

DAVIESS COUNTY PUBLIC SCHOOLS



2014 - 2015 Employee Handbook

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2014 - 2015 Employee Handbook

Owens Saylor, Superintendent
Daviness County Board of Education
1622 Southeastern Parkway
Owensboro, KY 42303
Phone (270) 852-7000 Fax (270) 852-7030
www.dcps.org

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 Daviess County Schools.

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

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Copies of specific documents are available at the Central Office and in the Principal's office. Policies and procedures also are available online via the District's web site or through this Internet address: <http://policy.ksba.org/d02/>. 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 also available from the Principal, may also apply in some instances. **02.4241**

In this handbook, **bolded policy codes** indicate related Board of Education policies. If an employee has questions, s/he should contact his/her immediate supervisor or Mark Owens, Director of Personnel at the Central Office.

DCPS Mission Statement

The mission of Daviess County Public Schools is to prepare students to succeed for life by meeting the individual needs of students, ensuring quality instruction, and developing a learning community.

DCPS District Goals

- 1) DCPS students will show continuous improvement on state and district measures of achievement in order to demonstrate that they are prepared to succeed for life.
- 2) All DCPS students will be involved in an extra/co-curricular activity that will provide a meaningful, relevant connection with their education experiences.
- 3) Parent and community involvement opportunities will be expanded and created to support the DCPS learning community.

- 4) Professional development activities for faculty and support staff will be designed and supported in order to provide a broad range of educational approaches and support services necessary for staff to ensure quality instruction and meet the individual needs of our students.

Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the Daviess County Board of Education reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

Central Office Personnel and School Administrators

Person/Address	Telephone/E-mail	Fax
Superintendent Owens Saylor 1622 Southeastern Parkway Owensboro KY 42303	270-852-7000 owens.saylor@daviess.kyschools.us	270-852-7030
Title IX/Equity Coordinator Mark Owens	270-852-7000 mark.owens@daviess.kyschools.us	270-852-7030
504 Coordinator Robin Bush	270-852-7000 robin.bush@daviess.kyschools.us	270-852-7030
Director of Elementary Schools James Lyddane	270-852-7000 james.lyddane@daviess.kyschools.us	270-852-7030
Assistant Superintendent for Teaching and Learning/Director of Secondary Schools Julie Clark	270-852-7000 julie.clark@daviess.kyschools.us	270-852-7030
Director of Instructional Technology/Arts Coordinator Anthony Sparks	270-852-7000 anthony.sparks@daviess.kyschools.us	270-852-7030
Director of Special Services Robin Bush	270-852-7000 robin.bush@daviess.kyschools.us	270-852-7030
Director of Food Services Lisa Sims	270-852-7000 lisa.sims@daviess.kyschools.us	270-852-7030
Director of Assessment/Research/Curriculum Jana Beth Francis	270-852-7000 janabeth.francis@daviess.kyschools.us	270-852-7030
Director of Student Services/DPP Ja Wilson	270-852-7000 ja.wilson@daviess.kyschools.us	270-852-7030

Assistant Superintendent for Operations Matt Robbins	270-852-7000 matt.robbs@daivess.kyschools.us	270-852-7030
Director of Personnel Mark Owens	270-852-7000 mark.owens@daivess.kyschools.us	270-852-7030
Director of Maintenance and Buildings and Grounds David Humphrey	270-852-7060 david.humphrey@daivess.kyschools.us	270-852-7030
Director of Transportation Wayne Wright	270-852-7080 wayne.wright@daivess.kyschools.us	270-852-7030
Title I/Achievement Gap Staff Developer Shelly Hammons	270-852-7000 shelly.hammons@daivess.kyschools.us	270-852-7030
College/Career Readiness Coordinator Marcia Carpenter	270-852-7000 marcia.carpenter@daivess.kyschools.us	270-852-7030
Preschool Coordinator Janet Land	270-852-7000 janet.land@daivess.kyschools.us	270-852-7030
Health Coordinator Wendi Morgan	270-852-7000 wendi.morgan@daivess.kyschools.us	270-852-7030
Public Relations Coordinator Lora Wimsatt	270-852-7000 lora.wimsatt@daivess.kyschools.us	270-852-7030
Apollo High School 2880 Tamarack Road Owensboro, KY 42301 Principal Charles Broughton Asst. Principal Bob Dych Asst. Principal Kyle Brown	270-852-7100 charles.broughton@daivess.kyschools.us bob.dych@daivess.kyschools.us kyle.brown@daivess.kyschools.us	270-852-7120
Daviess County High School 4255 New Hartford Road Owensboro, KY 42303 Principal Matt Mason Asst. Principal Lance Blue Asst. Principal Chad Alward Asst. Principal Jason Powers	270-852-7300 matt.mason@daivess.kyschools.us lance.blue@daivess.kyschools.us chad.alward@daivess.kyschools.us jason.powers@daivess.kyschools.us	270-852-7310

