

Jefferson County Public Schools
Policy and Procedures Project
Procedures - Set #12
June 23, 2020 Board Meeting

JCBE Policy	KSBA Procedure Name	Comment
03.262 Harassment-Discrimination (Classified)	03.262 AP.1 Notice to Individuals Complaining of Harassment-Discrimination	Directs individuals to 09.42811 AP.1 for a copy of the District's notice. There are no changes to current practice.
03.21 Hiring (Classified)	03.21 AP.1 Hiring (Classified)	Establishes hiring procedures for classified employees. There are no changes to current practice.
03.22322 Family and Medical Leave (Classified)	03.22322 AP.2 Family and Medical Leave Forms (Classified)	Requires employees to complete and submit the appropriate form to request family and medical leave. There are no changes to current practice.
03.162 Harassment/Discrimination (Certified)	03.162 AP.1 Notice to Individuals Complaining of Harassment-Discrimination (Certified)	Directs individuals to 09.42811 AP.1 for a copy of the District's notice. There are no changes to current practice.
03.14 Health & Safety (Certified)	03.14 AP.1 Health & Safety – Contagious Diseases (Certified)	Provides information to be posted regarding ways to reduce the transmission of contagious diseases. There are no changes to current practice.
03.29 Staff Meeting & Professional Development (Classified)	03.29 AP.2 Employment-Related Meetings Request (Classified)	Requires employees to use the electronic form to request to attend a conference or workshop. There are no changes to current practice.
04.8 Disposal of School Property	04.8 AP.1 Disposal of School Property	Sets forth procedures for the disposal of surplus school property. There are no changes to current practice.
04.2 Depositories	04.2 AP.1 Depository Procedures	Establishes procedures for depositor(ies) for the District. There are no changes to current practice.
03.18 Evaluation (Certified)	03.18 AP.21 Evaluation Appeal Process (Certified)	Requires evaluation appeals to be submitted in writing.

		There are no changes to current practice.
04.7 Inventories	04.7 AP.2 Inventories	Requires the use of state-mandated guidelines for the inventory of capital assets. There are no changes to current practice.
09.434 Suspension (Students)	09.434 AP.2 Notice of Suspension	Directs individuals to the procedures in the Student Support and Behavior Intervention Handbook regarding the required notification of a parent/guardian of a student suspension. There are no changes to current practice.
04.9 Audits	04.9 AP.1 Audits	Sets forth procedures for District audits. There are no changes to current practice.
03.221 Salaries (Classified)	03.221 AP.1 Personnel Data Forms - Salaries (Classified)	Sets forth the information to be collected and used to determine salaries in accordance with Board-approved salary placement rules for new hires and reassignments. There are no changes to current practice.
04.6 Investments	04.6 AP.1 Investment Procedures	Sets forth procedures for investments. There are no changes to current practice.
09.3211 Use of School Facilities by Noncurriculum-Related Student Groups	09.3211 AP.1 Use of School Facilities by Non-curriculum related Student Groups	Requires non-curriculum related student groups to use the appropriate form available on the District website. There are no changes to current practice.
04.1 Budget Planning & Adoption	04.1 AP.1 Budget Planning & Adoption	Directs individuals to the Financial Planning and Management Department webpage for budget procedures. There are no changes to current practice.
03.28 Evaluation (Classified)	03.28 AP.21 Personnel Evaluation (Classified)	Requires evaluations to be conducted using the appropriate forms listed on the District website. There are no changes to current practice.

03.122 Holidays & Vacation Leave (Certified)	03.122 AP.1 Holidays & Vacation Leave (Certified)	Establishes procedures required by Board Policy for Holidays and Vacation Days. There are no changes to current practice.
03.222 Holidays & Vacation Leave (Classified)	03.222 AP.1 Holiday & Vacation Leave (Classified)	Establishes procedures required by Board Policy for Holidays and Vacation Days. There are no changes to current practice.
05.31 Rental Application & Contract	05.31 AP.1 District Facility Usage Forms	Directs individuals to facilities usage forms on the District website. There are no changes to current practice.
05.3 Community Use of School Facilities	05.3 AP.1 Community Use of School Facilities	Establishes procedures for the use of school facilities by community organizations. There are no changes to current practice.
03.125 Expense Reimbursement (Certified)	03.125 AP.21 Expense Reimbursement (Certified)	Requires employees to use the expense reimbursement form on the District website. There are no changes to current practice.
04.31 Fiscal Accounting & Authority to Encumber/Expend Funds	04.31AP.1 Purchasing	Establishes procedures for school and District purchasing. There are no changes to current practice.
04.62 Gifts & Donations	04.61 AP.2 Gifts & Grants	Sets forth procedures for gifts and grants. There are no changes to current practice.
09.11 AP.23 Student Attendance Areas	09.11 AP.23 ESSA Transfer Notification	Requires the District to comply with ESSA requirements for notification to parents/guardians of transfer options. There are no changes to current practice.
03.11 Hiring (Certified)	03.11 AP.1 Hiring (Certified)	Establishes hiring procedures for certified employees. There are no changes to current practice.
03.24 Health & Safety (Classified)	03.24 AP.1 Health & Safety – Contagious Diseases (Classified)	Directs individuals to 03.14 AP.1 for a posting document providing information regarding practices to reduce the risk of contagious diseases for all personnel.

