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Date: January 16, 2020

Action/Discussion Item: Approve the employee handbook for the Floyd County Schools.

Applicable Statutes or Regulations: BOE Policy 01.11 Powers and Duties of the Local Board of Education

Background and major Policy Implications: The employee handbook has been updated and revised. It is a summary of the personnel chapter of the policies and procedures manual. Additionally, it contains directory information. The handbook upon approval will be available on the district website, reviewed during new employee orientation and copies available as requested.

Alternatives: None proposed.

Recommended Action: Approve the employee handbook.

Contact Person: Angela Duncan, (Human Resources) 606.886.4525

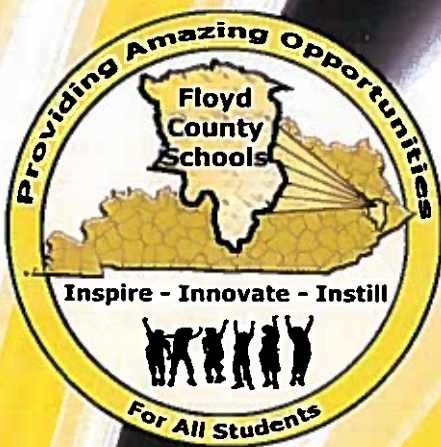
Principal

Angela Duncan

Director

Danny Adkins

Superintendent



Floyd County Schools Employee Handbook

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OUR DISTRICT MISSION + VISION. #FCSINSPIRE

We want to I.N.S.P.I.R.E

- **Our staff to provide opportunities for ALL students in a safe, supportive, learning environment.**
- **Our students to learn in a culture of innovation.**
- **Our communities to instill competencies for our students to be globally productive citizens.**
- **Our families to believe that we are working together for a better future.**



We Believe...

I **Invest in people.**

N **Nurture & care for students, staff, families and our communities.**

S **Support the safety and health of each other.**

P **Personalized Learning for ALL.**

I **Innovate and improve.**

R **Recognize our role in shaping the future of Floyd County.**

E **Educate for career, college & life success.**

SUPERINTENDENT'S MESSAGE

Welcome to our Floyd County Schools' family. You are joining a school district where you will be encouraged and supported, and we look forward to working with you. We strive to hire employees who we believe will contribute and share our commitment to achieving our goal of providing amazing opportunities to all students.

Our FCS Employee Handbook is here to help you transition into our family as smoothly as possible. We want you to know about policies, expectations and more. We believe you deserve a reliable place to find answers to your questions.

Our mission is to provide amazing opportunities for all students but we also want to inspire our staff to set and reach goals and to be successful. We want you to be informed and prepared so we have important required trainings for employees. We will also offer additional training if you want to learn more and advance.

Our #1 rule is to provide the best customer service. Who are our customers? Our students and their families, our coworkers and our community members. We believe we only get one chance at a first impression and we want that impression to be memorable. We want you to receive exceptional customer service from us and in turn, we want you to show exceptional customer service to our "customers" too.

We want you to review this handbook, discuss questions with your supervisor and contact the people in our offices to help you be successful in your role. Let's work together to ensure that all of our students have amazing opportunities.

Danny Adkins, Superintendent
Floyd County Schools



Using This Handbook

This handbook is intended to provide general information on a wide variety of employment related topics but it's not a contract nor the policy and procedures manual for the school district. If you desire expanded information, please refer to the Floyd County Board of Education Policy and Procedures Manual. A copy of the manual is located at each district facility or you can access the online manual by visiting the district web page at <http://floyd.kyschools.us/>.

The most recent version of this handbook can be accessed on the district web page. In many sections of this handbook, you will see a policy reference number. The first two numbers refer to the chapter and the remaining numbers identify the specific policy. For example, the district policy regarding equal employment is 03.213. The 03 refers to the third chapter in the district's policies and procedures manual (Personnel) and the 213 is the specific policy in that chapter. Administrative procedures, which explain how policies are carried out, often are associated with a policy number. For example, the reference number for an administrative procedure dealing with classified hiring is 03.21.AP1. Most, but not all, policies have administrative procedures and policies that have administrative procedures may have several.

As a district employee, you are entitled to certain benefits and are subject to certain laws, regulations and the policies of the school district. If you have additional questions about your benefits or responsibilities contact the district Department of Human Resources.

Our Employee Code of Excellence is reviewed annually.
Our goal is for staff to provide opportunities for all students in a safe, supportive, learning environment.

Each Floyd County Schools employee will:

1. Report to work acceptable for duty and remain fit for duty whenever on duty.
2. Prepare for and perform all assigned duties required by one's job description(s).
3. Comply with justifiable directives issued by established lines of authority.
4. Identify, report, and/or control, if possible, unsafe conditions and/or safety hazards in order to maintain safe and secure working and/or learning environments.
5. Demonstrate respect and integrity when interacting with students, parents, staff, community members, and other stakeholders.
6. Comply with federal laws, state statutes, Board policies, and related administrative procedures that prohibit coercive, harassing, threatening, retaliating, or discriminating conduct.
7. Communicate in a truthful and timely manner about any matter of interest to the District.
8. Acquire, use, maintain, and dispose of District assets in an ethical and responsible manner in accordance with federal laws, state statutes, Board policies, and related administrative procedures.
9. Maintain confidentiality of information as required under federal laws, state statutes, Board policies, and related administrative procedures.
10. Report actions that may represent violations of federal laws, state statutes, Board policies, and/or related administrative procedures.
11. Refrain from any activity that may reasonably interfere with either one's ability to effectively perform one's duties as assigned, or the legitimate operational interests of the District.
12. Comply with all other federal laws, state statutes, Board policies, and related administrative procedures.

The Basics for Employment

BACKGROUND CHECK Policy reference 03.11, 03.21

KRS 160.380 permits that all newly hired employees be on probationary employment until the district receives a criminal history background check. State law requires a national and state criminal history background check and a letter, provided by the individual from the cabinet for health and family services. If your criminal records check lists a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 or other conviction or substantiated child abuse or neglect, determined by the Superintendent to bear a reasonable relationship to the your ability to perform the job your probationary employment will be terminated.

MEDICAL EXAM Policy reference 03.111, 03.211

All newly hired employees must provide documentation, on the approved form, of a medical exam. Each medical examination shall include a risk assessment for tuberculosis as required by Kentucky Administrative Regulation. Individuals identified by that assessment as being at high risk for TB shall be required to undergo a tuberculin skin test as required by [702 KAR 001:160](#). All employees hired to be cooks, must undergo this test and have a negative result. This exam may be performed by:

- a designated licensed physician,
- physician assistant (PA),
- advanced registered nurse practitioner
- a licensed medical practitioner of the employee's choice.

At any time the Superintendent can require a employee to provide evidence of fitness for duty if, in the opinion of the Superintendent, there is evidence that an employee can no longer perform their assigned duties satisfactorily because of health problems. The Superintendent can also require such evidence if the Superintendent feels the employee poses a health threat to students or other employees. The Superintendent has the authority to select the physician to perform the exam and the district will bear the cost of the examination.

EQUAL OPPORTUNITY EMPLOYMENT Policy reference 03.113, 03.212

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. You, as an employee, are protected from retaliation by the employer or other employees for reporting wrongdoing to the appropriate authorities. 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 occupational qualification for the job in question as defined in **KRS 207.135**.

AMERICANS WITH DISABILITIES ACT (ADA) Policy reference 03.113, 03.212

The Floyd County Schools is committed to the full implementation of the Americans with Disabilities Act (ADA) and it is our policy to maximize the full inclusion and integration of people with disabilities in all aspects of employment and all programs, services, and activities. All employees must comply with the following policies regarding the ADA:

- **Discrimination Prohibited:** Employees with disabilities who are otherwise qualified may not be discriminated against in any areas of employment including, but not limited to, job application and compensation procedures, fringe benefits available by virtue of employment and activities sponsored by the district.
- **Limiting, Segregating, and Classifying:** Employees with disabilities shall not be limited, segregated, or classified in a way that adversely affects their employment opportunities or status.
- **Contractual or Other Arrangements:** Floyd County Schools will not participate in contractual or other arrangements or relationships that would subject qualified employees with disabilities to the discrimination prohibited by the ADA.
- **Reasonable Accommodations:** Floyd County Schools will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified employee with a disability, unless it can be shown that the accommodation would impose an undue burden. After a qualified employee requests reasonable accommodation, every reasonable effort will be made to find out what is needed and provide the appropriate accommodations. This process shall include district staff consulting with the employee that requests accommodations, and every reasonable effort will be made to find out what is needed and provide the appropriate accommodations. This process shall include district staff consulting with the employee that requests accommodations.
- **Retaliation and Coercion:** Floyd County Schools will not coerce, intimidate, threaten, harass, or interfere with any individual exercising or enjoying his or her rights under the ADA or because that individual aided or encouraged any other individual in the exercise of rights granted or protected by the ADA. Employees may file a complaint as set forth in Employee Grievances and Complaints. Please direct any questions or concerns to the district Human Resources department..

EMPLOYEE PERSONNEL FILES and RECORDS Policy reference 03.15, 03.25

As an employee, you have only one (1) official or master personnel file. Your personnel file is kept in the Department of Human Resources at the Central Office. Your supervisor may maintain a personnel folder for each person under his/her supervision but all information included in this folder shall also be included in the central office master personnel file. 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. The procedure and forms are located in the district's policy and procedures manual. As a public employee, some of the records maintained in your personnel file are open for public inspection. The parts of your file that contain information of a personal nature that, if disclosed, would constitute an invasion of privacy are not open for public inspection.

CERTIFICATION Policy reference 03.112

As a certified employee of the Floyd County Schools, ***you have the responsibility*** for ensuring that the required certificate is on file with the district Office of Human Resources and that your certification is kept current at all times.