<p>Beacon Central High School 6500 US Highway 231 Utica, KY 42376 Principal Tony Bryant</p>	<p>270-852-7200 tony.bryant@daviess.kyschools.us</p>	<p>270-852-7210</p>
<p>Burns Middle School 4610 Goetz Drive Owensboro, KY 42301 Principal Dane Ferguson Asst. Principal Larry Shadowen</p>	<p>270-852-7400 dane.ferguson@daviess.kyschools.us larry.shadowen@daviess.kyschools.us</p>	<p>270-852-7410</p>
<p>College View Middle School 5061 New Hartford Road Owensboro, KY 42303 Principal Jennifer Crume Asst. Principal Jeff Wethington</p>	<p>270-852-7500 jennifer.crume@daviess.kyschools.us jeff.wethington@daviess.kyschools.us</p>	<p>270-852-7510</p>
<p>Daviess County Middle School 1415 East Fourth Street Owensboro, KY 42303 Principal Kelly Skeens Asst. Principal Valerie Jones</p>	<p>270-852-7600 kelly.skeens@daviess.kyschools.us valerie.jones@daviess.kyschools.us</p>	<p>270-852-7610</p>
<p>Audubon Elementary School 300 Worthington Road Owensboro, KY 43201 Principal Caleb York</p>	<p>270-852-7150 caleb.york@daviess.kyschools.us</p>	<p>270-852-7160</p>
<p>Burns Elementary School 4514 Goetz Drive Owensboro, KY 43201 Principal Amy Shutt Asst. Principal Heather Newman</p>	<p>270-852-7170 amy.shutt@daviess.kyschools.us heather.newman@daviess.kyschools.us</p>	<p>270-852-7260</p>
<p>Country Heights Elementary 4961 Highway 54 Owensboro, KY 42303 Principal Stacy Harper</p>	<p>270-852-7250 stacy.harper@daviess.kyschools.us</p>	<p>270-852-7260</p>
<p>Deer Park Elementary School 4959 New Hartford Road Owensboro, KY 42303 Principal Robin Nalley Asst. Principal Kristin Atwell</p>	<p>270-852-7270 robin.nalley@daviess.kyschools.us kristin.atwell@daviess.kyschools.us</p>	

<p>East View Elementary School 6104 Highway 405 Owensboro, KY 42303 Principal Ann Marie Williams</p>	<p>270-852-7350 annmarie.williams@daviess.kyschools.us</p>	<p>270-852-7360</p>
<p>Highland Elementary School 2909 Highway 54 Owensboro, KY 42303 Principal Leslie Peveler Asst. Principal Carrie Munsey</p>	<p>270-852-7370 leslie.peveler@daviess.kyschools.us carrie.munsey@daviess.kyschools.us</p>	<p>270-852-7380</p>
<p>Meadow Lands Elementary School 3500 Hayden Road Owensboro, KY 42303 Principal Kevin Lowe Asst. Principal, Sonya Simpson</p>	<p>270-852-7450 kevin.lowe@daviess.kyschools.us sonya.simpson@daviess.kyschools.us</p>	<p>270-852-7460</p>
<p>Sorgho Elementary School 5390 Highway 56 Owensboro, KY 42301 Principal Laura Cecil</p>	<p>270-852-7470 laura.cecil@daviess.kyschools.us</p>	<p>270-852-7480</p>
<p>Southern Oaks Elementary School 7525 Highway 431 Utica, KY 42376 Principal Jennifer Humphrey</p>	<p>270-852-7570 jennifer.humphrey@daviess.kyschools.us</p>	<p>270-852-7580</p>
<p>Tamarack Elementary School 1733 Tamarack Road Owensboro, KY 42301 Principal Allison Coomes</p>	<p>270-852-7550 allison.coomes@daviess.kyschools.us</p>	<p>270-852-7560</p>
<p>West :Louisville Elementary School 8400 Highway 56 Owensboro, KY 42301 Principal Nathan Satterly</p>	<p>270-852-7650 nathan.satterly@daviess.kyschools.us</p>	<p>270-852-7660</p>
<p>Whitesville Elementary School 9656 Highway 54 Whitesville, KY 42378 Principal Cindy Appleby</p>	<p>270-852-76670 cindy.appleby@daviess.kyschools.us</p>	<p>270-852-7680</p>

