

# Oldham County Public Schools

## Employment Status Definitions - Certified & Classified Staff

---

### QUICK-REFERENCE CHART

Status	Certified	Classified
<b>Full-Time</b>	FTE > .7 AND on a salary schedule with benefits	> 20 hrs/week AND contract of consistent Sept.-May schedule AND benefits-eligible
<b>Part-Time</b>	FTE .5-.69 AND on a consistent Sept.-May schedule	10-19 hrs/week AND contract of consistent Sept.-May schedule, paid by time clock only
<b>Substitute</b>	FTE < 4 OR no fixed roster/schedule; paid at approved hourly rate, or paid by Board Standard Invoice	Fewer than 10 hrs/week, no fixed schedule, irregular/as-needed schedule, or paid by Board Standard Invoice

---

---

### POLICY LANGUAGE

#### Section 1 - Certified Staff

**1.1 Full-Time Certified** A certified employee is considered full-time if they:

- Are assigned an FTE of **.7 or greater**, AND
- Are eligible for district benefits and paid a percentage of the approved board salary schedule.

*Includes: Classroom teachers, ECS teachers, Associate/Assistant Principals, Counselors, ARC Chairs, School Psychologists, Speech-Language Pathologists, and other district staff as approved by the Superintendent.*

**1.2 Part-Time Certified** A certified employee is considered part-time if they:

- Are assigned an FTE of **.5 or .6**, AND
- Work consistently from September through May on a fixed schedule, AND

- Are paid as a percentage of the approved teacher salary schedule via regular payroll (15th/30th).

*Includes: Interventionists and other part-time certified roles as approved.*

**1.3 Substitute Certified** A certified employee is considered a substitute if they:

- Are assigned an FTE of **.4 or lower**, OR
- Have no fixed roster or classroom assignment, OR
- Are a retired staff member returning to work (paid per daily wage threshold).

*These employees are not benefits-eligible.*

---

## **Section 2 - Classified Staff**

**2.1 Full-Time Classified** A classified employee is considered full-time if they:

- Are regularly scheduled to work **20 or more hours per week**, AND
- Are assigned a contract **consistent Sept.-May schedule**, AND
- Are on a contract or board-approved position, AND
- Are benefits-eligible and paid via the regular payroll cycle.

**2.2 Part-Time Classified** A classified employee is considered part-time if they:

- Are regularly scheduled to work **at least 10 but fewer than 20 hours per week**, AND
- Are assigned a contract of **consistent Sept.-May schedule**, AND
- Are paid by **time clock only** within the regular instructional day, AND
- Have a consistent, predictable schedule (not as-needed/irregular).

**2.3 Substitute Classified** A classified employee is considered a substitute if they:

- Works **fewer than 10 hours** per week, OR
- Are paid by Standard Invoice, OR
- Work on an **as-needed or irregular basis** with no guaranteed hours, OR
- Are student workers, community-based instructors, or other non-contracted hourly workers.

*These employees are not benefits-eligible.*

---

### Section 3 - Eligibility Note for Fringe Benefit / Incentive Payments

For purposes of one-time fringe benefit payments:

- **Full-time** employees (Certified & Classified) are eligible for the **\$5,000 gross payment**.
- **Part-time** employees paid by **time clock only** within the regular instructional day are eligible for the **\$2,500 gross payment**.
- **Any employee - certified or classified - paid via BSI is not eligible**, regardless of hours worked, days assigned, or position type.
- Employees must be in **active status** as of September 1 of the applicable fiscal year AND on the date of payment. Employees on **leave without pay (LWOP)** at the time of payment are **not eligible**.
- Certified retirees paid at their **daily wage threshold are not eligible** for the payment. Certified retirees paid off the **teacher salary schedule** are eligible, provided they meet all other eligibility requirements. Certified retirees should consult with KTRS regarding their individual circumstances prior to the payment date.

---

*Approved by the Oldham County Board of Education | Effective FY27*