

**MUHLENBERG COUNTY
PUBLIC SCHOOLS**

MUHLENBERG COUNTY SCHOOLS

2009-2010 Employee Handbook

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Muhlenberg County Board of Education
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The Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, or disability in employment, educational programs or activities.

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Introduction

Welcome

Welcome to Muhlenberg County School District.

Our school district has a vision for all students to reach the goal of proficiency by 2014. We are pleased that you have decided to be a part of this vision.

We expect all employees to do their very best to fulfill their obligations and duties. We have a unique opportunity to touch the lives of so many children. Let us embrace this opportunity with vigor and excitement.

Every employee is an important member of the Muhlenberg County School System. The Board of Education and I value and respect your dedication and commitment to education and to the youth of our county.

We want your employment with the district to be a positive experience for you and a rewarding experience for the students. If you have questions or concerns about your position or duties, feel free to contact your immediate supervisor. Welcome, best of luck, and thank you for choosing Muhlenberg County.

Dale Todd, Superintendent

MUHLENBERG COUNTY SCHOOLS

Purpose

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. Complete copies of those documents are available online at www.muhlenberg.kyschools.us policy and procedures link. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. **01.5**

School council policies, which are 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, she/he should contact his/her immediate supervisor or **Robert Reynolds** in the Central Office.

Mission

The Mission of the Muhlenberg County School System, with parent and community support, is to provide a quality education that instills in all students the will and ability to succeed, to be lifelong learners, and to contribute to society.

Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the Muhlenberg 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 and School Administrators

Person/Address	Telephone/E-mail	Fax
<p style="text-align: center;">R. Dale Todd Superintendent 510 West Main Street Powderly, KY 42367</p>	<p style="text-align: center;">(270) 338-2871 Dale.Todd@muhlenberg.kyschools.us</p>	(270) 338-0529
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<p style="text-align: center;">Micky Strader Assessment/H.S. Supervisor/Safe Schools Director 510 West Main Street Powderly, KY 42367</p>	<p style="text-align: center;">(270) 338-2871 Micky.Strader@muhlenberg.kyschools.us</p>	(270) 338-0529
<p style="text-align: center;">Jennifer Whitehead Elementary Supervisor and Preschool Director 510 West Main Street Powderly, KY 42367</p>	<p style="text-align: center;">(270) 338-2871 Jennifer.Whitehead@muhlenberg.kyschools.us</p>	(270) 338-0529

Person/Address	Telephone/E-mail	Fax
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Steve Durall Maintenance Director PO Box 167 Powderly, KY 42367	(270) 338-4631 Steve.Durall@muhlenberg.kyschools.us	(270) 338-4692
Deanna Noffsinger Transportation Director 201 Airport Road Greenville, KY 42345	(270) 338-2622 Deanna.Noffsinger@muhlenberg.kyschools.us	(270) 338-5648
Rick Carver, Principal Bremen Elementary School P.O. Box 10 5000 Main Street Bremen, KY 42325	(270) 526-6686 Rick.Carver@muhlenberg.kyschools.us	(270) 525-3380
Mary Ann Payton, Principal Central City Elementary School 1501 N. 2 nd Street Central City, KY 42330	(270) 754-4474 Mary.Payton@muhlenberg.kyschools.us	(270) 754-9570
Lee Freeman, Principal Greenville Elementary School 201 East Main Cross Greenville, KY 42345	(270) 338-4830 Lee.Freeman@muhlenberg.kyschools.us	(270) 338-4847
C. Brent Hardison, Principal Longest Elementary School 1020 N. Main Street Greenville, KY 42345	(270) 338-2842 Brent.Hardison@muhlenberg.kyschools.us	(270) 338-3002

