

**EMPLOYEE HANDBOOK
FOR
CERTIFIED, CLASSIFIED and
SUBSTITUTE STAFF**

Updated 2015



Our Vision...

**We are MENIFEE-Where Students
Become College and Career
Ready.**

THE MISSION OF MENIFEE COUNTY SCHOOLS

Our Mission...

Empowering Future Generations
to be Productive and
Successful in a Global
Economy Through:

- Community Collaboration
 - Creative Thinking
- Instructional Rigor and
Relevance

*In order to improve the
quality of life for ALL.*

(Vision and Mission Statements approved at the November 19, 2015,
board meeting. Handbook amended 5/2/16)

Table of Contents

Mission Statement -----	2
Table of Contents -----	3
I. Introduction -----	5
Future Policy Changes -----	5
II. General Terms of Employment -----	6
Certified/Classified Personnel -----	6
Equal Employment Opportunities-----	6
Harassment/Discrimination -----	6
Employment -----	7
Hiring -----	7
Placement on Salary Schedule -----	8
Transfer of Tenure -----	8
Job Responsibilities -----	8
Length of School Day/Hours of Duty -----	9
Supervision Responsibilities _ -----	9
Confidentiality -----	9
Cancellations Due to Weather -----	9
III. Benefits and Leave -----	11
Salary Payments -----	11
Holidays -----	11
Payroll Deductions -----	11
Cafeteria Plan -----	11
Health Insurance -----	11
Life Insurance -----	12
Other Insurance ____ -----	12
Worker’s Compensation-----	12
Liability Insurance__ -----	12
Leaves of Absence—With Pay-----	12
Sick Leave -----	12
Sick Leave Donation Program-----	13
Sick Leave Bank -----	13
Personal Leave-----	14
Jury Duty-----	14
Maternity Leave-----	14
Military Leave -----	15
Leaves of Absence—Without Pay-----	15
Short-Term Leave-----	15
Educational/Professional Leave -----	15
Family Medical Leave Act -----	16
Extended Disability Leave-----	16
IV. Personnel Management-----	17
Retirement System-----	17
Teacher Classroom Grants-----	18

Professional Growth-----	18
Opportunities for District Service-----	18
Vacancies -----	18
Resignations-----	19
Evaluation -----	19
V. Employee Conduct-----	21
Disciplinary Actions/Sanctions-----	21
Code of Conduct-----	22
Use/Possession of Alcohol or Drugs by Employees-----	24
Child Abuse/Neglect-----	25
Absenteeism/Tardiness/Substitutes-----	25
District Dress Code -----	25
Complaints/Problems-----	26
Grievances -----	26
Disrupting Educational Process-----	27
Weapons-----	27
VI. Miscellaneous -----	28
Emergency Management Plan-----	28
Parking-----	28
Safety-----	28
Field Trips-----	28
Badge Policy-----	28
Finance-----	29
Timesheets-----	29
Leave Affidavit-----	29
Timelines-----	30
Volunteers-----	30
Use of Physical Restraint and Seclusion-----	30
Technology -----	31
Substitute Teachers, Instructional Assistants, Bus Drivers, Janitors/ Maintenance and/or Cooks -----	33
Vision and Mission Statements-----	33
Review the Handbook -----	33
Required Paperwork-----	33
Reporting to Supervisor -----	33
Timesheets -----	34
Dress Code -----	34
Behavior around Students -----	34
Report to Teacher -----	34
Board of Education Members-----	36
Board of Education Meetings-----	36
Central Office Information-----	37
Employee Handbook Members-----	38
Organizational Chart-----	39
Acknowledgement Form-----	40

I. INTRODUCTION

The Menifee County Public School System is first and foremost an educational community engaged in partnering with community and parents, providing a safe environment and promoting proficiency in building a foundation for student success. Each employee, whether certified or classified, has an essential part in the overall accomplishment of the system's mission.

We believe that this team effort can be carried out within the framework of a sound personnel program which includes ALL certified and classified staff. The school system strives to employ capable, well-qualified and industrious employees who are sufficiently mature to accept the responsibilities of their positions, and who will perform their services in a courteous and efficient manner to insure that learning will be enhanced and children's needs will be met. In exchange, the school system endeavors to establish suitable working conditions based upon equitable and reasonable standards.

The purpose of this handbook is to acquaint you with general Board of Education policies, regulations, directives, procedures and practices which affect and govern your employment. Also, this handbook presents fringe benefits available to you as an employee of the Board. Please note that all policies of the Board are binding on employees of the District, schools, students, and on the Board itself. Employees and students who fail to comply with Board policies may be subject to disciplinary action.

You may obtain further details about the items in this handbook by talking with your immediate supervisor. Copies of Board policies are available in each school office, the Central Office and on the District's website. They can also be found on the KSBA website. Some schools or departments may also have supplementary policies and procedures which apply only to employees of those particular schools or departments.

You are encouraged to read this handbook and keep it for future reference. We do ask for your comments about this handbook. Please send your comments concerning additions, deletions, or corrections to Dawn Hardeman at the Central Office.

Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the Menifee County Board of Education reserves the rights, 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.

II. GENERAL TERMS OF EMPLOYMENT

Certified and Classified Personnel

In determining the eligibility of a particular candidate for appointment to a certified position, the sole concern of the Superintendent/State Manager shall be to recommend, based upon the Site Based Decision Making Council's recommendation (if applicable), that person who will render the highest possible level of service to children as determined by the candidate's preparation, experience and ability to work effectively with children, other staff members and citizens of the school community.

Equal Employment Opportunities

Equal opportunities shall be provided for all persons throughout the Menifee County Public Schools in recruitment, appointment, payment, training and other employment practices without regard to race, ethnic origin, sex, color, creed, handicap, religion, or natural origin and assignments, responsibilities and duties shall be without regard to same. The school system complies with the nondiscrimination requirements in employment as set forth in KRS 161.164, Title IX, Title VI, and Section 504 of federal law, and with the Americans with Disabilities Act. Employees who have a temporary or permanent disability may request the District to provide reasonable accommodations necessary for them to perform the essential duties of the position they hold. State law does require new employees to undergo a criminal history background check as a condition of employment.

Harassment/Discrimination

Harassment or Discrimination due to an individual's race, color, national origin, age, religion, sex or disability is prohibited. Harassment or Discrimination is defined as unlawful behavior (based on the protected categories) involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred or prejudice. Conduct or actions prohibited in the workplace include: derogatory nicknames, demeaning stories, jokes, pictures or objects relating to any of the protected categories. Board Policies also prohibit unwanted touching, sexual advances, requests for sexual favors, spreading sexual rumors, being subjected to unwelcome sexual remarks in the context of the workplace and destroying or damaging an individual's property based on any of the protected categories. Employees who engage in harassment or discrimination of another employee or student shall be subject to disciplinary action including but not limited to termination of employment. Please note also that the failure of any teacher, immediate supervisor, principal, administrator, Superintendent/State Manager or other employee to initiate an investigation of alleged harassment or discrimination, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

Retaliation against an employee who files a complaint is likewise prohibited. See Board policy 03.162 or 3.262 for more information.

