

- CERTIFIED PERSONNEL -**Health and Safety****SAFETY**

The Board shall provide every employee with safe and healthful working conditions and tools which adhere to standards and regulations set by the Occupational Safety and Health Act, Kentucky Occupational Safety and Health Act, and Environmental Protection Agency requirements. Where safety and health requirements of a particular job mandate specific action on the part of the employee (e.g., annual health examinations), procedures to ensure that such action takes place shall be developed under the direction of the Superintendent.

Each school administrator shall document all accidents and any loss of time for students and employees on proper accident report forms. The appropriate director shall review the reports in order to monitor the system-wide accident prevention program.

Employees shall report any conditions they believe to be unsafe to their immediate supervisor, who shall examine the situation and take appropriate action.

The District shall develop, maintain, and implement health and safety plans in compliance with state and federal law.

HAZARD COMMUNICATION PLAN

The Superintendent/designee shall develop a District Hazard Communication Plan. The plan shall include:

1. The assignment of a District employee to be responsible for the implementation and coordination of the Hazard Communication Plan;
2. The inventory of all chemicals used at each school and worksite;
3. The identification of each chemical in the inventory that is covered by the OSHA Hazard Communication Standard;
4. Maintenance of a Safety Data Sheet (SDS) for each substance on the chemical inventory list for as long as the District uses the substance, plus thirty (30) years;
5. Labeling of all containers of each chemical identified as required by the Hazard Communication Standard;
6. The development of an employee Hazard Communication Information and Training Program; and
7. The development, implementation, and maintenance of a written Hazard Communication Program.

BLOODBORNE PATHOGEN CONTROL

The Superintendent/designee shall develop an Exposure Control Plan to eliminate or minimize District occupational exposure to bloodborne pathogens. The plan shall address:

Health and Safety**BLOODBORNE PATHOGEN CONTROL (CONTINUED)**

1. Identification of employees at-risk of occupational exposure and their assigned tasks and procedures which could lead to such exposure;
3. Communication of hazards to employees;
4. Vaccinations of at-risk employees for Hepatitis B at no cost to these employees;
5. Determination of universal precautions to be observed, including adequate engineering controls and housekeeping procedures;
6. Appropriate training of employees;
7. Provision of personal protective equipment including an opportunity provided annually for employees who use medical sharps in performance of their duties to identify, evaluate and select engineering and work practice controls to be implemented by the District, as appropriate;
8. Maintenance of a sharps injury log;
9. Medical follow-up and counseling for employees after a work-site exposure;
10. Maintenance of confidential records of each exposure incident; and
11. A schedule for implementing all provisions required by the OSHA standard.

The Superintendent/designee shall review and update the Exposure Control Plan at least once each year and when needed to reflect new or modified tasks and procedures that affect occupational exposure or new or revised employee positions with occupational exposure. The review and update shall also address:

1. Changes in technology that eliminate or reduce exposure to bloodborne pathogens; and
2. Annual documentation that appropriate, commercially available, and effective safer medical devices that are designed to eliminate or minimize occupational exposure have been obtained and are now in use.

LOCKOUT/TAGOUT

The Superintendent/designee shall develop a lockout/tagout program to eliminate or minimize the unexpected startup or release of stored energy in mechanical or electrically powered equipment. The plan shall address:

1. Assignment of a District employee to be responsible for implementation and coordination of the lockout/tagout program;
2. A written program consisting of energy control procedures;
3. Development, documentation, and utilization of energy control procedures for the control of potentially hazardous energy when employees are engaged in servicing and maintaining equipment;

Health and Safety

LOCKOUT/TAGOUT (CONTINUED)

4. Periodic review of the lockout/tagout program to assure authorized employees are properly controlling unexpected startup or release of stored energy; and
5. Annual training of employees authorized to use lockout/tagout to emphasize program procedures and retraining whenever a periodic review reveals deficiencies in employee performance.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Each year, the Superintendent/designee shall conduct a hazard assessment to determine when and where the use of personal protective equipment (PPE) is necessary. The hazard assessment shall address:

1. Assignment of a District employee responsible for assessing the workplace for hazards;
2. Selection of appropriate PPE to safeguard employees from hazards that cannot be eliminated;
3. A training program to be conducted to educate employees about the need for PPE and when it must be worn;
4. Training of employees on the use and care of PPE, how to recognize deterioration and failure and the need for replacement; and
5. Requiring employees to wear designated PPE, as deemed necessary by the hazard assessment.

