

CORBIN INDEPENDENT SCHOOLS

# EMPLOYEE HANDBOOK

## 2016 - 2017



*"Striving to be the Best!"*



**CORBIN INDEPENDENT SCHOOLS**



# 2016 - 2017 Employee Handbook

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As required by law, the Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information or disability in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

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# Introduction

## Welcome

Welcome to Corbin Independent Schools.

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

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 and at the Central Office. 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 available from your 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, he/she should contact his/her immediate supervisor or the Superintendent of Schools at the Central Office.

## District Mission

The Corbin Independent Board of Education's mission is:

***"Striving to be the BEST."***

## Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the Corbin Independent 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            |
|---|--|----------------|
| David Cox, Superintendent<br>108 Roy Kidd Avenue.                                       | (606) 528-1303<br><a href="mailto:david.cox@corbin.kyschools.us">david.cox@corbin.kyschools.us</a>                               | (606) 523-1747 |
| Ramona Davis, Assistant Superintendent<br>108 Roy Kidd Avenue                           | (606) 523-3601<br><a href="mailto:ramona.davis@corbin.kyschools.us">ramona.davis@corbin.kyschools.us</a>                         | (606) 523-1747 |
| Rhonda Moore, Finance & Treasurer<br>108 Roy Kidd Avenue                                | (606) 523-3935<br><a href="mailto:rhonda.moorcalicia.logan@corbin.kyschools.us">rhonda.moorcalicia.logan@corbin.kyschools.us</a> | (606) 523-1747 |
| <del>Rhonda Moore</del> Open, Assistant Finance Officer<br>108 Roy Kidd Avenue          | (606) 528-1303<br><a href="mailto:david.cox@corbin.kyschools.us">david.cox@corbin.kyschools.us</a>                               | (606) 523-1747 |
| Josh Vannorstran, Transportation Director<br>1901 Snyder Street                         | (606) 215-4674<br><a href="mailto:josh.vannorstran@corbin.kyschools.us">josh.vannorstran@corbin.kyschools.us</a>                 | (606) 215-4674 |
| Susie Hart, Corbin Center Coordinator<br>222 Corbin Center Drive                        | (606) 261-7739<br><a href="mailto:susie.hart@corbin.kyschools.us">susie.hart@corbin.kyschools.us</a>                             | (606) 523-7807 |
| Mark Daniels<br>Director of Support/Grants/DPP<br>108 Roy Kidd Avenue                   | (606) 528-1303<br><a href="mailto:mark.daniels@corbin.kyschools.us">mark.daniels@corbin.kyschools.us</a>                         | (606) 523-1747 |
| Jane Chandler, Special Education Director<br>108 Roy Kidd Avenue                        | (606) 309-6173<br><a href="mailto:jane.chandler@corbin.kyschools.us">jane.chandler@corbin.kyschools.us</a>                       | (606) 523-1747 |
| Karen West, Special Projects Director<br>614 Master Street                              | (606) 215-7270<br><a href="mailto:karen.west@corbin.kyschools.us">karen.west@corbin.kyschools.us</a>                             | (606) 523-3618 |
| Janie Keith, Food Service Director<br>108 Roy Kidd Avenue                               | (606) 528-1303<br><a href="mailto:janie.keith@corbin.kyschools.us">janie.keith@corbin.kyschools.us</a>                           | (606) 523-1747 |
| Georgia Howard, HR Accounting Manager<br>108 Roy Kidd Avenue                            | (606) 528-1303<br><a href="mailto:georgia.howard@corbin.kyschools.us">georgia.howard@corbin.kyschools.us</a>                     | (606) 523-1747 |
| Ryan Hamm, HR/Benefits Specialist<br>108 Roy Kidd Avenue                                | (606) 528-1303<br><a href="mailto:ryan.hamm@corbin.kyschools.us">ryan.hamm@corbin.kyschools.us</a>                               | (606) 523-1747 |
| Kim Elliott, Payroll/Accounts Payable<br>108 Roy Kidd Avenue                            | (606) 526-7352<br><a href="mailto:kim.elliott@corbin.kyschools.us">kim.elliott@corbin.kyschools.us</a>                           | (606) 523-1747 |
| Travis Wilder, Principal<br>Corbin Primary School<br>3551 5 <sup>th</sup> Street Road   | (606) 523-3638<br><a href="mailto:travis.wilder@corbin.kyschools.us">travis.wilder@corbin.kyschools.us</a>                       | (606) 523-3640 |
| Bill Jones, Principal<br>Corbin Intermediate School<br>404 West 17 <sup>th</sup> Street | (606) 528-1651<br><a href="mailto:bill.jones@corbin.kyschools.us">bill.jones@corbin.kyschools.us</a>                             | (606) 523-3615 |

