



Kenton County School District | *It's about ALL kids.*

Issue Paper

DATE:

January 28, 2022

AGENDA ITEM (ACTION ITEM):

Consider/Approve waiving the 1st Reading of revisions to Policy 03.222 – Holidays, Non-Working Days, Vacation Days, and Annual Leave and approve upon this reading under the emergency situation stated in Policy 01.5

APPLICABLE BOARD POLICY:

01.5 - School Board Policies

HISTORY/BACKGROUND:

The district has established employee work calendars which include several paid non-working holidays throughout the year. As recognized in Policy 03.222 there could be, for security or facility emergency reasons, a need to call in certain classified personnel to work on holidays. The policy recognizes that need and this amendment authorizes payment for those additional hours of work at the employee's current rate in addition to their paid holiday hours in those instances.

FISCAL/BUDGETARY IMPACT:


Less than \$5,000 annually from the General Fund

RECOMMENDATION:

Approval to waive the 1st Reading of revisions to Policy 03.222 - Holidays, Non-Working Days, Vacation Days, and Annual Leave and approve upon this reading under the emergency situation stated in Policy 01.5.

CONTACT PERSON:


Malina Owens, Susan Bentle



Principal



District Administrator



Superintendent

- CLASSIFIED PERSONNEL -**Holidays, Non-Working Days, Vacation Days, and Annual Leave**

Classified personnel shall be paid for four (4) holidays which shall be designated in the official school calendar. Twelve (12) month employees shall be paid for five (5) holidays, which shall be designated on their work calendar.

WORK SCHEDULE DURING PAID HOLIDAYS ~~BREAKS~~

The Superintendent/designee shall determine the work schedule of all ~~twelve (12) month~~ employees. The Superintendent/designee may require, for security or facility emergencies ~~other reasons~~, certain classified personnel to work on holidays ~~or during Christmas or spring break~~. In this case, the employee shall be paid their current rate of pay for the additional hours worked in addition to their paid holiday hours ~~granted compensatory time on another day~~.

WORK SCHEDULE

Each position is assigned for a specified number of work days. The remaining days of the calendar are designated as non-working days, for which the employee will not be scheduled to work. Employees who work a 245 day calendar and have worked continuously this calendar for 10+ years in-district are allowed to take five (5) additional vacation days off. Scheduling of non-working and vacation days must be approved in advance by the immediate supervisor of the employee. (For employment purposes, a calendar year shall run from July 1 through June 30.)

The immediate supervisor shall coordinate with, and approve the work schedule of, all employees under their supervision who are contracted to work more or less days than the Board approved official school calendar to ensure the employee's contract is fulfilled within the fiscal year of July 1 – June 30. It is the responsibility of every employee to record their time worked and time not worked through the appropriate District process and/or software.

ANNUAL LEAVE

Classified staff who are employed for a minimum of 230 days annually and are credited with fifteen (15) years or more to the District shall be eligible to accumulate up to five (5) days of annual leave per year, maximum of sixty (60) days of annual leave total. Eligibility continues throughout employee's service provided employee continues to work a minimum of 230 days annually. Personnel who are terminated with just cause will forfeit any unused annual leave days.

Compensation for accrued annual leave shall be made at time of retirement or resignation at a rate not to exceed the daily salary rate calculated from the employee's last annual compensation; no stipend position salary will be added to this calculation.²

REFERENCES:

KRS 158.070
KRS 160.291
KRS 161.154
KRS 2.110
KRS 2.190