REPORTING FATALITIES, AMPUTATIONS, HOSPITALIZATIONS, OR LOSS OF EYE

The District shall make an oral report to the Kentucky Education and Labor Cabinet for any death of an employee which is a result of a work-related incident, including death resulting from a heart attack. The report shall be made within eight (8) hours from when the death is reported to the District, the District's agent, or another District employee.

The District shall make an oral report to the Kentucky Education and Labor Cabinet for any work-related incident which results in an amputation suffered by an employee, employee's loss of an eye, or hospitalization of an employee, including hospitalization resulting from a heart attack. The report shall be made within ~~twenty-four (24) seventy-two (72)~~ hours from when the amputation, loss of an eye, or hospitalization is reported to the District, the District's agent, or another District employee.²

ASBESTOS MANAGEMENT

The District shall conduct school inspection and re-inspection activities as required by state and federal law¹ to identify the status of asbestos. The District shall maintain an updated asbestos management plan that shall include, but not be limited to, applicable current and/or future inspection activities, response actions and surveillance activities and a description of steps taken to inform staff and parents about any such activities. Each school shall maintain in its notice of the

Health and Safety**ASBESTOS MANAGEMENT (CONTINUED)**

administrative office an updated copy of the management plan for that school. Annual written availability of the plan shall be provided to parent, teacher, and employee organizations. In the absence of any such organizations, the District shall provide written notice of plan availability to parents, teachers, or employees, as applicable.

Any custodial or maintenance personnel who may work in a building with asbestos-containing building materials (ACBM) shall have a minimum of two (2) hours of asbestos awareness training. New custodial or maintenance staff who may work in the areas above shall be trained within sixty (60) days of hire. Maintenance and custodians who will be involved in activities that will involve a disturbance of ACBM shall receive an additional fourteen (14) hours of asbestos training.

REFERENCES:

¹[401 KAR 058:010](#): 40 C.F.R. Part 763

²~~803 KAR 002:181~~[803 KAR 002:181](#)

Kentucky Department for Public Health

Centers for Disease Control and Prevention

Kentucky Labor Cabinet; [803 KAR 002:308](#); [803 KAR 002:404](#)

OSHA 29 C.F.R. 1910

132 PPE Hazard Assessment

147 Lockout/Tagout

1001 Asbestos-ACBM

1200 Hazard Communication

1030 Bloodborne Pathogens

Adopted/Amended: 7/13/2021
Order #: 2021-114

- CLASSIFIED PERSONNEL -**Health and Safety****SAFETY**

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LOCKOUT/TAGOUT (CONTINUED)

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Health and Safety**ASBESTOS MANAGEMENT (CONTINUED)**

administrative office an updated copy of the management plan for that school. Annual written notice of the availability of the plan shall be provided to parent, teacher, and employee organizations. In the absence of any such organizations, the District shall provide written notice of plan availability to parents, teachers, or employees, as applicable.

Any custodial or maintenance personnel who may work in a building with asbestos-containing building materials (ACBM) shall have a minimum of two (2) hours of asbestos awareness training. New custodial or maintenance staff who may work in the areas above shall be trained within sixty (60) days of hire. Maintenance and custodians who will be involved in activities that will involve a disturbance of ACBM shall receive an additional fourteen (14) hours of asbestos training.

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¹[401 KAR 058:010](#); 40 C.F.R. Part 763

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Adopted/Amended: 7/13/2021

Order #: 2021-114

- CERTIFIED PERSONNEL -**Medical Leave**

This policy shall be applied in a manner consistent with policy 03.113 and the Americans with Disabilities Act (ADA), when those provisions are applicable.

UNPAID LEAVE

Unpaid medical leave shall be granted by the Board, upon written request and Board approval when an employee has been advised by a physician that, for medical reasons, the employee will not be able to work for a period reasonably expected to last thirty or more days due to an anticipated a serious health condition of their own, or that of a family member. As used in this policy, “family member” means spouse; child (including biological, adopted, step, or foster child); parent; parent-in-law; sibling; grandparent; grandchild; son-in-law; and daughter-in-law. The written request shall include the “Certification of Health Care Provider” form completed by the attending physician.

A medical leave of absence may be granted for a period of not more than two (2) consecutive years. At the end of the second year, if the employee is unable to return to work, he/she may request renewal. Such renewal is subject to approval by the Board upon recommendation of the Superintendent.

An employee who qualifies for workers compensation lost time payments and is unable to return to work will be placed on a medical leave until the employee reaches maximum medical improvement, as defined by Kentucky law. The employee may receive service credit for the purpose of salary step placement.