## Central Office Personnel and School Administrators (cont.)

| <b>Person/Address</b>  | <b>Telephone/E-mail</b>  | <b>Fax</b>     |
|--|--|----------------|
| Chris Webb, Principal<br>Corbin Elementary School<br>710 West 8 <sup>th</sup> Street | (606) 528-4367<br><a href="mailto:chris.webb@corbin.kyschools.us">chris.webb@corbin.kyschools.us</a>         | (606)523-3606  |
| Cynthia Davis, Principal<br>Corbin Middle School<br>706 South Kentucky Street        | (606) 523-3619<br><a href="mailto:cynthia.davis@corbin.kyschools.us">cynthia.davis@corbin.kyschools.us</a>   | (606) 523-3621 |
| John Crawford, Principal<br>Corbin High School<br>1901 Snyder Street                 | (606) 528-3902<br><a href="mailto:john.crawford@corbin.kyschools.us">john.crawford@corbin.kyschools.us</a>   | (606) 523-3627 |
| Tom Greer, Principal<br>Corbin Education Center<br>709 Roy Kidd Avenue               | (606) 523-3637<br><a href="mailto:tom.greer@corbin.kyschools.us">tom.greer@corbin.kyschools.us</a>           | (606) 523-3614 |
| Megan Moses, Administrator<br>Corbin Preschool Center<br>614 Master Street           | (606) 523-3612<br><a href="mailto:megan.howard@corbin.kyschools.us">megan.howard@corbin.kyschools.us</a>     | (606) 523-3618 |
| Deanna Darr, Grant/Finance<br>108 Roy Kidd Avenue                                    | (606) 523-3935<br><a href="mailto:deanna.darr@corbin.kyschools.us">deanna.darr@corbin.kyschools.us</a>       | (606) 523-1747 |
| Rhonda Gabbard<br>Superintendent's Secretary<br>108 Roy Kidd Avenue                  | (606) 528-1303<br><a href="mailto:rhonda.gabbard@corbin.kyschools.us">rhonda.gabbard@corbin.kyschools.us</a> | (606) 523-1747 |
| Sandy Wilson, Secretary/IC<br>108 Roy Kidd Avenue                                    | (606) 523-3938<br><a href="mailto:sandra.wilson@corbin.kyschools.us">sandra.wilson@corbin.kyschools.us</a>   | (606) 523-1747 |
| Donna Bowling, Secretary<br>108 Roy Kidd Avenue                                      | (606) 528-1303<br><a href="mailto:donna.bowling@corbin.kyschools.us">donna.bowling@corbin.kyschools.us</a>   | (606) 523-1747 |
| Lori Beth Brock, School Psychologist<br>1901 Snyder Street                           | (606) 524-7256<br><a href="mailto:loribeth.brock@corbin.kyschools.us">loribeth.brock@corbin.kyschools.us</a> | (606) 523-2003 |
| Kim Brock, Purchasing/AP<br>108 Roy Kidd Avenue                                      | (606) 528-1303<br><a href="mailto:kim.brock@corbin.kyschools.us">kim.brock@corbin.kyschools.us</a>           | (606) 523-1747 |
| Hannah Goins<br>Public Relations Specialist<br>108 Roy Kidd Avenue                   | (606) 521-3500<br><a href="mailto:hannah.goins@corbin.kyschools.us">hannah.goins@corbin.kyschools.us</a>     | (606) 523-1747 |
| Rob Miller<br>Technology Network Specialist<br>11 Casey Karr Drive                   | (606) 528-9150<br><a href="mailto:robert.miller@corbin.kyschools.us">robert.miller@corbin.kyschools.us</a>   | (606) 215-1955 |

## Section

# 1

# General Terms of Employment

## Equal Opportunity Employment

The Corbin Independent 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 genetic information, as required by law.

Reasonable accommodation for individuals with disabilities will be made 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 staff in Human Resource Department at the Board of Education's Central Office. **03.113/03.212**

## Harassment/Discrimination

The Corbin Independent 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, the District's Title IX/Equity Coordinator, Jane Chandler or the Superintendent, as required by Board policy. 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. **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:

|                                |                                  |  |
|--------------------------------|----------------------------------|--|
| <u>Dave Cox</u>                | <u>108 Roy Kidd Ave., Corbin</u> | <u>(606) 528-1303</u>                          |
| <i>Title IX Coordinator</i>    | <i>Address</i>                   | <i>Telephone</i>                               |
| <u>Jane Chandler</u>           | <u>901 South Main Street</u>     | <u>(606) 523-1303</u><br><u>(606) 309-6173</u> |
| <i>Section 504 Coordinator</i> | <i>Address</i>                   | <i>Telephone</i>                               |

**01.1**

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](mailto:program.intake@usda.gov).

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

**07.1**

## Hiring

Except for non-contracted substitute employees, all full-time certified and classified 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, contact the staff at the Central Office and/or refer to policies **03.11/03.21**.

