

Policy Review Cycle Set #7a

Board Policy Committee Meeting

January 4, 2022

Human Resources

Leave

No Change	03.1236	Emergency Leave (Certified)
No Change	03.2236	Emergency Leave (Classified)
No Change	03.1237	Court Appearances- Jury Leave (Certified)
No Change	03.2237	Court Appearances- Jury Leave (Classified)
Change	03.1238	Military-Disaster Service Leave (Certified)
Change	03.2238	Military-Disaster Service leave (Classified)
No Change	03.1239	Leave for Political Activities (Certified)
No Change	03.2239	Leave for Political Activities (Classified)

Standards and Discipline

Change	03.1322	Gifts (Certified)
Change	03.2322	Gifts (Classified)
No Change	03.1324	Political Activities (Certified)
No Change	03.2324	Political Activities (Classified)
Change	03.1235	Disrupting the Educational Process (Certified)
Change	03.2235	Disrupting the Educational Process (Classified)

-CERTIFIED PERSONNEL-

Emergency Leave

NUMBER OF DAYS

Full-time certified employees shall be entitled to emergency leave, not to exceed two (2) days of leave with pay each school year, pursuant to procedures established by the Superintendent.

Part-time, initial probationary, temporary, seasonal, and substitute employees are not eligible for emergency leave.

REASONS FOR LEAVE

Reasons for granting emergency leave may include the following:

1. Death or funeral of a relative by blood or marriage.
2. Emergency situations resulting from natural disasters, such as flood, tornado, or primary dwelling fire. This applies only in cases not covered by sick leave.
3. Such other reasons of an emergency or extraordinary nature as approved by the Superintendent/designee.

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 file a personal affidavit upon their return to work stating the specific reasons for their absence.

ACCUMULATION

Emergency leave days not taken during the school year shall not accumulate.

REFERENCES:

[KRS 161.152](#), [KRS 161.155](#)
[OAG 76-427](#), [OAG 72-348](#)

RELATED POLICIES:

03.1232, 03.1237

Adopted/Amended: 11/25/2013
Order #: 2013-191

- CLASSIFIED PERSONNEL -

Emergency Leave

NUMBER OF DAYS

Full-time classified employees shall be entitled to emergency leave, not to exceed two (2) days of leave with pay each school year, pursuant to procedures established by the Superintendent.

Part-time, initial probationary, temporary, seasonal and substitute employees and student workers are excluded from emergency leave.

REASONS FOR LEAVE

Reasons for granting emergency leave may include the following:

1. Death or funeral of a relative by blood or marriage.
2. Emergency situations resulting from natural disasters, such as flood, tornado, or primary dwelling fire. This applies only in cases not covered by sick leave.
3. Such other reasons of an emergency or extraordinary nature as approved by the Superintendent/designee.

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 file a personal affidavit stating the specific reasons for their absence.

ACCUMULATION

Emergency leave days not taken during the school year shall not accumulate.

REFERENCES:

[KRS 161.152](#); [KRS 161.155\(3\)](#); [OAG 76-427](#); [OAG 72-348](#)

RELATED POLICIES:

- 03.2232
- 03.2237

Adopted/Amended: 11/25/2013
Order #: 2013-191

- CERTIFIED PERSONNEL -

Court Appearances/Jury Leave

COURT APPEARANCES

Employees of the District who are legally required to appear in court or to be away from regular school duties for school-related legal obligations and who are not covered under any other leave policy shall be granted paid leave when such appearance is properly certified. The District may provide legal counsel to employees in any legal action taken against them in connection with the discharge of their duties when sanctioned by the Superintendent. The employee must, however, promptly deliver the original or copy of a summons, complaint, or other legal paper to the immediate supervisor.

Such leave shall not be granted when the employee is a plaintiff or witness against the Board or its agents, or when the employee is a plaintiff in cases without the sanction of the Superintendent.

JURY DUTY

Any employee of the District who serves on a jury shall be granted jury duty leave with regular pay, less any compensation received as jury pay. Any reimbursement for expenses may be retained by the employee.

NOTICE

An employee who will be absent from work to serve on jury duty must give advance notice to their immediate supervisor.

