

RECOMMENDED: THIS CHANGE IS SUGGESTED TO CLARIFY THE BOARD'S OPTIONS FOR CONTRACT RENEWAL AT A TIME OTHER THAN THE BEGINNING OF THE CALENDAR YEAR.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED.
THIS CHANGE IS NOT REQUIRED BY LAW.

ADMINISTRATION

02.1311

Contract Renewal of Superintendent

REVIEW OF CONTRACT

As early as practical in the calendar year in which the Superintendent's contract expires, the Board will meet to consider the performance and to consider whether to renew the Superintendent's contract. This provision shall not be interpreted as prohibiting the Board from reviewing the Superintendent's performance and considering the renewal of the Superintendent's contract at an earlier date as may be permitted by law.

The Board may grant an extension of the Superintendent's contract as permitted by law.

NEW CONTRACT

The Board may agree to enter into a new contract with the Superintendent at any time so long as the term of no Board member will expire in the interim between the making of a contract and its effective date. The new contract cannot become effective until the expiration of the present contract.

REFERENCES:

KRS 160.350
OAG 78-274

Board of Education of McCreary City v. Nevels, Ky App., 551 S. W. 2115 (1977)

RELATED POLICY:

02.1312

Local legal

02.421

- School Based Decision Making -

Election of School Council Members

Election of Teacher Members

For a teacher to be nominated for election to the council, he/she shall nominate him/herself or be nominated by an individual teacher for voting by the entire faculty. Election of teacher representatives to the school council shall be held within thirty (30) school days from the faculty vote authorizing SBDM. No department by election guidelines shall be guaranteed exclusive representation on the council.

Teachers may nominate themselves or another teacher. Voting shall be by secret ballot. Election procedures shall include signature verification of those voting. The election committee defined in Policy 02.412 shall prepare a ballot containing the names of all teachers nominated. The teachers attending the meeting shall choose a chairperson to chair the meeting to elect teacher members to the council. Balloting will continue until three (3) teachers are elected by a majority vote. Majority vote means more than one-half (1/2) the votes of all teachers at the school. Teachers must be employees of the district and currently assigned to the school where they are elected as council member. Teachers elected to a council shall not be involuntarily transferred during their term of office.

Election of Parent Members

All parents of a student preregistered to attend the school during the term of office may vote for the parent members of the school council. The president of the parent-teacher organization shall organize and oversee the election of parent council members. A parent council member shall be a parent, stepparent, or foster parent of a student to be enrolled in the school during the parent's term of council service. Parent shall also mean a person who has legal custody of a student pursuant to a court order and with whom the student resides.

The parent members shall be elected by an election conducted by the parent and teacher organization of the school or, if none exists, the largest organization of parents formed for this purpose. (To be an organization it shall adopt by-laws, elect officers, and establish a schedule for meetings(s).)

- School Based Decision Making -

Election of School Council Members

Vacancies

Council vacancies shall be filled at a special called election and shall follow the guidelines set forth in this policy.

Removal of School Council Members

A council member is prohibited from engaging in a pattern of practice detrimental to school-based decision making. A member of a school council may be removed from the council for cause, after an opportunity for hearing before the local board, by a vote of four-fifths (4/5) of the membership of a board of education after the recommendation of the chief state school officer pursuant to KRS 156.132. Written notices setting out the charges for removal shall be spread on the minutes of the board and given to the member of the school council.

References:

KRS 156.132
KRS 160.345
KRS 160.347

OAG 91-148, OAG 91-192, OAG 91-206
OAG 92-88, OAG 93-49

Adopted/Amended: 06/19/03
Order #: 8985

LEGAL: THE 2005 GENERAL ASSEMBLY AMENDED KRS 160.345 TO REQUIRE EACH COUNCIL WITH A K-5 CONFIGURATION OR COMBINATION THEREOF (OR PRINCIPAL IN SCHOOLS WITHOUT A COUNCIL) TO IMPLEMENT A WELLNESS POLICY.

RECOMMENDED: IT IS SUGGESTED THAT THE BOARD PROHIBIT THE WITHHOLDING OF PHYSICAL ACTIVITY AS A PUNISHMENT AND REQUIRE ASSISTANCE TO BE PROVIDED TO EACH SCHOOL AS IT DESIGNS ITS WELLNESS POLICY.

THIS CHANGE IS NOT REQUIRED BY LAW.

FINANCIAL IMPLICATIONS: WILL DEPEND ON THE INDIVIDUAL COUNCIL POLICY AND THE RESOURCES REQUIRED TO IMPLEMENT IT.

ADMINISTRATION

02.4241

School Council Policies (SBDM)

ADOPTION OF POLICY

The school council shall adopt a policy to be implemented by the Principal in the following additional areas:

1. Determination of curriculum including needs assessment and curriculum development;
2. Assignment of all instructional and noninstructional staff time;
3. Assignment of students to classes and programs within the school;
- Each secondary school-based decision making council shall establish a policy on the recruitment and assignment of students to advanced placement, International Baccalaureate, dual enrollment, and dual credit courses that recognizes that all students have the right to be academically challenged and should be encouraged to participate in these courses.
4. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar and transportation requirements established by the Board;
5. Determination of the use of school space during the school day;
6. Planning and resolution of issues regarding instructional practices;
7. Selection and implementation of discipline and classroom management techniques as a part of a comprehensive school safety plan, including responsibilities of the student, parent, teacher, counselor, and Principal;

As reflected in the District Code of Acceptable Behavior and Discipline, loss of physical activity periods shall not be used as a disciplinary consequence.

8. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation, and supervision;
9. Procedures, consistent with local Board policy, for determining alignment with state standards, technology utilization, and program appraisal;
10. Commitment to a parent involvement process that provides for:
 - a. Establishing an open, parent-friendly environment;
 - b. Increasing parental participation; and
 - c. Improving two-way communication between school and home, including what their child will be expected to learn; and

School Council Policies (SBDM)**ADOPTION OF POLICY (CONTINUED)**

11. Procedures to assist the council with consultation in the selection of personnel by the Principal, including but not limited to meetings, timelines, interviews, review of written applications, and review of references. Procedures shall address situations in which members of the council are not available for consultation.

12. Schools with K-5 organization, or any configuration thereof, shall develop and implement, in compliance with requirements of federal and state law and board policy, a wellness policy that includes moderate to vigorous physical activity each day, encourages healthy choices among students, and incorporates an assessment tool to determine each child's level of physical activity on an annual basis. The policy may permit physical activity to be considered part of the instructional day, not to exceed thirty (30) minutes per day, or one hundred and fifty (150) minutes per week. (In the absence of a council, the Principal of the school shall develop and implement the required wellness policy.)
- The Superintendent/designee shall provide assistance in identifying strategies and options to promote daily moderate to vigorous physical activity for students, which may include those that increase strength and flexibility, speed heart rate and breathing and stress activities such as stretching, walking, running, jumping rope, dancing, and competitive endeavors that involve all students.

As an alternative to adopting separate policies, school councils may adopt Board policy or standards established by the Board as council policy in the above areas, or they may delegate responsibility for developing a policy to the Principal.

COMPLIANCE WITH BOARD POLICY

In the development and application of school policies as permitted by statute, schools operating under SBDM shall comply with those policies that fall within the authority of the Board, including but not limited to those prohibiting discrimination based on age, race, sex, color, religion, national origin, political affiliation, or disability.

REFERENCES:

KRS 156.072, KRS 156.160
KRS 158.645, KRS 158.6451
KRS 160.345, KRS 160.348
OAG 93-55, OAG 94-29
Board of Educ. of Boone County v. Bushee, Ky., 889 S.W. 2d 809 (1994)
U. S. Dept. of Agriculture's *Dietary Guidelines for Americans*

RELATED POLICIES:

02.422
02.4231
08.1

- School Based Decision Making -

School Staffing**Board Allocation**

By March 1, the Board shall notify each council of the school's staffing allocation for the next fiscal year. The notification shall include the guidelines used in determining the allocation and the formulas utilized in calculating numbers of positions. This allocation shall budget funds sufficient for the council to meet the following staffing needs of the school:

A. Certified Staff:

1. Statutory class size caps based on projected student enrollment to the nearest one-tenth position minus all state enrollment deductions; and

2. Pupil contact hours as required by law; and

3. All other certified staff positions generated by District guidelines approved annually by the Board, excluding fringe benefits, categorical programs, exceptional children services, itinerant, extra duty and extended employment positions, and positions allocated that are not required by statutory cap size requirements.

B. Classified Staff:

1. All school-based positions approved annually by the Board in non-categorical programs.

C. All Positions:

1. To provide salaries including adjustments for any salary changes made by the Board; and

2. To budget for vacant positions at 95% of the average District salary for the job classification.

Any revisions made to the District's policy/guidelines (which ever contains specific formula information) for the next school year shall be forwarded to the appropriate KDE department ~~Division of Instructional Leadership Development~~ by March 1 of each year.

Council Authority

After receiving notification of the financial allocation for the school from the Board, the council shall determine, within the funds allocated, the number of persons to be employed at the school in each school level job classification. The council shall not have the authority to recommend transfers or dismissals. The council shall not alter the staffing of District programs based at the school.

- School Based Decision Making -

School Staffing

For existing school level vacancies, the council may choose to reassign funds from one Board approved school level job to another.

Council to Report

By April 1st, the council shall report to the Board the number of persons to be employed at the school in each job classification.

Impact on District Budget

The funding allocation to a school in future district budgets shall not be altered by council action.

In assigning funding of vacant positions to alternate Board approved job classifications, a council may choose to spend more than the amount allocated by the Board and provide the difference from discretionary council funds. However, the Board shall not be obligated to increase allocations in future District budgets to cover this increased expenditure.

Related Policies:

02.4242
02.4244
03.11
03.21
04.1

References:

KRS 157.360; KRS 160.345
702 KAR 3:245; 702 KAR 3:246
703 KAR 4:020; 703 KAR 4:050

Approved:

06-15-95

Order No:

7702

Amended:

05-15-97

8070

03-21-02

8874

10-17-02

8887

Local

03.11
(HCAR)

- Certified Personnel -

Hiring Procedure

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 Chief State School Officer thirty (30) days before the position is to be filled.

When a vacancy needs to be filled in less than thirty (30) days 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 Chief State School Officer. If the waiver is approved, the appointment shall not be made until the person selected by the Superintendent has been approved by the Chief State School Officer.

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 at any time after February 1 preceding the beginning of the school year.

