

**PADUCAH  
PUBLIC SCHOOLS**

**2017-2018  
Classified Employee Handbook**

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**2017-2018 Classified Employee Handbook**

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

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# Introduction

## Welcome

### *Welcome to Paducah Independent 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. Complete copies of those documents are available at the Central Office. Policies and procedures also are available online via the District's web site or through this Internet address: <http://policy.ksba.org/p01>. 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.

## District Vision

To know each and every student by name and need.

## District Mission

To inspire all students to achieve excellence, explore opportunities, and realize their full potential with the goal of preparing each and every student to be college or career ready upon graduation.

## **Future Policy Changes**

Although every effort will be made to update the handbook on a timely basis, the Paducah 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.

## **Section**

# **1**

## **General Terms of Employment**

### **Equal Opportunity Employment**

The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. No person shall be subjected to discrimination in regard to employment, retention, promotion, demotion, transfer or dismissal because of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age or disabling condition.

No qualified person with a disability, as defined by law, shall, on the basis of the disability, be subject to discrimination in employment.

District employment practices shall be in accordance with the Board-approved procedures addressing requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Reasonable accommodation shall be provided as required by law.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact the Board of Education's Central Office.**03.212**

### **Harassment/Discrimination**

The Paducah Independent Board of Education intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, 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.

**GENERAL TERMS OF EMPLOYMENT**

Employees who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. If an employee is not assigned to a particular school, a report of harassment/discrimination may be made to the employee’s immediate supervisor or to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator.

Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/discrimination.

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. **03.262**

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

<u>Amie Tooley</u>	<u>800 Caldwell Street, Paducah, KY 42002-2550</u>	<u>270-444-5600</u>
<i>Title IX Coordinator Name</i>	<i>Address</i>	<i>Telephone</i>

<u>Amie Tooley</u>	<u>800 Caldwell Street, Paducah, KY 42002-2550</u>	<u>270-444-5600</u>
<i>Section 504 Coordinator Name</i>	<i>Address</i>	<i>Telephone</i>

**01.1**

Employees wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District’s school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, [program.intake@usda.gov](mailto:program.intake@usda.gov).

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

**07.1**

## Hiring

All regular full-time and part-time classified employees shall receive a contract.

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

For further information on hiring, refer to policy **03.21**

## Medical Examination

### BUS DRIVERS

As a condition of employment, each school bus driver, including substitute drivers, shall pass a medical examination on initial employment and each year thereafter in accordance with 702 KAR 5:080.

Before being allowed to drive a bus, the driver must be free of any medical condition which could endanger the health or safety of students in the performance of duties.

### OTHER NEWLY EMPLOYED CLASSIFIED PERSONNEL

As a condition of initial employment, all classified employees (except bus drivers), including substitute employees, shall pass a medical examination as indicated in 704 KAR 4:020. The examination shall be provided by a licensed physician, physician assistant (PA), or advanced registered nurse practitioner designated by the Board. If the employee elects to be examined by a private practitioner, the cost of examination shall be borne by the employee. **03.211**

## Assignment

The assignment of classified personnel shall be made by the Superintendent.

The Superintendent shall assign personnel only in positions for which they are qualified. **03.231**

## Transfer

The transfer of classified personnel shall be made by the Superintendent.

Notwithstanding any other policy provision, the Superintendent may transfer an employee charged with a felony offense as permitted under KRS 160.380.

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. **03.231**

## Promotion

The promotion of classified personnel shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

The promotion of personnel shall be based on qualifications, success in past assignments, and potential for success in the new position.

The Superintendent shall not promote a personal relative or the relative of a Board member who continues employment in the District under the provisions of KRS 160.380. **03.2312**

## **Demotion**

The demotion of classified personnel shall be made by the Superintendent, who at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent. **03.2313**

## **Hours of Duty**

Classified personnel shall be prompt in attendance and shall follow work schedules prepared by their immediate supervisor and approved by the Superintendent, based on the following:

1. Work schedules for classified personnel assigned to the Central Office shall be the responsibility of the Superintendent.
2. Maintenance and custodial personnel shall be on duty eight (8) hours per day, five (5) days per week. Custodians shall be also be responsible for maintaining sufficient heat to their assigned building during weekends and Christmas holidays to prevent damage to the building or equipment from freezing temperatures. In schools with more than one (1) custodian, these duties shall be shared by the custodians assigned to that building.
3. Work schedules for all school secretaries shall be the responsibility of the Principal of the school to which they are assigned.
4. Food service personnel shall be employed on the basis of work schedules approved by the Director of Food Services.
5. Bus drivers shall be on duty based on their assigned schedule.

