

- CERTIFIED PERSONNEL -**Salaries****SINGLE-SALARY BASIS**

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

Although a school may submit a request for an increment for an extended employment position, extra service, or related adjustments, the Board must set increments in pay for positions requiring services beyond those normally expected of other positions if the duties rendered extend beyond the regular school day or require extended days.

Teachers transferring into the District may bring up to twenty-eight (28) years of teaching experience credit for salary purposes.

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

DETERMINATION OF RANK AND EXPERIENCE

The rank and experience of certified personnel shall be determined at time of hire. Upon initial employment, the Superintendent may grant Career Technical Education (CTE) Teachers up to ten (10) years of relevant work field experience for pay purposes when a person's specific work experience is determined to be of such importance as to make them the best-qualified candidate for the position. The Board shall direct the Superintendent to validate all experience of professional personnel employed in the District.

Changes in rank and experience shall be determined by September 15 of each year.

To assist with the budgeting process, candidates for National Board certification shall notify the Superintendent/designee in writing prior to September 15 that certification is pending in order for the employee to receive any rank-related increase retroactive to the beginning of the school year.

CONTRACTED EMPLOYMENT

Compensation for employment contracted, shall be prorated on the base pay for 187 days.

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

Addition of days to be worked beyond the original contract or additional days of extended employment for a position require prior Board approval before the change goes into effect.

Salaries**EXTENDED EMPLOYMENT**

The Principal or supervisor shall submit an annual plan of extended employment to Human Resources for all personnel who work less than two hundred forty (240) days, but more than the minimum number of working days required by law. This plan should denote the dates when extended days will be worked.

All Family Resource/Youth Service Center Coordinators will submit an annual work plan to their Principal and Central Office supervisor.

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

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

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

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

EXTRA SERVICES

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

EXCEPTION

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

A compensation error/adjustment that needs to be corrected will be adjusted within the fiscal year that the discovery of such is made. Errors identified in previous fiscal years may be corrected if the employee had submitted the necessary paperwork within three (3) months of start date.

Salaries

PAYROLL DISTRIBUTION

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

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

Time Records

All employees working in an exempt position must maintain accurate attendance records. Those records should be maintained using VeriTime. When reporting to work, the employee must clock in when they begin the duties of the position.

QUALIFICATIONS

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

NOTICE OF SALARY

Not later than forty-five (45) days before the first student attendance day of the succeeding school year or June 15, whichever occurs earlier, the Superintendent shall notify all certified personnel of the best estimate of the salary for the coming year.

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.

PAYROLL DEDUCTIONS

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

REFERENCES:

KRS 157.075; KRS 157.320; KRS 157.350; KRS 157.360
KRS 157.390; KRS 157.395; KRS 157.397; KRS 157.420
KRS 160.290, KRS 160.291
KRS 161.1211, KRS 161.134, KRS 161.168; KRS 161.760
KRS 424.120; KRS 424.220; 016 KAR 001:040; OAG 97-25
702 KAR 003:060, 702 KAR 003:070, 702 KAR 003:100, 702 KAR 003:310
29 C.F.R. Section 541.303, 29 C.F.R. Section 541.602, 29 C.F.R. Section 541.710

RELATED POLICIES:

03.114; 03.1211; 03.4

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

All regular and substitute classified personnel shall be paid on an hourly or salary basis as established by the Board.

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.

DETERMINATION OF EXPERIENCE

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

TRANSFER OF EXPERIENCE CREDIT

When a certified employee transfers to a classified position or when a former certified employee returns to work as a classified employee, the employee shall receive up to five (5) years of experience credit for salary purposes on the classified salary schedule with verification of the prior experience.

QUALIFICATIONS

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

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.

PAYROLL DISTRIBUTION

Payments will be issued monthly (twelve [12] times annually) through Direct Deposit only. New employees may be issued thirteen (13) payments the first year of employment. Payments will be issued on the 28th of each month unless the 28th falls on a Saturday, Sunday, or holiday; in which case the payment will be made on the preceding day.

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

PAYROLL DEDUCTION

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

Salaries

NUMBER OF HOURS

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

TIME RECORDS

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

OVERTIME

Overtime work shall be approved in advance by the Superintendent or designee.

