

JESSE BACON, SUPERINTENDENT

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Dr. Jesse Bacon, Superintendent
Mrs. Adrienne Usher, Assistant Superintendent

FROM: Althea Hurt, Director of Human Resources

DATE: June 8, 2023

RE: Item for the July Board Meeting - 2023-2024 BCPS Employee Handbook

Attached please find the BCPS Employee Handbook for the 2023-2024 school year. It has been revised by KSBA to include updated policies and procedures. It will be available for viewing on the district website. All employees will sign off electronically upon receipt of the updated Employee Handbook.

Attachments: 2023-2024 BCPS Employee Handbook

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

BULLITT COUNTY PUBLIC SCHOOLS



MOVING FORWARD

2023~~2~~ - 2024~~3~~ Employee Handbook

Jesse Bacon, Superintendent
Bullitt County Board of Education
1040 Hwy. 44 East
Shepherdsville, KY 40165
Phone 502.869.8000 • Fax 502.543.3608
www.bullitt.kyschools.us

As required by law, the Board of Education does not discriminate on the basis of race, color, national or ethnic origin, age, religion, sex (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

Table of Contents

Table of Contents	i
Introduction	4
WELCOME	4
DISTRICT MISSION	4
FUTURE POLICY CHANGES	4
CENTRAL OFFICE PERSONNEL	5
SCHOOL ADMINISTRATORS	6
SCHOOL CALENDAR 2022-2023	9
General Terms of Employment	10
EQUAL OPPORTUNITY EMPLOYMENT	10
HARASSMENT/DISCRIMINATION/TITLE IX SEXUAL HARASSMENT	10
HIRING	11
TRANSFER OF TENURE	12
JOB RESPONSIBILITIES	12
CRIMINAL BACKGROUND CHECK AND TESTING	12
CONFIDENTIALITY	13
INFORMATION SECURITY BREACH	13
SALARIES AND PAYROLL DISTRIBUTION	13
HOURS OF DUTY	14
SUPERVISION RESPONSIBILITIES	14
BULLYING/HAZING	15
SEXUALLY EXPLICIT PHOTOGRAPHS OR VIDEOS OF A MINOR	15
Benefits and Leave	17
INSURANCE	17
SALARY DEDUCTIONS	17
CAFETERIA PLAN	17
EXPENSE REIMBURSEMENT	17
HOLIDAYS	18
ANNUAL LEAVE	18
VACATIONS	19
LEAVE POLICIES	19
PERSONAL LEAVE	19
SICK LEAVE	20
SICK LEAVE DONATION PROGRAM	20
SICK LEAVE BANK	21
FAMILY AND MEDICAL LEAVE	21
FML BASIC LEAVE ENTITLEMENT	22
QUARANTINE LEAVE	23
MATERNITY LEAVE	23
EXTENDED DISABILITY LEAVE	23
EDUCATIONAL LEAVE	24
EMERGENCY LEAVE	24
JURY LEAVE	24
MILITARY/DISASTER SERVICES LEAVE	24
RETURN TO WORK POLICY	25
Personnel Management	29

TRANSFER	29
EMPLOYEE DISCIPLINE	29
EMPLOYEE SEPARATION	30
REDUCTION IN FORCE	30
RETIREMENT	31
EVALUATIONS	31
TRAINING/IN-SERVICE	31
DISTRICT TRAINING	32
PERSONNEL RECORDS	32
RETENTION OF RECORDINGS	32
Employee Conduct	33
ABSENTEEISM/TARDINESS/SUBSTITUTES	33
STAFF MEETINGS	33
POLITICAL ACTIVITIES	33
EMPLOYEE RELIGIOUS EXPRESSION	34
DISRUPTING THE EDUCATIONAL PROCESS	34
PREVIEWING STUDENT MATERIALS	34
CONTROVERSIAL ISSUES	34
BLOGGING, SOCIAL-NETWORKS, ETC.	34
REASONABLE SUSPICION DRUG/ALCOHOL TESTING	36
FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA) DRUG AND ALCOHOL	
CLEARINGHOUSE FOR CDL/CLP OPERATORS	36
WEAPONS	36
TOBACCO, ALTERNATIVE NICOTINE PRODUCT, OR VAPOR PRODUCT	37
USE OF SCHOOL PROPERTY	37
USE OF PERSONAL CELL PHONES/TELECOMMUNICATION DEVICES	37
HEALTH, SAFETY AND SECURITY	38
AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)	38
ASSAULTS AND THREATS OF VIOLENCE	38
CHILD ABUSE	39
USE OF PHYSICAL RESTRAINT AND SECLUSION	39
CIVILITY	39
GRIEVANCES/COMMUNICATIONS	39
GIFTS	40
SOLICITATIONS	40
OUTSIDE EMPLOYMENT OR ACTIVITIES	40
EMERGENCY SCHOOL CLOSING	40
REQUIRED REPORTS	41
CODE OF ETHICS FOR CERTIFIED SCHOOL PERSONNEL	42
Appendix	45
EMPLOYEE AUTOMATIC WITHDRAWAL DESIGNATION	46
EMPLOYEE ELECTRONIC ACCESS/USER AGREEMENT FORM	47
REPORTING HAZARDS	48
Acknowledgement Form	49

Introduction

Welcome

Welcome to Bullitt County Public Schools.

The purpose of the handbook is to acquaint you with general Board of Education policies that govern and affect your employment and to outline the benefits available to you as an employee of the District.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Copies of specific documents are available at the Central Office and in the Principal's office. Policies and procedures also are available online via the District's web site or through this Internet address: <http://policy.ksba.org/B18/>. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

School council policies, which are also available from the Principal, may also apply in some instances. **02.4241**

In this handbook, **bolded policy codes** indicate related Board of Education policies. If an employee has questions, s/he should contact his/her immediate supervisor or Althea Hurt, Director of Human Resources, in the Central Office.

District Mission

Our Mission is to inspire and equip our students to succeed in life.

Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the Bullitt County Board of Education reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

Central Office Personnel

Bullitt County Board of Education-Central Office 1040 Highway 44 East Shepherdsville, KY 40165		
Person/Title	Telephone/E-mail	Fax
Jesse Bacon Superintendent	502.869.8000 Jesse.Bacon@bullitt.kyschools.us	502.543.3608
Betsy Nutt Secretary to the Superintendent	502.869.8000 Betsy.Nutt@bullitt.kyschools.us	502.543.3608
Adrienne Usher Assistant Superintendent	502.869.8000 Adrienne.Usher@bullitt.kyschools.us	502.543.3608
Troy Wood Chief Operations Officer	502.869.8000 Troy.Wood@bullitt.kyschools.us	502.543.3608
Althea Hurt Director of Human Resources	502.869.8000 Althea.Hurt@bullitt.kyschools.us	502.869.8019
Lisa Lewis Director of Finance	502.869.8000 Lisa.Lewis@bullitt.kyschools.us	502.869.8019
Rachelle Bramlage-Schomburg Director of Secondary Education	502.869.8000 Rachelle.Bramlage@bullitt.kyschools.us	502.543.3608
Patrick Durham Director of Elementary Education	502.869.8000 Patrick.Durham@bullitt.kyschools.us	502.543.3608
Troy Kolb Director of Special Education	502.869.8000 Troy.Kolb@bullitt.kyschools.us	502.543.3608
Brandy Howard Chief Academic Officer	502.869.8000 Brandy.Howard@bullitt.kyschools.us	502.543.3608
Steve Smallwood Director of Pupil Personnel	502.869.8000 Steve.Smallwood@bullitt.kyschools.us	502.869.8069
Todd Crumbacker Director of School Nutrition Services	502.869.8000 Todd.Crumbacker@bullitt.kyschools.us	502.543.3608
David Phelps Director of Transportation	502.869.8000 David.Phelps@bullitt.kyschools.us	502.543.1572
VACANT Director of Building and Grounds	502.869.8000 TBD>TBD@bullitt.kyschools.us	502.543.2106
Kevin Fugate Director of Technology	502.869.8000 Kevin.Fugate@bullitt.kyschools.us	502.543.3608
Lee Barger Director of College and Career Readiness/Innovative Programs	502.869.8000 Lee.Barger@bullitt.kyschools.us	502.543.3608