TRANSFER Policy reference 03.1311, 03.2311

All personnel transfers are made by the Superintendent. Transfers are either voluntary or, in limited cases, non-voluntary. An example of a voluntary transfer is where a vacancy is posted and after consultation with the school council, the principal selects a current employee to fill the vacancy. The Superintendent then issues a letter of transfer to the employee. An example of a non-voluntary transfer is one where a school council makes the decision to not staff the position of a continuing contract employee. The employee is then transferred to a vacant position for which the employee is certified. Within certain timelines, movement of certified employees is restricted to avoid disruption to the learning environment of a school. Certified personnel shall not transfer to, fill a vacancy in, or assume a newly created position at any other school within the District no later than thirty (30) days before the first student attendance day of the school year, except for reasons listed in **KRS 161.760**, without the prior written approval of the Superintendent.

RELEASE TIME FOR VOTING IN ELECTIONS

Floyd County Schools encourages all employees to practice the civic responsibility of voting. To facilitate that participation, those employees with extended day contracts receive one (1) hour of release time for the purpose of voting. Employees are expected to coordinate with their supervisors a choice of arriving one (1) hour later than the start of normal work hours or leaving one (1) hour earlier than the end of the normal working day. The release time applies only to elections where schools are closed.

DUTY FREE LUNCH

As required by KRS 158.060, each full-time teacher has a duty-free lunch during the regularly scheduled student lunch period and the lunch is not less than the length of the lunch period specified in the school schedule. Classified employees are required a 30 minute lunch break during their work schedule.

STAFF MEETINGS Policy reference 03.1335

Employees are required to attend meetings called by the superintendent, principals, supervisors or their designees. It is understood that supervisors shall provide certified employees with appropriate advance notice of all meetings but staff meetings may be called on short notice to address urgent school problems. Approval of the administrator in charge of the meetings is required for absence.

INCLEMENT WEATHER

Occasionally inclement weather disrupts the student/school calendar. If the weather may affect the daily beginning of school, the Superintendent, in consultation with the Director of Transportation, will make the decision to cancel or to use an non-traditional instructional (NTI) day. Prior to that decision, they review weather information from a variety of sources, including teams of "weather/road spotters" who report on road and driving conditions throughout Floyd County. Options include either a one (1) or two (2) hour delay, NTI or cancellation. Employees are advised to listen to local media outlets for the latest information when unexpected delays or cancellations occur. It is recommended to add your phone number to the district *ALL-CALL* system to receive direct information from the central office. Sometimes schools are dismissed after being called into session. Information regarding such action is reported to schools directly from the Office of the Superintendent or the Department of Transportation.

In very rare cases, adverse weather affects the work schedules of employees with employment beyond the normal 187 day school calendar. The normal working hours for these employees are 8:00 a.m. to 4:00 p.m., Mondays through Fridays. It is the practice of the Floyd County Schools that district and school offices will remain open and that working hours of employees will not be altered due to adverse weather conditions. When weather conditions prevent an employee from reporting to work at the normal time, or when an employee decides not to report for work or to leave work early due to weather conditions, the following applies:

- If operational needs allow, supervisors are required to make every reasonable effort to arrange schedules to allow employees to make up time not worked but employees are not allowed to make up the work if it would result in the employee working over 40 hours in a workweek.
- Any employee who is on leave that was arranged prior to the inclement weather shall use the leave as originally requested. In the event of an extraordinary weather situation, employees are advised to listen to local media for information. (**See Emergency Leave Policy**)

EMERGENCY LEAVE Policy reference 03.1236, 03.2236

Regular fulltime employees shall be entitled to two (2) days of emergency leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorated part of the authorized emergency leave days calculated to the nearest half day.

Emergency leave shall be granted for the following reasons:

Disasters/severe weather- Personal disasters of the magnitude of tornadoes, floods, and /or other inclement weather situations that could cause transportation problems from home to work station or work station to home.

Other - emergency reasons as approved by the Superintendent or designee where there exists a pressing necessity that requires immediate attention.

Request for leave - Emergency leave must be requested through the Superintendent or designee who will determine if the leave requested meets the Board's criteria.

Affidavit - Persons taking emergency leave must complete an emergency leave card upon their return to work stating the specific reasons for their absence.

On June 30 of each year, emergency leave days not taken during the current school year shall be transferred and credited to the employee's accumulated sick leave account.

The entitlement to emergency leave shall not be earned by an employee until after completion of the first day of work during the current year, except when the employee was on duty or on paid leave on the last day of the previous work year and provided the employee returns to work immediately following the use of such leave.

DUAL POSITIONS Policy reference 03.1, 03.2

If you hold two (2) full-time employment with the our district, you aren't entitled to benefits any greater than those available for one (1) full-time employment position. For example, a teacher who also drives a school bus does not receive additional sick leave, personal leave or any other benefits other than the additional pay generated by the second position.

OUTSIDE EMPLOYMENT Policy reference 03.1331, 03.2331

As an employee, you cannot accept outside employment or activities that will prevent you from fulfilling your regularly assigned duties and obligations. Be sure that if you do have an "outside" job that you do not perform any of those job duties during your regular working hours for Floyd County Schools.

WORK SCHEDULES Policy reference 03.1332, 03.233

All employees are expected to be at work on time. Teachers are to be at work at least fifteen (15) minutes before the start of school and remain fifteen (15) minutes after school is dismissed. Certified employees that are not teachers are to be on duty as specified by their supervisor. Certified employees may be required to perform additional duties as directed by school policy or assigned by their immediate supervisor. All classified schedules are assigned by direct supervisors and dependent upon individual contracted hours.

TRAVEL REGULATIONS Policy reference 03.125, 03.225

Employees that must travel on district or school business may have certain expenses reimbursed. Generally, Floyd County Schools is consistent with guidelines used by the Commonwealth of Kentucky for State Government Employees for reimbursement of expenses associated with travel. Permission to travel and reimbursement forms are required and can be obtained from your worksite office or downloaded from the district website. Allowable expenses are:

- Mileage
- Gasoline
- Tolls and Parking Fees
- Car Rental
- Common Carriers
- Out of State Travel
- Food and Lodging

SEPARATION BY EMPLOYEE Policy reference 03.17

When certified employees seek to resign or terminate their individual contracts with the Floyd County School System that action is regulated by **KRS 161.780**. This statute prohibits certified employees from terminating their contracts within thirty (30) days prior to the beginning of the school term without the consent of the Superintendent. The certified employee may terminate the contract at any time other than when school is in session by giving two (2) weeks written notice.

BEREAVEMENT

The death of an employee is always a sad occasion and it can be uncomfortable to deal with administrative details. Floyd County Schools understands this but also recognizes that it is essential to the welfare of the deceased employee's family to see that employment details are attended to efficiently. Here's the process as it impacts an employee's life insurance, health insurance and retirement account:

Life Insurance.....The district insurance clerk contacts the Group Life Division of state government and receives the proper forms. The policy beneficiary need only sign and provide an original death certificate. Floyd County Schools will return the forms to the Group Life division. This division forwards the information to the insurance company and the check is issued. The average time for completion of this process is three (3) weeks. The amount will be for basic life plus any amount purchased under the optional life insurance plan.

Health Insurance.....Health insurance coverage ends on the date of passing if the employee has no dependents. Coverage stops at the end of the month of death if the employee had dependents. COBRA would begin the following month.

Retirement.....Floyd County Schools will make the initial contact to the Kentucky Teachers' Retirement System (KTRS) and County Retirement System (CERS). KTRS and CERS will send all necessary forms directly to the beneficiary. Staff with the district Office of Human Resources will be glad to assist with completing the forms.

EXPECTATIONS FOR EMPLOYEE BEHAVIOR

All employees are to abide by the Employee Code of Excellence found on page 6 of this handbook, In addition, all employees who hold a professional certificate have a legal obligation to abide by the

PROFESSIONAL CODE OF ETHICS FOR KENTUCKY CERTIFIED SCHOOL PERSONNEL.

As outlined in 16 KAR 1:020. The administrative regulation covers your responsibilities to students, parents and the education profession and follows.

CODE OF ETHICS

Section 1. Certified Personnel in the Commonwealth:

- 1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- 2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- 3) Shall strive to uphold the responsibilities of the educational profession

TO STUDENTS

- Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator.
- Shall respect the constitutional rights of all students.
- Shall take reasonable measures to protect the health, safety, and emotional well being of students.
- Shall not use professional relationships or authority with students for personal advantage.
- Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Shall not knowingly make false or malicious statements about students or colleagues.
- Shall refrain from subjecting students to embarrassment or disparagement.
- Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors 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 or physical harm; and sexual assault.

TO PARENTS

- Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student.
- Shall endeavor to understand to community cultures and diverse home environments of students.
- Shall not knowingly distort or misrepresent facts concerning educational issues.
- Shall distinguish between personal views and the views of the employing educational agency
- Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
- Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
- Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

TO THE EDUCATION PROFESSION

- Shall exemplify behaviors which maintain the dignity and integrity of the profession.
- Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
- Shall not use coercive means or give special treatment in order to influence professional decisions.
- Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications.
- Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

EMPLOYEE BEHAVIOR Policy reference 10.21 & Employee Code of Excellence

As an employee of the Floyd County Schools, you are expected to be courteous and helpful in interacting and responding to your co-workers, students, parents, visitors, and members of the public. Actions that are discouraged and that may result in disciplinary action include, but are not limited to:

- Cursing and use of obscenities,
- Disrupting or threatening to disrupt school or office operations,
- Acting in an unsafe manner that could threaten the health or safety of others,

Verbal or written statements or gestures indicating intent to harm an individual or property, and

- Physical attacks intended to harm an individual or substantially damage property.