Part-time, temporary, ~~Temporary~~, seasonal, and substitute employees shall not be eligible for medical leave except for those qualifying for workers compensation payments directly resulting from accidents sustained in the course of fulfilling job responsibilities, or as a workplace accommodation under the ADA, the federal Pregnant Workers Fairness Act, or the Kentucky Pregnant Workers Act.^{3,4,5}

Medical Leave shall not be granted on an intermittent basis under the provision.

FMLA

In compliance with the Family and Medical Leave Act of 1993, medical leave shall be granted in accordance with Board Policy 03.12322.

NOTIFICATION OF RETURN

An employee on medical ~~disability~~ leave shall notify the Superintendent/designee in writing of the employee’s intent to return to the school system on or before the date prescribed in Policy 03.123. An employee who fails to notify the Superintendent/designee of their return by the date prescribed in Policy 03.123 cannot be guaranteed employment for the following school year.

VERIFICATION

The Superintendent may require the employee to secure a licensed physician’s verification of a serious health condition~~disability~~.

Medical Leave**PLACEMENT UPON RETURN**

Employees taking medical leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed if the leave exceeds ninety (90) days of if the position has been eliminated.

INVOLUNTARY MEDICAL LEAVE

When, in the opinion of the Board, there is evidence that a teacher or the Superintendent is no longer able to perform satisfactorily the assigned duties, the Board may require the employee to provide evidence of ability to perform the essential functions of the position in the form of an examination and report by a physician of the Board's choosing. The Board shall bear the cost of this examination.

The Board may suspend the employee temporarily pending the physician's examination and may grant an involuntary leave of absence and renewals thereof following the physician's examination.

The employee shall have the right to a hearing on such involuntary leave and its renewal or extension in accordance with the provisions for hearing and appeal in [KRS 161.790](#).¹

RETIREMENT DISABILITY

Retirement disability shall be handled in accordance with [KRS 161.662](#).²

REFERENCES:

¹[KRS 161.790](#); [OAG 65-560](#), [KRS 161.770](#)

²[KRS 161.662](#), [OAG 80-151](#)
[OAG 84-43](#)

Consolidated Omnibus Budget Reconciliation Act

Family & Medical Leave Act of 1993

³ ~~42 U.S.C. § 12101 et seq, the Americans with Disabilities Act of 1990.~~

⁴ ~~42 U.S.C. 2000gg-3(a), the Pregnant Workers Fairness Act~~

⁵ [KRS 344.030](#) to 344.110, the Kentucky Pregnant Workers Act

RELATED POLICIES:

03.111

03.113

03.123

03.12322

03.173

Adopted/Amended: 9/2/2025

Order #: 2025-155

- CLASSIFIED PERSONNEL -**Medical Leave**

This policy shall be applied in a manner consistent with policy 03.212 and the Americans with Disabilities Act (ADA), when those provisions are applicable.

UNPAID LEAVE

Unpaid medical leave shall be granted by the Board, upon written request and Board approval, for the remainder of the school year when an employee has been advised by a physician that, for medical reasons, the employee will not be able to work for a period reasonably expected to last thirty or more days due to an anticipated a serious health condition of their own, or that of a family member. As used in this policy, "family member" means spouse; child (including biological, adopted, step, or foster child); parent; parent-in-law; sibling; grandparent; grandchild; son-in-law; and daughter-in-law. The written request shall include the "Certification of Health Care Provider" form completed by the attending physician.

A medical leave of absence may be granted for a period of not more than one (1) year. At the end of the year, if the employee is unable to return to work, he/she may request renewal for one (1) additional year. Such renewal is subject to approval by the Board upon recommendation of the Superintendent.

An employee who qualifies for workers' compensation lost time payments and are unable to return to work will be placed on a medical leave until they reach maximum medical improvement, as defined by Kentucky law. The employee may receive service credit for the purpose of salary step placement.

Part-time ~~classified~~, temporary, seasonal, substitute employees and student workers shall not be eligible for medical leave except for those qualifying for workers compensation payments directly resulting from accidents sustained in the course of fulfilling job responsibilities or as a workplace accommodation under the ADA, the federal Pregnant Workers Fairness Act, or the Kentucky Pregnant Workers Act.^{1,2,3}

Medical Leave shall not be granted on an intermittent basis under the provision.

FMLA

In compliance with the Family and Medical Leave Act of 1993, leave shall be granted in accordance with Board Policy 03.22322.

VERIFICATION

The Superintendent may require the employee to secure a licensed physician's verification of a serious health condition~~disability~~.