Person/Address	Telephone/E-mail	Fax
Joe Wells, Principal Muhlenberg South Elementary School PO Box 10 Browder, KY 42323	(270) 476-2204 Joe.Wells@muhlenberg.kyschools.us	(270) 476-9687
Robert Davis Muhlenberg North Middle School 1000 North Main Greenville, KY 42345	(270) 338-3550 Robert.Davis@muhlenberg.kyschools.us	(270) 338-2911
Ed McCarraher, Principal Muhlenberg South Middle School 200 Pritchett Drive Greenville, KY 42345	(270) 338-4650 Ed.McCarraher@muhlenberg.kyschools.us	(270) 338-0151
Matt Perkins, Principal Muhlenberg County School West Campus 501 Robert Draper Way Greenville, KY 42345	(270) 338-0040 Matt.Perkins@muhlenberg.kyschools.us	(270) 338-2442
Matt Perkins, Principal Muhlenberg County High School-East Campus 2900 State Rout 176 South Greenville, KY 42345	(270) 338-9409 Matt.Perkins@muhlenberg.kyschools.us	(270) 338-9710
Mike Neal, Principal Career Alternative High School 3875 State Rt. Hwy. 181 N Greenville, KY 42345	(270) 338-5460, Ext. 421 Mike.Neal@muhlenberg.kyschools.us	(270) 338-4918
Randy McCarty, Principal Renaissance Center/School to Careers Coordinator 201 Airport Road Greenville, KY 42345	(270) 338-0662 Randy.McCarty@muhlenberg.kyschools.us	(270) 338-2104

Section

1

General Terms of Employment

Equal Opportunity Employment

The Muhlenberg County Board of Education is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex or veteran status, as required by law.

The District will make reasonable accommodation for individuals with disabilities 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 **Robert Reynolds** at the Board of Education's Central Office. **Board Policies 03.113/03.212**

Harassment/Discrimination

The Muhlenberg 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 or students, 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 or student is being subjected to harassment or discrimination should bring the matter to the attention of his/her Principal/immediate supervisor or the District's Title IX/Equity Coordinator. The District will investigate any such concerns promptly and confidentially.

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. **Board Policies 03.162/03.262**

Hiring

All personnel are required to sign a written contract with the District.

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

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

Transfer of Tenure

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. **Board Policy 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. **Board Policies 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. **Board Policies 03.133/03.233**

Criminal Background Check and Testing

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

Certified Employees: New hires and student teachers assigned within the District must have both a state and a federal criminal history background check. **Board Policy 03.11**

Classified Employees: New hires must have a state criminal history background check. Applicants that have resided in Kentucky twelve (12) months or less shall undergo both state and national criminal history background checks. **Board Policy 03.21**

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. **Board Policies 03.111/03.211** Also **Board Policies 09.14/09.213/09.43**

Salaries and Payroll Distribution

Checks are issued according to a schedule approved by the Board. At the end of the school year, employees who have completed their duties will be paid their remaining salary before the end of the fiscal year (June 30). **Board Policies 3.121/03.221**

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 **Board Policy 03.121**. 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 by posting the adopted salary schedule on the District website and notification by District email.

If you have a change in your certification, please send one of the original copies to the Personnel Department at the Central Office for your personnel file.

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

All Employees: There are two payrolls each month for all employees. Everyone will be paid on the 15th and the last day of the month. If the 15th or last day falls on a weekend or holiday, the pay date will be the prior working day. The first pay date will be August 15th. **Time sheets must be turned in to the Principal/supervisor on the last day of the time period.**

If you change address or marital status during the school year, please contact Kathy Brigance at the Central Office for a change of address/information update packet. It is important for us to have your correct address in our system for proper mailings. **Board Policies 03.121/03.221**

Professional Development Days

KRS 158.070(3) requires four (4) days of professional development. Flexible PD days count toward the 4-day requirement. However, a sick day cannot be used for a flexible PD day. Also, sick days cannot be used at year-end to make up for any missed PD days. A sick day is allowed for a PD day that falls within the school calendar and is turned in that month. **Board Policy 03.19**

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.

Certified employees shall be prompt in attendance. Elementary teachers shall be present in the school building fifteen (15) minutes prior to the beginning of each school day and shall remain in school at least thirty (30) minutes after students are dismissed. High school and middle school teachers shall be present in the building thirty (30) minutes prior to the beginning of each school day and shall remain in school at least fifteen (15) minutes after students are dismissed.