EMPLOYEE DISCIPLINARY ACTIONS Policy reference 03.173, 0.317, 03.27

Unfortunately, sometimes employees create situations where the Superintendent, after careful consideration and due process, must take disciplinary action against the employee. These next sections discuss the variety of actions available for use by the Superintendent. Anything short of termination is often referred to as a sanction

PRIVATE REPRIMAND

This sanction includes a letter of reprimand that is between the Superintendent and the employee. A limited number of other employees, usually part of the supervisory chain, may be notified. A private reprimand does not become a permanent part of the employee's personnel file.

PUBLIC REPRIMAND

This sanction makes the letter of reprimand part of the public record by including it with the personnel report to the Floyd County Board of Education. The Superintendent may also provide information to various media outlets. A public reprimand is a permanent part of the employee personnel file.

PENDING TERMINATION ACTION

The Superintendent may suspend a certified employee without pay pending final action to terminate the contract if the character of the charges warrants such action. If a tribunal hearing is requested and the decision of the tribunal is against termination of the contract, the suspended teacher shall be paid full salary for the period of such suspension, except that the Board may appeal the tribunal's decision to the circuit court

SUSPENSION WITH PAY

An employee shall be suspended with pay only when the Superintendent determines there is a justifiable need for an investigation of alleged employee actions necessary to protect the safety 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 determine whether the employee is to return to active service or face disciplinary action. However, suspension with pay shall not exceed 125 working days. Employees suspended with pay shall remain available for immediate recall to active service.

DEMOTION Policy reference 03.1313, 03.2313

Demotion of certified administrative personnel is governed by KRS 161.760 and KRS 161.765. KRS 161.760 (3) holds that if a demotion is to occur, the Superintendent must notify the certified employee, who possesses a valid

contract for the succeeding school year, of the demotion a minimum of ninety (90) days prior to the first student attendance of the upcoming school year or May 15, whichever occurs earlier. **KRS 161.765** provides the procedures for demotion of administrative personnel who have completed three (3) years of administrative service. The process, if utilized by the administrator, imposes notification timelines and cause for demotion and response statements on both the Superintendent and the certified administrator. A hearing is scheduled before the local board of education with the board having the right of subpoena and both sides having the right to call witnesses and be represented by legal counsel. Within five (5) days of the close of the hearing, the board shall advise both parties as to its decision.

NON-RENEWAL OF CONTRACT

The Principal/immediate supervisor shall provide the Superintendent with notice of recommended non-renewals by March 30. Nonrenewal of limited contracts of certified personnel shall be made no later than May 15 in compliance with the requirements of **KRS 161.750**.

TERMINATION OF CONTRACT Policy reference 03.17

KRS 161.790 regulates the process for termination of a continuing contract and is too extensive to adequately cover in this handbook. Basically, this process involves a tribunal and a hearing officer appointed by the Commissioner of Education. A tribunal hearing is similar to a trial in that legal representation is allowed to both sides and evidence is presented, including witnesses. The hearing officer has final authority on all procedural matters and the tribunal decides the matter by majority vote.

DEALING WITH THE PUBLIC Policy reference 10.21

Just as you are expected to exhibit high standards of personal behavior while on duty, individuals who come onto school system property or contact employees are expected to behave properly. If you are physically attacked or involved in a situation where there is an imminent threat of harm, your first priority is to take immediate action to protect yourself and others. In the absence of an imminent threat, you should attempt to calmly and politely inform the individual of the provisions of the policy regarding civility and/or provide a copy of the policy to the person. If the individual continues to behave in a discourteous and uncivil fashion, you may respond as needed, with these or other options:

- Hang up on a caller;
- End a meeting;
- Ask the individual to leave the school;
- Call the site administrator or designee for assistance; and/or
- Call the police.

If you are involved in such a situation, you must submit a written report to your immediate supervisor, as soon as possible. It is the responsibility of the Superintendent to consult with the board attorney and determine if a restraining order or other legal action on behalf of the Floyd County Schools is needed. You are free to pursue other legal action.

POLITICAL ACTIVITIES Policy reference 03.1324, 03.2324

Floyd County Schools encourages you to register and vote. Please remember that to protect you from political pressures associated with your job, you are prohibited from engaging in political activities while performing your duties during the work day. Employee restrictions regarding school board elections are regulated by **KRS 161.164**. Please be sure to understand and comply.

GIFTS Policy reference 03.1322, 03.2322

As an employee of the Floyd County Schools, you can't ask for or accept goods, services, or money, including salary supplements, from current or potential vendors, school and booster organizations, students, or relatives of students. This restriction does not apply to token, inexpensive gifts given by students on occasions such as Christmas or at the end of the school year.

Any exception to this prohibition must be approved in advance on a case by case basis by the Floyd County Board of Education. Remember, if you violate this prohibition, you face disciplinary action that can include termination. 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. If the superintendent or the superintendent's designee approves for a gift to be accepted for school use, the gift becomes the property of the Floyd County Board of Education.

USE OF DISTRICT MATERIALS AND EQUIPMENT Policy reference 03.1321, 03.2321

When district materials and equipment are used for personal reasons, replacement must occur sooner. If district employees use copy machines, telephones, stationery, computers, e-mail, or other school system resources as if they were their own personal property, they deprive the public of the use for which such resources were intended and violate the law. Employees are also tax payers and should want operational costs to be kept to a minimum so more funding can be directed to student learning.

TELEPHONE USAGE

District telephones are for school business and not personal convenience. When using the telephone, remember to identify who you are and what facility or office has been reached when you answer. Be courteous, speak clearly, and pay attention to the caller. If you must transfer the caller to another line, explain what you are about to do. If you are taking a message for someone, repeat all the essential details to be sure they are correct and complete.

USE OF PERSONAL CELL PHONES/DEVICES Policy Reference 03.13214

03.23214 Caution: privacy concerns.

ACCEPTABLE USE POLICY – ELECTRONIC MEDIA Policy reference 08.2323

Floyd County Schools supports the right of employees to have reasonable access to electronic information and believes it is the responsibility of the employees to correctly use this right. Employees are to use electronic mail only for work-related purposes and each employee is responsible for the security of his/her own password. Employees can't use codes, access files, or retrieve any stored communication without authorization. Authorization is not required each time you access electronic media as you are performing your duties.

EMPLOYEE GRIEVANCES & COMPLAINTS Policy reference 03.16, 03.26

In most cases employee concerns or issues can be solved through communication with appropriate supervisors or department directors but sometimes situations develop with employees that cannot be resolved through more informal processes. If this happens, the employee may wish to file a formal grievance. The employee grievance procedure allows many serious matters to be resolved in-house through a formal structure.

A grievance is a complaint filed by an employee which concerns some aspect of his or her conditions of employment over which the district has control and which has occurred or of which the employee has become aware, through the exercise of due diligence, within thirty (30) work days prior to filing. The Superintendent may extend the filing deadline to fifty (50) working days if the grievance is based on an alleged violation of constitutional, statutory, regulatory or policy provisions that could require more inquiry and research.

Employees wishing to initiate a formal grievance about an alleged violation of a constitutional, statutory, or regulatory provision, board policy, administrative rule, or procedure shall use a **Grievance Initiation Form (03.16 AP.2)**. An employee utilizing this procedure is entitled to file a grievance without interference, coercion, discrimination, or reprisal.

Floyd County Board of Education Administrative Procedure 03.16 AP.1 provides essential information regarding grievance conditions, time limits, the involvement of the Superintendent or the Superintendent's designee and the involvement of the Board of Education. Copies of the Grievance Initiation Form may be obtained from any supervisor's office, the district office for Human Resources or downloaded from the district's online policy and procedures manual.

HARRASSMENT and DISCRIMINATION Policy reference 03.162, 03.262

Floyd County Schools attaches great importance to the treatment of its employees and students and strives to be prompt in investigating allegations of harassment and/or discrimination.

Harassment/Discrimination of employees is unlawful behavior based on the race, color, national origin, age, religion, sex, genetic information or disability of an employee involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice. Discrimination based upon race, color, national origin, age, religion, sex, genetic information or disability can consist of harassment which creates a hostile environment. Examples of harassment/hostile environment include offensive conduct such as racial or ethnic slurs, racial or gender based "jokes", derogatory comments or other verbal or physical conduct based upon an individual's race, color, descent, national or ethnic origin, age, religion, sex, genetic information or disability. Prohibited discrimination also includes any distinction, exclusion, restriction or preference based on race, color, descent, national or ethnic origin, age, religion, sex, genetic information or disability of an employee which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise on an equal footing of employment opportunities, human rights and fundamental freedom.

Harassment/Discrimination of all types is prohibited at all times on school property and off school grounds during school-sponsored activities. This

prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

The Superintendent shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination. Employees who engage in harassment/discrimination of another employee or a student on the basis of any areas mentioned above shall be subject to disciplinary action including, but not limited to, termination of employment. Failure by a teacher, immediate supervisor, Principal, and/or Superintendent to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy or to take corrective action shall be cause for appropriate disciplinary action up to and including termination of employment.

Floyd County Board of Education policy 03.162 contains specific information about the responsibility to report harassment and discrimination of all types and specifically provides that investigations will be conducted by formally trained investigators acting under the supervision of the Harassment/Discrimination Coordinator.

Mrs. Angela Duncan

Harassment/Discrimination Coordinator

422 KY RT 550

Eastern, KY 41622

(606)886.4525

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CONTRACTS & THE PAY SYSTEM

CONTRACTS Policy reference 03.114

With the exception of the superintendent, all certified employees have either a limited or continuing contract. No certified employee contract with the Floyd County Schools is greater than 240 days in length. As required by state law, the contracts of full time teachers of vocational agriculture must be for twelve (12) months. Limited contracts and continuing contracts are both defined in **KRS 161.720**. Limited contracts employ a teacher for one (1) year only or for the portion of the school year that remains at the time of employment. Continuing contracts remain in “full force and effect” until the teacher resigns or retires or until the contract is terminated or suspended as provided in **KRS 161.790** and **KRS 161.800**.

