

# EMPLOYEE HANDBOOK

## MUHLENBERG COUNTY PUBLIC SCHOOLS



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MUHLENBERG COUNTY SCHOOLS

# 2023 - 2024 Employee Handbook

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As required by law, the Board of Education does not discriminate on the basis of race, color, national or ethnic origin, age, religion, sex (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions 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 Muhlenberg County School District.

No achievements or accomplishments ever come to pass without the inspiration, encouragement, guidance and support of other people. As an employee of Muhlenberg County School Board you have the opportunity to help the students in this District to achieve their goals and to pursue their dreams.

As employees of this school system you have the opportunity to learn about and learn with our students. We have the ability together to offer a positive image of the future and help each student believe that they can be successful.

The adults in this school system need to be committed to excellence. Please be committed to developing relationships with students while holding high expectations and communicating “I believe in you”. There are countless random acts of kindness by staff members in an effort to address barriers to learning or barriers that prevent participation in school activities. Thank you for your ideas and for your commitment and connection to students in your classroom. You are the difference makers. You are living a life of purpose and even though you may never know the extent of your influence, please know that students depend on each of us every day.

## Purpose

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

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is not an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee’s responsibility to refer to the actual policies and/or administrative procedures for further information.

Complete copies of those documents are available online at [www.muhlenberg.kyschools.us/policy and procedures link](http://www.muhlenberg.kyschools.us/policy-and-procedures) or through this Internet address: <http://policy.ksba.org/m21/>. 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. **Board Policy 01.5**

School council policies, which are available from the Principal, may also apply in some instances. **Board Policy 02.4241**

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

## **Mission**

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

## **Future Policy Changes**

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

## Central Office Personnel and School Administrators

Person/Address	Telephone/E-mail	Fax
<b>Contessa Orr</b> <b>Superintendent</b> 510 West Main Street Powderly, KY 42367	(270) 338-2871 <a href="mailto:Contessa.Orr@muhlenberg.kyschools.us">Contessa.Orr@muhlenberg.kyschools.us</a>	(270) 338-0529
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# School Calendar



Part I    ☒ Traditional Calendar    ☐ Variable Calendar

## July 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## September 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## November 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## December 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## January 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## February 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

## March 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## April 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## May 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## June 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

No School

Opening/ Closing Days Staff

Holidays

Professional Development Days

First & Last School Day for Students

Staff Work Days

School Days in Session

## 23-24 Academic Calendar

## Narrative

Aug 2	PD Day # 1 “The <b>BERG</b> -District Meeting”
Aug 3	PD Day #2 Flex Day
Aug 7	Staff Opening Day “Event Included”
Aug 8	First Day for Students
Sept 4	Labor Day – Holiday
Sept 22	Staff Work Day #1 “Learner Centered Meeting”
Oct 9-13	Fall Break
Nov 7	No School (Election Day)
Nov 22-24	Thanksgiving Break
Dec 20-Jan 1	Christmas Break
Jan 2	PD Day #3 “Flex Day”
Jan 12	Staff Work Day #2 “Learner Centered Meeting”
Jan 15	No School “MLK Jr Day”
Feb 23	PD Day #4 “Flex Day”
Mar 22	Staff Work Day #3 “Learner Centered Meeting”
Mar 29-Apr 5	Spring Break
May 16	Last Day for Students
May 17	Closing Day for Staff

Make-up Days – May 20, May 22, May 23, May 24, and May 27

## Section

# 1

## General Terms of Employment

### Equal Opportunity Employment

As required by Title IX, the District does not discriminate on the basis of sex regarding admission to the District or in the educational programs or activities operated by the District. Inquiries regarding Title IX Sexual Harassment may be referred to the District Title IX Coordinator (TIXC), the Assistant Secretary for Civil Rights, or both.

The Muhlenberg County Board of Education is an Equal Opportunity Employer. The District does not discriminate on the basis of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.

