

- CLASSIFIED PERSONNEL -

Classified Personnel

DEFINITION

Classified personnel are all those employees who hold positions not requiring Kentucky teacher certification.¹

FULL-TIME PERSONNEL

For purposes of insurance and other benefits except sick leave, a full-time employee is one who works a minimum of eighty (80) hours or more per month on a regular basis.

SUBSTITUTE EMPLOYEES

Solely for purposes of the County Employees Retirement System, substitute employees shall serve a probationary period not to exceed twelve (12) months during which they shall not participate in CERS.

REFERENCES:

- ¹KRS 161.011 (1)
- KRS 78.510
- KRS 78.615

RELATED POLICY:

03.2232

Adopted/Amended: 11/19/2007

Order #: 76

- CLASSIFIED PERSONNEL -

Hiring

See Procedure 03.11 AP.1 for the recruitment, selection, and employment process for all personnel hired by the District.

RELATED PROCEDURE:

03.11 AP.1

Review/Revised:8/18/97

- CLASSIFIED PERSONNEL -**Application Evaluation**

NAME OF APPLICANT _____ POSITION _____

The Superintendent/designee shall:

1. rate the application.
2. determine the need for further action based on the outcome of the application evaluation.
3. sign and date the application evaluation document.
4. file the application evaluation in the applicant's folder located in the Central Office.

Professional Improvement/In-Service		
Strongly related to position	5 points	
Moderately related to position	4 points	
Somewhat related to position	3 points	
Not related/no experience	0 points	
TOTAL		

COMMENTS/SUGGESTIONS: _____

Work Experience		
Experience strongly related to position	5 points	
Experience somewhat related to position	4 points	
Unrelated experience	3 points	
No experience	0 points	
TOTAL		

COMMENTS/SUGGESTIONS: _____

References		
Majority are superior	5 points	
Majority are excellent	4 points	
Majority are good	3 points	
Majority are poor	0 points	
TOTAL		

TOTAL SCORE _____

COMMENTS/SUGGESTIONS: _____

OTHER RELEVANT QUALIFICATIONS, AS SPECIFIED _____

*Signature of Evaluator*_____
Date
Review/Revised:8/18/97

PERSONNEL

03.21 AP.23

-CLASSIFIED PERSONNEL -

Interview Evaluation

NAME OF APPLICANT _____ POSITION _____

Rating Description - 1) Unsatisfactory 2) Barely Satisfactory 3) Satisfactory Performance 4) Better Than Average Performance 5) Superior Performance

	1	2	3	4	5
1. Stability - Demonstrates maturity and ability for the position					
2. Attitude Toward Work - Appears to be dedicated to and enthusiastic, positive, and creative toward the demands of the position					
3. Attitude Toward Schools - Displays a willingness to cooperate with parents and resource people					
4. Attitude Toward Community Relations - Projects positive attitude toward promoting the school programs within the community					
5. Ability to Relate to Students - Has ability to work successfully with students, as required					
6. Student Management, where applicable - Demonstrates effective discipline, as necessary					
7. Attitude Toward School Activities, where applicable - Demonstrates a willingness to support school activities in his/her work					
8. Personal Appearance - Is well-groomed and dresses appropriately for the position					
9. Communication Skills - Communicates effectively					
Total Points					

Length of Interview _____

Interviewer's Signature/Date _____

COMMENTS/SUGGESTIONS

Review/Revised:8/18/97

Verification of Employment

See existing Procedure 03.11 AP.242, Verification of Employment form.

Review/Revised:8/21/2000

PERSONNEL

03.21 AP.252

Criminal Records Release Authorization

See existing Procedure 03.11 AP.252 for Criminal Records Release Authorization.

RELATED PROCEDURE:

03.11 AP.252

Review/Revised:8/18/1997

PERSONNEL

03.21 AP.253

Driving Records Release Authorization

See existing Procedure 03.11 AP.253 for Driving Records Release Authorization.

RELATED PROCEDURE:

03.11 AP.253

Review/Revised:8/18/1997

Driving Record Violations and Personnel Actions**NEW/RETURNING BUS DRIVERS**

The District shall perform a driving history check on school bus drivers prior to initial employment and after a break in service (excluding summers). Decisions to employ or re-employ an individual shall be contingent on receipt of records revealing no driving history convictions that would, as determined by the Superintendent, affect the individual's ability to perform the job.

A person shall not be employed as a school bus driver if convicted within the past five (5) years of driving a motor vehicle under the influence of alcohol or any illegal drug.

CURRENT EMPLOYEES

Current bus drivers shall undergo driving records checks at intervals determined by Board policy. Those whose driving record checks reveal the following violations may be subject to appropriate disciplinary action, up to and including, termination/nonrenewal.

1. Speeding/major - speeding more than sixteen (16) miles per hour faster than the speed limit within the last two (2) years;
2. Speeding/minor – speeding less than sixteen (16) miles faster than the speed limit more than once within the last two (2) years;
3. Collision resulting in a citation being issued to applicant for being at fault;
4. Under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day;
5. Revocation of driver's license;
6. Conviction for DUI/DWI;
7. Conviction for reckless driving;
8. Citation for any moving motor vehicle violation that includes either DUI/DWI and reckless driving;
(A minor motor vehicle violation such as failing to make a full stop at a traffic signal need not be reported to the Superintendent.)
9. Conviction for a felony sex crime or as a violent offender as defined in KRS 17.165; or
10. Other criminal or moving vehicle violation, as determined by Superintendent/designee to bear a reasonable relationship to the ability of the individual to perform the job.

NOTE: 702 KAR 5:080 requires bus drivers to report to the Superintendent/designee any violations falling under points five through eight (5-8) above.

Review/Revised:9/15/2003

- CLASSIFIED PERSONNEL -**Classified Employee Declaration of Desired Employment Status****For the _____ / _____ School Year**

NAME _____

SCHOOL _____

DEPARTMENT _____

CHECK ITEM 1 OR ITEM 2

- ____ 1. I WILL WORK in the Henderson County School System next school year.
- ____ 2. I will not work in the Henderson County School System next school year.
(Please state reason below.)

CHECK EACH ITEM IN WHICH YOU ARE INTERESTED

____ 3. I am interested in a change of assignment.

____ 4. I am interested in working in another school

(If you check Item 3 and/or Item 4, please state your specific interests and reasons for a change in the section below.)

COMMENTS _____

DATE _____

SIGNATURE _____

Please **return** this intent to your Principal for receipt in Central Office before March _____, 20____

RELATED PROCEDURE: 03.121 AP.22

Review/Revised:7/25/2005

Request for Protected Health Information

See existing Procedure 03.111 AP.21 the form to use in requesting protected health information from health care providers.

RELATED PROCEDURE:

03.111 AP.21

Review/Revised:7/19/2004

- CLASSIFIED PERSONNEL -**Equal Employment Opportunity****NONDISCRIMINATION**

The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. No person shall be subjected to discrimination in regard to employment, retention, promotion, demotion, transfer or dismissal because of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age, or disabling condition.¹

INDIVIDUALS WITH DISABILITIES

No qualified person with a disability, as defined by law, shall, on the basis of the disability, be subject to discrimination in employment.²

District employment practices shall be in accordance with the Board-approved procedures addressing requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

No human immunodeficiency virus (HIV) related test shall be required as a condition of hiring, promotion, or continued employment, unless the absence of HIV infection is a bona fide occupation qualification for the job in question as defined in KRS 207.135.

REASONABLE ACCOMMODATION

Employees who have a long-term or permanent disability may request the District supervisor to provide reasonable accommodations necessary for them to perform the essential duties of the position. If assistive technology is deemed necessary for an employee, every effort will be made to obtain that technology in a timely fashion. Medical information obtained as part of an employee request shall be confidential.³

Reasonable accommodation shall be provided as required by law.

ADVISING EMPLOYEES

The Superintendent shall inform all school employees of the provisions of this policy.¹

REFERENCES:

¹KRS 161.164

²29 U.S.C.A. 794

³29 U.S.C. section 1630.14

KRS 207.135

34 C.F.R. 104.3 - 104.14

42 U.S.C. 200e, Civil Rights Act of 1964, Title VII, KRS Chapter 344

Americans with Disabilities Act

Kentucky Education Technology System (KETS)

Section 504 of the Rehabilitation Act of 1973

Title IX of the Education Amendments of 1972

Genetic Information Nondiscrimination Act of 2008

RELATED POLICIES:

03.233, 05.11

Adopted/Amended: 8/19/2013

Order #: 23

-CLASSIFIED PERSONNEL-

Compensation and Benefits

ESTABLISHMENT

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. Second notification and continuation of benefits shall be contingent upon the employee's notifying the district of a qualifying event.¹

REFERENCES:

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

Adopted/Amended: 8/9/1988
Order #: 34

- CLASSIFIED PERSONNEL -**Salaries****HOURLY OR SALARY BASIS**

Substitute classified personnel shall be paid on an hourly or salary basis.