TRANSFER OF TENURE Policy reference 03.115

If you have attained continuing contract status, often called tenure, with another Kentucky school district, you must serve a one (1) year probation period before being considered for continuing contract status with Floyd County Schools. If you are rehired for the second year, you will be issued a continuing contract.

SUSPENSION OF CONTINUING CONTRACT Policy reference 03.171, 03.271

Suspension of continuing contracts is governed by KRS 161.800. The suspension of continuing contracts is often referred to as a reduction in force (RIF). Reasons for suspension of continuing contracts are usually the result of dramatically decreased student enrollment. If continuing contracts are suspended by the Superintendent, those employees affected have the right of recall based on seniority if they are certified for the vacant position or newly created position.

CO-CURRICULAR/EXTRA-CURRICULAR POSITIONS

Floyd County Schools have a wide variety of programs designed to support the instructional goals of the district and enhance and expand the learning environment for our students. These programs range from academic and athletics teams to specialty interest clubs and organizations. If you have an interest in serving as a coach/sponsor for one (1) or more of these positions please notify your building principal. The salary schedule for these positions is available via the district web page.

EMPLOYMENT STANDING Policy reference 03.121, 03.221

Your official employment standing with the Floyd County Schools is documented on an Authorization To Work-1 Form (ATW). When you are hired, an ATW is sent by the Department of Human Resources to all district functions that regulate employment; including payroll, employee insurance, and employee leave. A copy is also placed in your permanent personnel file. All future changes to your employment contract or salary are authorized and documented by additional ATW forms.

HOW YOU'RE PAID

As a certified employee, your salary depends on the following factors:

- the number of days assigned to the position you hold,
- your rank as determined by the Certification Office of the Education Professional Standards Board,
- your experience,
- if your position receives extra service pay,
- if you receive a salary supplement for some type of co/extra curricular activity, such as coaching.

How and When You're Paid

- for *certified employees with contracts of less than 240 days*, pay begins for the new fiscal year on September 15th and ends on August 31st of the following year.
- for *certified employees with 240 day contracts*, pay begins on July 15th and ends June 30th of the following year.
- certified employees receive twenty-four (24) payroll checks according to a schedule approved by the Floyd County Board of Education.
- you will receive your paycheck on the 15th and the last day of each month, when those dates fall on a regular workday.
- whenever a payday falls on a weekend or holiday, checks are issued on the last workday preceding the 15th and the last day of the month.
- current employees will receive a notice of approved salary schedule with their assignment letter for the upcoming year.
- new employees will receive a notice during orientation. The notice will also be posted on the district web page.
- if you are a new certified employee, with a 240 day contract, you will not receive a check the first payday following your first day of work.
- the school system must hold its employees one pay period in arrears. This means your end-of-the-month paycheck is for the period covering the first fifteen (15) days of the month. After that, new employees receive their pay checks when all other employees do.

If you are a new certified employee, with a contract of less than 240 days, you will receive your first paycheck on September 15th.

- if you leave employment with the school system, you will receive your last check approximately two (2) weeks after you leave.
- at the close of the school year, employees who have completed all responsibilities and duties may request to be paid remaining salary prior to the end of the fiscal year. Your request must be made in writing to the District Finance Officer by June 10th. Certified employees, who request and meet the timelines, will receive "summer checks" no later than June 30th.

Paycheck Information

Each pay period your paycheck stub provides you with the following information:

- your total annual salary,
- your salary paid to you during the pay period,
- your earned leave balances,
- your deductions, both for the period and for the year.

Since your paycheck stub is really an itemized receipt, you should save it as a permanent record of your earnings, deductions, leave balances and taxes. If you dispute any of the information on your paycheck stub, you should contact the district Finance Department immediately.

All employees shall participate in the program to receive net pay deposited electronically to a designated account in any bank, savings and loan, or credit union that is a member of the National Automatic Clearing House Association (NACHA).

EMPLOYEE DEDUCTIONS Policy reference 03.1211, 03.2211

Employee deductions may be mandatory or optional.

Mandatory payroll deductions made by the Board include:

- state and federal income taxes;
- occupational tax, when applicable;
- The Teachers' Retirement System of the State of Kentucky;
- Any deductions required as a result of judicial process, e.g., salary attachments, etc.; and
- Medicare (FICA) applicable to personnel newly hired after 3/31/86.

KRS 161.158 allows for optional payroll deductions that are authorized by the Board for those employees who choose to participate:

- Board approved health/life insurance program;
- Board approved tax sheltered annuity program;

- Other state approved deferred compensation plan;
- Board approved credit union;
- State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans;
 - Membership dues for professional teachers' organizations when thirty percent (30%) or more eligible members request the deduction. Such deductions may include a life insurance plan and an income protection plan associated therewith, but excluding teachers' organizations devoted to a particular discipline or disciplines, e.g., organizations for mathematics teachers, English teachers, etc. (For purposes of this policy, a professional teacher organization is one in which all teachers are eligible for membership.)
 - Membership dues in professional administrators' or supervisors' organizations when thirty percent (30%) or more of the eligible members request the deductions. Such deductions may include a life insurance plan and an income protection plan associated therewith, but excluding administrators' or supervisors' organizations devoted to a particular discipline or disciplines, e.g., organizations for school business officials, personnel officers, etc. (For purposes of this policy, a professional administrators' or supervisors' organization is defined as a professional organization in which all administrators and supervisors are eligible for membership.)

The above limitations as to groups specified in subsections (6) and (7) above are designed to permit the Board to maintain a practicable control over the number of payroll deductions.

Additional payroll deductions requested by employees shall be made only with the Superintendent's approval. Administrative procedures may limit the number of participants required before additional programs are approved.

EMPLOYEE BENEFITS

Your net salary, the money left in your paycheck after deductions, does not tell the whole story of your compensation for working. In addition to your paycheck, fringe benefits of your employment in the form of assumed costs for insurance protection, retirement and social security benefits, savings plans, and various types of leave time add more than 30% to the real value of your salary. If you need additional information concerning benefits, contact the district Department of Human Resources.

NON-CONTRACT DAYS

Employees will be able to take time off from work in the form of noncontract days. These days are not part of the employee's required work days and may be taken as approved by the immediate supervisor who is designated by the Superintendent.

HOLIDAYS **Policy reference 03.122**

As a certified employee, you receive either four (4) or six (6) paid holidays, depending on the number of days in your contract. Employees with contracts of 240 days receive six (6) paid holidays and employees with less than 240 day contracts receive four (4) paid holidays. Holidays are designated in the official school calendar. Employees must be working or on approved paid leave when the designated holiday occurs to receive it as a paid holiday. Employees on Workers Compensation leave do not receive credit for the paid holidays that occur while the employee is on Workers Compensation leave.

EMPLOYEE LEAVE **Policy reference 03.223**

As a certified employee of Floyd County Schools, one (1) of your benefits is a variety of employee leaves. Each of the types of leave available to you is discussed in the following pages.

PERSONAL LEAVE **Policy reference 03.1231, 03.2231**

As a full time employee, you receive three (3) days of personal leave with pay each school year. If you are employed on less than a full contract, you will receive a prorate part of personal leave calculated to the nearest ½ day. Before using your personal leave, you must obtain approval for the leave date from your immediate supervisor but you are not required to provide a reason for taking personal leave. When you return to work, you must file the required personal affidavit. Be sure to indicate on the form that the leave was personal in nature.

There are other limitations in taking personal leave. No more than five percent (5%) of a school's classified employees, but not less than one (1) employee, may take personal leave on any given day. If requests at a school exceed 5% or one employee, the classified employee that made the earliest application for personal leave is given preference. Also personal leave cannot be taken:

- on the last work day before a vacation or holiday.
- on first day of work following a vacation or holiday.
- or during the first or last week of the school year.

Any personal leave days that you do not take during the school year will be transferred and credited to your accumulated sick leave account.

SICK LEAVE **Policy Reference 03.1232, 03.2232**

Depending on your number of work days assigned to your position, you receive either thirteen (13), twelve (12) or eleven (11) days of sick leave with pay each school year. The days are as follows:

Contracts with 240 days 13 sick leave days

Contracts with 220 to 239 days 12 sick leave days

Contracts with less than 220 days 11 sick leave days

If you are employed on less than a full contract, you will receive a prorated part of sick leave calculated to the nearest ½ day. Remember, sick leave days not taken during the school year in which they were granted accumulate without limit to your accumulated sick leave account. Be sure to review your paycheck stub every pay period to make sure your total of accumulated sick leave days is correct. If you think the information regarding your accumulated sick leave is not correct, contact the district Finance Department as soon as possible.

Transfer of Employee Sick Leave

Certified employees coming to the Floyd County Schools from another Kentucky public school district or from the Kentucky Department of Education (KDE) shall transfer all accumulated sick leave to the District.

Restoration of Sick Leave

A certified employee who is non-renewed during the spring semester and regains employment with the District during the fall semester of the following year and meets the requirements for gaining a year of experience for salary purposes as described in **KRS 157.320 (1) (10)** shall have any remaining unused sick leave from the preceding year restored to his/her respective accruals.

Attendance Incentive Program **Policy reference 03.1232**

All full-time classified employees shall be eligible for participation in the District's Employee Attendance Incentive Program. Eligible certified employees will have the opportunity to win cash awards and to earn one additional sick day per year.

WHY SAVE YOUR SICK LEAVE?

Unfortunately, sometimes employees get sick or injured and have to be absent from work for a long time. If that happens, hopefully you will have enough sick leave to cover your absence. If you don't have enough leave time, chances are you will go "Off Payroll", and be in a leave-of-absence-without-pay status. Below are some of the consequences of going "Off Payroll" for a lengthy period of illness:

- You won't be paid your salary.
- You won't be paid for any holidays that fall during your period of leave without pay.
- You won't earn personal or sick leave during this period.
- You must pay for your dependents' and your health insurance premiums, which would normally be deducted from your paychecks.
- You must pay for your Group Life Insurance premiums, which would normally be deducted from your paychecks.