		There are no changes to current practice.
03.15 Personnel Records (Certified)	03.15 AP.22 Record of Inspection of Personnel Records (Certified)	Requires the Record Room to keep a record of inspections of personnel records. There are no changes to current practice.
10.5 Visitors to Schools	10.5 AP.22 Request for Activity-Program Accommodations	Establishes procedures for a visitor to a school to request accommodations. There are no changes to current practice.
03.225 Expense Reimbursement (Classified)	03.225 AP.2 Expense Reimbursement (Classified)	Requires employees to use the expense reimbursement form on the District website. There are no changes to current practice.
03.15 Personnel Records (Certified)	03.15 AP.21 Request to Access Personnel Records (Certified)	Establishes procedures for employees to access personnel records. There are no changes to current practice.
04.32 Purchasing	04.32 AP.1 Model Procurement Code Purchasing	Directs individuals to the Purchasing Department website for purchasing procedures and regulations. There are no changes to current practice.
09.15 Students Fees	09.15 AP.21 Application for Waiver of Student Fees	Directs individuals to the District website for the form to apply for a waiver of student fees. There are no changes to current practice.
04.12 School Activity Accounts Budgets	04.12 AP.1 School Activity Accounts Budgets Procedure	Establishes that school budgets shall be prepared in compliance with policy. There are no changes to current practice.
03.27 Discipline, Suspension & Dismissal of Classified Employees	03.27 AP.21 Employee Request for Hearing (Classified)	Establishes that individuals who wish to request a hearing shall do so in accordance with 03.26 AP.1
03.28 Evaluation (Classified)	03.28 AP.22 Evaluation Appeal (Classified)	Requires evaluation appeals to be submitted in writing. There are no changes to current practice.
03.12322 Family & Medical Leave (Certified)	03.12322 AP.21 Request for Family & Medical Leave (Certified)	Requires an employee seeking a Family & Medical leave to use the Certificate of Healthcare Provider Form.

		There are no changes to current practice.
03.29 Staff Meeting & Professional Development (Classified)	03.29 AP.1 Employment Related Staff Development	Establishes procedures for employment-related staff development. There are no changes to current practice.

Notice to Individuals Complaining of Harassment/Discrimination

Please refer to Procedure 09.42811 AP.1 for a copy of the District's notice.

RELATED PROCEDURE:

09.42811 AP.1

- CLASSIFIED PERSONNEL -

Hiring

See Procedure 03.11 AP.1 for the recruitment, selection, and employment process for all personnel hired by the District.

RELATED PROCEDURE:

03.11 AP.1

Family and Medical Leave Forms

When applying for Family and Medical Leave, see Procedure(s) 03.12322 AP.21/Request for Family and Medical Leave of Absence.

Notice to Individuals Complaining of Harassment/Discrimination

Please refer to Procedure 09.42811 AP.1 for a copy of the District's notice.

RELATED PROCEDURE:

09.42811 AP.1

Health and Safety - Contagious Diseases

POST IN APPROPRIATE LOCATIONS THROUGHOUT THE SCHOOL BUILDING OR WORKSITE.

In order to reduce the risk of the transmission of infectious diseases the following procedures will be followed in cleaning up body fluids. Body fluids include: blood, drainage from scrapes and cuts, feces, respiratory secretions, saliva, semen, urine, and vomitus.