Employment

A candidate for election to a position shall be duly certified by the Kentucky State Board of Education and shall be employed by the local Superintendent/State Manager. Teachers employed for the first time by Menifee County Schools shall be employed on a limited contract for a period of one school year, or a portion thereof. Annual contracts automatically expire no later than June 30 each year. At the Superintendent/State Manager's discretion, a teacher's contract may be renewed. The first, second and third reemployment period of all teachers who are ineligible for continuing contract, shall be for a period of one school year. Except for noncontracted substitute teachers, all certified personnel are required to sign a written contract with the District. All regular full-time and part-time classified employees also shall receive a contract.

A teacher who has served four full years in Menifee County Schools without a break in contract, or who has taught four years in the system which fall within a period not to exceed six years, shall, if reemployed by the Superintendent/State Manager, be awarded a continuing contract only if the teacher assumes his/her duties at the beginning of the next school year. The term 'continuing contract' shall mean a contract for the employment of a teacher that shall remain in full force and effect until it is terminated or suspended as provided by state law and/or local Board policy. Continuing contract status (tenure) is a function of law; it cannot be withheld if a teacher is entitled to it, nor can it be granted if he/she is not entitled. Continuing contract status refers to employment in the school district and not to assignment to a particular school, subject area or grade level.

A teacher who has attained a continuing contract status in another Kentucky school district shall be employed on a probationary limited contract during the first year of his/ her employment with Menifee County Schools. If such teacher is reemployed by the Superintendent/State Manager, the teacher shall be awarded a continuing contract only if the teacher assumes his/ her duties at the beginning of the next school year.

In order to qualify for continuing contract status, a teacher must actually be 'at work'. Therefore paid leave days do not count toward the fulfillment of the minimum term for tenure purposes. Also, a teacher must hold a 'standard' teaching certificate; therefore teaching on an 'emergency' certificate does not count toward continuing contract status.

Hiring

Applicants, employees, student teachers and substitute teachers shall undergo criminal background checks and testing as required by applicable statutes and regulations (Board Policy 03.11). All newly employed certified personnel, including substitute teachers, shall present documentation in the form of a medical examination performed by a designated licensed physician, physician's assistant, or Advanced Practice Registered Nurse or by a licensed medical practitioner of the employee's choice. Each medical examination must include a risk assessment for tuberculosis (TB).

Existing and new paraprofessionals who provide instructional services and/or supports in programs supported by Title I funds shall satisfy educational requirements specified by federal law (Board Policy 03.5). Paraprofessionals shall be under the direct supervision of certified teachers.

Placement on the Salary Schedule

An employee shall be credited on the teacher salary scheduled for rank as determined by the Education Professional Standards Board and recorded on the employee's official teaching certificate. Changes in rank occurring during the school year shall not be credited until September 15th of the next year (Board Policy 03.121). An employee shall be credited on the salary schedule for professional experience as defined in 702 KAR 3:070 and officially validated by the teacher's employer. It is the employee's responsibility to notify the Superintendent/State Manager of all teaching experience. Experience credit will not be granted for employment of less than 140 days per school year nor for substitute teaching. Certified employees who are employed less than halftime (.5) but who meet the 140 day requirement shall be credited with one year of experience for each two years worked. Please note that it is the employee's responsibility to see that current teaching certificates, transcripts and prior employment verifications are on file in the Human Resources office. These documents **MUST** be on file in order to insure the employee's appropriate placement on the salary schedule.

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 Menifee County School 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. In the case of an instructional assistant assigned to a particular classroom, the certified teacher is the immediate supervisor. See the Organizational Chart for Menifee County School System. 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. Examples of using sound judgment would include not using cell phones during class time and using appropriate language at all times around the students. Communication with students in the school setting, community and on social media should be professional in nature. In addition, employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law (Board Policies 03.133; 03.233).

Length of School Day/Hours of Duty

Personnel placed in the schools in Menifee County should plan on their workday being from 7:25 a.m. to 3:25 p.m. Employees should arrive in time to sign in and be at their duty spots by 7:25 a.m. each morning. Principals will inform employees of any difference in the length of the work day, if applicable. For example, due to bus schedules, personnel at Botts Elementary School will need to be at school longer each day than Menifee Elementary School and Menifee

High School. Classified employees' hours of duty may also vary based upon supervisory assignments. Consult your principal regarding your schedule.

Supervision Responsibilities

While at school or during school-related or school-sponsored activities, student must be under the supervision of a qualified adult at all times (Board Policy 09.221). All District employees are required to assist in providing appropriate supervision and correction of students.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including follow District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those 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,, 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 (Board Policies 03.162; 03.2621; 09.422; 09.42811).

Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, education 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. 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.

Employees may only access student record information in which they have a legitimate educational interest (Board Policies 03.111; 03.211; 09.14; 09.213; 09.43). See the "Record of Access" form at each school.

Both federal law and Board policy prohibit employees from making unauthorized disclosure, use or dissemination of personal information regarding minors over the Internet (Board Policy 08.2323).

Cancellations Due to Weather

When making a decision on opening or closing the schools due to inclement weather, the primary concern is for the safety and welfare of the students. The decision to cancel school will be made by the Superintendent/State Manager/designee by 6:00 a.m. Procedures for altering the regular schedule due to inclement weather are as follows:

Delays, Closings and Early Dismissals

- All schools in Menifee County School District will operate on a one-hour delay; or

- All schools in Menifee County School District will operate on a two-hour delay; or
- All schools in Menifee County School District will be closed.

Another option is Plan B in which school is in session on the regular schedule or possibly delayed and the buses only run on the main roads. Parents/guardians are encouraged to bring their students to meet the buses on the main roads in the district.

Should weather conditions begin to deteriorate during the school day, and it is determined that road conditions are becoming hazardous, schools will be dismissed early.

The following local and regional news media will be notified by the Director of Transportation/designee of closings, delays and/or early dismissal:

WLEX TV (Channel 18)—Lexington
WTVQ TV (Channel 36)—Lexington
WKYT TV (Channel 27)—Lexington

Parents/guardians will be notified of closings, delays and/or early dismissals with a call from School Messenger. The information will also be posted on the District's website and the District's Facebook page.



III. BENEFITS AND LEAVE

Salary Payments

All employees shall receive their annual salary in 24 equal payments. A schedule of pay dates is mailed to each employee at the beginning of the school year or can be obtained from the Payroll Officer upon request.

Electronic “direct deposit” of paychecks is required for all employees. Electronic pay deposits may not be issued until an employee has completed and returned all required paperwork to the Central Office. New employees shall not be paid until their health records, criminal history background check, college transcripts, certification documents and all other required documents are on file.

Holidays

All employees shall receive four (4) paid holidays during the school term. These holidays will be determined annually and are part of the official school calendar as approved by the Board of Education and the Kentucky Department of Education, per Board Policy 03.122.

Payroll Deductions

Automatic payroll deductions are made for all mandatory deductions, e.g., Federal income tax, state income tax, city/county payroll tax, Teachers’ Retirement and Medicare (new employees).

