.

• Body Art (no visible tattoos, no visible body piercing other than ears).

2. • Unnatural hair color including but not limited to blue, purple, green, red, and orange are prohibited for all employees.

Reasonable exceptions will be allowed for special “spirit days” and special activities outside the classroom at the discretion of the Principal/Supervisor.

**APPAREL APPROPRIATE FOR SPECIALTY GROUPS**

At the discretion of the supervisor and/or administrator, specialty staff (such as, daycare, etc.) who require specific attire are permitted to dress according to restrictions of their job responsibilities during that specific time period.

**REFERENCES:**

KRS 161.170, OAG 79-158

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

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

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

**HAZARD COMMUNICATION PLAN**

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

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

**BLOODBORNE PATHOGEN CONTROL**

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

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



## **Health and Safety**

### **BLOODBORNE PATHOGEN CONTROL (CONTINUED)**

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

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

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

### **LOCKOUT/TAGOUT**

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

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

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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

1. Assignment of a District employee responsible for assessing the workplace for hazards;
2. Selection of appropriate PPE to safeguard employees from hazards that cannot be eliminated;
3. A training program to be conducted to educate employees about the need for PPE and when it must be worn;

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

4. Training of employees on the use and care of PPE, how to recognize deterioration and failure and the need for replacement; and
5. Requiring employees to wear designated PPE as deemed necessary by the hazard assessment.

**ASBESTOS MANAGEMENT**

The District shall conduct school inspection and re-inspection activities as required by state and federal law<sup>1</sup> to identify the status of asbestos. The District shall maintain an updated asbestos management plan that shall include, but not be limited to, applicable current and/or future inspection activities, response actions and surveillance activities and a description of steps taken to inform staff and parents about any such activities. Each school shall maintain in its administrative office an updated copy of the management plan for that school. Annual written notice of the availability of the plan shall be provided to parent, teacher, and employee organizations. In the absence of any such organizations, the District shall provide written notice of plan availability to parents, teachers, or employees, as applicable.

**REFERENCES:**

- <sup>1</sup>401 KAR 58:010, 40 C.F.R. Part 763
- Kentucky Department for Public Health
- Centers for Disease Control and Prevention
- Kentucky Labor Cabinet, 803 KAR 2:308, 803 KAR 2:404
- OSHA 29 CFR 1910
- 132 PPE Hazard Assessment
- 147 Lockout/Tagout
- 1200 Hazard Communication
- 1030 Bloodborne Pathogens

**- CLASSIFIED PERSONNEL -**

**Nonrenewal**

The Principal/immediate supervisor shall provide the Superintendent with notice of recommended nonrenewals by April 30~~March 15~~.

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

**BASIS FOR NONRENEWAL (LESS THAN FOUR YEARS OF SERVICE)**

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

**BASIS FOR NONRENEWAL (FOUR OR MORE YEARS OF SERVICE)**

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

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

**REFERENCE:**

KRS 161.011

**RELATED POLICIES:**

03.27

03.271

**Paraprofessionals****SUPERINTENDENT MAY EMPLOY**

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

**DEFINITION**

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

**EDUCATIONAL REQUIREMENTS**

All instructional paraprofessionals shall satisfy educational requirements specified by federal law.<sup>2</sup>

Paraprofessionals must have one (1) of the following:

- Completed two (2) years (48 hours) of study at an institution of higher education; or
- Obtained [asan](#) associate’s degree; or
- Passed the Kentucky Paraeducator Assessment (KPR).

**SUPERVISION**

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

**EVALUATION**

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

**REFERENCES:**

<sup>1</sup>KRS 161.044; OAG 76-555; OAG 86-43

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

34 CFR 200.58-200.59; OAG 73-206

Kentucky High School Athletic Association (KHSAA)

KRS 17.160; KRS 17.165; KRS 156.095; KRS 160.380; KRS 161.180

**RELATED POLICIES:**

03.21 (Hiring)

03.232 (Job Description)

03.28 (Evaluation)

03.6