No classified employee shall leave the school grounds or other assigned post during duty hours without the expressed approval of their immediate supervisor.

### **OVERTIME**

Employees required to work in excess of forty (40) hours per week will be paid or given compensatory time at the rate of 1 ½ times the regular rate for all hours beyond 40 as provided by the Fair Labor Standards Act for Overtime work. **03.2332**

## **Job Supervision**

Supervision shall be provided for all classified employees. Each employee shall be informed as to whom his/her immediate supervisor is and to whom s/he will be responsible.

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. **03.233**

## GENERAL TERMS OF EMPLOYMENT

Each employee shall be provided a job description which shall establish all essential functions and the general duties and responsibilities of the position including, but not limited to, completion of records and reports and achievement of goals identified to enhance student achievement and to help the school and/or District meet goals established by statute and/or Board policy. Job descriptions shall not be considered all-inclusive descriptions of the job but shall indicate the general parameters of the duties and responsibilities of the position. The immediate supervisor, as needed, may assign other reasonable duties to the employee.

Reasonable accommodation shall be provided each qualifying employee with a disability to comply with the requirements of law and regulation. **03.232/03.233**

### Solicitation

Unless authorized by the Superintendent or his designee, sales representatives, agents, or other solicitors shall not solicit or contact employees during the school day. **03.2323**

### 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. **03.211/09.14/09.213/09.43**

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**

### Information Security Breach

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**

## 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 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. **03.262/09.422/09.42811**

## Bullying

"Bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process. **09.422**

## Paraprofessional Employees

The Superintendent may employ paraprofessionals for supplementary instructional and non-instructional duties in the education program in positions authorized by the Board.

### DEFINITION

As used in this policy and in relation to required training and qualifications for instructional personnel, the term "paraprofessional" is interchangeable with the term "paraeducator," which means an adult school employee who works under the direction of the professional administrative and teaching staff in performing, within the limitations of training and competency, certain instructional and non-instructional functions in the school program.

### EDUCATIONAL REQUIREMENTS

All paraprofessionals shall satisfy educational requirements specified by federal law.

### SUPERVISION

Paraprofessionals shall be under the direct supervision of certified teachers. Each paraprofessional shall have a job description that limits assigned duties to the scope of the individual's competencies.

## **GENERAL TERMS OF EMPLOYMENT**

### **EVALUATION**

The Superintendent shall develop and implement procedures for an annual evaluation and professional development of paraprofessionals. Evaluation results shall be a factor in future employment decisions. **03.5**

## Section

# 2

## Benefits and Leave

### Insurance

The Board shall provide unemployment insurance, worker's compensation, and liability insurance for all classified personnel. In addition, the State provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation.

#### WORKERS' COMPENSATION

Employees who qualify for workers' compensation benefits following an assault and injury, while performing assigned duties, should refer to policy. **03.223**

Employees who qualify for Workers' Compensation may be offered the opportunity to participate in an Early Return to Work Program. Transition employment need not be in the same job classification or location, but must comply with the treating physician's restrictions and amendments until the participating employee achieves maximum medical recovery. **03.224**

### Compensation/Salaries

The Board shall annually establish schedules for salaries and benefits for all classified personnel.

#### COBRA

At the time of initial employment an employee shall be given the first COBRA notification. Second notification and continuation of benefits shall be contingent upon the employee's notifying the district of a qualifying event. **03.22**

#### HOURLY OR SALARY BASIS

All regular and substitute classified personnel shall be paid on an hourly or salary basis as established by the Board.

#### WORK DAY/WORK WEEK

The length of the work day shall be established for each position by the Board. The work week for hourly (non-exempt) employees shall not exceed forty (40) hours per week, unless overtime is authorized as provided by this policy.