Teachers shall be on duty in the classroom at least ten (10) minutes before the opening of school. **Board Policy 03.1332**

Classified Employees: Classified employees shall be prompt in attendance and shall remain on duty as specified by school policy or by the Superintendent or designee.

No classified employee shall leave his/her job assignment during duty hours without the expressed approval of the Superintendent or designee.

Classified employees may be required to perform additional duties as directed by school policy or assigned by the council, Superintendent or the Superintendent's designee. **Board Policy 03.2332**

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. **Board Policy 09.221**

Employees are expected to follow policy **when intervening in and reporting to their supervisor** those situations that endanger the safety of students, other staff members or visitors to the school. 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. **Board Policies 03.162/03.262/09.422/09.42811**

Section

2

Benefits and Leave

Summary

A summary page of classified and certified benefits is attached at the end of this section.

Insurance

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

Salary Deductions

Muhlenberg County School District makes all payroll deductions required by law.

Employees may choose optional salary deductions by completing the Employee Benefit Election/Salary Reduction Agreement. **Administrative procedure 03.1211 AP.21**

No optional payroll deduction, authorized by the Board, shall be deducted from an individual employee's salary without a signed request from that employee affirmatively requesting the optional deduction. Such request must be filed on forms to be developed by the Superintendent. The Superintendent shall develop the manner and time for filing such requests. **Board Policies 03.1211/03.2211**

Direct Deposit

We encourage direct deposit of payroll checks. Direct deposited funds will be available for withdrawal on payday. You will continue to receive your pay stub that lists gross pay, deductions, and the net amount deposited in your account. If you want direct deposit, please complete an authorization form and attach a checking account deposit slip. Return this form to the payroll office. Direct deposit will begin no later than the second payday after we receive authorization in the payroll department. Direct deposit is required for new employees. **Board Policies 03.121/03.221**

Open Enrollment

Health insurance open enrollment dates are set by the state. The effective date for open enrollment changes will be January 1. Changes in your payroll deductions for health and dental insurance will begin with your December 15th check. Changes are not allowed outside of open enrollment except for qualifying events. You have only thirty (30) days after the qualifying event to make a change. See your insurance handbook guidelines for defining qualifying events. Health insurance handbooks will be distributed as soon as we receive them from the state. This handbook is very helpful and should be kept in your files for future reference.

Expense Reimbursement

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.), food (as authorized by policy and/or procedure), and lodging. Receipts must accompany requests for reimbursement.

A travel voucher is needed for reimbursement of travel for school-related purposes. Each Principal's office should have copies if you need them or you can print one off from the Board's web site. Turn your travel voucher in to the school secretary to be signed by the Principal and coded for payment. If your travel is to be paid from grant funds, turn your voucher in to your grant coordinator/secretary to be signed and coded for payment. **PLEASE NOTE:** Travel vouchers received by the Finance Department that are not signed and coded will be returned and may delay your payment.

When school purchases are made, do not forget to give the vendor our tax-exempt number (B-195). We cannot pay nor reimburse Kentucky sales tax. You and your Principal must sign all invoices. The correct MUNIS code must also be noted on the bill before you forward it to the Central Office for payment. Invoices, travel vouchers, etc. must be received by the Monday before Board meeting – bills submitted after this deadline will be paid the following month. **Board Policies 03.125/03.225**

Holidays

All full-time certified and classified employees are paid for four (4) annual holidays as indicated in the school calendar

Full-time certified and classified personnel who work 240 days or more are eligible for two (2) additional paid holidays. The Superintendent will designate the two (2) additional paid holidays. **Board Policies 03.122/03.222**

Vacations

Classified Employees - Two hundred sixty (260) day employees shall be awarded ten (10) paid vacation days after completion of their first fiscal year of employment. Vacation days shall be prorated for those employees who have completed one (1) year and began employment after July 1.

The Principal/supervisor shall give prior approval for the use of vacation days. Vacation days will not be granted on instructional days. **Board Policy 03.221**

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.