Employees required to work in excess of forty (40) hours per week will be paid at the rate of 1½ times the regular rate for all hours beyond 40 as provided by the Fair Labor Standards Act for overtime work. Employees required to work in excess of forty (40) hours per week on days when schools and offices are closed as designated in Board policy 03.222 shall be paid at the rate of 1½ times the regular rate for all hours beyond 40 as provided by the Fair Labor Standards Act for overtime work. Twelve-month classified employees required to work on holidays as designated in Board policy 03.222 shall be paid double time.

Employees who are required to work in excess of their regularly scheduled number of hours short of overtime (40 hours per week) shall be compensated for the extra hours at their scheduled straight-time hourly rate.

EXTRA SERVICE

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

EXCEPTION

A compensation error/adjustment that needs to be corrected shall be adjusted within the fiscal year that the discovery of such is made. Errors identified in previous fiscal years may be corrected if the employee had submitted the necessary paperwork within three (3) months of start date.

Salaries**EXTENDED EMPLOYMENT**

The Principal/Supervisor shall work with the employee to establish an extended employment work plan. The plan shall be filed annually with Human Resources.

Employees whose positions include 1– 45 extended days must work the days and submit documentation to Human Resources by June 23 unless an exception is designated on the extended employment work plan that is approved by the Principal/Supervisor.

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

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

Extended employment days may be worked only in whole- or half-day increments. Extended employment days cannot be worked on a Saturday or Sunday. A rare exception may be granted if approval is made in advance by the employee's Immediate Supervisor and Human Resources.

Addition of days to be worked beyond the original contract or additional days of extended employment for a position require prior Board approval before the change goes into effect. Extended days cannot be worked on a regular work day.

CLASSIFIED SUBSTITUTES

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

WORK EXPERIENCE CREDIT

A full-time employee will receive credit for one (1) year of experience each year s/he works one hundred forty (140) days or more between July 1 and June 30.

RETIRED RE-EMPLOYMENT

Employees who retire and return to work in the District shall be paid at "step A" of the level of the position for which they are hired.

REFERENCES:

KRS 78.615; KRS 160.291; KRS 161.011

KRS 337.285; KRS 424.120; KRS 424.220

702 KAR 003:320; 803 KAR 001:060; 803 KAR 001:070

Fair Labor Standards Act

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

RELATED POLICY:

03.2211

Adopted/Amended: 6/19/2014
Order #: 10429

PERSONNEL

03.21

- CLASSIFIED PERSONNEL -**Hiring****SUPERINTENDENT'S RESPONSIBILITIES**

All appointments, promotions, and transfers of classified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

EFFECTIVE DATE

Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent.

When a classified vacancy occurs, the position shall be posted for ten (10) days. When a classified vacancy needs to be filled in less than ten (10) days to prevent disruption of instruction, the hiring authority may request an exception through the Superintendent.

QUALIFICATIONS

The Superintendent shall employ only individuals who possess qualifications established by law, regulation, and Board policy except in the case where no individual applies who meets established qualifications.

In filling positions, the District shall consider only those applicants who have not been terminated or nonrenewed for cause or removed from a position for cause as an employee of the District.

EDUCATIONAL REQUIREMENTS

No person shall be initially hired unless s/he holds at least a high school diploma or high school certificate of completion or GED certificate. Employees must provide this documentation within thirty (30) days of their hire date. Employees shall hold the qualifications for the position as established by the Commissioner of Education.³

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

CRIMINAL BACKGROUND CHECK AND TESTING

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

Each application or renewal form provided applicants for a classified position shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A STATE HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT. UNDER CERTAIN CIRCUMSTANCES, A NATIONAL CRIMINAL HISTORY BACKGROUND CHECK MAY BE REQUIRED AS A CONDITION OF EMPLOYMENT."¹

As permitted by KRS 160.380, employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

Hiring

JOB REGISTER

The Superintendent or the Superintendent's designee shall maintain in the Central Office through an online application system, a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection during Central Office business hours.