Reasonable accommodation for individuals with disabilities or limitations related to pregnancy, childbirth, or related medical conditions will be provided 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 the Personnel Director at the Board of Education's Central Office. **Board Policies 03.113/03.212**

### Harassment/Discrimination/Title IX Sexual Harassment

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

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, the Personnel Director as directed 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. Board Policies **03.162/03.262**

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

**Title IX Coordinator (TIXC): Brian Lile**

Office Address: 510 West Main, Powderly, KY 42367

Office Email: [brian.lile@muhlenberg.kyschools.us](mailto:brian.lile@muhlenberg.kyschools.us)

Office Phone: (270) 338-2871

**504 Coordinator: Julie Pendley**

Office Address: 510 West Main, Powderly, KY 42367

Office Email: [julie.pendley@muhlenberg.kyschools.us](mailto:julie.pendley@muhlenberg.kyschools.us)

Office Phone: (270) 338-2871

### Board Policy 01.1

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the TIXC, or by any other means that results in the TIXC receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the TIXC. **09.428111**

Title IX Sexual Harassment Grievance Procedures are located on the District Website.

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)

### Board Policy 07.1

## Hiring

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

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

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

## Transfer of Tenure

The continuing service contract status of a teacher shall not be terminated when the teacher leaves employment, all provisions of KRS 161.720 to KRS 161.810 to the contrary notwithstanding, and the continuing service contract status shall be transferred to the next school district, for a period of up to seven (7) months from the time employment in the first school district has terminated.

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

## Job Responsibilities

Every employee is assigned an immediate supervisor. All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. **Board Policies 03.132/03.232**

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as District property. In addition, employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. **Board Policies 03.133/03.233**

**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.

New hires and student teachers assigned within the District must have both a state and a federal criminal history background check and a letter (CA/N check) from the Cabinet for Health and Family Services documenting the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet.

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **Board Policies 03.11/03.21**

Link to DPP-156 Central Registry Check and more information on the required CA/N check:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

## **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. **Board Policies 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**

## **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. **Board Policy 01.61**

## **Salaries and Payroll Distribution**

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

**Certified Personnel:** Salaries for certified personnel are based on a single-salary schedule reflecting the school term as approved by the Board in keeping with statutory requirements. Compensation for additional days of employment is prorated on the employee's base pay.



## GENERAL TERMS OF EMPLOYMENT

Determination of and changes to certified employees' rank and experience are determined in compliance with **Board Policy 03.121**. No later than forty-five (45) days before the first student attendance day of each year or June 15<sup>th</sup>, whichever comes first, the Superintendent will notify certified personnel of the best estimate of their salary for the coming year by posting the adopted salary schedule on the District website and notification by District email.

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

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

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

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

## Pay Dates

FY24 Pay Dates	12 Month Employees	School Year Employees
Month	Dates	Dates
July	14, 28	
August	14, 30	14, 30
September	14, 29	14, 29
October	13, 30	13, 30
November	14, 29	14, 29
December	14, 29	14, 29
January	12, 30	12, 30
February	14, 28	14, 28
March	14, 29	14, 29
April	14, 29	14, 29
May	12, 30	12, 30
June	14, 29	14, 17, 18, 19

## Professional Development Days

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

## Hours of Duty

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

Certified employees shall be prompt in attendance. All teachers shall be present in the school building thirty (30) minutes prior to the beginning of each school day or after students are dismissed. The assignment of the additional thirty (30) minutes as required by the Board in regards to being at school before or after school will be left to the decision of each building Principal.

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

**Board Policy 03.1332**

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

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

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

## Supervision Responsibilities

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

Employees are expected to 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. **Board Policies 03.162/03.262/09.422/09.42811**

## Bullying/Hazing

"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.

"Hazing" is defined as an action which endangers the mental or physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership

## GENERAL TERMS OF EMPLOYMENT

or status within any organization\*, including but not limited to actions which cause, coerce, or force a minor or a student to:

1. Violate federal or state criminal law;
2. Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of mental harm or physical injury;
3. Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
4. Endure brutality of a mental nature, including personal servitude, sleep deprivation, or circumstances which would cause a reasonable person to suffer substantial mental distress;
5. Endure brutality of a sexual nature; or
6. Endure any other activity that creates a reasonable likelihood of mental harm or physical injury to the minor or student.