QUALIFICATIONS

All employees shall be responsible for providing the Superintendent with all required certificates, health examinations, and verifications of experience prior to receipt of pay.

LIST OF SALARIES

The Board shall maintain for public scrutiny a factual list of individual salaries of its employees for the fiscal year just closed and shall furnish that list by mail to a newspaper qualified under KRS 424.120 to publish advertisements for the District.

DETERMINATION OF EXPERIENCE

Upon initial employment or transfer of a classified employee, the Superintendent shall determine experience credit to be granted from any previous employment consistent with applicable salary schedules adopted by the Board and, in the absence of the issue being addressed in such schedules, experience credit shall be determined as follows:

1. Previous experience in the District.

Credit for years of experience in one (1) classified position with the District will transfer with the employee when assuming another classified position within the District, if there is no break in employment.

2. Previous experience in an equivalent position in another school district.

Years of experience in an equivalent position may be transferred from another school district.

3. Previous private sector experience in a job of a similar nature.

In determining whether previous experience is applicable to a District position, similar experience shall refer to the essential functions, licensing/training requirements, and/or daily job responsibilities of the positions being similar.

For purposes of determining placement on the salary schedule, all full-time, twelve month classified employees shall be given one (1) year of service credit for each two hundred (200) days employed. All other classified personnel shall receive one (1) year of service credit for each one hundred forty (140) days employed. Service experience shall be approved by the Superintendent or the Superintendent's designee.

For purposes of retirement, service credit will be determined in accordance with CERS guidelines.

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) hours per week, unless overtime is authorized as provided by this policy.

Salaries**PAY SCHEDULE**

All classified employees receive twelve equal payments and shall be paid on the tenth (10th) day of each month. If the tenth (10th) day of the month occurs on a Saturday, Sunday, or scheduled holiday, payments will be made on the last working day prior to the tenth (10th).

At the close of the school year, employees who have completed all responsibilities and duties will be paid their remaining salary prior to the end of the fiscal year.

In the event a classified employee leaves the school district prior to the end of the contract term, his/her salary shall be computed on a daily basis and the settlement made accordingly.

DIRECT DEPOSIT

Direct deposit of payroll payments is mandatory for all employees. Employees will have the option to make deposits into multiple financial institution accounts that accept ACH transactions. Arrangements will be made with the bank where the District's payroll account is established to provide free checking accounts to employees who may not already have a checking account. The distribution of payment advices to employees will be via secure email notification. All employees shall be provided an email account in the District's email services and employees will be given the option to have payment advices sent to an external email account.

OVERTIME

Hourly employees required to work in excess of forty (40) hours per week will be paid at the rate of 1 1/2 times the regular rate for all hours beyond 40 as provided by law for overtime work.

Except in an emergency overtime must be approved in advance by the employee's immediate supervisor.

PAYROLL DEDUCTIONS

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

REFERENCES:

KRS 78.615; KRS 160.291; KRS 161.011; KRS 337.285; KRS 424.120; KRS 424.220
702 KAR 3:320; 803 KAR 1:060, 803 KAR 1:070
Fair Labor Standards Act
Garcia v. San Antonio Metropolitan Transit Authority, 105 S.Ct. 1005 (1985)

RELATED POLICY:

03.2211

Adopted/Amended: 8/19/2013
Order #: 23

- CLASSIFIED PERSONNEL -**Compliance with FLSA Requirements**

IMMEDIATE SUPERVISORS AND OTHER STAFF RESPONSIBLE FOR MAINTENANCE OF RECORDS CONCERNING HOURS WORKED AND OVERTIME PAYMENTS MADE SHALL ADHERE TO THE FOLLOWING GUIDELINES.

- Place required FLSA posters in conspicuous places where non-exempt employees can readily see them. Posters may be obtained online at the following address:
<http://www.dol.gov/whd/resources/posters.htm>
- Require non-exempt employees to reflect *actual time worked* on their pay period timesheet, not hours *scheduled*. Certification of time worked shall be signed by both the employee and the immediate supervisor.
- Inform employees of policy 03.221 provisions concerning approval for working overtime, and implement provisions accordingly. Although the district cannot avoid paying for overtime worked without authorization, violation of policy provisions may serve as grounds for disciplinary action that will discourage recurring problems with unauthorized overtime.
- Assure that required breaks are twenty (20) minutes or more long in order for the time not to be compensable. Also, the lunch period must be duty free, or the employee must be compensated for the time.
- Train supervisory staff and bookkeepers regarding proper completion and retention of time records (All time records must be retained for at least the minimum amount of time set by federal regulation and document retention requirements).
- Minimize or avoid dual employment where the combined number of hours worked by one individual will exceed forty (40) hours per workweek. This may require examining the structure of after-school programs that are co-sponsored (or authorized by the district and are held on school property). When calculating overtime wages for an employee who holds two (2) jobs with the District that have different rates of pay, the correct calculation is one-and-one-half the weighted average of the two (2) rates.
- Carefully track hours non-exempt employees work at after-school events or school programs. Example: employees staying on after scheduled hours because they are taking tickets at an athletic event later in the day.
- Pay maintenance employees for overtime for actual hours worked, not on a “per call” basis (for example, in responding to a school alarm or emergency).
- Do not permit a non-exempt employee to “volunteer” for activities within the school, unless his or her child is involved *and* not if the activity is the same as the employee’s job, i.e., a bus driver ‘volunteering’ to drive for a school-sponsored trip for his/her child’s class.
- Request that the Superintendent/designee consult with the Board Attorney or other source about questions concerning FLSA compliance.

Review/Revised:7/19/04

- CLASSIFIED PERSONNEL -**Overtime Approval Form**

FOR PRIOR APPROVAL OF OVERTIME HOURS, COMPLETE THIS FORM AND SUBMIT IT TO THE CENTRAL OFFICE.

Hourly classified employees required to work in excess of forty (40) hours per week will be paid at the rate of 1½ times the regular rate for all hours beyond forty (40) as provided by law. Overtime must be approved in advance by the Superintendent or designee.

Please grant approval for _____
(Employee/Job Title)

to work overtime on _____ at _____
(Date) (Location)

The total estimated overtime hours shall not exceed _____.

DESCRIPTION OF WORK TO BE PERFORMED: _____

EXPLAIN WHY OVERTIME IS NECESSARY: _____

EXPLAIN HOW OVERTIME WILL BENEFIT DISTRICT: _____

Requested by: _____

Approved by: _____
(Superintendent/Designee)

OVERTIME VERIFICATION

The above listed job has been completed and did not exceed the prior approved number of hours. The above listed employee's actual overtime hours for the completion of this project are _____ hours.

Verified by: _____
(School Level/Principal)
(District Level/Superintendent or Designee)

AFTER VERIFICATION, RETURN THIS FORM TO THE PAYROLL CLERK AT THE CENTRAL OFFICE.

RELATED PROCEDURE:

03.121 AP.23

Review/Revised:8/16/1999

PERSONNEL

03.221 AP.241

Change in Licensure

To report a change in licensure, use Procedure 03.121 AP.24.

Review/Revised:8/21/2000

- CLASSIFIED PERSONNEL -

Cafeteria Plan

Classified personnel shall be eligible to participate in a cafeteria plan of benefits.

The Superintendent shall develop and make available to employees a list of benefits and procedures consistent with the regulations as listed in 26 C.F.R., Part I, 1.125.1. This listing, or any amendments thereto, shall be subject to review and final approval by the Board.

REFERENCE:

26 C.F.R. Part I, 1.125.1

Adopted/Amended: 8/9/1988

Order #: 34

PERSONNEL

03.223 AP.2

Leave Affidavit

See Procedure 03.123 AP.2/Leave Affidavit form.

Review/Revised:8/18/97

Request to Donate Sick Leave

See Procedure 03.1232 AP.21/Request to Donate Sick Leave.

Review/Revised:8/17/1998

- CLASSIFIED PERSONNEL -**Sick Leave Bank****MEMBERSHIP**

Upon receipt by the Superintendent of a signed statement of intent, any full-time, Classified employee who is entitled to ten (10) sick leave days per year may participate in the Sick Leave Bank.

