

CLASSIFIED PERSONNEL

Salaries**HOURLY OR SALARY BASIS**

All regular and substitute classified personnel shall be paid on an hourly or salary basis as established by the Board.

WORK DAY/WORK WEEK

The length of the work day shall be established for each position by the Board. The work week for hourly (non-exempt) employees shall not exceed forty (40) hours per week, unless overtime is authorized as provided by this policy.

DETERMINATION OF EXPERIENCE

The experience of classified personnel shall be determined at time of hire. Upon initial employment, the Superintendent may grant up to ten (10) years for pay purposes when a person's specific work experience is determined to be of such importance as to make them the best-qualified candidate for the position. Classified personnel may receive up to two (2) years experience credit for active military service. The sixmonth training requirement for National Guard and Reserve service will not qualify an employee for the experience credit.

TRANSFER OF EXPERIENCE CREDIT

Classified employees transferring into the District may bring up to twenty-eight (28) years of experience credit for salary purposes provided the experience meets the District guidelines.

When a certified employee transfers to a classified position or when a former certified employee returns to work as a classified employee, the employee shall receive up to ten (10) years of experience credit for salary purposes on the classified salary schedule with verification of the prior experience.

QUALIFICATIONS

Employees shall be responsible for providing the Superintendent with all required certificates, other credentials, health examinations, and verifications of experience prior to beginning work.

PAYROLL DISTRIBUTION

Payments will be issued monthly (twelve [12] times annually) through Direct Deposit only. New employees may be issued thirteen (13) payments the first year of employment. Payments will be issued on the 28th of each month unless the 28th falls on a Saturday, Sunday, or holiday; in which case the payment will be made on the preceding day.

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

The Board shall make all deferred salary payments on or before June 30 of the current fiscal year, and these deferred payments shall then be directly deposited at the regular pay periods in June, July and August, except that at the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year.

Salaries

PAYROLL DEDUCTION

The Board shall approve all payroll deductions as specified by KRS 161.158 and Board Policy 03.2211.

NUMBER OF HOURS

No employee may work for more than forty (40) hours per week unless it has been cleared by the employee's supervisor(s) and the Finance/Personnel Offices. If an employee works in more than one area (e.g., instructional assistant and bus driver), the total amount of work time cannot exceed forty (40) hours per week unless approved by the Finance/Personnel Offices.

TIME RECORDS

All classified employees working in a non-exempt position must maintain accurate time records. Those time records should be maintained using VeriTime. When reporting to work, the employee must not sign in or clock in until they begin the duties of the position. When leaving work at the end of a work day, the employee must sign out or clock out. All times entered must reflect the accurate time to the minute. Approximate times are not acceptable.

OVERTIME

Overtime work shall be approved in advance by the Superintendent or designee.

Employees required to work in excess of forty (40) hours per week will be paid at the rate of 1½ times the regular rate for all hours beyond 40 as provided by the Fair Labor Standards Act for overtime work. Employees required to work in excess of forty (40) hours per week on days when schools and offices are closed as designated in Board policy 03.222 shall be paid at the rate of 1½ times the regular rate for all hours beyond 40 as provided by the Fair Labor Standards Act for overtime work. Twelve-month classified employees required to work on holidays as designated in Board policy 03.222 shall be paid double time.

Employees who are required to work in excess of their regularly scheduled number of hours short of overtime (40 hours per week) shall be compensated for the extra hours at their scheduled straight-time hourly rate.

EXTRA SERVICE

Classified personnel may receive extraservice pay for duties connected with handling and accounting for funds at activities scheduled outside the regular school day, provided the rate of pay does not exceed the hourly rate approved by the Board for their regular assignments. Any payment made to an employee must be processed through the payroll process.

EXCEPTION

A compensation error/adjustment that needs to be corrected shall be adjusted within the fiscal year that the discovery of such is made. Errors identified in previous fiscal years may be corrected if the employee had submitted the necessary paperwork within three (3) months of start date.

Salaries

EXTENDED EMPLOYMENT

The Principal/Supervisor shall work with the employee to establish an extended employment work plan. The plan shall be filed annually with Human Resources.

Employees whose positions include 1– 45 extended days must work the days and submit documentation to Human Resources by June 23 unless an exception is designated on the extended employment work plan that is approved by the Principal/Supervisor.

All employees who are requesting to be paid all salary owed prior to the end of the fiscal year, as provided in KRS 160.291, must work all extended days and submit documentation to Human Resources by June 23.

Sick and/or personal leave cannot be used for an extended day unless the day is designated on the extended employment work plan that is submitted to Human Resources.

Extended employment days may be worked only in whole- or half-day increments. Extended employment days cannot be worked on a Saturday or Sunday. A rare exception may be granted if approval is made in advance by the employee's Immediate Supervisor and Human Resources.