~~Date 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 qualifications set by Board policy.

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

By the end of the 2005-2006 school year, all teachers of core academic subjects shall be "highly qualified," as defined by state and federal regulation.³

In filling positions, the District shall consider only those applicants who have not been terminated or non-renewed for cause nor removed from a position for cause as an employee of the District.

- Certified Personnel -

Hiring Procedure**Criminal Background Check and Testing**

Applicants, employees, and student teachers assigned within the District shall undergo records checks and any additional tests and criteria as required by applicable testing statutes, regulations, and the District.

As permitted by KRS 160.380, employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender 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 record of such convictions.

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".

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 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 and shall remain active for one (1) year. The applicant may renew application for (1) additional year.

PERSONNEL

03.11
(HCAR)

- Certified Personnel -

Hiring Procedure

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

All certified non-tenured 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.

References:

KRS 17.160; KRS 17.165; KRS 160.345
1 KRS 160.380; KRS 160.390; KRS 161.042
2 KRS 161.605; KRS 161.750; KRS 199.462
OAG 73-333; OAG 91-10; OAG 91-149
OAG 91-206; OAG 92-59; OAG 92-131
702 KAR 1:150; 704 KAR 7:130;
3 P.L. 107-110 (No Child Left Behind act of 2001)
31 CFR 200.55-200.56
State Retention and Disposal Schedule for Boards of Education

Related Policy:

01.11
02.4244
03.132

Adopted/Amended: 06/17/04

Order #: 9260

Hiring Procedure

Job Vacancy Posting

When a vacancy occurs in an approved position, the Principal or supervisor will send a job vacancy posting form to notify the Department for Personnel Services to open the position for posting. No position will be posted until the form is received. Letters of resignation should be forwarded to the Personnel Department before a position is opened for posting. ~~Accompany the job vacancy posting form~~

After February 1, ~~and before July 1~~ and up until 30 days before the first student attendance day, the superintendent may transfer personnel within the district or the SBDM principal, in accordance with SBDM policy, may reassign personnel within the school for the new school year, ~~without posting a vacancy~~. After July 1, it is necessary to post each vacancy as it occurs whether it is ultimately filled by transfer or new hiring.

Posting

Vacancies shall be posted in the Central Office, ~~predetermined locations in the community~~, in the newspaper when deemed necessary, and in each school during the regular school year. All vacancies will be posted on HCS website. All postings shall be made within five (5) working days of the vacancy opening.

Selection Factors

The following factors shall be considered in the selection of all personnel:

1. Certification (as required for the position)
2. Educational background
3. Previous work experience
4. Recommendations
5. Exhibited personal characteristics
- a. Ability to communicate
- b. Ability to work cooperatively with others
- c. Applicant's educational philosophy
- d. Personality and general appearance
- e. Knowledge of work area or subject matter
6. Results from required testing
7. ~~Teacher Insight Teacher Receiver~~
8. Technology skills

Hiring Procedure

When a vacancy occurs in new or existing positions, equal consideration will be given to qualified applicants among current employees.

In filling positions, the District shall consider only those applicants who have not been terminated or non-renewed for cause nor removed from a position for cause as an employee of the District.

Selection Process (SBDM)

The recruitment and initial interviewing of all personnel shall be the responsibility of the Department for Personnel Services.

1. Under the authority of the Superintendent, the Department for Personnel Services shall provide a list of top candidates to the principal of the school which has the vacancy.

2. After consulting with the School Council, the Principal shall select personnel to fill the vacancy from a list of applicants provided by the Department for Personnel Services. A list of additional applicants shall be available if the Principal wishes to consider additional candidates.

3. The Principal shall contact the applicant to inform him/her that he/she has been selected to be hired and shall confirm his/her acceptance of the position. The Principal shall also notify all candidates who were interviewed but not selected for a position.

4. The Principal shall recommend the applicant through PATS ~~submit a Recommendation to Hire form~~ to the Department for Personnel Services. No employee shall report to work until the hiring process is completed. ~~Recommendation to Hire form~~ is received in the Department for Personnel Services.

5. This selection is submitted to the Superintendent through the Department for Personnel Services who completes the hiring process. The Superintendent shall provide the name of the person selected to fill the vacancy to the Board at the next Board meeting, and the secretary shall enter the name into the Board minutes.

6. Personnel decisions made at the school level under this procedure shall be binding on the Superintendent.

Hiring Procedure**Selection of Principal (SBDM)**

If the vacancy to be filled is that of a Principal of a school that has adopted School Based Decision Making, the following procedures shall be followed.

1. The Superintendent, shall submit the name(s) of recommended person(s) to the School Council. The names of additional qualified applicants shall be available if the Council wishes to consider additional applicants.

2. The council or its committee shall interview the applicants and recommend their choice to the Superintendent. Their recommendation becomes binding on the Superintendent. The Superintendent shall contact the applicant to inform him/her that he/she has been selected to be hired and shall confirm his/her acceptance of the position. The Superintendent, or designee, shall also notify all candidates who were interviewed but not selected for a position.

3. The Superintendent, upon completing the hiring process, shall provide the name of the person selected to fill the vacancy to the Board at the next Board meeting, and the secretary shall enter the name into the Board minutes.

4. The council shall undergo training, with a trainer of its choice, in recruitment and interviewing techniques prior to carrying out the process of selection a new Principal.

Employment Decisions

Employees shall not comment on employment decisions except to name the successful candidate.

Assignment

Personnel shall be assigned on the basis of their qualifications, the needs of the system and, when possible, the desires of the applicant.

Recruitment Minority

Explicit efforts shall be directed to hiring qualified minority applicants. This shall be accomplished through personal contact, recruiting visits to colleges with a large minority enrollment and providing tuition assistance to minorities hired on alternative certificates. The district goal of minority hires will be five (5) percent of the new hires for each school year.

PERSONNEL

HCAR 03.11
R/03

- Certified Personnel -

Hiring Procedure

Contract

Personnel hired by the Superintendent shall be notified of their contractual obligations by letter. The contract must be signed and returned to the Department for Personnel Services within two (2) weeks. If not returned within this time frame, the contract may be considered null and void.

If a person under contract decides to resign or retire, notice must be tendered in writing as far in advance as possible, but not less than two (2) weeks prior to the end of employment, to facilitate the selection of an adequate replacement for the position. Thirty (30) days prior to the start of the school year, employees may not be released from their employment contract.

Code of Ethics

The Board subscribes to the Code of Ethics of the Kentucky School Boards Association which advocates outstanding principles on the employment of personnel.

Local

03.112

PERSONNEL

- Certified Personnel -

Certification and Records

Certification

The Board shall set certification requirements for teachers of all grades/courses, including elective courses, in compliance with applicable legal requirements.

All persons appointed to positions requiring Kentucky certification shall present to the Superintendent a copy of the required certificate prior to September 15, assuming the duties of the position.

It shall be the responsibility of the employee to see that the required certification is on file in the Superintendent's office and is kept current at all times.

Notice to Parents of Teacher's Qualifications/Certification

Parents may request that the District provide information regarding the professional qualifications of their child's classroom teachers. In complying with such requests, the District shall provide the information designated by federal law.

Schools receiving Title I funds shall notify parents when their child has been assigned to, or has been taught for four (4) or more consecutive weeks by, a teacher who is not "highly qualified," as defined by state and federal regulation.

Certification For Teaching Elective Courses

The Principal/designee shall forward to the Superintendent the course description for proposed new or revised elective courses, with the Application for Elective Certification Determination form. The Superintendent shall present this information, along with a recommendation for certification requirements, to the Board for its approval.

In determining certification requirements for elective courses, the Board shall observe the following standards:

1. A teacher's preparation program should align with the basic structure of the elective course.
2. Teachers of interdisciplinary electives should be certified in at least one (1) of the disciplines included in the course.

References: KRS 161.020; KRS 161.730 - 161.810
KRS 160.350; 704 KAR 20:320
KRS 161.048; 704 KAR 20:585
KRS 161.030; P.L. 107-110 (No Child Left Behind Act of 2001)

Related Policies: 2.4241; 3.11; 3.5

Adopted:	06-19-03	Order No:	8985
Amended:	10-16-03		9034

Amended:

09-15-88

5331

Approved:

07-09-84

Order No:

4361

References:

*Consolidated Omnibus Reconciliation Act
26 CFR Part 1
KRS 157.320 (12)
KRS 160.290 (1)
KRS 160.340 (2e)
KRS 160.390
720 KAR 3:070

COBRA

At the time of initial employment an employee shall be given the first COBRA notification will be mailed to the employee's home address. Second notification and continuation of benefits shall be contingent upon the employee notifying the district of a qualifying event.*

Establishment

The Board shall annually establish salary schedules and employee benefits for all certified personnel.

Compensation and Benefits

- Certified Personnel -

PERSONNEL

03.12

Salaries**Single-Salary Schedule**

All salaries for certified personnel shall be based on a single-salary schedule providing for 185 days of employment as required by law. The hourly rate for teachers will be calculated by dividing the daily rate by seven (7) hours.

The Certified salary schedule will contain equal intervals of 2% between experience steps and 10% between ranks. In order to maintain internal consistency, salary increases will be applied to Rank III, 0 years of experience, and the 2% step increases and 10% rank increases will be applied accordingly.

Teachers employed by the Hardin County School District may bring in twenty-eight (28) years of teaching experience credit for salary purposes.

Certified personnel may receive up to two (2) years experience credit for active military service. The six-month training requirement for National Guard and reserve service will not qualify an employee for the experience credit. A teacher who is employed by a board for at least one hundred forty (140) days of a school year and who performs teaching duties for the equivalent of at least seventy (70) full school days during that school year, regardless of the schedule on which those duties were performed, shall be credited with one (1) year of experience. A teacher who is employed by a board for at least one hundred forty (140) days during each of two (2) school years and who performs teaching duties for the equivalent of at least seventy (70) full school days during those years shall be credited with one (1) year of experience. No more than one (1) year of experience shall be credited for the performance of teaching duties during a single school year.

Determination of Rank and Experience

The rank and experience of certified personnel shall be determined at time of hire. The board shall direct the superintendent to validate all experience of professional personnel employed in the district.

Changes in rank and experience shall be determined by 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.

Salaries

Contracted Employment

Compensation for employment contracted shall be prorated on the base pay for 185 days.

Contracted employment positions shall be established in the position job description, funded in the District budget, and specified in board policy.