Employees may contribute to the sick leave bank at any time. However, commitment to participate in the bank must be made by November 1 of the initial year of operation and by September 15 of any school year thereafter in order to assure membership for that year. Employees hired after September 15 must contribute during their first fifteen (15) work days to be eligible for participation. Once participation has been declared, employees shall be annually enrolled in the bank until they withdraw via written request.

CONTRIBUTIONS

Members shall automatically contribute one (1) day annually from their sick leave accumulation unless otherwise notified. Employees may contribute an additional, unlimited number of days to the bank in any year that they are members. Annual contributions shall be made until nine-hundred (900) days accumulate in the sick leave bank. Automatic, annual contributions will then stop until the balance of available days falls to two-hundred (200).

Sick days contributed to the bank will be deducted from the sick leave days available to contributing employees.

The day or days, once contributed to the bank, become the property of the bank and may not be reclaimed by the employee except as specified in this policy. Only employees who are members of the Sick Leave Bank in any given year shall be eligible to draw on the Sick Leave Bank.

Members may not designate contributed sick leave days to be used by an individual or groups of individuals. Nor shall members be eligible to withdraw days from the bank during leave granted for extended disability.

ADMINISTRATION

The Board shall administer the sick leave bank under procedures developed by the Superintendent. A Sick Leave Bank Committee composed of elected representatives from the Classified staff shall be formed to insure that eligibility requirements are met.

Should the Sick Leave Bank Committee determine that a member's request does not meet eligibility requirements, the member may appeal to the Board. The Board shall hear the request at the next regular meeting and render a decision.

ELIGIBILITY FOR SICK LEAVE BANK DAYS

After employees have exhausted all of their accumulated paid leave days and have been out of school for at least five (5) consecutive work days, they may apply to the Sick Leave Bank Committee for use of Sick Leave Bank days. Employees may draw leave days on the Sick Leave Bank based on the following criteria:

Sick Leave Bank**ELIGIBILITY FOR SICK LEAVE BANK DAYS (CONTINUED)**

1. Application for Sick Leave Bank benefits shall be made in writing to the Superintendent's office and shall include the nature of the illness, the attending physician's name and the estimated length of confinement.
2. Medical certification of disability or illness must be provided on request.
3. Upon approval of the Sick Leave Bank committee, benefits will be provided at the rate of one (1) day for each day of work missed up to ten (10) days.
4. After ten (10) days have been withdrawn, the committee will again meet to reconsider the request, at which time a physician's certification of disability or illness must be presented.
5. The process of reevaluation every ten (10) days shall continue until any one (1) member has withdrawn a maximum of twenty (20) days during a school year.
6. Once members miss five (5) consecutive days during one school year due to sickness and then return to work, they need not miss additional days in order to be eligible to draw on the bank.
7. The first ten (10) Sick Leave Bank days issued do not have to be repaid to the Sick Leave Bank. Any Sick Leave Bank day issued after the first ten (10) days must be repaid to the Sick Leave Bank on a one-for-one basis. All days over the first ten (10) days granted would be repaid to the Sick Leave Bank by having one to five (1-5) days repaid the following school year, and the remaining days (if necessary) repaid the year after that, unless the committee approves an alternative payback plan.
8. Failure to repay Sick Leave Bank days for whatever reasons will result in the forfeiture of that amount owed from that employee's check.

MATERNITY

Sick Bank leave does not cover normal maternity leave. In the event of Fifth Disease exposure during pregnancy, the employee must exhaust sick leave days, have been off work five (5) consecutive work days and have a doctor's statement verifying non-immunity to Fifth Disease. These days can also apply to the Fifth Disease testing window while waiting for results.

DISCONTINUATION

In the event that the Board discontinues the bank, all employees who are members of the bank at the time of discontinuation shall remain members without additional contributions until all days in the bank are exhausted.

REFERENCE:

KRS 161.155

RELATED POLICY:

03.1232

Adopted/Amended: 12/15/2008

Order #: 95

Sick Leave Bank Forms

When applying for the use of sick leave bank days, see Procedure(s) 03.12321 AP.21/Sick Leave Bank Deposit Authorization, 03.12321 AP.22/Sick Leave Bank Usage Application, and 03.12321 AP.23/Sick Leave Bank Medical Certification Form.

Review/Revised:8/18/1997

Family and Medical Leave Compliance

Please refer to Procedure 03.12322 AP.1 for procedures to comply with the Family and Medical Leave Act.

RELATED PROCEDURE:

03.12322 AP.1

Review/Revised:7/20/09

Family and Medical Leave Forms

When applying for Family and Medical Leave, see Procedure(s) 03.12322 AP.21/Request for Family and Medical Leave of Absence.

Review/Revised:8/18/1997

- 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 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 in which the birth or placement occurs. Thereafter, leave may be extended in increments of no more than one (1) year.

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 03.223. Failure to do so will render the position vacant.

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.

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. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child.

REFERENCE:

Family & Medical Leave Act of 1993

RELATED POLICIES:

03.223

03.2232

03.22322

Adopted/Amended: 8/16/2010

Order #: 12

- CLASSIFIED PERSONNEL -**Extended Disability Leave**

This policy shall be applied in a manner consistent with policy 03.212 and the Americans with Disabilities Act (ADA), when those provisions are applicable.

UNPAID LEAVE

Unpaid disability leave may be granted by the Board, upon written request, for the remainder of the contract year. Thereafter, leave may be extended by the Board in one (1) year periods.

FMLA

In compliance with the Family and Medical Leave Act of 1993, leave shall be granted in accordance with Board Policy 03.22322.

VERIFICATION

The Superintendent may require the employee to secure a licensed physician's verification of disability.

NOTIFICATION OF RETURN

Employees on extended disability leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.223. Failure to do so will render the position vacant.

PLACEMENT UPON RETURN

Employees taking disability leave will, on return, be entitled to a comparable position for which they are qualified. Placement in the same position or the same building cannot be guaranteed.

INVOLUNTARY DISABILITY LEAVE

When, on advice of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties, the Board may require the employee to provide evidence of ability to perform the essential functions of the position in the form of an examination and report by a physician of the Board's choosing. The Board shall bear the cost of this examination.

REFERENCES:

Consolidated Omnibus Budget Reconciliation Act
Family & Medical Leave Act of 1993
Americans with Disabilities Act

RELATED POLICIES:

03.211
03.212
03.223
03.22322

Adopted/Amended: 8/19/1996
Order #: 17

- CLASSIFIED PERSONNEL -

Educational Leave

On written request from the employee, and upon recommendation of the Superintendent, the Board may grant classified personnel short-term leaves with pay for the purpose of obtaining training to enhance the skills required in performing their job or to obtain training in anticipation of a different position within the school system.

REFERENCE:

OAG 84-43

Adopted/Amended: 9/16/1991

Order #: 65

PERSONNEL

03.2235 AP.2

- CLASSIFIED PERSONNEL -

Educational Leave Request

Refer to Administrative Procedure 03.125 AP.21 for Educational Leave Request Form.

Review/Revised:8/16/1999

- CLASSIFIED PERSONNEL -

Jury Leave

SALARY

Any employee who serves on a jury in a duly constituted local, state, or federal court shall be granted leave with full compensation, less any compensation received as jury pay (except expense monies), for the period of his actual jury service.

NOTICE

Persons who will be absent from work to serve on juries must give advance notice to their immediate supervisors.

REFERENCES:

KRS 161.153

OAG 78-696

Adopted/Amended: 8/9/1988

Order #: 34

-CLASSIFIED PERSONNEL-

Military/Disaster Services Leave

Military leave will be granted to classified personnel under the provisions and conditions specified in law.

Employees who are members of the National Guard or of any reserve component of the Armed Forces of the United States, or of the reserve corps of the United States Public Health Service shall be entitled to military leave, without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits to which they are entitled. In any one (1) federal fiscal year, employees, while on military leave, shall be paid their salaries or compensations for a period or periods not exceeding twenty-one (21) calendar days. Any unused military leave in a federal fiscal year shall be carried over to the next year. Any unused military leave shall expire two (2) years after it has accrued. Determination of the period of military leave to be granted shall be made according to statutory requirements.