Addition of days to be worked beyond the original contract or additional days of extended employment for a position require prior Board approval before the change goes into effect. Extended days cannot be worked on a regular work day.

CLASSIFIED SUBSTITUTES

Classified substitutes will be paid at Step A of the level of the position for which they are substituting.

WORK EXPERIENCE CREDIT

A full-time employee will receive credit for one (1) year of experience each year s/he works one hundred forty (140) days or more between July 1 and June 30. ~~Classified employees transferring into the District may bring up to ten (10) years of experience credit for salary purposes provided the experience meets the District guidelines.~~

RETIRED RE-EMPLOYMENT

Classified eEmployees who retire from an accredited school district and certified employees who retire and return to the District in a classified position ~~and return to work in the District~~ shall be paid at "step A" of the level of the position for which they are hired.

REFERENCES:

KRS 78.615; KRS 160.291; KRS 161.011

KRS 337.070; KRS 337.285; KRS 424.120

702 KAR 3:320; 803 KAR 1:060; 803 KAR 1:070

Fair Labor Standards Act

Garcia v. San Antonio Metropolitan Transit Authority, 105 S. Ct. 1005 (1985)

RELATED POLICY:

03.2211

Depositories

SELECTION

The depository(ies) for all Districtschool funds, ~~including internal accounts of individual schools,~~ shall be determined by the Board. ~~The depository(ies) may be designated for a period of two (2) years and may be renewed for subsequent two (2) year cycles.~~ The depository(s) so selected shall be accessible, capable of handling shortterm investments, capable of providing those services necessary for the efficient operation of the schools, and subject to the requirements of KRS 160.570.

BIDDING

Regular investments shall be handled by allowing all local banks the opportunity to furnish the Treasurer a bid on funds to be invested. Bids shall be requested on the day funds are to be invested by calling the banks and indicating the amount to be invested and the maturity date.

Banks wishing to participate in the bidding process shall file (in advance) with the Board, safekeeping receipts covering the amount of their bids. These securities must be United States Government bonds and/or Kentucky School Building Revenue bonds.

COLLATERAL

In accordance with KRS 41.240 and Kentucky Board of Education administrative regulations, each depository selected shall, before entering upon its duties, provide collateral to be approved by the Board and by the Commissioner of Education.

REFERENCES:

KRS 41.240

KRS 160.570

702 KAR 3:090

Accounting Procedures for Kentucky School Activity Funds

SchoolRelated Student Trips

COMPETITIVE AND ATHLETIC EVENTS

The Principal shall have the authority to approve the use of school buses for transportation to competitive events.

CRITERIA FOR APPROVAL OF FIELD TRIPS AND FEES

In order for students to be counted present during school-related trips during the school day, the activity must be co-curricular or instructional.

Board approval shall be required for all trips and associated fees that use commercial carrier.

The Board authorizes the Superintendent to approve field trips and associated fees for trips that cannot be completed during the instructional day.

The Board authorizes the Principal to approve field trips and the associated fees during the instructional day given the following requirements are met:

- 1) Curricular Trips-those student trips directly related to the classroom curriculum
 - a. Field trip must be educationally justifiable (not recreational in nature);
 - b. All students desiring to participate are permitted to do so; and
 - c. No student shall be denied the opportunity to participate because of finances.
 - d. The school shall secure the funding necessary to cover the trip cost for any student who qualifies for fee waiver.
- 2) Athletics/Extracurricular
 - a. For high schools, all athletic-related contests or extracurricular competitions must have the prior approval of the Principal at each school.
 - b. For middle and elementary schools, all athletic-related contests or extracurricular competition must have the prior approval of the Principal.
 - c. These field trip requests must meet the guidelines established by the Kentucky High School Athletic Association (KHSAA).
 - d. No school instructional time may be lost without prior approval from the Superintendent.

GUIDELINES

Consideration for approving all overnight/in and out-of-state trips will use the following guidelines:

- 1) Trips should be scheduled to cause minimal disruption to the regular school day. Whenever possible, trips should occur when school is not in session.
- 2) Consideration in scheduling must have as a first priority the safety of students. For example, extended trips north should occur whenever possible, at a time when ice and snow is not a factor.
- 3) Prior to the trip, plans must be in place to ensure that missed classroom instruction will be made up.

SchoolRelated Student Trips

GUIDELINES (CONTINUED)

- 4) Approval for subsequent trips will be based on educational value factors and/or problems encountered on previous trips.
- 5) All trips requiring Superintendent approval, overnight or out of state, must be submitted in writing thirty (30) days prior to the trip. All trips using a commercial carrier (requiring Board approval) must be submitted in writing sixty (60) days prior to the trip. No reservations or deposits will be made prior to Board/Superintendent approval. Use of certified common carrier services shall be authorized by the Board on a case by case basis and the reasons to justify such use shall be cited in Board minutes.
- 6) The following written information must be attached to the request:
 - a. A short narrative describing the trip and reasons for the trip;
 - b. The educational objectives for the trip;
 - c. An itinerary listing of the schedule noting visitation sites and motels/hotels; and,
 - d. A list of all students, chaperones, parents and teachers going on the trip.
- 7) School nutrition, medication, and transportation policies must be followed.