- You will have to make your own payment arrangements for any normally payroll-deducted loans, insurance, etc.

*See FAMILY & MEDICAL LEAVE section for exceptions.

SICK LEAVE ABUSE

Your earned sick leave with pay is intended as a benefit for you to use at those times when you have a bona fide need for it. As your employer, Floyd County Board Schools has defined the terms for using sick leave very broadly, recognizing that there are many circumstances other than your own unexpected illness when you might justifiably claim sick leave. Sick leave cannot be used for unnecessary occasions when it would be convenient for you to be absent.. Remember that a large amount of accumulated sick leave pay is your cheapest form of disability insurance.

CERTIFIED SICK LEAVE BANK Policy reference 03.12321

Many of the certified employees of the Floyd County Schools have joined the Certified Sick Leave Bank. The purpose of the Bank is to provide to eligible members who have exhausted all personal sick leave with additional sick leave days. A certified employee may become a member of the Bank by donating one (1) sick leave day to the Bank and retains membership by donating (1) sick leave day to the Bank annually. The enrollment period will be from the first day of the school year through September 25 of each year. Certified employees hired after September 25 shall have one (1) calendar month in which to enroll in the Bank.

SICK LEAVE DONATION PROGRAM Policy reference 03.1232 AP.1

This program is regulated by KRS 161.155 (7). To receive donated sick leave an employee must met one (1) of two (2) conditions:

- The employee or a member of the employee's immediate family suffers from a medically certified physical or medical condition has caused or is likely to cause the employee to be absent for at least ten (10) consecutive days.
- The employee has experienced a catastrophic loss of personal or real property that has caused or is likely to cause the employee to be absent for at least ten (10) consecutive days.

To receive donated sick leave the employee must have exhausted all accumulated leave. Any donated sick leave that is unused and will not be needed in the future is returned to the employee making the donation. To donate sick leave an employee must have accrued more than fifteen (15) days and cannot make a donation that will reduce his or her leave to less than fifteen (15) days. The form to request donated sick leave is found in Chapter 3 - Personnel of the Floyd County Board of Education Policy and Procedure Manual. The specific number is **03.1232 AP.22**. The form to donate sick leave is found in the same section with a specific number of **03.1232 AP.21**. Both forms can be accessed from the district website or a copy can be obtained from any system facility or through a staff member of the Department of Human Resources.

FAMILY & MEDICAL LEAVE (FMLA) Policy reference 03.12322,
03.22322

The Family Medical Leave Act of 1993 is intended to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families, and to promote national interests in preserving family integrity. Employees are eligible for up to twelve (12) workweeks of family and medical leave each school year. Your rights under the Family & Medical Leave Act:

Employee Eligibility

To be eligible for FMLA benefits, an employee must:

- have been employed by the District for twelve (12) months, have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave, and otherwise qualify for family and medical leave.
- When family and medical military caregiver leave is taken based on a serious illness or injury of a covered service member, an eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve-month period. This provision also applies to covered service members/veterans that have been on active duty within the past five (5) years as defined by federal regulation.
- In determining whether returning veterans meet the minimum 1,250 hour standard, hours actually worked for the District during the twelve-month period are to be combined with hours they would have worked for the District had they not been called for military service.
- In situations involving both the Americans with Disabilities Act (ADA) and FMLA, the District shall apply the law affording the employee the greater benefit.

Reasons

In compliance with the Family and Medical Leave Act of 1993 and under procedures developed by the Superintendent, leave shall be granted to eligible employees for the following reasons:

- For the birth and care of an employee's newborn child or for placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, child, or parent who has a serious health condition, as defined by federal law;
- For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform the employee's job;
- To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign county of the employee's spouse, son, daughter, or parent who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and

To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

How the FML Process Works

Each week staff at all Floyd County Schools facilities send the names of those employees that have missed three (3) consecutive days of work to the Human Resources staff person who works with Family & Medical Leave issues. These individuals are then sent information pertaining to Family & Medical Leave. The employee then decides whether or not to submit a request under the FMLA. Once all required information is received by HR staff, the request is submitted to the Floyd County Board of Education for approval. Normally, requests for FML are made in writing but verbal requests can be made to the immediate supervisor. The immediate supervisor then contacts the Office of Human Resources to seek assistance for the employee making the verbal request. In situations involving both the Americans with Disabilities Act (ADA) and FMLA, the Floyd County Board of Education will apply the law that gives the employee the greater benefit.

Advance Notice and Medical Certification:

- The employee may be required to provide advance leave notice and medical certification or other supporting documentation. Request for leave may be denied if requirements are not met.
- The employee ordinarily must provide advance notice when the leave is “foreseeable.”
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense).

Intermittent FML

- Under certain circumstances, employees may take FMLA leave intermittently—which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule:
- If FMLA leave is for the birth or placement for adoption or foster care, use of intermittent leave is subject to the employer’s approval.
- FMLA leave may be taken intermittently whenever medically necessary for a seriously ill family member, or because the employee is seriously ill and unable to work.

Restrictions

To the extent that an employee is entitled to any paid leave, such leave shall be taken and it shall run concurrently with family and medical leave, except that the employee may request to reserve ten (10) days of sick leave. (This requirement shall not apply to employees taking workers' compensation leave.) However, when an employee's work related injury/medical state qualifies as a serious health condition, worker's compensation leave shall run concurrently with the twelve (12) workweek entitlement.

Paid leave used by the employee as required under this policy shall count, as applicable, against the twelve (12) or twenty-six (26) FMLA workweek entitlement.

Entitlement to family and medical leave for the birth and care of a newborn child or placement of a child shall expire twelve (12) months after the date of such birth or placement.

When both husband and wife are employed by the District, the combined amount of family and medical leave for reasons other than personal illness or illness of a child shall be limited to twelve (12) workweeks. In cases of personal illness or illness of a child, each spouse is entitled to twelve (12) workweeks of family and medical leave.

Exception: The limit on the combined amount of family and medical leave shall be twenty-six (26) workweeks when both an eligible husband and wife are employed by the District and are eligible for leave that involves a covered Armed Forces service member/veteran.

Job Benefits and Protection:

- If you are on an unpaid FML, the commonwealth of Kentucky will continue to pay its share of your group health and life insurance. You must make arrangements to pay your share of health insurance premiums while on unpaid leave.
- If you are on paid FML, there is no change in how your health insurance premiums are paid.
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Return to Work

- Employees returning from an approved Family Medical Leave (FML) must provide the immediate supervisor with a statement from a licensed medical provider that affirms the employee's fitness to return to duty.

The supervisor will forward the work release to the Office of Human Resources. If the statement includes work

restrictions or requests that accommodations are made for the employee, the immediate supervisor contacts the Office of Human Resources for assistance in providing the employee with a written response to the request.

JURY LEAVE Policy reference 03.1327, 03.2237

All employees of the Floyd County Schools receive paid leave time whenever they must serve as jurors or comply with a court or administrative subpoena. Court leave is not granted if you or a family member is a party involved in a court action as a private matter. If you or a family member is a party to the case, you must use personal leave and request to do so in advance. The time you must spend during working hours traveling to court is also included in paid court leave. If you are dismissed from jury duty or from serving as a witness, you must return directly to your job. Be sure to show a copy of any court summons to your supervisor before taking jury/court leave so your absence will be properly authorized.

MATERNITY LEAVE Policy reference 03.1233, 03.2233

As with other leave situations, there are paid and unpaid maternity leaves. For paid maternity leave, childbirth, recovery from childbirth, or illness of the newborn entitles the employee to sick leave benefits as provided in **Floyd County Board of Education Policy 03.1232**. An employee may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child/children. Additional sick leave days may be used when the need is verified by a physician's statement. For unpaid maternity leave, employees must file a request for approval to the Floyd County Board of Education. The leave cannot exceed the remainder of the school year but may be extended in increments of one (1) year. Certified employees on maternity leave must notify the Superintendent in writing of their intent to return to their duties on or before March 30 of the year the leave terminates. If you fail to notify the Superintendent of your return by that date, you cannot be guaranteed employment for the following school year. Upon your return from maternity leave you are entitled to return to a comparable position for which you are qualified but placement in the same position or the same school is not guaranteed.

In compliance with the Family and Medical Leave Act of 1993, eligible employees are entitled to up to twelve (12) work weeks 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.

EXTENDED DISABILITY LEAVE Policy reference 03.1234, 03.2234

Employees may request, in writing, an unpaid disability leave from the Floyd County Board of Education for the remainder of the school year. After the initial leave, leave may be extended by the Board in increments of no more than one (1) year periods. The Superintendent may require the employee to submit verification of disability by a licensed physician. Employees on extended disability leave must notify the Superintendent in writing of their intent to return to their duties on or before March 30 of the year the leave terminates. If you fail to notify the Superintendent of your return by that date, you cannot be guaranteed employment for the following school year. Upon your return from extended disability leave you are entitled to return to a comparable position for which you are qualified but placement in the same position or the same school is not 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.

EDUCATIONAL/PROFESSIONAL LEAVE Policy reference 03.123

As a certified employee you may apply for and be granted leave by the Floyd County Board of Education for educational or professional purposes. If you wish to apply for this type leave your written application must be made at least sixty (60) days before the leave begins. The leave is without pay and may not exceed two (2) consecutive years. This type leave may be granted for full time attendance at universities or training/ professional activities that meet Board approval. Leave will not be granted for part time educational activities.