#### QUALIFICATIONS

Employees shall be responsible for providing the Superintendent with all required certificates, other credentials, health examinations, and verifications of experience prior to beginning work.

**LIST OF SALARIES**

The Board shall maintain for public scrutiny a factual list of individual salaries of its employees for the fiscal year just closed and shall furnish that list by mail to a newspaper qualified under KRS 424.220 to publish advertisements for the District.

**PAYROLL DISTRIBUTION**

Checks will be issued according to a schedule approved annually by the Board.

At the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year.

**PAYROLL DEDUCTION**

The Board shall approve all payroll deductions as specified by KRS 161.158 and **Board Policy 03.2211**.

**OVERTIME**

Overtime work shall be approved in advance by the Superintendent or designee. Hourly employees required to work in excess of forty (40) hours per week will be paid at the rate of 1½ times the regular rate for all hours beyond 40 as provided by law for overtime work. **03.221**

**Salary Deductions**

The District makes all payroll deductions required by law. Employees may choose from the following optional payroll deductions:

**MANDATORY DEDUCTIONS**

Mandatory payroll deductions made by the Board include:

1. State and federal income taxes;
2. Payroll tax;
3. Social security, when applicable;
4. County Employees' Retirement System of the State of Kentucky, when applicable;
5. Any deductions required as a result of judicial process, e.g., salary attachments, etc.; and
6. Medicare (FICA), when applicable.

**OPTIONAL DEDUCTIONS**

Pursuant to the provisions of KRS 161.158, the following optional payroll deductions are authorized by the Board for those employees who choose to participate:

1. Board approved hospitalization or income program. (Deductions will be made for only one (1) hospitalization or income protection plan.);
2. Board approved life insurance program;
3. Board approved credit union; protection;
4. State approved deferred compensation plan;
5. United Way;

6. State-designated Flexible Spending Accounts (FSA) and Health Reimbursement Account (HRA) plans; and
7. Membership dues for job-related organizations when thirty percent (30%) or more eligible members request the deductions.

Deductions for membership dues of an employee organization, association, or union shall only be made upon the express written consent of the employee. This consent may be revoked by the employee at any time by written notice to the employer.

The Board grants the Superintendent the authority to approve authorization for a maximum of ten (10) optional payroll deductions if one (1) of the following conditions apply: (1) A minimum of two hundred dollars (\$200) per month is authorized to a single firm by a single employee; or (2) Five (5) or more employees participate in payroll deductions to a single firm. **03.2211**

## **Cafeteria Plan**

The District offers employees a cafeteria plan of benefits. Classified personnel shall be eligible to participate in a cafeteria plan of benefits.

The Superintendent shall develop and make available to employees a list of benefits and procedures consistent with the regulations as listed in 26 C.F.R., Part I, 1.125.1. This listing, or any amendments thereto, shall be subject to review and final approval by the Board. **03.2212**

## **Expense Reimbursement**

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the Board shall reimburse school personnel for school-related travel when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent and, when appropriate, the School Council. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. In the case of expenses reimbursed from internal accounts, the Principal shall be the authority for approving reimbursement. The Board will be responsible only for actual expenses. Allowable expenses include mileage, gasoline used for Board vehicles, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (as authorized by policy and/or procedure), and lodging. Receipts must accompany requests for reimbursement. Itemized receipts must accompany requests for reimbursement.

No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by the proper receipts. Employees must submit travel vouchers within one (1) week of travel and will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.225**

## **Holidays and Vacations**

### **HOLIDAYS**

All full-time classified personnel shall be paid for the four (4) holidays which shall be designated in the official school calendar. These are part of the school year required by state law.

Classified employees who are employed on a twelve-month basis may also observe as holidays: Martin Luther King Jr. Day, Independence Day, Memorial Day (if school is not in session), and Christmas Eve (if it falls on a week day).

**VACATIONS**

Based on length of service to the District as a twelve-month classified employee such personnel shall be entitled to annual vacation days as scheduled with the approval of the Superintendent.