When time constraints make it impossible to adhere to timelines, e.g., advancing in competitions, the Superintendent may approve the trip following the above guidelines.

MEALS

Any group of students participating in school-related activities away from school during normal meal times shall have meals provided by the school's school nutrition department. Exceptions can be made if ALL meals for ALL students are purchased by the school, parent group, or are in another manner donated to the students.

FEES

Groups shall pay bus drivers at rates determined by the Superintendent or the Superintendent's designee and approved by the Board. Mileage rates for field trips shall be determined by the Superintendent or the Superintendent's designee, and groups shall reimburse the Board at that rate.

If funding is not available, students may be charged an amount to cover travel expenses.

INTERSCHOLASTIC/ATHLETIC COMPETITIONS (REIMBURSEMENT GUIDELINES)

To encourage and facilitate student excellence in inter-school competition, some entry fees, meals, lodging, and necessary/actual expenses for transportation will be paid for students who have qualified to represent the school in higher level competition if the following criteria are met:

1. The activity is not itself revenue producing.
2. The student is representing the school at higher level competition, such as national or state competitions, that are not the initial level of competition.
3. Other sources of financial support will be utilized first whenever possible.
4. The event and support request is approved thirty (30) days in advance by the Principal and Superintendent.

SchoolRelated Student Trips

INTERSCHOLASTIC/ATHLETIC COMPETITIONS (REIMBURSEMENT GUIDELINES) [CONT.]

5. All claims for reimbursement will be submitted on proper forms and substantiated by receipts. (The District cannot reimburse booster clubs or students/parents directly and cannot reimburse the school for expenditures paid by booster clubs or students/parents.)

DRIVERS/VEHICLES

Buses and all other District-owned vehicles shall be driven by an adult employee duly qualified and licensed to operate the vehicle. The Transportation Coordinator shall select drivers for buses. All drivers must submit an official driving record to the Director of Transportation and be approved prior to driving.

Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations.

SUPERVISION

A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. For athletic trips, a nonfaculty coach or a nonfaculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.² There must be at least one (1) adult chaperone for every fifteen (15) students on the trip for students in grades six through twelve (6-12) and one (1) adult chaperone for every ten (10) students in grades pre-kindergarten through six (PreK-6). On overnight trips, there must be at least one (1) adult chaperone for every ten (10) students.

Principals are responsible to ensure proper supervision on all athletic trips. Head coaches and assistant coaches are expected to travel with, supervise, remain with (i.e. stay in same hotel), and be responsible for the actions of all student athletes at all times. Only during emergency situations, with prior Principal approval, may a coach ride separate from the team. All other coaches shall remain with the team.

MEDICATION

Administration of medication to students during field trips shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education.

When students will be travelling outside the state, the Superintendent's designee shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be travelling; and
2. Assign staff to accompany students on the field trip to address student medication needs.

PARENTS' APPROVAL

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in schoolsponsored trips.

SchoolRelated Student Trips

REFERENCES:

¹KRS 156.153

²KRS 161.185

³702 KAR 5:060

KRS 158.110, KRS 158.838; KRS 160.340, KRS 189.125; KRS 189.540

702 KAR 1:160; 702 KAR 3:220, 702 KAR 5:030, 702 KAR 5:080, 702 KAR 5:130

702 KAR 7:125

RELATED POLICIES:

03.1321; 03.2321; 04.31211

09.15; 09.122; 09.221; 09.2241

Use of Alcohol, Drugs, and Other Prohibited Substances

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a schoolsponsored activity, or en route to or from school or a schoolsponsored activity:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving lookalike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

DEFINITIONS

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

PENALTY

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams, marching band/color guard, and/or other schoolsponsored activities.

REPORTING

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or -sanctioned event. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

Use of Alcohol, Drugs, and Other Prohibited Substances

PREVENTION PROGRAM

The Superintendent shall establish a comprehensive and ongoing drugfree/alcoholfree prevention program for all students that shall include notice to students and parents of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs, and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and
5. Penalties that may be imposed upon students for violations of this policy.

DRUG-TESTING

STATEMENT OF PURPOSE

Today, drug abuse has grown to major proportions in our society. The high school setting is not exempt from this phenomenon. It is vital that educators and parents continually explore ways to institute programs that encourage a drug-free lifestyle for students/children. It is to that end that this program is created to provide the appropriate action plan to address and nurture a drug-free environment.

