

Chapter 3 – Personnel

Policy/Procedure	Title	Questions/Comments	Administration/KSBA – Answers	Status
03.11	Hiring	Under Vacancies Posted – Add diverse backgrounds Asked KSBA - On page 2 under Reasonable Assurance of Continued Employment “employees shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.” Is this law or can we adjust the date? Also, 03.11 – can we add this phrase? Section: Superintendent’s responsibilities paragraph 3 “When a vacancy needs to be filled in less than 30 days if the position is in a critical shortage area or to prevent disruption of necessary instructional or support services of the school District...”	We added the language in the 2011 update for the following reason: RECOMMENDED: TO AVOID UNNECESSARY UNEMPLOYMENT CLAIMS, NOTIFICATION OF REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT SHOULD BE PROVIDED AS NOTED. THIS CHANGE IS NOT REQUIRED BY LAW. FINANCIAL IMPLICATIONS: NONE ANTICIPATED With that being said, by the last date of the school year gives the district flexibility with the dates so it wouldn’t be necessary to change it.	Draft prepared
03.11 AP.1	Hiring			No change
03.11 AP.21	Job Vacancy Notice	Revise or delete? Asked KSBA - We use TalentEd for the whole hiring process. When we post a job vacancy, we print that out from TalentEd. Would that suffice or do we need to have a procedure in place? Checking to see if we can do away with this procedure.	The hiring policy states “under procedures developed by the superintendent...” Just as long as the notice is posted as required by statute (KRS 160.380) it doesn’t matter the source of the notice.	Draft prepared
03.11 AP.22	Application Evaluation	Asked KSBA – Is this legal, civil rights or just one of our forms?	This is a tool to review the applications. The requirement to review them comes from your current hiring policy but the actual form can be deleted. REVIEW OF APPLICATIONS	Keep as is due to civil rights audit requirements

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			Under procedures developed by the Superintendent, each application shall be reviewed upon initial application. Applications for candidates not employed shall be retained for three (3) years. However, applications and related documents shall be kept in the active file for only one (1) school year. Applications can be reactivated for an additional school year if written notice is received by June 30 of the current school year.	
03.11 AP.23	Interview Evaluation	Asked KSBA - Is this legal, civil rights or just one of our forms?	This is a tool to rate the applicants and is not specifically required although it would be a good “paper trail” if there was a hiring complaint.	Keep as is due to civil rights audit requirements
03.11 AP.242	Verification of Employment	Revise Superintendent name		Draft prepared
03.11 AP.25	Recommendation for Certified Employment (Required for All Positions)	Jinger update		Draft prepared
03.11 AP.252	Criminal Records Release Authorization			No change
03.11 AP.253	Driving Records Release Authorization	Put Transportation Department instead of a name		Draft prepared
03.11 AP.26	Teacher Declaration of Desired Employment Status			No change
03.111	Medical Examination			KSBA Update 7/18/16
03.111 AP.2	Medical Examination Form			KSBA Update 7/20/15
03.111 AP.21	Request for Protected Health Information			No change
03.112	Certification and Records			KSBA Update 7/18/16
03.112 AP.21	Application for Elective Certification Determination	Asked KSBA – Is there a newer version of this?	This is the most recent version we have.	No change

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03.112 AP.22	NCLB Qualification Notifications			KSBA Update 6/20/16
03.113	Equal Employment Opportunity			No change
03.115	Transfer of Tenure			No change
03.12	Compensation and Benefits			No change
03.121	Salaries			First reading 9/21/15, second reading 10/19/15 and first reading 11/16/15, second reading 12/21/15
03.121 AP.1	Salaries			No change
03.121 AP.21	Personal Data Form	Do we use this form?	Jinger checked with our payroll department. This form is not used	Recommend deleting this form
03.121 AP.22	Personnel Documents	Add “and the district” under Criminal Records Check Form		Draft prepared
03.121 AP.24	Change in Rank/Licensure	Need to update		Draft prepared
03.1211	Salary Deductions			KSBA Update 8/17/15
03.1211 AP.21	Employee Request for Optional Salary Deductions	Asked Adrienne – Do we use this form or should it be updated?	We do not use this form.	Delete Procedure
03.1211 AP.22	Program Vendor Requirement			No change
03.1212	Reduction in Salary and Responsibility			No change
03.1213	Cafeteria Plan			No change
03.122	Holidays			No change
03.123	Leaves and Absences	Mention Leave Affidavit?	Add: Affidavit – Employees taking leave must file a personal affidavit upon return to work.	Draft prepared
03.123 AP.2	Employee Leave Affidavit	Updates have been made and presented to the Board		Accepted by Board 2/16/15

