CLASSIFIED HOURLY EMPLOYEE HANDBOOK

Boone County Board of Education
8330 US Highway 42, Florence, Kentucky 41042
859.283.1003 (Main)/859.282.2376 (Fax)
859.282.2374 (HR)/859.282.5643 (HR Fax)

The Boone County Schools do not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, disability, veteran status or genetic information.

BOARD MEMBERS
Ed Massey, Dr. Maria Brown, Matt McIntire, Bonnie Rickert, Karen Byrd
SUPERINTENDENT
RANDY POE, Ed.D.

“ACHIEVING EXCELLENCE TOGETHER”
Dear Employee:

The Classified Hourly Employee Handbook has been prepared by our staff and provided for your information and future reference concerning your responsibilities and expected performance and behavior while working in the Boone County School System.

This handbook will answer the most commonly asked questions by employees and address the basic policies and procedures, which govern and affect your employment with the Boone County Schools.

You are expected to become familiar with the contents of this handbook and to utilize the information contained in it so that you can make significant and positive contributions to the tradition of excellence in the Boone County Schools.

You may obtain further details concerning the items in this handbook by talking with your immediate supervisor or by contacting Human Resources.

Please sign and return the attached perforated sheet indicating that you have reviewed this handbook. Thank you for choosing the Boone County Schools, and I wish you the best of luck in your career.

Sincerely,

Randy Poe
Superintendent
Superintendent – Randy Poe - 282-2375
Executive Coordinator – Karen Evans – 282-2375
Staff Support Assistant – Michelle Ashley – 282-3313

INSTRUCTIONAL SUPPORT SERVICES
Chief Academic Officer/Deputy Superintendent
Jim Detwiler – 282-3196
Administrative Assistant – Shauna Bomkamp – 282-3196

LEARNING SUPPORT SERVICES
Assistant Superintendent – Jenny Watson – 282-3331
Administrative Assistant – Tina Henderson – 282-3331
Secretary/Preschool – Angie Becknell – 282-2619
Staff Support Assistant – Denise Black – 282-2272
Director of MS/HS Teaching & Learning – Casey Jaynes – 282-3329
Director of Elementary Teaching & Learning – Linda Black – 282-5641
Secretary Curriculum Services – Becky Westrick – 282-3326
Intervention Coordinator – Susan Short – 334-3792
Professional Learning Coordinator – Kim Thomson – 283-3223
Director of Special Ed – Pam Eklund – 282-2557
Assistant Director – Deana Izzo – 282-2040
Secretary – Laurie Dornings – 282-2558
Bookkeepers – Cathy Suprenant – 282-2553
Director of District Assessment – Krista Decker – 282-4678
Gifted Coordinator – Heather Hicks – 282-2041
Preschool Coordinator – Tom Siler – 334-3794
ELL Coordinator – Geniene Delahunt – 282-3225
Expanded Learning Opportunities Coordinator – Emily Greene 304-444-3972
Director of Innovative Programs – Bill Hogan – 283-3222

STUDENT/COMMUNITY SERVICES
Executive Director – Kathy Reutman – 334-4466
Administrative Assistant – Christen Morgan – 334-4466
Staff Support Assistants –
   Linda Moore – 282-2200
   Kim Hutson – 282-3325
School Choice and Transition Coordinator – Tracy Schaefer – 283-3232
School/Community Relations Coordinator – Barbara Brady – 282-4682
Media Systems Coordinator/Webmaster – Chad Brady – 282-3198
Generalist Community Ed – Brandy Kahrs – 282-3314
District Health Coordinator – Sarah Wolfe – 282-2211
Director of Pupil Personnel – Mike Ford – 282-3323
Secretary – Suzy O’Hara – 282-2379
Assistant Director of Pupil Personnel – Chris Brauch – 334-3791
   Mark Raleigh – 283-3217
Staff Support – Jackie Akin – 282-3248
Director of Student Engagement – Chad Simms – 283-3221
Secretary – Colette Coomer 334-4457
School Choice and Transition Coordinator – Tracy Schaefer – 283-3232