School Administrators

Elementary Schools		
Person/Address	Telephone/E-mail	Fax
Brooks Elementary Betty Jo Davis, Principal 1430 Brooks Hill Road Brooks, KY 40109	502.869.2000 Bettyjo.Davis@bullitt.kyschools.us	502.957.5498
Cedar Grove Elementary James Slaven, Principal 1900 Cedar Grove Road Shepherdsville, KY 40165	502.869.3800 James.Slaven@bullitt.kyschools.us	502.543.3691
Crossroads Elementary Julie Wright, Principal 156 Erin Circle Mt. Washington, KY 40047	502.869.7400 Julie.Wright@bullitt.kyschools.us	502.538.0494
Freedom Elementary Eric Bristol, Principal 4682 N. Preston Highway Shepherdsville, KY 40165	502.869.3600 Eric.Bristol@bullitt.kyschools.us	502.955.8866
Lebanon Junction Elementary Daniel Mullins, Principal 10920 S. Preston Highway Lebanon Junction, KY 40150	502.869.2200 Daniel.Mullins@bullitt.kyschools.us	502.833.3727
Maryville Elementary Ann Louise Hance, Principal 4504 Summers Drive Louisville, KY 40229	502.869.2400 Ann.Hance@bullitt.kyschools.us	502.955.5753
Mt. Washington Elementary Julie Shumaker, Principal 9234 Highway 44 East Mt. Washington, KY 40047	502.869.3000 Julie.Shumaker@bullitt.kyschools.us	502.538.2744
Nichols Elementary Anne Marie Landry, Principal 10665 Highway 44 West West Point, KY 40177	502.869.2600 Annemarie.Landry@bullitt.kyschools.us	502.922.3372
Old Mill Elementary Brittany Joiner, Principal 11540 Highway 44 East Mt. Washington, KY 40047	502.869.3200 Brittany.Joiner@bullitt.kyschools.us	502.538.6641

Elementary Schools		
Person/Address	Telephone/E-mail	Fax
Overdale Elementary Tonya Holt, Principal 651 Overdale Drive Louisville, KY 40229	502.869.2800 Tonya.Holt@bullitt.kyschools.us	502.957.241 9
Pleasant Grove Elementary Dionna Bickley, Principal 6415 Highway 44 East Mt. Washington, KY 40047	502.869.3400 Dionna.Bickley@bullitt.kyschools.us	502.538.873 2
Roby Elementary Hannah Scott, Principal 1148 Highway 44 East Shepherdsville, KY 40165	502.869.7200 Hannah.Scott@bullitt.kyschools.us	502.543.232 8
Shepherdsville Elementary Jason Baragary, Principal 527 W. Blue Lick Road Shepherdsville, KY 40165	502.869.7000 Jason.Baragary@bullitt.kyschools.us	502.543.783 8
Middle Schools		
Person/Address	Telephone/E-mail	Fax
Bernheim Middle Katie Stephens, Principal 700 Audubon Drive Shepherdsville, KY 40165	502.869.4000 Katie.Stephens@bullitt.kyschools.us	502.543.529 9
Bullitt Lick Middle Mark Webster, Principal 555 W. Blue Lick Road Shepherdsville, KY 40165	502.869.5400 Mark.Webster@bullitt.kyschools.us	502.543.168 5
Eastside Middle Antoine Towns, Principal 6925 Highway 44 East Mt. Washington, KY 40047	502.869.5000 Antoine.Towns@bullitt.kyschools.us	502.538.065 9
Hebron Middle Chad Foster, Principal 3300 E. Hebron Lane Shepherdsville, KY 40165	502.869.4200 Chad.Foster@bullitt.kyschools.us	502.957.601 4
Mt. Washington Middle Tim Ridley, Principal 269 Water Street Mt. Washington, KY 40047	502.869.5200 Tim.Ridley@bullitt.kyschools.us	502.955.953 0

Middle Schools		
Person/Address	Telephone/E-mail	Fax
Zoneton Middle Lesley Chadwell, Principal 797 Old Preston Highway North Shepherdsville, KY 40165	502.869.4400 Lesley.Chadwell@bullitt.kyschools.us	502.955.7027
High Schools		
Person/Address	Telephone/E-mail	Fax
Bullitt Central High Joe Pat Lee, Principal 1330 Highway 44 East Shepherdsville, KY 40165	502.869.6000 Joe.Lee@bullitt.kyschools.us	502.543.1797
Bullitt East High Nate Fulghum, Principal 11450 Highway 44 East Mt. Washington, KY 40047	502.869.6400 Nate.Fulghum@bullitt.kyschools.us	502.538.8368
North Bullitt High Kristi Lynch, Principal 3200 E. Hebron Lane Shepherdsville, KY 40165	502.869.6200 Kristi.Lynch@bullitt.kyschools.us	502.957.6762
Other Facilities		
Person/Address	Telephone/E-mail	Fax
Bullitt Alternative Center Danny Clemens, Principal 381 High School Drive Shepherdsville, KY 40165	502.869.6700 Danny.Clemens@bullitt.kyschools.us	502.921.1930
Bullitt Co. Area Technology Ctr. Darrell Vincent, Principal 395 High School Drive Shepherdsville, KY 40165	502.869.6900 Darrell.Vincent@bullitt.kyschools.us	502.543.1691
GED Classes 505 Buffalo Run Road, Suite 104 Shepherdsville, KY 40165	502.955.9154 or 502.213.7979	
Riverview Opportunity Center Danny Clemens, Principal 383 High School Drive Shepherdsville, KY 40165	502.869.6600 Danny.Clemens@bullitt.kyschools.us	502.543.1792
Spring Meadows Children's Home Danny Clemens, Principal 330 Hope Street Mt. Washington, KY 40047	502.538.1200 Danny.Clemens@bullitt.kyschools.us	502.543.1691

School Calendar-2023-2024

Approved 11/28/2022

Bullitt County Public Schools

2023-2024 School Calendar

July 2023							August 2023							September 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			
October 2023							November 2023							December 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						
January 2024							February 2024							March 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						
April 2024							May 2024							June 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

 Holiday/No School Days
 Opening & Closing Day for Staff

 Professional Development
 Bullitt Day
 Weather/Illness Traditional

170 School Days
82 1st Semester
88 2nd Semester

Aug 3 & 4	Professional Development Day- No School
Aug 7	Opening Day for Staff- No School
Aug 8	Bullitt Day - No School
Aug 9	First Day for Students
Sept 4	Labor Day Holiday - No School
Sept 5	Bullitt Day - No School
Oct 2-6	Fall Break - No School
Oct 9	Bullitt Day - No School
Oct 13	Quarter 1 ends
Nov 6	Bullitt Day - No School
Nov 7	Professional Development Day - No School
Nov 22-24	Thanksgiving Holiday - No School
Dec 19	Quarter 2 ends

Dec 20-Jan 1	Christmas Break - No School
Jan 2	Bullitt Day - No School
Jan 15	Martin Luther King Holiday - No School
Feb 12	Professional Development Day - No School
Mar 1	Quarter 3 ends
Mar 11	Bullitt Day - No School
Apr 1-5	Spring Break - No School
Apr 8	Bullitt Day - No School
May 3	Holiday - No School
May 17	Last Day for Students/Quarter 4 ends
May 20	Closing Day for Staff - No School
May 21	Non School day
May 27	Memorial Day - No School

Potential weather make-up days 5/20, 5/22, 5/23, 5/24, 5/28, 5/29, 5/30, 5/31.

*Calendar is subject to change pending legislation and/or statute requirements.

8 Weather make-up days, required as part of our Calendar, have been pre-determined as noted above.

If more than 8 days are missed due to weather, they will be added to the end of the calendar.

General Terms of Employment

Equal Opportunity Employment

As required by Title IX, the District does not discriminate on the basis of sex regarding admission to the District or in the educational programs or activities operated by the District. Inquiries regarding Title IX Sexual Harassment may be referred to the District Title IX Coordinator (TIXC), the Assistant Secretary for Civil Rights, or both.

The Bullitt County Board of Education is an Equal Opportunity Employer. The District does not discriminate on the basis of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.

Reasonable accommodation for individuals with disabilities or limitations related to pregnancy, childbirth, or related medical conditions will be provided as required by law.

If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact Althea Hurt at the Board of Education's Central Office. **03.113/03.212**

Harassment/Discrimination/Title IX Sexual Harassment

The Bullitt County Board of Education intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, students, or visitors to the school or District, or any act prohibited by Board policy that disrupts the work place or the educational process and/or keeps employees from doing their jobs.

Any employee who believes that he or she, or any other employee, student, or visitor to the school or District, is being or has been subjected to harassment or discrimination shall bring the matter to the attention of his/her Principal/immediate supervisor or the District's Title IX/Equity Coordinator as required by Board policy. The District will investigate any such concerns promptly and confidentially.

GENERAL TERMS OF EMPLOYMENT

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. **03.162/03.262**

The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973 and Title IX Sexual Harassment/Discrimination: **01.1**

The District's Title IX Coordinator (TIXC) is Berniece Nyarko.

1040 Hwy 44 East Shepherdsville, KY 40165	502-869-8111	berniece.nyarko@bullitt.kyschools.us
--	--------------	--------------------------------------

Office Address	Telephone #	Email Address
----------------	-------------	---------------

The District's Section 504 Coordinator is Troy Kolb.

1040 Hwy 44 East Shepherdsville, KY 40165	502-869-8120	troy.kolb@bullitt.kyschools.us
--	--------------	--------------------------------

Office Address	Telephone #	Email Address
----------------	-------------	---------------

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the TIXC, or by any other means that results in the TIXC receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the TIXC. **09.428111**

Title IX Sexual Harassment Grievance Procedures are located on the District Website.

