

**OCTE Proposed Policy Amendments
October 2018**

Red font: original language proposed for omission

Blue font: language proposed for addition

Policy Heading Page Number	Original Language	Proposed Language	Justification
08.1341 <u>Essential Workplace Programs</u> Page 6	None	<p>Essential Workplace Programs INDICATORS</p> <p>Beginning with the 2019-2020 school year, the ATC shall implement essential workplace ethics programs that promote characteristics that are critical to success in the workplace. Each student in elementary, middle, and high school shall receive essential workplace ethics instruction that includes but is not limited to the following characteristics:</p> <ul style="list-style-type: none">a) Adaptability, including an openness to learning and problem solving, an ability to embrace new ways of doing things, and a capability for critical thinking;b) Diligence, including seeing a task through to completion;c) Initiative, including taking appropriate action when needed without waiting for direct instruction;d) Knowledge, including exhibiting an understanding of work-related information, the ability to	Adopts language for essential workplace skills as required by changes in the law, effective 2019-2020 school year.

		<p>apply that understanding to a job, and effectively explain the concepts to colleagues in reading, writing, mathematics, science, and technology as required by the job;</p> <p>e) Reliability, including showing up on time, wearing appropriate attire, self-control, motivation, and ethical behavior;</p> <p>f) Remaining drug free; and</p> <p>g) Working well with others, including effective communication skills, respect for different points of view and diversity of coworkers, the ability to cooperate and collaborate, enthusiasm, and the ability to provide appropriate leadership to or support for colleagues.</p> <p>The ATC shall use these characteristics when creating or choosing an existing program. By January 1, 2019 and every two (2) years thereafter, the local school boards shall collaborate with the local workforce investment board, in conjunction with local economic development organizations and other economic, workforce, or industry organizations the workforce investment board deems necessary, to establish essential workplace ethics indicators for middle and high school</p>	
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		<p>students that are aligned with the characteristics listed above.</p> <p>ATTAINMENT</p> <p>The local school boards shall design and adopt a diploma seal, certificate, card, or other identifiable symbol to award students deemed as having minimally demonstrated attainment of the board's essential workplace ethics indicators.</p> <p>CURRICULUM AND INSTRUCTION 08.1341 (CONTINUED)</p> <p>Essential Workplace Programs</p> <p>REPORTING REQUIREMENT</p> <p>By September 1, 2019, and every two (2) years thereafter, the Associate Commissioner shall provide a report to the Commissioner of Education, in a format specified by the Commissioner, describing the ATC's essential work ethics programs and their implementation at each school.</p> <p>REFERENCES:</p> <p>New Section of KRS 158</p>	
<p>09.1231</p> <p><u>Student Release</u></p> <p>Page 8</p>	<p>Cabinet shall notify the Principal, Assistant Principal, or guidance counselor, of the names of persons authorized to contact the child at school or remove the child from school grounds.</p>	<p>Cabinet shall notify the Principal, or any Assistant Principal, of the school in which the child is enrolled, and the District's Director of Pupil Personnel, of the names of persons authorized to contact the child at</p>	<p>Updates policy of who to notify if the Cabinet has taken custody of a child. Notice now must be written, or through fax or email. Principals and any assistant principals are the designees of who to notify.</p>

	<p>The notification shall be provided to the school by the Cabinet:</p> <ul style="list-style-type: none"> a) Verbally and documented in writing by the Principal, Assistant Principal, or Guidance Counselor on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. The verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and b) By written document within ten (10) calendar days following a change of custody or change in contact or removal authority. 	<p>school or remove the child from school grounds.</p> <p>The notification shall be provided to the school by the Cabinet:</p> <ul style="list-style-type: none"> a) By written notice via email or fax on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. Verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and b) By email, fax, or hand delivery of a copy of the court order within ten (10) calendar days following the Cabinet's receipt of the court order of a change of custody or change in contact or removal authority. 	
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09.224 <u>Emergency Medical Treatment</u> Page 10	...assist with the self-administration of glucagon, insulin, or seizure rescue medications shall be present.	...assist with the self-administration of glucagon, insulin, seizure rescue medications, or medication prescribed to treat seizure disorder symptoms shall be present.	Adds additional instruction to treat seizure disorder symptom for emergency medical treatment.
09.227 <u>Child Abuse</u> Page 13	<p>Cabinet shall notify the Principal, Assistant Principal, or guidance counselor,</p> <p>The notification shall be provided to the school by the Cabinet:</p> <p>a) Verbally and documented in writing by the Principal, Assistant Principal, or Guidance Counselor on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. The verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and</p> <p>b) By written document within ten (10) calendar days following a change of</p>	<p>Cabinet shall notify the Principal, or any Assistant Principal</p> <p>The notification shall be provided to the school by the Cabinet:</p> <p>a) By written notice via email or on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. Verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and</p> <p>b) By email, fax, or hand delivery of a copy of the court order within ten (10) calendar days following the Cabinet's receipt of the court order of a change of custody or change</p>	<p>Changes notice requirements for child abuse. Any Assistant Principal can now be notified. Written notice now must be recorded through email.</p> <p>Change specifies what type of written document is sufficient for change of custody or removal.</p>