The activities must be related to the position currently held by the employee requesting leave or to other positions the employee requesting the leave might hold at some point in his/her career. The amount of certified employees on educational/professional leave at any time may not exceed two percent (2%) of the district's total certified employees. When requests for leave exceed two percent (2%) of the total certified staff, the employees who have submitted the earliest requests will receive first consideration.

Employees on educational/professional leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in **Floyd County Board of Education Policy 03.123**. Employees who fail to notify the Superintendent of their return by the date prescribed in Policy 03.123 cannot be guaranteed employment for the following school year. When you return from the educational/professional leave you are entitled to a comparable position for which you are qualified. You are not guaranteed placement in the same position or the same school.

If your leave is without pay, you must make arrangements through the human resources office to continue your health and life insurance. You must pay the total premiums.

MILITARY/DISASTER SERVICE LEAVE Policy reference 03.1238, 03.2238

Military leave will be granted to certified 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 militaryrelated 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.

WORKER'S COMPENSATION INSURANCE Policy reference 03.124, 03.1241, 03.224, and 03.2241

All employees are covered under the Kentucky Workers' Compensation law, which pays employees part of their salaries for work-related injuries. Following are the basic benefits provided by workers' compensation coverage:

- Necessary medical treatment for job-related injuries or illness.
- Lost wages due to inability to work for at least seven days. The amount the injured worker is entitled to is $66 \frac{2}{3}$ of his or her average weekly wage, subject to a minimum and maximum benefit rate.
- Reimbursement for reasonable and necessary transportation expenses related to medical treatment.
- Dependents may be eligible for benefits if a worker's job-related injury or illness results in death.
- Case Management Services such as vocational and physical rehabilitation may apply in some instances.

If an employee is unable to work for an extended time because of a work related injury or illness covered by Workers' Compensation Insurance, the

employee may choose to take sick leave pay during part or all of the period they are unable to work. However, the amount paid to these employees while on sick leave shall be deducted from their worker's compensation payments. See 101 KAR 2.140 Workers' Compensation Fund and Program: Section 4 (2).

If you are injured on the job, you must report the injury as soon as possible to your supervisor. Supervisors are responsible for completing the Employer's Supervisor's Report and calling in the First Report within three (3) working days. Most injuries could probably be prevented if employees remain safety-conscious at all times. Review the General Safety Rules included in this handbook. If you need additional information about Workers' Compensation, contact the Department of Human Resources and ask for the district workers' compensation specialist or call the Workers' Compensation Branch in Frankfort at (502) 564-6847.

HEALTH INSURANCE

A full-time employee who contributes to a state-sponsored retirement plan is eligible to participate in the Public Employee Health Insurance Program. The commonwealth will provide the lowest cost plan available in the county in which the employee elects coverage. If the employee elects a higher cost plan, he/she will pay the difference through payroll deductions. Additionally, the employee will have the option to insure his/her families at the group rate. A new employee has 30 days from date of hire to:

- Enroll in a health plan.
- Or waive (give up) coverage by completing the appropriate sections of the health insurance application.

If you fail to complete the application within 35 days, you will be automatically enrolled in the plan, which is the lowest premium available. This plan typically has the highest deductible. Applications are available from your district health insurance clerk. ***The effective date of your health insurance coverage is the first day of the second full calendar month following the month of hire. In other words, if you start work any time in the month of January, your health coverage would become effective on March 1.*** If you wish to make changes in your health insurance, you must do so during the annual Open Enrollment period held each fall. Outside of Open Enrollment, you will not be allowed to make changes unless you experience a Qualifying Event such as birth of a child, marriage, divorce, etc. There is a thirty (30) day time limit to make changes in coverage after experiencing a Qualifying Event.

HEALTH REIMBURSEMENT ACCOUNT (HRA)

For the HRA, the commonwealth will contribute \$175.00 dollars monthly to an employee's account. The account can be used for a variety for medical expenses. Funds not expended from the HRA carry over to the next employment year if the employee waives (selects) this option again.

FLEXIBLE SPENDING ACCOUNT (FLEX)

For the Flexible Spending Account (Flex), you as the employee make a predetermined monthly deposit to your account. These deposits are in addition to your regular health coverage plan. There are both minimum and maximum deposits allowed. Important—please remember the deposits made to your Flex account must be used during the current employment year and are not eligible to be carried over into the following year. Additional information and enrollment forms can be obtained from our district's insurance clerk.

CONSOLIDATED OMNIBUS RECONCILIATION ACT of 1985 (COBRA)

If you and/or any covered dependents lose group health insurance due to termination of employment, or a reduction in work hours, you have the right to continue participation in your health insurance program at your own expense under COBRA. If your spouse or dependent loses group health insurance coverage due to divorce, dependent gets married, dependent reaches age limit, etc., the ex-spouse and/or dependent(s) have the right to continue coverage at their own expense under COBRA for up to 36 months depending on the Qualifying Event. COBRA also allows employees considered to be totally disabled (while awaiting approval for Medicare), to maintain insurance for up to 29 months from the date of the Qualifying Event. Employees and/or their covered dependents that are entitled to COBRA coverage will be sent notification and directions for by the company hired by the commonwealth to administer COBRA.

LIFE INSURANCE

The commonwealth paid Basic Life Insurance amount for all eligible employees is \$20,000. The Floyd County BOE also pays for an additional amount of \$10,000.

· Optional Insurance and Dependents Group Life

You have the option of purchasing additional insurance on yourself and/or your eligible dependents. Payments are made through payroll deduction. The district insurance clerk has available employee packets with enrollment forms that describe the plans, dependent eligibility, and rates. You can enroll in Optional Life Insurance and/or Dependents Group Life Insurance within 35 days of your employment by the Floyd County Schools without providing evidence of good health. Your insurance takes effect on the first day of the second month following the month you were employed. If you choose to purchase Optional Life Insurance and/or Dependents Group Life Insurance for your family at the time of your employment, this insurance coverage becomes effective on the first day of the second month following the month you were employed.

· Life Insurance Benefit

In the event of your death, your beneficiary will be paid the amount of Life Insurance at the time of your death. The amount of benefits payable

includes the amount of your Basic Insurance and any additional amount purchased under the Optional Life Insurance Plan. If the loss of life is caused by an accident, the Accidental Death Benefit is payable to your beneficiary in an amount equal to your Basic Life Insurance and Optional Life Insurance, if selected. If you select the Dependents Group Life Insurance for your family and a covered dependent dies, benefits will be paid to you.

- **Leave Without Pay**

Your insurance may be continued for up to a maximum of twelve (12) weeks during a board approved leave of absence without pay. After twelve (12) weeks, your coverage will terminate unless you return to work as an eligible employee. While on the approved, unpaid leave, you are responsible for making timely payments of the required contributions for Basic, Optional and Dependents Group Life Insurance.

- **Family Leave**

The Commonwealth of Kentucky will continue paying your Basic Life Insurance for the duration of the Family Leave. You are responsible for timely payments of your insurance premiums for Optional Life Insurance and Dependents Group Life Insurance.

- **Conversion**

If you terminate employment (including through disability retirement), you are guaranteed the opportunity to convert all or part of your Basic, Optional and Dependents Group Life Insurance to an individual policy within 31 days following the date your insurance coverage ends. Evidence of good health will not be required. If you are enrolled in Dependents Group Life Insurance, a covered dependent can convert to an individual policy should your insurance end due to death or termination of employment. A spouse in a divorce situation and a dependent child who reaches the limiting age may also convert.

For more information about life insurance contact the district insurance clerk or the Group Life Insurance Branch in Frankfort, at 1-800-267-8352.

UNEMPLOYMENT INSURANCE

If you are terminated without cause or laid off, you may be eligible to file for unemployment insurance benefits. If you have received notice of lay-off, you should immediately contact your local unemployment office or the Division of Unemployment Insurance at (502) 564-2900.

MEDICARE

Certified employees hired after March 31, 1986 have a deduction for Medicare. Medicare is our nation's basic health insurance program for those 65 or older and many disabled individuals. There are three parts to Medicare:

- Part A Hospital Insurance
- Part B Medical Insurance

Part D Prescriptions

Most get hospital insurance when they turn 65; you qualify for it automatically if you are eligible for Social Security. If you have been getting Social Security disability benefits for 24 months, you will qualify for hospital insurance under the Medicare program.

RETIREMENT Policy Reference 03.175, 03.272

If you have made the decision to retire, please give the Superintendent as least two (2) weeks notice. If you know earlier, as much notice as possible is very much appreciated. Your retirement benefits are not the responsibility of the Floyd County Schools but are a contractual matter between you and the Kentucky Teachers' Retirement System (KTRS) and the County Retirement System (CERS). By law, the district only deducts and sends the required amounts to KTRS/CERS. Our Finance office has a small role in completing the retirement application that KTRS will send to you upon your specific request.

UNUSED SICK DAYS Policy reference 03.175

The Floyd County Schools will compensate certified employees at the time of retirement, or their estate, for each unused sick day at the rate of 30% of the daily salary. This calculation is based on the employee's last annual salary. To receive this compensation the employee must provide proof of qualification for an annuity for retirement or disability allowance from KTRS. If an active and contributing employee dies who was eligible to retire, the district will compensate the estate of the employee.

DISABILITY RETIREMENT

Disability Retirement is available for persons who become disabled prior to retiring for service. Members must have completed five (5) or more years of Kentucky service and must apply within one (1) year of their last contributing service. Members with twenty-seven (27) or more years of service credit are eligible for service retirement only. Disability retirement is available for members with less than five (5) years of service only if they are physically or mentally incapacitated as a result of an injury related directly to their covered employment.

Decisions regarding disability retirement for certified employees are made solely by the Kentucky Teachers' Retirement System. The HR and Finance Departments of the school district have a minor role in completing some required paperwork.

For more information about disability retirement contact KTRS at 800.618.1687 or via the web at ktrs.ky.gov.