Extended Employment

The Principal or supervisor shall submit an annual plan of extended employment to the Department of Personnel for all personnel who work less than two hundred forty (240) days. This plan should denote the dates when extended days will be worked.

All Family Resource/Youth Service Center Coordinators will submit an annual work plan to their principal and central office supervisor.

Extended employment days may be worked only in whole or half-day increments. Extended employment days cannot be worked on a Saturday or Sunday. A rare exception may be granted if approval is made in advance by the employee's immediate supervisor and the Personnel Department. To qualify for this exception, the Saturday or Sunday work must not be related to the employee's primary job duties.

Employees whose positions include 1 - 45 extended days must work the days and submit documentation to the Personnel Department by June 23rd unless an exception is designated on the extended employment workplan which is approved by the Principal/Supervisor.

All employees who are requesting to be paid all salary owed prior to the end of the fiscal year as provided for in KRS *160.291, must work all extended days and submit documentation to the Personnel Department by June 23rd.

Sick and/or personal leave cannot be used for an extended day unless the day is designated on the extended employment workplan which is submitted to the Personnel Department.

Extra Services

The Board shall annually establish a schedule of compensation for extra services. Payments for those services shall be made on the same date and at the same time as are regular salaries. A one (1) percent increase will be applied to administrative and extra service increments annually. Extra service increments can be split only once. Any payment made to an employee must be processed through regular payroll procedures. As provided under law, teachers who attain certification from the National Board for Professional Teaching Standards shall be given an annual salary supplement of \$3,000 for the life of the certificate.

- Certified Personnel -

Exceptions

The Superintendent's salary may be established without regard to the above-mentioned schedules.

A compensation error/adjustment which needs to be corrected will be adjusted within the fiscal year that the discovery of such is made.

Payroll Distribution

Cheeks Payments will be issued monthly (twelve (12) times annually). New employees will be issued 13 Cheeks Payments the first year of employment. Cheeks Payments will be issued on the 28th of each month, unless the 28th falls on a Saturday, Sunday or holiday in which case payment will be made on the preceding Friday.

The Board shall write all deferred salary Cheeks Payments on or before June 30 of the current fiscal year, and these deferred Cheeks Payments shall then be delivered directly deposited at the regular pay periods in June, July and August of the following fiscal year, except that at the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year

Qualifications

Employees shall be responsible for providing the Superintendent with all required certificates, other credentials, health examinations, and verifications of experience prior to beginning work.

Notice of Salary

Not later than forty-five (45) days before the first student attendance day of the succeeding school year, the superintendent shall notify all certified personnel of the best estimate of the salary for the coming year.

Payroll Deductions

The Board shall approve all payroll deductions as specified by KRS 161.158 and Board policy 03.1211.

PERSONNEL

- Certified Personnel -

References:

New section of KRS 157

KRS 157.320
KRS 161.760
KRS 157.390
KRS 157.360
KRS 160.290
KRS 160.291
KRS 161.1211
KRS 161.760
702 KAR 3:060
702 KAR 3:070
702 KAR 3:100
OAG 97-25

Related Policy:

03.114
03.1211
03.4

03.121
(HCAR)

Adopted/Amended: 06/17/04
Order #: 9260

Local

03.122
(HCAR)

- Certified Personnel -

PERSONNEL

Holidays and Vacations

Holidays

All certified employees shall be paid for four (4) holidays designated in the official school calendar*. These are part of the minimum 185-day school year required by state law. ** Twelve (12)-month employees shall be paid for holidays designated by the Board as falling within the work calendar. To be paid for a holiday the employee must work or be on paid leave the day prior to the holiday.

Vacations

All full-time twelve (12)-month certified employees will earn vacation for years of service with the Hardin County Schools as follows:

0 through 5 years service	21 days per year (9 paid/12 non-paid)
6 through 15 years service	24 days per year (12 paid/12 non-paid)
16 years or more of service	27 days per year (15 paid/12 non-paid)

Under KRS 161.540 (1), employees eligible for vacation would be allowed to accumulate a maximum of forty (40) days for which compensation may be made at retirement. Employees may carry over no more than 40 vacation days beyond June 30 of any calendar year. The superintendent is authorized to approve an exception to the 40 days maximum carry over beyond June 30. Vacation may be used in whole or half-day increments.

References:

*703 KAR 2.020
**KRS 158.070
KRS 2.110
OAG 76-484
OAG 82-356
KRS 161.154

Adopted/Amended: 03/20/03
Order #: 8949

Local

03.1233

PERSONNEL

- Certified Personnel -

Maternity Leave

Paid Sick Leave

Childbirth and recovery therefrom, which prevent the employee from performing assigned duties, shall entitle the employee to sick leave benefits as provided in Board Policy 03.1232. An illness of the newborn shall entitle the employee to sick leave benefits as provided in Board Policy 03.1232.

An employee may use up to thirty (30) days of sick leave within the first 6 weeks immediately following the birth or adoption of a child or children. Additional sick leave days may be used when the need is verified by a physician's statement.

Unpaid Maternity

On written request, the parent of a newborn or the employee who adopts a child or children shall be granted unpaid leave of absence not to exceed the remainder of the school year. Thereafter, tenured employees may request that leave be extended in increments of one (1) year. Absence for maternity leave for one (1) full school year will not be granted for non-tenured certified employees.

Employees on maternity leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.123. Employees who fail to notify the Superintendent of their return by the date prescribed in Policy 03.123 cannot be guaranteed employment for the following school year.

Return from Leave

Tenured employees taking a maternity 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.

Non-tenured certified employees will only be granted maternity leave of less than one (1) full school year. These employees will return to the position for which they were employed.

FMLA

In compliance with the Family and Medical Leave Act of 1993, eligible employees are entitled up to twelve (12) workweeks for unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. An employee may use up to thirty (30) days of paid sick leave on the first thirty (30) working days of that twelve-week period without a physician's statement within the first 6 weeks immediately following the birth or adoption of a child or children. Additional paid sick leave days may be taken when the need is verified by a physician's statement.

PERSONNEL

03.1233 (Continued)

- Certified Personnel -

Maternity Leave

References:

KRS 161.770; OAG 86-66
KRS 161.155
OAG 80-151
OAG 84-43
Family & Medical Leave Act of 1993
03.123, 03.1232, 03.12322

Related Policies:

Adopted/Amended: 06/19/03
Order #: 8985

- Certified Personnel -

Educational/Professional Leave**Educational/ Professional Purpose**

On written request of a tenured teacher or the Superintendent, the board may grant leave (without pay) for one (1) year for educational or professional purposes. An additional year may be recommended by the Superintendent and granted by the Board. Leave may be granted for full-time attendance at universities or other training or professional activities approved by the Board when those activities are related to the employee's job or to other jobs an employee might hold in the school system.

Education/Professional leave for non-tenured employees may be granted for less than one (1) full school year.

Limitations

No more than two percent (2%) of the certified employees may be on educational/ professional leave at one time. When requests exceed two percent (2%), those submitting the earliest requests will be given first consideration.

Time of Application

Written application for education/professional leave must be made at least sixty (60) days before leave is to begin.

Notification of Return

Employees on educational/professional leave shall notify the Superintendent in writing of their intent to return to the school system on or before April 15.

Tenured employees remain on tenure while on leave and will be notified about assignment for the next school year by 30 days before the first student attendance day of the school year.

Placement Upon Return

Tenured employees taking an educational/professional 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.

Educational/Professional Leave

Non-tenured employees taking educational/professional leave of less than one (1) full school year will return to the position for which they were employed.

References:

KRS 161.770; OAG 79-106
OAG 84-43; OAG 91-134

Related Policy:

03.123

Adopted/Amended: 06/19/03

Order #: 8985

LEGAL: AS AMENDED BY THE 2005 GENERAL ASSEMBLY, KRS 175.525 NO LONGER REQUIRES TOLLS TO BE CHARGED FOR SCHOOL DISTRICT VEHICLES BEING OPERATED IN STATE IN AN OFFICIAL CAPACITY.

FINANCIAL IMPACT: MINIMAL SAVINGS

PERSONNEL

03.125

- CERTIFIED PERSONNEL -

Expense Reimbursement for Travel

The Board/School shall reimburse school personnel, within budgeted guidelines, for school-related travel when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent/Immediate Supervisor and the School Council when appropriate. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. The Board/School will be responsible only for actual expenses.

REIMBURSEMENT

No requests for travel reimbursement will be considered unless filed and approved on the proper form and accompanied by the proper supporting documentation.

Receipts for items other than food are required for all expenditures in excess of \$10.00.

Travel reimbursement requests and supporting documents must be approved by the Immediate Supervisor of the School/Department and/or Project Director of the funding source. All requests with required signatures and supporting documentation must be in the Finance/Accounts Payable Office by the deadline designated each month by the Finance Department in order to be paid at the next scheduled Board meeting.

Requests for travel reimbursements should be filed within sixty (60) days with the exception that June travel for the preceding fiscal year must be filed for reimbursement by July 10 of the new fiscal year.

Allowable expenses are:

MILEAGE

Travel outside the District requires prior approval by the Superintendent/Immediate Supervisor and the Council in SBDM schools. Mileage will be calculated between the employee's official work station or home, whichever is the lesser, and reimbursed at the state rate.

Mileage for in-state travel shall be based on an official Kentucky mileage map. An explanation should accompany any variance in excess of ten (10) miles per round-trip. Mileage for out-of-state travel shall be based on the most recent edition of a Rand McNally or AAA Road Atlas.

GASOLINE

Actual cost of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Receipts are required.

PARKING FEES/TOLLS

All parking fees and tolls incurred in school-related travel and approved on the out-of-District travel request form. Receipts are required for items over \$10.00. (Tolls are not to be charged for District vehicles being operated in state in an official capacity.)

Expense Reimbursement for Travel**CAR RENTAL**

Car rental charges when approved by the Superintendent/Immediate Supervisor and the Council in SBDM schools. Receipts are required.

COMMON CARRIERS

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sightseeing and pleasure tours are not reimbursable. Receipts are required.

OUT-OF-STATE TRAVEL

Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.

FOOD

The number of meals allowed will be determined by the dates and times of the meeting as approved on the out-of-District travel request form. Documentation such as an agenda is required to support breakfast and dinner meals that do not fall within authorized travel times. Meals will not be reimbursed for day trips with when an overnight stay is not approved.