HUMAN RESOURCES
Director Human Resources – Phil Sheehy – 282-2147
Assistant Director Human Resources – Eric Ball – 282-3210
Administrative Assistant – Tina Herbert – 283-3228
Receptionist – Sherri Brown – 283-3230
Staff Support Assistant – Kim Walls – 282-5647
Benefits Administrator – Jennifer Winsett – 282-2168
Benefits Specialist – Kelly Maynard – 282-2142
Lead Generalist – Kirby Thompson – 282-2146
Benefits Generalist – Teresa Duncan – 282-3186
Certified Generalist – Wendi Fox – 282-2370
Classified Generalist – Karl Bruce – 282-2368
Special Area Generalist – Melissa Watkins – 282-3231
Substitute Generalist – Ruby Hammons – 282-3689
Transportation Generalist – Danielle McCarthy – 282-5215

FINANCE
Director of Finance – Linda Schild – 282-2541
Administrative Assistant – Susan Ashworth – 282-2541
Purchasing Agent – Jehan Ghouse – 282-2540
Payroll Administrator – Marianne Stork – 282-3330
Accounting Supervisor – Amy Lampone – 282-2148
School Activity Fund Supervisor – Deanna Cheek – 282-3683
Internal Controls and Process Auditor – TBD – 283-3215
Financial Secretary – Bobbi Leek – 282-2144
Bookkeeper School Activity Fund – Yammy Jump – 282-3684
Bookkeeper A/P – Anita Wilson – 282-2359
Bookkeeper Grants – Tonya Knaley – 282-2552
Bookkeeper – Debbie Hellman – 282-2373
Payroll Classified – Katrina Taylor – 282-2933
Payroll Certified – Jennifer Campbell – 282-3317
Payroll Substitute – Sandy Slay – 282-3193
Board of Education Receptionist – Jennifer Ensley – 283-1003
Staff Support/Copy Room – Chastity McKinley – 282-3324

OPERATIONAL SERVICES
Chief Operating Officer/Deputy Superintendent – Eric McArtor – 283-3320
Administrative Assistant – Chelsea Brown – 283-3320
Assistant Superintendent – Mike Poiry – 282-2369
Administrative Assistant – Cindy Densler – 282-2369
Director of Process & Performance Management – Jason Radford – 334-4457
Performance Analyst – 282-3246

TECHNOLOGY
Technology Director – Mary Ann Rankin – 282-2140
Secretary – Diane Bodenbender – 282-2141
Manager, Network Systems – Randy Deaton – 282-2372
Computer Software Coordinator – Bonita Bolin – 282-2810
Technology Resource Teachers – 282-3194
Cathy Himmelmann (MS/HS) – 282-2808
Chris Walsh (Elementary) – 282-2811

Director of Facility Management – Dan Razor – 282-1103
Secretary – Joy Monks – 282-1101
Warehouse Supervisor – Jonathon Mason – 282-1106
HVAC Foreman – Jeremy Bedel – 282-1116
General Maintenance Foreman – Dan Terlau – 282-1102
Staff Support Assistant – Dottie Caldwell – 282-3320 & 282-1100
Energy Manager – Karen Lenihan – 282-1108

FOOD SERVICE
Director of Food Services – Barbara Kincaid – 282-2367
Assistant Director of Food Services – Holly Buchanan – 282-2216
Administrative Assistant – 282-2367
Food Service Supervisor – Dawn Schwamb – 282-2169
Food Service Supervisor – Kate Wilson – 282-5652
Child Nutrition Coordinator – Sarah Hayden – 282-2367
Bookkeepers – Lori Williams – 282-2555
Foods Generalist – Maria Cable – 283-3229

TRANSPORTATION
Director of Transportation – Bob Barrion – 384-4342
Asst. Director of Transportation – Nicholas Greer – 384-4342
Secretary – Cynthia Buttery – 384-4342 ext 25207
Transportation Bookkeeper – Shelly Walters – 384-5321 ext 25226
Transportation Coordinators
   District # 1 – Debbi Danner-Rios – 334-4497 ext 25203
   District # 2 – Lisa Woodyard – 586-0878 ext 25201
   District # 3 – Mary Alison Compton – 384-8384 ext 71602
   District # 4 – Mary McCane – 586-0653 ext 25214
Training Coordinator – Helen Cottongim – ext 45602
Lead mechanic – Ronnie Daniel – 282-4676

