

School Staffing Procedures

The Hardin County Schools shall assign each school the certified and classified personnel in numbers that meet at least the minimum state requirements.

Calculations are based on projected enrollment. Allocations will be adjusted on the 15th school day and on September 15 based on actual enrollment unless there are sufficient numbers for a full teacher.

The local school administrators, counselors, and librarians will be staffed on a ratio that is consistent with Hardin County Board of Education policies and regulations.

All classroom teachers shall be assigned students based on ratios that meet the state mandated class cap requirements for all grade levels, special education classes, and particular subjects. The teacher-student ratio may vary from one year to another in a particular school due to student population changes or program adjustments that are unique for that year. The Board may make annual adjustments in the teacher-student ratio within the guidelines set forth by the state. SBDM schools may elect to raise cap size in order to meet programmatic or student needs.

CERTIFIED STAFFING

The regular teacher-student staffing ratio will be within the guidelines of the Kentucky Department of Education and will be based upon the individual school enrollment. Staffing ratios are as follows and will be rounded to the nearest whole:

Preschool	1:17.0 (half-day)
Kindergarten	1:24.0 (full-day)
Grades P-3	1:24.0
Grades 4-5	1:25.0
Middle School	1:26.0
High School	1:26.0
Brown Street Education Center	1:12.0

(not including special education, .5 teacher allocation for Hardin County High School or administrative staff)

Allocations for the category of elementary music, art and physical education will be calculated at a ratio of one (1) position in this category for each 150 students in kindergarten through grade 5. No school will be staffed with less than one (1) full position in this category. All calculations will be rounded to the nearest one half (.5) position for elementary music, art and physical education.

CLASSIFIED STAFFING

Classified staffing ratio for office managers, bookkeepers, assistants and clerks will be as follows:

High Schools

Officer Manager	1
Bookkeeper	1
Clerks	5

<u>Number of Students</u>	<u>Clerks</u>
<u>Up to 1399</u>	<u>4</u>
<u>1400 to 1699</u>	<u>5</u>
<u>1700 +</u>	<u>6</u>

Middle Schools

Office Manager 1
Clerk 1
Assistants 3

Elementary

Office Manager 1
Clerk 1

ADMINISTRATION

02.4331 AP.1
(CONTINUED)

School Staffing Procedures

CLASSIFIED STAFFING (CONTINUED)

Brown Street

Clerks 2
Additional Inst. Asst. 2

Assistants in preschool, kindergarten and special education will be allocated according to the Kentucky Department of Education guidelines. Other assistants including lunchroom assistants will be allocated at a ratio of one (1) for each 225 students in preschool through grade 5. Primary instructional assistants will be allocated at a ratio of one (1) assistant to each three (3) primary teachers. The number will be rounded to the nearest one half (.5) position.

CUSTODIANS

Each location shall be allotted a custodian for each 22,500 square feet. Facilities that are less than 63,000 square feet will have an additional 14,396 square feet added to the square feet of the building when calculating custodial allotment. Consideration should be given to the number of occupants of the facility.

LUNCHROOM PERSONNEL

Personnel shall be allotted based upon the formula recommended by the Kentucky Department of Education, Division of School and Community Nutrition. Lunchroom personnel are paid from the lunchroom account and considered a District program.

SPECIAL EDUCATION ADD-ON

Assistant principal and counselor positions will be calculated using the projected enrollment with an additional student add-on based on the number and category of special education units:

~~Mild Mental Disability~~ _____ ~~15 Student Add-On~~
~~Diagnostic~~ _____ ~~15 Student Add-On~~
~~Low Incidents~~ ~~Functional Mental Disability~~ 20 Student Add-On
Emotional Behavioral Disability 25 Student Add-On

Any school with an EBD, ~~MMD~~, or ~~FMD~~ or Low Incidents unit will be staffed with at least one (1) full-time counselor.

