

- CERTIFIED PERSONNEL -

Hours of Duty

REGULAR HOURS

Certified employees shall be prompt in attendance and shall remain on duty as specified by school policy or their immediate supervisor.

ADDITIONAL HOURS

Certified employees may be required to perform additional duties as directed by school policy or assigned by their immediate supervisor.

TEACHERS' DUTY-FREE LUNCH

Each full-time teacher shall be provided with a duty-free lunch period each day during the regularly scheduled student lunch period.¹

Certified employees shall not leave the school grounds~~their job assignment~~ at any time during the school day without the express approval of their immediate supervisor.

REFERENCES:

- ¹KRS 158.060
- KRS 160.290 (2)
- OAG 77-718
- OAG 65-179
- OAG 55-37, 675

RELATED POLICY:

03.121

PERSONNEL

- CLASSIFIED PERSONNEL -

Hours of Duty

Classified ~~personnel~~employees shall be prompt in attendance and shall remain on duty as specified by the Principal or the immediate supervisor. ~~They shall follow work schedules prepared by their immediate supervisor and approved by the Board.~~

No classified employee shall leave the school grounds during duty hours without the express approval of the Principal or the immediate supervisor.

ADDITIONAL HOURS

Classified personnel may be required to perform additional duties as assigned by the Principal or the immediate supervisor.

~~The work year shall be set forth in the salary schedule and calendar.~~

REFERENCE:

KRS 160.290

Building Use Form_____
Name of School Requested_____
Using Organization_____
Requested Facility (gym cafeteria,
auditorium, athletic field, etc.)_____
Date and Time to be Used_____
Date Request Made_____
Date Request Granted_____
Number of People Using Facility_____
Contact Person_____
Purpose of Meeting_____
COMMENTS AND/OR OTHER AGREEMENTS:_____

I, _____, agree to be in charge of those persons present and to assume the responsibility for their conduct. Also, I agree to pay for any and all damages that are incurred as a result of misuse, destructive or negligent acts.

Signature

- The Principal has the authority not to allow use of the gym and/or other facilities or to terminate its use if all obligations are not satisfied by the group.
- A representative of the school system employed in the building must be present and paid an hourly rate as calculated each year.
- The Board of Education will charge a utility fee of ~~\$5~~20.00 per hour. The Board of Education will charge a fee of ~~\$2~~50.00 per hour for athletic field lighting.
- School facilities shall not be used by members of the community or community groups for personal events, commercial purposes, gambling, religious worship services or political events, activities or meetings including those conducted on behalf of an elected official, candidate, slate of candidates or political organizations (other than a candidate forum in which all candidates are invited to participate).
- Drugs/Alcohol or tobacco products including alternative nicotine products and vapor products are not permitted in schools or on school premises.
- Approval of this request does not signify District sponsorship, endorsement or approval of this organization or the activity.

Reporting Form for Employee Extra Pay

SCHOOL _____

ACTIVITY/ORGANIZATION _____

DESTINATION _____

(Bus Drivers)

DATE FACILITY USED _____

SCHOOL EMPLOYEE TO BE PAID _____

**Facility/Activity
(Check one)**

Athletic Field _____

Gym _____

Auditorium _____

Cafeteria _____

Bus _____

Admissions _____

SIGNATURE _____ SIGNATURE _____
(Employee) (Principal)**COST CALCULATION FOR THIS AGREEMENT:**Hours Paid _____ X \$ _____ = \$ _____
(rate of pay)Utility Fee _____ X \$ ~~520~~.00 per hour = \$ _____Mileage Fee _____ X \$ ~~1.300~~.94 per mile = \$ _____Athletic Field Lighting _____ X \$ ~~250~~.00 per hour = \$ _____

TOTAL DUE \$ _____

ACTIVITIES LEGEND**PAY TO BOARD****EMPLOYEE PAY (less deductions)**

Building Supervisor

Cafeteria Workers*

Bus Drivers

Admissions Employees

SCHEDULE TO BE CALCULATED EACH YEAR

The difference in the amount due the Board and employee pay is to cover the cost of matching social security, retirement, unemployment tax and worker's compensation.

***When cafeteria workers are being paid, two (2) sets of forms must be completed:**

1. One form for utility costs submitted to Board of Education accompanied by check or cash.
2. Second form for employee paid-submitted to School Cafeteria Account accompanied by cash or check.

PROCEDURE FOR SUBMITTING MONEY, REPORTING FORMS, BUILDING USE FORMS, AND TIME SHEET TO BOARD OFFICE:

1. Money, Reporting Form, Building Use Forms and timesheets must be submitted together to the Finance Department, Accounts Receivable. Submit Reporting form in duplicate.
2. The above is to be submitted to Accounts Receivable no later than the 25th of the month.