Per-diem allowance for meals (no receipt required) when an overnight stay is approved will be reimbursed to the employee based on the current state-approved rates for "standard" and "high rate" areas. Effective rates as of 02/12/02 are as follows:

REIMBURSEMENT FOR NON HIGH-RATE AREAS		
Breakfast	Authorized travel prior to 6:30 A.M.	\$7.00
Lunch	Authorized travel 11 A.M. - 2 P.M.	\$8.00
Dinner	Authorized travel after 7:30 P.M.	\$15.00

REIMBURSEMENT FOR HIGH-RATE AREAS*		
Breakfast	Authorized travel prior to 6:30 A.M.	\$8.00
Lunch	Authorized travel 11 A.M. - 2 P.M.	\$9.00
Dinner	Authorized travel after 7:30 P.M.	\$19.00

* "High-rate area" means a city or metropolitan area in which it has been recognized that higher meal costs and lodging rates have historically prevailed and that has been designated by the Secretary of the Finance and Administration Cabinet as a high-rate area. The Cabinet's policies and procedures manual contains a list of "high-rate areas." A list of "high-rate areas" accompanies this policy.

Special meal functions are to be claimed as part of registration fees must be supported by an agenda or supporting documentation.

Meals and mileage will not be reimbursed for District-sponsored meetings within the District.

Expense Reimbursement for Travel**LODGING**

Reimbursement for hotel or motel charges incurred in school-related travel shall be reimbursed for a conference that is of a two (2)-day or more duration. Overnight lodging will not be approved for meetings of 50 miles or fewer from the Board Central Office (unless evening activities are scheduled). Lodging shall not exceed the cost of a single-room rate unless approved by the Immediate Supervisor, the Superintendent, the Board, or the SBDM Council when appropriate. Personal proof of payment is required.

REGISTRATION FEES

Fees for attendance or admission to conferences or other events provided by sponsors of authorized meetings. Personal proof of payment is required.

OUT-OF-POCKET EXPENSES

Out-of-pocket expenses for teaching materials, postage for Board/School mail, or similar items. Receipts are required.

Kentucky sales tax will not be reimbursed.

EMERGENCY REPAIRS TO VEHICLES

Reimbursement will be made for emergency repairs or to road service to Board-owned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.

REFERENCES:

KRS 160.290

KRS 160.410

KRS 175.525

OAG 80-395

United States v. Correll, 389 U.S. 299 (1967)

Local

03.1311

PERSONNEL

- Certified Personnel -

Transfer

Transfers of certified personnel shall be made by the Superintendent, who, at the first meeting following the transfer, shall notify the Board of same. Such notification shall be recorded in Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

Transfer or reassignment of certified personnel will be made no later than thirty (30) days before the first student attendance day of the school year except to fill vacancies created by illness, death, or resignations; to reduce or increase personnel because of a shift in school population; to make personnel adjustments after consolidation or merger; or to assign personnel according to their major or minor fields of training.*

Transfer of certified personnel among schools will be effected for the benefit of the instructional program and accreditation standards. Every effort will be made to meet these needs through individual transfer requests. Transfer should never be used as a way to deal with performance problems or for personal advantage. Employees who work directly with students will not be allowed to laterally transfer between schools once the employees have met with students at the local school site. Lateral means a position of the same salary. Transfer requests for positions which would be a salary change of status will be considered.

REQUESTS FOR

Transfer requests may be made through the applicant tracking system (PATS). ~~when a position is posted on forms provided by the Personnel Department.~~

When involuntary transfers are necessary, length of service and certification will be considered in making assignments.

Upon written request, the employee shall be notified in writing of the specific reasons for an involuntary transfer.

References:

KRS 160.380; OAG 76-360
*KRS 161.760; OAG 78-266
OAG 91-115; OAG 91-149
OAG 92-1; OAG 92-78; OAG 92-135

Related Policy:

03.172
03.1238

Adopted/Amended: 06/19/03
Order #: 8985

LEGAL: BASED ON INFORMATION FROM THE INTERNAL REVENUE SERVICE, DISTRICTS ARE ADVISED TO BAN PERSONAL USE OF DISTRICT TELECOMMUNICATION DEVICES (PAGERS/DIGITAL/CELL PHONES, ETC). EMERGENCY PERSONAL USE WOULD BE PERMITTED, BUT THE EMPLOYEE WOULD BE REQUIRED TO REIMBURSE THE DISTRICT. THIS DRAFT ESTABLISHES ACCOUNTABILITY MEASURES TO ASSURE REIMBURSEMENT TO THE DISTRICT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.1321

- CERTIFIED PERSONNEL -

Use of School Property

OUTSIDE WORK

An employee shall not use any District facility, vehicle, electronic communication system, equipment or materials in performing outside work unless otherwise approved by the Superintendent or Board. These items (including security codes and electronic records, such as E-mail) are property of the District and shall be used solely for job-related purposes.

ELECTRONIC COMMUNICATIONS

Employees shall 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 as to information entered or stored in their E-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

RESPONSIBILITY

All personnel shall be responsible for the school equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property shall be reported to the employee's immediate supervisor.

USE OF VEHICLES

The Superintendent and/or the Director for Transportation shall be responsible for securing annual driving records from the Kentucky Department of Transportation for any employee who has occasion to drive any vehicle for transporting students. This annual records check shall be a condition of employment. Any traffic citation received during the year shall be reported to the Superintendent prior to driving a Board-owned vehicle or transporting students.

TOBACCO PRODUCTS

Any employee driving a school bus shall not use tobacco products while on a school bus at any time.

OTHER SUBSTANCES

No Board-owned vehicle shall be driven by anyone under the influence of an intoxicant or any substance which may impair the safe operation of the vehicle. Any employee found under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day shall be suspended pending a termination hearing.1

USE OF ASSIGNED TELECOMMUNICATION DEVICES

The Board authorizes the purchase and employee use of telecommunication devices, as deemed appropriate by the Superintendent. These devices shall include, but are not limited to, pagers and digital or cell phones. A uniform and controlled system shall be established for monitoring use and appropriate reimbursement to the District, based on itemized billing statements for each device.

Use of School Property**USE OF ASSIGNED TELECOMMUNICATION DEVICES (CONTINUED)**

Telecommunication devices may be assigned or made available on a temporary or on-going basis when it is determined that:

1. Assignment of a device to an employee is a prudent use of District resources.
A
2. he employee's job responsibilities require the ability to communicate frequently and access to a District or public telephone is not readily available.
T
3. he employee's job involves situations where immediate communication is necessary to ensure the security of District property or safety of students, staff or others while on District property or engaged in District-sponsored activities.
T

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

REFERENCES:

¹702 KAR 5:080; KRS 160.290

RELATED POLICIES:

03.21; 03.27

06.221

LEGAL: KRS 438.050 PERMITS DESIGNATION OF OUTSIDE SMOKING AREAS FOR EMPLOYEES. IF THE BOARD WISHES TO BAN EMPLOYEE USE OF TOBACCO PRODUCTS ON ALL SCHOOL PROPERTY, PLEASE CONTACT YOUR DISTRICT'S POLICY CONSULTANT FOR A REVISED DRAFT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.1327

- CERTIFIED PERSONNEL -

Use of Tobacco

USE OF TOBACCO PROHIBITED

The use of any tobacco product is prohibited in any building owned or operated by the Board where children meet on a routine or regular basis.

Adult employees may smoke in outside areas designated and supervised by the Superintendent or Principal.

REFERENCES:

KRS 438.050

OAG 81-295

OAG 91-137

KRS 160.290

KRS 160.340

P. L. 107-110 (No Child Left Behind Act of 2001)

RELATED POLICY:

09.4232

PERSONNEL

03.15

- CERTIFIED PERSONNEL -

Personnel Records

Only one (1) official personnel file, including information maintained in electronic format, shall be maintained for each employee. This file shall be maintained in the Personnel Department and shall be under the custody of the Superintendent. This file may be inspected by the employee in the presence of a Department of Personnel employee. The employee shall have the right to make photocopies of any material in the file at the employee's expense and in the presence of a Department of Personnel employee.

The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. These folders may contain:

1. Items used as reference and not forwarded to the master personnel file in the Central Office.
2. The employee's evaluation and other school-related correspondence to or from the employee, and
3. Other informational items that may or may not be maintained in the Central Office master personnel file.

PUBLIC INSPECTION

Those portions of personnel records containing material of a personal nature, the disclosure of which would constitute an invasion of privacy, are not open for public inspection.²

NATURE

No material concerning a person's conduct, service, character, or personality shall be placed in the file unless approved by the Superintendent and the employee has been furnished a copy of same.

MEDICAL INFORMATION

Medical information shall be maintained separately from an employee's personnel file.

REFERENCES:

¹KRS 61.884

²KRS 61.876

³KRS 61.878

KRS 161.151

KRS 61.870, KRS 61.872, KRS 61.874

704 KAR 3:345

OAG 77-394, OAG 85-109, OAG 86-15, OAG 89-90, OAG 91-161, OAG 91-176

Kentucky Education Technology System (KETS)

State Retention and Disposal Schedule for Boards of Education

Americans with Disabilities Act of 1990 (P.L. 101-336), 42 U.S.C. 12112

RELATED POLICIES: 0318, 10.11

PERSONNEL

03.16
(HCAR)

- Certified Personnel -

General Complaint Procedure

PROCEDURES

The Superintendent shall develop specific communication procedures to include, but not be limited to, the opportunity for problems to be addressed and resolved at each level of the chain of command from the point of origin, time limitations for the filing, and the appeal of a complaint and procedures for the orderly review and appeal of each individual complaint.

Complaints are individual in nature and must be brought by the individual complainant. Anonymous complaints will not be considered.

The board shall take action only on those complaints that fall within the authority of the board.

GENERAL

The Board will hear problems only after unsuccessful resolution by the employee's supervisors.

PERSONNEL ISSUES

Complaints to be heard by the Board must be submitted in writing to the Superintendent at least five (5) working days prior to the regular Board meeting. The Board will not hear any complaint concerning personnel actions taken by the Superintendent/designee, unless the issue is based on an alleged constitutional, statutory, regulatory, or policy provision.

Before accepting a complaint appeal, the board shall seek the advice of the board attorney as to whether the appeal falls within the requirements of this policy. Any personnel complaint not falling within those requirements shall be appealed only to the level of the superintendent.

The board shall not hear complaints concerning simple disagreement or dissatisfaction with a personnel action.

EXCEPTION

Any specific policy with its own grievance procedure must be utilized in place of this general policy.