<b>Length of Service</b>	<b>Number of Days Annually</b>
0-2 years	5 days
3-5 years	10 days
6-8 years	15 days
Starting 9 years or more	20 days

If a ten-month classified employee transitions to a twelve-month classified position, he/she can claim up to four (4) years of service in calculating entitled vacation days.

Time off during Christmas vacation and spring vacation shall be counted as part of the classified employee's vacation. Vacation time for any school year must be taken during that year or prior to June 30 of the following year.

Conditional employees will not be allowed to take earned vacation time until completion of the conditional period. **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.

Following 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.

In all cases of absence, employees shall notify their immediate supervisors before the opening of school or the night before, if possible.

Employees on leave covered by the related policies listed below shall notify the Superintendent in writing by **April 1** of the year the leave terminates of the date of their intent to return to the school system. Failure to do so will render the position vacant.

**Unpaid Leave**

When employees must be absent for purposes not covered by other leave policies, the Board will consider their requests for short-term leave of absence without pay provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. The Board shall consider such leaves for periods of time not exceeding five (5) days.

Under procedures developed by the Superintendent, employees shall submit their request for short-term leave without pay in writing to the Superintendent at least one (1) week prior to the next scheduled Board meeting preceding the date of the requested leave. The request shall include a statement of the reasons why the leave is being requested and the date(s) of the requested leave period. The Superintendent shall inform the applicant of the status of the request for leave as soon as practicable following determination by the Board. **03.223**

## **Personal Leave**

Full-time classified employees shall be entitled to three (3) days of personal leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorata part of the authorized personal leave days calculated to the nearest 1/2 day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized personal leave days equivalent to their normal working day.

The employee's immediate supervisor must approve the leave date, but no reasons shall be required for the leave. Other limitations are set out in Policy. **03.2231**

Full-time employees may accumulate personal leave to five (5) days. Accumulated personal leave beyond five (5) days will be transferred and credited to the employee's sick leave account. **03.2231**

## **Sick Leave**

All full-time classified personnel employed for at least 9 1/4 months per year shall be entitled to ten (10) days of sick leave with pay per year.

Persons employed for less than a full year contract shall receive a prorata part of the authorized sick leave days calculated to the nearest 1/2 day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day.

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the classified employee to whom they were granted.

## **Sick Leave Donation Program**

Classified 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 less than fifteen (15) days.

Certified employees are eligible to receive donated days if they meet the criteria established in statute.

Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days.

**AFFIDAVIT**

Upon return to work, an employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent to attend a member of the immediate family who was ill. **03.2232**

*See the “Retirement” section for information about reimbursement for unused sick leave at retirement. 03.273*

**Sick Leave Bank**

The Board shall provide an opportunity for all classified employees to voluntarily participate in a sick leave bank program. The sick leave bank shall refer to an aggregation of leave days contributed by employees for use by the members of the employee group who have exhausted all sick leave and other available paid leave days.

Sick leave bank days will be accounted for by the Business Office, and information about the contributions, use and records of bank days will be kept in an account maintained by the District.

**ENROLLMENT**

To become a member of the sick leave bank, an employee must enroll during open enrollment each year anytime from the opening of school through September 30. The employee shall complete a sick leave bank contribution form authorizing the Business Office to deduct not more than two (2) days from the employee's accrued sick leave. The days deducted shall be applied to the District's sick leave bank.

**APPLICATION FOR USE**

Employees shall submit their applications for use of sick leave bank days to the head of the sick leave bank committee.

**QUALIFYING CONDITIONS**

1. Only employees who have contributed to the sick leave bank shall be eligible for sick leave bank usage.
2. The applying employee must have had three days unpaid leave before requesting bank days.
3. The requesting employee may ask for one-half of the total number of days the individual had accumulated at the start of the current school year. [i.e., For ten (10) accumulated days, the person could request a maximum of five (5) days.]
4. The sick leave committee may grant up to five (5) additional days to any requesting employee at the committee's discretion.
5. The applicant's condition must be of a serious medical nature and conditions such as normal illness, childbirth or other naturally occurring events will not qualify.