BOARD OF EDUCATION MEMBERS
Mrs. Bonnie Rickert – Chairman
Ms. Karen Byrd – Co-Chairman
Dr. Maria Brown
Mr. Matt McIntire
Mr. Ed Massey
CODE OF ETHICS

CLASSIFIED PERSONNEL:

✓ Will treat fellow employees with respect and dignity.
✓ Will strive to set and maintain the highest ethical and moral conduct by setting an example for all employees to follow.
✓ Shall take responsible measures to protect the health, safety and emotional well being of all workers.
✓ Shall not use professional relationships or authority for personal advantage.
✓ Shall keep in confidence information obtained in the course of work unless disclosure serves professional purposes or is required by law.
✓ Shall not make false or malicious statements about fellow workers.
✓ Shall refrain from subjecting fellow workers with embarrassment or disparagement.
✓ Shall not engage in any sexually related behavior. Sexually related behavior shall include such behaviors as sexual jokes, sexual remarks, sexual kidding or teasing, sexual innuendoes, pressure for dates or sexual favors, or inappropriate physical touching.
✓ Will become thoroughly familiar with school rules and regulations.
✓ Will cooperate with administration in carrying out school rules and regulations and report any irregularities that violate school policy.
✓ Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
✓ Shall not accept gratuities, gifts, or favors that might impair professional judgment, and shall not offer any of these to obtain special advantage.
✓ Shall not use coercive means or give special treatment in order to influence professional decisions.
✓ Shall not knowingly falsify or misrepresent records or facts relating to responsibilities or position.
Mission Statement

Representing and in partnership with our stakeholders, the Boone County School District recognizes that all children can learn and dedicates itself to providing a challenging educational environment that allows each student to achieve to his or her highest potential as a learner and citizen.
SPECIAL NOTICE

Dear Parent/Guardian, District Employee, or Health Professional:

The Boone County Board of Education has implemented a special program of Integrated Pest Management (I.P.M.) in order to control pests in a way that minimizes economic, health and environmental risks via a monitoring and inspection program and the judicious use of pesticides. Those individuals applying pesticides will be properly certified in keeping with applicable legal requirements for this special program.

If you want to be notified twenty-four (24) hours in advance of a planned pesticide application, other than when gel bait is used, or as soon as possible when an emergency pesticide application is necessary, please register at the front office of the school. You may also register by phone by calling your school office at: 859.283.1003.

Labels and Material Safety Data Sheets (M.S.D.S.) of the gel bait are on file with the I.P.M. Coordinator. For questions or if requesting copies of the Labels or Material Safety Data Sheets (M.S.D.S.) you may call the I.P.M. Coordinator, Dan Razor at 859.282.3320.
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STATEMENT OF CONFIDENTIALITY

All employees of the Boone County Board of Education shall maintain the confidentiality of any and all students of the Boone County Schools.

CONFIDENTIALITY
Confidentiality means the protection of all personally identifiable data, information and records collected, used or maintained by the Boone County Schools.

PERSONALLY IDENTIFIABLE
Personally identifiable means data or information that includes any of the following:
1. Name of a child or youth;
2. Name of parent of a child or youth or other family member;
3. Address of a child or youth or family member;
4. A personal identifier, such as social security number, or student number;
5. A list of personal characteristics or traits which would make identity of a child or youth easily traceable or discernible; or
6. Other information, which would make identity of a child or youth easily traceable.

PROTECTION
Protection means denial of disclosure, access to, release, transfer, and other communication of personally identifiable information by any means, including oral, written or electronic means, to any party for unauthorized or improper use.

DISCLOSURE
Disclosure means permitting access to, the release, transfer, and other communication of educational records and any personally identifiable information contained in the records of a child or youth. This includes disclosure made orally, in writing, or by any other means, including electronic transfer of information through a telecommunications system.

DIRECTORY INFORMATION
Directory information means information contained in an educational record of a child or youth which generally would not be considered harmful or an invasion of privacy if disclosed.