“Organization” is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years. **Board Policy 09.422**

# Benefits and Leave

## Summary

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

## Insurance

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

## Salary Deductions

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

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

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

## Direct Deposit

All employees will be required to use direct deposit of payroll checks. Direct deposited funds will be available for withdrawal on payday. You will receive your pay stub by email that lists gross pay, deductions, and the net amount deposited in your account. Please complete an authorization form and attach a checking account deposit slip. Return this form to the payroll office. This is a one-time requirement unless you change banks. Direct deposit will begin no later than the second payday after we receive authorization in the payroll department. Direct deposit is required. **Board Policies 03.121/03.221**

## Section

# 2

## Open Enrollment

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

## Expense Reimbursement

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.

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

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

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. **Board Policies 03.125/03.225**

## Holidays

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

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

## **Vacations**

Classified Employees - Employees on a two hundred sixty (260) day or more contract shall be awarded ten (10) paid vacation days annually. Persons employed for less than a full year contract shall receive a prorata part of the authorized vacation leave days calculated to the nearest 1/2 day.

The Principal/supervisor shall give prior approval for the use of vacation days. Vacation days will not be granted on instructional days. **Board Policy 03.222**

## **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 some cases a written request, submitted for approval before leave begins, is required.

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 on extended leave, including those on professional leave serving in charter schools, 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. If an employee has used all of his/her accumulated paid leave and additional leave is recommended by the Superintendent and approved by the Board, the employee's payroll checks will stop. Payroll checks will restart once the employee begins working again. Please notify the Personnel Director if you anticipate a leave without pay. Also, remember to discuss insurance or other payroll deductions with the Finance Office to arrange payments while you are on leave. **Board Policies 3.123/03.223**

Employees shall not experience loss of income or benefits, including sick leave, when they are assaulted while performing assigned duties and the resulting injuries qualify them for worker's compensation benefits.

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

## **Personal Leave**

All full-time certified and classified employees are entitled to three (3) days of paid personal leave each school year.

All certified and classified part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized personal leave days. Your supervisor must approve the leave date, but no reasons will be required for the leave. . Employees taking personal leave must file a personal statement on their return to work stating that the leave was personal in nature. Other limitations are set out in Policy.

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

## Sick Leave

All full-time employees are entitled to ten (10) days of paid sick leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized sick leave days.

Sick leave days not taken during the school year they were granted accumulate without limit for all employees. Upon return to work an employee claiming sick leave must file a personal statement or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill.

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

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

## Sick Leave Donation Program

Employees who have accumulated more than fifteen (15) days of sick leave may request to donate sick leave days to another employee authorized to receive the donation. Employees may not disrupt the workplace while asking for donations.

An employee requesting donated sick days must have exhausted all sick/personal leave.

Applications to donate sick leave should be returned to *the Finance Department*.

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

## Family and Medical Leave

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;
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

## BENEFITS AND LEAVE

5. To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

When family and medical military caregiver leave is taken based on a serious illness or injury of a covered service member, an eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve-month period.

Paid leave used under this policy will be subtracted from the twelve (12) workweeks to which the employee is entitled. Employees should contact their immediate supervisor as soon as they know they will need to use Family and Medical Leave. **Board Policies 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.

## Quarantine Leave

Employees shall receive at least ten (10) days for quarantine due to exposure to a reportable infectious or contagious disease under 902 KAR 2:020 or any other infectious or contagious disease designated as reportable to a local health department or the Department for Public Health by a valid order or administrative regulation of the local health department serving the school District or the Department for Public Health.

Leave granted shall be on a day-by-day basis, as needed, and shall not accumulate or carry over year to year, and shall not be transferrable to any other classification of paid leave established by KRS 161.155, KRS 161.154, or Board policy. **03.12323/03.22323**

## 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.

**Board Policies 03.1233/03.2233**

The Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law. **03.1233**

## Extended Disability Leave

Unpaid disability leave for the remainder of the school year is available to employees who need it. Thereafter, the Board leave may extend leave in increments of no more than one (1) year.

The Superintendent may require an employee to secure a medical practitioner's verification of a medical condition that will justify the need for disability leave. **Board Policies 03.1234/03.2234**

The Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law. **03.1234**

## Educational Leave

**Certified Employees:** Upon written request of a teacher or the Superintendent, the Board may grant leave (without pay) for one (1) year for educational or professional purposes. The Board may grant an additional year. Leave may be granted for full-time attendance at universities or other training or professional activities. Leave will not be granted for part-time educational activities.

