

SPENCER COUNTY PUBLIC SCHOOLS
Board of Education Agenda Item



Meeting Date 3/27/2023

Topic/Title Personnel Document Procedure Draft

Presenter(s) Chuck Abell

Type of Information/Board Action

- ☐ Information only. No Board action required.
- ☐ Action requested at a future meeting: [Click or tap to enter a date.](#)
- ☒ **Consent agenda for approval at this meeting.**
- ☐ Action requested at this meeting.

Board review is a result of:

- ☐ State or federal law or regulation.
- ☐ Board of Education policy.
- ☐ Past practice.
- ☒ Other: Update of Personnel Document Procedure

Previous Review, Discussion, or Action

- ☐ No previous Board review, discussion, or action.
- ☐ Previous review/action on: [Click or tap to enter a date.](#) Action: [Click or tap here to enter text.](#)

Background/Summary of Presented Information

Request approval of Personnel Document 03.121 AP.22 and 03.221 AP.22 (attached) to replace current Employee Checklist – the attached draft Personnel Document is consistent with KSBA procedures.

Financial Considerations

- ☐ There is NO financial impact on resources.
- ☐ There is a financial impact on Board resources. Chief Financial Officer must review.
[Click or tap here to enter text.](#) Chief Financial Officer's initials, if required

Superintendent's Recommendation

- ☐ Recommend approval as presented.

- CERTIFIED PERSONNEL -**Personnel Documents****EMPLOYEE'S NAME** _____**REQUIREMENTS**

Employment shall be contingent upon meeting all requirements (state and local) for the position. Employees shall provide the following documents to the Central Office.

- ☐ **TEACHING CERTIFICATE:** An official copy of the certified staff member's certificate or a cover letter that is valid for the current year from the Department of Education, Division of Certification.
- ☐ **TRANSCRIPTS:** Official copies of college/university credits and standardized test results.
- ☐ **APPLICATION (Including references,** a list of states of former residence and dates of residency, and picture identification)
- ☐ **STATEMENT CONCERNING YOUR EMPLOYMENT IN A JOB NOT COVERED BY SOCIAL SECURITY (SSA-1945 form)/TRS**
- ☐ **RANK STATUS:** Verification of current Rank Status.
- ☐ **VERIFICATION OF EXPERIENCE:** Verification from each school district, including the address for out-of-state schools, or the Kentucky Department of Education for which there is past teaching or administrative experience. (This must be on file before salary can be received based on that experience. Employees are responsible for providing the verification of experience.)
- ☐ **HEALTH CERTIFICATION:** Each employee, including substitutes, must have a medical examination, which shall include a tuberculin risk assessment, prior to initial employment, and proof shall be filed with the Central Office. Individuals identified as being at high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by 702 KAR 001:160. Health certification records shall also include results from Hepatitis B vaccinations, if the position so requires.
- ☐ **PERSONAL DATA FORM**
- ☐ **TAX WITHHOLDING EXEMPTION CERTIFICATES:** Each employee is to complete a copy of Form K-4 (State) and Form W-4 (Federal) for their file. (New certificates must be completed any time the employee makes a change in the number of exemptions claimed or the amount to be deducted.)

Personnel Documents**REQUIREMENTS (CONTINUED)****☐ DIRECT DEPOSIT FORM**

- ☐ VERIFICATION OF TRANSFERABLE SICK LEAVE, if applicable:** Certified employees may transfer days of accumulated sick leave from one Kentucky district or the Kentucky Department of Education to another Kentucky district when place of employment changes. There cannot be a break in service for sick leave to transfer.
- ☐ CRIMINAL RECORDS CHECK FORM:** Per KRS 160.380 - State and Federal background checks.
- ☐ LETTER FROM CABINET FOR HEALTH AND FAMILY SERVICES:** Applicants (hired on or after April 4, 2018) must complete a Child Abuse Neglect Check (CAN) and must provide a letter from the Cabinet for Health and Family Services stating that there are no administrative findings of child abuse or neglect on record.
- ☐ DRIVING RECORDS CHECK FORM:** Required by the state for all bus drivers and by the District, if applicable for other certified personnel. Form will be mailed by Central Office personnel to the Kentucky Transportation Cabinet, Division of Driver Licensing.
- ☐ I-9 FORM:** Required by federal law to determine eligibility for employment in the United States.
- ☐ CAFETERIA BENEFIT PLAN APPLICATION, if applicable:** New full-time employees received notification of the District's Third Party Administrator (TPA). All employees must meet with the District's TPA Representative annually.