PERSONNEL

03.16
(HCAR)

- Certified Personnel -

General Complaint Procedure

Reference OAG 78-204

Related Policy 03.162

Adopted:	07-09-84	Order No:	4361
Amended:	09-15-88		5331
	09-18-90		5990
	07-09-91		6221
	04-15-98		8211
	02-17-0		8475
	10-17-02		8887

Local

HCAR 03.18
R/98

- Certified Personnel

Evaluation

Record Location
Only one official evaluation file shall be kept for each employee.
Evaluation records shall be maintained by the Director of
Benefits/Evaluation Training and Evaluation who shall take action to
ensure the confidentiality of the files. All other personnel records shall
be maintained by the Associate Superintendent for Personnel.

PERSONNEL

PERSONNEL

03.19

- CERTIFIED PERSONNEL -

Professional Development

PROGRAM TO BE PROVIDED

The Board shall provide an efficient, and systematic and high-quality professional development (PD) program. At the direction of the Superintendent or designee and in conjunction with each school, the professional development PD coordinator shall facilitate the development and implementation of this program for all certified employees. Programs may also include classified staff and parent members of school councils and committees.

The PD program for the District and each school shall be incorporated into the school/District improvement plan. Prior to the implementation of the program, the school PD plan shall be made public, and the District PD plan shall be posted to the District web site.

DISTRICT-WIDE PLAN

The program shall be based on a Board-approved professional development PD plan for the District, which is designed (1) to help achieve student capacities established by KRS 158.645 and goals established by KRS 158.6451; (2) to support the District's mission, goals, and assessed needs; and (3) to increase teachers' understanding of curriculum content and methods of instruction appropriate for each content area based on individual school plans. The professional development PD plan shall reflect individual needs of schools as well as District-wide standards, and be aligned with the school/District improvement plan and teacher growth plans.

SCHOOL RESPONSIBILITIES

Each school shall plan high-quality professional development activities-experiences with the professional development PD coordinator and, when appropriate, with other schools to maximize training opportunities.

DOCUMENTATION

The school/District PD plan shall include the method for evaluating each professional development experience for its impact on student learning and for improving professional development initiatives. Documentation of completed professional development activities-experiences, including a written evaluation, shall be required. Individuals are to sign the required documents relating to professional development PD and file them in a timely fashion with their Principal, supervisor, or the professional development director, as appropriate. This includes the timely signing of payrolls that reflect the professional development days.

Unless an employee is granted leave under an appropriate Board policy, failure to complete and document the required hours of professional development during the academic year shall result in a reduction in salary and may be reflected in the employee's evaluation. Sick and personal leave cards for professional development PD days shall be filed with the current payroll at the time of their usage.

Professional development credit shall not be granted on a regular school day with the exception of hours attended after regular school hours.

PERSONNEL

03.19
(CONTINUED)

Professional Development

REFERENCES:

704 KAR 3:035
KRS 156.095
KRS 156.553
KRS 160.345, KRS 158.070
704 KAR 3:325

LEGAL: AS AMENDED BY THE 2005 GENERAL ASSEMBLY, KRS 160.380 AUTHORIZES THE SUPERINTENDENT TO REQUIRE A NATIONAL CRIMINAL BACKGROUND CHECK IF APPLICANTS FOR A CLASSIFIED POSITION HAVE RESIDED IN KENTUCKY FOR 12 MONTHS OR LESS. FINANCIAL IMPACT: POTENTIAL INCREASE IN BACKGROUND CHECK COSTS.

PERSONNEL

03.21

- 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.

In filling positions, the District shall consider only those applicants who have not been terminated or nonrenewed for cause nor removed from a position for cause as an employee of the District.

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.³

All paraprofessionals shall satisfy educational requirements specified by federal law.⁴

CRIMINAL BACKGROUND CHECK AND TESTING

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

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 HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT. UNDER CERTAIN CIRCUMSTANCES, A NATIONAL CRIMINAL HISTORY BACKGROUND CHECK MAY BE REQUIRED AS A CONDITION OF EMPLOYMENT."¹

As permitted by KRS 160.380, employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender 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 record of such convictions.

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.

JOB VACANCY POSTING

When a vacancy occurs in an approved position, the Principal or supervisor will send a Job Vacancy Posting form to the Department for Personnel Services. No position will be posted until the form is received. Letters of resignation should accompany the Job Vacancy Posting form.

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.

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 and remain active for one (1) year.

EMPLOYMENT DECISIONS

Employees shall not comment on employment decisions except to name the successful candidate. The Principal shall also notify all candidates who were interviewed but not selected for a position.

RECOMMENDATION TO HIRE

The Principal shall submit a Recommendation to Hire form to the Department for Personnel Services. No employee shall report to work until the Recommendation to Hire form is received in the Department for Personnel Services.

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.

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 OF EMPLOYMENT

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

PERSONNEL

03.21
(CONTINUED)

Hiring

REFERENCES:

¹KRS 160.380
²702 KAR 5:080
³KRS 161.011
⁴P. L. 107-110 (No Child Left Behind Act of 2001)
34 CFR 200.58-200.59
KRS 160.390, KRS 160.560
Kentucky Local District Classification Plan
KRS 160.345, KRS 335B.020, KRS 405.435, KRS 156.160
702 KAR 1:150
702 KAR 6:045
KRS 17.160, KRS 17.165
785 KAR 1:110
OAG 91-10, OAG 91-149, OAG 91-206, OAG 92-1, OAG 92-59,
OAG 92-78, OAG 92-131, OAG 97-6
State Retention and Disposal Schedule for Boards of Education

RELATED POLICIES:

01.11, 02.4244, 03.232, 03.5, 06.221

Local

03.21

PERSONNEL

- 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.

In filling positions, the District shall consider only those applicants who have not been terminated or non-renewed for cause nor removed from a position for cause as an employee of the District.

Educational Requirement

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.***

All paraprofessionals shall satisfy educational requirements specified by federal law.⁴

Criminal Background Check And Testing

Applicants and employees shall undergo records checks and testing as required by applicable statutes and regulations.***

Each application or renewal form provided applicants shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A STATE CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT".*

As permitted by KRS 160.380, employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or a violent offender as designed in KRS 17.165 or other conviction determined by the

- Classified Personnel -

Hiring

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 record of such convictions.

Job Vacancy Posting

When a vacancy occurs in an approved position, the Principal or supervisor will notify send a job Vacancy Posting form to the Department for Personnel Services to open the position for posting. No position will be posted until the form is received. Letters of resignation should be forwarded to the Personnel Department before a position is opened for posting. accompany the Job Vacancy Posting form.

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 and remain active for one (1) year. The applicant may renew application for (1) additional year.

Employment Decisions

Employees shall not comment on employment decisions except to name the successful candidate. The Principal shall also notify all candidates who were interviewed but not selected for a position.

Recommendation to Hire

The Principal shall recommend the applicant through PATS submit a Recommendation to Hire form to the Department for Personnel Services. No employee shall report to work until the hiring process is completed. Recommendation to Hire form is received in the Department for Personnel Services.

PERSONNEL

03.21 (Continued)

- Classified Personnel -

Hiring

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.

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 of Employment

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

References:

KRS 335B.020; KRS 156.160; KRS 160.345
¹KRS 160.380; KRS 160.390; KRS 160.560
³KRS 161.011; Kentucky Local District Classification Plan
 KRS 405:435; 702 KAR 5:030; ²702 KAR 5:080
 702 KAR 6:045; 785 KAR 1:110; KRS 17.160
 OAG 91-10; OAG 91-149; OAG 91-206
 OAG 92-1; OAG 92-59; OAG 92-78; OAG 92-131, OAG 97-6
⁴P. L. 107-110 (No Child Left Behind Act of 2001)
 34 CFR 200.58-200.59; 702 KAR 1:150
 State Retention and Disposal Schedule for Boards of Education

Related Policies:

01.11
 02.4244
 03.232
 06.221

Adopted/Amended: 06/17/04

Local

03.22

PERSONNEL

- Classified Personnel -

Compensation and Benefits

The Board shall annually establish schedules for salaries and benefits for all classified personnel.

COBRA

At the time of initial employment an employee shall be given the first COBRA notification will be mailed to the employee's home address. Second notification and continuation of benefits shall be contingent upon the employee notifying the district of a qualifying event.*

References:

*Consolidated Omnibus Budget Reconciliation Act
26 CFR Part 1
KRS 160.290 (1)
KRS 160.390 (2)

Adopted: 07-09-84
Amended: 09-15-88
Order No: 4361
Page: 48
235

Page 1 of 1

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- Classified Personnel -

Salaries**Hourly or Salary Basis**

All regular and substitute classified personnel shall be paid on an hourly or salary basis as established by the Board. The classified salary schedule will contain equal intervals of 2% between steps and 10% between levels. In order to maintain internal consistency, salary increases will be applied to step A, Level 1 and the 2% step increases and 10% level increases will be applied accordingly.

Work Day/Work Week

The length of the work day shall be established for each position by the Board. The work week for hourly (non-exempt) employees shall not exceed forty (40) hour per week, unless overtime is authorized as provided by this policy.

Determination of Experience

Upon initial employment, the Superintendent may grant up to five (5) years for pay purposes when a person's specific work experience is determined to be of such importance as to make them the best qualified candidate for the position. Classified personnel may receive up to two (2) years experience credit for active military service. The six-month training requirement for national guard and reserve service will not qualify an employee for the experience credit.

Qualifications

Employees shall be responsible for providing the Superintendent with all required certificates, other credentials, health examinations, and verifications of experience prior to beginning work.

Payroll Distribution

Payments will be issued monthly (twelve (12) times annually). New employees will be issued 13 payments the first year of employment. Payments will be issued on the 28th of each month, unless the 28th falls on a Saturday, Sunday or holiday in which case payment will be made on the preceding Friday.

The Board shall write all deferred salary payments on or before June 30 of the current fiscal year, and these deferred payments shall then be directly deposited at the regular pay periods in June, July and August, except that at the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year.

Pay Period

Salaries will be paid monthly (twelve times annually). Checks will be issued on the 28th day of each month except when the 28th falls on a Saturday, Sunday or holiday; then the payday shall be the preceding Friday. New employees will be issued 13 checks the first year of employment.

The Board shall write all deferred salary checks on or before June 30 of the current fiscal year, and these deferred checks shall then be delivered at the regular pay periods in July and August of the following fiscal year, except that at the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year.