**APPEALS**

The decision regarding all matters of sick leave awards rests with the committee and the decision of the committee cannot be appealed. **03.22321**

## **Family and Medical Leave**

Employees are eligible for up to twelve (12) workweeks of family and medical leave each school year, if they have been employed by the District for twelve (12) months, have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave, and otherwise qualify for family and medical leave for one of the reasons below:

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; or
3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform the employee's 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.

Employees requesting leave for any of the preceding reasons shall be notified such leave qualifies for, and

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.. **03.22322**

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**

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.

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 in writing of their intent to return to the school system on or before the date prescribed in Policy 03.223.

In compliance with the Family and Medical Leave Act of 1993, leave shall be granted leave shall be granted in accordance with **Board Policies. 0322322/03.2233**

## **Extended Disability Leave**

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

Unpaid disability leave may be granted by the Board, upon written request, for the remainder of the contract year. Thereafter, leave may be extended by the Board in one (1) year periods.

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

### **NOTIFICATION OF RETURN**

Employees on extended disability leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in **Policy 03.223**. Failure to do so will render the position vacant. **03.2234**

## **Educational Leave**

Upon recommendation of the Superintendent, the Board may grant classified personnel short-term leave with pay for the purpose of obtaining training to enhance the skills required in performing their job or to obtain training in anticipation of a different position with the school system. **03.2235**

## **Bereavement Leave**

Bereavement leave is intended to provide employees an opportunity to attend to the responsibilities associated with the funeral and to provide them a period of time for mourning.

Classified employees shall be entitled to five (5) days of bereavement leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorata part of the authorized bereavement leave days calculated to the nearest 1/2 day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized bereavement leave days equivalent to their normal working day.

If the bereavement leave as defined herein is inadequate to attend to the business associated with deaths in the family, employees may use their accumulated sick leave as approved by their supervisor.

Bereavement leave days not taken during the school year shall not accumulate. **03.2236**

## **Jury Leave**

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 (except expense monies), for the period of his actual jury service.

### **NOTICE**

Persons who will be absent from work to serve on juries must give advance notice to their immediate supervisors. **03.2237**

## **Military/Disaster Services Leave**

Military leave will be granted to classified personnel under the provisions and conditions specified in law.

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

The Board may grant disaster services leave to requesting eligible employees. **03.2238**

## Section

# 3

## Personnel Management

### Employee Discipline, Suspension and Dismissal

Termination and nonrenewal of contracts shall be the responsibility of the Superintendent.  
**03.27/03.2711**

#### Non-renewal

Non-renewal of contracts for classified personnel shall be made in compliance with the requirements of KRS 161.011, with written notice being mailed or provided to the employee by the Superintendent no later than May 15. **03.27**

#### Personnel Records

One (1) master personnel file, documenting employment history and including information maintained in electronic format, shall be maintained for each employee. This file shall be maintained in the Central Office and shall be under the custody of the Superintendent or the Superintendent's designee. This file may be inspected by the employee. The Superintendent shall develop procedures to ensure the security of the files.

The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. These folders may contain:

1. Items used as reference and not forwarded to the master personnel file in the Central Office,
2. The employee's evaluation and other school-related correspondence to or from the employee, and
3. Other informational items that may or may not be maintained in the Central Office master personnel file. **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**

## Evaluations

Each classified employee shall be evaluated at least once each year. This evaluation shall be performed by the Principal or the immediate supervisor and shall be based upon a formal procedure approved by the Superintendent for that specific position or class of positions. The administrator performing the evaluation shall share and discuss the evaluation report with the 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 shall be filed with the Superintendent. **03.28**

## Training/In-Service

The Superintendent shall develop and implement a program for continuing training for selected classified personnel.

## Retirement

Persons retiring should give the Superintendent notice as far in advance as possible but not less than two (2) weeks prior to retirement. .

All full-time classified personnel, other than conditional employees, shall be declared eligible for entry into the County Employees' Retirement System.

### UNUSED SICK DAYS

Participation in the Board's Severance pay program requires five (5) or more years of full-time employment with the Paducah Board of Education.