Employees wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, program.intake@usda.gov.

http://www.ascr.usda.gov/complaint_filing_cust.html

07.1

Hiring

Except for noncontracted substitute teachers, all certified personnel are required to sign an annual written contract with the District. All regular full-time and part-time classified employees also shall receive an annual contract. A regular, fulltime, noncertified employee is any employee having the expectation that s/he is to be employed for the full school term (or the remainder of

the school term) as defined in KRS 158.070, and whose assignments require a minimum of eighty (80) hours per school month as defined in KRS 158.060.

A list of all District job openings is available online ~~and at the Central Office~~.

For further information on hiring, refer to policies **03.11/03.21**.

Transfer of Tenure

The continuing service contract status of a teacher shall not be terminated when the teacher leaves employment, all provisions of KRS 161.720 to KRS 161.810 to the contrary notwithstanding, and the continuing service contract status shall be transferred to the next school district, for a period of up to seven (7) months from the time employment in the first school district has terminated.

All teachers who have attained continuing-contract status from another Kentucky district serve a one (1)-year probationary period before being considered for continuing-contract status in the District.
03.115

Job Responsibilities

Every employee is assigned an immediate supervisor. All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. **03.132/03.232**

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as District property. In addition, employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. **03.133/03.233**

Certified Employees: All teachers in the District shall review records of assigned students to determine whether an IEP or 504 plan is in place.

Criminal Background Check and Testing

Applicants, employees, and student teachers must undergo records checks and testing as required by law.

New hires and student teachers assigned within the District must have both a state and a federal criminal history background check, and a letter (CA/N check) from the Cabinet for Health and Family Services documenting the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet.

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. **03.11/03.21**

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>

Confidentiality

In certain circumstances, employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

Employees may only access student record information in which they have a legitimate educational interest. **03.111/03.211/09.14/09.213/09.43**

Both federal law and Board policy prohibit employees from making unauthorized disclosure, use or dissemination of personal information regarding minors over the Internet. **08.2323**

Information Security Breach

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**

Salaries and Payroll Distribution

Salary payments are issued according to a schedule approved annually by the Board. All employees shall participate in direct deposit. At the end of the school year, employees who have completed their duties may request to be paid their remaining salary before the end of the fiscal year (June 30). **03.121/03.221**

Certified Personnel: Salaries for certified personnel are based on a single-salary schedule reflecting the school term as approved by the Board in keeping with statutory requirements. Compensation for additional days of employment is prorated on the employee's base pay.

Determination of and changes to certified employees' rank and experience are determined in compliance with Policy **03.121**. Employees are responsible for delivering official transcripts to the Human Resource Department attached to the appropriate form.

No later than forty-five (45) days before the first student attendance day of each year or June 15th, whichever comes first, the Superintendent will notify certified personnel of the best estimate of their salary for the coming year. **03.121**

Salaries for teachers shall not be less than the preceding year unless such reduction is part of a uniform plan affecting all teachers in the entire District or unless there is a reduction of responsibilities.

Reduction of responsibility for teachers may be accompanied by a corresponding reduction in salary. Written notice that states the specific reason(s) for the reduction shall be furnished teachers no later than ninety (90) days before the first student attendance day of the school year or May 15, whichever occurs earlier. **03.1212**

Classified Personnel: Classified personnel shall be employed and paid on an hourly or salary basis, as determined by the Board. **03.221**

For purposes of determining placement on the salary schedule, classified personnel new to the system may be credited with up to ten (10) years of experience credit for each one hundred forty (140) days employed in a fulltime job of a similar nature (*approved during the July 2020 Board meeting*). A maximum of ten (10) years' credit will be given for verified work experience. Only one (1) year's experience credit may be earned during any fiscal year.

Current classified employees shall receive one (1) year of experience credit for each one hundred forty (140) days of fulltime employment. Personnel employed on a substitute basis for at least four (4) hours per day and employed for a minimum of 140 work days in the same position during the school year will receive a year of credit for experience for advancement on the salary schedule. Classified personnel shall be given credit for Bullitt County experience when transferring from one (1) fulltime classified position to another classified position.

Classified employees who resign or whose employment is terminated because of inadequate program funding, shall be credited their sick days accumulated before the break in service, provided they are re-employed by the district within two (2) calendar years of the effective date of resignation or termination.

For purposes of retirement, service credit will be determined in accordance with CERS guidelines.

Hours of Duty

Certified Employees: Certified employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor. **03.1332**

Classified Personnel: The length of the work day shall be established for each position by the Board. The work week for hourly (non-exempt) employees shall not exceed forty (40) hours per week, unless overtime is authorized as provided by this policy. **03.221**

Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All District employees are required to assist in providing appropriate supervision and correction of students. **09.221**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying, or hazing of students and harassment/discrimination of staff, students, or visitors by any party.

GENERAL TERMS OF EMPLOYMENT

The Student Discipline Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. **03.162/03.262/09.422/09.42811**

Bullying/Hazing

"Bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process.

"Hazing" is defined as an action which endangers the mental or physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization*, including but not limited to actions which cause, coerce, or force a minor or a student to:

1. Violate federal or state criminal law;
2. Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of mental harm or physical injury;
3. Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
4. Endure brutality of a mental nature, including personal servitude, sleep deprivation, or circumstances which would cause a reasonable person to suffer substantial mental distress;
5. Endure brutality of a sexual nature; or
6. Endure any other activity that creates a reasonable likelihood of mental harm or physical injury to the minor or student.

"Organization" is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years. 09.422

Sexually Explicit Photographs or Videos of a Minor

Many students own smartphones, laptops, tablets, or other electronic devices that can store and transfer photographs and video. In the course and scope of his/her employment, an employee may become aware that a student possesses on their electronic device or in printed form, a sexually explicit or nude photograph(s) or video(s) of a student and/or minor.

GENERAL TERMS OF EMPLOYMENT

If the printed material or electronic device has sexually explicit or nude content which may possibly depict a student or any other minor, the employee shall immediately take possession of device or material, notify his/her Principal or Assistant Principal and tender the device or material to one (1) Principal or Assistant Principal. The employee should only review the sexually explicit or nude photograph or video for a minimally sufficient amount of time to determine that it may depict a student or any other minor. The employee shall not display the photograph, video, or printed material to any other person and will immediately tender the electronic device or printed material to the one (1) Principal or Assistant Principal. If a Principal or Assistant Principal is not available, the employee shall secure the device or printed material consistent with this policy and contact law enforcement promptly.

Upon being notified by the employee, the Principal or Assistant Principal shall take possession of the device or printed material and secure it so that no other person has access to the device or printed material. The Principal or Assistant Principal shall not review the photograph or video and shall immediately contact law enforcement. No employee, including Principals, shall make or save a copy of the sexually explicit or nude photograph, video, or printed material, or transfer the content. The Principal or Assistant Principal in possession of the device or printed material shall not display, or allow to be displayed, the content to any other person except a law enforcement officer.

If the sexually explicit or nude content is unquestionably of an adult only, then the employee shall notify his/her Principal or Assistant Principal immediately. The Principal or Assistant Principal shall notify law enforcement as needed.

Note: Distribution of child pornography could result in criminal prosecution. 09.436

Section

2

Benefits and Leave

Insurance

The Board provides unemployment insurance, workers' compensation and liability insurance for all employees and term life insurance to fulltime employees. In addition, the state of Kentucky provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation. **03.124/03.224**

Optional insurance coverage available to employees includes dental, vision, and life.

Salary Deductions

The Bullitt County School District makes all payroll deductions required by law. Employees may choose from the following optional payroll deductions:

- Health/life insurance program;
- Tax Sheltered Annuity program;
- Charitable donations;
- Credit Union;
- State approved deferred compensation plan; **and**
- State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans;
- ~~Membership dues in professional/job related organizations, when thirty percent (30%) of eligible members request deductions.~~

~~Deductions for membership dues of an employee organization, association, or union shall only be made upon the express written consent of the employee. This consent may be revoked by the employee at any time by written notice to the employer.~~ **03.1211/03.2211**

Cafeteria Plan

The Bullitt County School District offers employees a cafeteria plan of benefits. **03.1213/03.2212**

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, school personnel are reimbursed for travel that is required as part of their

duties or for school-related activities approved by the Superintendent/designee. Allowable expenses include mileage, gasoline used for Board vehicles, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), fees (as outlined in policy), food and lodging. Except for meals, itemized receipts must accompany requests for reimbursement.

Employees are eligible for a per-diem reimbursement in the amount of \$30.00 for meal expenses while traveling if the travel requires an overnight stay. Employees shall be reimbursed at a per meal rate of \$5.00 for breakfast, \$10.00 for lunch, and \$15.00 for dinner with no receipts required.