1. Avoid direct skin contact with body fluids, when possible. Disposable gloves should be worn when direct hand contact with body fluids is anticipated (e.g. treating bloody noses, handling clothes soiled by bodily discharges, cleaning up small spills by hand).
2. When direct skin contact occurs, vigorously wash hands and other affected skin areas with soap under a stream of water for at least ten (10) seconds.
3. Contaminated disposable items such as paper towels, tissues, plastic gloves, and diapers should be secured in plastic bags and placed in the garbage.
4. A custodian should be called to clean and disinfect all soiled surfaces.
5. The spilled body fluids and accompanying material should be cleaned up by:
 - a) Using sanitary absorbent agents specifically intended for cleaning body fluid spills or using a wet mop with proper disinfectant.
 - b) Placing the contaminated material in a plastic bag and putting it in the garbage or, if suitable flushing it down the drain.
 - c) Vacuuming or sweeping up the dry absorbent material that was applied to the area. The vacuum bag or sweepings should be disposed of in a plastic bag. The broom, dust pan and/or mop should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.
 - d) Promptly applying a disinfectant such as household bleach (diluted 1 part bleach and 10 parts water) to hard surfaces that have to be disinfected.
 - e) Applying a sanitary absorbent agent to carpets that are to be disinfected and vacuumed after the carpet has been allowed to dry. A germicidal rug shampoo should be applied with a brush and the carpet re-vacuumed.
6. Food that may be contaminated with body fluids shall be discarded.
7. Non-disposable cleaning equipment (dust pans, mops, buckets, brushes etc.) should be thoroughly rinsed in the disinfectant (see 5-d). Clothing, towels and other launderable items may be secured in plastic bags until items can be washed in the hot water cycle in the washing machine.
8. Disposable gloves and plastic bags are available in elementary classrooms, the Principal's office, the food service office, or the custodian's storage area.

THIS INFORMATION AND THESE RECOMMENDED PROCEDURES WERE ADAPTED FROM THOSE DEVELOPED AND COMPILED BY THE CENTERS FOR DISEASE CONTROL AND PREVENTION, THE U.S. PUBLIC HEALTH SERVICE, AND THE KENTUCKY CABINET FOR HEALTH AND FAMILY SERVICES.

- CLASSIFIED EMPLOYEES -

Employment-Related Meetings Request

To request leave for a conference or workshop, employees must complete the electronic form found on the Human Resources website.

RELATED PROCEDURES:

03.225 AP.21; 03.225 AP.22

Disposal of School Property**REAL PROPERTY**

School property that is no longer needed for school purposes will be disposed of as follows:

1. The latest Effective Facility Plan or amendment lists the property as surplus to educational need.
2. A request is made in writing to the Chief State School Officer to dispose of property.
3. Official approval is granted.
4. The property is appraised by qualified appraiser.
5. The Board now advertises the property for sale and disposes of it as directed by Policy 04.8.
6. The Board may accept or reject any or all bids.

FURNITURE, EQUIPMENT, VEHICLES

Furniture, equipment and vehicles will be disposed of as follows:

1. Designated personnel shall present in writing to the Superintendent a complete description of items no longer needed for school purposes.
2. The Superintendent shall advise the Board that certain furniture, equipment, and vehicles are no longer needed for public school purposes and are being deemed surplus.
3. Once the Board declares the property surplus, the Superintendent/designee shall advertise the property for sale as directed in Policy 04.8.
4. The Board may accept or reject any and all bids.

DISTRIBUTION OF SURPLUS TECHNOLOGY EQUIPMENT

Technology equipment that is determined to no longer meet the Kentucky Education Technology System standards established by the Kentucky Department of Education may be distributed to students as outlined in the District State-Mandated Fixed Assets Guidelines, which are available on the District website.

Depositories

SELECTION OF DEPOSITORY(IES)

The Superintendent shall notify the Board if a depository or depositories (up to 3) are to be selected with an effective date of July 1.

- CERTIFIED PERSONNEL -

Evaluation Appeal

Evaluation Appeals shall be submitted in writing using the appeal process posted on the District website, in accordance with the collective bargaining agreement, where appropriate.

RELATED PROCEDURES:

03.18 AP.11

03.18 AP.12

Inventories

District staff will track and operate capital assets in accordance with the District State-Mandated Fixed Asset Guidelines. This document is available on the District website.

Notice of Suspension

In accordance with the suspension procedures in the Student Support and Behavior Intervention Handbook, a school administrator shall inform a parent/guardian of a student's suspension verbally or in writing within one (1) day of the initial informal hearing in which the student is told of the charge against him or her, is given a chance to present his or her perspective regarding the incident, and is given the right to appeal the decision.

