

Hardin County Schools

June 2018

Policy and Procedure Blanket statements

- Replace Deputy Superintendent with Superintendent/designee in all policies.
- Replace Associate Superintendent with Chief in all policies.

Local Recommendations Policy

RESEND POLICY

~~PERSONNEL~~

03.12321

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~~- CERTIFIED PERSONNEL -~~

Sick Leave Bank

PURPOSE

The purpose of the Sick Leave Bank is to provide to eligible, voluntarily participating employees who have exhausted all of their accumulated sick leave and other available paid leave days the means of obtaining additional sick leave days upon proper approval of the Sick Leave Bank Usage Approval Committee appointed by the Superintendent and approved by the Board.

ELIGIBLE EMPLOYEES

All certified employees of the Board of Education are eligible to voluntarily participate in the Sick Leave Bank.

REFERENCE:

[KRS 161.155](#)

RELATED POLICY:

03.1232

Adopted/Amended: 4/15/1998

Order #: 8211

PERSONNEL

03.1311

- CERTIFIED PERSONNEL -**Transfer**

Voluntary and/or Involuntary transfers of certified 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 certified personnel among schools will be effected for the benefit of the instructional program and accreditation standards. Every effort will be made to meet these needs through individual transfer requests. Transfer or reassignment of certified personnel will be made no later than thirty (30) days before the first student attendance day of the school year except to fill vacancies created by illness, death, or resignations; to reduce or increase personnel because of a shift in school population; to make personnel adjustments after consolidation or merger; or to assign personnel according to their major or minor fields of training.¹

Employees who work directly with students will not be allowed to laterally transfer between schools once the employees have met with students at the local school site. "Lateral" means a position of the same salary. Transfer requests for positions that would be a salary change of status will be considered.

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](#).

REQUESTS FOR TRANSFER

Transfer requests may be made through the online applicant tracking system.

REFERENCES:

¹[KRS 161.760](#); [OAG 78-266](#)
[KRS 160.380](#); [OAG 76-360](#)
[OAG 91-115](#); [OAG 91-149](#)
[OAG 92-1](#)
[OAG 92-78](#)
[OAG 92-135](#)

RELATED POLICY:

02.4244

Adopted/Amended: 6/16/2011

Order #: 10208

PERSONNEL

03.17

- CERTIFIED PERSONNEL -

Termination/Nonrenewal/Separation by Employee

Termination and nonrenewal of contracts shall be the responsibility of 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.

CODE OF ETHICS

Employees who violate provisions of the Professional Code of Ethics for Kentucky School Certified Personnel may be subject to disciplinary action, up to and including termination.

Failure to notify the Superintendent if the classified employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal.

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TERMINATION

No contract shall be terminated except upon notification of the Board by the Superintendent. Prior to notification of the Board, the Superintendent shall furnish the teacher with a written statement specifying in detail the charge against the teacher.¹

Termination of contracts of certified personnel shall be made in compliance with the requirements of [KRS 161.790](#).

ALTERNATIVES TO TERMINATION

As an alternative to termination, the Superintendent, upon notifying the Board and providing written notification to the teacher, may impose sanctions in accordance with [KRS 161.790](#).

NONRENEWAL

Nonrenewal of limited contracts of certified personnel shall be made in compliance with the requirements of [KRS 161.750](#).

SEPARATION BY EMPLOYEE

Certified employees seeking to resign or terminate contracts in force shall do so in compliance with [KRS 161.780](#).

REPORTING

The Superintendent shall comply with the reporting requirements of [KRS 161.120](#).

REFERENCES:

¹[KRS 161.790](#)
[KRS 161.120](#); [KRS 161.750](#); [KRS 161.780](#)
[016 KAR 001:020](#) (Code of Ethics)
 Consolidated Omnibus Budget Reconciliation Act
[701 KAR 005:090](#)
[OAG 83-362](#); [OAG 92-135](#)

RELATED POLICY:

03.172

- 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 District shall furnish the employee with either a paper or electronic statement. If statements are provided electronically, employees shall be provided access to a computer and printer for review and printing of their statement.

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.

Salaries

PAYROLL DEDUCTION

The Board shall approve all payroll deductions as specified by [KRS 161.158](#) and Board Policy 03.2211.

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. 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. Classified employees transferring into the district may bring up to five (5) years of experience credit for salary purposes provided the experience meets the district guidelines.