JOB VACANCY POSTING

When a vacancy occurs in an approved position, the Principal or supervisor will notify Human Resources to open the position for posting through the online application system. Letters of resignation should be forwarded to Human Resources before a position is opened for posting.

VACANCIES POSTED

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted through the online application system, in the Central Office and in each school building on a timely basis and shall refer interested persons to the Central Office job register for additional information. Postings of vacancies may be made with other agencies, as appropriate.

REVIEW OF APPLICATIONS

Under procedures developed by the Superintendent, each application shall be reviewed and each applicant so notified. Applications shall be retained for three (3) years and shall remain active for one (1) year.

EMPLOYMENT DECISIONS

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

RECOMMENDATION TO HIRE

The Principal shall recommend the applicant through the online application system, to Human Resources. No employee shall report to work until the hiring process is completed in Human Resources.

RELATIONSHIPS

The Superintendent shall not employ a relative of a member of the Board unless the relative was initially employed by the District prior to the tenure of the Board member and the member was seated on the Board prior to July 13, 1990.

A relative of the Superintendent shall not be employed except as provided by KRS 160.380.¹

CONTRACT

All regular full-time and part-time classified personnel shall enter into annual written contracts with the District.

↑ excluding substitutes

Hiring**EMERGENCY HIRING**

During emergency situations, job openings may be filled without listing in the job register or posting in District buildings.

JOB DESCRIPTION

All employees shall receive a copy of their job description and responsibilities.

INTENT OF EMPLOYMENT

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

REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT

Each year, all full-time and part-time classified employees, including substitutes, shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

REFERENCES:

¹KRS 160.380

²702 KAR 005:080

³KRS 161.011

⁴P.L. 114-95, (Every Student Succeeds Act of 2015)

34 C.F.R. 200.58-200.59

KRS 17.160; KRS 17.165; KRS 156.070; KRS 160.345; KRS 160.390

KRS 335B.020; KRS 405.435

OAG 91-10; OAG 91-149; OAG 91-206

OAG 92-1; OAG 92-59; OAG 92-78; OAG 92-131; OAG 97-6

Kentucky Local District Classification Plan

013 KAR 003:030; 702 KAR 003:320

Records Retention Schedule, Public School District

RELATED POLICIES:

01.11, 02.4244, 03.232, 03.5, 06.221

Adopted/Amended: 6/19/2014

Order #: 10429

Local

PERSONNEL

03.214

- CLASSIFIED PERSONNEL -

Position Qualifications

EDUCATIONAL REQUIREMENT

Employees initially hired after July 13, 1990 shall hold ^{at least} a high school diploma or GED certificate, or be enrolled in GED program and be progressing satisfactorily as defined by Administrative regulations adopted by the State Board for Adult, Vocational Education and Vocational Rehabilitation.

REFERENCE:

KRS 161.011

Adopted/Amended: 9/18/1990

Order #: 5990

Depositories**SELECTION**

The depository(ies) for all school funds, including internal accounts of individual schools, shall be determined by the Board. The depository(ies) ~~shall~~ ^{May} be designated for a period of two (2) years, and may be renewed. The depository(s) so selected shall be accessible, capable of handling short-term investments, be renewable, capable of providing those services necessary for the efficient operation of the schools, and for subsequent (2) two year cycles, subject to the requirements of KRS 160.570.

BIDDING

Regular investments shall be handled by allowing all local banks the opportunity to furnish the Treasurer a bid on funds to be invested. Bids shall be requested on the day funds are to be invested by calling the banks and indicating the amount to be invested and the maturity date.

Banks wishing to participate in the bidding process shall file (in advance) with the Board, safekeeping receipts covering the amount of their bids. These securities must be United States Government bonds and/or Kentucky School Building Revenue bonds.

COLLATERAL

In accordance with KRS 41.240 and Kentucky Board of Education administrative regulations, each depository selected shall, before entering upon its duties, provide collateral to be approved by the Board and by the Commissioner of Education.

REFERENCES:

KRS 41.240

KRS 160.570

702 KAR 003:090

Accounting Procedures for Kentucky School Activity Funds

Adopted/Amended: 6/17/2010

Order #: 10097

Construction**ADVICE SOUGHT**

When the Board engages in a major construction project, it will seek the advice of employees and citizens (potential and projected users) of the school District, as appropriate, in determining the scope and educational specifications of the construction project.