Audits

BOARD ACCOUNTS

All accounts under Board control shall be audited annually by an approved CPA/CPA firm. The following procedures will be implemented:

1. The Board shall request audit proposals containing criteria set forth by appropriate state agencies, at least every five years.
2. The Superintendent shall review the proposals and through competitive negotiations recommend for Board approval a CPA/CPA firm to conduct the audit. The recommendation shall include a cost estimate.
3. The CPA/CPA firm shall meet requirements imposed by the State Committee for School District Audits (Committee) and the contract with the CPA/CPA firm shall be subject to approval by the Committee.

The Board may request to meet with the auditor prior to the audit to discuss expectations.

4. The CPA/CPA firm shall conduct the audit as soon as possible after the close of the fiscal year. Copies of the audit report shall be sent to Board members prior to the auditor's presentation of the report to the full Board.

Unless the CPA/CPA firm obtains authorization from the State Committee for School District Audits for a later date, the audit report shall be presented to the Board prior to the audited financial statement due date established by the Committee.

5. Following presentation of the audit report, the Superintendent/designee shall present to the Board for its approval, internal control strategies to respond to significant deficiencies and material weaknesses identified in writing by the auditor. In addition, a timeline for taking action and reporting progress back to the Board shall be established.
6. A written report is made to the Chief State School Officer of any audit exceptions and the progress made to correct them.
7. Copies of the audit report shall be distributed to Board members and to appropriate state agencies by the date in November designated by KDE (unless an extension has been granted at District request). The audit report shall be accompanied by a management letter from the auditor to the Superintendent and other documents required by the State Committee for School District Audits. This report is available on the District Financial Services Division webpage.
8. An exit conference shall be held between the auditing staff and District staff, with two (2) Board members in attendance.
9. When funding is available, a request is made to the state for reimbursement.

- CLASSIFIED PERSONNEL -**Personnel Data Forms Salaries**

Recruitment and Staffing shall complete the Action Entry Form (AEF) for new hires and reassignment actions which includes the following categories; demographics, education, certification, stipends, work experience, special comments and salary. The salary listed on the AEF shall be determined in accordance with the Board approved Salary Placement Rules enacted at the time the position is accepted.

Investment Procedures

Investment purchase decisions require approval by the Chief Financial Officer and at least one (1) additional District authorized check signer. Investments will be reconciled monthly. Investment balances will be reported monthly to the Board. Investment interest will be reported to the Board in accordance with policy.

Use of School Facilities by Non-curriculum Related Student Groups

Student groups meeting outside of regular school hours for non-curriculum related purposes shall apply use the JCPS Facility and Grounds Use Application available on the District website.

Budget Planning and Adoption Procedures

Specific details on the budget process can be found on the Financial Planning and Management webpage.

- CLASSIFIED PERSONNEL -

Classified Personnel Evaluation

Classified employees shall be evaluated with the appropriate evaluation form listed on the District website

RELATED PROCEDURE:

03.28 AP.22

Holiday and Vacation Leave Procedures

The following procedures shall apply with regard to holiday and vacation leave for all certified District personnel.

HOLIDAYS

Eligibility for paid holidays will be determined by the employee's working calendar.

Employees on a working calendar of less than 260 days per work year shall have the following four (4) paid holidays:

- Labor Day
- Thanksgiving Day
- Christmas Day
- Martin Luther King Jr. Day

Employees on a working calendar of 260 days or more per work year shall have the following nine (9) paid holidays:

- Fourth of July
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day
- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- One flexible holiday (Presidential Election Day replaces the flexible holiday every four [4] years)

Employees on a working calendar of 208/209 days per work year (4 days a week/10 hours a day) shall have seven (7) paid holidays. Fixed and flexible holidays will vary each year as these employees do not work on Fridays.

VACATION DAYS

Full-time, 12-month employees (those on a working calendar of 260 days or more and those on working calendar of 208/209 days per work year (4 days a week/10 hours a day) are eligible to earn paid vacation days.

Those employees who are part-time, seasonal, substitute, temporary, probationary, summer, and/or are on a working calendar of less than 260 day per work year (except for those on the working calendar of 208/209 days as referenced above) do not earn paid vacation days.