## 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.

**Certified Employees:** New hires and student teachers assigned within the District must have both a state and a federal criminal history background check. **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 federal criminal history background checks. **03.21**

## Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records.

- A. 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.
- B. Employees may only access student record information to which they have a legitimate educational interest.
- C. 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. **03.111/03.211/9.14/09.213/09.43**

## 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

Checks are issued according to a schedule approved annually by the Board and may be direct deposited to a local bank. 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). **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**. No later than forty-five (45) days before the first student attendance day of each year or June 15<sup>th</sup>, whichever comes first, the Superintendent will notify certified personnel of the best estimate of their salary for the coming year.

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

## Hours of Duty

**All Employees:** Each position at each location has assigned work hours.

Teachers shall be on duty in the classroom or building at least fifteen (15) minutes prior to the opening of school and shall remain at least fifteen (15) minutes after the closing of school.

Employees are not allowed to leave their job assignment during duty hours without the permission of their immediate supervisor/designee. Contact your immediate supervisor for additional information and clarification.

## Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of an employee of the District with the authority to provide student supervision. 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, following District policy requirements for intervening in, as appropriate and reporting to the Principal or to their supervisor 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.

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

"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. **09.422**

## Section

# 2

## Benefits and Leave

### 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. **03.124/03.224**

Optional insurance coverage available to employees includes:

- Dental Insurance
- Cancer Insurance
- Disability Insurance
- Life Insurance

### Salary Deductions

Corbin Independent 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;
- Credit Union;
- State approved deferred compensation plan;
- 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. **03.1211/03.2211**

### Cafeteria Plan

Corbin Independent 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.), food (as authorized by policy and/or procedure), and lodging. Itemized receipts must accompany requests for reimbursement.

Employees must submit travel vouchers within one (1) week of travel and will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. Contact staff in the Business Department, Central Office, at 528-1303 for additional information. **03.125/03.225 (Review “Travel Policy and Procedures” for details)**

## Holidays

All full-time certified employees and classified employees are paid for four (4) annual holidays as indicated in the school calendar. **03.122/03.222**

## Vacations

Employees employed 240 or more days shall be eligible for vacation leave as follows:

| Number of Years Experience      | Number of Vacation Days Granted         |
|---------------------------------|---|
| 0-4 year                        | Granted Five (5) vacation days per year |
| 5 <sup>th</sup> year and beyond | Granted Ten (10) vacation days per year |

Employees who have previous full-time experience in the District prior to becoming a 240-day or more employee shall be granted vacation days based on the total amount of combined experience with the District.

Vacations must be scheduled in advance with the Superintendent/immediate supervisor.

A maximum of thirty (30) vacation days may be accumulated and carried over to the next year. Reimbursement at time of separation (retirement, resignation or termination) for unused vacation days shall be made in accordance with policy. **03.122/03.222**

## 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 who plan to return the next school year must notify the Superintendent/designee in writing of their intention to return to work by April 15<sup>th</sup>.

Authorization of leave and time taken off from one's job shall be in accordance with a specific leave policy. Absence from work that is not based on appropriate leave for which the employee is qualified may lead to disciplinary consequences, 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*, and/or contact staff in the Human Resource Department at the Central Office.

## Personal Leave

Full-time employees are entitled to two (2) days of paid personal leave each school year. Employees who work for less than a full year are entitled to a prorata part of the authorized personal leave days. Certified staff may use personal leave days in half day increments and classified staff may use personal leave days in quarter day increments. Your supervisor must approve the leave date, but no reasons will be required for the leave. On June 30, unused personal leave converts to the employees sick leave account. Other limitations are set out in Policy. **03.1231/03.2231**

## Emergency Leave

Full-time employees are entitled to three (3) days of emergency leave with pay each school year. Employees who work for less than a full year are entitled to a prorata part of the authorized emergency leave days. Certified staff may use emergency leave days in half day increments and classified staff may use emergency leave days in quarter day increments.

The only approved reasons for taking emergency leave are: a) bereavement, b) personal disasters, and c) court/legal matters. The Superintendent/designee approves the use of emergency leave days.

Persons taking emergency leave must complete form 03.1236/03.2236 "*Emergency Leave Verification Form*" upon returning to work. Emergency leave days not taken during the school year shall be credited to the employee's sick leave account. **03.1236/03.2236**

## Sick Leave

Full-time employees under contract for 180 days shall be entitled to ten (10) days of sick leave with pay each school year. Employees under contract for less or more than 180 days shall be entitled to one sick day for each 18.5 days in the employee's contract. Persons employed for less than a full year contract shall receive a prorate part of the authorized sick leave days calculated to the nearest ½ day. Certified staff may use sick leave days in half day increments and classified staff may use sick leave days in quarter day increments. Sick leave days not taken during the school year they were granted, accumulate without limit for all employees. **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.