Employees must submit travel vouchers at least monthly and will not be reimbursed without proper documentation. Employees being reimbursed from School Activity Funds must submit travel vouchers within one (1) week of travel. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.125/03.225**

Holidays

Certified Personnel: All certified employees are paid for four (4) annual holidays as indicated in the school calendar. The Superintendent may determine additional holidays for twelve-month, full-time employees. **03.122**

Classified Personnel: All full-time classified employees are paid for four (4) annual holidays as indicated in the school calendar. Full-time classified employees under a single contract for twelve (12) months are paid for Memorial Day and July 4th. The Superintendent may determine additional holidays. **03.222**

Annual Leave

Certified Personnel: Certified administrators and degreed employees who are contracted to work a minimum of 240 days during a school year (July 1-June 30), are granted five (5) days of annual leave. Beginning employees contracted to work 240 days or more, but who work fewer days during that year, shall receive annual leave prorated on the actual number of days to be worked.

Employees taking annual leave must have prior approval of the Superintendent and shall not take leave while school is in session. Annual leave days do not accumulate. **03.122**

Vacations

Classified Personnel: Twelvemonth, fulltime classified employees who work at least eighty (80) hours per month shall be entitled to vacations days as outlined in Policy **03.222**. Scheduling of vacation days must be approved in advance by the immediate supervisor and the Superintendent/Superintendent's designee. **03.222**

Leave Policies

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the Board provides various types of leave under which absences may be authorized. Employees who must be absent should inform their immediate supervisor as soon as possible.

Listed below is general information regarding several types of leave available to employees. Please note that in many cases a written request, submitted for approval before leave begins, is required.

Employees on extended leave, including those on professional leave serving in charter schools, who plan to return the next school year must notify the Superintendent/designee in writing of their intention to return to work by February 15.

Authorization of leave shall be in accordance with a specific leave policy. Absence from duty not associated with an approved leave may result in discipline up to and including termination of employment.

Employees shall not experience loss of income or benefits, including sick leave, when they are assaulted while performing assigned duties and the resulting injuries qualify them for workers' compensation benefits. **03.123/03.223**

For complete information regarding leaves of absence, refer to the District's *Policy Manual*.

Personal Leave

Full-time employees are entitled to three (3) days of paid personal leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized personal leave days. Your supervisor must approve the leave date, but no reasons will be required for the leave. Employees taking personal leave must file a personal **statement/affidavit** on their return to work stating that the leave was personal in nature. Other limitations are set out in Policy. **03.1231/03.2231**

Sick Leave

Sickness means personal illness, including illness or temporary disabilities arising from pregnancy. Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee's immediate family. **03.1232/03.2232**

Certified employees are entitled to paid sick leave on the following basis:

185204 days employment	10 sick leave days
205224 days employment	11 sick leave days
225+ days employment	12 sick leave days

Certified employees who are employed for less than a full year contract receive a prorata part of the authorized sick leave days calculated to the nearest 1/2 day. Certified employees employed on a full year contract but scheduled for less than a full work day receive the authorized sick leave days equivalent to their normal working day. **03.1232**

Classified employees who are employed full-time are entitled to one (1) day of sick leave with pay for each month employed.

Classified employees who are employed for less than a full year contract receive a prorata part of the authorized sick leave days calculated to the nearest 1/2 day. Classified employees employed on a full year contract but scheduled for less than a full work day receive the authorized sick leave days equivalent to their normal working day. **03.2232**

Sick leave days not taken during the school year they were granted accumulate without limit for all employees. Upon return to work an employee claiming sick leave must file a personal **statement/affidavit** or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill. **03.1232/03.2232**

See the "Retirement" section for information about reimbursement for unused sick leave at retirement.

Sick Leave Donation Program

Employees who have accumulated more than fifteen (15) days of sick leave may request to donate sick leave days to another employee authorized to receive the donation. Employees may not disrupt the workplace while asking for donations.

Employees may apply for donated days, not to exceed thirty (30) work days per request, with verified documentation if they meet the criteria established in statute and may reapply for donated sick leave with additional qualifying events. Applications to donate sick leave should be returned to the employee's supervisor.

Upon return to work from the qualifying event and/or on June 30 of the current fiscal year, any unused donated sick leave shall be returned on a proportionate/pro-rated basis to employees who donated days. **03.1232/03.2232**

Sick Leave Bank

Employees may choose to participate in the sick leave bank. The commitment to participate in the bank must be made during the month of August of any school year by donating of one (1) of his/her annual sick days to the bank. Only employees who are members of the sick leave bank in any given year shall be eligible to draw on the sick leave bank. Upon hire after August, new employees who wish to participate in the sick leave bank shall return the Deposit Authorization Form to the Superintendent/Designee within ten (10) working days of employment. **03.12321/03.22321**

Family and Medical Leave

Employees are eligible for up to twelve (12) workweeks of family and medical leave each twelve (12) month period measured forward from the date the employee's Family and Medical Leave begins, if they have been employed by the District for twelve (12) months, have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave, and otherwise qualify for family and medical leave for one of the reasons below:

1. For the birth and care of an employee's newborn child or for placement of a child with the employee for adoption or foster care;
2. To care for the employee's spouse, child or parent who has a serious health condition, as defined by federal law;
3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform her/his job.
4. To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign country of the employee's spouse, son, daughter, or parent who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and
5. To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

When family and medical military caregiver leave is taken based on a serious illness or injury of a covered service member, an eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve-month period.

Paid leave used under this policy will be subtracted from the twelve (12) workweeks to which the employee is entitled. Employees should contact their immediate supervisor as soon as they know they will need to use Family and Medical Leave. **03.12322/03.22322**

B E N E F I T S A N D L E A V E

Following is a summary of the major provisions of the Family and Medical Leave Act (FMLA) provided by the United States Department of Labor.

FML Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements - Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: 1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or 2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".

Benefits and Protections - During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements - Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Definition of Serious Health Condition - A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave - An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave - Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities - Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities - Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers - FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement - An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Quarantine Leave

Employees shall receive at least ten (10) days for quarantine due to exposure to a reportable infectious or contagious disease under 902 KAR 2:020 or any other infectious or contagious disease designated as reportable to a local health department or the Department for Public Health by a valid order or administrative regulation of the local health department serving the school District or the Department for Public Health.

Leave granted shall be on a day-by-day basis, as needed, and shall not accumulate or carry over year to year, and shall not be transferrable to any other classification of paid leave established by KRS 161.155, KRS 161.154, or Board policy. **03.12323/03.22323**

Maternity Leave

Employees may use up to thirty (30) workdays of sick leave immediately following the birth or adoption of a child. If holidays and/or breaks occur (winter, spring, summer, fall) during the six (6) week period after the birth, such holidays or breaks will not extend the six (6) week period for an employee to use sick leave. Additional days may be used when the need is verified by a physician's statement.

The parent of a newborn or an employee who adopts a child may also request an unpaid leave of absence not to exceed the remainder of the school year in which the birth or placement occurred. Thereafter, leave may be extended for an additional one (1) year.

Employees eligible for family and medical leave are entitled to up to twelve (12) workweeks of unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child. **03.1233/03.2233**

The Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law. **03.1233**

Extended Disability Leave

Unpaid disability leave for the remainder of the school year is available to employees who need it. Thereafter, leave may be extended by the Board in increments of no more than one (1) year.

The Superintendent may require an employee to secure a medical practitioner's verification of a medical condition that will justify the need for disability leave. **03.1234/03.2234**

The Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law. **03.1234**

Educational Leave

Certified Employees: The Board may grant unpaid leave for one (1) year for educational or professional purposes. An additional year may be recommended by the Superintendent and granted by the Board. Leave may be granted for full-time attendance at universities or other training or professional activities. Leave will not be granted for part-time educational activities.

The Board shall grant a two (2) year unpaid leave to employees under continuing service contracts who have been offered employment with a charter school.

A teacher with continuing status shall notify the District of the teacher's intent to work in a converted charter school.

A teacher working in a converted charter school shall notify the District of the teacher's intent to return to employment the next school year by April 15 of each year of the granted leave.

Written application for educational/professional leave must be made at least sixty (60) days before the leave is to begin. **03.1235**

Classified Employees: Upon recommendation by the Superintendent, the Board may grant short-term paid leaves to classified employees for training necessary to enhance skills required for their jobs or in anticipation of a different position within the school system. **03.2235**

Emergency Leave

Full-time employees are entitled to three (3) days of emergency leave with pay each school year. Part-time employees and employees who work for less than a full year are entitled to a prorata part of the authorized emergency leave days.

Approved reasons for taking emergency leave include: bereavement, personal disasters, legal/court appearances, and others as approved by the Superintendent/designee. Persons taking emergency leave must file a personal **statement/affidavit** upon their return to work stating the specific reasons for their absence. **03.1236/03.2236**

Jury Leave

Any employee who serves on a jury in local, state, or federal court will be granted paid leave (minus any jury pay, excluding expense reimbursement) for the period of her/his jury service.

Employees who will be absent from work to serve on a jury must notify their immediate supervisor in advance. **03.1237/03.2237**

Military/Disaster Services Leave

Military leave is granted under the provisions and conditions specified in law. As soon as they are notified of an upcoming military-related absence, employees are responsible for notifying their immediate supervisor.