REFERENCES:

[KRS 161.153](#)

[OAG 78-696](#)

Adopted/Amended: 11/25/2013

Order #: 2013-191

- CLASSIFIED PERSONNEL -**Court Appearances/Jury Leave****COURT APPEARANCES**

Employees of the District who are legally required to appear in court or to be away from regular school duties for school-related legal obligations and who are not covered under any other leave policy shall be granted paid leave when such appearance is properly certified. The District may provide legal counsel to employees in any legal action taken against them in connection with the discharge of their duties when sanctioned by the Superintendent. The employee must, however, promptly deliver the original or copy of a summons, complaint, or other legal paper to the immediate supervisor. Such leave shall not be granted when the employee is a plaintiff or witness against the Board or its agents, or when the employee is a plaintiff in cases without the sanction of the Superintendent.

JURY DUTY

Any employee of the District who serves on a jury shall be granted jury duty leave with regular pay, less any compensation received as jury pay. Any reimbursement for expenses may be retained by the employee.

NOTICE

Employees who will be absent from work to serve on jury duty must give advance notice to their immediate supervisor.

REFERENCES:

[KRS 161.153](#)
[OAG 78-696](#)

Adopted/Amended: 11/25/2013
Order #: 2013-191

- CERTIFIED PERSONNEL -

Military/Disaster Services Leave

Military leave shall be granted to any employee of the District pursuant to KRS 61.371-61.379 and 61.394.

Employees who are members of the National Guard or of any reserve component of the Armed Forces of the United States, or 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 (no more than 15 work 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 or her~~ his/her immediate supervisor as soon as ~~thes/he~~ employee is notified of an impending military-related 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.²

REFERENCES:

¹KRS 61.373, KRS 61.375, KRS 61.377, KRS 61.394, KRS 61.396

²KRS 61.395
KRS 161.168
KRS 161.740 (3)
702 KAR 3:070
OAG 76-316
OAG 74-258
OAG 82-305

Adopted/Amended: 11/25/2013
Order #: 2013-191

-CLASSIFIED PERSONNEL-

Military/Disaster Services Leave

Military leave shall be granted to any employee of the District pursuant to KRS 61.371-61.379 and 61.394.

Employees who are members of the National Guard or of any reserve component of the Armed Forces of the United States, or 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 (no more than 15 work 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 or her~~his/her immediate supervisor as soon as ~~thes/he~~the employee is notified of an impending military-related 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.²

REFERENCES:

¹KRS 61.373, KRS 61.375, KRS 61.377, KRS 61.394, KRS 61.396

²KRS 61.395
KRS 161.168; KRS 161.740 (3)
702 KAR 3:070
OAG 76-316
OAG 74-258

OAG 82-305 Adopted/Amended: 11/25/2013
Order #: 2013-191

- CERTIFIED PERSONNEL -

Leave for Political Activities

Upon the recommendation of the Superintendent, the Board of Education may grant any employee, upon written request, an unpaid leave for the purpose of engaging in political activities.

REFERENCES:

[KRS 160.291](#)

[KRS 161.164](#)

[KRS 161.990](#)

Adopted/Amended: 11/25/2013

Order #: 2013-191

- CLASSIFIED PERSONNEL -

Leave for Political Activities

Upon the recommendation of the Superintendent, the Board of Education may grant any employee, upon written request, an unpaid leave for the purpose of engaging in political activities.

REFERENCES:

[KRS 160.291](#)

[KRS 161.164](#)

[KRS 161.990](#)

Adopted/Amended: 11/25/2013

Order #: 2013-191

- CERTIFIED PERSONNEL -

Gifts

No employee of the District shall receive, directly or indirectly, any gift, reward, or promise of reward in exchange for influence in recommending or procuring the use of any goods, services, property, or merchandise of any kind for which District funds are expended. An employee may accept a gift from a parent-teacher organization or an employee organization in recognition of the employee's service in support of students and the District.

For the purposes of this policy, a gift does not include a:

1. Professional recognition an employee receives from the District or external entity that includes a monetary award; or
2. Financial incentive or prize of monetary value provided by an employee organization or parent-teacher organization.

REFERENCES:

KRS 160.580
KRS 45A.340
KRS 45A.455

Adopted/Amended: 11/25/2013
Order #: 2013-191

- CLASSIFIED PERSONNEL -

Gifts

No employee of the District shall receive, directly or indirectly, any gift, reward, or promise of reward in exchange for influence in recommending or procuring the use of any goods, services, property, or merchandise of any kind for which school funds are expended. An employee may accept a gift from a parent-teacher organization or an employee organization in recognition of the employee's service in support of students and the District.