Applications to donate sick leave should be returned to the Human Resource Department at the Central Office.

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

## Leave of Absence

Contact the Central Office staff for conditions and regulations related to leave of absence prior to taking the leave of absence. Short-term and extended leave without pay will be granted in keeping with policy. **03.123/03.223**

## Family and Medical Leave

Employees are eligible for up to twelve (12) workweeks of family and medical leave each school year, 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 reason below:

1. For the birth and care of an employee's newborn child or 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**

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, 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 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 12 months, have 1,250 hours of service in 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 or to 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.

## 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. 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.

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 in increments of no more than one (1) year. **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, 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**

## Educational Leave

**Certified Employees:** The Board may grant unpaid leave for a period no longer than two (2) consecutive years for educational or professional purposes. 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. **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**

## Jury Leave

Any employee who serves on a jury in local, state or federal court shall 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**

## Personnel Management

### Transfer

Employees who wish to request a voluntary transfer should contact the Superintendent/designee or their immediate supervisor for assistance.

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 Contracts

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.

### 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 - 1-502-848-8500 or the County Employee's Retirement System - 1-502-695-8800).

The Board compensates employees only upon initial retirement for each unused sick day at the rate of thirty (30) percent 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 statement 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 program for professional development and staff training.

**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. **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. **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. Staff in positions requiring substitutes must contact their immediate supervisor and follow the procedures for the position.

### Staff Meetings

Unless they are on leave or have been excused by the Principal/designee, staff members shall attend meetings called by the Principal or other authorized administrator.**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.

### 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**

## 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 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.

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. **03.13251/03.23251**

## Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, 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, 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.

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**

## Dress and Appearance

All personnel shall dress appropriately and professionally according to their assigned positions and related job descriptions. Dress shall not disrupt the educational process.

During the course of the school year, Principals may designate special days when some departure from the dress code may be allowed. Principals/designees shall announce these days. Principals shall enforce the dress codes in their schools. Employees whose appearance does not conform to these rules will be asked to change clothing to meet this code.

### Examples of inappropriate attire:

- Visible tattoos with inappropriate content
- Immodest clothing (transparent clothing, cleavage, exposed midriffs, short skirts, short shorts, and short dresses, and skin tight clothing)
- Grunge attire (clothes with holes and pants worn below the waistline)
- Inappropriate logos
- Nylon or spandex gym shorts
- Caps or hats
- Tank tops/Camis/spaghetti straps tops worn alone
- Body piercing other than the ears

**03.1326/03.2326**

## Tobacco Products

Federal law and/or Board policy prohibit the use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 in any building or on any property owned or operated by the Board, inside board owned vehicles, or during school-related trips and activities. **03.1327/03.2327**

Bus drivers shall not use tobacco products on property owned or operated by the Board, inside Board owned vehicles, or during school-related trips and activities. **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.

An employee shall not use any District facility, vehicle, electronic communication system, equipment or materials in performing outside work. These items (including security codes and electronic record, such as E-mail) are property of the District and shall be used solely for job-related purposes.

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

Employees shall 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. **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 immediately 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, 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**



## 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

**Required Actions:** 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) a local law enforcement agency, b) the Cabinet for Families and Children or its designated representative, and c) the Commonwealth's Attorney or the County Attorney. **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.

Employees shall not engage in language or behavior toward students, staff, and/or visitors which is profane, intimidating, humiliating, or degrading.

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.

## 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.

## Outside Employment or Activities

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

## Required Reports

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

1. CHILD NEGLECT – If you know or have reasonable cause to believe that 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, b) the Cabinet for Families and Children or its designated representative, and c) the Commonwealth’s Attorney or the County Attorney. (See Child Abuse section.) **09.227**
2. THEFT - 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**
3. SECLUSION/RESTRAINT - 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**
4. DRUGS - 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**
5. HAZARDS - 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**
6. TITLE IX - 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 subjected or has been to harassment or discrimination. **03.162/03.262/09.42811**
7. FRAUD - 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**
8. CHILD MISSING - 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**
9. BOMB THREAT – 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**

10. BUS DRIVER MEDICATION - 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**
11. WEAPONS - 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**
12. VICTIM OF OFFENSE - 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.
  12. a) Notification of Parents/Guardian - 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.
  12. b) Notification Law Enforcement - 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**
13. THREATS - 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;
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.

# Acknowledgement Form

**2016-2017 School Year**

I, \_\_\_\_\_, have access to a copy of  
*Employee Name*

and/or access to an online version of the Employee Handbook developed 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.

\_\_\_\_\_  
*Employee Name (please print)*

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Date*

This signed form will be collected by your Principal/Immediate Supervisor and then returned to Central Office.

All School Employees are **REQUIRED** to verify their review of this document with a signature.