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03.1231	Personal Leave	Typographical revision		Draft prepared
03.1232	Sick Leave	Can we have suggested phrasing to also include bereavement into our sick policy? Since we no longer have emergency days, we need that covered under sick policy.	Your current policies 03.1232/03.2232 already address mourning for immediate family as indicated in the sick leave statute KRS 161.155.	First reading 4/18/16, second reading 5/16/16
03.1232 AP.21	Request to Donate Sick Leave			No change
03.12321	Sick Leave Bank	To be reviewed in the future		No change
03.12321 AP.21	Sick Leave Bank Deposit Authorization	To be reviewed in the future		No change
03.12321 AP.22	Sick Leave Bank Usage Application	To be reviewed in the future		No change
03.12321 AP.23	Sick leave Bank Medical Certification Form	To be reviewed in the future		No change
03.12322	Family and Medical Leave			KSBA Update 8/17/15
03.12322 AP.1	Family and Medical Leave Compliance			No change
03.12322 AP.21	Request for Family and Medical Leave of Absence			No change
03.1233	Maternity Leave			No change
03.1234	Extended Disability Leave	Revise – under Placement Upon Return, add mentally “able” to perform		Draft prepared
03.1235	Educational/Professional Leave			No change
03.1235 AP.2	Educational/Professional Leave Request			No change
03.1237	Jury Leave			No change
03.1238	Military/Disaster Services Leave			No change
03.124	Insurance			No change

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03.1241	Workers' Compensation Payments			No change
03.125	Expense Reimbursement	Updates have been made and presented to the Board		1 st reading approved 3-16-15 2 nd reading 4-20-15
03.125 AP.21	Travel Request Form	We do not use this form		Delete form
03.125 AP.22	Travel Expense Voucher	Revise (update)		Draft prepared
03.131	Assignment			No change
03.1311	Transfer			No change
03.1312	Promotion			No change
03.1313	Demotion			No change
03.132	Supervision			No change
03.1321	Use of School Property			No change
03.1321 AP.1	Staff Use of Telecommunication Devices			No change
03.1321 AP.2	Employee Access to Electronic Media	Updated and presented to the Board		Accepted by Board 1/20/15
03.13211	Use of Telephone			No change
03.1322	Gifts			No change
03.1323	Solicitations			No change
03.1324	Political Activities			No change
03.1325	Disrupting the Educational Process			No change
03.13251	Drug-Free/Alcohol-Free Schools	One typo in first paragraph; and 1. At the bottom of page 2, last paragraph, "safety sensitive" positions...can we just say "all employees" or since several positions are listed, is there a reason maintenance workers are not listed? We understand that bus	1. Safety sensitive positions as defined in the policy have been upheld by the 6 th circuit court. We don't know if other positions would be held up if challenged in court. See highlighted language in the attached summary of legal aspects. 2. That is up to the district. See list safety sensitive definition referenced in summary above.	Draft prepared See also: Summary of Legal Aspects of Student and Employee Drug Testing in Public School Districts