Payroll deductions on a voluntary basis can be made for approved items, such as family health insurance, credit union, KEA, KASA and private annuities. Employees must obtain the necessary forms from the Human Resources Office to authorize payroll deductions. Payroll deductions are prorated and are deducted from a varying number (depending on the specific deduction) of checks during the school year.

Cafeteria Plan

The Board of Education has adopted a plan which qualifies as a “Cafeteria Plan” as defined by the Internal Revenue Code. This plan provides a tax savings to any full-time employee who has payroll deduction(s) for accident, cancer, dental, health, intensive care, and/or vision insurance. The deducted amount, if any, is not subject to federal or state taxes and therefore increases net “take home” pay accordingly. The gross salary reported on each employee’s year-end W2 form will be reduced by the amount of the above-mentioned deductions. Forms to sign up for this Cafeteria Plan will be made available to each employee at the beginning of employment and each year during the ‘open-enrollment’ period. All employees must see the representative for the cafeteria plan each school year.

Health Insurance

Several hospitalization and/or health maintenance organization insurance plans are available. The state of Kentucky provides a monthly stipend toward the purchase of a single policy for full-time (.7 or more) employees. Most plans call for a small supplemental premium for the single

policy. Supplemental premiums for family plans at group rates may be paid through payroll deduction. Forms for indicating the desired health insurance coverage shall be made available at the beginning of each school year and during the open-enrollment period.

Life Insurance

A life insurance policy is provided for each full-time employee by the State in the amount of \$20,000. Beneficiary and enrollment cards must be signed and are available at the Central Office. There is no charge to the employee for either policy. Supplemental premiums for additional term insurance at group rates may be paid through payroll deduction.

Other Insurance

Disability insurance, dental insurance and vision insurance is offered to certified and classified employees for a small premium each pay period and is usually paid through payroll deduction.

Workers' Compensation

All employees are covered by workers' compensation insurance. If a staff member is injured while on the job, he or she must immediately report the injury to the principal and complete an accident report. The injury *must* be reported to the Central Office within 24 hours. The staff member *does not* have to seek medical treatment for injuries, but if he/she does, the medical treatment must come from the Menifee Medical Center. If these guidelines are not followed, a Worker's Compensation claim may be delayed or denied.

Liability Insurance

The school system maintains liability insurance. The coverage includes litigated liability damages against the school system for bodily injury and/or property damage resulting from actions of the system's employees. The insurance coverage requires the employee to notify the Superintendent/State Manager immediately after the employee becomes aware of the potential for a liability claim.

Please Note: The Board of Education cannot be held responsible for personal items of employees which are lost, stolen or destroyed on school property.

Leaves of absence—With pay

Sick Leave

Certified and classified personnel are awarded ten (10) days sick leave each school year of employment according to Board Policy 03.1232. Unused sick leave days may accumulate without limit, and upon verification, a certified employee may transfer unused sick leave accumulated in another Kentucky school district. The term "day" refers to a teacher's normal work period. For example, a person teaching three (3) hours per day would receive ten 3-hour

sick days per year. Upon a change in status (from part-time to full-time or vice-versa), only the length of days earned will be accrued. For example, if a part-time teacher who earns ten half-days during one school year becomes a full-time teacher, the ten half-days shall be converted to five full days of sick leave. Employees are not paid for unused sick leave at the time of termination; however, current Board Policy allows a percentage of unused sick leave to be paid at retirement. Substitute or other temporary employees are not awarded sick leave. See Board Policy 03.1232. Employees are encouraged to use their sick leave for personal illness and other reasons permitted by law.

Sick leave may also be used for attending to a member of the employee's immediate family who is ill, or for the purpose of mourning a member of the employee's immediate family.

Upon return to work, a certified or classified employee claiming sick leave must file a personal affidavit or a certificate of a physician stating the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill.

Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee's immediate family. Immediate family shall mean the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

The Board Policy defines "sickness" as: "Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy."

Sick Leave Donation Program

Under procedures developed by the Superintendent/State Manager, employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to fewer than fifteen (15) days. Please contact your principal for more information.

Sick Leave Bank

The purpose of the Sick Leave Bank is to provide eligible, voluntarily participating certified and classified employees who have exhausted all of their accumulated sick leave the means of obtaining additional sick leave days upon proper approval of the appropriate Sick Leave Bank Committee (certified or classified). Each sick leave bank has an overseer from the school to whom one would go for the paperwork and instructions on how to apply for the days needed.

Each employee who is a member of the Certified or Classified Sick Leave Bank shall contribute one (1) or more of his/her annual sick leave days to the bank during the school year in which he/she is a member. If an employee borrows sick days from the Sick Leave Bank, he/she has

the responsibility of repaying those days to the appropriate Sick Leave Bank. This can be accomplished at the rate of one sick day per year.

Personal Leave

Full-time certified and classified personnel are awarded three (3) personal leave days each school year without loss of pay. Any staff member desiring to take personal leave days must fill out the request form and submit to their immediate supervisor for approval. Please note that if a large number of employees are scheduled to be out on that particular day, the supervisor has the right to deny the personal leave day(s) at that time and will provide the reason to the employee.

Personal leave days not taken during the school year in which they were granted will accumulate to the credit of the employee's sick leave days at the beginning of the next school year. At the time of retirement, all unused personal leave days will be credited as sick days.

Persons employed for less than a full year contract shall receive a prorated part of the authorized personal leave days calculated to the nearest half day.

Jury Duty

Any employee who serves on a jury in a duly constituted local, state or federal court shall be granted leave with full compensation, less any compensation received as jury pay (\$5.00) except expense monies (\$7.50). If this fee is not paid to the financial officer within thirty (30) days of service, the employee will be docked the day(s) out for jury service. Persons serving jury duty will only be excused from work for the time of the *actual* court service.

Maternity Leave

Paid Maternity/Sick Leave

Childbirth and recovery therefrom, which prevent the employee from performing assigned duties, shall entitle the employee to sick leave benefits as provided in Board Policy 03.1232.

An illness of the newborn shall entitle the employee to sick leave benefits as provided in Board Policy 03.1232.

An employee may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child or children. Additional sick leave days may be used when the need is verified by a physician's statement.

Unpaid Maternity Leave (KRS 161.770)

On written request, the parent of a newborn or the employee who adopts a child or children shall be granted 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.

Employees on maternity leave shall notify the Superintendent/State Manager in writing of their intent to return to the school system on or before the date prescribed in Policy 03.123 (April 1st). Employees who fail to notify the Superintendent/State Manager of their return by the date prescribed in Policy 03.123 cannot be guaranteed employment for the following school year.

Employees taking a maternity leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed.

Military Leave

According to Board Policy 03.1238, military leave will be granted to certified personnel under the provisions and conditions specified in law.

Employees who are members of the National Guard or of any reserve component of the Armed forces of the United States, or the reserve corps of the United States Public Health Services shall be entitled to military leave, without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits to which they are entitled. In any one (1) federal fiscal year, employees, while on military leave, shall be paid their salaries or compensations for a period or periods not exceeding twenty-one (21) calendar days. Any unused military leave shall expire two (2) years after it has accrued. Determination of the period of military leave to be granted shall be made according to statutory requirements.