The Board shall grant a two (2) year unpaid leave to employees under continuing service contracts who have been offered employment with a charter school.

A teacher with continuing status shall notify the District of the teacher's intent to work in a converted charter school.

A teacher working in a converted charter school shall notify the District of the teacher's intent to return to employment the next school year by April 15 of each year of the granted leave.

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

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

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

## **Jury Leave**

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

Employees who will be absent from work to serve on a jury must notify their immediate supervisor in advance. **Board Policies 03.1237/03.2237**

## **Military/Disaster Services Leave**

Military leave is granted under the provisions and conditions specified in law. As soon as they are notified of an upcoming military-related absence, employees are responsible for notifying their immediate supervisor.

The Board may grant disaster services leave to requesting eligible employees. **Board Policies 03.1238/03.2238**

**CERTIFIED EMPLOYEE BENEFITS****2023-2024 SCHOOL YEAR****1. SICK LEAVE**

Paid by Board

- Ten (10) days per year equal to employee's workday. Unlimited accumulation and number of credited sick leave days may be used at any time needed for approved illness.
- Transfer of accumulated sick leave from one school district to another within Kentucky.
- Sick day donation program is in place.

**2. PERSONAL LEAVE**

Paid by Board

- Certified personnel shall receive three (3) personal leave days in addition to the sick leave. Personal leave not used will be carried forward to the next year as sick leave.

**3. JURY DUTY LEAVE**

Paid by Board

- Certified employees will be paid their regular salary less the amount of pay received for jury duty.

**4. MEDICAL INSURANCE:**

- Hospitalization Insurance (single plan) Paid by State
- Any optional plans Paid by Employee
- Dental Insurance (single plan) Paid by Employee
- Any optional plans Paid by Employee

**5. WORKERS' COMPENSATION INSURANCE.**

Paid by Board

**6. LIFE INSURANCE: \$20,000**

Paid by State

**7. UNEMPLOYMENT INSURANCE**

Paid by Board

**8. LIABILITY INSURANCE (\$6,000,000.00 limit).**

Paid by Board

**9. MEDICARE INSURANCE:**

- Mandatory Medicare Tax for certified employees hired after March 31, 1986

**10. RETIREMENT Teachers Retirement System (TRS)**

- Certified staff must participate - FY 2023 employee deduction rate is 12.855%.
- Accumulated sick leave paid at 30%

**11. HOLIDAYS:**

- Four (4) paid equivalent work days for 9 1/4 month employees.  
Paid by Board (
- Up to six (6) paid equivalent work days for 12 month employees  
Paid by Board (

**12. PAY DATES:**

- Personnel will be paid on the 15th and the last day of each month.

## **CLASSIFIED EMPLOYEE BENEFITS**

### **2023-2024 SCHOOL YEAR**

- 1. SICK LEAVE** Paid by Board
  - Full time employees shall receive ten (10) sick days per year equal to employee's workday. Unlimited accumulated sick leave days may be used at any time needed for an approved illness.
  - Sick leave may be transferred from one school district to another within Kentucky.
  - Sick leave donation program is in place
- 2. PERSONAL LEAVE** Paid by Board
  - Full time employees shall receive three (3) personal leave days in addition to the sick leave. Personal leave not used will be carried forward to the next year as sick leave.
- 3. JURY DUTY LEAVE** Paid by Board
  - Classified employees who serve on jury duty will be paid their regular salary less the amount of pay received for jury duty.
- 4. MEDICAL INSURANCE**
  - Hospitalization Insurance Paid by State
  - Dental Insurance Paid by Employee
  - Any optional plans Paid by Employee
- 5. WORKERS' COMPENSATION INSURANCE** Paid by Board
- 6. LIFE INSURANCE - \$20,000.** Paid by State
- 7. UNEMPLOYMENT INSURANCE** Paid by Board
- 8. LIABILITY INSURANCE (\$6,000,000.00 limit)** Paid by Board
- 9. MEDICARE INSURANCE**
  - All classified staff must pay into FICA / Medicare.
- 10. RETIREMENT      County Employees Retirement System (CERS)**
  - County Retirement cost 23.34% of income Paid by Board
  - Classified staff must participate 5.00-6.00% of income Paid by Employee
  - Accumulated sick leave paid at 30%. Paid by Board
- 11. HOLIDAYS**
  - Four (4) paid equivalent work days for 9 1/4 month employees.
  - Up to six (6) paid equivalent work days (above plus) for 12 month.
- 12. PAY DATES**
  - Personnel will be paid on the 15<sup>th</sup> and the last day of each month