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		<p>drivers have their own policy.</p> <p>2. On page 3 under substitute employees, it states substitute employees are not subject to random drug testing. Can we by law drug test subs?</p>		
03.13251 AP.1	Drug-Free Workplace Notice			No change
03.1326	Dress and Appearance	<p>Adopted/Amended 07/21/14 by the Board</p> <p>New revisions</p> <p>Add bullet addressing hair color?</p> <p>Discuss</p>	See student Policy 09.427 addressing hair color attached.	Draft prepared
03.1327	Use of Tobacco	What are other districts doing regarding the e-cigarettes? Has anyone gone smoke-free?	Districts are all over the place with e-cigs and/or being completely smoke free. I think there are around 35-40 districts that are tobacco free 24/7. Nearby, Owensboro Ind., Hancock and Daviess Cos. come to mind. With that being said, some of them have also banned electronic cigarettes. There is proposed legislation to make all public areas smoke free including e-cigs but I don't know that it's going to pass as the session is winding down.	
03.133	Duties			No change
03.1331	Outside Employment or Activities			No change
03.1332	Hours of Duty			No change
03.13331	Extra Duty and Responsibility			No change
03.1334	Staff Advisory Committees	Salary is included in the list of committees. Are we required to have a salary committee?	This is district initiated language. KSBA does not have a model policy in this area so it could be rescinded if no longer needed.	Recommendation to rescind this policy
03.1335	Staff Meetings			No change

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03.14	Health and Safety	Revise #4 under Hazard Communication Plan Steve and Maintenance to work on this policy		Draft prepared
03.14 AP.1	Health and Safety – Contagious Diseases	<p>Hasn't been revised since 1997... is this current.</p> <p>Is it posted in appropriate locations throughout the school building?</p> <p>Item #8 it states that disposable gloves and plastic bags are available in elementary classrooms.....what about secondary?</p>	<p>Ashlee Jones - On #5a, it says a “wet mop.” I have heard that the custodians are not to use a wet mop to clean up bodily fluids. Then on #5d, it states to use bleach. I am almost certain they are not to use bleach either. Bruce will probably have the definite answer to these.</p> <p>On #8, since “or” is used, I would remove “elementary” and add the “health clinic” as an option. I am not certain that EVERY classroom has gloves and disposable bags.</p> <p>Bruce Swanson - All schools have an absorbent compound which they use on bodily fluid spills. Custodians do not use wet mops on bodily fluid spills. There used to be a spray (part water and bleach) for blood spills, but we now use a product by Hillyard for blood spills. You might want to check with Jennifer Simon on the maintenance inventory for bodily spills. Every school in the custodian offices you will find the absorbent to put on the floors for bodily spills, latex gloves, brooms to use and dust pans. I have seen kits (for bodily fluids) in some classrooms. I am not sure if these kits are mandatory.</p>	Draft prepared
03.14 AP.2	Maintenance Request			No change
03.15	Personnel Records			No change
03.15 AP.21	Request to Access Personnel Records			No change
03.15 AP.22	Log of Inspection of Personnel Records			No change
03.16	Grievances			No change

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03.16 AP.1	Grievance Procedures			No change
03.16 AP.2	Grievance Initiation Form			No change
03.162	Harassment/ Discrimination			No change
03.162 AP.1	Notice to Individuals Complaining of Harassment/ Discrimination			No change
03.162 AP.2	Harassment/ Discrimination Reporting Form			No change
03.162 AP.21	Harassment/ Discrimination Investigation and Appeals	The second line of first paragraph “The investigator shall be trained in this area...” What kind of training and who is to be trained?	The investigator is to be trained in the area of harassment/discrimination investigation. In addition, the policy states that the Superintendent shall provide for...Annual training explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination; and...	No change
03.162 AP.22	Witness Disclosure Form			No change
03.162 AP.23	Resolution Response			No change
03.17	Termination/ Nonrenewal/ Separation by Employee	Under Nonrenewal... is March 15 th a law or is this just a date that has some flexibility? Change to April 30	This allows for greater flexibility for planning especially if the position won't be filled, etc. during the staffing allocation process. This is the explanatory note we sent in 2011 when this language was suggested: RECOMMENDED: KSBA LEGAL STAFF RECOMMENDS THE NEW MARCH 15 DEADLINE TO PROVIDE THE SUPERINTENDENT SUFFICIENT TIME TO COMPLETE CERTAIN PERSONNEL ACTIONS AND TO HELP AVOID UNNECESSARY UNEMPLOYMENT CLAIMS. THIS CHANGE IS NOT REQUIRED BY LAW. FINANCIAL IMPLICATIONS: NONE ANTICIPATED	Draft prepared
03.17 AP.1	Notice of Personnel Actions			No change
03.171	Reduction in Force			No change