Valley School 1000 Industrial Drive Owensboro, KY 42301 Head Teacher Lesa Hibbs	270-689-6773 lesa.hibbs@daviess.kyschools.us	
Owensboro Day Treatment 3001 Leitchfield Road Owensboro, KY 42303 Head Teacher Angela Austin	270-689-6773 angela.austin@daviess.kyschools.us	270-687-7247

Section

1

General Terms of Employment

Equal Opportunity Employment

The Daviess County Board of Education is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex, or 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 Mark Owens, Director of Personnel at the Board of Education's Central Office. **03.113/03.212**

Harassment/Discrimination

The Daviess County Board of Education intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, 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 or the District's Title IX/Equity Coordinator 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**

GENERAL TERMS OF EMPLOYMENT

The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973:

<u>Mark Owens</u>	<u>270-852-7000</u>
<i>Title IX Coordinator Name</i>	<i>Telephone</i>
<u>Robin Bush</u>	<u>270-852-7000</u>
<i>Section 504 Coordinator Name</i>	<i>Telephone</i>

01.1

Hiring

Except for noncontracted substitute teachers, all certified personnel are required to sign annual written contracts with the District. All regular full-time and part-time classified employees also shall receive annual written contracts.

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

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

Transfer of Tenure

All teachers who have attained continuing–contract status from another Kentucky district serve a one (1)-year probationary period before being considered for continuing-contract status in the District. **03.115**

Job Responsibilities

Every employee is assigned an immediate supervisor. All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. **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 themselves and 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 may be required to undergo both state and national criminal history background checks. **03.21**

Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. 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.

Access to be Limited

Employees may only access student record information in which they have a legitimate educational interest. **03.111/03.211/09.14/09.213/09.43**

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

Salaries and Payroll Distribution

Checks are issued according to a schedule approved annually by the Board. At the end of the school year, employees who have completed their duties may request to 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 15th, whichever comes first, the Superintendent will notify certified personnel of the best estimate of their salary for the coming year.

GENERAL TERMS OF EMPLOYMENT

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

Base Pay is the annual salary divided by the total number of available pays in a given year (24). The purpose of Base Pay is to provide the employee with 24 consecutive checks of the same gross pay regardless of how many hours/days actually worked in any given pay period. This is with consideration of school closings because of Spring Break, Fall Break, Christmas Break, etc.

Extra and Overtime Hours

Extra hours worked over the daily scheduled hours will be paid at the contracted hourly rate of pay.

If overtime is approved by the supervisor, it will be paid at a rate of one and one half times the normal hourly rate of pay above 40 hours per week. Vacation, Sick, Personal, Emergency and Holiday pay is excluded from overtime calculation.

An overtime authorization form must be signed by the supervisor and attached to the timesheet to document approval for the overtime prior to submission of the time sheet. (Not bus drivers/monitors)

Time Sheets:

Time sheets are due in the Central Office on Monday by the end of the day following the pay period ending date. This is absolutely necessary for the accuracy and timely processing of the payroll. Time sheets and Absentee Sheets that are late will result in a delay in payment.

Time sheets are to be completed in ink (please do not use blue ink or gel pens). Each employee is responsible to complete their own time sheet including their employee number and signature. If you do not know your employee number it is provided on the Daviess County Public Schools website or you can telephone the Payroll Department.

Properly completed Time Sheets (including supervisor's signatures) submitted on time, provides the necessary information for the payroll department to issue checks. Payroll checks can't be issued without proper documentation or evidence that an employee has performed his/her duties during a given time period, hence the need for a time sheet.