## Section

# 3

## Personnel Management

### Transfer

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

Employees charged with a felony offense may be transferred to a second position with no change in pay until such time as they are found not guilty, the charges are dismissed, their employment is terminated, or the Superintendent determines that further personnel action is not required. **Board Policies 03.1311/03.2311**

### Employee Discipline

Termination and nonrenewal of contracts are the responsibility of the Superintendent. **Board Policies 03.17/03.27/03.2711**

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

### Employee Separation

An employee who voluntarily leaves the District shall complete an exit survey that includes, but is not limited to the position vacated, the employee's years of service in the position and in the District, if the employee is taking a similar position in another district, and the reason(s) provided for leaving the District. This information shall be reported to the Kentucky Department of Education (KDE) by the District in a system developed by KDE without providing personally identifiable information. **03.17/03.272**

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

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

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

## **Evaluations**

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

## **Training/In-Service**

The Board provides a high quality, personalized, and evidence-based program for professional development and staff trainings.

**Certified Personnel:** Unless an employee is granted leave, failure to complete and document required professional development during the academic year will result in a reduction in salary and may be reflected in the employee's evaluation. **Board Policy 03.19**

**Classified Personnel:** The Superintendent shall develop and implement a program for continuing training for selected classified personnel. **03.29**

## **District Training**

Procedure 03.19 AP. 23 may be used to track completion of local and state employee training requirements that apply across the District and maintain a record for the information of the Superintendent and Board.

## **Personnel Records**

One (1) master personnel file is maintained in the Central Office for each employee. The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. Employees may inspect their personnel files. **Board Policies 03.15/03.25**

## **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. **Board Policy 01.61**

## Section

# 4

## Employee Conduct

### Absenteeism/Tardiness/Substitutes

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

**Board Policies 03.123/03.223**

### Staff Meetings

Unless they are on leave or have been excused by the administrator who called the meeting, staff members shall attend called meetings. **Board Policy 03.1335**

### Political Activities

Employees shall not promote, organize, or engage in political activities while performing their duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

- Encouraging students to adopt or support a particular political position, party, or candidate; or
- Using school property or materials to advance the support of a particular political position, party, or candidate. **Board Policies 03.1324/03.2324**

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

### Employee Religious Expression

The District shall not punish or prohibit an employee from, or punish an employee for, engaging in private religious expression otherwise protected by the First Amendment to the United States Constitution absent a showing that the employee has engaged in actual coercion. **03.13241/03.23241**

### Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

- conduct that threatens the health, safety or welfare of others;



- conduct that may damage public or private property (including the property of students or staff);
- illegal activity;
- conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations. **Board Policies 03.1325/03.2325**

## **Previewing Student Materials**

Except for current events programs and programs provided by Kentucky Educational Television, teachers shall review all materials presented for student use or viewing before use. This includes movies and other videos in any format. **08.234**

## **Controversial Issues**

Teachers who suspect that materials or a given issue may be inappropriate or controversial shall confer with the Principal prior to the classroom use of the materials or discussion of the issue. **08.1353**

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

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, or substances that attempt to mask or hide the presence of narcotics, drugs or controlled substances, and drug paraphernalia; and;
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

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

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

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

Employees who know or believe that the District's alcohol-free/drug-free policies have been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **Board Policy 09.423.**

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

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

## **Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse for CDL/CLP Operators**

Reporting of the following information on individual drivers to the federal Clearinghouse is required: verified positive, adulterated, or substituted test results; confirmed alcohol tests at .04 or higher; refusal to submit to required tests; the reporting of actual knowledge (as defined by federal regulation) of Department of Transportation (DOT) regulatory violations, including violations based on prohibited on duty, pre-duty, or post-accident alcohol use and controlled substance use; and regulatory return to duty and follow-up testing information as applicable.