The employee is responsible for notifying his/her immediate supervisor as soon as s/he is notified of an impending military-related absence.

Leaves of Absence—Without Pay

Short-Term Leave

The Superintendent/State Manager, at his/her discretion, may grant short-term leave without pay to any employee in extenuating circumstances where other leave is not available. In deciding upon requests for and the length of such leave, the Superintendent/State Manager shall consider the obligation of the employee to the instructional program and to continuity of service in the classroom. Only under unusual circumstances shall such leave exceed five working days. Please note that in order to be entitled to a full year of service credit in the Kentucky Teachers' Retirement System, a teacher must be paid for no less than 180 days per school year. The service credit missed may be repurchased, but such repurchasing must take place before December 31.

Educational or Professional Leave (Board Policy 03.1235)

Certified Employees: Upon written request of a teacher or the Superintendent/State Manager, the Board may grant leave (without pay) for one (1) year for educational or professional purposes. An additional year may be granted by the Board. Leave may be granted for full-time attendance at universities or other training or professional activities approved by the Board when those activities are related to the employee's job or to other jobs an employee might hold in the school system. 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. No more than five percent (5%) of the certified employees may be on educational/professional leave at one time.

Employees on educational/professional leave shall notify the Superintendent/State Manager in writing of their intent to return to the school system on or before the prescribed date in Policy 03.123 (April 1st). Employees who fail to notify the Superintendent/State Manager of their return by that date cannot be guaranteed employment for the following school year. Employees taking an educational/professional leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or school cannot be guaranteed.

Classified Employees: Upon recommendation by the Superintendent/State Manager, 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.

Family Medical Leave Act

The Family Medical Leave Act (FMLA) entitles eligible employees unpaid leave for the birth of a child and to care for such child; for the placement of a child for adoption or foster care; to care for the employee's seriously ill spouse, child or parent, and because of a serious health condition that makes the employee unable to perform his or her job function. Employees are eligible if they have been hired for 12 months and if they have worked at least 1250 hours during the 12 month period directly before the leave would commence. The maximum time an employee can stay on FMLA leave is 12 weeks during a 52 week period. Those employees who are eligible for state paid medical benefits will continue to receive those benefits and the state will continue to pay its portion of those benefits during the period of FMLA leave. Employees needing to apply for FMLA should see the Payroll Officer at the central office.

Extended Disability Leave (Board Policy 03.1234)

Unpaid disability leave shall be granted by the Board, upon written request, for the remainder of the school year. Thereafter, leave may be extended by the Board in increments of no more than one (1) year. Employees on extended disability leave shall notify the Superintendent/State Manager in writing of their intent to return to the school system on or before April 1st. The Superintendent/State Manager may require the employee to secure a licensed physician's verification of disability. When, in the opinion of the Board, there is evidence that a teacher or the Superintendent/State Manager is no longer able to perform satisfactorily the assigned duties, the Board may require the employee to provide evidence of ability to perform the essential functions of the position in the form of an examination and report by a physician of the Board's choosing. The Board shall bear the cost of this examination. The Board may suspend the employee temporarily pending the physician's examination and may grant an involuntary leave of absence and renewals thereof following the physician's examination.

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

IV. PERSONNEL MANAGEMENT

Retirement System

Certified employees (if employed .7 service or more) do not pay into the Federal Social Security System but are required to contribute to Kentucky's Teacher Retirement System. Contributions to the retirement system are made through payroll deduction. For income tax purposes, this retirement deduction is tax deferred. No federal or state income tax is paid on the retirement deduction until it is received at retirement.

Members with at least five (5) years of current Kentucky service who are age 60 or greater are eligible to retire with no reduction in monthly annuity. Members who have 27 years of Kentucky service may retire without reduction of benefits regardless of age. Please note that in order to be entitled to a full year of service credit in the Kentucky Teachers' Retirement System, a teacher must be paid for no less than 180 days during any school year. The service credit missed may be repurchased, but such repurchasing must take place before December 31.

Upon application, a certified staff member leaving the profession prior to eligibility for retirement can receive a refund of the accumulated contributions made by the teacher.

Questions concerning the Teacher Retirement System may be directed to:

Kentucky Teachers' Retirement System (KTRS)
479 Versailles Road
Frankfort, Kentucky 40601-3868
Phone: (800) 618-1687 or (502) 848-8500
<http://ktrs.ky.gov>

In addition, under provision of KRS 78.616, the Board authorizes purchasing of service credit for retiring classified employees for unused sick leave days as allowed under CERS options.

Classified employees may choose to retire after twenty (20) years of service without reduction of benefits. Questions concerning the Kentucky Retirement System/Certified Employees may be directed to:

KRS/CERS
1260 Louisville Road
Frankfort, KY 40601-6124
Phone: (800) 928-4646 or (502) 696-8800
<http://kyret.ky.gov>

Teacher Classroom Grants

The District encourages teachers to pursue available grant opportunities to enhance their classroom programs. The District's Central Office will notify staff of possible grants from outside sources as the information becomes available. The District's Supervisor of Instruction is also available to provide technical assistance to teachers and administrators interested in preparing grant applications.

Professional Growth

The Board endorses the concept of professional growth and development training. Monies are set aside at each school to allow and encourage employees to attend workshops, conferences and other growth activities as representatives of the school district. A minimum of four (4) days of professional development activities are provided for all staff, as well as an orientation session for new employees. Each year since the beginning of the 2013-2014 school year, all employees are required to participate in restraint and seclusion training (Positive Behavioral in Schools) which is offered in online modules by KDE and KET. Confidentiality training and assessment/accommodation training is also required of staff members in the Menifee County School system. There will be optional trainings, as well, such as Safe Crisis Management (SCM) for those staff members who may have to deal with students who are apt to be dangerous to themselves or others.

There are times when personnel must leave the district for professional development and Instructional Leadership Credit (EILA). Prior to attending out-of-district training opportunities, personnel must submit a "Professional Meeting Request" form (03.19 AP. 21) to the Principal or PD Coordinator. Administrators should submit this form to the State Manager while the district is under state management.

Although the district is not currently reimbursing for mileage for personnel, there is a "Travel Request Form" (AV03.125 AP. 21) that must be submitted if travel is included in specific grants. Teachers should indicate if they need a substitute teacher. Forms should be submitted in a timely manner.

Opportunities for District Service

Certified employees may choose to serve on one or more of several committees which are formed to provide recommendations for policies or programs which affect the school and/or the district as a whole. See your principal for a listing of these committees.

Vacancies

All certified vacancies are to be posted on the Kentucky Department of Education website. A listing of current job openings in the district for classified employees is posted in the Central Office as well as the schools and shall be updated in a timely manner.

The Superintendent/State Manager) shall evaluate applicants for their potential to contribute to the effectiveness of the school district staff, their ability to work in harmony with present staff members and their understanding of the needs of students in this school district.

Any employee may request a transfer from one position or school within the district to another. The Superintendent/State Manager favors the transfer of employees to positions where their training and experience will improve the program and where the employee's attitudes may be more positive. Voluntary transfer requests shall be made in writing and submitted to the employee's immediate supervisor. Transfer requests which would result in a change of school location must be approved by both principals involved and by the Superintendent/State Manager.