Holiday and Vacation Leave Procedures**VACATION DAYS (CONTINUED)**Earning Vacation Days:

Based on years of continuous employment with the District, employees on a working calendar of 260 days or more per work year can earn the following maximum number of vacation days per year.

Years of Continuous Employment	Days Earned per Month	Maximum Earned Vacation Days	Maximum Days Eligible to Accrue
Zero up to 1 year	.8334	10 days per year	20 days
After 1 and up to 10 years	1.2500	15 days per year	30 days
After 10 or more years	1.667	20 days per year	40 days

An employee on a working calendar of 208/209 days per work year (4 days per week, 10 hours per day), can earn the following maximum number of vacation days per year.

Years of Continuous Employment	Days Earned per Month	Maximum Earned Vacation Days	Maximum Days Eligible to Accrue
Zero up to 1 year	.6667	8 days per year	16 days
After 1 and up to 10 years	1.0000	12 days per year	24 days
After 10 or more years	1.3333	16 days per year	32 days

Vacation earned is updated on the last pay date of the month. Employees will earn vacation if the employee works more than one half (1/2) of the total contract days in the pay periods which have been processed since the last monthly vacation update was administered. Vacation days earned will be reflected in the accumulated vacation balance on the first pay stub of the month following the update period. An employee's monthly accumulated total cannot exceed more than two (2) times the earned annual rate. For example, an employee who earns 15 vacation days annually cannot have an accumulated balance of more than 30 vacation day in any month. Employees will receive one (1) year of credit for each year of employment determined by their hire date.

Transfers:

If an employee transfers from one department/division to another without losing their status as an eligible employee, his or her continuous employment and right to accrue vacation credits will not be interrupted.

Holiday and Vacation Leave Procedures**VACATION DAYS (CONTINUED)****Approved Vacations:**

Subject to approval by the immediate supervisor, an employee may take up to a maximum of 25 consecutive days of accumulated vacation. To request vacation days, an employee must complete a Vacation Request Form, which can be obtained in the Principal/cost center head's office. The employee must complete and return this form to the Principal/cost center head's office at least ten (10) working days (or within the period stipulated in any association agreement that may apply) before the start of vacation. When a request is approved, a copy of the completed form will be returned to the employee.

Reclassifying Vacation:

Vacations, once scheduled, will not be reclassified as any other type of paid leave in the event that an employee becomes ill or has other requirements during their vacation.

Change in Employment Status:

If an employee is no longer eligible to receive vacation days because of a change in employment status or working calendar, the employee may receive a cash payment for the accumulated vacation days. This cash payment will be based on the rate of pay immediately before the change in employment status.

Separation of Employment:

If an employee separates employment a payment for accrued unused vacation days will be made to the employee's bank account on file. This payment will be made at the rate of pay immediately before the retirement date or the effective date of termination not to exceed the daily salary rate calculated from the employee's last annual compensation.

Death:

If an employee should die while actively employed, a payment for accrued unused vacation days will be made to the employee's account on file. If the employee's account on file is closed, payment will be made to the employee's estate. This cash payment will be based on the rate of pay immediately before death.

Holiday and Vacation Leave Procedures

The following procedures shall apply with regard to holiday and vacation leave for all classified District personnel.

HOLIDAYS

Eligibility for paid holidays will be determined by the employee's working calendar.

Employees on a working calendar of 208/209/210 days per work year (4 days per week/10 hours per day) shall be paid for seven (7) holidays. Fixed and flexible holidays will vary each year as these employees do not work on Fridays. Employees will receive a flex holiday should any of these holidays fall on a Friday.

- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day

Employees on a working calendar of less than 260 days per work year shall have the following four (4) paid holidays:

- Labor Day
- Thanksgiving Day
- Christmas Day
- Martin Luther King Jr. Day

Employees on a working calendar of 260 days or more per work year shall have the following nine (9) paid holidays:

- Fourth of July
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day
- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- One flexible holiday (Presidential Election Day replaces the flexible holiday every four [4] years)

Holiday and Vacation Leave Procedures**VACATION DAYS**

Full-time, 12-month employees (those on a working calendar of 260 days or more and those on working calendar of 208/209 days per work year (four days a week/10 hours a day) are eligible to earn paid vacation days.

Those employees who are part-time, seasonal, substitute, temporary, probationary, summer, and/or are on a working calendar of less than 260 day per work year (except for those on the working calendar of 208/209 days as referenced above) do not earn paid vacation days.