For the purposes of this policy, a gift does not include a:

1. Professional recognition an employee receives from the District or external entity that includes a monetary award; or
2. Financial incentive or prize of monetary value provided by an employee organization or parent-teacher organization.

REFERENCES:

KRS 160.580

KRS 45A.340

KRS 45A.455

Adopted/Amended: 11/25/2013

Order #: 2013-191

- CERTIFIED PERSONNEL -

Political Activities

Employees of the District shall not promote, organize or engage in political activities during school/office hours. At no time shall school equipment be used for political purposes by employees. Promoting, organizing or engaging in political activities shall include, but not be limited to, the following:

1. Encouraging students to adopt or support a particular political position, party, or candidate; or
2. Using school property or materials to advance the support of a particular political position, party, or candidate.

Any employee engaging in political activity during school/office hours shall be subject to disciplinary action, including termination.

"Political positions" shall not be defined to include communications allowed in collective bargaining agreements and those approved by the Superintendent to be distributed to parents or the community concerning District needs or proposed actions by the Board. Examples of such communications may include, but not be limited to, those addressing the District's legislative priorities and District facility and financial needs.

Employees shall not be prohibited from renting school property for use at appropriate times for political purposes.

SCHOOL BOARD ELECTIONS

The Superintendent shall inform all District employees of the provisions of KRS 161.164.

REFERENCES:

KRS 161.164; KRS 161.990
OAG 72-700; OAG 63-572
OAG 92-145

RELATED POLICY:

03.113

Adopted/Amended: 11/25/2013
Order #: 2013-191

- CLASSIFIED PERSONNEL -

Political Activities

Employees of the District shall not promote, organize or engage in political activities during school/office hours. At no time shall school equipment be used for political purposes by employees. Promoting, organizing or engaging in political activities shall include, but not be limited to, the following:

1. Encouraging students to adopt or support a particular political position, party, or candidate; or
2. Using school property or materials to advance the support of a particular political position, party, or candidate.

Any employee engaging in political activity during school/office hours shall be subject to disciplinary action, including termination.

"Political positions" shall not be defined to include communications allowed in collective bargaining agreements and those approved by the Superintendent to be distributed to parents or the community concerning District needs or proposed actions by the Board. Examples of such communications may include, but not be limited to, those addressing the District's legislative priorities and District facility and financial needs.

Employees shall not be prohibited from renting school property for use at appropriate times for political purposes.

SCHOOL BOARD ELECTIONS

The Superintendent shall inform all District employees of the provisions of KRS 161.164.

REFERENCES:

KRS 161.164; KRS 161.990
OAG 72-700; OAG 63-572
OAG 92-145

RELATED POLICY:

03.212

Adopted/Amended: 11/25/2013
Order #: 2013-191

- CERTIFIED PERSONNEL -

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events and activities, may be subject to disciplinary action, including termination.

For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct that threatens the health, safety, or welfare of others;
2. Conduct that may damage public or private property, including the property of students or staff;
3. Illegal activity;
4. Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
5. Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

OTHER COMPLAINTS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.13, 09.422, ~~and/or~~ 03.162, ~~and~~ 03.1621, which addresses bullying/hazing, harassment/discrimination, and access to equal educational opportunities ~~allegations~~.

REFERENCES:

KRS 160.290
KRS 161.790

RELATED POLICIES:

03.113, 03.162, 03.17, 09.422, 10.21

Adopted/Amended: 11/25/2013
Order #: 2013-191

- CLASSIFIED PERSONNEL -

Disrupting the Educational Process

Any employee who, while under the authority of the Superintendent, participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events and activities, may be subject to disciplinary action, including termination.

For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct that threatens the health, safety, or welfare of others;
2. Conduct that may damage public or private property, including property of students or staff;
3. Illegal activity;
4. Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
5. Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

OTHER COMPLAINTS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.13, 09.422, ~~and/or 03.162~~, and 03.1621, which addresses bullying/hazing, harassment/discrimination, and access to equal educational opportunities ~~allegations~~.

REFERENCES:

- KRS 160.290
- KRS 161.790

RELATED POLICIES:

03.212, 03.262, 03.27, 09.422, 10.21

Adopted/Amended: 11/25/2013
Order #: 2013-191