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 337.070](#); [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: 6/15/2017
Order #: 10612

RESEND POLICY

PERSONNEL

03.22321

~~CLASSIFIED PERSONNEL~~

Sick Leave Bank

PURPOSE

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ELIGIBLE EMPLOYEES

~~All classified employees of the Board of Education are eligible to voluntarily participate in the Sick Leave Bank.~~

REFERENCE:

[KRS 161.155](#)

RELATED POLICY:

03.2232

Adopted/Amended: 5/15/1997

Order #: 8070

PERSONNEL

03.2311

- 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.

Employees who work directly with students will not be allowed to laterally transfer between schools once the employees have met with students at the local school site. "Lateral" means a position of the same salary. Transfer requests for positions that would be a salary change of status will be considered.

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](#).

REFERENCE:

[KRS 160.380](#)

[KRS 160.390](#)

[OAG 92-135](#)

[OAG 92-1](#)

Adopted/Amended: 6/19/2014

Order #: 10429

Substitute and Temporary Employees

DEFINITION—SUBSTITUTE EMPLOYEE

Substitute employees are those who are hired when a full-time or part-time employee is absent from duty.

QUALIFICATIONS

All substitute employees shall meet criminal records check and medical examination requirements as specified in Policies 03.11, ~~and 03.111, 3.21 and 3.211~~. In addition, substitutes teachers serving in a position on a long-term/extended basis must meet all certification requirements established by the Education Professional Standards Board.

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SUBSTITUTE LIST

The Superintendent or designee shall maintain a list of qualified substitute ~~teachers~~ employees.

RETIRED ~~TEACHERS~~ EMPLOYEES

Retired teachers may be re-employed as a part-time, temporary, or substitute teacher in keeping with the requirements of the Teachers' Retirement System.

Retired classified employees who are re-employed as a substitute cannot work over 79 days per year.

LENGTH OF DUTY

Substitute ~~teachers~~ employees shall observe the same hours of duty as the regular ~~teacher~~ employee.

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.

EMPLOYMENT NOTIFICATION

Each year, substitute ~~teachers~~ employee on the District's substitute list shall be notified in writing by ~~the last day of school~~ June 30 if they have reasonable assurance of continued employment for the following school year.

~~Nonrenewal of substitute teachers on limited contracts shall be made in compliance with the requirements of KRS 161.750.~~

DEFINITION—TEMPORARY EMPLOYEE

Temporary employees are hired to perform a particular service. Upon completion of the particular service to be rendered, a temporary assignment ceases with no obligation of continued employment. Temporary employees shall not be eligible for benefits.

All requests for temporary employees must be submitted in writing to the Director of Employment. The request should provide an explanation of the duties to be performed by the temporary, the length of employment, and the start date of employment. The Superintendent approves all temporary requests for employees based on a recommendation from Human Resources.

WORK CYCLE

The work cycle of temporary employees is limited to ninety (90) work days.

An extension of the ninety (90)-day work cycle may be approved for a period of time not to exceed a total of twelve (12) months [including the ninety (90)-day period] and is granted in thirty (30)-day increments.

Extension of the work cycle beyond twelve (12) months is specifically prohibited.

PERSONNEL

03.4
(CONTINUED)

Substitute and Temporary Employees

REFERENCES:

[KRS 17.160](#); [KRS 17.165](#); [KRS 156.106](#); [KRS 161.605](#); [KRS 161.611](#)
[016 KAR 002:030](#); [016 KAR 002:120](#); [102 KAR 001:030](#); [702 KAR 001:035](#); [702 KAR](#)
[003:075](#)
[OAG 69-296](#)

RELATED POLICIES:

03.11
03.111
03.1211
03.21
03.211
03.2211

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

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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 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

All volunteers in athletic programs must be twenty-one (21) years of age and supervised by a Level I or Level 2 coach as defined in the Kentucky High School Athletic Association regulations.

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.

Principals, working with the volunteer coordinator in each school, will ensure that all volunteers in all areas (curricular, extra-curricular and athletic) complete the orientation and the background check.

RECORDS CHECK

The District shall conduct 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. Each volunteer shall pay the required cost of the criminal records check. The District shall arrange to pay any cost required for the records check, but may use donations from any source, including volunteers, for this purpose.

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 national background checks will be conducted at District expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.

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.

WORK-BASED SITE SUPERVISORS

Work-based learning site supervisors are considered volunteers. Pursuant to [KRS 160.380](#) and [KRS 161.148](#), prior to being assigned to supervise a student for more than one (1) day in a work-based learning experience, the site supervisor shall have undergone a state criminal background check either as required by their employer at time of employment or within the past twelve (12) months, whichever is the more recent.

Volunteers**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:

¹[KRS 161.148](#)

[KRS 160.380](#)

[KRS 161.044](#)

RELATED POLICIES:

03.5

08.113; 08.1131

Adopted/Amended: 6/21/2012

Order #: 10288