The employee is responsible for notifying his/her immediate supervisor as soon as s/he is notified of an impending military-related absence.¹

The Board may grant disaster services leave to requesting eligible employees. An "eligible employee" means one who is a certified disaster services volunteer of the American Red Cross. Disaster services leave shall be with pay and shall not exceed thirty (30) work days in any twelve (12)-month period.²

REFERENCES:

¹KRS 61.373, KRS 61.375, KRS 61.377, KRS 61.394, KRS 61.396

²KRS 61.395
KRS 161.740 (3)
702 KAR 3:070
OAG 76-316
OAG 74-258
OAG 82-305

Adopted/Amended: 7/24/2006

Order #: 2

- CLASSIFIED PERSONNEL -**Insurance****INSURANCE PROVIDED BY BOARD**

The Board shall provide unemployment insurance,¹ workers' compensation,² and liability insurance for all classified personnel.³ The Board also provides a group term life insurance policy equal in value to the employee's contract salary rounded to the next lower \$1,000.00.

WORKERS' COMPENSATION

Employees who qualify for workers' compensation benefits following an assault and injury, while performing assigned duties, should refer to policy 03.223.

Employees who qualify for Workers' Compensation may be offered the opportunity to participate in an Early Return to Work Program. Transition employment need not be in the same job classification or location, but must comply with the treating physician's restrictions and amendments until the participating employee achieves maximum medical recovery.

INSURANCE PROVIDED BY STATE

The State provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation.³

OPTIONAL ADDITIONAL COVERAGE

Employees have the option to purchase additional group term life insurance, cancer indemnity and family health/hospitalization coverage.

REFERENCES:

¹KRS 341.050

²KRS 342.630

³702 KAR 1:035

KRS 161.158; KRS 161.159

OAG 83-151

Consolidated Omnibus Budget Reconciliation Act

Kentucky Constitution (Section 3); KRS 161.155; KRS 342.730(6)

RELATED POLICIES:

03.2211, 03.223, 03.22322, 03.2241, 03.24

Adopted/Amended: 7/18/2011

Order #: 215

- CLASSIFIED PERSONNEL -**Workers' Compensation Payments****COORDINATION WITH SICK LEAVE**

Employees shall not be required to use sick leave in connection with a work related injury. However, employees claiming workers' compensation income benefits who have sick leave available may choose to use sick leave in order to maintain the equivalent of full salary for the days they are unable to work. Employees shall not be entitled to payment in excess of one hundred percent (100%) of contracted salary.

EMPLOYEE ELECTION

In order to maintain full salary, employees may voluntarily elect to use sick leave to which they are entitled. To coordinate benefits in connection with the employee's election to use sick leave¹, the employee shall pay to the District a sum equal to workers' compensation income benefits received for the same period that the employee uses sick leave. The employee may make such payment by endorsing the workers' compensation benefits check to the District or by paying the District by personal check or cash. The employee's sick leave balance shall then be reinstated to the extent of such payment.

REFERENCES:

¹KRS 161.155, KRS 342.730

RELATED POLICIES:

03.2232

03.22322

Adopted/Amended: 7/18/2011

Order #: 215

- CLASSIFIED PERSONNEL -**Assignment**

The assignment of classified personnel 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. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

The Superintendent shall assign personnel only in positions for which they are qualified.

The Superintendent shall not assign the relative of a school Principal to the school where the Principal is assigned unless the relative is not the spouse and was employed in that school during the 1989-90 school year. No spouse of a Principal shall be assigned to the school where the Principal is assigned unless the spouse was employed in the 1989-1990 school year and the District has no more than one (1) elementary school, one (1) middle school, and one (1) high school. A Principal's spouse employed in the Principal's school shall be evaluated by another school administrator.¹

The Superintendent shall not assign a classified employee to an alternative education program as defined in KRS 160.380 as part of any disciplinary action pursuant to KRS 161.011 or as part of a corrective action plan established pursuant to the District's evaluation plan.

REFERENCES:

- ¹KRS 160.380
- KRS 160.390
- KRS 161.011
- OAG 91-28
- OAG 92-1
- OAG 92-135

Adopted/Amended: 7/16/2012

Order #: 4

- CLASSIFIED PERSONNEL -**Transfer**

The transfer of classified 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 the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

TRANSFER OF EMPLOYEES CHARGED WITH A FELONY

Notwithstanding any other policy provision, the Superintendent may transfer an employee charged with a felony offense as permitted under KRS 160.380.

REFERENCES:

KRS 160.380

KRS 160.390

OAG 92-135

OAG 92-1

Adopted/Amended: 7/24/2006

Order #: 2

- CLASSIFIED PERSONNEL -

Voluntary Transfer Request Form

This form must be submitted to the Superintendent/designee by ☐ May 1 ☐ June 1 ☐ July 1 for the coming school year. This transfer request form must be renewed annually if the employee still requests a transfer to another location within the District.

Name _____

Current Position/Location _____

Transfer requested to position/location _____

State below your reason for requesting this transfer. _____

Employee's Signature

Date

Supervisor's Signature

Date

Review/Revised:8/18/1997

- CLASSIFIED PERSONNEL -

Promotion

The promotion of classified personnel 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. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

The promotion of personnel shall be based on qualifications, success in past assignments, and potential for success in the new position.

The Superintendent shall not promote a personal relative or the relative of a Board member who continues employment in the District under the provisions of KRS 160.380.

REFERENCES:

KRS 160.380

OAG 92-1

Adopted/Amended: 8/20/1990

Order #: 61

- CLASSIFIED PERSONNEL -

Demotion

The demotion of classified personnel 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 Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

REFERENCES:

KRS 161.164

OAG 92-1

OAG 92-135

Adopted/Amended: 8/20/1990

Order #: 61

- CLASSIFIED PERSONNEL -

Supervision

SUPERVISION

Supervision shall be provided for all classified employees. Employees shall be informed as to who their immediate supervisor is and to whom they will be responsible.

JOB DESCRIPTION

Employees shall be provided a job description which shall delineate all essential functions and the general duties and responsibilities of the position. Job descriptions shall not be considered all-inclusive descriptions of the job but shall indicate the general parameters of the duties and responsibilities of the position. The immediate supervisor may, as needed, assign other reasonable duties to the employee.

REFERENCE:

KRS 160.290

RELATED POLICY:

03.233

Adopted/Amended: 9/21/1992

Order #: 55

- CLASSIFIED PERSONNEL -**Use of School Property**

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, who shall then report it to the Superintendent/designee once it is confirmed that the item cannot be recovered.

In addition, employees shall not perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities. District property being used for unauthorized purposes shall be reported to that 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. 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.

DRIVING RECORD

Under procedures developed by the Superintendent, all personnel who have occasion to drive a Board-owned vehicle and/or transport 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.

BOARD-OWNED/LEASED VEHICLES

With prior Board approval, designated employees shall be assigned Board-owned/leased vehicles to use in the performance of job-related duties. The Superintendent shall submit to the Board a list of positions requiring full-time use of Board owned/leased vehicles. Use shall be authorized in compliance with state and federal guidelines including IRS requirements for reporting taxable income.

The Board may provide automobiles for the following positions:

- ❖ Superintendent,
- ❖ Assistant Superintendent(s) as authorized by the Board,
- ❖ Maintenance Supervisor or designee, and
- ❖ Transportation Supervisor or designee.

Use of School Property**BOARD-OWNED/LEASED VEHICLES (CONTINUED)**

The use of Board-owned/leased vehicles shall be governed by the following guidelines:

- ❖ Vehicles shall be used only in the performance of assigned duties and job requirements,
- ❖ Vehicles shall not be used for commercial purposes, and
- ❖ Unless otherwise authorized by the Superintendent, vehicles shall not carry passengers other than Board employees.

Employees assigned full-time use of Board-owned/leased vehicles shall be on call twenty-four (24) hours a day to perform services required by their job responsibilities. Except for commuting to and from work or an occasional minimal detour for personal reasons, employees shall not use board-owned/leased vehicles for personal use.

An identification decal shall be displayed on the left front door of all Board-owned/leased vehicles.

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.

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.

District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted.

REFERENCES:

KRS 160.290
KRS 189.292
KRS 281A.205
702 KAR 5:080
15-ORD-190

Adopted/Amended: 8/19/2013
Order #: 23

PERSONNEL

03.2321 AP.1

Staff Use of Telecommunication Devices

For information relating to staff use of telecommunication devices, see procedure 03.1321 AP.1.

RELATED PROCEDURE:

03.1321 AP.1

Review/Revised:7/25/2005

PERSONNEL

03.23211

- CLASSIFIED PERSONNEL -

Use of Telephone

School system telephones shall be used for school business only and shall not be used for personal calls except in cases of emergency.

