EXPLANATION: HB 32 AMENDS KRS 161.011 TO PERMIT HIRING OF CLASSIFIED PERSONNEL WITHOUT A HIGH SCHOOL DIPLOMA IF OPPORTUNITY TO OBTAIN A HIGH SCHOOL EQUIVALENCY DIPLOMA IS PROVIDED BY THE DISTRICT AND PERMITS CERTAIN GOVERNMENT ISSUED CERTIFICATIONS OR LICENSES TO SUBSTITUTE.

FINANCIAL IMPLICATIONS: POTENTIAL COSTS ASSOCIATED WITH ADMINISTERING THE EQUIVALENCY PROGRAM.

EXPLANATION: HB 13 AMENDS KRS 281A.175 RELATED TO THE PHYSICAL EXAM REQUIREMENT FOR SCHOOL BUS DRIVERS. IT CHANGES THE REQUIRED PHYSICAL EXAM FROM EVERY YEAR TO EVERY TWO (2) YEARS.

FINANCIAL IMPLICATIONS: LESS FREQUENT EXAMS COULD BE A COST SAVINGS.

# PERSONNEL $03.221 AP.22

‑ Classified Personnel ‑

~~Personnel Documents~~

Employee’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/Work Site \_\_\_\_\_\_\_\_\_\_\_

Requirements

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

**PERSONNEL FILE DOCUMENTS:**

* **HIGH SCHOOL DIPLOMA (or High School Equivalency Diploma for staff employed after 7/31/90.)** Licenses or credentials issued by a government entity that require specialized skill or training may also substitute for this requirement.
* **APPLICATION (including references, a list of states of former residence and dates of residency~~, and picture identification~~)**
* **CERTIFICATION (i.e., CDL for bus drivers) OR LICENSURE, WHERE APPLICABLE**
* **SIGNED CONTRACT (with letter of notification of employment)**
* **VERIFICATION OF EXPERIENCE:** Verification from each school district or the Kentucky Department of Education for which there is experience. (This must be on file before salary can be received based on that experience). Central Office personnel will write for verification after the names of the school districts have been provided.

**Personnel records also may include the following:** documentation of personnel actions (promotions, transfers, demotions, nonrenewals, terminations). Board Policy Acknowledgment, Professional Code of Ethics Acknowledgement, Receipt of Employee Handbook and other annual documents.

**MEDICAL FILE DOCUMENTS:**

* **HEALTH CERTIFICATION:** Each regular or substitute employee must have a medical examination, which shall include a tuberculin risk assessment, prior to initial employment, and proof shall be filed with the Central Office. Individuals identified as being at high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by 702 KAR 1:160. This form is required every two (2) years for school bus drivers. Drug testing results are required each year. Health certification records shall also include results from Hepatitis B vaccinations, if the position so requires.

**FINANCIAL FILE DOCUMENTS:**

* **MEMBERSHIP APPLICATION TO THE COUNTY EMPLOYEES’ RETIREMENT SYSTEM:** Each regular full time classified employee must file a membership application with the County Employees’ Retirement System if they are not already a member or if they have previously withdrawn their account.
* **MEDICAL INSURANCE FORMS**
* **LIFE INSURANCE FORMS**
* **OTHER DEDUCTIONS**
* **DIRECT DEPOSIT AUTHORIZATION**

# ~~PERSONNEL $03.221 AP.22~~

#  ~~(Continued)~~

~~Personnel Documents~~

~~Requirements (continued)~~

**🞏 TAX WITHHOLDING EXEMPTION CERTIFICATES**: Each employee is to complete a copy of Form K‑4 (State) and Form W‑4 (Federal) for their file. (New certificates must be completed any time the employee makes a change in the number of exemptions claimed or the amount to be deducted.)

**Financial records may also include**: Worker’s Compensation, Medical Leave, Social Security Statements, 403b Participation, and Salary Notifications.

**CONFIDENTIAL FILE DOCUMENTS:**

**🞏 CRIMINAL RECORDS CHECK FORM:** Required by state. Form will be mailed to the State Police by Central Office personnel. New classified employees must be fingerprinted at the Central Office.

**🞏 ADMINISTRATIVE OFFICE OF THE COURTS RECORD CHECK:** Required by state.

**🞏 CRIMINAL RECORDS CHECK FORM:** Required by state. Form will be mailed to the State

🞏 **LETTER FROM CABINET FOR HEALTH AND FAMILY SERVICES:** Applicants (hired on or after April 4, 2018) must provide a letter from the Cabinet for Health and Family Services stating that there are no administrative findings of child abuse or neglect on record.

* **DRIVING RECORDS CHECK FORM:** Required by state for all bus drivers and by the District, if applicable, for other classified personnel. Form will be mailed by Central Office personnel to the Kentucky Transportation Cabinet, Division of Driver Licensing.

# PERSONNEL $03.221 AP.22

#  (Continued)

**CONFIDENTIAL FILE DOCUMENTS (CONTINUED):**

* **I-9 FORM:** Required by federal law to determine eligibility for employment in the United States.
* **COMMERCIAL DRIVER’S LICENSE:** Must be presented to the Superintendent’s designee by each regular or substitute bus driver employed by the District prior to assuming the duties of the position.
* **CAFETERIA BENEFIT PLAN APPLICATION, if applicable**: Must be completed by every full‑time employee of the School District. (This is usually done shortly after the opening of school by a person who visits each school to have the forms completed.)
* **FOOD SAFETY TRAINING CERTIFICATE, if applicable**: Must be presented to the Superintendent’s designee by each regular or substitute food service employee of the School District prior to assuming the duties of the position, if required by the county/district Health Department.

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

**OTHER FILE DOCUMENTS:**

* **EVALUATION DOCUMENTS**
* **DISCIPINARY ACTIONS**