Building Use Form PD Center**POLICIES: AGREEMENT FOR USE OF PD CENTER MEETING ROOMS
HENDERSON COUNTY SCHOOLS
HENDERSON, KY 42420**

This lease/rental agreement is between Henderson County Schools (the owner) and _____
_____, the leaser/renter, to use on
(Name of the requesting organization/group)

_____ in the amount of \$ _____
(Specific date requested) (Rental fee, if applicable)

which allows for access between the hours of _____
(Please include time for set-up and clean-up)

Purpose of this activity (please be specific): _____

1. Henderson County Schools supported groups have first priority. Henderson County School organizations and activities include, but are not limited to: Board meetings, Principal meetings, District committees, FRYSC activities and meetings, department meetings, school sponsored activities and meetings, and professional development activities. Non-Henderson County School groups will be considered as "outside groups".
2. Henderson County School groups may reserve meeting space up to one (1) year in advance. The PD Center staff reserves the right to re-locate any group as needed. Henderson County School supported groups have first priority to meeting space. Outside groups may reserve meeting space, up to three (3) months in advance, with the approval of Henderson County Schools.
3. Use of the facilities is limited to educational and/or business meeting related to education, youth development, literacy, family strengthening, and community partnerships. Private parties, family reunions, receptions, showers, dances, political functions (exception: use as official polling place) etc., are examples of events that are not allowed. Regardless of the unique qualifier for the individual group/organization, Henderson County Schools serve all people regardless of race, color, age, sex, religion, disability, or national origin. The responsible person for the meeting is expected to meet any specific needs for those in attendance.
4. A \$100.00 "Facility Deposit" is required no less than thirty (30) days prior to the planned event for all profit and non-profit groups wishing to utilize the PD Center facilities. If the space is left in satisfactory condition, the deposit will be returned to the renter. If the deposit is not presented to the PD Center staff, the meeting space will not be held for the requested date. No-shows, without cancellation fourteen (14) days prior to the meeting, will forfeit the return of the deposit.
5. Rental fees are assessed to those groups who are not considered to be a "Henderson County Schools sponsored activity" at the following rates:

Up to 10 people in the group:	\$25.00 for up to 4 hours \$50 for over 4 hours*
10-25 people in the group:	\$50.00 for up to 4 hours \$100.00 for over 4 hours*
25-50 people in the group:	\$75.00 for up to 4 hours \$150.00 for over 4 hours*
Over 50 people in the group:	\$100 for up to 4 hours \$200 for over 4 hours*
Use of the Kitchen:	Additional \$25.00 per use/day
(*- in a 24 hour time frame, or any one day)	

Building Use Form PD Center

6. Renter agrees to pay for any losses or damages to the premises and agrees to pay for the replacement, refurbishment, or repair of those articles, fixtures, or furnishings in, on, or about the premises which are damaged or destroyed through the willful or negligent act or acts of the part of the renter, its employees, agent, invitee, guests, or assigns. Sums shall include reasonable cost of labor incurred in making repairs, refurbishment or replacement. All repairs will be arranged for by Henderson County Schools.
7. The individual signing this lease in behalf of the renter does hereby and personally guarantee that he/she has full authority to act in behalf of the renter in the execution of this lease agreement.
8. The owner (Henderson County Schools or the Board of Education) assumes no risk. The renter releases the owner of any and all liability for damages, injury, or loss to any person, goods, merchandise, or machines from any cause whatsoever. Further, the renter hereby covenants to indemnify and save harmless said owner from any damage, injury, or loss from any cause, whosoever, arising in or out of said party of the renter's use or occupancy of the building or premises, including any goods, merchandise, fees for attorneys and litigation, machines, etc. left on the premises.
9. No sign, poster, advertisement, notice, or other attachment shall be inscribed, painted, or affixed on any part of the outside or inside of the building, except door glass. Do not tape, pin, nail, or tack anything on walls, facings, or wooden doors. Tape can be used on glass of doors only. No decorations can be attached to walls, facings, pictures, or doors. Easels are available upon prior request.
10. Renter furnishes all equipment and program materials, as well as their own table covers, eating utensils, paper products, cleaning items, towels, dish cloths, food condiments, etc. PD Center supplies in building are not to be used unless otherwise specified. Garbage bags will be furnished. Trash should be placed in the appropriate receptacles.
11. Renter is responsible for the set up of the facility. Renter is not to pull, drag or scoot tables, chairs, or furniture. Please pick up chairs and tables when they need to be moved. Please clean up after your group, removing all trash from the floors, tables, and counters. ROOM SHOULD BE LEFT IN THE CONDITION IN WHICH IT WAS FOUND.
12. No alcoholic beverages or illegal drugs, etc., are allowed on the premises. Use of tobacco including alternative nicotine products and vapor products is prohibited twenty-four (24) hours a day, seven (7) days a week, inside Board-owned buildings or vehicles, on school-owned property, including stadiums/athletic fields.
13. Henderson County Schools staff will have reasonable access to the premises during the term of this lease agreement. Rental/use of the facility will not interfere with any District activity or disrupt the operation of the school. Limited parking during school hours is available. There is no parking permitted in the bus lane or child pick up area.
14. Policies are subject to change at any time without written notice.
15. In all cases of disagreement arising herein, the statutes and laws of the Commonwealth of Kentucky shall govern. And, the renter further states that he/she does not intend to, and will not, use said premises for any other purpose that will constitute any violation of city, county, state, or federal laws. Will not allow immoral or illegal activity and shall observe fire and safety regulations.
16. Meeting space policy questions can be directed to the Professional Development Center by contacting Marilyn Schwallier at _____.
17. The leaser/renter agrees to be responsible for any cleanup costs incurred by the owner as a result of the room(s) being left in unacceptable condition. The owner will bill the leaser/renter for these cleanup costs, with payment expected within thirty (30) days of the billing. Any damage to the meeting space(s) or facility shall be in accordance with the statement #6 of this agreement. Proof of liability insurance shall be attached to the PD Center Agreement.