NOTIFICATION OF RETURN

Employees on medical leave shall notify the Superintendent/designee in writing of their intent to return to the school system on or before the date prescribed in Policy 03.223. Employees who fail to notify the Superintendent/designee of their return by the date prescribed in Policy 03.223 cannot be guaranteed employment for the following school year.

Medical Leave**PLACEMENT UPON RETURN**

Employees taking medical leave will, on return, be entitled to a comparable position for which they are qualified. Placemen tin the same position or same building cannot be guaranteed. Placement upon return shall be determined by the applicable collective bargaining agreement.

INVOLUNTARY MEDICAL LEAVE

When, on advice of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties, the Board may require the employee to provide evidence of ability to perform the essential functions of the position in the form of an examination and report by a physician of the Board's choosing. The Board shall bear the cost of this examination.

REFERENCES:

¹ 42 U.S.C. § 12101 et seq, the Americans with Disabilities Act of 1990

² 42 U.S.C. 2000gg-3(a), the Pregnant Workers Fairness Act

³ KRS 344.030 to 344.110, the Kentucky Pregnant Workers Act

Consolidated Omnibus Budget Reconciliation Act

Family & Medical Leave Act of 1993

~~Americans with Disabilities Act~~

RELATED POLICIES:

03.211

03.212

03.223

03.22322

Adopted/Amended: 9/2/2025

Order #: 2025-155

Certified Oral and Written Language Support

This policy identifies District obligations to provide interpreting and translation services for individuals who need language assistance, including students, parents/guardians, and employees. Individuals who provide these services on behalf of the District shall be trained, tested, and certified as interpreters and translators.

The District shall train staff how to access language support, including face-to-face interpretation, telephone interpretation, video remote interpretation, remote simultaneous interpretation, and document translation. The District shall inform international populations of language support services available to them and how to access those services. All language support services shall be provided by the District at no cost. In accordance with guidance from the Kentucky Department of Education, family members/friends or bilingual employees shall not be used to interpret or translate for formal school or District meetings/documents.

NOTIFICATION OF PROGRAMS, SERVICES, AND ACTIVITIES TO INTERNATIONAL POPULATIONS

When practicable, the District shall notify international populations in their native language of information related to any program, service, or activity provided by the District to all other populations, including the following:

- Registration, application, and enrollment
- Grievance and nondiscrimination procedures
- Language support services
- Calendars and events
- School handbooks
- Report cards
- School choices
- Student discipline procedures
- Gifted and talented programs
- Special education/related services
- Parent/guardian communications
- Requests for parent/guardian permission
- Other communications deemed important by the District

LANGUAGE IDENTIFICATION

The District shall obtain a response to a Survey of Primary and Home Language as provided in Board Policy 08.13452 from parents/guardians to determine languages spoken in the home. That language information shall be entered into the District's student information system. Language proficiency information gathered by District staff shall be used to determine the need for language support for English learners and their parents/guardians. The District shall provide translation of documents into languages other than English for the top five (5) other languages spoken by students and families in the District, as determined by the Survey of Primary and Home Language, as well as any other language requested specifically. District international populations who need language support are obliged to request translation and interpretation services for school or District-related communications at will.

Certified Oral and Written Language Support**LANGUAGE ACCESS PLAN**

Federal civil rights law requires the District to provide meaningful access to District resources and services for students, employees, and the families of children enrolled in District schools who have limited English proficiency. In order to ensure District compliance with that requirement, the Department of Multilingual Learners shall develop and implement a Language Access Plan that establishes Districtwide practices and resources, including, but not limited to:

1. Providing meaningful access through the use of interpretation services, translation services, language access technologies;
2. Utilizing quality assurance, monitoring, and feedback tools to foster continuous improvement;
3. Communicating to employees, and families regarding the language services available from the District; and
4. Providing employees training and implementation support regarding how to access language services.

The Language Access Plan and any subsequent amendments to the plan shall be submitted to the Board for review.

REFERENCES:

~~“Dear Colleague” letter dated January 7, 2015 from the U.S. Department of Justice Civil Rights Division/U.S. Department of Education Office of Civil Rights~~

Title VI of the Civil Rights Act of 1964

Lau v. Nichols, 414 U.S. 563 (1974)

Castañeda v. Pickard, 648 F.2d 989 (5th Cir. 1981)

67 FR 117 (June 18, 2002) Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons.

Executive Order 13166 Improving Access to Services for Persons with Limited English Proficiency (August 11, 2000).

P.L. 116-260 Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act (ESSA), Enacted December 27, 2020.

RELATED POLICIES:

08.13452; 09.12

RELATED PROCEDURE:

08.1348 AP.1

Adopted/Amended: 6/8/2021
Order #: 2021-95