Personnel records also may include the following: evaluation documents; documentation of personnel actions (promotions, transfers, demotions, disciplinary actions, nonrenewals, terminations); contracts and/or salary records; record of professional development activities, and other payroll-related information (insurance forms/deductions and direct deposit authorizations).

Review/Revised:6/18/2020

- CLASSIFIED PERSONNEL -**Personnel Documents**

EMPLOYEE'S NAME _____

REQUIREMENTS

Employment shall be contingent upon meeting all requirements (state and local) for the position. Employees shall provide the following documents to the Central Office.

- ☐ **HIGH SCHOOL DIPLOMA (OR HIGH SCHOOL EQUIVALENCY DIPLOMA OR PROOF OF PROGRESS TOWARD HIGH SCHOOL EQUIVALENCY DIPLOMA FOR STAFF EMPLOYED AFTER 7/31/90)**
- ☐ **APPLICATION (INCLUDING REFERENCES A LIST OF STATES OF FORMER RESIDENCE AND DATES OF RESIDENCY, AND PICTURE IDENTIFICATION)**
- ☐ **CERTIFICATION (I.E., CDL FOR BUS DRIVERS) OR LICENSURE, WHERE APPLICABLE**
- ☐ **VERIFICATION OF EXPERIENCE:** Verification from each school district, including address for out-of-state schools, or the Kentucky Department of Education for which there is experience. (This must be on file before salary can be received based on that experience. Employees are responsible for providing the verification of experience.)
- ☐ **HEALTH CERTIFICATION:** Each regular or substitute employee must have a medical examination, which shall include a tuberculin risk assessment, prior to initial employment, and proof shall be filed with the Central Office. Individuals identified as being at high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by 702 KAR 001:160. This form is required annually for school bus drivers, as are required drug testing results. Health certification records shall also include results from Hepatitis B vaccinations, if the position so requires.
- ☐ **MEMBERSHIP APPLICATION TO THE COUNTY EMPLOYEES' RETIREMENT SYSTEM:** Each regular full time classified employee must file a membership application with the County Employees' Retirement System if they are not already a member or if they have previously withdrawn their account.
- ☐ **PERSONAL DATA FORM**
- ☐ **TAX WITHHOLDING EXEMPTION CERTIFICATES:** Each employee is to complete a copy of Form K-4 (State) and Form W-4 (Federal) for their file. (New certificates must be completed any time the employee makes a change in the number of exemptions claimed or the amount to be deducted.)
- ☐ **DIRECT DEPOSIT FORM**
- ☐ **CRIMINAL RECORDS CHECK FORM:** Per KRS 160.380 - State and Federal background checks.

Personnel Documents

REQUIREMENTS (CONTINUED)

- **LETTER FROM CABINET FOR HEALTH AND FAMILY SERVICES:** Applicants (hired on or after April 4, 2018) must complete a Child Abuse Neglect Check (CAN) and must provide a letter from the Cabinet for Health and Family Services stating that there are no administrative findings of child abuse or neglect on record.
- **I-9 FORM:** Required by federal law to determine eligibility for employment in the United States.
- **DRIVING RECORDS CHECK FORM:** Required by state for all bus drivers and by the District, if applicable, for other classified personnel. Form will be mailed by Central Office personnel to the Kentucky Transportation Cabinet, Division of Driver Licensing.
- **COMMERCIAL DRIVER'S LICENSE:** Must be presented to the Superintendent's designee by each regular or substitute bus driver employed by the District prior to assuming the duties of the position.
- **CAFETERIA BENEFIT PLAN NOTIFICATION, if applicable:** New full-time employees receive notification of the District's Third Party Administrator (TPA). All employees must meet with the District's TPA Representative annually.

Personnel records also may include the following: evaluation documents; documentation of personnel actions (promotions, transfers, demotions, disciplinary actions, nonrenewals, terminations); contracts and/or job descriptions; record of professional development activities, and other payroll-related information (insurance forms/deductions and direct deposit authorizations).