Adopted/Amended: 8/9/1988

Order #: 34

- CLASSIFIED PERSONNEL -**Gifts****APPROVAL FOR GIFTS TO SCHOOLS**

Any gift presented to a school employee for the use of the school must have the prior approval of the Superintendent or the Superintendent's designee. Any gift so approved and accepted on behalf of the school becomes the property of the Board of Education.¹ Gifts and donations made to the District shall be reported annually to the Board.

GIFTS TO EMPLOYEES

No employee shall receive, directly or indirectly, any gift, reward, or promise of reward in exchange for influence in recommending or procuring the use of any goods, services, property, or merchandise of any kind for which school funds are expended.²

REFERENCES:

¹KRS 160.580

²KRS 156.480

Accounting Procedures for Kentucky School Activity Funds

RELATED POLICY:

03.2721

Adopted/Amended: 7/16/2012

Order #: 4

- CLASSIFIED PERSONNEL -

Solicitations

SOLICITATION OF EMPLOYEES AND STUDENTS

Unless approved by the Superintendent or the Superintendent's designee, sales representatives, agents, or other solicitors shall not solicit or interview pupils, teachers, or other employees during the school day.

SOLICITATION BY EMPLOYEES

District employees shall not use the advantage of their position for personal gain through soliciting school patrons, pupils or fellow employees.

PROVIDING LISTS

No school employee shall provide to any outside group or individual a list of parents, students, teachers or other employees for solicitation or other purposes without the prior approval of the Board or the Superintendent.

REFERENCE:

KRS 160.725

RELATED POLICIES:

09.14

10.4

Adopted/Amended: 8/9/1988

Order #: 34

- CLASSIFIED PERSONNEL -**Political Activities**

No District employee shall promote, organize, or engage in political activities while performing his/her duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

1. Encouraging students to adopt or support a particular political position, party, or candidate; or
2. Using school property or materials to advance the support of a particular political position, party, or candidate.

"Political positions" shall not be defined to include communications approved by the Superintendent to be distributed to parents or the community concerning District needs or proposed actions by the Board. Examples of such communications may include, but not be limited to, those addressing designation of attendance zones/areas and District facility and financial needs.

SCHOOL BOARD ELECTIONS

The Superintendent shall inform all District employees of the provisions of KRS 161.164.

REFERENCES:

KRS 161.164; KRS 161.990
OAG 72-700; OAG 63-572
OAG 92-145

RELATED POLICY:

03.212

Adopted/Amended: 8/20/2001

Order #: 32

- CLASSIFIED PERSONNEL -**Disrupting the Educational Process**

Any employee who, while under the authority of the Superintendent, participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events and activities, may be subject to disciplinary action, including termination of contract.

For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct that threatens the health, safety, or welfare of others;
2. Conduct that may damage public or private property, including property of students or staff;
3. Illegal activity;
4. Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
5. Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 03.262, which addresses harassment/discrimination allegations.

REFERENCES:

KRS 160.290

KRS 161.790

RELATED POLICIES:

03.212, 03.262, 03.27, 09.422, 10.21

Adopted/Amended: 8/20/2001

Order #: 32

Drug-Free Workplace Notice

See Procedure 03.13251 AP.1 for Drug-Free Workplace Notice for all personnel.

Review/Revised:8/18/1997

- CLASSIFIED PERSONNEL -**Duties**

All employees are expected to use sound judgment in the performance of their duties and take reasonable measures to protect the health, safety, and well-being of others, as well as District property.

JOB DESCRIPTION

Prior to the authorization of any personnel position in the District budget, the Superintendent, collaborating with other District authorities with personnel assignment responsibilities, shall develop, for Board approval, job descriptions which establish all essential functions of each position. The description shall encompass job responsibilities, completion of records and reports, and achievement of goals identified to enhance student achievement and help the school and/or District meet goals established by statute and/or Board policy.

INVESTIGATIONS

All employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. Failure to comply may be considered insubordination.

ACCOMMODATION

Reasonable accommodation shall be provided each qualifying employee with a disability to comply with the requirements of law and regulation.¹

REFERENCES:

¹Americans With Disabilities Act (ADA); Rehabilitation Act of 1973
P. L. 93-12 Sec. 504; P. L. 101-336
KRS 158.645; KRS 158.6451
OAG 91-10

RELATED POLICY:

03.212

Adopted/Amended: 7/16/2012
Order #: 4

- CLASSIFIED PERSONNEL -

Outside Employment or Activities

OUTSIDE EMPLOYMENT

No classified employees shall accept outside employment or activities which will prevent them from fulfilling regularly assigned school duties and obligations.

Employees shall not perform any duties related to an outside job during their regular working hours.

EXCEPTION

While performing service or undergoing training, employees who are members of the National Guard, any reserve component of the U.S. armed forces, or reserve corps of the U.S. Public Health Service shall be entitled to leave of absence from their respective duties.¹

REFERENCES:

KRS 61.394, KRS 61.396

KRS 160.290

KRS 160.291 (4)

RELATED POLICIES:

03.2238

03.222

Adopted/Amended: 4/17/1995

Order #: 186

Maintenance Request

To report needed maintenance, use Procedure 05.2 AP.22/Maintenance Request Form.

Review/Revised:8/18/1997

- CLASSIFIED PERSONNEL -**Personnel Records**

One (1) master personnel file, documenting employment history and including information maintained in electronic format, shall be maintained for each employee. This file shall be maintained in the Central Office and shall be under the custody of the Superintendent or the Superintendent's designee. This file may be inspected by the employee.¹ The Superintendent shall develop procedures to ensure the security of the files.²

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

MEDICAL INFORMATION

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

District acquisition and disclosure of applicant and employee genetic information shall comply with applicable legal requirements.⁴

REFERENCES:

¹KRS 61.884

²KRS 61.876

³KRS 61.878

⁴Genetic Information Nondiscrimination Act of 2008
KRS 61.870; KRS 61.872; KRS 61.874; KRS 160.705; KRS 161.151
OAG 77-394; OAG 85-109; OAG 86-15; OAG 89-90
OAG 91-161; OAG 91-176; 704 KAR 3:370
Kentucky Education Technology System (KETS)
Records Retention Schedule, Public School District
Americans with Disabilities Act; (P.L. 101-336); 42 U.S.C. 12112

RELATED POLICIES:

03.211; 10.11

Adopted/Amended: 8/16/2010
Order #: 12

Access to Personnel Records (Forms)

For accessing individual personnel records, employees shall use Procedures 03.15 AP.21/Request to Access Personnel Records and 03.15 AP.22/Log of Inspection of Personnel Records.

Review/Revised:8/18/1997

- CLASSIFIED PERSONNEL -

Grievances

PROCEDURES

The Superintendent shall develop specific grievance procedures to include, but not be limited to, the opportunity for grievances 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 grievance, and procedures for the orderly review and appeal of each individual grievance.

Grievances are individual in nature and must be brought by the individual grievant.

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

GENERAL GRIEVANCES

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

PERSONNEL ISSUES

The Board will not hear any grievance concerning personnel actions taken by the Superintendent/designee, unless the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.

Before accepting a grievance 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 grievance not falling within the requirements shall be appealed only to the level of the Superintendent.

The Board shall not hear grievances concerning simple disagreement or dissatisfaction with a personnel action.

EXCEPTION

Harassment/Discrimination allegations shall be governed by policy 03.262.

REFERENCE:

OAG 78-204

RELATED POLICY:

03.262

Adopted/Amended: 7/15/2002

Order #: 4

Grievance Procedures

Employees wishing to initiate a formal grievance about the application of a Board policy, administrative rule, or procedure shall refer to Procedure 03.16 AP.1/Grievance Procedures and use the form provided by Procedure 03.16 AP.2/Grievance Initiation Form.

Review/Revised:8/18/1997

Notice to Individuals Complaining of Harassment/Discrimination

Please refer to Procedure 09.42811 AP.1 for a copy of the District's notice.

RELATED PROCEDURE:

09.42811 AP.1

Review/Revised:8/20/2001

- CLASSIFIED PERSONNEL -**Discipline, Suspension and Dismissal of Classified Employees****DISCIPLINARY OPTIONS**

Classified employees may be subject to the following actions, to include, but not limited to:

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

ACTIONS WHICH MAY REQUIRE HEARING PROCEDURES

Only the Superintendent may issue a public reprimand, suspend without pay or terminate a classified employee. Subject to the employee's exercise of applicable hearing rights, these personnel actions shall be effective on the employee's receipt of written notice from the Superintendent. Subject to the completion of any pending administrative hearing procedure on the action, the Superintendent shall notify the Board at the first meeting following a public reprimand, suspension without pay, or termination and such notification shall be recorded in the Board minutes.

