# **DRAFT – 8/4/21**

# PERSONNEL DT03.21

‑ Classified Personnel ‑

Hiring

Superintendent's Responsibilities

All appointments, promotions, and transfers of classified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

Effective Date

Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent.

Criminal Background Check and Testing

Applicants and employees shall undergo records checks and testing as required by applicable statutes and regulations.1&2 Bus drivers and applicants requiring a Commercial Driver’s License (CDL) must undergo additional background and substance use checks per Board Policy 06.221.

Each application form provided by the employer to an applicant for a classified position shall conspicuously state the following:

"FOR THIS TYPE OF EMPLOYMENT, 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 STATING THE APPLICANT HAS NO ADMINISTRATIVE FINDINGS OF CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.”

Initial employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Employment shall also be contingent on receipt of a letter from the Cabinet provided by the individual documenting that the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet.

“Administrative finding of child abuse or neglect” means a substantiated finding of child abuse or neglect issued by the Cabinet for Health and Family Services that is:

1. Not appealed through an administrative hearing conducted in accordance with KRS Chapter 13B;
2. Upheld at an administrative hearing conducted in accordance with KRS Chapter 13B and not appealed to a Circuit Court; or
3. Upheld by a Circuit Court in an appeal of the results of an administrative hearing conducted in accordance with KRS Chapter 13B.1

Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

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Hiring

Criminal Background Check and Testing (continued)

Link to DPP-156 Central Registry Check and more information on the required CA/N check:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

Criminal records checks on persons employed in Head Start programs shall be conducted in conformity with 45 C.F.R. § 1302.90.

Report to Superintendent

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal.

Educational Requirements

No person shall be initially hired unless s/he holds at least a high school diploma or high school certificate of completion or High School Equivalency Diploma or unless s/he shows progress, as defined by Administrative Regulations of the State Board for Adult, and Technical Education, toward obtaining a High School Equivalency Diploma. Employees shall hold the qualifications for the position as established by the Commissioner of Education.3

All paraprofessionals shall satisfy educational requirements specified by federal law.4

Hiring of Retired Personnel

When the District hires full-time classified employees previously retired under KRS, those employees shall participate in the District's health insurance program.

Qualifications

The Superintendent shall employ only individuals who, in accordance with state law and regulation, and Board policy, are qualified for the positions they will hold, except in the case where no individual applies who is properly qualified.

Job Register

The Superintendent or the Superintendent's designee shall maintain in the Central Office a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection during Central Office business hours.

Vacancies Posted

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted in the Central Office and in each school building on a timely basis and shall refer interested persons to the Central Office job register for additional information.

Review of Applications

Upon initial receipt, the Superintendent/designee shall review each application. Each applicant shall receive notice that his/her application has been reviewed. Applications for candidates not employed shall be retained for three (3) years and shall remain active for one (1) year.

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#  (Continued)

Hiring

Relationships

The Superintendent shall not employ a relative of a member of the Board.

A relative may be employed as a substitute for a certified or classified employee if the relative is not:

1. A regular full-time or part-time employee of the District;
2. Accruing continuing contract status or any other right to continuous employment;
3. Receiving fringe benefits other than those provided other substitutes; or
4. Receiving preference in employment or assignment over other substitutes.1

A relative of the Superintendent shall not be employed except as provided by KRS 160.380.1

Emergency Hiring

During emergency situations, job openings may be filled without listing in the job register or posting in District buildings.

Job Description

All employees shall receive a copy of their job description and responsibilities.

Contract

All regular full-time and part-time employees shall receive a contract.

Reasonable Assurance of Continued Employment for Substitute Classified Employees

Substitute classified employees shall be notified in writing by April 30 of each year as to whether they have reasonable assurance of continued employment for the following year.

Employees Seeking a Job Change

Other than the routine transmission of administrative and personnel files, District employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law and such school employee, contractor, or agent does not meet the exceptions outlined in 20 U.S.C. § 7926.

References:

1KRS 160.380

2702 KAR 5:080

3KRS 161.011

4P.L. 114-95, (Every Student Succeeds Act of 2015)

 20 U.S.C. § 7926; 42 U.S.C. § 9843a(g)

 34 C.F.R. § 200.58; 45 C.F.R. § 1302.90

 49 C.F.R. § 382.701; 49 C.F.R. **§** 382.703

 KRS Chapter 13B

 KRS 17.160; KRS 17.165; KRS 156.070

 KRS 160.345; KRS 160.390; KRS 335B.020; KRS 405.435

 OAG 18-017; OAG 91‑10; OAG 91‑149; OAG 91‑206

 OAG 92‑1; OAG 92‑59; OAG 92‑78; OAG 92‑131; OAG 97-6

 Kentucky Local District Classification Plan; 13 KAR 3:030; 702 KAR 3:320

 Records Retention Schedule, Public School District

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#  (Continued)

Hiring

Related Policies:

01.11; 02.4244; 03.232; 03.27; 03.28; 03.5; 06.221