

1 EDUCATION AND WORKFORCE DEVELOPMENT CABINET

2 Kentucky Board of Education

3 Department of Education

4 (Amendment)

5 780 KAR 3:080. Extent and duration of school term, use of school days and extended
6 employment.

7 RELATES TO: KRS 156.808~~[151B.035]~~(3)(i)

8 STATUTORY AUTHORITY: KRS 156.808~~[151B.035]~~

9 NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.808~~[151B.035]~~(3)(i) requires the
10 Kentucky Board of Education~~[Executive Director of the Office of Career and Technical~~
11 ~~Education]~~ to promulgate comprehensive administrative regulations relating to the extent and
12 duration of the Kentucky Tech System school term, use of school days, and extended
13 employment. This administrative regulation establishes the school term and employment
14 provisions for employees.

15 Section 1. (1) The regular work year for any teacher~~[secondary instructor]~~ in a state-operated
16 area technology center shall be 190 work days to be scheduled by the center principal between
17 July 1 and June 30 annually~~[August 1 through June 15]~~.

18 (2) During this work year, secondary students shall begin classes based on the participating
19 school district schedules.

20 (3) An area technology center shall not be closed if secondary school students need to be served
21 for the participating school districts.

1 (4) Any employee required to work on an official holiday in order to serve students shall be
2 compensated~~[granted compensatory time]~~.

3 (5) The duties of an area technology center principal shall consist of 228 work days to be
4 scheduled between July 1 and June 30 annually by the associate commissioner for career and
5 technical education or their designee. (6)[(5)] If the[a] school district where the center is located
6 closes due to inclement weather, staff in the area technology center shall not report to work and
7 the work day will be re-scheduled to meet student needs~~[as usual or take official leave unless a~~
8 ~~state of emergency is declared by the Governor or the appointing authority]~~. Non-traditional
9 instruction days may be allowed at the discretion of the associate commissioner for career and
10 technical education.

11 Section 2. (1) A teacher may be employed beyond the 190 work days if requested and approved
12 by the associate commissioner for career and technical education or their designee~~[Except as~~
13 ~~provided in subsection (2) of this section, a secondary instructor in an and area technology center~~
14 ~~may be employed up to six (6) weeks beyond the ten and one half (10 1/2) month calendar year~~
15 ~~(August 1 through June 15) for specified activities which cannot be carried out routinely during~~
16 ~~the year and which include at least three (3) weeks of planned direct student contact]~~.

17 (2) ~~[The maximum extended time for an instructor without three (3) weeks of planned direct~~
18 ~~student contact shall be three (3) weeks.~~

19 ~~(3) Extended instructional summer options shall be planned jointly by the instructor and either~~
20 ~~the school principal or executive director.~~

21 ~~(4) Extended employment activities shall conform to the requirements established in this~~
22 ~~subsection.~~

1 ~~(a) Up to six (6) weeks may be approved for supervision of students in specific classroom~~
 2 ~~instruction. Before approval is granted for extended time, an instructional plan for the summer~~
 3 ~~teaching activities shall be approved by the central office. This plan shall include the purpose,~~
 4 ~~classes to be taught, time schedule, and inclusive dates.~~

5 ~~(b) Up to one (1) week may be approved for required state technical update and school in-~~
 6 ~~service.~~

7 ~~(c) Up to two (2) weeks may be approved for staff or industry exchange and other educational~~
 8 ~~approved programs.~~

9 ~~(d)~~ The associate commissioner for career and technical education or their designee~~[executive~~
 10 ~~director]~~ may request that the teacher~~[secondary instructor]~~ perform other essential services for
 11 which extended employment shall be provided. The special request shall be handled on an
 12 individual basis.

13 ~~(3)~~~~(5)~~(a) To request extended employment, a teacher~~[secondary instructor]~~ in an area
 14 technology center shall submit a request~~[completed Extended Employment Application for~~
 15 ~~Secondary Teachers]~~ to the teacher's~~[instructor's]~~ principal.

16 (b) If the principal approves the request, the principal shall sign the application and submit it to
 17 the area supervisor.

18 (c) If the area supervisor approves the request, the area supervisor shall sign the application and
 19 submit it to the associate commissioner for career and technical education or their
 20 designee~~[executive director]~~ by April 15.

21 (d) The associate commissioner for career and technical education or their designee~~[executive~~
 22 ~~director]~~ shall send written notification regarding the decision to the teacher~~[instructor]~~ by May
 23 30. The notification shall indicate:

- 1 1. If the application was approved, the number of days for which approval was granted; and
- 2 2. If the application was not approved, the reasons for denial.

3 Section 3. (1) Any teacher~~[instructor]~~ employed 190 working days~~[ten and one half (10 1/2)~~
4 ~~months]~~ may request that their~~[his]~~ salary be paid in twenty-four (24) paychecks.

5 (2) The last two (2) paychecks shall be adjusted if necessary to reflect any salary variance due to
6 changes in work schedules.

7 Section 4. (1) All area technology centers shall be officially closed to students on the official
8 holidays designated for Christmas and New Year's.

9 ~~(2) [An employee shall either work during this period or be on some form of approved leave. If~~
10 ~~the employee desires to work during this period, he may do so only upon the submission of a~~
11 ~~work plan by the employee and the approval of the plan by the employee's supervisor prior to~~
12 ~~the initiation of the work.~~

13 ~~(3)]~~ The principal may require an employee to work for safety or security reasons.

14 ~~[Section 5. Incorporated by Reference. (1) "Extended Employment for 10 1/2 Month Employee",~~
15 ~~March 2009, is incorporated by reference.~~

16 ~~(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at~~
17 ~~the Education and Workforce Development Cabinet, 500 Mero Street, 20th Floor, Frankfort,~~
18 ~~Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.] (17 Ky.R. 741; eff. 10-14-90;~~
19 ~~Am. 30 Ky.R. 701; 1243; eff. 12-1-2003; 35 Ky.R. 1864; 2234; eff. 5-1-09.)~~