Earning Vacation Days:

Based on years of continuous employment with the District, employees on a working calendar of 260 days or more per work year can earn the following maximum number of vacation days per year.

Years of Continuous Employment	Days Earned per Month	Maximum Earned Vacation Days	Maximum Days Eligible to Accrue
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After 10 or more years	1.667	20 days per year	40 days

An employee on a working calendar of 208/209 days per work year (4 days per week, 10 hours per day), can earn the following maximum number of vacation days per year.

Years of Continuous Employment	Days Earned per Month	Maximum Earned Vacation Days	Maximum Days Eligible to Accrue
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Vacation earned is updated on the last pay date of the month. Employees will earn vacation if the employee works more than one half (1/2) of the total contract days in the pay periods which have been processed since the last monthly vacation update was administered. Vacation days earned will be reflected in the accumulated vacation balance on the first pay stub of the month following the update period. An employee's monthly accumulated total cannot exceed more than two times the earned annual rate. For example, an employee who earns 15 vacation days annually cannot have an accumulated balance of more than 30 vacation day in any month. Employees will receive one year of credit for each year of employment determined by their hire date.

Holiday and Vacation Leave Procedures**VACATION DAYS (CONTINUED)****Transfers:**

If an employee transfers from one department/division to another without losing their status as an eligible employee, his or her continuous employment and right to accrue vacation credits will not be interrupted.

Approved Vacations:

Subject to approval by the immediate supervisor, an employee may take up to a maximum of 25 consecutive days of accumulated vacation. To request vacation days, an employee must complete a Vacation Request Form, which can be obtained in the principal/cost center head's office.

The employee must complete and return this form to the Principal/cost center head's office at least ten (10) working days (or within the period stipulated in any association agreement that may apply) before the start of vacation. When a request is approved, a copy of the completed form will be returned to the employee.

Reclassifying Vacation:

Vacations, once scheduled, will not be reclassified as any other type of paid leave in the event that an employee becomes ill or has other requirements during their vacation.

Change in Employment Status:

If an employee is no longer eligible to receive vacation days because of a change in employment status or working calendar, the employee may receive a cash payment for the accumulated vacation days. This cash payment will be based on the rate of pay immediately before the change in employment status.

Separation of Employment:

If an employee separates employment a payment for accrued unused vacation days will be made to the employee's bank account on file. This payment will be made at the rate of pay immediately before the retirement date or the effective date of termination not to exceed the daily salary rate calculated from the employee's last annual compensation.

Death:

If an employee should die while actively employed, a payment for accrued unused vacation days will be made to the employee's account on file. If the employee's account on file is closed, payment will be made to the employee's estate. This cash payment will be based on the rate of pay immediately before death.

District Facility Usage Forms

Use of school facilities requires an approved application and \$1 million General Liability insurance for each event. For organizations without the required insurance coverage, a Special Events insurance policy may be purchased by the organization through the District with completion of the appropriate Special Events Insurance Application and payment prior to the event.

All forms and application may be found on the District Business Services Division webpage.

Community Use of School Facilities

As stated in Board policy 05.3, use of school facilities requires an approved application and \$1 million General Liability insurance for each event. For organizations without the required insurance coverage, a Special Events insurance policy may be purchased by the organization through the District with completion of the appropriate Special Events Insurance Application and payment prior to the event.

All forms and applications may be found on the District Business Services Division webpage.

Required conditions of rentals are outlined in Board policy 05.31.

Expense Reimbursement

Expense reimbursement guidelines and related forms can be found on the District Financial Services Division website under Accounting Services.

These forms are to be used by all certified and classified personnel and Board members, when requesting reimbursement of expenses.