ADMINISTRATIVE STAFFING GUIDELINES

High School Administrative Staffing

	Principal	Assistant Principal	Counselors	Librarians
1-249	1	0	.5	.5
250-499	1	0.5	1	1
500-749	1	1	1.5	1

750-999	1	1.5	2	1
1000-1249	1	2	2.5	2
1250-1499	1	2.5	3	2
1500-UP (SACS)	1	3.0	3.5	*2

*One (1) staff person shall be added where needed for each additional 250 students over 1500. This person may be assigned to any of these areas to best meet the needs of the school.

School Staffing Procedures**ADMINISTRATIVE STAFFING GUIDELINES (CONTINUED)****Middle School Administrative Staffing**

	Principal	Assistant Principal	Counselors	Librarians
1-249	1	0	2	0.5
250-499	1	0.5	2	1
500-749	1	1	2	1
750-999	1	1.5	2	1
1000-1249	1	2	2.5	1

*IN May 2008, the board allocated a minimum of two (2) guidance counselor positions at all middle schools regardless of enrollment without precluding additional allocations based on higher enrollment as prescribed.

Elementary School Administrative Staffing

	Principal	Assistant Principal	Librarians
1-249	1	0	0.5
250-399	1	0	1
400-749	1	.5	1
750-999	1	1	1
1000-1249	1	1.5	1

Elementary Guidance Staffing

1-399	0.5
400-749	1.0
750-999	1.5
1000-1249	2.0
1250-1499	2.5
1500	3.0

Review/Revised:4/19/12

Holiday/Annual Leave Procedures

School Year Employees - All full-time employees (those employed at least 181 days or more) shall be eligible for four (4) paid holidays designated by the official school calendar.

Twelve (12)-month non administrative classified employees, ^{and} including the Family Resource Youth Services Center Coordinators, who are employed on a year-round basis, shall be eligible for four (4) holidays designated by the official school calendar. In addition, the Board and school offices will be closed on days designated by the Board as falling within the work calendar.

Twelve (12)-month administrative classified employees (Directors) who are employed on a year-round basis shall be paid for 240 days (187-day contract with 53 extended days) shall be eligible for four (4) holidays designated by the official school calendar. In addition, the Board and school offices will be closed on days designated by the Board as falling within the work calendar.

HOLIDAYS

The following days shall be designated as holidays in the official school calendar: Christmas Day, New Year's Day, Thanksgiving Day, and Labor Day.

These days are paid days for 12-month classified employees. Any employee required to work on these days shall be paid at a rate of two times the regular rate for all hours beyond forty (40) as provided by the Fair Labor Standards Act for overtime work.

OFFICES/SCHOOLS CLOSED

The following days shall be days that schools are not in session and that offices shall be closed. Memorial Day, Martin Luther King Day, July 4, the day after Thanksgiving, FDEA Day, two (2) days during KEA, and two (2) days designated by the Superintendent to precede or to follow Christmas Day and New Year's Day.

These days are paid days for 12-month classified employees and Family Resource Youth Services Center Coordinators. Any employee required to work on these days shall be paid at a rate of 1 ½ times the regular rate for all hours beyond forty (40) as provided by the Fair Labor Standards Act for overtime work.

ANNUAL LEAVE

Annual leave can only be taken after it is earned by twelve (12)-month employees. Employees are allowed to accumulate a maximum of forty (40) days for which compensation may be made at retirement. Employees may carry over no more than forty (40) annual leave days from one fiscal year to the next. The Superintendent is authorized to approve an exception to the forty (40) days maximum carry over beyond June 30th. Annual leave may be used only in whole or half-day increments.

PROCEDURE

All annual leave must be approved by the employee's immediate supervisor prior to the time requested.

All forms used in the accountability process will become a part of the payroll records, and it is the responsibility of each staff person to see that his/her record is complete and accurate.

Employees may not take leave without pay until all personal/annual leave days have been utilized. All leaves must be approved by the employee's immediate supervisor and the Human Resources Department.

Holiday/Annual Leave Procedures

EXCEPTION

The Superintendent may require, for security or other reasons, certain classified personnel to work on holidays.

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