Payroll Deduction
The Board shall approve all payroll deductions as specified by KRS 161.158 and Board policy 03.2211.

Number of Hours
No employee may work for more than forty (40) hours per week unless it has been cleared by the employee's supervisor(s) and the finance/personnel offices. If an employee works in more than one area (e.g., instructional assistant and bus driver), the total amount of work time cannot exceed forty (40) hours per week unless approved by the finance/personnel offices.

Time Records
All classified employees working in a non-exempt position must maintain accurate time records. Those time records may be in written form or by time clock. When reporting to work, the employee must not sign in or clock in until they begin the duties of the position. When leaving work at the end of a work day, the employee must sign out or clock out. All times entered must reflect the accurate time to the minute. Approximate times are not acceptable.

Page 1 of 3
PERSONNEL
03.221 (Continued)
(HCAR)
- Classified Personnel -

Salaries

Overtime
Overtime work shall be approved in advance by the Superintendent or designee. Employees required to work in excess of forty (40) hours per week shall be paid at the rate of 1 1/2 times the regular rate for all hours beyond 40 as provided by Fair Labor Standards Act for overtime work. Employees required to work in excess of forty (40) hours per week on days when schools and offices are closed as designated in HCAR 03.222 shall be paid at the rate of 1 1/2 times the regular rate for all hours beyond 40 as provided by the Fair Labor Standards Act for overtime work. Twelve month-classified employees required to work on holidays as designated in HCAR 03.222 shall be paid double time. Time worked for purposes of overtime compensation shall include approved paid-leave days including paid holidays. Employees who are required to work in excess of their regularly scheduled number of hours short of overtime (40 hours per week) shall be compensated for the extra hours at their scheduled straight-time hourly rate.

Extra Service
Classified personnel may receive extra-service pay for duties connected with handling and accounting for funds at activities scheduled outside the regular school day, provided the rate of pay does not exceed the hourly rate approved by the Board for their regular assignments. Any payment made to an employee must be processed through the payroll process.

Extended Employment
The Principal/Supervisor shall work with the employee to establish an extended employment work plan. The plan shall be filed annually with the Personnel department.

Extended Employment
Employees whose positions include 1 - 45 extended days must work the days and submit documentation to the Personnel Department by June 23 unless an exception is designated on the extended employment work plan which is approved by the Principal/Supervisor.

All employees who are requesting to be paid all salary owed prior to the end of the fiscal year as provided for in KRS 160.291, must work all extended days and submit documentation to the Personnel Department by June 23.

Sick and/or personal leave cannot be used for an extended day unless the day is designated on the extended employment work plan which is submitted to the Personnel Department.

Extended employment days may be worked only in whole or half-day increments. Extended employment days cannot be worked on a Saturday or Sunday. A rare exception may be granted if approval is made in advance by the employee's immediate supervisor and the Personnel department. To qualify for this exception, the Saturday or Sunday work must not be related to the employee's primary job duties.

PERSONNEL
03.221 (Continued)
(HCAR)

- Classified Personnel -
Classified Substitutes
Classified substitutes will be paid at Step A of the level of the position for which they are substituting.

Work Experience Credit
A full-time employee will receive credit for one year of experience each year he/she works 140 days or more between July 1 and June 30.

Retired Re-employment
Employees retired with 30 or more years of service who return to work full-time may earn up to a maximum of 75 percent of their last annual compensation. Part-time employment will be pro-rated.
Employees retired with less than 30 years of service who return to work full-time may earn up to a maximum of 65 percent of their last annual compensation. Part-time employment will be pro-rated.

Last annual compensation is defined as the compensation earned during the 12 months immediately preceding the employee's retirement date excluding payments for accumulated sick leave and vacation.

The last annual compensation will be adjusted for each full year the employee has been retired by the percentage increase in the classified salary schedule for that year.
Purchased "non-qualified service credit" may not be used to meet the 30-year service requirement.

References:

KRS 160.291
KRS 337.285, 803 KAR 1:060-070
Fair Labor Standards Act

Garcia v. San Antonio Metropolitan Transit Authority,
105 S. Ct. 1005 (1985)

Related Policy:

03.2211

Adopted/Amended: 06/17/04

Order #: 9260

Page 3 of 3

Local

03.2232

PERSONNEL

- Classified Personnel -

Sick Leave

Number of Days

All full time classified employees shall be entitled to ten (10) days of sick leave with pay per year.

Full-time classified staff employed on an eleven (11) or twelve (12) month basis shall be entitled to eleven (11) or twelve (12) days, respectively, each year.

Sick leave may be taken in whole day or half day increments.

Persons employed for less than a full year contract will receive a prorata part of the authorized sick leave days calculated to the nearest one-half (1/2) day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day provided the employee works enough hours in the position to be considered at least one-half time.

Employees on paid leave shall not be compensated for any duties, regular or extra service, during the paid leave period.

Accumulation

Unused sick leave will accumulate with no limitation.

Definition

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy, or exposure to contagious diseases.

Family Illness/or Mourning

Sick leave can also be taken for illness in the immediate family for the purpose of mourning a member of the employee's immediate family. Immediate family shall mean employee's spouse, children, (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and any other blood relative who resides in the employee's home.

- Classified Personnel -

Reinstatement

Unused accumulated sick leave will be reinstated to an employee who has terminated and has subsequently been re-employed, if the break in service does not exceed forty-five (45) working days.

Personal Day Transfer Affidavit

Classified employees shall have the option of transferring unused personal leave days to their accumulated sick leave at the end of each school year.

Affidavit

Upon return to work a classified employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill.

Reference:

KRS 161.155
OAG 79-148
OAG 93-39

Family & Medical Leave Act of 1993

Related Policy:

03.2231; 03.2322; 03.233; 03.22331; 03.224
03.275 (Retirement Compensation)

Adopted/Amended: 06/17/04

Order #: 9260

- Classified Personnel -

Maternity Leave**Paid Sick Leave**

Childbirth and recovery therefrom, which prevent the employee from performing assigned duties, shall entitle the employee to sick leave benefits as provided in Board Policy 03.2232.

An illness of the newborn shall entitle the employee to sick leave benefits as provided in Board Policy 03.2232.

An employee may use up to thirty (30) days of sick leave within the first 6 weeks immediately following the birth or adoption of a child or children. Additional sick leave days may be used when the need is verified by a physician's statement.

Unpaid Maternity Leave

On written request, the parent of a newborn or the employee who adopts a child or children shall be granted unpaid leave of absence not to exceed the remainder of the school year.

Employees on maternity leave shall notify the Superintendent in writing of their intent to return to work at least one week prior to the date of return.

Employees taking a maternity leave of less than one full school year will be entitled to return to the position for which they were employed.

FMLA

In compliance with the Family and Medical Leave Act of 1993, eligible employees 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. An employee may use up to thirty (30) days of paid sick leave within the first 6 weeks immediately following the birth or adoption of a child or children, on the first thirty (30) working days of that twelve-week period without a physician's statement. Additional paid sick leave days may be taken when the need is verified by a physician's statement.

References

Family & Medical Leave Act of 1993

Related Policies

03.223; 03.2232; 03.22322

Adopted/Amended: 06/19/03

Order #: 8985

Hours of Duty

Work Schedule

Classified employees shall be prompt in attendance and shall remain on duty as specified in their work schedule.

The work schedule for all classified personnel shall be specified by position in board policy, and shall be compatible with job requirements and applicable governmental regulations.

No classified employee shall leave his/her job assignment during duty hours without the express approval of his/her immediate supervisor.

No supervisor shall require any classified employee to work without a rest period of at least ten (10) minutes during each four (4) hours worked. It is not necessary to schedule rest periods when employees are allowed to take breaks as needed.

The regularly scheduled lunch period should not be considered a "work" period.

Employees will not be paid for work (regular or overtime) performed at home unless approved in advance by the superintendent.

Meetings

Employees shall attend meetings called by the Superintendent, building principals, supervisors or their designees. Absence from staff meetings must have approval of the administrator who called the meeting.

Inclement Weather

When weather conditions require the alteration of normal school or district operations, the following guidelines are to be followed when scheduling the work hours of employees.

1. When schools are closed for an entire day, all twelve- (12) month employees are to report for work at their regularly scheduled time unless otherwise instructed. Said employees who do not report for work must use vacation or personal leave in order to be paid for the day.

2. When schools are closed early due to a sudden change in weather conditions, all employees are to remain at work unless otherwise specifically instructed by their supervisor upon approval of the Superintendent or designee.

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Adopted:	07-26-93	Order No:	7065
Amended:	06-20-96		7876
	05-15-97		8070
	04-15-98		8211

Reference:

KRS 160.290 (2)

3. When schools are opened on a one (1) hour delay, all employees are expected to report to work at the regular time.

- Classified Personnel -

Hours of Duty

03.2332
(Continued)

PERSONNEL

LEGAL: AS AMENDED BY THE 2005 GENERAL ASSEMBLY, KRS 175.525 NO LONGER REQUIRES TOLLS TO BE CHARGED FOR SCHOOL DISTRICT VEHICLES BEING OPERATED IN STATE IN AN OFFICIAL CAPACITY.
FINANCIAL IMPACT: MINIMAL SAVINGS

PERSONNEL

03.225

- CLASSIFIED PERSONNEL -

Expense Reimbursement for Travel

The Board/School shall reimburse school personnel, within budgeted guidelines, for school-related travel when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent/Immediate Supervisor and the School Council when appropriate. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. The Board/School will be responsible only for actual expenses.

REIMBURSEMENT

No requests for travel reimbursement will be considered unless filed and approved on the proper form and accompanied by the proper supporting documentation.

Receipts for items other than food are required for all expenditures in excess of \$10.00.

Travel reimbursement requests and supporting documents must be approved by the Immediate Supervisor of the School/Department and/or Project Director of the funding source. All requests with required signatures and supporting documentation must be in the Finance/Accounts Payable Office by the deadline designated each month by the Finance Department in order to be paid at the next scheduled Board meeting.

Requests for travel reimbursements should be filed within sixty (60) days with the exception that June travel for the preceding fiscal year must be filed for reimbursement by July 10 of the new fiscal year.

Allowable expenses are:

MILEAGE

In-District travel between the employee's official work station and the destination will be reimbursed at the state rate. Mileage commuting between the employee's home and official work station shall not be paid. The District Mileage Chart will be used to calculate mileage between the Central Office and schools and/or school to school.

