



**THE KENTON COUNTY BOARD OF
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY
41017

TELEPHONE: (859) 344-8888 / FAX: (859) 344-1531

WEBSITE: www.kenton.kyschools.us

Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

05/25/2018

AGENDA ITEM (ACTION ITEM):

Consider/Approve The Human Resource department requests Board approval for a revision to all job descriptions to standardize the terms of employment and qualifications.

APPLICABLE BOARD POLICY:

03.133 and 03.233 "Duties": Job Description

HISTORY/BACKGROUND:

In order to provide consistency to the number of contract days worked by each position per fiscal year, Human Resources requests all "Terms of Employment" on any job description be modified to remove the option to work less days than the job description defines. The current language of roughly 35 job descriptions allows for the employee and supervisor to reduce the contract by up to five days per year. This option potentially allows employees working under the same job description to work a different number of days per school year. If it becomes necessary to alter the number of days worked for any position in the future, then the Board will be presented with a revised job description for consideration, and the proper justification detailing why all employees under the job description should work more or less days than the current level. This request is necessary to provide consistency amongst all positions in the District in terms of contract days worked per fiscal year. In addition to the days per year modification, Human Resources requests all job descriptions with the following statement in the qualifications section of the job description be removed to avoid ambiguity and confusion on what qualifications are necessary to earn a position: "Such Alternatives to the above qualifications as the Board may find appropriate and acceptable". This language does not allow for consistent application and interpretation of qualifications for a position and should be removed to avoid misunderstanding.

FISCAL/BUDGETARY IMPACT:

The District currently budgets salary costs at the full potential cost of each position, therefore the salary budget will not increase as a result of this change. Currently nine (9) employees have elected to reduce the number of days worked compared to the maximum number of days specified by the job description. Though the salary expenditure for these nine individuals will increase by their daily pay rate times the number of days it takes to bring them back to the maximum number of work days per year, the budgeted amount for salaries will not increase. The approximate annual increase in salary expenditures for these nine employees is \$21,240.

RECOMMENDATION:

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jessica Jehn
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities*."

It is recommended the Kenton County Board of Education approve the revision to all job descriptions currently listing two options for days worked per year in the terms of employment to be reduced to one, consistent number of contract days per year, per position and approve the removal of the language "Such Alternatives to the above qualifications as the Board may find appropriate and acceptable" from the qualification section of all job descriptions.

CONTACT PERSON:

Matt Rigg, Director Human Resources

Principal



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent’s mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jesica Jehn
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities*."