Respect the confidentiality of information you receive about students with whom you work. Before giving anyone information about a student ask yourself:
- When outside of school, don’t point out or label children as “your” students.
- If someone asks about a specific student of group of students, suggest that he/she direct any questions to the classroom teacher, special education teacher, or program coordinator.
- Be careful not to distort, exaggerate, or confuse information, and never use student information as gossip or a joke.
- Always be positive, and focus any comments you make on students’ strengths.
Public Notice
Boone County Board of Education
NOTICE OF NON-DISCRIMINATION

Students, their families and employees/potential employees of the Boone County School District are hereby notified that the Boone County School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, disability or genetic information in employment programs, vocational programs, or activities set forth in compliance with federal and state statutes and regulations. The lack of English language skills is not a barrier to admission and participation in programs and activities including career and technical education programs.

Any person having inquiries concerning Boone County Schools’ compliance with Title II, Title IV, Title VI, Title IX and/or Section 504 may contact:

Kathleen G. Reutman, Executive Director
Boone County Schools Student Services Division
8330 US 42, Florence, KY 41042
859-334-4455 (voice / TDD)
kathy.reutman@boone.kyschools.us
Monday-Friday 8:00am-4:00pm

Boone County Schools offer the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12: students across the district:
*Horticulture, *Agriculture Production, *Animal Science, Business Management, Accounting Services, Administrative Support Services, Information Technology, Office/Clerical Services, Family and Consumer Sciences, Textiles and Apparel, Housing and Interiors, Hospitality Services, Family Services, *Computer Aided Drafting, *Computer Maintenance and Support Services *not offered at all high schools. Each CTE course topic listed above has several classes in each category. Persons seeking further information concerning the vocational education offerings and specific pre-requisite criteria should contact:

Wilson “Casey” Jaynes, Director Secondary Teaching and Learning
Boone County Schools
8330 US 42, Florence, KY 41042
859-282-4678
casey.jaynes@boone.kyschools.us
Monday-Friday 8:00am-4:00pm

To obtain this notice in large print, on audiotape, Braille, a language other than English or another alternative formats call: 859-335-4455.
ABOUT YOUR JOB
CLASSIFIED PERSONNEL (3.2)

DEFINITION
Classified personnel are all those employees who hold positions not requiring teacher certification.

FULL-TIME PERSONNEL
A full-time classified employee, with the exception of bus drivers and transportation aides, is one who works at least twenty-five (25) hours per week, excluding lunch. Bus drivers and transportation aides who work at least twenty (20) hours per week, excluding lunch, shall be considered full-time employees.

PART-TIME PERSONNEL
Classified employees, other than bus drivers and transportation aides, who work less than twenty-five (25) hours per week are considered part-time employees. Bus drivers and transportation aides working less than twenty (20) hours per week are considered part-time employees.

SUBSTITUTE EMPLOYEES
Solely for purposes of the County Employees Retirement System, substitute employees shall serve a probationary period not to exceed twelve (12) months during which they shall not participate in CERS.

HIRING (03.21)

SUPERINTENDENT'S RESPONSIBILITIES
All appointments, promotions, and transfers of classified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same.

EFFECTIVE DATE
Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent.

CRIMINAL BACKGROUND CHECK AND TESTING
Applicants and employees shall undergo records checks and testing as required by applicable statutes and regulations. Each application or renewal form provided applicants for a classified position shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A STATE CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT. UNDER CERTAIN CIRCUMSTANCES, A NATIONAL CRIMINAL HISTORY BACKGROUND CHECK MAY BE REQUIRED AS A CONDITION OF EMPLOYMENT."

Beginning July 1, 2018, individual applicants shall provide a letter from the Cabinet for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record. In addition, each application or renewal form provided to applicants for a classified position shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND HAVE A LETTER PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE EMPLOYEE IS CLEAR TO HIRE BASED ON NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES AS A CONDITION OF EMPLOYMENT".

As permitted by KRS 160.380, employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Probationary employment shall terminate on receipt of a criminal history background check documenting a record of such convictions.

Additionally, beginning July 1, 2018, employment shall also be contingent on receipt of a letter from the Cabinet provided by the individual documenting that the individual does not have a substantiated finding of child abuse or neglect in records maintained by the Cabinet. Criminal records checks on persons employed in Head Start programs shall be conducted in conformity with 45 C.F.R. 1302.90.