Resignations

Teachers resigning from positions at the end of the school year are urged to submit this notification in writing to the Superintendent/State Manager no later than May 15. (No certified employee shall be permitted to terminate his/her contract within fifteen (15) days prior to the first instructional day of the school term without the consent of the Superintendent/State Manager.)

A teacher requesting release from his/her contract during the school year should notify the Superintendent/State Manager immediately. The effective date of such requests for release from contract should coincide with the beginning or ending of a grading period. Requests for release from a contract other than for emergency reasons shall state that the teacher is willing to remain until a satisfactory replacement can be employed.

When a resignation is submitted by an employee, that person's principal will submit a notice of opening to the Superintendent/State Manager/designee.

Evaluation

The Board is accountable to the citizens of the school district for the delivery of quality educational services in the schools, and therefore requires that the performance of all the employees of the school district be formally evaluated in a consistent, objective and meaningful way. Evaluation shall be directed to the improvement of those characteristics associated with the successful accomplishment of the employee's assignment. The Board supports evaluation instruments that protect the constitutional rights of the employee, that provide procedural safeguards and that define evaluation criteria which are related to job performance and to the Board's vision and mission.

Employees should be fully informed of their job requirements and the procedures associated with the evaluation process. Therefore, a Certified Employee Evaluation Handbook detailing the evaluation process is distributed each year. Employees who feel that they have not been fairly evaluated may submit an appeal to the District Evaluation Appeals Panel.

In the current Certified Evaluation Plan for Menifee County Schools, all teachers are observed using the 3:1 Model. This means there will be three (3) principal observations (one Full and two

Mini) and one peer observation. The observations are spread over a three-year period with the Full and the Peer observations occurring in the summative cycle.

Classified Personnel Evaluation (Board Policy 03.28)

Classified personnel will be evaluated at least one time per year by the Principal or their immediate supervisor. The person conducting the evaluation shall share and discuss the evaluation report with the classified employee. The employee shall have the right to comment in writing on the evaluation report. The employee's written comments shall be attached to the evaluation report and the report will be filed with the Superintendent/State Manager.



V. EMPLOYEE CONDUCT

Disciplinary Actions/Sanctions

For reasons outlined in accordance with KRS 161.790, the Superintendent/State Manager may impose sanctions including but not limited to private reprimand, public reprimand, suspension with pay, suspension without pay and/or termination of employment.

Discipline, Suspension and Dismissal of Classified Employees (Board Policy 03.27)

Classified employees may be subject to the following actions, to include, but not be limited to:

1. Verbal warning or reprimand by Superintendent/State Manager/designee
2. Written warning or reprimand by Superintendent/State Manager/designee
3. Probation imposed by Superintendent/State Manager/designee
4. Reassignment (temporary or permanent) by Superintendent/State Manager
5. Suspension with pay by Superintendent/State Manager
6. Suspension without pay by Superintendent/State Manager
7. Nonrenewal by Superintendent/State Manager
8. Dismissal (termination of contract) by Superintendent/State Manager

Classified employees may be terminated or suspended with or without pay only by the Superintendent/State Manager who, at the first meeting following the actions, shall notify the Board of same.

An employee may be relieved from duty for the remainder of the work day by the immediate supervisor, pending action by the Superintendent/State Manager, when drugs, alcohol and/or the safety of students or staff are involved.

An employee shall be suspended with pay only when the Superintendent/State Manager determines there is a justifiable need to protect the safety of students and staff or to prevent significant disruption of the workplace and/or educational process. The period of suspension with pay shall not exceed the time needed to determine whether the employee is to return to active service or face disciplinary action. However, suspension with pay shall not exceed ten (10) working days. If circumstances arise that require an investigation or other proceedings that may extend beyond ten (10) days, the Superintendent/State Manager may lengthen the period of suspension, not to exceed an additional fifteen (15) working days.

Employees suspended with pay shall remain available for immediate recall to active service.

Any classified employee shall be subject to appropriate disciplinary or job action for one (1) or more of the following reasons:

1. Dishonesty, neglect of duty, incompetence, inefficiency or insubordination.
2. Reporting to work under the influence of or use or possession of alcohol while on duty, or the illegal use or possession of controlled substances at any time.
3. Unsatisfactory evaluation of any factor on the employee's performance evaluation report.
4. Repeated unexcused absence, tardiness, absence without notification or abuse of sick leave.
5. Violation of or refusal to obey local policies or state regulations adopted by the Kentucky Board of Education or by the Board.

6. Refusal to comply with safety directives.
7. Falsifying information supplied to the district including information on application forms, absence reports or any other information.
8. Violation of local policy, state or federal statutes or regulations that apply to assigned duties.
9. Conviction of a felony or any crime involving moral turpitude.
10. Immorality or other unprofessional conduct.
11. Loss of licensure or certification required for the position.
12. Failure to maintain the confidentiality of information about students or staff obtained in the course of employment, unless disclosure serves a legitimate job-related purpose or is required by law.
13. Engaging in any sexually related behavior with a student with or without consent, including, but not limited to, behavior such 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.
14. Physical or mental disability, consistent with applicable laws protecting employees with disabilities.

When an employee is to be terminated under KRS 161.011 or suspended without pay, the Superintendent/State Manager shall give the employee written notification of charges against him/her, to include a statement of the right to meet with the Superintendent/State Manager to discuss such charges, and a form, the signing and filing of which will constitute a demand for the meeting and a denial of charges. The employee may request the meeting by filing the proper form with the Superintendent/State Manager within six (6) calendar days after receiving the notification of charges.

When charges result in disciplinary actions other than termination or suspension without pay and employees wish to contest the charges, they may submit a written response, which shall be placed in their file along with the written charges.

Code of Conduct

Employees of the Menifee County School District are expected to follow the Code of Ethics of certified employees (see below). Employees who violate provisions of the Professional Code of Ethics for Kentucky School Certified Personnel may be subject to disciplinary action, up to and including termination.

Code of Ethics for Certified School Personnel

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 sexual behavior with 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 proceeds for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585.

Use and/or Possession of Alcohol or Drugs by Employees

In compliance with federal legislation, the Board of Education has adopted a policy (Policy 03.13251) to insure a "drug free" work place. The policy provides for the immediate suspension of any employee who is suspected of working or reporting to work under the influence of alcohol or illegal drugs. If the allegations of illegal alcohol or drug use or possession are substantiated, the Superintendent/State Manager may dismiss the employee (See Board Policy 03.17). As part of this policy, the employee may, at the time of the allegation, be asked to submit to appropriate tests, at the expense of the Board, to determine the validity of the allegation. Refusal to submit to such a test at the time the employee is asked to do so by an authority figure will be grounds for dismissal.