DEFERRED COMPENSATION

Employees of Floyd County Schools, who receive a regular paycheck, may participate in a supplemental retirement savings plan available through the Kentucky's Deferred Compensation Program. Participation is optional for the employee. Deferred compensation plans let you defer "pre-tax" income from your regular compensation and set it aside for retirement.. Money set aside for Deferred Compensation is automatically payroll deducted twice each month. There is no minimum deferral amount. You pay no state or federal income tax on the money you defer, or the earnings of your account balance, until you begin receiving benefit payments after retirement (including early retirement) when you may be in a lower tax bracket.

The plan is not meant for short-term savings, and monies deferred are generally not available except for financial hardship, termination of employment (voluntary and involuntary), retirement, or disability retirement. Hardship is defined by IRS regulations and claims must be approved by Kentucky Deferred Compensation in accordance with those definitions. Hardships do not include withdrawals for buying an automobile, consumer goods, or repayment of loans or credit card charges. A special loan program is available to those participating in either the 457 or the 401(k) Plan. In addition, a district employee, with at least fifteen years of state service, can "Rollover" part or all of their 457 and/or 401(k) account to the Kentucky Retirement Systems to purchase up to five (5) years of "nonqualified" service credit or any other service acceptable to the Kentucky Retirement System. For information on participating in the Deferred Compensation program, call toll free at 800-542-2667 or visit the website at www.kentuckydcp.com.

SUPPORT THE SAFETY & HEALTH OF EACH OTHER

GENERAL JOB SAFETY RULES

Statistics maintained by Workers' Compensation show that many job injuries are caused by neglecting basic safety precautions. The following list of safety rules will help you stay free of injury **IF** you read and practice them.

- If you cannot correct an unsafe condition, report it immediately.
- Read thoroughly all safety materials distributed to you.
- Be certain that all instructions are clearly understood before starting a task.
- Learn to lift and handle materials safely. Do not hesitate to ask for help in lifting heavy loads. Always push rather than pull a load.
- Keep walking surfaces free from tripping hazards. Keep work areas dry, clean and orderly.
- Do not leave desk and file cabinet drawers open.
- Open one file drawer at a time. Place heavier drawers at the bottom of the cabinet.
- Do not use office furniture or other objects instead of a ladder. Inspect ladders before use. Be certain they are in good repair and of the correct height.
- Avoid horseplay, and avoid distracting others.
- Know what to do in case of fire or other emergency.
- Always use the handrail on stairs.
- Do not use defective equipment. Report the condition to your supervisor.
- Use extension cords to temporarily furnish power to portable tools or appliances. Cords must be free of defects and without splices.
- Never do a task or operate equipment without the required personal protective equipment.
- Report all injuries to your supervisor, no matter how minor.



**DRUG/ALCOHOL FREE WORKPLACE Policy Reference 03.13251,
03.23251**

In 1988, the United States Congress enacted the Anti-Drug Abuse Act (P.L. 100-690), which requires recipients of federal funds to certify that they have met requirements designed to promote a drug-free workplace. The “workplace” is broadly defined to be any place where work is performed for the school district. Workplace means not just schools or other district sites but any school approved off site activities or any district vehicle used for transportation. As a district employee, while at the workplace or while performing your duties, you can not engage in any activity involving the possession, use, distribution or purchase of alcohol or any substance defined as controlled by federal regulation. The district realizes that some employees are required by personal health conditions to use certain drugs and expects those situations to be authorized by and administered in accordance with a prescription from a health professional. Also employees who are designated to administer to a student a drug are not in violation.

EMPLOYEE DRUG TESTING

All employees of the Floyd County Schools are required to participate in a Drug Testing Program. Why? Floyd County Schools are committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment, and to the safety and health of the students we serve as well as the general public. Substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce:

- impaired job performance
- lost productivity
- absenteeism
- accidents, wasted materials
- lowered morale
- rising health care costs
- diminished interpersonal relationship skills.

The Floyd County Board of Education and its employees share a commitment to create and maintain a drug-free workplace. Provisions of the Drug Free Workplace Act, 41 USCA 702, require federal grant recipients to establish a drug-free workplace. Employees must be provided with a statement notifying them of the prohibitions pertaining to controlled substances, consequences of violations, and compliance with the drug-free policy as a condition of employment.

Policy Goals and Objectives

1. To establish, promote and maintain a safe, healthy working and learning environment for employees and students.
2. To assist the affected employee in locating a rehabilitation program for employees with a self-admitted or detected substance-abuse problem.
3. To promote public trust of the District and its employees.
4. To eliminate substance abuse problems in the workplace.
5. To aid in the reduction of absenteeism, tardiness, and sub-standard job performance.
6. To provide a clear standard of job performance for District employees.
7. To provide a consistent model of substance-free behavior for students.

Employee Conduct

Substance abuse is the misuse or illicit use of alcohol, drugs, or controlled substances. Use of illegal drugs or alcohol by employees interferes with the educational and work process. Employees who are on duty, on district property, or in attendance at district approved or school-related functions shall not manufacture, distribute, dispense, possess, or use illegal drugs or drug paraphernalia. Additionally, employees shall not be under the influence of such drugs. An employee convicted of a workplace violation of criminal drug law offense shall notify the Superintendent

of such conviction no later than five (5) calendar days after such conviction. Within thirty (30) calendar days after receiving notice of a conviction, the Superintendent shall take appropriate disciplinary action and/or refer the employee to an appropriate substance-abuse rehabilitation program. Failure of the employee to report the conviction within the time prescribed may lead to disciplinary action up to and including termination.

As a method to achieve the district's goals and objectives concerning substance abuse, **all employee positions shall be required to participate in the Random Drug Screening program for the detection of the illegal use of drugs.** Each year, during new employee orientation or during sessions held at each district facility, employees shall acknowledge having read or having received an explanation of this policy and should understand compliance with this policy is a condition of employment. Employees refusing to complete any part of the drug-testing procedure shall be deemed insubordinate.

Alcohol and Drugs

Alcohol, prescription drugs, and over-the-counter drugs are legal and readily available. These drugs when abused over time or used in combination with one another can result in chemical dependency or addiction. Employees shall conduct themselves in a manner consistent with the following provisions.

- Employees on duty or on Board property shall not be under any degree of intoxication.
- Employees shall not manufacture, sell or use alcoholic Beverages while on Board property or on duty.
- Employees on duty shall not use or take prescription drugs above the level recommended by the prescribing physician or use over-the-counter medications in a manner as to impair work performance and shall not use prescribed drugs for purposes other than those for which they are intended.
- Employees shall not dispense such drugs except as provided in **Floyd County Board of Education Policy 09.2241**.

Board Contracted Facility

Drug screening shall be conducted by Board-approved, independent, certified laboratories utilizing recognized techniques and procedures, more specifically described in procedures **03.13251 AP.1/03.23251 AP.1**. The contract with such facility shall specify the substances to be tested for which may include but not be limited to: (to be determined after consultation with drug laboratory)

Physical Examination/Screening Based Upon Reasonable Suspicion

The Superintendent/designee, with such assistance and input of the employees' supervisors as deemed necessary, is authorized to make the determination that reasonable suspicion or cause exists to order a drug screen of employees in safety-sensitive positions. Circumstances under which substance screening may be considered include, but are not limited to, the following:

- Observed use, possession, or sale of illegal drugs and/or illegal use, possession, sale, or abuse of alcohol and/or the illegal use or sale of prescription drugs.
- Apparent physical state of impairment of motor functions.
- Marked changes in personal behavior not attributable to other factors.
- Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury.
- A formal allegation made by a duly authorized law enforcement officer.

The circumstances under which substance screening may be considered are limited to employee conduct on duty or during working hours, or on or in Board property, or at school-related functions of the District.

Confidentiality

Records that pertain to required substance screens are recognized to be private and sensitive records. They shall be maintained in a secure fashion to ensure confidentiality and privacy and be disclosed to the Superintendent only to the extent necessary to address any work-related safety risks occasioned by either the drug or alcohol use. The Superintendent shall keep any such records in a secure fashion to maintain confidentiality and privacy. Medical records, and information relating directly thereto, shall be maintained in accordance with provisions of Kentucky law and used with the highest regard for employee privacy consistent with the law and purpose of achieving and maintain a drug-free workplace. All personnel records and information regarding referral, evaluation, substance screen results shall not be placed in an employee's personnel file.

Prevention Program

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all employees which shall include notice of the following:

- The dangers of drug/alcohol/ abuse in the schools;
- The District's policies and related procedures on drug free/alcohol free schools;
- The requirement for mandatory compliance with the District's established standards of conduct,;
- Information about available drug/alcohol counseling programs and available rehabilitation employee assistance programs; and
- Penalties that may be imposed upon employees for drug/alcohol abuse violations.

Substance Abuse Counseling/Treatment Services

Adults

- Mountain Comprehensive Care Center – (606) 886-4350
- Mountain Comprehensive Care Center – Layne House – (606) 886-7839
- Van Ark Behavioral Management, Inc. – (606) 886-9989
- West Care Treatment Facility (Pike Co.) – (606) 754-7077
- Pikeville Medical Center (5 day Detox) – (606) 437-3992
- Alcoholics Anonymous – 1-800-467-8019
- Narcotics Anonymous – 1-800-253-HOPE
- The Ridge (Detox) – 1-800-753-4673 (Lexington)
- Bellefonte (Detox) – (606) 836-3148 (Ashland)
- Pathways (Detox) -1-800-562-8909 (Ashland)

- Trillium Center (Detox) (Corbin)
- Independence House – (606) 523-9386 (Females) (Corbin)
- Crossroads – (606) 562-9553 (Males) (Corbin)
- Schwartz Center (Residential male & female) 859-246-7282 (Lexington)
- UNITE – (funds for residential care) – 1-866-OP UNITE

Adolescents

- Mountain Comprehensive Care Center – (606) 886-4350
- Ten Broeck (residential) (866) 373-6085 (Louisville)
- The Ridge (Detox) – 1-800-753-HOPE
- Kid Helping Kids – (513) 575-7300 (Cincinnati)
- Van Ark Behavioral Management, Inc. – (606) 886-9989
- Michele Amburgey – (Ind. Counseling) – (606) 633-0035
- Tom Crotty – (Ind. Counseling) – (606) 789-2444
- UNITE Counselors with the Floyd County Schools – (606) 285-0491 or (606) 285-0163
- Mike Hovee- (Ind. Counseling) – (606) 297-7315

Most Common Employee Error Associated With Drug Testing

Our data analysis associated with the Employee Drug Testing Program has confirmed what the testing contractor told us before the program began. According to the contractor, the most common *positive* test would result when an employee “borrowed” prescription medicine from a relative or close friend. Please understand that such actions are both violations of the drug policy and law. Employees who test positive and have the “but I only borrowed the drug and used it just once” explanation will face disciplinary action.