TEMPORARY SUSPENSION WITH PAY PENDING INVESTIGATION

An employee may be relieved from duty for the remainder of the work day (without loss of pay for the affected portion of the day) by the immediate supervisor, pending a review of the facts or allegations, when such time is needed to protect health or welfare of students or staff or to prevent disruption of the educational process.

An employee shall be suspended with pay only when the Superintendent determines there is a justifiable need to protect the health, safety, or welfare 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 conduct an investigation and 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.

CAUSES FOR ACTION

Any classified employee may be subject to appropriate disciplinary or job 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 or controlled substances while on duty, or the illegal use or possession of controlled substances at any time.

Discipline, Suspension and Dismissal of Classified Employees**CAUSES FOR ACTION (CONTINUED)**

3. Unsatisfactory evaluation of any factor on the employee's performance evaluation report.
4. Repeated unexcused absence, tardiness, absence without notification or abuse of sick leave.
5. Violation of or refusal to obey local policies or state regulations adopted by the Kentucky Board of Education or by the Board.
6. Refusal to comply with safety directives.
7. Falsifying information supplied to the District including information on application forms, absence reports, or any other information.
8. Violation of local policy, state, or federal statutes or regulations that apply to assigned duties.
9. Being convicted of or entering an "Alford" plea or plea of nolo contendere to a felony or any crime (including misdemeanors) involving moral turpitude or illegal transactions with minors or students.
10. Immorality, misconduct, or conduct unbecoming a school employee.
11. Loss of licensure or certification required for the position.
12. Failure to maintain the confidentiality of information about students or staff obtained in the course of employment, unless disclosure serves a legitimate job-related purpose or is required by law.
13. Engaging in any sexually related behavior with a student with or without consent, including, but not limited to, behavior such as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape, threats of physical harm; and sexual assault.
14. Physical or mental disability, consistent with applicable laws protecting employees with disabilities.¹

DUE PROCESS PROVISIONS (SUSPENSION WITHOUT PAY/TERMINATION)

The Superintendent shall develop/adopt procedures to provide adequate due process, covering matters that may result in public reprimand, suspension without pay or termination of classified employees. The procedures shall address, but are not limited to notice, opportunity to be heard, right to counsel, conducting a hearing (if requested), and the rendition of a decision or action.

Employees shall be provided written notification of the charges that may result in a public reprimand, suspension without pay or termination. The notification shall include a statement of the right to a hearing and a form, the signing and filing of which with the Superintendent shall constitute a demand for a hearing and a denial of the charges. If an employee wishes to request a hearing, the employee shall present the appropriate form to the Superintendent within ten (10) calendar days of the receipt of the written notification of the charges. If the employee does not file the demand for a hearing within the ten (10) day period, final personnel action may be taken or completed without a hearing or further proceedings.

Discipline, Suspension and Dismissal of Classified Employees

OTHER DISCIPLINARY ACTIONS

When disciplinary actions other than public reprimand, suspension without pay or termination, are at issue, employees may submit a written response, which shall be placed in their file along with any documentation of the disciplinary action.

REFERENCES:

¹Americans with Disabilities Act
42 U.S.C. Section §12111 et seq.; KRS Chapter 344
KRS 160.380; KRS 160.390; KRS 161.011
OAG 76-290; OAG 92-135; OAG 96-3; OAG 05-006
Consolidated Omnibus Budget Reconciliation Act

RELATED POLICIES:

03.212
03.23251
03.26
03.271
03.2711
07.162
09.14
09.42811

Adopted/Amended: 7/18/2011
Order #: 215

- CLASSIFIED PERSONNEL -**Personnel Action Procedures**

The Superintendent shall provide written notification of personnel actions to an employee, including but not limited to, public reprimand, suspension without pay, and termination.

WARNING NOTICES

It is not necessary for warning notices to be given to an employee before s/he may be publicly reprimanded, suspended without pay, or terminated. Where a supervisor/Superintendent determines that a warning is the appropriate response to an individual instance of conduct, the supervisor/Superintendent may issue warning notices for reasons listed in Board Policy 03.27. Such notices shall be issued in accordance with the following provisions:

1. Prior to the issuance of a warning notice, the supervisor/Superintendent shall hold an informal conference with the employee.
2. The supervisor shall retain a copy and forward a copy to the Superintendent/designee, as appropriate.

PROCEDURE FOR PUBLIC REPRIMAND/SUSPENSION/DISMISSAL OF CLASSIFIED EMPLOYEES

When the Superintendent becomes aware of allegations that, if true, are believed to warrant public reprimand, suspension without pay, or termination of a classified employee, the Superintendent may seek advice of counsel as deemed appropriate and shall determine whether s/he is in a position to serve as an impartial hearing officer concerning the allegations. If the Superintendent determines that s/he is able to serve as an impartial hearing officer, s/he should follow Procedure A; if not, s/he shall follow Procedure B.

PROCEDURE A (TO BE UTILIZED WHEN SUPERINTENDENT SERVES AS HEARING AUTHORITY)

1. The Superintendent shall direct an administrator to investigate and make a written report to him/her as the designated "Investigator." The Superintendent will not conduct the investigation or prepare the report. The Superintendent will not be involved in the investigation except as may be necessary for procedural matters such as scheduling, facilities availability, etc.
2. The post-investigative report shall state whether the Investigator concludes in his or her professional judgment that the employee engaged in conduct in violation of one or more of the "Causes for Action" set forth in policy 03.27 and shall describe the facts in support of any violation in detail. The Investigator may include a recommendation for suspension without pay pending disposition of any employee request for a hearing in the report if s/he determines that the conduct at issue gives rise to the need to protect the health, welfare, or safety of staff and/or students or the orderly, efficient, and lawful operation of the educational process. If the Investigator recommends a suspension without pay pending disposition of any employee request for a hearing, the Investigator shall provide the employee an opportunity for a conference to discuss the allegations and potential suspension without pay.

This opportunity for a conference shall be provided before the Superintendent imposes a suspension without pay pending disposition of any employee request for a hearing. In the conference, the Investigator will provide oral or written notice of the violation of the "Causes for Action" constituting cause for the suspension without pay pending disposition of any employee request for a hearing, an explanation of the evidence supporting such violation if the employee denies it, and an opportunity for the employee to present his/her version of the facts relating to the violation.

Personnel Action Procedures**PROCEDURE A (CONTINUED)**

3. The report shall not be binding on the Superintendent. Upon a determination that the report warrants initiation of hearing procedures on a potential public reprimand, suspension without pay or termination, the Superintendent shall provide written notice to the classified employee of the opportunity for a hearing. The notice may include a suspension without pay pending final administrative action on any classified employee-hearing request. If, after the hearing, the decision is against a suspension without pay or termination, the employee shall receive his/her full pay for any period of suspension. The notice will include a copy of the investigative report and will advise the employee of the sanctions the Superintendent may impose if the employee does not request a hearing.
4. The employee may request a hearing by filing the proper form with the Superintendent within ten (10) calendar days after receiving the notification of an opportunity for a hearing.
5. If the employee fails to file the hearing request form on time, the Superintendent will review the report and if s/he concludes further action is warranted, take final personnel action based on such report, which may include, but shall not be limited to, public reprimand, and/or suspension without pay and/or termination. Any such action shall be set forth in writing and shall be effective on the employee's receipt of the written notice.
6. If the employee files a timely request, a hearing shall be conducted at a time and place not less than twenty (20) and not more than forty-five (45) calendar days after the employee's receipt of the written notice of the opportunity for a hearing.
7. The employee shall be given the opportunity to hear evidence on the report and the alleged violations described in such report and shall be given the opportunity to cross-examine witnesses. No later than five (5) calendar days before the hearing is scheduled to commence, the following shall be exchanged:
 - a. A list of witnesses expected to testify and copies of exhibits to be submitted in support of the report on behalf of the District; and
 - b. A list of witnesses expected to testify and copies of exhibits to be submitted by the employee in defense of alleged violations.
8. The employee may be represented by counsel at his or her own expense. However, the hearing may be continued if the employee does not provide written notice of his or her intention to be represented by counsel to the Investigator and Superintendent at least seventy-two (72) hours before the hearing is scheduled to commence. The hearing shall be conducted by the Superintendent, who may utilize the assistance of an attorney as hearing advisor. Evidence and testimony shall be presented in support of the report first. The employee shall be given the opportunity to present evidence and testimony in his/her defense and the opportunity to present rebuttal evidence may be extended.
9. The Superintendent shall issue his/her written decision setting forth the reasons for the decision and describing the evidence relied upon within five (5) working days after the conclusion of the hearing. The Superintendent's decision shall be final, shall be effective on the employee's receipt of written notice of the decision and shall be maintained in the classified employee's file.