EDUCATIONAL REQUIREMENTS
No person shall be initially hired unless s/he holds at least a high school diploma or high school certificate of completion or High School Equivalency Diploma or unless s/he shows progress, as defined by Administrative Regulations of the State Board for Adult, Technical Education, toward obtaining a High School Equivalency Diploma. Employees shall hold the qualifications for the position as established by the Commissioner of Education.

PARA-PROFESSIONALS
Existing and new paraprofessionals who provide instructional service or support in programs supported by Title I funds shall satisfy educational requirements specified by federal law.
**QUALIFICATIONS**
The Superintendent shall employ only individuals who possess qualifications established by law, regulation, and Board policy except in the case where no individual applies who meets established qualifications.

**JOB REGISTER**
The Superintendent or the Superintendent's designee shall maintain in the Central Office a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection during Central Office business hours.

**VACANCIES POSTED**
Under procedures developed by the Superintendent, a listing of all District job openings shall be posted in the Central Office and in each school building on a timely basis and shall refer interested persons to the Central Office job register for additional information. Postings of vacancies may be made with other agencies, as appropriate.

**REVIEW OF APPLICATIONS**
Under procedures developed by the Superintendent, each application shall be reviewed and each applicant so notified. Applications shall be kept on file for three (3) years and remain active for two (2) years.

**RELATIONSHIPS**
The Superintendent shall not employ a relative of a member of the Board unless the relative was initially employed by the District prior to the tenure of the Board member and the member was seated on the Board prior to July 13, 1990.

A relative may be employed as a substitute for a certified or classified employee if the relative is not:

1. A regular full-time or part-time employee of the District;
2. Accruing continuing contract status or any other right to continuous employment;
3. Receiving fringe benefits other than those provided other substitutes; or
4. Receiving preference in employment or assignment over the substitutes.

A relative of the Superintendent shall not be employed except as provided by KRS 160.380.

**EMERGENCY HIRING**
During emergency situations, job openings may be filled without listing in the job register or posting in District buildings.

**JOB DESCRIPTION**
All employees shall receive a copy of their job description and responsibilities.

**CONTRACT**
All regular full-time and part-time classified personnel shall enter into annual written contracts with the District.

**INTENT**
Under procedures developed by the Superintendent, employees may be requested to indicate their availability for employment for the next school year.

**REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT**
Each year, all full-time and part-time classified employees, including substitutes, shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year. Classified employees assigned extra duties such as coaching shall be notified in writing by the last day of that assigned duty if they have reasonable assurance of continued employment in that or a similar capacity for the following school year.

**EMPLOYEES SEEKING A JOB CHANGE**
Other than the routine transmission of administrative and personnel files, district employees are prohibited for assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law and such school employee, contractor, or agent does not meet the exceptions outlined in 20 U.S.C. 7926.

**HOURS OF DUTY (03.2332)**

**REGULAR HOURS**
Classified personnel shall be prompt in attendance and shall be on duty based on the official length of the work day as established by the employee's contract. Office work hours shall be established by the Superintendent or his/her designee.
No classified employee shall leave the school grounds or other assigned post during duty hours without the expressed approval of their immediate supervisor.

**OVERTIME**
Overtime should only be used in an emergency or unforeseeable circumstances and must 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 of hours worked beyond forty (40), as provided by law. During weeks that include a calendar holiday, an
hourly employee required to work in excess of forty (40) hours, determined by number of actual hours worked combined with
calendar holiday pay, will be paid at the rate of 1½ the regular rate, as provided by law.

REST PERIODS
No employer shall require any employee to work without a rest period of at least ten (10) minutes during each four (4) -hour work
period. This shall be in addition to the regularly scheduled lunch period. No reduction in compensation shall be made for hourly or
salaried employees.

CHANGE OF ASSIGNMENT (03.2311)
The change of assignment of classified personnel shall be made by the Superintendent.

Employees applying for a change of assignment are considered on the basis of individual qualifications such as education, job
performance, experience, special skills, attendance, and punctuality. Employees are considered regardless of race, color, sex, age,
religion, handicap, ancestry, national origin or genetic information.