Travel outside the District requires prior approval by the Superintendent/Immediate Supervisor and the Council in SBDM schools. Mileage will be calculated between the employee's official work station or home, whichever is the lesser, and reimbursed at the state rate.

Mileage for in-state travel shall be based on an official Kentucky mileage map. An explanation should accompany any variance in excess of ten (10) miles per round-trip. Mileage for out-of-state travel shall be based on the most recent edition of a Rand McNally or AAA Road Atlas.

GASOLINE

Actual cost of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Receipts are required.

Expense Reimbursement for Travel**PARKING FEES/TOLLS**

All parking fees and tolls incurred in school-related travel and approved on the out-of-District travel request form. Receipts are required for items over \$10.00. (Tolls are not to be charged for District vehicles being operated in state in an official capacity.)

CAR RENTAL

Car rental charges when approved by the Superintendent/Immediate Supervisor and the Council in SBDM schools. Receipts are required.

COMMON CARRIERS

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sightseeing and pleasure tours are not reimbursable. Receipts are required.

OUT-OF-STATE TRAVEL

Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.

FOOD

The number of meals allowed will be determined by the dates and times of the meeting as approved on the out-of-District travel request form. Documentation such as an agenda is required to support breakfast and dinner meals that do not fall within authorized travel times. Meals will not be reimbursed for day trips with when an overnight stay is not approved.

Per-diem allowance for meals (no receipt required) when an overnight stay is approved will be reimbursed to the employee based on the current state-approved rates for "standard" and "high rate" areas. Effective rates as of 02/12/02 are as follows:

REIMBURSEMENT FOR NON HIGH-RATE AREAS		
Breakfast	Authorized travel prior to 6:30 A.M.	\$7.00
Lunch	Authorized travel 11 A.M. - 2 P.M.	\$8.00
Dinner	Authorized travel after 7:30 P.M.	\$15.00

REIMBURSEMENT FOR HIGH-RATE AREAS*		
Breakfast	Authorized travel prior to 6:30 A.M.	\$8.00
Lunch	Authorized travel 11 A.M. - 2 P.M.	\$9.00
Dinner	Authorized travel after 7:30 P.M.	\$19.00

* "High-rate area" means a city or metropolitan area in which it has been recognized that higher meal costs and lodging rates have historically prevailed and that has been designated by the Secretary of the Finance and Administration Cabinet as a high-rate area. The Cabinet's policies and procedures manual contains a list of "high-rate areas." A list of "high-rate areas" accompanies this policy.

Expense Reimbursement for Travel**FOOD (CONTINUED)**

Special meal functions are to be claimed as part of registration fees must be supported by an agenda or supporting documentation.

Meals and mileage will not be reimbursed for District-sponsored meetings within the District.

LODGING

Reimbursement for hotel or motel charges incurred in school-related travel shall be reimbursed for a conference that is of a two (2)-day or more duration. Overnight lodging will not be approved for meetings of 50 miles or fewer from the Board Central Office (unless evening activities are scheduled). Lodging shall not exceed the cost of a single-room rate unless approved by the Immediate Supervisor, the Board, or the SBDM Council when appropriate.

Personal proof of payment is required.

REGISTRATION FEES

Fees for attendance or admission to conferences or other events provided by sponsors of authorized meetings. Personal proof of payment is required.

OUT-OF-POCKET EXPENSES

Out-of-pocket expenses for teaching materials, postage for Board/School mail, or similar items. Receipts are required.

Kentucky sales tax will not be reimbursed.

EMERGENCY REPAIRS TO VEHICLES

Reimbursement will be made for emergency repairs or to road service to Board-owned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.

REFERENCES:

KRS 160.290
KRS 160.410
KRS 175.525
OAG 80-395

United States v. Correll, 389 U.S. 299 (1967)

LEGAL: BASED ON INFORMATION FROM THE INTERNAL REVENUE SERVICE, DISTRICTS ARE ADVISED TO BAN PERSONAL USE OF DISTRICT TELECOMMUNICATION DEVICES (PAGERS/DIGITAL/CELL PHONES, ETC.). EMERGENCY PERSONAL USE WOULD BE PERMITTED, BUT THE EMPLOYEE WOULD BE REQUIRED TO REIMBURSE THE DISTRICT. THIS DRAFT ESTABLISHES ACCOUNTABILITY MEASURES TO ASSURE REIMBURSEMENT TO THE DISTRICT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

- CLASSIFIED PERSONNEL -

Use of School Property

RESPONSIBILITY

All personnel shall be responsible for the school equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property shall be reported to the employee's immediate supervisor.

OUTSIDE WORK

An employee shall not use any District facility, vehicle, electronic communication system, equipment or materials in performing outside work unless otherwise approved by the Superintendent or Board. These items (including security codes and electronic records, such as E-mail) are property of the District and shall be used solely for job-related purposes.

ELECTRONIC COMMUNICATIONS

Employees shall 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 as to information entered or stored in their E-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

OTHER PERSONNEL

Employees, other than bus drivers, who have occasion to drive a Board-owned vehicle for transporting students, shall annually provide the Superintendent with a copy of their driving records from the Kentucky Department of Transportation. Any traffic citation received during the year shall be reported to the Superintendent prior to driving a Board-owned vehicle or transporting students.

USE OF ASSIGNED TELECOMMUNICATION DEVICES

The Board authorizes the purchase and employee use of telecommunication devices, as deemed appropriate by the Superintendent. These devices shall include, but are not limited to, pagers and digital or cell phones. A uniform and controlled system shall be established for monitoring use and appropriate reimbursement to the District, based on itemized billing statements for each device. Telecommunication devices may be assigned or made available on a temporary or on-going basis when it is determined that:

1. Assignment of a device to an employee is a prudent use of District resources.
2. The employee's job responsibilities require the ability to communicate frequently and access to a District or public telephone is not readily available.
3. The employee's job involves situations where immediate communication is necessary to ensure the security of District property or safety of students, staff or others while on District property or engaged in District-sponsored activities.

PERSONNEL

03.2321
(CONTINUED)

Use of School Property

USE OF ASSIGNED TELECOMMUNICATION DEVICES (CONTINUED)

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

REFERENCES:

KRS 160.290
702 KAR 5:080

RELATED POLICIES:

03.21
06.221

LEGAL: KRS 438.050 PERMITS DESIGNATION OF OUTSIDE SMOKING AREAS FOR EMPLOYEES. IF THE BOARD WISHES TO BAN EMPLOYEE USE OF TOBACCO PRODUCTS ON ALL SCHOOL PROPERTY, PLEASE CONTACT YOUR DISTRICT'S POLICY CONSULTANT FOR A REVISED DRAFT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL
03.2327

- CLASSIFIED PERSONNEL -

Use of Tobacco

USE OF TOBACCO PROHIBITED

The use of any tobacco product is prohibited in any building owned or operated by the Board where children meet on a routine or regular basis. Adult employees may smoke in outside areas designated and supervised by the Superintendent or Principal.

REFERENCES:

KRS 438.050

OAG 81-295

OAG 91-137

KRS 160.290

KRS 160.340

P. L. 107-110 (No Child Left Behind Act of 2001)

RELATED POLICY:

09.4232

PERSONNEL

03.25

- CLASSIFIED PERSONNEL -

Personnel Records

Only one (1) official personnel file, including information maintained in electronic format, shall be maintained for each employee. This file shall be maintained in the Personnel Department and shall be under the custody of the Superintendent or the Superintendent's designee. This file may be inspected by the employee in the presence of a Department of Personnel employee.¹ The Superintendent shall develop procedures to ensure the security of the files.² The employee shall have the right to make photocopies of any material in the file at the employee's expense and in the presence of a Department of Personnel employee.

The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. These folders may contain:

1. Items used as reference and not forwarded to the master personnel file in the Central Office.
2. The employee's evaluation and other school-related correspondence to or from the employee, and
3. Other informational items that may or may not be maintained in the Central Office master personnel file.

PUBLIC INSPECTION

Those portions of personnel records containing material of a personal nature, the disclosure of which would constitute an invasion of privacy, are not open for public inspection.³

NATURE

No material concerning a person's conduct, service, character, or personality shall be placed in the file unless approved by the Superintendent and the employee has been furnished a copy of same.

MEDICAL INFORMATION

Medical information shall be maintained separately from an employee's personnel file.

REFERENCES:

- ¹KRS 61.884
- ²KRS 61.876
- ³KRS 61.878; OAG 77-394; OAG 85-109; OAG 86-15
- KRS 61.870; KRS 61.872; KRS 61.874; KRS 161.151
- OAG 89-90; OAG 91-161; OAG 91-176
- Kentucky Education Technology System (KETS)
- State Retention and Disposal Schedule for Boards of Education
- Americans with Disabilities Act of 1990 (P.L. 101-336), 42 U.S.C. 12112

RELATED POLICY:

10.11

64

Order #: 8887

Adopted/Amended: 10/17/02

03.262

RELATED POLICIES:

OAG 78-204

REFERENCE:

Any specific policy with its own grievance procedure must be utilized in place of this general policy.

EXCEPTION

The Board shall not hear complaints concerning simple disagreement of dissatisfaction with a personnel action. falling within the requirements shall be appealed only to the level of the Superintendent.

Before accepting a complaint appeal, the Board shall seek the advice of the Board Attorney as to whether the appeal falls within the requirements of this policy. Any personnel complaint not concerning personnel actions taken by the superintendent/designee, unless the issue is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.

PERSONNEL ISSUES

The Board will hear employee problems only after the unsuccessful resolution by the employee's supervisors.

GENERAL

The Board shall take action only on those complaints that fall within the authority of the Board.

Anonymous complaints will not be considered. Complaints are individual in nature and must be brought by the individual complainant. and procedures for the orderly review and appeal of each individual complaint.

The Superintendent shall develop specific communication procedures to include, but not be limited to, the opportunity for problems to be addressed and resolved at each level of the chain of command from the point of origin, time limitations for the filing and the appeal of a complaint, and procedures for the orderly review and appeal of each individual complaint.

PROCEDURE

General Complaint Procedure

- CLASSIFIED PERSONNEL -

(HCAR)

03.26

PERSONNEL

Local

RECOMMENDED: THE SUGGESTED REVISIONS (1) ACCOMMODATE THE SUPERINTENDENT'S NEED TO IMPOSE AN ADDITIONAL FIFTEEN DAYS OF SUSPENSION WITH PAY; AND (2) ADD REFUSAL TO FOLLOW SAFETY DIRECTIVES AS A REASON FOR APPROPRIATE ACTION.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED.
THIS CHANGE IS NOT REQUIRED BY LAW.