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03.1721	Conflict of Interests			No change
03.173	Suspension			No change
03.175	Retirement			No change
03.18	Evaluation			No change
03.18 AP.11	Appeals/Hearings			No change
03.18 AP.12	Confidentiality of Records			No change
03.18 AP.21	Evaluation Appeal Form			No change
03.18 AP.22	Evaluation Committee			No change
03.19	Professional Development			No change
03.19 AP.1	Professional Development			No change
03.19 AP.2	Professional Development/ Professional Development Plan	Is this current? Check with Jo	Minor revisions to delete Meeting the Challenge and Partnership for Kentucky School Reform on page 1. We do not use page 2 and should delete this page	Draft prepared
03.19 AP.21	Flexible Staff Development Request/ Evaluation/Attendance Form	Update		Draft prepared
03.1911	Professional Meetings			No change
03.1912	Instructional Leaders' Training			No change
03.192	Professional Organizations			No change
03.193	Staff Orientation			No change
03.2	Classified Personnel			No change
03.21	Hiring	Under Criminal Background Check and Testing – revision		Draft prepared
03.21 AP.1	Hiring			No change
03.21 AP.21	Job Vacancy Notice	See 03.11 AP.21 discussed above		Draft prepared
03.21 AP.23	Interview Evaluation	See 03.11 AP.22 discussed above		No change
03.21 AP.242	Verification of Employment			No change

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03.21 AP.25	Recommendation for Employment (Required for All Positions)	See 03.11 AP.25 discussed above		Draft prepared
03.21 AP.252	Criminal Records Release Authorization			No change
03.21 AP.253	Driving Records Release Authorization			No change
03.21 AP.254	Driving Record Violations and Personnel Actions	Check with Jeff – Is this the newest version?		
03.21 AP.26	Classified Employee Declaration of Desired Employment Status			No change
03.211	Medical Examination			No change
03.211 AP.2	Medical Examination Form			No change
03.211 AP.21	Request for Protected Health Information			No change
03.212	Equal Employment Opportunity			No change
03.22	Compensation and Benefits			No change
03.221	Salaries	Is the List of Salaries portion mandatory?	While you could remove the language from the policy, you would still have to follow it as it is a requirement of KRS 424.220. I recommend leaving it.	
03.221 AP.1	Salaries	Revise		Draft prepared
03.221 AP.11	Compliance with FLSA Requirements			No change
03.221 AP.22	Personnel Documents	Revise under Criminal Records Check Form		Draft prepared
03.221 AP.23	Certification of Time	Jinger will update		Draft prepared
03.221 AP.24	Overtime Approval Form	Email acceptable		No change
03.221 AP.241	Change in Licensure			No change
03.2211	Salary Deductions	#8 in 03.1211 should be included in this one		Draft prepared

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03.2211 AP.2	Salary Deduction/ Vendor (Forms)			No change
03.2212	Cafeteria Plan			No change
03.222	Holidays and Vacations			No change
03.223	Leave and Absences	Consider adding Placement Upon Return as in 03.123		Draft prepared
03.223 AP.2	Leave Affidavit			No change
03.2231	Personal Leave	Typographical revision		Draft prepared
03.2232	Sick Leave			No change
03.2232 AP.21	Request to Donate Sick Leave			No change
03.22321	Sick Leave Bank	To be reviewed in the future		No change
03.22321 AP.2	Sick Leave Bank Forms	To be reviewed in the future		No change
03.22322	Family and Medical Leave			No change
03.22322 AP.1	Family and Medical Leave Compliance			No change
03.22322 AP.2	Family and Medical Leave Forms			No change
03.2233	Maternity Leave			No change
03.2234	Extended Disability Leave			No change
03.2235	Educational Leave			No change
03.2235 AP.2	Education Leave Request			No change
03.2237	Jury Leave			No change
03.2238	Military/Disaster Services Leave			No change
03.224	Insurance			No change
03.2241	Workers' Compensation Payments			No change
03.225	Expense Reimbursement	Updates have been made and presented to the Board		1 st reading approved 3-16-15 2 nd reading 4-20-15