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

Employees on extended leave who plan to return the next school year must notify the Superintendent/designee in writing of their intention to return to work by April 30th. If an employee has used all of his/her accumulated paid leave and additional leave is recommended by the Superintendent and approved by the Board, the employee's payroll checks will stop. Payroll checks will restart once the employee begins working again. Please notify Robert Reynolds in Personnel if you anticipate a leave without pay. Also, remember to discuss insurance or other payroll deductions with the Finance Office to arrange payments while you are on leave. **Board Policies 3.123/03.223**

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 worker's compensation benefits.

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

Personal Leave

Certified Employees: Full-time certified employees are entitled to three (3) days of paid personal leave each school year.

Classified Employees: Full-time classified employees shall be entitled to one (1) day of personal leave with pay each school year.

All certified and classified 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. Other limitations are set out in Policy.

Personal leave shall not be taken in less than one-half (1/2) day increments. The midpoint of a school day for determining half-day personal leave shall be 11:00 AM for elementary schools and 12:00 noon for middle and high schools. **Board Policies 03.1231/03.2231**

Sick Leave

All full-time employees are entitled to ten (10) days of paid sick 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 sick leave days.

Sick leave days not taken during the school year they were granted accumulate without limit for all employees.

Sick leave shall not be taken in less than one-half (1/2) day increments. The midpoint of a school day for determining half-day sick leave shall be 11:00 AM for elementary schools and 12:00 noon for middle and high schools. **Board Policies 03.1232/03.2232**

See the “Retirement” section of this handbook for information about reimbursement for unused sick leave at retirement. **Board Policies 03.175/03.273**

Sick Leave Bank

Open enrollment is the time for you to either join the Sick Leave Bank or terminate your membership. If you are already a member of the Sick Leave Bank, no action is needed unless you wish to terminate your membership. **Board Policies 03.12321/03.22321**

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.

An employee requesting donated sick days must have exhausted all sick/personal leave as well as any sick bank options.

Applications to donate sick leave should be returned to *Jeff Travis*.

Any sick leave that is not used will be returned on a prorated basis to the employees who donated days. **Board Policies 03.1232/03.2232**

Family and Medical Leave

Full-time employees who have completed one (1) year of continuous employment and all part-time employees who worked at least 1,250 hours during the twelve (12)-month period immediately preceding the requested leave are entitled to family and medical leave (FML). Employees who qualify may take up to twelve (12) workweeks of leave per year:

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 active duty or call to active duty of a covered family member (spouse, son, daughter, parent or next of kin) who serves in a reserve component or as a retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and
5. To care for a covered family member (spouse, son, daughter, parent or next of kin) who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces that may render the family member medically unfit to perform duties of his/her office, grade, rank or rating.

When family and medical leave is taken to care for a service member's recovery from a serious illness or injury sustained in the line of duty, 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. **Board Policies 03.12322/03.22322**

Maternity Leave

Employees may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child.

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. An employee may use up to thirty (30) days of paid sick leave on the first thirty (30) working days of that twelve (12)-week period without a physician's statement. Additional paid sick leave days may be taken 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. Thereafter, leave may be extended in increments of one (1) year. **Board Policies 03.1233/03.2233**

Extended Disability Leave

Unpaid disability leave for the remainder of the school year is available to employees who need it. Thereafter, the Board leave may extend leave 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. **Board Policies 03.1234/03.2234**

Educational Leave

Certified Employees: Upon written request of a teacher or the Superintendent, the Board may grant leave (without pay) for one (1) year for educational or professional purposes. The Board may grant an additional year. 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.

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

Classified Employees: Upon recommendation of the Superintendent, the Board may grant classified personnel short-term leaves **with or without** pay for the purpose of obtaining training to enhance the skills required in performing their job or to obtain training in anticipation of a different position within the school system.