The policy also requires employees to notify the Superintendent/State Manager of any arrest or indictment related to alcohol or drug violations at any time the employee is under contract with the Board of Education whether or not the employee is actually working at the time of the alleged violation. When the Superintendent/State Manager becomes aware that an employee has been charged by legal authorities with the illegal possession, use, distribution or cultivation of a controlled drug or illegal substance; or the illegal use of alcohol, an employee may be suspended by the Superintendent/State Manager. The suspension may continue until the employee's case has been resolved and all appeals have been exhausted. Upon conviction and after the employee has unsuccessfully exhausted all appeals, the Superintendent/State Manager may terminate the employee's contract. The contracts of bus drivers convicted of driving under the influence of alcohol or illegal drugs shall be terminated.

The policy provides for a program of intervention which may be permitted if the employee's offense is limited to a first-time violation related to alcohol only and if the employee has not contributed to the use of alcohol on the part of other employees or students and also provided the employee is not employed as a bus driver. The employee may petition the Superintendent/State Manager for consideration of a probationary period of continued employment. The employee must then submit to a chemical dependency evaluation by an agency approved by the Superintendent/State Manager. If the petition to grant a probationary period of continued

employment is allowed, the employee shall adhere to the recommendations of the chemical dependency evaluation and to any other restrictions placed by the Superintendent/State Manager. The costs of such services shall be borne entirely by the employee. Any violation of the recommendations of the evaluative agency or restrictions placed by the Superintendent/State Manager shall result in the employee's dismissal. Subsequent violations governed by this policy shall not be considered for the intervention process.

The policy also states that an employee shall not be considered to be in violation of this policy simply and only because he/she applies on his/her own recognizance to a drug or alcohol rehabilitation program. Furthermore, such employee may be granted an unpaid leave of absence for up to six months to undergo treatment and may be reinstated by the Superintendent/State Manager in his/her job. A copy of policy 03.13251 is available at each work site.

Child Abuse and Neglect

KRS 600 .020 – 620 .990 and Board policy 09 .227 require that any employee who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall IMMEDIATELY cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Police; the Cabinet for Human Resources or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. School personnel do not have the authority to conduct internal investigations in lieu of the official investigations of other agencies.

Absenteeism/Tardiness/Substitutes

Employees are expected to notify their immediate supervisor in advance when they must be tardy or absent. Staff in positions requiring substitutes must contact their Principal/immediate supervisor as soon as possible to inform that person of the absence. Certified and classified personnel needing substitutes should contact the person in charge of obtaining substitutes at 768-8251 in a timely manner so he/she can have a substitute in place for the day. As a common courtesy, it is strongly encouraged for instructional assistants and classroom teachers to inform the other of an impending absence.

District Dress Code for Employees (Board Policy 03.1326)

All employees are expected to dress as professional role models for students.

- 1.) Employee dress/grooming needs to meet or exceed student standards. All clothing should be neat, clean and in good repair. Faded, worn clothing, or clothing with holes, rips or tears is not acceptable. Appropriate items include khaki style pants or slacks, polo shirts, button up shirts, blouses, skirts, capris and dresses. On game days, faculty and staff are encouraged to show their school spirit.
- 2.) Unless approved by the Principal for activities or field trips, blue jeans may not be worn Monday—Thursday.

- 3.) Casual Fridays: Staff may wear nice jeans (not faded or torn) and casual shirts, this would include school T-shirts. Windbreaker type warm-ups are acceptable on Fridays only.
- 4.) Sweatpants or shorts may be worn only when participating in a sports activity or instructing physical education classes.

**Please check with your principal to see if there are any school-specific dress code policies.

This policy applies only when students are in attendance and excludes custodians, general maintenance and technology, cooks and bus drivers.

Complaints or Problems

Employees are entitled to have complaints or problems relative to their working conditions addressed by their supervisors in an orderly manner and within a reasonable time frame. Complaints and problems should be resolved at the lowest administrative level.

Every employee shall have the right to appeal administrative decisions to the next higher level, and finally, to the Board. It should be noted that administrative decisions concerning the appointment, suspension, dismissal, promotion, demotion or transfer of employees shall be made only by the Superintendent/State Manager and may not be appealed to the Board. Employees may also participate in a formal “grievance” procedure which is governed by Board policies and regulations. This formal procedure is printed below and in the Code of Conduct.

Grievances

The Menifee County School District has specific grievance procedures (Board Policy 03.16) to include, but not be limited to, the opportunity for grievances to be addressed and resolved at each level of the chain of command from the point of origin, time limitations for the filing and the appeal of a grievance, and procedures for the orderly review and appeal of each individual grievance.

Grievances are individual in nature and must be brought to the individual grievant.

The Board shall take action only on grievances that fall within the authority of the Board. The Board will hear grievances only after unsuccessful resolution by the employee’s supervisors.

The Board will not hear any grievance concerning personnel actions taken by the Superintendent/State Manager/designee, unless the grievance is based on an alleged violation of constitutional, statutory, regulatory or policy provisions.

Before accepting a grievance appeal, the Board shall seek the advice of the Board Attorney as to whether the appeal falls within the requirements of this policy. Any personnel grievance not

falling within those requirements shall be appealed only to the level of the Superintendent/State Manager.

The Board shall not hear grievances concerning simple disagreement or dissatisfaction with a personnel action.

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).

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, 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 (Board Policy 05.48).

VI. MISCELLANEOUS

Emergency Management Plan

All employees are responsible for knowing the location of the Emergency Management Plan in their assigned work area and being aware of their responsibilities in the event the plan is activated.

Parking

Some schools in the district have assigned parking spaces for their employees. In the cases of those schools, parking permits will be issued to the employees.

Safety

All classroom and entrance/exit doors are to be locked at all time. Visitors should go to the door of the building where they can press the button for the buzzer. The secretary will then allow them entry into the building. Any new staff members needing keys to rooms and/or buildings should contact their principal.

Field Trips

Teachers must submit a field trip request form at least one week before any planned trips. Request forms are available in all school offices. Return the form to your principal for approval. The principal will submit this form to the transportation director who will assign a driver and return a copy to the employee making the request. Overnight or out of state trips *must* be approved by the Board of Education prior to the trip. The finance department requests that all personnel who will be requesting a bus for a field trip also complete a requisition form indicating the fund from which the expenses are to be taken.

Badge Policy

All adults must wear badges when on school grounds. There is no cost to the staff member for the badge. If a staff member forgets or loses his/her badge, he/she will wear a visitor badge until a personalized badge is available. Visitor badges may be obtained from the school secretary.

Wearing badges at school functions, in which there is not a sign-in/sign-out procedure, is optional. For example, at ballgames, students are not required to sign in or out so badges are not required to be worn by staff attending the events. During ESS or programs such as this, students must be signed out; therefore, employees must wear badges during this time.

Finance

Purchasing Requirements

At times, employees may need to make purchases for classroom use utilizing district or school funds. Before any employee makes a purchase, he/she must *first* submit a requisition and receive a purchase order from the appropriate financial personnel. Any purchases made outside of this policy will be the responsibility of the employee. Before purchasing, each staff member submitting a requisition must make sure the vendor is on the bid list. Your principal or the finance officer at the central office can assist you if you are unfamiliar with the bid list.

Once the purchase is made, the invoice/receipt must be turned in to the finance officer. Please sign and date the invoice and write the purchase order on the invoice/receipt using blue ink.