Honorariums and Stipends:

School paid honorariums must be submitted to the Payroll Department along with the time sheets (following the same pay period beginning and ending dates. These dates can be found on the payroll calendar.) The school will pay the gross amount to the employee plus the fringe % indicated on the form for the added cost to the School Board.

GENERAL TERMS OF EMPLOYMENT

Absentee Sheets & Payroll Invoices (Extended School etc...):

Absentee Sheets and Payroll Invoices are due to the Central Office on Monday by the end of the day following the pay period ending date. This is absolutely necessary for the accuracy and timely processing of the payroll. Payroll Invoices and Absentee Sheets that are late will result in a delay in payment.

Teachers' Absences are recorded in full day (7.0 hr) and half day (3.5 hr) increments only:

Absentee Sheets and Payroll Invoices are to be completed in ink (please do not use blue ink or gel pens). Each employee is responsible to complete their own Absentee Sheet including their employee number and signature. If you do not know your employee number you can call the Payroll Department or the Personnel Department.

Absences Reporting by Form and entered into AESOP:

The Absentee Form is specific in the types of absences that can be taken, examples are Sick(IL), Personal (PE), Emergency (EM), Professional (PR) please take note of these choices and circle the appropriate reason code. An empty date line without a reason code circled could result in

DOCK TIME

Remember your signature on the Absentee Form is a testimony that you approve the usage of Sick, Personal, Emergency or any other request leave of absences listed on the sheet. Once you sign the sheet you have approved the payment or dock if you have a shortage of one of the accruals, this is one reason it is imperative the employee must complete their own Absentee Form. If there was an error in completing the time sheet a letter from the employee signed by their supervisor approving the change will need to be submitted to the Personnel Director requesting the accrual change, within a reasonable time limit. If the change is approved the adjustment will be posted on the following pay period as well as a reimbursement of any dock if applicable.

Daviess County Public Schools integrated the AESOP program to record and track absences. AESOP is a program where all absences are to be submitted by internet login or phone access.

All employees should enter absences into AESOP, regardless of the need for a substitute. AESOP will allow for hourly entry of absences, so even if you are absent one (1) hour the time should be entered into AESOP.

Time sheets should match AESOP entries.

Each location has a Campus User designated to assist employees. If for any reason you receive an error message when entering an absence please contact your Campus User for assistance.

GENERAL TERMS OF EMPLOYMENT

AESOP requires a username and password which is assigned by the Central Office and mailed along with detailed instructions to each employee after the new employee processing is completed.

Please contact LaDonna Maynard at the Central Office if you do not have a username or password.

AESOP does not change the need for the use of the Certified Absentee Form or the Time Sheet for absences.

Hours of Duty

Certified Employees: Certified employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor.

Each full-time teacher is provided with a duty-free lunch period each day during the regularly scheduled student lunch period. **03.1332**

Supervision Responsibilities

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

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following 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, 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**

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:

LIFE INSURANCE: As a full-time employee (4 hours or more) of the Daviess County Board of Education, the Commonwealth of Kentucky provides, at no cost to the employee, a \$20,000 Term Life Insurance Policy. Optional life and accidental death and dismemberment, as well as dependent life insurance coverage, may be purchased through payroll deductions.

The Daviess County Board of Education also provides, at no cost to the employee, term life insurance in an amount equal to your salary (rounded up to the highest \$1,000). You may also purchase through payroll deduction supplementary coverage and/or additional coverage for eligible dependents.

HEALTH INSURANCE: Health insurance is offered for all full-time employees by the Commonwealth of Kentucky. Additional coverage for your family may be purchased through payroll deduction. The Commonwealth of Kentucky contributes towards the cost of the state mandated health insurance plans.

HEALTH REIMBURSEMENT ACCOUNT (HRA): Employees waiving their insurance may elect the H.R.A. (Health Reimbursement Account). This money may be used for approved non-reimbursed medical expenses such as deductibles, eyeglasses, dental services, etc. Any balance remaining in the H.R.A. at the end of the calendar year will roll to the next calendar year as long as the employer continues to waive the health insurance coverage and elect an H.R.A.