The Board may grant disaster services leave to requesting eligible employees. **03.1238/03.2238**

Return to Work Policy

The purpose of this policy is to ensure Bullitt County Public Schools (BCPS) provides meaningful work activity for employees who are temporarily unable to perform all, or portions, of their regular work assignments or duties as a result of a work-related injury. The goal is to allow BCPS employees to return to productive, regular work as quickly as possible. By providing temporary transitional or modified work activity, injured, and recovering employees remain an active and vital part of BCPS.

It is not the purpose of this policy to establish new jobs or displace other employees. It is a means that BCPS can utilize for tasks and duties which are meaningful and of value to the operations of BCPS.

Scope

All active employees who become temporarily unable to perform their regular job duties due to a work-related injury or illness may be eligible for transitory work duties within the provisions of this program. Return to work tasks may be in the form of:

- Changed duties within the scope of the employee's current position;
- Other available jobs for which the employee qualifies, outside of the scope of his or her current position; or,
- An altered schedule of work hours.

Applicability

Length of Duty - If work is available that meets the limitations or restrictions prescribed by the employee's attending medical professional and input from the employee, that employee may be assigned transitional or modified work until released back to work with no limitations or restrictions, but not to exceed 90 days unless BCPS permits additional 90-day assignments based on medical necessity. Transitional or light duty will be temporary, and an employee's eligibility in these reduced assignments will be based strictly on medical documentation and recovery progress. If it does not appear that the injured employee will return to full duty or is not showing any physical improvement at the end of 90 days, the light or modified duty may end. If the employee is determined to have a permanent disability, the light duty placement may end. Consistent with other district policies and law, the employee may be terminated if placed on permanent restrictions by his/her attending physician and cannot be reasonably accommodated by BCPS.

Daily Application - BCPS will rely on employee input and information provided from the medical practitioner in making modified or temporary placements. It is incumbent on the employee to advise BCPS if the placement is causing discomfort or pain. Any employee who fails to follow his or her restrictions may cause a delay in healing or may further aggravate the condition. Employees, who disregard their established restrictions, may be subject to disciplinary action, up to and including termination. Where applicable and as allowed by law, a disregard for restrictions may also jeopardize disability benefits. In cases where the modified or temporary placement is causing pain and discomfort, the Human Resources department (hereinafter "HR") will attempt to place the employee in another modified or temporary position, if one is available.

Qualification – When available, transitional or modified duty may be offered to employees with temporary assignments based on skill and abilities. Eligibility will be based upon completion of the Return to Work Evaluation Form by the employee's attending medical professional. HR will contact the injured worker's supervisor to determine if the employee can be placed in his/her current job with possible light or modified duty tasks which meet the injured employee's restrictions. If the current job placement is not feasible or practicable, HR will evaluate the list of light or modified duty jobs within BCPS and contact the appropriate supervisor to determine if work is available in another department or job category. An employee on modified duty will be considered part of the regular shift staffing, with recognition of the employee's limitations within the department.

Responsibilities

The following responsibilities apply:

HR will ensure the RTW policy's enforcement among all levels at BCPS and will actively promote and support this policy and the Return to Work Program as a whole. HR may communicate with BCPS's workers' compensation provider and the employee's attending medical professional as needed to effectuate this policy and the employee's return to work.

Department supervisors and school principals will support the employee's return to work by identifying appropriate modified assignments and ensuring the employee does not exceed the medical professional's set restrictions. HR will maintain the job bank and also stay in regular contact with absent employees and communicate BCPS's attendance expectations clearly. School leadership shall be responsible for reporting any problems with employees and this policy to HR. It is the employee's responsibility to adhere to the work restrictions ordered by her/his treatment provider.

Injured employees will notify their supervisors in a timely manner when their condition requires an absence. Injured workers should also note that, often, state law requires employees to report injuries and illnesses within specific time frames in order to qualify for certain benefits and protections. Injured employees will also closely follow their medical professional's treatment plan and actively participate in BCPS's Return to Work Program, which includes following all the guidelines of this policy. Injured employees should proactively communicate with HR in regard to their health status and ability to work and not rely on HR to make arrangements prior thereto. Injured employees will also help supervisors identify potential options for transitional duties. While supervisors are responsible for maintaining constant communication with the injured employee, the worker also has the obligation to maintain contact with BCPS about his/ her condition and status and whether the modified duty placement is negatively affecting their health or causing pain. The injured worker will complete all required paperwork in a timely manner and ensure that his/her attending physician clearly documents the work restrictions deemed appropriate.

Work Schedule

BCPS will make every effort to tailor the restricted work schedule to the injured employee's normal, pre-condition work schedule. However, depending on the job placement and limitations, it may be necessary for the employee to take on a specifically designed, temporary schedule to accommodate the restrictions imposed by the attending medical professional.

Payment of Wages

If qualified authorities determine an employee's injury is work related, BCPS will pay benefits and wages in accordance with the state workers' compensation and other benefits statutes and with BCPS' human resources policies. These benefits will be coordinated with all applicable state, federal or BCPS benefits.

Employees performing modified duty on a restricted workweek will receive payment for hours worked. For work-related illnesses or injuries, employees may be eligible for benefit payments through workers' compensation.

An employee performing transitional duty for a work-related injury or illness on a normal work schedule shall receive an hourly rate for all time worked that may not necessarily equal the full-duty hourly rate.

Employees performing transitional duty on a restricted workweek following a period of short-term disability may receive a combination of regular pay and partial disability benefits. The employee and HR will work out this combination on a case-by-case basis.

If employees take vacation or there is a holiday during restricted duty, the employee shall be entitled to their regular vacation selection or holiday pay as it would apply to normal, non-restricted duty.

Communication Expectations

If an employee is unable to work in any capacity and BCPS approves of the absences, the employee must stay in constant communication with HR and her/his direct supervisor. HR must receive an update of the employee's medical status on at least a weekly basis. Failure to do so may result in a reduction in available benefits and discipline up to and including termination.

Medical Appointments

When possible, BCPS highly encourages employees to schedule medical appointments at times resulting in the least interference with work hours. Employees may use time off for medical appointments if they have it available. Employees should inform their supervisors of all medical appointments as soon as possible. Non-emergency medical appointments not scheduled in advance may be cause for denial of time off.

The employee's medical provider must complete the BCPS Return to Work Evaluation Form for each visit to evaluate the employee's impairment. It is the employee's responsibility to inform BCPS of his/her medical status after each doctor visit.

Employee Procedures

1. In the event an injury or illness is work related, report it to your supervisor as soon as practicable.
2. Complete and sign a Report of Injury Form.
3. Let your supervisor know that you are seeking medical treatment and obtain a Return to Work Evaluation Form. The Return to Work Evaluation form must be completed for each practitioner visit regardless of your choice of physician and regardless whether the condition is work related or not. BCPS will rely on employee input and information provided from the medical practitioner in making modified and temporary placements.
4. Participate in the Return to Work Program on temporary transitional work until released back to work with no limitations or restrictions, but not to exceed 90 days, while your medical provider

and supervisor continuously review your condition. BCPS may extend the 90-day period based on medical necessity.

Refusal to Participate

If the employee is unable to return to her/his regular job but is capable of performing transitional duty, he/she must return to transitional duty, if a transitional placement is available and offered. Employees who choose not to participate in the BCPS Return to Work Program or follow all regulations in this Return to Work Policy may become ineligible for state workers' compensation benefits and/or disability benefits. In some cases, refusal to participate may be a basis for termination. Subject to applicable law, unpaid family medical leave may apply upon refusal to participate.

Other Benefits and Rights

State or federal leave laws may provide additional rights and protections during times of illness or injury. Nothing about this policy is intended to be contrary or supersede any state or federal law or usurp any employee's rights pursuant thereto.

B

<p>Section</p> <p>3</p>

Personnel Management

Transfer

Per BCEA Contract, Article XVIII-Personnel Procedures, Section B, the two most senior certified employees applying for a vacancy will be eligible for an interview in the area of the employee's certification level provided that the employee is not currently on a corrective action plan. The BCEA Interview Response Form must be completed and submitted to the Human Resources Department.

Employees charged with a felony offense may be transferred to a second position with no change in pay until such time as they are found not guilty, the charges are dismissed, their employment is terminated, or the Superintendent determines that further personnel action is not required.**03.1311/03.2311**

Employee Discipline

Termination and nonrenewal of contracts are the responsibility of the Superintendent.
03.17/03.27/03.2711

Certified employees who resign or terminate their contracts must do so in compliance with KRS 161.780.

The District has policies and procedures in place addressing: Termination and NonRenewal, **03.17**; Reduction in Force, **03.171**; Sanctions, **03.172**; Conflicts of Interest, **03.1721**; and Suspension, **03.173**. Employees may review these policies on the District website.

Classified employees who are terminated for cause shall not be compensated for unused sick, personal, or vacation days remaining on their contract. **03.27**

Discipline for classified employees shall follow District procedure **03.27 AP.1**. When terminating a classified employee, the supervisor of the employee or Superintendent/designee shall review all documentation to determine if a recommendation for termination is appropriate. This recommendation may occur if the employee:

1. repeats the same or similar violation for which the employee has been notified may result in termination, or
2. if the employee commits an infraction so severe in nature that the District may no longer continue the employee's employment.