“Ship to—Bill to” Procedures

When merchandise is to be shipped, *please* request that your purchase be sent to *your* workstation/school. You may send the bill to the Central Office, but make sure the representative knows that you have a different “Ship to” address than the “Bill to” address. Companies will gladly accommodate your request. After you receive the merchandise, please sign, date and list purchase order on the bill and return it to the finance officer.

Timesheets

Classified personnel are required to turn in timesheets as requested twice per month and are due on the 16th and 1st days of each month. The beginning and ending work times, as well as an unpaid lunch must be specified on the timesheets. Any days not worked should be accounted for with the reason for the absence indicated on the timesheet. Timesheets are turned in to the Payroll Officer. Classified staff members should work their scheduled day and not attempt to volunteer time due to the specifics of the wage and hour laws. Any overtime pay must be approved prior to performing the work. If a staff member is being paid for other duties such as extracurricular activities, timesheets are turned in to Payroll Officer after the duties of the activity are carried out.

Certified personnel are also required to turn in timesheets which are due on the 16th and 1st days of the month. The beginning work time, ending work time, location, the number of the day of the contract, any days out for other reasons (i.e. sick, personal, jury duty, holiday, non-working day, out of school) should be indicated on the timesheet, as well as the amount of time worked each day.

Leave Affidavits

A leave affidavit (Board Policy 03.1232) will be sent to each employee in the district at a time to be determined by the Superintendent/State Manager or his/her designee. Each employee is to indicate any days absent from the workplace and the reason for the absence. This form is to be signed by the employee and turned in to the Superintendent/State Manager’s secretary at the end of the period indicated on the form.

Timelines

Periodically, information is requested from teachers by principals or central office personnel for various programs of the school. Teachers are strongly encouraged to follow the deadline/timeline given by the person requesting the information. For those who may choose to frequently ignore the request and/or deadline, the administrator may write this up and place a copy in the personnel folder of the person exhibiting insubordination.

Volunteers (Board Policy 03.6)

Volunteers are persons who do not receive compensation for assisting in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs. Teacher education students or students enrolled in an educational institution and who participate in observations and educational activities under direct supervision of a local school teacher or administrator in a public school shall not be considered volunteers.

All volunteers shall provide assistance only under the direction and supervision of a member of the professional administrative and teaching staff. No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/State Manager/designee, and the volunteer has undergone the required records check.

The District shall conduct, at the volunteer's expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. The record check must be updated every two (2) years.

Pursuant to KRS 160.380, the Superintendent/State Manager also may require volunteers to submit to a national criminal history background check for safety reasons. With prior approval of the Superintendent/State Manager/designee, the background checks will be conducted at District expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.

Volunteers must also complete a training program before reporting to duty.

Use of Physical Restraint and Seclusion

Use of physical restraint and seclusion shall be in accordance with Board policy and procedure (Board Policy 09.2212). Annual training is offered by certified trainers in the district.

Technology

Access to Electronic Media (Board Policy 08.2323)

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

Internet safety measures, which shall apply to all district-owned devices with Internet access or personal devices that are permitted to access the District's network, shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when are using electronic mail, chat rooms and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A written parent request shall be required prior to the student being granted independent access to electronic media involving District technological resources.

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Each employee is responsible for the security of his/her own password.

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities. Technology-based materials, activities and communication tools shall be appropriate for and within the range of knowledge, understanding, age and maturity of student with whom they are used. Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standard Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

Individuals who refuse to sign required acceptable use documents or 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.

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.



SUBSTITUTE TEACHERS, INSTRUCTIONAL ASSISTANTS, BUS DRIVERS, JANITORS/MAINTENANCE PERSONNEL AND/OR COOKS

The vision and mission of Menifee County Schools should be uppermost in the minds of any person acting as a substitute regardless of the position for which one is subbing.

Vision: BUILDING A FOUNDATION FOR SUCCESS

Mission: The Menifee County School District, by partnering with community and parents, will provide a safe environment and will promote proficiency in building a foundation for student success.

Substitutes working with students in any capacity should review this handbook, including the certified and classified sections, as those relate to all personnel, with only a few exceptions for the substitute staff member. If there are any questions regarding what is relevant to the substitute, he/she may ask the principal or central office administrators.

Required paperwork: Prior to beginning work in the schools, all substitutes, in whatever capacity, must complete all paperwork with the Human Resources Officer at the central office. A physical and drug test are required before working with the students. Any person working with students in any capacity shall complete the mandatory annual restraint and seclusion training/Positive Behavior in Schools training which is online and created by KET and KDE. The central office personnel will be able to provide the login information and the correct title of the course if there are any questions. Each year, a training is required for all employees. Substitutes must submit their training certificate each year in order to remain on the list of available substitutes. Confidentiality training is required and is administered, usually, at the central office for substitutes. Substitute training will be conducted upon initial hire. Each year after the initial hire as a substitute, personnel must return information to the central office indicating their desire to remain in the position as a substitute. Persons wishing to substitute for teachers must turn in the appropriate paperwork, including their transcripts, from the college or university they are or have attended. Certified personnel who wish to substitute teach should apply for a certificate to substitute teacher from the Education Professional Standards Board (EPSB). One of the copies of this certificate will be submitted with the other required paperwork prior to working with students.

Reporting to supervisor: The district has one person who calls personnel for subbing purposes. This person will attempt to call as soon as he/she knows of the need. Substitutes will report to the office when arriving at school when they are called in to perform a duty. The principal will be their immediate supervisor if they are working within the school building. If a substitute driver is working, then the immediate supervisor will be the transportation director. Any person working as a substitute should not bring others to the workplace with them. This would include any other adult or children.

Timesheets: It is the responsibility of the substitute to keep track of the days worked as well as the time and number of hours. The timesheet will be turned in to the Payroll Officer by the school secretary. All timesheets, including substitute timesheets, are due on the 16th and 1st of each month.

Payroll is done twice per month—once on the 15th and once on the 30th. If a substitute works any days between the 1st and the 15th, the timesheet goes in on the 16th. The pay for the days worked will be on the check that is deposited on the 30th. If a substitute works any days between the 16th and 30th, the pay will be deposited on the 15th. There will be no special payroll.

As far as benefits are concerned, persons assuming the role of substitute will not have access to insurance, retirement or years of experience on the salary scale.

To receive pay for acting as a substitute, persons must provide the Payroll Officer a void blank check in order for an electronic deposit to be made for days/hours worked. This is part of the required paperwork upon being hired.

Dress code: Any person acting as a substitute must adhere to the district dress code. It is very important to look and act as a role model for the students. Please review the dress code on pages 25 and 26 of this manual.

Behavior around students: Not only is professional dress important in the position assigned, the substitute should comport him/herself in an appropriate manner around students. This includes conversation, gestures and appropriate use of cell phones as well as computers. Any person working with students is seen as a role model for them and should be very aware of their personal social media pages, as well. Although some substitutes may only be a few years older than the students being served, it is vitally important that the relationship be kept professional with the students.

Any violation may be terms to suspend employment and removal from the list of available substitutes.