ELIGIBILITY
Employees may apply for a change of assignment at any time during the year after serving a qualifying six (6)-month period in their
present position. Movement to a new assignment shall not occur during the first ten (10) instructional days of the school year.
Employees wishing to add additional hours to their current position may apply when the hours are posted.

APPLICATION PROCESS
Eligible employees who wish to apply for a vacant position shall file a separate form for each position or building and shall submit
the form to Human Resources.

DEFINITIONS
A lateral change of assignment is a move to a position with the same grade level as the employee’s current position.
- A promotional change of assignment is a move to a position with a higher grade level than the employee’s current position.
- A demotional change of assignment is a move to a position with a lower grade level than the employee’s current position.
- A temporary promotional change of assignment is a move to a position with a higher grade level than the employee’s
current position for a minimum of four (4) weeks not to exceed six (6) months. The employee shall receive the rate of pay
for the higher position.
- A vacancy is an unstaffed position that has been declared vacant by the Superintendent.

JOB POSTING
All vacancies shall be posted for a minimum of five (5) working days. During this period only eligible employees will be considered.
After this five (5)-day period, employees submitting Change of Assignment requests will be considered along with outside applicants.

COMPLETING CHANGE OF ASSIGNMENT
After an employee has been selected and has accepted the change of assignment, the employee shall be responsible for notifying
both supervisors. The transfer to the new location shall occur two (2) weeks from the date Human Resources notifies the employee
of the change of assignment, unless a shorter or longer period of time is mutually agreed to by both of the employee’s supervisors. If
the proposed transfer time frame exceeds two (2) weeks, it is subject to review by Human Resources.

BIDDING ON ROUTES
Bus drivers must complete a Change of Assignment form to bid on a vacant route. Bus drivers are exempt from this change of
assignment policy when bidding on bus routes. (See Transportation Bid procedures.)

TRANSFER OF EMPLOYEES CHARGED WITH A FELONY
Notwithstanding any other policy provision, the Superintendent may transfer an employee charged with a felony offense as
permitted under KRS 160.380.

MEDICAL EXAMINATIONS (03.211)

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 005:080 and as required for a Commercial Driver’s License
qualifying the driver to drive a school bus both in-state and out-of-state. The Board shall reimburse school bus drivers for a portion
of the cost of their annual medical exam. 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 PERSONNEL
As a condition of initial employment, all classified employees, including substitute employees, shall pass a medical examination as
indicated in 704 KAR 004:020. 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.
REPORT REQUIREMENTS
Unless a new employee is hired after the beginning of the school year, examinations shall be conducted prior to August 1 of the school year in which the person is employed. Medical examinations performed within a ninety (90)-day period prior to initial employment will be accepted. The medical examination shall be reported on the form required by Kentucky Administrative Regulation or an electronic medical record that includes all of the data equivalent to that on the Medical Examination of School Employees form. A copy of the form and a statement indicating the employee’s medical status must be filed with the Superintendent prior to assuming assigned duties.

TUBERCULOSIS SCREENING/TESTING
Each medical examination shall include a risk assessment for tuberculosis as required by Kentucky Administrative Regulation. Individuals identified by that assessment as being at high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by 704 KAR 004:020. A person who tests positive for TB shall be required to comply with the directives of the Board and the local board of health and the Kentucky Department for Public Health, Cabinet for Health and Family Services, for further evaluation and treatment of the tuberculosis infection.

PRESENT PERSONNEL
When, in the opinion of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties because of health problems or when the employee poses a health threat to students or other employees, the Superintendent may, consistent with the Americans with Disabilities Act and the Family Medical Leave Act, require the employee to provide evidence of fitness in the form of an examination and report by a physician of the Superintendent’s choosing. The Board shall bear the cost of this examination.

SCHOOL TO REPORT
Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department. Diseases to be reported shall not include those considered confidential, such as HIV/AIDS, as set forth in Kentucky Administrative Regulation.

MEDICAL CONFIDENTIALITY
Signed consent of the employee designating personnel to be informed shall be required before the Superintendent advises personnel of the employee’s medical condition. The Superintendent shall determine which employees are to have access to medical information. This determination shall be made on a need-to-know basis.