The Superintendent/designee shall document the hand delivery and/or the delivery by certified mail of written notice of termination to the employee.

The employee may request a meeting with the Superintendent/Designee relating to the sanction by completing the form “Employee Request for Meeting with Superintendent/Designee” – procedure 03.27 AP.2 within three (3) calendar days after receiving the notification of charges.

The employee may request a due process hearing in addition to, or in lieu of, meeting with the Superintendent/designee by completing the form “Employee Request for Due Process Hearing” – procedure 03.27 AP.21. Due process procedures relating to the hearing, including deadlines, may be found in Procedure 03.27 AP.1.

Employee Separation

An employee who voluntarily leaves the District shall complete an exit survey that includes, but is not limited to the position vacated, the employee’s years of service in the position and in the District, if the employee is taking a similar position in another district, and the reason(s) provided for leaving the District. This information shall be reported to the Kentucky Department of Education (KDE) by the District in a system developed by KDE without providing personally identifiable information. 03.17/03.272

Reduction in Force

Classified Employees: During the budgeting process the Board shall determine the number of classified positions to be funded by the District.

If it becomes necessary to reduce the number of classified employees within the budget year, the Superintendent at any time may make a reduction in the number of classified employees due to the following:

1. Reduction in funding,
2. Reduction in enrollment of students,
3. Changes in the District or school boundaries, or
4. Other compelling reasons as determined by the Superintendent.

The Superintendent shall provide at least thirty (30) calendar days written notification to employees affected.

Reduction in force of classified employees shall be defined as total separation from employment in the District. A change in duties or non-renewal of a part-time position when an employee holds more than one (1) position shall not be considered a reduction in force.

Employees who have less than four (4) years of continuous active service shall be reduced first.

In the event it is necessary to reduce classified employees who have more than four (4) years of continuous active service, the Superintendent shall make reductions within each job classification affected based on the following:

1. Seniority in the District and qualifications required for the position, such as specialty license/training and whether the position is full-time or part-time, based on District needs.
2. Seniority and qualifications being equal, the classified employee who has the highest evaluation ratings will be retained.

Employees with more than four (4) years of continuous active service in the District shall have the right of recall, if positions become available for which they are qualified within each job classification affected. Recall of those individuals shall be implemented according to District seniority with restoration of primary benefits, including all accumulated sick leave and appropriate rank and step on the current salary schedule based on total number of years of service in the District. In addition, should these employees be subject to a reduction in force, they shall be granted continuation of benefits under COBRA.

When employees with less than four (4) years of continuous active service in the District are selected for reduction, they shall no longer be considered an employee and shall have no employee rights or benefits other than those granted under COBRA. These individuals may reapply for employment with the District if positions open in the future. However, a reduction in force does not guarantee future employment with the District or any preference or recall right in the employment process for employees with less than four (4) years of District experience. **03.271**

Retirement

Employees who decide to retire should give the Superintendent/designee notice as far in advance as possible, but no later than two (2) weeks before retirement. Retirement benefits are solely a matter of contract between the employee and her/his retirement system (the Teacher's Retirement System or the County Employee's Retirement System).

The Board compensates employees only upon initial retirement for each unused sick day at the rate of thirty percent (30%) of the daily salary, based on the employee's last annual salary. **03.175/03.273**

Evaluations

All employees are given an opportunity to review their evaluations and an opportunity to attach a written response to the evaluation. Any employee who believes that s/he was not fairly evaluated may appeal his/her evaluation in accordance with Policy. **03.18/03.28**

Training/In-Service

The Board provides a high quality, personalized, and evidence-based program for professional development and staff trainings.

Certified Personnel: Failure to complete and document required professional development during the academic year will result in a reduction in salary and may be reflected in the employee's evaluation. The PD requirement will be prorated based on the employee's hire date. **03.19**

Hired in the following months:

August, September, October – 24 Hours

November, December, January – 18 Hours

February, March, April – 12 Hours

May – 6 Hours

Classified Personnel: The Superintendent shall develop and implement a program for continuing training for selected classified personnel. **03.29**

District Training

Procedure **03.19 AP.23** may be used to track completion of local and state employee training requirements that apply across the District and maintain a record for the information of the Superintendent and Board.

Personnel Records

One (1) master personnel file is maintained in the Central Office for each employee. The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. Employees may inspect their personnel files. **03.15/03.25**

Retention of Recordings

Employees shall comply with the statutory requirement that school officials are to retain any digital, video, or audio recording as required by law. **01.61**

Employee Conduct

Absenteeism/Tardiness/Substitutes

Employees are expected to notify their immediate supervisor when they must be tardy or absent.

Classified staff in positions requiring substitutes must contact their immediate supervisor to request a substitute for the day.

Teachers needing substitutes shall notify the Substitute Calling Service as soon as possible after discovering that they are unable to work because of sickness or emergency. The Calling Service shall be called, in any case, a minimum of one (1) hour and fifteen (15) minutes before the time the teacher is required to report to work. (Example: School starts at 8:00 a.m., teachers report at 7:30 a.m.; notify the Calling Service no later than 6:15 a.m.) The teacher shall follow instructions given by the Substitute Calling Service. If a teacher becomes ill or is notified of an emergency while at school, the Principal is responsible for notifying the Calling Service or the Department of Human Resources

When a teacher becomes aware of a situation that will require a prolonged absence, the Principal shall be notified. The Principal will notify the Department of Human Resources of the length of the absence and request a substitute for that amount of time.

Teachers teaching in situations that do not require a substitute must still notify the Substitute Calling Service and the Principal.

Staff Meetings

Unless they are on leave or have been excused by the administrator who called the meeting, staff members shall attend called meetings.**03.1335**

Political Activities

Employees shall not promote, organize, or engage in political activities while performing their duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

- Encouraging students to adopt or support a particular political position, party, or candidate; or
-

- Using school property or materials to advance the support of a particular political position, party, or candidate. **03.1324/03.2324**

In addition, KRS 161.164 prohibits employees from taking part in the management of any political campaign for school board.

Employee Religious Expression

The District shall not punish or prohibit an employee from, or punish an employee for, engaging in private religious expression otherwise protected by the First Amendment to the United States Constitution absent a showing that the employee has engaged in actual coercion. **03.13241/03.23241**

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

- conduct that threatens the health, safety or welfare of others;
- conduct that may damage public or private property (including the property of students or staff);
- illegal activity;
- 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
- conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations. **03.1325/03.2325**

Previewing Student Materials

Except for current events programs and programs provided by Kentucky Educational Television, teachers shall review all materials presented for student use or viewing before use. This includes movies and other videos in any format. **08.234**

Controversial Issues

Teachers who suspect that materials or a given issue may be inappropriate or controversial shall confer with the Principal prior to the classroom use of the materials or discussion of the issue. **08.1353**

Blogging, Social-Networks, etc.

Employees may find detailed guidance concerning use of District electronic resources in Policy 08.2323 and its corresponding procedures. Any form of communication with students must be consistent with 16 KAR 1:010, Standards for Certified School Personnel (the Kentucky Teacher Code of Ethics).

EMPLOYEE CONDUCT

Employees are discouraged from creating personal social networking sites to which they invite students to be friends. Those taking such action do so at their own risk.

Employees are prohibited from extending invitations to or accepting invitations from students on any “personal social networking sites” that does not serve a legitimate professional, educational, or religious purpose unless the student’s parent/guardian has knowledge of the communication and gives specific permission for same. Staff members may create a classroom “fan or professional” page to communicate with students and parents information directly relating to classroom and school activities. The employee’s “fan or professional” page shall be separate from his/her personal networking page. Employees creating such “fan or professional” pages are responsible for all content posted on the website. Any social networking site, blog or other emerging technology used to communicate with students and parents shall include the disclaimer “This site is not monitored on a 24/7 basis”. ALL school personnel are required by KRS 620.030 to report to the proper authorities in writing any knowledge of a student who is in danger of being harmed by himself/herself or another or any student who is neglected. This would include information gathered from a social networking site.

Employees shall not use any form of communications (phone/cell, phone/texting, or email) to discuss items of a “personal” nature with students that does not serve a legitimate professional, or educational unless the student’s parent/guardian has knowledge of the communication and gives specific permission for same. **08.2323**

The Board acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, employees must refrain from social media use that: 1) interferes, disrupts or undermines the effective operation of the school district; 2) is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications; 3) creates a hostile work environment; 4) breaches confidentiality obligations of school district employees; or 5) violates the law, board policies and/or other school rules and regulations.

Drug-Free/Alcohol-Free Schools

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
3. Substances that "look like" a controlled substance. In instances involving lookalike substances, there must be evidence of the employee’s intent to pass off the item as a controlled substance.

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

Employees who violate the terms of the District's drug-free/alcohol-free policy may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials.

Employees who know or believe that the District’s alcohol-free/drug-free policies have been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **09.423**

Any employee convicted of any criminal drug statute involving illegal use of alcohol, illicit drugs, prescription drugs, or over-the-counter drugs shall, within five (5) working days after receiving notice of a conviction, provide notification of the conviction to the Superintendent.

Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances. **03.13251/03.23251**

Reasonable Suspicion Drug/Alcohol Testing

When, in the opinion of the Superintendent/designee, there is reasonable suspicion that an employee is under the influence of or has recently consumed alcohol or controlled substances or when the employee poses a threat to himself, students or other employees, the Superintendent may require the employee to undergo a drug or alcohol examination and report by a testing facility of the Superintendent's choosing.

Employees who refuse to comply with testing requirements shall be subject to disciplinary action, up to and including dismissal. **03.13251/03.23251**

Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse for CDL/CLP Operators

Reporting of the following information on individual drivers to the federal Clearinghouse is required: verified positive, adulterated, or substituted test results; confirmed alcohol tests at .04 or higher; refusal to submit to required tests; the reporting of actual knowledge (as defined by federal regulation) of Department of Transportation (DOT) regulatory violations, including violations based on prohibited on duty, pre-duty, or post-accident alcohol use and controlled substance use; and regulatory return to duty and follow-up testing information as applicable.

The District shall not allow a driver to perform any safety-sensitive function if the results of a Clearinghouse query on the driver demonstrate a disqualification as provided by regulation and such driver may be subject to personnel action up to and including termination. **06.221**

Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument or instrument/object which may reasonably be perceived by another as a weapon or dangerous instrument ("look-alike weapon"), including any knives, in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for School Resource Officers (SROs) as provided in KRS 158.4414, and authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

District personnel, staff members or visitors who keep or store a firearm in their vehicle on school grounds must keep their vehicle locked at all times it is on school grounds.

Employees who know or believe that this policy has been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **05.48**

Tobacco, Alternative Nicotine Product, or Vapor Product

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.

School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by Board. **03.1327/03.2327/06.221**

Use of School Property

Employees are responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. Employees shall immediately report to their immediate supervisor any property that is damaged, lost, stolen, or vandalized.

No employee shall perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities.

Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property.

District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted.

Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

Employees who drive any Board-owned vehicle and/or transport students must annually provide the Superintendent/designee with a copy of their driving record. Employees who receive a traffic citation during the year must report the citation to the Superintendent/designee before driving a Board-owned vehicle or transporting students.

Employees who are assigned full-time use of Board-owned vehicles shall be on call twenty-four (24) hours a day to perform services required by their job responsibilities. Except for commuting to and from work or an occasional minimal detour for personal reasons, employees assigned Board-owned vehicles shall not use them for personal use. **03.1321/03.2321**

Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor. Such devices include, but are not limited to, personal cell phones and tablets.

For exceptions, see Board Policies **03.13214/03.23214**.

Health, Safety and Security

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor.

In addition, employees are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made within 24-48 hours of the occurrence and prior to leaving the work premises, UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care.

The District shall follow established timelines in policy when making oral reports to the Kentucky Labor Cabinet to report employee fatalities, amputations, hospitalizations, including hospitalization resulting from a heart attack, or the loss of an eye.

File a Report	After Hours Hotline
(502)-564-3070	(800) 321-6742

For information on the District's plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, Personal Protective Equipment (PPE), and Asbestos Management, contact your immediate supervisor or see the District's *Policy Manual* and related procedures.

Employees should use their school/worksite two-way communication system to notify the Principal, supervisor or other administrator of an existing emergency. **03.14/03.24/05.4**

Automated External Defibrillators (AEDs)

The District shall maintain AEDs in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with procedures established by the Superintendent/designee. Expected users documented as having completed required training shall be authorized to use a defibrillator. 05.4

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral, written or electronic) to their immediate supervisor.

Under provisions of state law (KRS 158.150) and regulation (702 KAR 5:080), school personnel may remove threatening or violent students from a classroom or from the District's transportation system pending further disciplinary action. However, before the need arises, employees should familiarize themselves with policy and procedures that are required. **09.425**

Child Abuse

As required by KRS 620.030, any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make an oral report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's ~~Attorney~~ or ~~the~~ County Attorney.

After making that oral report, the employee shall then immediately notify the Principal of the suspected abuse. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee.

Upon notification, the Principal or the Superintendent/designee shall facilitate the cooperation of the school with the investigation of the report. Any person who knowingly causes intimidation, retaliation, or obstruction in the investigation of the report shall be guilty of a Class A misdemeanor.

All current school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting by January 31, 2017, and every two (2) years thereafter. School administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter. **09.227**

Use of Physical Restraint and Seclusion

Use of physical restraint and seclusion shall be in accordance with Board policy and procedure. **09.2212**

Civility

Employees should be polite and helpful while interacting with parents, visitors and members of the public. Individuals who come onto District property or contact employees on school business are expected to behave accordingly. Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal.

In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an immediate threat, employees should attempt to calmly and politely inform the individual of the provisions of Policy **10.21** or provide him/her with a copy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/designee for assistance; and/or calling the police.

As soon as possible after any such incident, employees should submit a written incident report to their immediate supervisor. **10.21**

Grievances/Communications

The Superintendent/designee has developed specific procedures to assist employees in making a complaint. For full information refer to Policy **03.16/03.26** and related procedures.

Grievances are individual in nature and must be brought by the individual employee. The Board shall not hear grievances or complaints concerning simple disagreement or dissatisfaction with a personnel action. **03.16/03.26**

Gifts

Any gift presented to a school employee for the school's use must have the prior approval of the Superintendent/designee. After approval and acceptance, gifts become the property of the Board of Education.

Employees are prohibited from accepting rebates in the form of gifts or gratuities valued at over \$25 from organizations or persons to whom they have referred or may refer parents and students. **03.1322/03.2322**

Solicitations

Unless authorized by the Superintendent, sales representatives, agents, or other solicitors shall not solicit or contact pupils, teachers, or other employees during the school day.

No school employee shall provide to any outside group or individual a list of students, teachers or other employees for solicitation or other purposes without prior authorization by the Superintendent/designee. **03.1323/2323**

Outside Employment or Activities

Employees may not perform any duties related to an outside job during their regular working hours. **03.1331/03.2331**

Emergency School Closing

When it becomes necessary to close schools because of bad weather or other emergency, principals will be notified via a calling system established at the beginning of the school year. Employees will be notified with a call, text message and voice mail from Infinite Campus Messenger. Employees may also "like" the Bullitt County Public Schools Facebook page to receive the latest information. Closings will be announced to the staff and public by Louisville media WAVE-3, WHAS-11, WLKY-32, WDRB-41 and WHAS 840 AM Radio and posted on their respective websites. The Courier-Journal and The Pioneer News also display any closing announcement on their websites. The announcement is made as early as possible to provide staff and parents time to make proper arrangements for their children. Closings will be for one (1) day unless the announcement states otherwise. Early dismissal will be announced using the same format (Infinite Campus Messenger, BCPS Facebook page and Louisville media) as soon as the decision has been made.

Early dismissal must be authorized by the Superintendent/designee. Deviation by individual schools from the procedure for early dismissal must be approved by the Superintendent.

When the schools are closed or dismissed early for emergency reasons, all school-sponsored activities and programs will be automatically cancelled or postponed unless an announcement to the contrary is made. This includes social events, club meetings, sports events at home or away, practices, and adult education classes.

Required Reports

EMPLOYEE CONDUCT

Although you may be directed to make additional reports, the following reports are required by law and/or Board policy:

- Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**
- 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. **03.11/03.21**
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**
- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse. **03.13253/03.23253/09.425**

- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24, 05.4**
- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262, 09.42811**
- Employees who believe or have been made aware that they or any other employee, student, or visitor has been subject to Title IX Sexual Harassment shall report it to the TIXC. Failure to make such a report shall be grounds for discipline up to and including termination. If the knowledge of the reporting party gives rise to reasonable cause to believe that the reported conduct constitutes child abuse Policy 09.227 or a reportable criminal offense Policy 09.221, notification of state officials shall be made as required by law. **03.1621/03.2621/09.428111**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**
- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of

EMPLOYEE CONDUCT

a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**

- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities. **06.221**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in such an incident.

Within forty-eight (48) hours of the original report of the incident, the Principal also shall file with the Board and the local law enforcement agency or the Department of Kentucky State Police or the County Attorney a written report containing the statutorily required information. **09.2211**

- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, you shall **immediately** make **an oral** report to a local law enforcement agency or Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's **Attorney**, or **the** County Attorney. (See **Child Abuse** section.) **09.227**
- District employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board Policy 09.42811.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
 2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas. **09.422**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

Code of Ethics for Certified School Personnel

SOURCE: 16 KAR 1:020

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:
 - (a) To students:
 1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
 2. Shall respect the constitutional rights of all students;
 3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
 3. Shall not use professional relationships or authority with students for personal advantage;
 4. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
 5. Shall not knowingly make false or malicious statements about students or colleagues;
 6. Shall refrain from subjecting students to embarrassment or disparagement; and
 7. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.
 - (b) To parents:
 1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
 2. Shall endeavor to understand community cultures and diverse home environments of students;
 3. Shall not knowingly distort or misrepresent facts concerning educational issues;
 4. Shall distinguish between personal views and the views of the employing educational agency;
 5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
 6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
 7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.
 - (c) To the education profession:
 1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
 2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
 3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
 4. Shall not use coercive means or give special treatment in order to influence professional decisions;

EMPLOYEE CONDUCT

5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585.