	<p>custody or change in contact or removal authority.</p> <p>The Principal, Assistant Principal, or Guidance Counselor shall document in writing when they have received the notification</p>	<p>in contact or removal authority.</p>	
<p>03.121</p> <p><u>Salaries</u></p> <p>Page 1</p>	<p>EXTENDED EMPLOYMENT</p> <p>Extended Employment is from June 16 – July 31 of each year for 10.5 month employees of the Office of Career and Technical Education. Participation requires approved application. Updated application, guidelines, and approvable activities are provided each year based on availability of funds.</p>	<p>EXTENDED EMPLOYMENT</p> <p>The Associate Commissioner for Career and Technical Education or their designee may request that the teacher perform other essential services for which extended employment shall be provided. The special request shall be handled on an individual basis. The duties of an ATC Principal shall consist of 228 work days between July 1 and June 30 annually, to be scheduled by the Associate Commissioner for Career and Technical Education or their designee. The regular work year for any teacher in an ATC shall be 190 work days to be scheduled by the ATC Principal between July 1 and June 30 annually. A teacher may be employed beyond the 190 work days if requested and approved by the Associate Commissioner for Career and Technical Education or their designee. To request extended</p>	<p>Teachers are moved from 10.5 month employees to year round employees with a set number of calendar days. Principals are moved from 12 month employees to 228 work days.</p>

		employment, a teacher in an ATC shall submit a written request to the teacher's Principal.	
Continued Page 2	Employees who are designated as ten and one-half (10.5) month employees shall have the annual salary divided into twenty-four (24) payments.	Any teacher employed 190 working days may request that their salary be paid twenty-four (24) paychecks.	Changes teachers to year round employees with 190 days to work total for the year.
Continued Page 2	None	Teachers and Principals shall not accumulate compensatory time.	Teachers and principals will be awarded personal and emergency leave and no longer accumulate compensatory time.
Page 3	If any employee's...	If any non-school based eligible employee's...	The word eligible helps clarify that not all employees are eligible for compensatory time.
Page 4	All certified and equivalent employees shall be permitted to use accumulated compensatory time when practicable and requested in	None	Employees are no longer earn this time, so this is not applicable.

	advance and if approved by the respective supervisor		
03.122 <u>Holiday and Annual Leave</u> Page 14	<p>When a 156 full-time employee needs to work on a holiday, (with prior approval) to meet a need in their job duties, the employee will receive straight compensatory time equal to the time allotted for the holiday.</p> <p>When school is in session during a state designated holiday, teachers can receive compensatory time for working that day. They do not have to send a compensatory form request to Frankfort; however the supervisor must sign the compensatory time request form. The compensatory form should be filed with the time sheet at the ATC and a copy forwarded with the time sheets to the Payroll Officer.</p> <p>School based 156 employees may either work during Spring Break</p>	<p>Any employee required to work on a holiday to serve students, will be compensated.</p> <p>When a school is in session during a state designated holiday, teachers can be compensated.</p> <p>None</p>	<p>Employees working on holidays will be compensated, but no longer in compensatory time.</p> <p>Teachers are no longer eligible for compensatory time. They could be compensated by receiving a different day off in exchange for working that day.</p> <p>With changes in schedules, this work requirement during breaks is not needed.</p>
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Page 16	<p>or Christmas Break or be on some form of approved leave. If the employee desires to work during this period, she/he may do so only upon the submission of a work plan by the employee and the approval of the plan by the employee's supervisor prior to the initiation of the work</p> <p>Upon resignation.....</p>	Upon proper resignation....	Proper added to resignation letter.
Page 17	<p>Annual Leave Sharing Employees may refer to the Kentucky Personnel Cabinet's (http://personnel.ky.gov/) website for rules and regulations pertaining to annual leave sharing.</p> <p>Law:</p> <p>Procedures: 101 KAR 2:106</p> <p>The payroll officer should keep annual leave sharing records in the same way as sick leave sharing records are maintained.</p>	None	Employees are no longer eligible for annual leave, so there is not a need for this section.

03.123 <u>Leave and Absences</u> Page 19	None	School-based employees shall not receive blood donation leave.	Employees are no longer eligible for compensatory time, so they would not be eligible to earn this for blood donation.
03.1231 <u>Personal Leave</u> Page 20	None	<p style="text-align: center;"><u>Personal Leave</u></p> <p>NUMBER OF DAYS</p> <p>Teachers and Principals shall be entitled to twenty-two and one-half (22.5) hours of personal leave at the beginning of each school year. Leave shall be used in half-day (3.75 hour) increments. An employee who makes a timely request for personal leave shall be granted personal leave by the appointing authority, up to at least the amount of time earned that year, if the operating requirements of the agency permit.</p> <p>A teacher or Principal who is separated by proper resignation or retirement shall be paid in a lump sum for accumulated personal leave not to exceed twenty-two and one-half (22.5) hours.</p> <p>ACCUMULATION</p>	New policy granting teachers and principals 22.5 hours of personal leave. Policy created due in part to teachers and principals no longer being eligible for compensatory time. Alignment with district and state teachers.