Purchasing

SCHOOL PURCHASING

1. Funds for expenditures authorized by the approved budget are to be made available to each Principal and school council who will advise staff of the available appropriations.
2. Principal/school council shall budget the allocations available to the school. Purchases made from these allocations shall be on Board purchase orders.
3. Requisitions/Purchase orders are to be completed by the department head or teacher and sent to the Principal /designee for approval. A standard invoice, copy of a contract, or some documentation of approval for the payment must be attached before payment is made.
4. If the purchase order is approved, the Principal/designee shall record the date, vendor, and amount of the purchase on the appropriate record form (computer or binder).
5. The purchase order is then forwarded to the school/Central Office designee.
6. Copies of the purchase order shall be forwarded to the vendor, the school/District finance officer, and the person who placed the order.
7. When an order arrives, the person who placed the order checks the items received and signs and dates the receiving report or packing slip. A notation is made on the receiving report or packing slip as to the condition of the items received and any shortage in the shipment. The receiving report or packing slip is then returned to the school/District finance officer/designee-Accounts Payable to be matched with the invoice.
8. The school/District finance officer clears the invoice for payment and charges the expenditure to the appropriate school account. The Superintendent/designee shall send a budget update to each school at least once each quarter.
9. If a purchase needs to be made on an emergency basis as defined by the Superintendent/designee, the Principal shall complete the emergency Declaration form to the Chief Financial Officer and Director of Purchasing for final determination. The school employee shall then complete all other purchasing procedures after Superintendent approval of the Emergency Declaration.

DISTRICT PURCHASING

1. Expenditures authorized in the approved budget are made available to authorized Central Office personnel who make purchases.
2. Requisitions/Purchase orders shall be completed and sent to the Superintendent/designee for approval.
3. If approved, the order is placed, copies of the purchase order are distributed, as appropriate, and a record of the purchase is completed.
4. When an order arrives, the person who placed the order checks the items received and signs and dates the appropriate copy of the purchase order. A notation is made on the receiving report as to the condition of the items received and any shortage in the shipment. The receiving report is then returned to the District finance officer for payment.

Purchasing**DISTRICT PURCHASING (CONTINUED)**

5. If a purchase needs to be made on an emergency basis as defined by the Superintendent/designee, the employee shall complete a copy of the determination and findings, submit to the Chief Financial Officer and Director of Purchasing, and obtain the signature of the Superintendent on the Emergency Declaration form. After approval from the Superintendent, the employee shall complete the purchase order and arrange for the purchase. The employee shall then complete all other purchasing procedures.

USE OF DISTRICT PURCHASING CARD(S)**Credit Card**

Credit cards shall be issued in the name of the District or school and used by employees to purchase food, lodging, transportation, and other items incurred in the course of the District/school business as approved by the Superintendent/designee. Personal items, spouse/family expenses, etc., are not to be charged to the District or school credit card, even if later reimbursed to the District.

Securing

All individuals authorized to use the purchasing card, shall complete the Credit/Procurement Card Sign In/Out Form.

For additional information, see the Purchasing Department webpage.

Gifts and Grants

In accordance with Board Policy 04.61, the District shall review potential funding for alignment with the strategic plan and report new funding to the Board. Resources related to the acceptance of grants and gifts are available on the District Resource Development Department webpage. New gifts and grants may be reported for Board acceptance through the Donations portal on the District website.

Post-award expenditures shall comply with District guidelines and shall meet grantor restrictions, including reporting deadlines and standards. These compliance measures are available at the District Grants and Awards Accounting Department webpage.

ESSA Transfer Notification

The District shall notify a parent/guardian in writing that they may request a transfer to a different school for their child if the child is enrolled in a school that has been designated as “persistently dangerous” in accordance with the federal Every Student Succeeds Act of 2015 and state law, or if their child has been a victim of a violent criminal offense as defined under state law.

Hiring

The following procedures shall apply in the recruitment, selection, and employment of all classified and certified personnel hired in the District.

RECRUITMENT

Recruiting shall be the responsibility of the Superintendent/designee. Efforts shall be made to recruit a quality staff to include, but not be limited to:

1. Recruiting in local and out-of-state universities for traditional and non-traditional educational majors;
2. Establishing relationships with historically black colleges and universities as a priority;
3. Hosting in-person and virtual recruiting events;
4. Conducting orientation meetings with students at the high school relating to future employment opportunities with the District;
5. Working with state educational associations and the state department of education;
6. Conducting recruitment programs through parent-teacher organizations; and
7. Advertising through appropriate media.

SELECTION FACTORS

The Superintendent/designee shall screen applicants based on the following factors:

1. Certification (when required for the position)
2. Educational background
3. Previous work experience
4. Recommendations
5. Personal characteristics exhibited during the interview process:
 - a. Ability to communicate
 - b. Ability to work cooperatively with others
 - c. Applicant's educational philosophy
 - d. Knowledge of work area or subject matter
6. Results from required testing

EMPLOYMENT

For SBDM schools, hiring shall follow statutory guidelines and the provisions of Policy 02.4244, and the Superintendent shall complete the hiring process. Decisions on the hiring of Central Office and District-wide personnel shall be made by the Superintendent/designee. The Superintendent shall inform the Board of the appointment of all personnel.