Personnel Action Procedures**PROCEDURE B (TO BE UTILIZED ONLY WHEN SUPERINTENDENT DOES NOT SERVE AS HEARING AUTHORITY)**

1. If the Superintendent determines, after consultation with counsel as is deemed necessary, that s/he may not be in a position to serve as an impartial Hearing Officer, s/he may delegate authority to hear a classified employee disciplinary matter to an independent hearing officer and may issue such delegation to a Hearing Officer appointed by the Kentucky Commissioner of Education ("Commissioner"). Any such delegation shall be in writing and shall be made as soon as reasonably possible after the Superintendent's receipt of a classified employee's request for a hearing under Policy 03.27.

If the Superintendent chooses to utilize a Hearing Officer made available by the Commissioner, s/he shall send a written request to the Commissioner. The request for the appointment shall be accompanied by copies of the charges and the employee's request for a hearing. All costs associated with payment for services of the Hearing Officer shall be the responsibility of the District.

The Superintendent shall not utilize a Hearing Officer who is an employee of the Kentucky Department of Education or the District.

2. If the Superintendent determines s/he will not serve as Hearing Officer, s/he may investigate classified employee conduct or activities that may warrant a public reprimand, suspension without pay, or termination, and may cause charges to be brought against the employee setting forth the Superintendent's intent to impose a public reprimand, suspension without pay, or termination, subject to the employee's exercise of hearing rights under this policy. The charges shall describe conduct giving rise to a violation of one or more "Causes For Action" as set forth in detail in Policy 03.27 and may include a suspension without pay pending final administrative action on a classified employee hearing request.

If after the hearing the decision is against a suspension without pay or termination, the employee shall receive his/her full pay for any period of suspension. In determining to impose a suspension without pay pending disposition of any employee request for a hearing, the Superintendent shall review whether the conduct at issue gives rise to the need to protect the health, welfare, or safety of staff and/or students or the orderly, efficient, and lawful operation of the educational process. Prior to imposing a suspension without pay pending disposition of any employee hearing request, the Superintendent shall provide the employee an opportunity for a conference to discuss the allegations and potential suspension without pay. In the conference, the Superintendent will provide oral or written notice of violation of "Causes For Action" constituting cause for the suspension without pay pending any employee request for a hearing, an explanation of the evidence supporting such violation if the employee denies it, and an opportunity to the employee to present his version of the facts relating to the violation.

3. The employee may request a hearing by filing the proper form with the Superintendent within ten (10) calendar days after receiving notice of the charges. If the employee fails to request a hearing on time, the Superintendent's action as set forth in the charges shall be final.
4. If the employee files a timely request, a hearing shall be conducted at a time and place not less than twenty (20) calendar days after the employee's receipt of the charges.

Personnel Action Procedures**PROCEDURE B (CONTINUED)**

5. The employee shall be given the opportunity to hear evidence on the charges and to cross-examine witnesses. No later than five (5) calendar days before the hearing is scheduled to commence, the following shall be exchanged:
 - a. A list of witnesses expected to testify and copies of exhibits to be submitted in support of the charges on behalf of the District; and
 - b. A list of witnesses expected to testify and copies of exhibits to be submitted by the employee in defense of charges.
6. The employee may be represented by counsel at his/her own expense. However, the hearing may be continued if the employee does not provide written notice of his/her intention to be represented by counsel to the Superintendent and Hearing Officer at least seventy-two (72) hours before the hearing is scheduled to commence.
7. Evidence and testimony shall be presented in support of the charges first. The employee shall be given the opportunity to present evidence and testimony in his/her defense and an opportunity to present rebuttal evidence may be provided.
8. The Hearing Officer shall issue his/her written decision setting forth the reasons for the decision and describing the evidence relied upon after conclusion of the hearing. Upon receipt of the Hearing Officer's decision, the Superintendent shall take action consistent with the decision by providing written notice to the classified employee and such action shall be effective upon the employee's receipt of such notice. The Superintendent may seek advice of counsel regarding the form and content of such notice. The Superintendent's written notice shall be maintained in the classified employee's file.

Review/Revised:7/21/08

PERSONNEL

03.27 AP.21

- CLASSIFIED PERSONNEL -

Employee Request for Hearing

EMPLOYEE'S NAME _____ POSITION _____ CURRENT WORK SITE _____

Having received notification of charges relative to my ☐ public reprimand ☐ suspension without pay ☐ termination and the statement of my right to meet to discuss the charges, I hereby deny the charge(s) listed below for the reason(s) noted:

CHARGE	REASON(S) FOR DENIAL (ATTACH ADDITIONAL SHEETS, IF NEEDED.)
1. _____ _____ _____	_____ _____ _____
2. _____ _____ _____	_____ _____ _____
3. _____ _____ _____	_____ _____ _____
4. _____ _____ _____	_____ _____ _____

Having denied the charge(s) as noted above, I request a hearing as permitted by policy. I understand that the decision rendered after that hearing shall be final.

Employee's Signature _____
Date

THIS FORM MUST BE RETURNED TO THE SUPERINTENDENT WITHIN THE TIME FRAME SPECIFIED IN POLICY.

Review/Revised: 11/21/2005

- CLASSIFIED PERSONNEL -**Reduction in Force****PROCESS**

During the budgeting process the Board shall determine the number of classified positions to be funded by the District.

When a reduction in staff is necessary, the Superintendent will determine the number of individuals whose employment will be affected and the areas of work in which the reduction will occur. The Superintendent shall make reductions in staff, based on the following:

1. Reduction in funding,
2. Reduction in enrollment of students,
3. Changes in the District or school boundaries, or
4. Other compelling reasons as determined by the Superintendent.

The Superintendent shall provide at least thirty (30) calendar days written notification to employees affected.

Reduction in force of classified employees shall be defined as total separation from employment in the District. A change in duties or non-renewal of a part-time position when an employee holds more than one (1) position shall not be considered a reduction in force.

ORDER OF REDUCTION

Employees who have less than four (4) years of continuous active service shall be reduced first.

In the event it is necessary to reduce classified employees who have more than four (4) years of continuous active service, the Superintendent shall make reductions within each job classification affected based on the following:

1. Seniority in the District and qualifications required for the position, such as specialty license/training and whether the position is full-time or part-time, based on District needs.
2. Seniority and qualifications being equal, the classified employee who has the highest evaluation ratings will be retained.

RE-EMPLOYMENT

Employees with more than four (4) years of continuous active service in the District shall have the right of recall, if positions become available for which they are qualified. Recall of those individuals shall be implemented according to District seniority with restoration of primary benefits, including all accumulated sick leave and appropriate rank and step on the current salary schedule based on total number of years of service in the District. In addition, should these employees be subject to a reduction in force, they shall be granted continuation of benefits under COBRA.

Reduction in Force**RE-EMPLOYMENT (CONTINUED)**

When employees with less than four (4) years of continuous service in the District are selected for reduction, they shall no longer be considered an employee and shall have no employee rights or benefits other than those granted under COBRA. These individuals may reapply for employment with the District if positions open in the future. However, a reduction in force does not guarantee future employment with the District or any preference or recall right in the employment process for employees with less than four (4) years of District experience.

REFERENCE:

KRS 161.011

RELATED POLICIES:

02.4331, 03.22, 03.224

Adopted/Amended: 10/21/2002

Order #: 53

- CLASSIFIED PERSONNEL -**Conflict of Interests****PECUNIARY INTEREST PROHIBITED**

No administrator or other employee of the District with decision-making authority over the financial position of the school District shall have any pecuniary interest, either directly or indirectly, in an amount exceeding twenty-five dollars (\$25.00) per year, at the time of or after appointment, in supplying any goods, services, property or merchandise for which school funds are expended. Nor shall any such person receive directly or indirectly any gift, reward, or promise of reward for goods, services, property, or merchandise of any kind for which school funds are expended.¹

No administrator or other employee shall solicit for personal financial gain from students, parents and other staff during the school day or during school events.