Building Use Form PD Center

18. Reservations will be kept by the Henderson County School PD Center staff. Forms are available at the PD Center and available on the Henderson County Schools web page - <http://www.henderson.kyschools.us/>.
19. Scheduling will be done on a first come, first serve basis, with any Henderson County Schools supported program receiving priority.
20. Requests for use of facilities should be submitted on this form, which may be requested from the PD Center during business hours or accessed through the above listed web page. Telephone requests will be held for a maximum of two (2) working days pending receipt of the signed reservation form. If a for-profit group will be utilizing the facilities, a check for the appropriate rental fees is expected prior to the start of the planned event.
21. Refund of payment will be considered, if the planned event is cancelled a minimum of fourteen (14) days prior the planned usage. If Henderson County Schools are cancelled due to weather or emergency (not a day planned in the calendar) then the staff will work with the leaser/renter to reschedule an event.
22. By signing this agreement, the responsible party acknowledges and agrees that this organization does not discriminate in its membership and programming policies. Programs and membership are open to all persons regardless of race, color, age, sex, religion, disability, or national origin. Shall complete a statement of compliance with the non-discrimination policy of the Henderson County Schools.
23. Approval of the request for use of the PD meeting rooms does not signify District sponsorship, endorsement, or approval of an organization or activity.

Name of rental group/organization: _____

By: _____ Date: _____
(Signature required)

Address

City

State

Zip

Phone _____

Received by: _____ Approved by: _____

Key # _____ issued

Facility Deposit Receipt # _____

This check made payable to "Henderson County Schools"

Rental Fee (if applicable) Receipt # _____

This check made payable to "Henderson County Schools"

Building Use Form PD Center

**STATEMENT OF COMPLIANCE IN
NONDISCRIMINATING CONDUCT OF
NON-HENDERSON COUNTY SCHOOLS SPONSORED GROUPS**

This is to certify that

(Organization/Group Name)

does not discriminate in its membership and programming policies. Programs and membership are open to all persons regardless of race, color, age, sex, religion, disability, or national origin.

Signed:

President

Address

Date

Equal Educational and Employment Institution

Building Security

In order to ensure reasonable security of District property the following procedures shall be implemented in all schools:

1. ~~Only those~~All entrances ~~designated by the Principal~~ shall be ~~locked~~left open to outside access during the school day.

Windows and outside doors will be properly secured after the last activity of the school day. All entrances will be locked at that time.

2. The number of keys to outside doors will be limited and issued only to those persons required to enter the building after hours on a regular basis.
3. Outside security lights will be placed in strategic locations.
4. Inside lighting, in corridors, administrative areas, and other strategic locations, will be turned on when custodians complete their schedule.
5. The work schedules of custodians will be arranged to have them work in the building as late as possible.
6. Money shall not be left in classrooms ~~or vending machines~~ overnight.
7. Principals will see that bank deposits are made daily and night deposits are utilized when feasible.
8. The local police and/or sheriff will be requested to place the school buildings on their security rounds.

ADDITIONAL SECURITY MEASURES

With approval of the Board, the Superintendent may direct the installation of a security system and/or the employment of security personnel.