The District shall not allow a driver to perform any safety-sensitive function if the results of a Clearinghouse query on the driver demonstrate a disqualification as provided by regulation and such driver may be subject to personnel action up to and including termination. **06.221**

## **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 School Resource Officers (SROs) as provided in KRS 158.4414, and authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

Employees who know or believe that this policy has been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **Board Policy 05.48**

## **Tobacco, Alternative Nicotine Product, or Vapor Product**

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.

School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by Board. **Board Policies 03.1327/03.2327/06.221**

## **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.

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. However, occasional personal use of such equipment is permitted.

Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time. Individuals who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies and shall be subject to disciplinary action up to and including termination. **Board Policy 08.2323 and related Administrative Procedures.**

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

Employees who drive any Board-owned vehicle and/or transport students must annually provide the Superintendent/designee with a copy of their driving record. Employees who receive a traffic citation during the year must report the citation to the Superintendent/designee before driving a Board-owned vehicle or transporting students. **Board Policies 03.1321/03.2321**

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

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

For exceptions, see **Board Policies 03.13214/03.23214.**

## **Health, Safety and Security**

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

In addition, employees are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made within 24 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 shall follow established timelines in policy when making oral reports to the Kentucky Labor Cabinet to report employee fatalities, amputations, hospitalizations, including hospitalization resulting from a heart attack, or the loss of an eye.

File a Report	After Hours Hotline
(502)-564-3070	(800) 321-6742

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. **Board Policies 03.14/03.24/05.4**

## **Automated External Defibrillators (AEDs)**

The District shall maintain AEDs in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with procedures established by the Superintendent/designee. Expected users documented as having completed required training shall be authorized to use a defibrillator. **05.4**

## **Assaults and Threats of Violence**

Under provisions of state law (KRS 158.150) and regulation (702 KAR 5:080), school personnel may remove threatening or violent students from a classroom or from the District's transportation system pending further disciplinary action. However, before the need arises, employees should familiarize themselves with policy and procedures that are required. **Board Policy 09.425**

## **Child Abuse**

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make an oral report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney.

After making that oral report, the employee shall then immediately notify the Principal of the suspected abuse. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee.

Upon notification, the Principal or the Superintendent/designee shall facilitate the cooperation of the school with the investigation of the report. Any person who knowingly causes intimidation, retaliation, or obstruction in the investigation of the report shall be guilty of a Class A misdemeanor.

All current school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting by January 31, 2017, and every two (2) years thereafter. School administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter. **Board Policy 09.227**

## **Use of Physical Restraint and Seclusion**

Use of physical restraint and seclusion shall be in accordance with Board policy and procedure. **Board Policy 09.2212**

## **Civility**

Employees should be polite and helpful while interacting with parents, visitors and members of the public. Individuals who come onto District property or contact employees on school business are expected to behave accordingly. Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal.

In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an immediate threat, employees should attempt to calmly and politely inform the individual of the provisions of **Board Policy 10.21** or provide him/her with a copy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/designee for assistance; and/or calling the police.

As soon as possible after any such incident, employees should submit a written incident report to their immediate supervisor.

## **Grievances/Communications**

The Superintendent/designee has developed specific procedures to assist employees in making a complaint. For full information refer to **Board Policies 03.16/03.26** and related procedures.

Grievances are individual in nature and must be brought by the individual employee. The Board shall not hear grievances or complaints concerning simple disagreement or dissatisfaction with a personnel action. **03.16/03.26**

## **Outside Employment or Activities**

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

## 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**
- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.21**
- 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**
- 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. **03.13253/03.23253/09.425**

- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24, 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**
- Employees who believe or have been made aware that they or any other employee, student, or visitor has been subject to Title IX Sexual Harassment shall report it to the TIXC. Failure to make such a report shall be grounds for discipline up to and including termination. If the knowledge of the reporting party gives rise to reasonable cause to believe that the reported conduct constitutes child abuse Policy 09.227 or a reportable criminal offense Policy 09.221, notification of state officials shall be made as required by law. **03.1621/03.2621/09.428111**

- 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, or is a victim of female genital mutilation, you shall **immediately** make an oral 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 or County Attorney, and then make a report to the Principal. (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:

## **EMPLOYEE CONDUCT**

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**



## 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

2023-2024 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.