WHO WILL BE AFFECTED

All students who will be driving or parking on school property or who choose to participate on any Hardin County high school athletic team, marching band/color guard, cheerleading squad or serve as a team manager, each of which is a voluntary extracurricular activity, must abide by this policy. This includes players at the varsity or subvarsity level.

EDUCATION

At least once each semester, this policy shall be reviewed with high school athletes, artists (from this point forward in this policy, artists shall include marching band/color guard), and students who will be driving or parking on school property.

TESTING PROGRAM

In order to accomplish the purpose of this policy, each student participant on each high school team, marching band/color guard, or who will be driving or parking on school property shall be required to participate in a program of substance abuse testing. Testing shall be accomplished by the analysis of urine specimens obtained from the student participants. Collection and testing procedures shall be established, maintained and administered to ensure (a) randomness of selection procedures, (b) proper student identification, (c) that each specimen is identified with the appropriate student participant, (d) maintenance of the unadulterated integrity of the specimen, and (e) the integrity of the collection and test process as well as the confidentiality of test results.

Use of Alcohol, Drugs, and Other Prohibited Substances

SUBSTANCES TESTED

Student participants' urine specimens shall be tested for the following:

- (a) amphetamines, (b) marijuana (THC), (c) cocaine and its derivatives, (d) opiates,
- (e) phencyclidine (PCP), (f) benzodiazepine, (g) barbiturates, (h) methadone,
- (i) methaqualone, (j) propoxyphene, and (k) such other abused, illegal, or banned substances.

SANCTIONS/VIOLATIONS

Any student chosen for random drug-testing, who signs out of school on the day their number is drawn, shall have forty-eight (48) hours to report to the designated testing facility to be tested. If the student does not report to be tested, they will be assumed in violation of the policy and sanctions shall take effect. The Principal may make exceptions based on valid excuses given by the student.

SANCTIONS FOR STUDENTS WHO WILL BE DRIVING OR PARKING ON SCHOOL PROPERTY

Refusal to participate shall result in a one (1) calendar year suspension of driving/parking on school property privileges to school.

First Violation - shall result in a twelve (12) school week suspension of driving/parking on school property privileges to school. The student driver and his parents/guardians shall be notified, and the Principal shall convene a meeting with the student and his/her parents/guardians. At the expense of the parents/guardians, the parents/guardians shall seek an evaluation of the student's drug use from a qualified chemical dependency counselor acceptable to the District. Reinstatement will require a clean drug screen performed at the school.

Second Violation - shall result in loss of driving/parking privileges to school for the remainder of the student's high school career. If a student is caught driving/parking on school property while driving privileges have been suspended, further sanctions could occur.

SANCTIONS FOR STUDENT ATHLETES/ARTISTS

First Violation – If a sample tests positive, the athlete and his parents or guardians shall be notified, and the Principal shall convene a meeting with the student and his parents or guardians, at which time the student has one of the following options:

- (1) At the expense of the parents/guardians, the parents/guardians shall seek an evaluation of the student's drug use from a qualified chemical dependency counselor acceptable to the District. Additionally, at the expense of the parents/guardians, weekly urinalysis will be conducted during this time. At the expense of the Board, drug testing will be conducted every sixty (60) days thereafter as long as the student is a member of a sports team, cheerleading squad or serves as a team manager for the current school year. The student is also automatically suspended for ten (10) days from participating in any athletic event/contest; however, the student may be allowed to practice. Athletes/artists who are student drivers will be subject to the first violation for student drivers (loss of driving privileges for twelve (12) weeks).
- (2) If a student who tests positive fails to abide by Option 1 then the violator will suffer suspension from all athletics/contests, including practices, for the remainder of the current season and the next athletic season for all sports/contests (sports teams, cheerleading squads, marching band/color guard, or team managers).

Use of Alcohol, Drugs, and Other Prohibited Substances**SANCTIONS FOR STUDENT ATHLETES/ARTISTS (CONTINUED)**

Second Violation – A subsequent offense results in automatic imposition of suspension from all athletics/contests (including practices) for all sports for a twelve (12) month period.

Third Violation – The student participant shall be excluded from participation in any athletic team, marching band/color guard for the remainder of the student's interscholastic eligibility.

AMENDMENT OF POLICY

This policy may be amended at any time by the Hardin County Board of Education.

REFERENCES:

KRS 158.150; KRS 158.154; KRS 158.155

KRS 160.290; KRS 161.180

KRS 217.900; KRS 218A.020; KRS 218A.1430; KRS 218A.1447

OAG 82633; OAG 9332

Clark County Board of Education vs. Jones, KY. App., 625 S. W. 2d 586 (1981).

Board of Ed. of Tecumseh Public School District, Independent School Dist. No. 92 of Pottawatomie Cty. v. Earls, ___ U.S. ___, 242 F.3d 1264 (2002).

RELATED POLICY:

09.2241