FLEXIBLE SPENDING ACCOUNT (Personal): Personal dollars may be put into the Flexible Spending Account tax free not to exceed \$5,000 per year maximum. These dollars may be used for approved non-reimbursed medical expenses.

RETIREMENT: Support staff working a minimum of 80 hours or more per month must participate in the County Employees Retirement System. The employee contributes **6%** of gross salary to the system while the Daviess County board of Education contributes **18.89%**. Local school board employees earn service credit for eighty (80) or more hours of work per month.

DISABILITY RETIREMENT: An employee under age 65 may retire on account of disability. The employee must have at least 60 months of service, 12 of which are current service credited under KRS 16.543(1), 61.543(1) of 78.615(1) and must apply within 12 months of the last day of paid employment in a regular full-time position. If the application is not filed within the 12 months, the member forfeits his right to apply for disability retirement. An employee may apply for disability prior to termination or while on sick leave.

QUESTIONS ABOUT YOUR RETIREMENT Contact the retirement office for specific details before making any decision that may affect your retirement benefits.

CONTACTING KRS:

Phone Numbers:

1-502-564-4646 (inside Franklin County)

1-800-928-4646 (outside Franklin County)

CONTACTING KTRS:

Phone Numbers:

1-800-618-1687 (outside Franklin County)

1-502-848-8500 (inside Franklin County)

UNEMPLOYMENT INSURANCE: Unemployment insurance provides temporary income if an employee is laid off from a regular job. Employees are subject to unemployment benefits, with the local school district paying 100% of the cost. Generally, employees are not eligible for payments during the summer if they have "reasonable assurance" of a position for the subsequent school year.

WORKERS' COMPENSATION: Employees are covered by workers' compensation benefits should he/she be injured on the job. Any job-related accident should be reported to the principal or supervisor immediately and a written report filed at the Central Office. Accidents not causing serious injury should also be reported; complications may arise later. Delayed reports could result in a lack of coverage.

LIABILITY INSURANCE: The district provides comprehensive general liability insurance, professional liability, and errors and omissions for all employees. Any incident, which may result in a claim, should be reported to the Business Office. The insurance company will assign an attorney to the case.

Salary Deductions

Daviess County Public Schools 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

Full-time Daviess County Public Schools employees are allowed to deduct the premiums for certain approved insurance programs from their gross income before taxes are calculated. Payroll taxes are calculated on the net pay after amounts are withheld to pay for your insurance and other benefits. This is a significant tax benefit. Health insurance and any other insurance (i.e. dental, disability, etc.) for the benefit of cafeteria plan participants can be tax-sheltered.

Daviess County Public Schools offers employees a cafeteria plan of benefits. **03.1213/03.2212**

CAFETERIA PLAN VENDORS

The following is a list of vendors, products and telephone numbers for various products offered through the Daviess County Public School system.

<u>VENDOR NAME</u>	<u>TYPE OF INSURANCE</u>	<u>PHONE NUMBER</u>
Neace Lukens	DCPS Third Party Administrator	270-663-7244
ALLSTATE	Cancer	1-800-521-3535
TrustMark	Life Ins. & Long Term Care	1-800-918-8877
AVESIS	Vision Insurance	1-800-828-9341
American Fidelity	Cancer, Disability, Life	1-800-934-8030
American Fidelity	Long Term Care	1-888-454-9783
AFLAC	Cancer, Disability, Life	270-313-4862

Lincoln Financial Group	Group and Individual Life	1-800-423-2765 opt 2
HRI (Health Resources, Inc.)	Dental Insurance	1-800-727-1444
Humana, Choice Care	Health Insurance	1-877-597-7474
Humana Access	Health Reimbursement Account	1-800-604-6228

TAX SHELTERED ANNUITIES (DEFERRED COMPENSATION)

<u>VENDOR NAME</u>	<u>PHONE NUMBER</u>
Kentucky Deferred Compensation	1-800-542-2667
JEM	1-800-942-9179-Opt2

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 to be reimbursed by School Activity Funds within one (1) week of travel. Employees 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. **03.125/03.225**

Holidays

All certified employees and classified employees are paid for four (4) annual holidays as indicated in the school calendar. ¹**03.122/03.222**

Certified personnel working a 240-day contract are entitled to the following three (3) additional paid holidays: Martin Luther King Day, Memorial Day and July 4th.