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03.225 AP.2	Travel Request/Voucher Forms			No change
03.231	Assignment			No change
03.2311	Transfer			No change
03.2311 AP.2	Voluntary Transfer Request Form			No change
03.2312	Promotion			No change
03.2313	Demotion			No change
03.232	Supervision			No change
03.2321	Use of School Property			No change
03.2321 AP.1	Staff Use of Telecommunication Devices			No change
03.2321 AP.2	Employee Access to Electronic Media			1/20/15
03.23211	Use of Telephone			No change
03.2322	Gifts			No change
03.2323	Solicitations			No change
03.2324	Political Activities			No change
03.2325	Disrupting the Educational Process			No change
03.23251	Drug-Free/Alcohol-Free Schools	See 03.13251 discussed above		Draft prepared
03.23251 AP.1	Drug-Free Workplace Notice			No change
03.2326	Dress and Appearance	See 03.1326 discussed above		Draft prepared
03.2327	Use of Tobacco	See 03.1327 discussed above		
03.233	Duties			No change
03.2331	Outside Employment or Activities			No change
03.2332	Hours of Duty			No change
03.24	Health and Safety	See 03.14 discussed above		Draft prepared
03.24 AP.1	Health and Safety – Contagious Diseases	See 03.14 AP.1 discussed above		
03.24 AP.2	Maintenance Request			No change

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03.25	Personnel Records			No change
03.25 AP.2	Access to Personnel Records (Forms)			No change
03.26	Grievances			No change
03.26 AP.1	Grievance Procedures			No change
03.262	Harassment/ Discrimination			No change
03.262 AP.1	Notice to Individuals Complaining of Harassment/ Discrimination			No change
03.262 AP.2	Harassment/ Discrimination Forms			No change
03.27	Discipline, Suspension and Dismissal of Classified Employees			No change
03.27 AP.1	Personnel Action Procedures			No change
03.27 AP.21	Employee Request for Hearing			No change
03.271	Reduction in Force			No change
03.2711	Nonrenewal			No change
03.2721	Conflict of Interests			No change
03.273	Retirement			No change
03.28	Evaluation	We need suggested wording to address the first 90 days as probationary period during which time if there is unsatisfactory job performance, a person can be relieved of job duties.	It is my understanding that once an employee is hired, they are under contract and are not in a probationary status. However, they may be let go for reasons outlined in Policy 03.27.	
03.28 AP.1	Evaluation Process			No change
03.28 AP.12	Confidentiality of Records			No change
03.28 AP.21	Classified Personnel Evaluation	Revise: Add 30/60/90 and yearly		Draft prepared

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03.28 AP.22	Evaluation Appeal Form			No change
03.29	Staff Development			No change
03.29 AP.1	Employment-Related Staff Development	Update under All Other Classified Staff		Draft prepared
03.4	Substitute Teachers			No change
03.5	Paraprofessionals	Grammatical revision Also, educational requirements only apply to instructional para professionals. If so, is there something we need to note about coaches? Also, can we call them paraeducators?	I don't think so as it indicates instructional paraprofessionals. Coaching responsibilities are outlined in Policy 09.311 Safety (Athletics)	Draft prepared
03.6	Volunteers	Under Supervision – Cindy check on volunteers/liability insurance	Yes, volunteers are covered under our liability insurance.	No change
03.7	Temporary and Substitute Employees			No change