FACILITIES PLAN

In compliance with applicable statutes and administrative regulations, the Local Planning Committee shall prepare a school facilities plan for approval by the Board.¹

CONSTRUCTION OVERSIGHT

Construction projects shall be undertaken and conducted in compliance with standards set forth in applicable statutes and regulations, including, but not limited to, rules covering the capital construction process.¹

Naming/Renaming of Existing Property

new (The naming of any Hardin County School property must be approved by the Board. Areas include gym/arena, auditorium, library/media center, cafeteria, or an outdoor property (courtyard, stadium, field or sub-parcel of land where students participate in extra and co-curricular activities.

REFERENCES:

¹702 KAR 004:160

KRS 157.615; KRS 157.620; KRS 157.622; KRS 158.447

KRS 162.060; KRS 162.070; KRS 162.080; KRS 162.090

KRS 162.100; KRS 162.120; KRS 162.160

KRS 162.290; KRS 162.300; KRS 322.360

KRS 424.260; KRS Chapter 45A

702 KAR 004:005; 702 KAR 004:050

702 KAR 004:100; 702 KAR 004:170; 702 KAR 004:180

750 KAR 001:010; 750 KAR 001:030

Kentucky School Facilities Planning Manual

Adopted/Amended: 6/19/2014

Order #: 10429

Local

SCHOOL FACILITIES

05.47

Earthquakes

The Superintendent shall develop written procedures to promote the safety of students and personnel in the event of an earthquake and a program to ensure that students and the certified and classified staff are aware of, and properly trained in, the earthquake emergency procedures.

Two (2) earthquake drills shall be held during each school year - one ~~in October and one in March~~ ^{during the first thirty (30)} instructional days of the school year and in January

Written procedures shall include an earthquake preparedness plan for each building which shall be incorporated into a district emergency plan and which shall include hazard identification and mitigation, earthquake drills, emotional response, immediate response and care, communication, post-earthquake shelter, and long-term recovery.

REFERENCE:

KRS 158.163

Adopted/Amended: 6/15/1995

Order #: 7702

Child Abuse

REPORT REQUIRED

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused, or neglected¹ shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney, or the County Attorney in accordance with KRS 620.030.²

If the person making the report has reason to believe that immediate protection for the child is advisable, that person shall also make an oral report to an appropriate law enforcement agency.

~~After making the report, the employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation. If the Principal is suspected of child abuse, the employee shall notify the appropriate law enforcement agency and the Superintendent/designee who shall also promptly report to the proper authorities for investigation.~~

Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the District shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall require the District, after making the required report, to conduct an independent investigation of the allegations in order to determine appropriate personnel action.

WRITTEN REPORT

The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's Attorney or County Attorney or the Cabinet for Health and Family Services or its designated representative within forty-eight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect.

WRITTEN RECORDS

Copies of reports kept by the District that are submitted to authorities in compliance with the child abuse law are educational records and subject to inspection by the parents of the alleged victim of child abuse. Whether the records are considered "internal records" and not maintained with the students' "permanent records" is immaterial if such records are directly related to students and are maintained by the school or school District.

INTERVIEWS

If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Health and Family Services representative as to whether to contact a parent.³

REQUIRED TRAINING

All current school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting by January 31, 2017, and every two (2) years thereafter. School administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter.

Child Abuse

OTHER

Each school shall prominently display the statewide child abuse hotline number administered by the Cabinet for Health and Family Services.

REFERENCES:

¹KRS 600.020 (1)(15)

²KRS 620.030; KRS 620.040

³OAG 85-134; OAG 92-138

KRS 17.160; KRS 17.165; KRS 17.545; KRS 17.580

KRS 156.095; KRS 199.990

KRS 209.020; KRS 620.050

OAG 77-407; OAG 77-506; OAG 80-50; OAG 85-134

34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights
Regulations Implementing Title IX

RELATED POLICIES:

09.42811; 09.4361; 10.5

Adopted/Amended: 6/16/2016
Order #: 10575