Unless prior arrangements are made with the Board, any device, publication or any other item to be copyrighted/developed during the employee's paid time shall be District property.

Employees shall not profit monetarily through the use of confidential information gained in the course of or by reason of their position of employment with the District.

EXCEPTION

This policy shall not prohibit the Board from approving non-contracted personal services for the benefit of the District.

REFERENCES:

KRS 156.480
KRS 45A.455
OAG 77-228
OAG 71-474

Adopted/Amended: 4/17/1995
Order #: 186

- CLASSIFIED PERSONNEL -**Retirement****NOTICE**

Persons retiring should give the Superintendent notice as far in advance as possible but not less than two (2) weeks prior to retirement.

UNUSED SICK DAYS

At the time of initial retirement and under provisions of KRS 161.155 (10), the Board shall compensate classified employees, or their estate, for unused sick days at the rate of thirty per cent (30%) of the daily salary rate for each unused sick day. For personnel who begin employment with a local school district on or after July 1, 2008, unused sick leave days to be recognized in calculating reimbursement under KRS 161.155 shall not exceed 300 days.¹ This calculation shall be based on the employee's last annual salary. Upon death of an employee in active contributing status who was eligible to retire by reason of service, the District shall compensate the estate of the employee.

RETIREMENT DEFINED

1. Retirement shall mean retirement from the County Employees' Retirement System based on the provisions mandated by the County Employee's Retirement System; or
2. Retirement shall mean retirement from the Henderson County School System for those employees who are not a contributing member in the County Employee's Retirement System based on work hours or if the employee opted out of the County Employee's Retirement System in 1976. The following guidelines must apply before receiving the unused sick leave pay:
 - Early Retirement: Age fifty-five (55) with at least five (5) years or sixty (60) months of service credit.
 - Normal Retirement: Age sixty-five (65) or twenty-seven (27) years of service credit.

ESCROW ACCOUNT

The Board shall create an escrow account to maintain the funds necessary to reimburse employees who qualify for the retirement benefit.

REFERENCES:

¹KRS 161.155
29 U.S.C. 631
KRS 61.545; KRS 78.616; KRS 157.420
OAG 81-72; OAG 83-191; OAG 97-28

RELATED POLICY:

03.2232

Adopted/Amended: 7/18/2011

Order #: 215

- CLASSIFIED PERSONNEL -**Evaluation**

All new classified employees shall be evaluated monthly during the ninety (90) days probationary period. Thereafter, each classified employees shall be evaluated annually prior to April 1.

FORMAL PROCEDURE

This evaluation shall be performed by the Principal or the immediate supervisor and shall be based upon a formal procedure approved by the Superintendent for that specific position or class of positions. The administrator performing the evaluation shall share and discuss the evaluation report with the employee. The employee shall have the right to comment in writing on the evaluation report. The employee's written comments shall be attached to the evaluation report, and the report shall be filed with the Superintendent.

Adopted/Amended: 8/9/1988

Order #: 34

- CLASSIFIED PERSONNEL -**Evaluation Process****FREQUENCY AND TIME**

Each classified employee shall be evaluated at least once each year. This evaluation shall be performed by the Principal or the Immediate Supervisor by April 1.

EVALUATION PROCEDURE

The evaluations shall be made in writing, and the evaluator shall hold a conference with the evaluatee. The employer's written comments (if any) shall be attached to the report and the report filed with personnel records in the Central Office. An appeal process is available to employees who wish to appeal their evaluation.

EVALUATION APPEAL

An employee may appeal his/her evaluation as follows:

1. The employee may request a review of his/her evaluation with the immediate supervisor.
2. If a review is requested, the Superintendent/designee shall set the time and place of the review with the employee and immediate supervisor.
3. During the review process, the employee shall be given the opportunity to present any evidence or testimony supporting his/her position.
4. Within ten (10) working days of the hearing, the Superintendent/designee shall prepare and forward to the employee and the employee's supervisor a written response to the appeal.
5. All information relating to the employee's evaluation shall be placed in the employee's appropriate personnel file.
6. Time limits set forth in this section may be extended by the written mutual agreement of the employee and the Superintendent.

RELATED PROCEDURES:

03.28 AP.21

03.28 AP.22

Review/Revised:7/25/2005

Confidentiality of Records

Personnel evaluation records, specifically the personnel evaluation folder and its contents, will be kept as a part of the employee's personnel file and will be treated with the same confidentiality as other personnel records. During an appeal/hearing, evaluation records will be kept in a secure location designated by the Superintendent.

Review/Revised:8/21/00

- CLASSIFIED PERSONNEL -**Evaluation Appeal Form****INSTRUCTIONS**

This form is to be used by classified employees who wish to appeal their final summative evaluation. If you feel that you were not fairly evaluated you may submit an appeal to the Superintendent by completing this form and returning it to the Superintendent within five (5) working days of the receipt of your summative evaluation.

EMPLOYEE'S NAME _____

HOME ADDRESS _____ ZIP CODE _____

WORKSITE/SCHOOL _____

POSITION:☐ **BUS DRIVER**☐ **SCHOOL NUTRITION EMPLOYEE**☐ **CUSTODIAN**☐ **MAINTENANCE PERSONNEL**☐ **INSTRUCTIONAL ASSISTANT**☐ **BUS MECHANIC**☐ **CLERICAL PERSONNEL**☐ **OTHER, SPECIFY** _____

WHAT SPECIFICALLY DO YOU OBJECT TO OR WHY DO YOU FEEL YOU WERE NOT FAIRLY EVALUATED? IF ADDITIONAL SPACE IS NEEDED, ATTACH ADDITIONAL SHEET.

DATE YOU RECEIVED THE EVALUATION _____

EVALUATOR'S NAME _____

*Employee's Signature*_____
*Date***RELATED PROCEDURES:**

03.28 AP.1

03.28 AP.21

Review/Revised:8/18/97

- CLASSIFIED PERSONNEL -

Staff Development

The Superintendent shall develop and implement a program for continuing training for selected classified personnel.

REFERENCES:

P. L. 114-95, (Every Student Succeeds Act of 2015)
34 C.F.R. 200.58-200.59

Adopted/Amended: 7/21/2003

Order #: 4

Substitute Teachers

QUALIFICATIONS

All substitute teachers shall meet criminal records check and medical examination requirements as specified in policies 03.11 and 03.111. 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. The Superintendent or designee shall engage substitutes from this list. Refusal of assignment as a substitute shall be documented, along with any reason provided.

RETIRED TEACHERS

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

LENGTH OF DUTY

Substitute teachers shall observe the same hours of duty as the regular teacher. The substitute will continue to report for duty until relieved by the Superintendent or designee.

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.

SUBSTITUTE SALARY AND PAYMENT SCHEDULE

Substitutes shall be paid on a single-salary schedule based on training and experience. The Board shall adopt a pay schedule which may be the same, higher, or lower than the rate of pay for a regular full-time teacher.

EMPLOYMENT NOTIFICATION

Each year, substitutes on the District's substitute list shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

Nonrenewal of substitute teachers on limited contracts requires written notification by April 30 in compliance with KRS 161.750.

REFERENCES:

KRS 17.160; KRS 17.165; KRS 156.106; KRS 161.605; KRS 161.611
16 KAR 2:030; 16 KAR 2:120; 102 KAR 1:030; 702 KAR 1:035; 702 KAR 3:075
OAG 69-296

RELATED POLICIES:

03.11, 03.111, 03.121

Adopted/Amended: 7/18/2011
Order #: 215

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 and 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 direction and supervision of a member of the professional administrative and teaching staff.¹

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.

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.

Pursuant to KRS 160.380, the Superintendent/designee also may require volunteers to submit to a national criminal history background check for safety reasons. With prior approval of the Superintendent/designee, the background checks will be conducted at District expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.

Persons convicted of or pleading guilty to any sexual offenses or any felony offenses shall not be utilized as volunteers.

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 and approved by the Superintendent/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:

¹KRS 161.148
KRS 160.380; KRS 161.044

RELATED POLICIES:

03.5; 08.113; 08.1131

Adopted/Amended: 7/18/2011

Order #: 215

Temporary and Substitute Employees

DEFINITION

Temporary and substitute employees are those who are hired to fill in for regular full-time or part-time employees or to perform services as needed for the District.

Temporary employees shall not be eligible for benefits except those required by law.

Adopted/Amended: 2/17/2014

Order #: 104