USE OF TOBACCO Policy reference 03.1327, 03.2327

The use of any tobacco product in all Board owned buildings and vehicles is strictly prohibited. The use of any tobacco product on all other Board owned property is prohibited except during events, performances, activities and meetings scheduled after school hours and to which the public is either invited or otherwise entitled by law to attend.

The use of tobacco products, when permitted on Board property shall be only in outside areas designated by the school Principal/designee, school council, or Superintendent/designee, as appropriate. Tobacco product use areas include, but are not limited to, such areas at outside athletic complexes, should be designated in isolation from public view and at least 25 (twenty-five) feet but not more than 100 feet away from entry/exit areas to minimize health issues for students, employees and visitors.

PERSONALIZED LEARNING FOR ALL

PROFESSIONAL GROWTH & EVALUATION

It is important to continually improve and learn so that we complete our jobs to the best of our abilities. Professional development opportunities should be aligned to Individual Professional Growth Plans.

All employees are required to complete a series of annually required trainings. Documentation of completion is to be provided to the immediate supervisor by date specified each year.

PROFESSIONAL DEVELOPMENT Policy reference 03.19, 03.29

Each certified employee of the Floyd County Schools must receive a minimum of four (4) days or twenty-four (24) hours of professional development annually. Failure to complete and document the required hours by April 15 of the current school year can lead to a salary reduction for the missed days/hours and an unsatisfactory evaluation.

INSTRUCTIONAL LEADERSHIP TRAINING Policy reference 03.1912 & KRS 156.101

Principals, assistant principals, guidance counselors, supervisors (directors) of instruction, including special education, or other administrative position deemed by the Education Professional Standards Board (EPSB) to require an administrative certificate must participate in a continuing intensive training program designed especially for instructional leaders. Each twelve (12) month cycle, an instructional leader must complete a minimum of twenty-one (21) hours in a training program approved by the Kentucky Board of Education (KDE). If an employee does not complete the required training, the employee is placed on one (1) year probation. Continued failure to complete the training during the probationary period leads to a revocation of the employee's administrative certificate by the EPSB.



EMPLOYEE EVALUATION Policy Reference 03.18, 03.28

Job performance by employees is important in the Floyd County Schools. Certified employees are evaluated to improve instruction, to provide a measure of performance accountability to the students and citizens of Floyd County, to assist the employee with professional growth, and to support individual personnel decisions. Employees have the right to have the evaluation instrument, evaluation criteria and evaluation process explained to and discussed with them no later than the end of the first month of reporting for employment for each school year.

You have the right to review your evaluation. All written evaluations must be discussed with you and you have the right to attach a written statement to the evaluation instrument. Both you and your evaluator must sign and date your evaluation. All summative evaluations are kept in your personnel file.

If you believe you were not fairly evaluated on the summative evaluation, you have five (5) working days from the receipt of the summative evaluation to file an appeal. The employee may review any evaluation material related to him/her. Both you and your evaluator have the opportunity to review documents to be given to the appeal panel reasonably in advance of the hearing and representation is permitted for both parties. If you appeal your summative evaluation, you have the burden of proof. Your evaluator may respond to any statements that you make and may present written records which support the summative evaluation.

For additional information regarding the certified employee evaluation process, please consult district policy or the Floyd County Certified Personnel Evaluation System Handbook. The handbook is available to you through your supervisor, the district web page or by contacting the district Department of Human Resources.

Floyd County Schools Central Office Phone Extensions

Name	Extension
Adkins, Danny	5538
Akers, Cassandra	5526
Barnette, Angela	5520
Begley, Larry	5533
Bentley, Angela	5558
Burchett, Amy	5500
Campbell, Tiffany	5508
Caudill, Pam	5547
Compton, Bonita	5527
Dailey, Bonita	3376
Duncan, Angela	5525
Ellis, Michael	5509
Epperson, Ken	3375
Garrett, Kristin	5561
Greene, Susan	5581
Hall, Maggie	5502
Hamilton, Donna	5516
Hunt, John	5521
Hyden, Laura	5523
Isaac, Denise	5505
Kidd, Brianna	5517
Long, Michael	5528
Meade, Mary	5511
Marson, Davida	5512
Mosley, Jill	5504

Name	Extension
Nelson, Missy	5556
Newsome, Teresa	5404
Pack, Dale	5545
Reitz, Donna	5515
Rice, Linda	5524
Richardson, Cinda	5580
Rose, Brent	5510
Shepherd, Rebecca	5557
Springer, Kristina	5519
Stamper, Delana	5531
Strong, Tessica	5560
Turner, Brenda	5541
Ward, Annette	5518
Warrix, Debbie	5530
White, Jamie	5559
Wireman, Matt	5535

BSCT Location	
Fannin, Leslie	889-4736
Keaton, Angela	889-4736
Martin, Rady	889-4736
Steele, April	889-4736

TRANSPORTATION DEPT.	
Marson, Joe	5101
Barnett, Jamie	5104
Dawson, Dwayne	5105
Holbrook, Mary	5102
Isaac, Sarah	5103

HEAD START	
Shepherd, Anna	5401
Bush, Beverly	5406
Campbell, Teresa	5407
Grubb, Kim	5402
Johnson, Jill	5408
Johnson, Sara	5409
Newman, Rhonda	5405
Woods, Jennifer	5403

Area Technology Ctr	285-1071
Teacher's Retirement	800-618-1687
Classified Retirement	800-928-4646
KEA (P-burg Office)	886-6367
GED (Frankfort)	502-573-5114
Headstart	886-4552
KDE	502-564-3141
FAX NUMBERS	
Central Office	886-4550
Finance	886-4540
Head Start	886-4552
Technology	886-9669
Transportation	285-0172
Maintenance	886-2705
ATC	285-0274

MAINTENANCE DEPT.	
Adams, Greg	2301
Campbell, John	2330
Hackworth, Linda	2300
Smith, Elsa	2303

TECHNOLOGY DEPT.	
King, Jason	5006
Moore, Rob	5003
Paige, Josh	5005
Smith, Randy	5002
Turner, Wes	5004

FLOYD COUNTY SCHOOLS DIRECTORY

ADAMS MIDDLE 3100 Chuck Rowe, Principal 2520 S. Lake Drive Prestonsburg, KY 41653 606-886-2671 Fax 606-886-7026	ALLEN ELEMENTARY 2700 Rachel Crider, Principal 112 Eagle Lane Allen, KY 41601 606-874-2165 Fax 606-874-5565	BETSY LAYNE ELEMENTARY 2800 Jonathon Parsons, Principal P. O. Box 128 Betsy Layne, KY 41605 606-263-6272 Toll Free (833) 201-7261 Fax 606-263-6277
BETSY LAYNE HIGH 4100 Jody Roberts, Principal P. O. Box 437 Betsy Layne, KY 41605 606-263-6280 Toll Free (833) 201-7260 Fax 606-478-3805	DUFF ALLEN CENTRAL ELEMENTARY 3300 Wes Halbert, Principal 183 Rebel Road Eastern, KY 41622 606-358-9420 Fax 606-358-2414	FLOYD CENTRAL HIGH 4600 Greta Thomsberry, Principal 651 KY RT 680 West Eastern, KY 41622 606-358-9200 Fax 606-358-3036
MAY VALLEY ELEMENTARY 2200 Kathy Shepherd, Principal 481 Stephens Branch Rd. Martin, KY 41649 606-285-0883 Fax 606-285-0491	PRESTONSBURG ELEMENTARY 2600 Melissa Turner, Principal 140 Clark Dr. Prestonsburg, KY 41653 606-886-3891 Fax 606-263-6148	PRESTONSBURG HIGH 4400 Lori Bricken, Principal 825 Blackcat Blvd. Prestonsburg, KY 41653 606-886-2252 Fax 606-886-1745
RENAISSANCE LEARNING 4500 Stacy Shannon, Principal 145 Randy Caudill Loop Martin, KY 41649 606-285-3634 Fax 606-285-3712	SOUTH FLOYD ELEMENTARY 4200 Brook Moore, Principal 299 Mt. Raider Dr. Suite 101 Hi Hat, KY 41636 606-263-6175 Toll Free (833) 201-7263 Fax 606-452-2155	STUMBO ELEMENTARY 2500 Donna Robinson, Principal 6945 Ky. Rt. 979 Grethel, KY 41631 606-263-6200 Toll Free (833) 201-7262 Fax 606-263-6206
FLOYD CO. ATC 5200 Lenville Martin, Principal 1024 Ky. Rt. 122 Martin, KY 41649 606-285-1071 Fax 606-285-0274	MAINTENANCE 2300 Greg Adams, Director 442 KY RT 550 Eastern, KY 41622 606-874-2435 Fax 606-886-2705	TRANSPORTATION 5100 Joe Marson, Director 927 KY RT 122 Martin, KY 41649 606-285-9443 Fax 606-285-0172