Appendix

This Appendix contains the following documents:

- Automatic Payroll Authorization Deduction Form
- Employee Electronic Access/User Agreement Form
- Reporting Hazards

Employee Automatic Withdrawal Designation

Name: _____ Employee #: _____

- | Organization | Amount/Pay (26 Deductions) |
|---|-----------------------------------|
| <input type="checkbox"/> Bullitt County Education Foundation | _____ |
| This Foundation was founded to provide funding to teachers to support innovative grant proposals that will enhance learning opportunities that is not in the Board of Education budget. Examples of grants might include: digital cameras, money for percussion instruments, art projects, field trips, software, supplies for a special science project, special speakers, etc. Contributions are accepted by payroll deduction, private donation, and special events. | |
| <input type="checkbox"/> Metro United Way | _____ |
| All monies raised in Bullitt County are returned to Bullitt County. MUW monies help fund CASA (Court Appointed Special Advocates), Center for Women and Families, American Red Cross, Options Unlimited, and the YMCA of Bullitt County. | |
| <input type="checkbox"/> American Cancer Society | _____ |
| The American Cancer Society is a nationwide, community-based voluntary health organization dedicated to eliminating cancer as a major health problem. Monies that are deducted are recognized as a contribution to the American Cancer Society via the local Relay for Life. | |
| <input type="checkbox"/> Fund for the Arts | _____ |
| The oldest arts fund in the country. Provides more than 200 community arts grants to schools and organizations. Offer special "members only" prices for selected arts performances and events every month. Offer annual youth scholarships for student's pursuing a career in the performing and visual arts. | |
| <input type="checkbox"/> CASA (Court Appointed Special Advocates) | _____ |
| CASA volunteers are everyday citizens appointed by judges to advocate for the safety and well-being of abused and neglected children. They stand up for children and help change their lives. Because KY CASA receives no state funding, CASA relies on funding and contributions from private donors. Your personal donation can make a difference in our ability to grow and enhance our service capabilities. | |
| <input type="checkbox"/> WHAS Crusade for Children | _____ |
| The WHAS Crusade for Children raises monies for agencies, schools and hospitals to better the lives of special needs children. 100% of each donation goes directly to the WHAS Crusade for Children to help children with special needs. All monies raised in Bullitt County are returned to Bullitt County. | |

Deductions will automatically roll over from year to year. If you would like to revoke your automatic withdrawals, please submit request in writing to the Finance Department.

_____ <i>Employee's Signature</i>	_____ <i>Date</i>
--------------------------------------	----------------------

Employee Electronic Access/User Agreement Form

The following agreement form is to be distributed to all Bullitt County School District teaching staff including substitute and student teachers. A signed agreement form must be on file at the school for each District staff member/student teacher who wishes to use the Network or Internet. The building Principal/Designee will retain all forms. By signing the user agreement, the staff member/student teacher has agreed to abide by Board policies governing access to technology resources and employee use.

____**YES**, I have read the Bullitt County School District Staff/Student Teacher Acceptable Use Policy. I understand and will abide by the stated terms and conditions. Should I commit any violation, my access privileges may be revoked and disciplinary action, up to and including termination of employment or university disciplinary action, shall be taken. Furthermore, appropriate legal action may be taken. I understand that if I engage in unauthorized conduct that results in liability, I will assume full responsibility for that liability and release and hold the District harmless for any consequences that result from my conduct.

Name (Please print): _____

School Assignment _____

Job Title: _____

Signature: _____ Date: _____

If the user is a Student Teacher, the following information must be completed.

Supervising Teacher: _____ Signature: _____

(By signing this form, you agree, as Supervising Teacher, to monitor this Student Teacher's use of the network and email as stated in the District Acceptable Use Policy.)

Ending Date of entire Student Teaching Assignment: _____

(NOTE: If you are doing two (2) sessions at two (2) different schools, please put the ending date from the last teaching assignment.)

(Your account will be terminated at the end of your entire Student Teaching Assignment.)

Student Teacher Signature: _____ Date: _____

NOTE: You will not be added to a school email distribution list. School-wide emails will need to be forwarded from your Supervising Teacher.

STAFF/STUDENT TEACHER RESPONSIBILITY

Must be signed if working with students and the Network

I agree to enforce the Student Acceptable Use Policy with each of my students. I agree to instruct students on acceptable use of the Network and Internet and proper Network/Internet/Email etiquette. During the times students are assigned to my care, I agree to direct students to acceptable Network/Internet resources and monitor their use at all times.

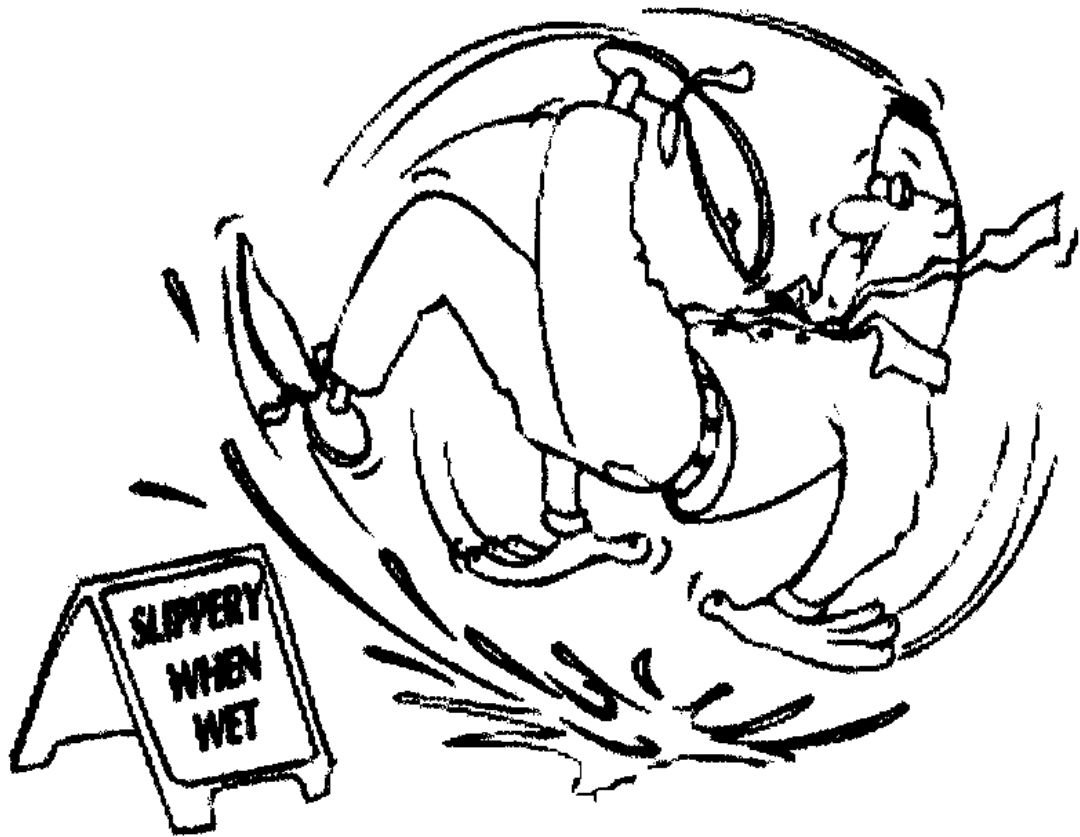
Name (Please print): _____

Signature: _____ Date: _____

Reporting Hazards

Each employee observing a potential safety or security hazard shall report such hazard in writing to his/her immediate supervisor who shall cause the situation to be remedied or reported to the proper authority for remedy. **03.14/03.24/05.4**

Please report any situation you feel is a safety issue to your supervisor or please contact Sarah Smith at 502.869.8000 or Sarah.Smith@bullitt.kyschools.us.



Acknowledgement Form

20232-20243 School Year

I, _____, have received a copy
Employee Name

of the Employee Handbook issued by the District, and understand and agree that I am to review this handbook in detail and to consult District and school policies and procedures with my Principal/supervisor if I have any questions concerning its contents.

I understand and agree:

1. that this handbook is intended as a general guide to District personnel policies and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. that the District may modify any or all of these policies, in whole or in part, at any time, with or without prior notice;
3. that the employee is aware that all Board of Education policies and procedures may be found on the District's website; and
4. that in the event the District modifies any of the policies contained in this handbook, the changes will become binding on me immediately upon issuance of the new policy by the District.

I understand that as an employee of the District I am required to review and follow the policies set forth in this Employee Handbook and I agree to do so.

Employee Name (please print)

Signature of Employee

Date

Work Site

Return this signed form to the Central Office.