CONTRACT

Personnel hired by the Superintendent shall review their contract and sign it before the first day of work. New hires shall not work prior to signing a contract, but may attend professional development (PD) for PD credit.

Health and Safety - Contagious Diseases

See Procedure 03.14 AP.1/Health and Safety - Contagious Diseases for a posting document of practices to reduce the risk of contagious diseases for all personnel.

Log of Inspection of Personnel Records

A log of all personnel files reviewed will include the information listed below and shall be maintained by the Records Room.

- Employee name of file reviewed;
- Name of reviewer;
- Reviewer's department name;
- Date file reviewed.

RELATED PROCEDURES:

03.15 AP.21; 03.25 AP.2

Request for Activity/Program Accommodation

A visitor to a school or a District facility may submit a request to an administrator for an accommodation to permit them to participate in school or District-sponsored programs and activities. Accommodations may include, but are not limited to, translation services, accessible seating for an event, companion seating for an event, the use of a power-driven mobility device, or the use of a service animal.

Expense Reimbursement

Please see existing procedure 03.125 AP.21/Expense Reimbursement.

Request to Access Personnel Records

All personnel files will be stored and only reviewed in the records room to ensure security of the files. Personnel records may be inspected only by the employee and by District supervisory personnel having a legitimate educational interest. Portions of personnel files containing material of a personal nature, the disclosure of which would constitute an invasion of privacy, are not open for public inspection. Employees and supervisory personnel shall submit a written or verified electronic request to the Records Room to review their personnel file. Employees shall not be permitted to view confidential documents in their file such as reference responses.

RELATED PROCEDURE:

03.15 AP.22

Model Procurement Code Purchasing

Complete procedures and purchasing regulations can be found on the District's Purchasing Department website.

Application for Waiver of Fees

The Fee Waiver Form is to be completed by a parent or guardian requesting income-based waiver of school fees. This form is available on the District website, and is available in English and other languages.

School Activity Account Budgets

PREPARATION

School activity account budgets shall be prepared in compliance with statute and/or regulation.

FUND BALANCE

In the preparation and administration of internal school account budgets, Principals shall endeavor to establish a fund balance at the end of the fiscal year to accommodate a potential cash flow problem at the beginning of the next year.

- CLASSIFIED PERSONNEL -

Employee Request for Hearing

Employees wishing to request a hearing regarding charges relating to public reprimand, suspension without pay, or termination may do so in accordance with 03.26 AP.1 Grievances.

RELATED PROCEDURE:

03.26 AP.1

- CLASSIFIED PERSONNEL -

Evaluation Appeal Form

Evaluation appeals shall be submitted in writing using the appeal process posted on the District website, in accordance with the collective bargaining agreement, where appropriate.

RELATED PROCEDURES:

03.28 AP.1

03.28 AP.21

Request for Family and Medical Leave of Absence

FAMILY AND MEDICAL LEAVE SHALL BE GRANTED UNDER THE TERMS OF POLICIES 03.12322/03.22322.

Employees shall complete the Certificate of Healthcare Provider Form provided by the Leave Center to request a Family and Medical Leave Absence.

- CLASSIFIED EMPLOYEES -**Employment-Related Staff Development****ONGOING**

Classified employees shall be involved in ongoing staff development to improve their performance within the District.

CLASSIFIED ADMINISTRATORS

Classified administrators who hold supervisory positions shall receive job related professional learning throughout the year.

REQUIRED IN-SERVICE FOR INSTRUCTIONAL EMPLOYEES

School based instructional employees (i.e. Instructional Assistants) shall receive professional development throughout each school year in accordance with expectations established by the Academic Services Division and the principals.

Non-school based instructional employees shall receive job related professional learning throughout the year.

REQUIRED IN-SERVICE FOR NON-INSTRUCTIONAL EMPLOYEES

Non-instructional employees shall receive in-service training in accordance with the requirements specified in state statutes and regulations. Job embedded training may also be provided.

PROFESSIONAL LEAVE

Classified personnel, upon approval by the Superintendent/designee, may be granted professional leave with expenses reimbursed by the Board for the purpose of attending approved meetings/conferences which relate to their areas of employment. Professional Leave requests must be submitted for approval before the intended leave on the District Professional Leave Request Form.

RELATED PROCEDURES:

03.225 AP.2

03.29 AP.2