		<p>Any unused personal leave shall be converted to sick leave at the end of each school year.</p> <p>Upon the death of an employee, the estate will be paid for accrued personal leave.</p> <p>REFERENCE:</p> <p>780 KAR 3:072</p> <p>RELATED POLICIES:</p> <p>03.121; 03.123</p>	
<p>03.1232</p> <p><u>Sick Leave</u></p> <p>Page 21</p>	None	<p>Teachers and Principals shall be credited with seventy-five (75) hours of sick leave at the beginning of each school year.</p>	<p>Defines when and how much sick time teachers and principals receive.</p>
<p>3.1236</p> <p><u>Emergency Leave</u></p>	None	<p>PERSONNEL 03.1236</p> <p><u>Emergency Leave</u></p> <p>Teachers and Principals shall be entitled to twenty-two and one-half (22.5) hours of emergency leave. Emergency leave shall accumulate at the beginning of each school year.</p>	<p>Defines emergency leave, when it can be used, and what happens to unused emergency leave at the end of the school year.</p>

		<p><u>Accumulation</u></p> <p>Any unused emergency leave shall expire at the end of each school year. Remaining emergency leave balances shall not be paid out upon separation of an employee.</p> <p><u>Reasons for Use</u></p> <p>Emergency leave may be used due to death, illness, injury, or certain other urgent matters. Teachers and principals shall give as much advance notice as possible to their supervisor prior to using emergency leave. Emergency leave shall be used in three and three-quarter hour (3.75) increments when possible.</p> <p>Reference:</p> <p>780 KAR 3:072</p>	
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03.1239 <u>Voting and Election Leave</u> Page 26	<p>If an employee...</p> <p>None</p>	<p>If a Central Office employee...</p> <p>School-based employees shall receive time off to vote.</p>	Clarifies who is eligible to receive voting leave.
03.124 <u>Insurance</u> Page 28	<p>Ten and one-half (10½) month employees must have worked or been on paid leave or family and medical leave, other than educational leave, during any part of the previous month, except between 16 and July 31, when coverage is granted without regard to work and/or pay restrictions; and/or</p>	<p>A teacher or Principal must have worked or been on paid leave or family and medical leave, other than educational leave, during any part of the previous month, except between the last day of school of the previous year and first day of school of the following year, when coverage is granted without regard to work and/or pay restrictions; and/or</p>	Employees have be changed to work on a year round calendar, so language was updated to reflect this change.
03.1332 <u>Adverse Weather Leave</u> Page 29-30	<p>Adverse Weather</p> <p>.An employee, who is not designated for mandatory operations, and chooses not to report to work or leaves early due to adverse weather conditions, shall have the time of absence reported as:</p> <p>Annual or compensatory leave</p>	<p>Adverse Weather</p> <p>If the school district where the ATC is located closes due to inclement weather, staff in the ATC shall not report to work and the work day will be rescheduled to meet student needs. Non-traditional instruction days may be allowed at the discretion of the Associate Commissioner.</p> <p>Adverse weather leave shall not be used by school-based employees when school is in session. Adverse</p>	Adverse weather policy change due to year round calendar employees.

	<p>Taken as leave without pay, if annual and compensatory leave has been exhausted; or</p> <p>Deferred as noted below.</p> <p>An employee who is on prearranged annual, compensatory or sick leave shall charge leave as originally requested.</p> <p>PERSONNEL 03.1332</p> <p>(Continued)</p> <p><u>Hours of Duty</u></p> <p>Adverse Weather (continued)</p> <p>Where operational needs allow, except for an employee in mandatory operations, management shall make every reasonable effort to arrange schedules whereby an employee will be given an opportunity to make up time not worked rather than charging it to leave. However, an employee shall not make up work if the work would result in the employee working more than forty (40) hours in a workweek as outlined below:</p> <p>Time lost shall be made up within four (4) months of the occurrence of the absence. If it is not made up within four (4) months, annual leave shall be deducted to cover the</p>	<p>weather leave may be used by school-based employees under extraordinary circumstances, as determined by the Associate Commissioner for Career and Technical Education</p>	
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	<p>absence or leave without pay shall be charged. Please note that the teacher's yearly calendar is August 1-June 15.</p> <p>If an employee transfers or separates before the makeup time is complete, remaining time will be charged to annual leave, or leave without pay if annual is not available in the final paycheck.</p>		
Continued Page 30	When the local school districts are closed due to inclement weather or	When the local school districts are closed due to...	Inclement weather policy no longer part of the school closure work plan.
03.1911 <u>Professional Meetings</u> Page 32	Two (2) professional days shall be granted for participation in professional meetings without loss of pay or leave status if requested in advance and if the absence from school does not effect efficient school operations.	Two (2) professional days may be granted for participation in professional meetings without loss of pay or leave status if requested in advance and if the absence from school does not affect efficient school operations.	Removes requirement of professional days being granted for professional meetings. They now may be granted.