At the time of retirement and under provisions of KRS 161.155 (9), the Board shall compensate classified employees, or their estate, for unused sick days, based on the employee's last annual salary rate for each unused sick day. For personnel who begin employment with a local school district on or after July 1, 2008, unused sick leave days to be recognized in calculating reimbursement under KRS 161.155 shall not exceed 300 days Upon death of an employee in active contributing status who was eligible to retire by reason of service, the District shall compensate the estate of the employee. Accumulated sick leave shall include any unused personal leave days credited to the employee's account on the effective date of retirement.

In order for retiring employees to participate in the sick leave payout program at the rate specified for the current year, they must submit their notice of resignation for retirement purposes to the Superintendent by December 1 or seven (7) months prior to their retirement date. Retirement shall mean retirement from the County Employees' Retirement System. The rate of compensation shall be thirty percent (30%). **03.273**

## Section

# 4

## Employee Conduct

### Absenteeism/Tardiness and Substitutes

Employees are expected to notify their immediate supervisor when they must be tardy or absent. Staff assigned to positions requiring substitutes must contact their immediate supervisor or the Central Office designee as soon as possible] to request a substitute for the day.

### Disrupting the Educational Process

Any employee who, while under the authority of the Superintendent, participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events and activities, may be subject to disciplinary action, including termination of contract.

For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct that threatens the health, safety, or welfare of others;
2. Conduct that may damage public or private property, including property of students or staff;
3. Illegal activity;
4. 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
5. Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

**03.2325**

### OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, **Board Policies 09.422 and/or 03.262**, which addresses harassment/discrimination allegations. **03.2325**

## **Drug-Free/Alcohol-Free Schools**

District employees shall not manufacture, distribute, dispense, be under the influence of, purchase, possess, use or attempt to purchase or 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**

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. **03.23251**

## **Weapons**

Except where expressly and specifically permitted by Kentucky Revised Statute, the 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. Violation of this policy by staff members shall constitute reason for disciplinary action, including possible 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**

The use of any tobacco product is prohibited in any building owned or operated by the Board where children meet on a routine or regular basis. **03.2327**

Bus drivers shall not use tobacco products while on the bus and shall not permit students to use them. **06.221**

## **Use of School Property**

Employees are responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. Employees shall immediately report to their immediate supervisor any property that is damaged, lost, stolen, or vandalized.

No employee shall perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities.

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

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

District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted. **03.2321**

## **Use of Personal Cell Phones/Telecommunication Devices**

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor. Such devices include, but are not limited to, personal cell phones and tablets.

For exceptions, see Board Policy **03.23214**.

## **Access to Electronic Media/Acceptable Use**

The Board supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner. **08.2323**

## **Outside Employment and Activities**

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

Employees shall not perform any duties related to an outside job during their regular working hours.

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. **03.2331**

## **Political Activities**

District employees shall not promote, organize, or engage in political activities while performing his/her duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

1. Encouraging students to adopt or support a particular political position, party, or candidate; or
2. Using school property or materials to advance the support of a particular political position, party, or candidate.

"Political positions" shall not be defined to include communications approved by the Superintendent to be distributed to parents or the community concerning District needs or proposed actions by the Board. Examples of such communications may include, but not be limited to, those addressing designation of attendance zones/areas and District facility and financial needs.

### **SCHOOL BOARD ELECTIONS**

In addition, KRS 161.164 prohibits employees from taking part in the management of any political campaign for school board. **03.2324**

## **Conflict of Interest**

No administrator or other employee of the District with decision-making authority over the financial position of the school District shall have any pecuniary interest, either directly or indirectly, in an amount exceeding twenty-five dollars (\$25.00) per year, at the time of or after his appointment, in supplying any goods, services, property or merchandise for which school funds are expended. Nor shall any such person receive directly or indirectly any gift, reward, or promise of reward for goods, services, property, or merchandise of any kind for which school funds are expended.

No administrator or other employee shall solicit for personal financial remuneration from students, parents and other staff during the school day or during school events.

Unless prior arrangements are made with the Board, any device, publication or any other item to be copyrighted developed during the employee's paid time shall be District property.

Employees shall not profit monetarily through use of confidential information gained in the course of or by reason of their position of employment with the District.

### **EXCEPTION**

This policy shall not prohibit the Board from approving non-contracted personal services for the benefit of the District.