PERSONNEL

03.27

- CLASSIFIED PERSONNEL -

Discipline, Suspension and Dismissal of Classified Employees

DISCIPLINARY OPTIONS

No classified employee will be dismissed or disciplined without cause. Classified employees may be subject to the following actions, to include, but not be limited to:

1. Verbal warning or reprimand by Superintendent/designee
2. Written warning or reprimand by Superintendent/designee
3. Probation imposed by Superintendent/designee
4. Reassignment (temporary or permanent) by Superintendent
5. Suspension with pay by Superintendent
6. Suspension without pay by Superintendent
7. Nonrenewal by Superintendent
8. Dismissal (termination of contract) by Superintendent

Classified employees may be terminated or suspended with or without pay only 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. No personnel actions shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.
An employee may be relieved from duty for the remainder of the work day by his/her supervisor, pending action by the Superintendent, when drugs, alcohol, and/or the safety of students or staff are involved.

An employee shall be suspended with pay only when the Superintendent determines there is a justifiable need to protect the safety of students and staff or to prevent significant disruption of the workplace and/or educational process. The period of suspension with pay shall not exceed the time needed to determine whether the employee is to return to active service or face disciplinary action. However, suspension with pay shall not exceed ten (10) working days. If circumstances arise that require an investigation or other proceedings that may extend beyond ten (10) days, the Superintendent may lengthen the period of suspension, not to exceed an additional fifteen (15) working days.

Employees suspended with pay shall remain available for immediate recall to active service.

The Superintendent shall see that documentation to support the grounds for suspension with pay is provided to the employee and retained on file in the District.

Discipline, Suspension and Dismissal of Classified Employees**CAUSES FOR DISCIPLINARY ACTION**

Any classified employee shall be subject to appropriate disciplinary 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 while on duty, or the illegal use or possession of controlled substances at any time while on duty. (Additional restrictions are required during state-mandated drug testing for commercial drivers' licenses - Policy 06.221.)
3. Repeated unexcused absence, tardiness, absence without notification or abuse of sick leave.
4. Violation of or refusal to obey federal/state statutes, local policies or state regulations adopted by the Kentucky Board of Education or by the local Board.
5. Refusal to comply with safety directives.
6. Falsifying information supplied to the District including information on application forms, absence reports, or any other information.
7. Violation of local policy, state, or federal statutes or regulations which that apply to assigned duties.
8. Conviction of a felony or any crime involving moral turpitude.
9. Immorality or other unprofessional conduct.
10. Any act/omission of the employee which is detrimental to the school district.
11. Loss of licensure or certification required for the position.

DUE PROCESS PROVISIONS (SUSPENSION WITHOUT PAY/TERMINATION)

When an employee is to be terminated under KRS 161.011 or suspended without pay, the Superintendent shall give the employee written notification of charges against him/her, to include a statement of the right to meet with the Superintendent to discuss such charges, and a form, the signing and filing of which will constitute a demand for the meeting and a denial of charges. The employee may request the meeting by filing the proper form with the Superintendent within five (5) working days after receiving the notification of charges.

The meeting, if requested, shall be held by the Superintendent within fifteen (15) working days of the appeal form having been filed with the Superintendent. The appeal decision by the Superintendent shall be final.

The District and the employee may each present relevant information to support their position concerning the discipline of the employee.

If it becomes necessary for the Superintendent to terminate the employment of an employee, a terminating interview with the Superintendent may be scheduled on District time.

The termination date of an employee shall be the last actual working day.

OTHER DISCIPLINARY ACTIONS

When charges result in disciplinary actions other than termination or suspension without pay and employees wish to contest the charges, they may submit a written response, which shall be placed in their file along with the written charges.

Discipline, Suspension and Dismissal of Classified Employees

PERSONNEL

REFERENCES:

KRS 160.380; KRS 160.390; KRS 161.011

OAG 76-290

Consolidated Omnibus Budget Reconciliation Act
OAG 92-135; OAG 96-3

RELATED POLICIES:

03.23251, 03.26, 03.271, 03.2711; 07.162

RECOMMENDED: THE SUGGESTED ADDITION PROVIDES AN ADDITIONAL BASIS FOR NONRENEWING CLASSIFIED EMPLOYEES WITH FOUR (4) OR MORE YEARS OF CONTINUOUS ACTIVE SERVICE. FINANCIAL IMPLICATIONS: NONE ANTICIPATED. THIS CHANGE IS NOT REQUIRED BY LAW.

PERSONNEL

03.2711

- CLASSIFIED PERSONNEL -

Nonrenewal

Nonrenewal of contracts for classified personnel shall be made in compliance with the requirements of KRS 161.011, with written notice being provided to the employee by the Superintendent no later than April 30.

BASIS FOR NONRENEWAL

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 more than four (4) 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, and/or

7. Loss of, or reduction in, funding, and/or

8. A position becomes obsolete or redundant, due to program reorganization or changes to program requirements for improved delivery of services, including a council decision that fewer employees are needed at the school.

REFERENCE:

KRS 161.011

RELATED POLICIES:

03.27

03.271

Substitute and Temporary Employees**Substitute Employee**

Substitute employees are those who are hired when a full-time or part-time employee is absent from duty.

Qualifications

All substitute employees shall meet criminal records check and medical examination requirements as specified in policies 03.11 and 03.11.1. In addition, substitutes serving in a position on a long-term/extended basis must meet all certification requirements established by the Education Professional Standards Board.

Substitute List

The Superintendent or designee shall maintain a list of qualified substitute teachers.

Instructional

~~Instructional staffs are personnel employed to work 180 days per school year.~~

Retired Teachers

Retired teachers may be reemployed as a part-time, temporary, or substitute teacher in keeping with the requirements of the Kentucky Teacher Retirement System.

Length of Duty

Substitute teachers shall observe the same hours of duty as the regular teacher.

Substitute teachers shall follow daily lesson plans as outlined by the regular teacher and leave a written record of the work completed during their length of duty.

Employment Notification

Substitute teachers on the District's substitute list shall be notified in writing by April 30 of each year as to whether they have reasonable assurance of continued employment for the following school year.

Non-renewal of substitute teachers on limited contracts shall be made in compliance with the requirements of KRS 161.750.

Temporary Employee

Temporary employees are hired to perform a particular service. Upon completion of the particular service to be rendered, a temporary assignment ceases with no obligation of continued employment. Temporary employees shall not be eligible for benefits.

Substitutes and Temporary Employees

Substitute Teacher

Securing A Substitute Teacher

Teachers who are ill or taking personal leave are eligible to request a substitute. All substitutes are placed by an automated calling system called SubFinder. The teacher simply calls 769-8980 and follows the prompts given by SubFinder. Teachers may call SubFinder 24 hours a day, 7 days a week to place a request. However, teachers may not place a request for a whole day absence after 30 minutes prior to the start of school on the current school day.

The substitute coordinator will monitor the system on a daily basis and reports to work at 6:30 a.m. The number for the coordinator is 769-8844. **DO NOT USE THIS NUMBER TO REPORT AN ABSENCE.** You must use SubFinder to report all absences. However, if the system for some reason is not functional, please report this to the coordinator as soon as possible.

Eligibility

Teachers who are involved in approved leave are also eligible for a substitute. Approved leave is granted by the principal or Superintendent; it is limited to school-related matters that require a teacher to be away for a portion of a day or more. Principals have the discretion not to request a substitute for personnel who are involved in assignments that can be covered otherwise without affecting the quality of the daily instructional program.

Substitute Salary Schedule

Rank	Educational Training	Amount Per Day
V	64-95 College Hours	\$65 75
IV	96-Non Degree/Degree	\$70 80
III	Teaching Certificate	\$75 90
II	Master's Degree	\$80 95
I	30 Hours Beyond Master's	\$90 100
	Instructor I First Line Substitutes	\$93.43 \$110
	Retired Teacher	\$120

Instructor I

As need arises, the Hardin County Schools will employ Instructor I teachers. These individuals will be assigned to a particular school and will report to that location every school day, unless otherwise instructed. The Instructor I will receive benefits received by the other full time certified personnel including sick leave, personal days, and the single member state approved health insurance policy. Instructor I will contribute to teacher retirement. Federal and state taxes will be withheld.

Substitutes and Temporary Employees**Substitute Teachers****Lengthy Assignments**

When a substitute teacher in Rank I - IV completes twenty (20) consecutive days on the same assignment, beginning on the 21st and for all days thereafter on the same assignment, he/she shall be paid a daily rate commensurate with his/her rank and experience as a certified teacher.

Substitute Classified Employee

Substitutes will be provided for instructional assistants in the following positions only:

- Special Education Instructional Assistants
- Preschool Instructional Assistants
- Kindergarten Instructional Assistants

Substitutes will not be provided for instructional assistants in any other position.

Substitutes for classified office employees will be provided when the absence is of 20 working days or longer.

When substitutes are not available to meet the demands, principals are encouraged to use other available assistants within their schools to cover the unfilled assignments.

- Classified Personnel -

Volunteers**Definition**

Volunteers are persons who do not receive compensation for assisting in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs. The Superintendent shall develop procedures that encourage volunteers to assist in school and/or District programs and to facilitate effective communication with persons who volunteer.

Teacher education students or students enrolled in an educational institution who participate in observations and educational activities under direct supervision of a local school teacher or administrator in a public school shall not be considered volunteers.

Supervision

All volunteers shall provide assistance only under the direct supervision of a member of the professional administrative and teaching staff.

All volunteers in athletic programs must be 21 years of age and be supervised by a Level 1 or Level 2 coach as defined in the Kentucky High School Athletic Association regulations.

Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with the same liability insurance coverage as a District employee and shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

Principals, working with the volunteer coordinator in each school, will ensure that all volunteers in all areas (curricular, extra-curricular and athletic) complete the orientation and the background check.

Records Check

The District shall conduct, at District expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.

No volunteer shall be utilized to supervise students or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal or designee and the volunteer has undergone the required records check.

Orientation

The Superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures.

References:

A new section of KRS 161

KRS 161.044

Related Policy: 03.5

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PERSONNEL

- Classified Personnel -

Volunteers

Adopted	03-17-94	Order No.	7276
Amended	06-15-95		7702
	05-15-97		8070
	04-19-01		8638
	03-21-02		8774

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