Classified personnel working a 261-day contract are entitled to six (6) additional paid holidays as listed below:

- Memorial Day
- Fourth of July
- Friday after Thanksgiving
- Christmas Eve
- New Year's Eve
- Martin Luther King Day

Contracted Days

Certified Employees shall work the days specified in their contracts. Use of non-contracted days must be approved in advance by the Superintendent or the Superintendent's designee. Non-contracted days shall not accumulate. **03.122**

Vacations

Twelve (12)-month **classified employees** shall receive ten (10) days of vacation leave at the rate of one (1) day per month, beginning with the third (3rd) month of employment earned at the rate of 0.83 days per month. Beginning with the tenth (10th) year of employment, employees shall receive fifteen (15) days of vacation leave at the rate of one and one-fourth (1 ¼) days per month. The use of vacation leave shall be approved in advance by the Superintendent/designee. Unused vacation days shall not accumulate and must be exhausted by June 30 of each fiscal year. **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 1.

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*.

Personal Leave

Full-time employees are entitled to two (2) days of paid personal leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized personal leave days. Your supervisor must approve the leave date, but no reasons will be required for the leave. Annually on June 30, unused personal leave days shall be transferred and credited to the employee's accumulated sick leave account. Other limitations are set out in Policy. **03.1231/03.2231**

Sick Leave

Full-time employees who work nine and one-quarter (9-1/4) months are entitled to ten (10) days of paid sick leave each school year. Employees who work eleven (11) or twelve (12) months shall be entitled to eleven (11) or twelve (12) days, respectively, with pay each school year.

Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized sick leave days. Sick leave days not taken during the school year they were granted accumulate without limit for all employees. **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 Mark Owens, Director of Personnel

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

Employee Assistance Program:

All Full-time employees are included in the employee assistance program. This program covers employees and eligible dependents. “Eligible dependent” means:

Lawful spouse, dependents who live at home or are in college, legally adopted children, stepchildren or foster children who reside in the home and depend on employee for care and financial support.

The employee assistance program provides free, confidential, professional assistance to help employees and their families resolve problems. The program is not only confidential, but is entirely voluntary and is designed to allow employees to seek help privately and discreetly.

Each employee and each eligible dependent is allowed six (6) visits per problem per year. For counseling, problems may include substance abuse, marital, family, emotional or anxiety, grief, job stress, and behavior modification (weight loss, smoking, phobias, etc.)

The school District will be offering seminars as part of this program involving stress management, drug and alcohol, and behavior modification.

The District employee assistance provider is:

Counseling Associates

1316 Frederica Street

Owensboro, KY 42301

1-270-686-7999

Family and Medical Leave

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

1. For the birth and care of an employee's newborn child or for placement of a child with the employee for adoption or foster care;
2. To care for the employee's spouse, child or parent who has a serious health condition, as defined by federal law;
3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform her/his job.
4. To address a qualifying exigency (need) defined by federal regulation arising out of the 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.

B E N E F I T S A N D L E A V E

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.

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.

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. **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**

Emergency Leave

Full-time employees are entitled to three (3) days of emergency leave with pay each school year. Part-time employees and employees who work for less than a full year are entitled to a prorata part of the authorized emergency leave days.

Approved reasons for taking emergency leave include: bereavement, personal disasters, legal/court appearances personal legal or financial matters, including, but not limited to, settling of estates due to death in the family, closing of real estate transactions, filing papers or appearing in court for dissolution of marriage or custody of children, and others as approved by the Superintendent/designee. **03.1236/03.2236**

Jury Leave

Any employee who serves on a jury in local, state or federal court will be granted paid leave (minus any jury pay, excluding expense reimbursement) for the period of her/his jury service.

Employees who will be absent from work to serve on a jury must notify their immediate supervisor in advance. Personnel not selected to serve on a particular case are expected to return to their building for the remainder of the day. **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. The District shall compensate an employee granted disaster services leave at the regular rate of pay for those regular work hours during which the employee is absent from work. **03.1238/03.2238**

Unpaid Leave

Requests for unpaid leave may be approved under extraordinary circumstances only by the Superintendent. Leave without pay, not to exceed five (5) days per request, may be granted by the Superintendent. Requests shall be made in writing and shall be submitted to the immediate supervisor and to the Superintendent for approval. Leave without pay days shall not accumulate. **03.123/03.223**

Section

3

Personnel Management

Transfer

Employees who wish to request a voluntary transfer should contact 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 Discipline

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 or the County Employee's Retirement System).