### **GRATUITIES AND KICKBACKS**

Employees are prohibited from soliciting, demanding, accepting or agreeing to accept from another person gratuities, kickbacks, or offers of employment in connection with the following: any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefore. **03.2721**

## **Health, Safety and Security**

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees shall report any conditions they believe to be unsafe to their immediate supervisor, who shall examine the situation and take appropriate action.

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.

Employees should use their school/worksite two-way communication system to notify the Principal, supervisor or other administrator of an existing emergency.

For additional information on the District's plans for Hazard Communication, Plan and Bloodborne Pathogen Control Plan, Lockout/Tagout, Personal Protective Equipment (PPE), and Asbestos Management, contact your immediate supervisor or see the District's *Policy Manual* and related procedures. **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 age eighteen (18) is dependent, abused or neglected, or a victim of human trafficking shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with KRS 620.030.

After making the report, the employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation.

Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the District shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall require the District to conduct an independent investigation of the allegations. **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 and Courtesy**

The Paducah Independent Board of Education and its administrators feel that common civility and courtesy is an important concept that all students and adults should practice while participating in school-related activities. The failure to practice civility and courtesy are common causes for altercations, fights and verbal abuse between students and between adults.

The Board understands that most citizens will practice courtesy and civil behavior while a guest in our schools. And this policy and these guidelines have been adopted to assure that all citizens will feel safe and will wish to visit Paducah Public Schools. The following expected behavior guidelines are adopted to assure courtesy and civil behavior from all participants during all school-related activities including athletics, plays and other co- and extra-curricular activities.

- All employees of Paducah Public Schools are to be treated with respect and courtesy by students and adults.
- All employees of Paducah Public Schools are to treat parents, students, visitors and staff with respect and courtesy.
- No verbal abuse or threatening behavior will be tolerated by employees of Paducah Public Schools whether from students or community members.
- No student or community member will be verbally or physically abused by a Paducah Public School staff member.
- All entry into school classrooms, areas of a school building or school grounds must be approved by the Principal's office.
- No employee of Paducah Public Schools is to be insulted or demeaned in any manner while performing duties as a school employee.
- Paducah Public School employees are to practice common courtesy and civility at all times, and are to be congenial and helpful to parents, citizens and community members.

Behavior such as listed and other forms of human interaction that could be considered uncivil or discourteous will be treated in the following manner:

- The person practicing discourtesy or uncivil behavior will be asked to stop his/her abuse.
- If the person practicing discourtesy or uncivil behavior refuses to stop, the administrator in charge is to call security or the police and have the person removed from the school facility.
- If a student or employee is practicing discourtesy or uncivil behavior, the staff member or teacher observing the behavior is to place the employee or student into normal disciplinary due process and procedures by reporting the behavior to the Principal or to the director responsible for the employee.
- In all cases, the school employee attempting to secure civil behavior from another adult and failing to secure cooperation is to request assistance from school security or the police, and the employee is not to confront the adult practicing discourtesy or uncivil behavior. **10.21**

## **Grievances/Communications**

The Superintendent shall develop specific grievance procedures 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 by the individual grievant.

The Board shall take action only on those 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/designee, unless the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.

The Board shall not hear grievances concerning simple disagreement or dissatisfaction with a personnel action. **03.26**

*Harassment/Discrimination allegations shall be governed by 03.262.*

## **Volunteers**

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

All volunteers shall provide assistance only under the direction and supervision of a member of the professional administrative and teaching staff. **03.6**

## Required Reports

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

- Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes.. **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. **03.23251/09.423**
- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse. **03.23253/09.425**

- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **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. **03.262, 09.42811**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**
- 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, or a victim of human trafficking, you shall **immediately** make a report to a local law enforcement agency or Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth’s Attorney or the County Attorney. (See **Child Abuse** section.) **09.227**
- District employees shall report 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. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim’s Principal, as directed by Board Policy **09.42811**.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy **09.2211**; and
  2. Investigate and complete documentation as required by Policy **09.42811** covering federally protected areas. **09.422**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

# Acknowledgement Form

2017-2018 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 the Central Office.