Report to teacher: The substitute teacher will complete a “Substitute’s Report to Teacher” to leave for the classroom teacher each time he/she works for a teacher. The report will be available in each school office. This report will include the names of the teacher and the substitute teacher. Assignments and classwork completed will be indicated for the entire day. There will be space for comments as well as an area in which to indicate names of any disruptive students. This form and all work collected will be left for the teacher when he/she returns to the classroom.

There is another report for the classroom teacher to complete after a substitute teacher has worked in his/her classroom and left the “Substitute’s Report to Teacher” for him/her. This report is entitled “Substitute Teacher Evaluation” and each teacher should have copies of this. It is completed on the day they return to school after missing and having a substitute teacher. The report asks for the name of the substitute, the classes that were to be taught, if the lesson plans

were followed, if classwork was completed as assigned, if the classroom conditions were satisfactory upon return, if the substitute left a report for the teacher as well as if the teacher was pleased with the substitute's work and if the teacher would request this person again for his/her classroom. The teacher may make comments on this report. After completion of this report, the classroom teacher turns in a copy of this report to the principal.

Board of Education Members

April Smith, Chairman
Matt Cooper, Vice Chairman
Leanne Reed
Greg Spencer
Vacant Seat

Board of Education Meetings

The Board of Education is the official policy-making body of the school district. The Board's five members are elected by the public to four year terms. The Board currently meets at the Menifee County High School band room on the third Thursday of each month. A working session is held at 6:00 p.m. with the board meeting beginning at 7:00 p.m. In January of each school year, the meeting date, time and location is revisited. The meetings are open to the public and all staff members are welcome.

For More Information

Menifee County Board of Education
P.O. Box 110
202 Back Street
Frenchburg, KY 40322
606-768-8002 or 768-8003 Phone; 606-768-8050 Fax

State Manager.	768-8002
Superintendent.	768-8002
Secretary to Superintendent/State Manager.	768-8002
Transportation Director/Director of Pupil Personnel.	768-8025
School Psychologist/District Assessment Coordinator.	768-8012
District Technology Coordinator.	768-8007
Instructional Supervisor.	768-8008
Director of Special Education/Preschool Coordinator.	768-8005
Finance Officer.	768-8015
Payroll Officer.	768-8004
Accounts Payable Officer	768-8009
Bus Maintenance.	768-8026

EMPLOYEE HANDBOOK COMMITTEE MEMBERS

Valarie Williams, Parent Member, Botts Elementary School

Billie Wells, Parent Member, Menifee Elementary School

Trisha Miller, Speech Language Pathologist, Districtwide

Stephanie Adams, Teacher, Menifee Elementary School

Kim Dorsey, Instructional Assistant, Menifee Elementary School

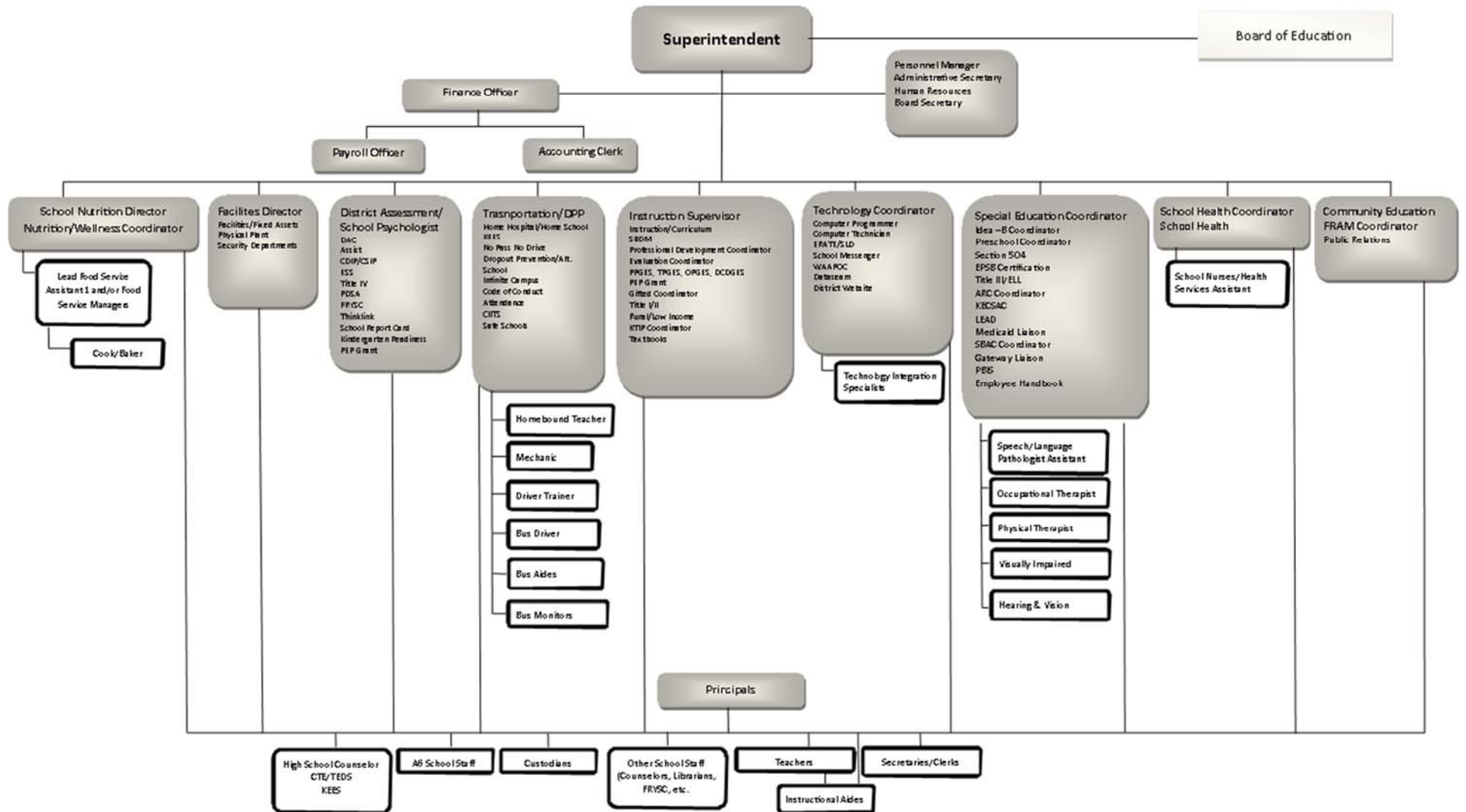
Tammie Williams, Library/Media Assistant, Menifee County High School

Ryan Daniel, Teacher, Former Menifee County High School

Dawn Hardeman, Administrator, Districtwide—Committee Chairperson

The Menifee County Schools' state manager, Superintendent and board of education members would like to extend their sincere appreciation to all who contributed to the updated version of the employee handbook. Whether you served on the handbook committee, submitted items or ideas to be covered or did research/located examples for you in the handbook, your time and efforts are much appreciated.

Menifee County School District Organizational Chart



Acknowledgement Form

_____ School Year

I, _____, have received a
Employee Name

copy 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 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*

Return this signed form to the Central Office.