The Board compensates employees only upon initial retirement for each unused sick day at the rate of thirty percent (30%) 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. **03.19/03.29**

Certified Personnel: Unless an employee is granted leave, failure to complete and document required professional development during the academic year will result in a reduction in salary and may be reflected in the employee's evaluation. **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**

Section

4

Employee Conduct

Absenteeism/Tardiness/Substitutes

Employees are expected to notify their immediate supervisor when they must be tardy or absent.

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. When in doubt, the Principal shall confer with the Superintendent. **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.

Employees who violate the terms of the District's drug-free/alcohol-free policy may be suspended, non-renewed 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**

All applicants being considered for employment positions identified as being safety-sensitive will be required to submit to a pre-employment urinalysis test for the purpose of detecting illegal use of drugs

Any employee convicted of any criminal drug statute involving illegal use of alcohol, illicit drugs, prescription drugs, or over-the-counter drugs shall, within five (5) working days after receiving notice of a conviction, provide notification of the conviction to the Superintendent.

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**

Tobacco Products

All Daviess County Public Schools property is tobacco free. The use of tobacco is prohibited in or on any property owned or operated by the Board. In addition, use of tobacco in any form shall not be permitted in outdoor facilities owned or operated by the Board during all District-sponsored activities, including sporting events. **03.1327/03.2327**

Bus drivers shall not use tobacco products while on the bus. **06.221**

Use of School Property

All personnel shall be responsible for the school equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property shall be reported to the employee's immediate supervisor.

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.

Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property.

District-owned telecommunication devices shall be used primarily for authorized District business purposes. Personal use of such equipment is permitted providing the employee reimburses any additional direct costs the personal use may cause the District to incur.

Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

When requested, employees who have occasion to drive any Board-owned vehicle and/or transport students must annually provide the Superintendent/designee with a copy of their driving record. Board owned vehicles shall be used in accordance with provisions as established in policy. **03.1321/03.2321**

Health, Safety and Security

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor.

In addition, employees are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made within 24-48 hours of the occurrence and prior to leaving the work premises, UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care.

The District may maintain an automatic external defibrillator (AED) in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with guidelines established by the Superintendent/designee. Expected users documented as having completed required training shall be authorized to use a defibrillator.

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

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

Any person making a report in accordance with KRS 620.030 shall obtain written documentation of the completed report including the date, time, person making the report, person report made to, organization receiving report, and description of report content. **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.

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. **10.21**

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. **03.16/03.26**

Gifts

Any gift presented to a school employee for the school's use must have the prior approval of the Superintendent or the Superintendent's designee. After approval and acceptance, gifts become the property of the Board of Education.

No employee shall receive, directly or indirectly, any gift, reward, or promise of reward in exchange for influence in recommending or procuring the use of any goods, services, property, or merchandise of any kind for which school funds are expended. **03.1322/03.2322**

Outside Employment or Activities

Employees shall not accept outside employment or activities which will prevent them from fulfilling regularly assigned school duties and obligations.

While performing service or undergoing training, employees who are members of the National Guard, any reserve component of the U.S. armed forces, or reserve corps of the U.S. Public Health Service shall be entitled to leave of absence from their respective duties. **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:

- 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**
- 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**
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**
- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24/05.4**
- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262/09.42811**

EMPLOYEE CONDUCT

- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to your immediate supervisor and/or the Superintendent. If the Superintendent is the alleged party, employees shall address the complaint to the Board chairperson. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**
- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**
- District 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**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in such an incident.

Within forty-eight (48) hours of the original report of the incident, the Principal also shall file with the Board and the local law enforcement agency or the Department of Kentucky State Police or the County Attorney a written report containing the statutorily required information. **09.2211**

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

2014-2015 School Year

I, _____, have received a copy
Employee Name

of the Employee Handbook issued by the District, and understand and agree that I am to review this handbook in detail and to consult District and school policies and procedures 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 your Principal/Supervisor.