Employees granted educational leave shall not hold other full-time employment during the period of the leave. **Board Policy 03.2235**

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. **Board Policies 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. **Board Policies 03.1238/03.2238**

CERTIFIED EMPLOYEE BENEFITS

2009-2010 SCHOOL YEAR

- 1. SICK LEAVE** Paid by Board
- Ten (10) days per year equal to employee's workday. Unlimited accumulation and number of credited sick leave days may be used at any time needed for approved illness.
 - Transfer of accumulated sick leave from one school district to another within Kentucky.
 - Option to join or withdraw from sick leave bank as a new employee or during Open Enrollment.
- 2. PERSONAL LEAVE** Paid by Board
- Certified personnel shall receive three (3) personal leave days in addition to the sick leave. Personal leave not used will be carried forward to the next year as sick leave.
- 3. JURY DUTY LEAVE** Paid by Board
- Certified employees will be paid their regular salary less the amount of pay received for jury duty.
- 4. MEDICAL INSURANCE:**
- Hospitalization Insurance (single plan) Paid by State
 - Any optional plans Paid by Employee
 - Dental Insurance (single plan) Paid by Board
 - Any optional plans Paid by Employee
- 5. WORKERS' COMPENSATION INSURANCE.** Paid by Board
- 6. LIFE INSURANCE:** \$20,000 Paid by State
- 7. UNEMPLOYMENT INSURANCE** Paid by Board
- 8. LIABILITY INSURANCE** (\$6,000,000.00 limit). Paid by Board
- 9. MEDICARE INSURANCE:**
- Mandatory Medicare Tax for certified employees hired after March 31, 1986 (1.45% paid by employee, 1.45% paid by employer)
- 10. RETIREMENT:**
- Certified staff must participate 9.855% of income Paid by Employee
 - Accumulated sick leave paid at 30%
- 11. HOLIDAYS:**
- Four (4) paid equivalent work days for 9 1/4 month employees.
Paid by Board (Sept. 7, Nov. 26, Dec. 25, Jan. 1)
 - Up to six (6) paid equivalent work days for 12 month employees
Paid by Board (July 3, Sept. 7, Nov.26, Dec. 25, Jan.1, May 31)
- 12. PAY DATES:**
- Personnel will be paid on the 15th and 31st of each month or on the last working day prior to these dates.

CLASSIFIED EMPLOYEE BENEFITS

2009-2010 SCHOOL YEAR

- 1. SICK LEAVE** Paid by Board
- Full time employees shall receive ten (10) sick days per year equal to employee's workday. Unlimited accumulated sick leave days may be used at any time needed for an approved illness.
 - Sick leave may be transferred from one school district to another within Kentucky.
- 2. PERSONAL LEAVE** Paid by Board
- Full time employees shall receive one (1) personal leave day in addition to the sick leave. Personal leave not used will be carried forward to the next year as sick leave.
 - Personnel working 240 or more days per year shall receive two (2) personal leave days in addition to the sick leave.
- 3. JURY DUTY LEAVE** Paid by Board
- Classified employees who serve on jury duty will be paid their regular salary less the amount of pay received for jury duty.
- 4. MEDICAL INSURANCE**
- Hospitalization Insurance Paid by State
 - Any optional plans Paid by Employee
 - Dental Insurance Paid by Board
 - Any optional plans Paid by Employee
- 5. WORKERS' COMPENSATION INSURANCE** Paid by Board
- 6. LIFE INSURANCE - \$20,000.** Paid by State
- 7. UNEMPLOYMENT INSURANCE** Paid by Board
- 8. LIABILITY INSURANCE** (\$6,000,000.00 limit) Paid by Board
- 9. RETIREMENT**
- County Retirement cost 15.58% of income Paid by Board
 - Classified staff must participate 5.00% of income Paid by Employee
- 10. HOLIDAYS** Paid by Board
- Four (4) paid equivalent work days (September 7, November 26, December 25, January 1) for 9 1/4 month employees.
 - Up to six (6) paid equivalent work days (July 3, September 7, November 26, December 25, January 1, May 31) for 12 month employees.
- 11. PAY DATES**
- Personnel will be paid on the 15th and 31st of each month or on the last working day prior to these dates.

Section

3

Personnel Management

Transfer

Employees who wish to request a voluntary transfer should contact their immediate supervisor for assistance. This request must be sent in writing to the Superintendent or Director of Personnel.

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.
Board Policies 03.17/03.27/03.2711

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

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 Kentucky Teacher's Retirement System or the County Employee's Retirement System). Retirement notifications must be made to your Principal and the Personnel department at the Central Office. Any questions regarding the process can be directed to Jeff Travis, Finance Officer, or you can call the Kentucky Retirement System at 1-800-928-4646 (classified) or Kentucky Retirement System at 1-800-618-1687 (certified.).

Certified Employees: The Board shall compensate certified employees at the time of retirement, or their estate, for each unused sick day at the rate of thirty percent (30%) of the daily salary. This calculation is based on the employee's last annual salary. **Board Policy 03.175**

Classified Employees: The Board shall compensate classified employees at time of retirement, or their estate, for each unused sick day at the rate of thirty percent (30%) of the daily salary. Such compensation shall be provided through the CERS Alternative Sick Leave Program. **Board Policy 03.273**

Evaluations

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

Training/In-Service

The Board provides a program for professional development and staff training. **Board Policies 03.19/03.29**

Certified Personnel: Unless an employee is granted leave, 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. **Board Policy 03.19**

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. **Board Policies 03.15/03.25**

Section

4

Employee Conduct

Absenteeism/Tardiness/Substitutes

Employees are expected to notify their immediate supervisor when they must be tardy or absent. Staff in positions requiring substitutes must contact their immediate supervisor to request a substitute for the day. **Board Policies 03.123/03.223**

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**

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. **Board Policies 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**

Tobacco Products

Federal law and Board policy prohibit the use of any tobacco product in any building owned or operated by the Board. **Board Policies 03.1327/03.2327**

Bus drivers shall not use tobacco products while on the bus and shall not allow students to use tobacco products on the bus. **Board Policy 06.221**

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, or substances that attempt to mask or hide the presence of narcotics, drugs or controlled substances, and drug paraphernalia; and;
3. Substances that "look like" a controlled substance. In instances involving look-alike 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.

Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials.

Board policy requires applicants being considered for employment in safety-sensitive positions to submit to a urinalysis test as part of the required pre-employment physical for the purpose of detecting illegal use of drugs.

The Board has established drug and alcohol testing for employees in safety-sensitive positions. Bus drivers are tested under a similar but separate policy in accordance with federal guidelines.

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 a workplace violation of drug abuse statutes must notify the Superintendent/designee of the conviction within five (5) working days.

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

Weapons

Carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

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. **Board Policy 05.48**

Use of School Property

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 for authorized District business purposes. Personal use of such equipment is prohibited except for emergency situations. Employees shall reimburse expenses incurred for emergency personal use.

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. Individuals who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies and shall be subject to disciplinary action up to and including termination. **Board Policy 08.2323 and related Administrative Procedures.**

Every certified and classified employee must have on file a signed District Employee Acceptable User Policy agreement Form 1B. Without this signed form, your account will be suspended until it is on file with the Personnel Department, STC/Lab Manager and Technology Coordinator.

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. **Board Policies 03.1321/03.2321**

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.

For information on the District's plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, and Personal Protective Equipment (PPE), 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. **Board Policies 03.14/03.24/05.4**

Assaults and Threats of Violence

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. **Board Policy 09.425**

Child Abuse

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected shall immediately make a report to a local law enforcement agency, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney. **Board Policy 09.227**

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 **Board 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.

Grievances/Communications

The Superintendent/designee has developed specific procedures to assist employees in making a complaint. For full information refer to **Board Policies 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.

Outside Employment or Activities

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

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;
4. Shall not use professional relationships or authority with students for personal advantage;
5. 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;
6. Shall not knowingly make false or malicious statements about students or colleagues;
7. Shall refrain from subjecting students to embarrassment or disparagement; and
8. 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;
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.

Required Reports

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

- 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**
- 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, or a student is being subjected to harassment or discrimination. **03.162/03.262, 09.42811**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. **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 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 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**

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, you shall **immediately** make a report to a local law enforcement agency or Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney. (See **Child Abuse** section.) **09.227**

Acknowledgement Form

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 and 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; and
3. 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.

Signature of Employee

Date

Return this signed form to the Central Office.