COMPENSATION (03.22)
The Board shall annually establish schedules for salaries and benefits for all classified personnel.

SALARIES (03.221)

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.

DETERMINATION OF EXPERIENCE
Upon initial employment or transfer of a classified employee, the Superintendent shall determine experience credit to be granted from any previous employment consistent with applicable salary schedules adopted by the Board. The District reserves the right to cap the amount of classified experience granted.

1. Classified experience in the District Experience credit shall accrue according to total continuous classified service within the District.
2. Previous experience in an equivalent classified position in another school district years of experience in an equivalent classified position may be transferred from another school district.
3. Previous private sector experience in a job of a similar nature in determining whether previous experience is applicable to a District position, similar experience shall refer to the essential functions, licensing/training requirements, and or daily responsibilities of the positions being similar.

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 424.120 to publish advertisements for the District.
PAYROLL DISTRIBUTION
The District shall furnish the employee with either a paper or electronic statement. If statements are provided electronically, employees shall be provided access to a computer and printer for review and printing of their statement.

The Board shall set up a payroll account into which shall be transferred on the order of the Board on or before June 30 the gross amount of the salaries earned by employees but not paid. The amounts transferred into this payroll account shall be held for the payment of deferred employees’ salaries and shall not be used for any other purpose. Payment of salaries from this fund shall be at the regular pay period in July or August of the following fiscal year.

PAYROLL DEDUCTION
The Board shall approve all payroll deductions as specified by KRS 161.158 and Board policy 03.2211.

OVERTIME
Overtime should only be used in an emergency or unforeseeable circumstances and must 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 1 1/2 times the regular rate for hours worked beyond forty (40), as provided by law. During weeks that include a calendar holiday, an hourly employee required to work in excess of forty (40) hours, determined by number of actual hours worked combined with calendar holiday pay, will be paid at the rate of 1 1/2 the regular rate, as provided by law.

SALARY DEDUCTIONS (03.2211)

Mandatory Deductions
Mandatory payroll deductions made by the Board include:
1. State and federal income taxes;
2. City and county occupational taxes, when applicable;
3. Social security;
4. The County Employees’ Retirement System of the State of Kentucky or Kentucky Teacher’s Retirement Systems for Classified Professionals as required;
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 medical/hospitalization plan(s);
2. Board approved deferred Compensation Tax Sheltered Annuity program(s);
3. Other state approved deferred compensation plan;
4. United Way Appeal, Fine Arts Fund, Boone Co. Education Foundation;
5. United States Savings Bonds;
6. Northern Kentucky Educators and/or Commonwealth Credit Union;
7. State-designated Flexible Spending Account (FSA)
8. Membership dues for professional organizations will be deducted when thirty percent (30%) or more of the eligible members request the deductions. Such deductions may include a life insurance plan and an income protection plan associated therewith.

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.

APPLICATION
All applications for salary deductions must be submitted to the Superintendent by September 15. Employees wishing to cancel deductions must submit a written request at least thirty (30) days prior to the cancellation.

EXPENSE REIMBURSEMENT (03.225)
The Board shall reimburse school personnel for necessary and appropriate 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. Travel expenses for guests or employees shall not be reimbursed. The expense reimbursement process shall require documentation of the funding source/category used to pay expenses for all approved trips. The Board will be responsible only for actual expenses. Allowable expenses are:
**MILEAGE**
Actual mileage between official work stations within the school system and actual mileage for trips outside the school system which have been approved by the Superintendent will be reimbursed at the same rate as that for state employees when the employee uses his/her own vehicle.

**GASOLINE**
Actual cost of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Purchase must be substantiated by a receipt showing total gallons and total charges.

**TOLLS AND FEES**
All tolls and parking fees incurred in school-related travel. (Tolls are not to be charged for District vehicles being operated in state in an official capacity.)

**CAR RENTAL**
Car rental charges when approved by the Superintendent. Charges must be substantiated by a receipt.

**COMMON CARRIERS**
All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sight-seeing and pleasure tours are not reimbursable.

**OUT-OF-STATE TRAVEL**
Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.

**MEALS**
An employee traveling on official district business shall be eligible for reimbursement for subsistence (meals) during mealtime hours, at a rate consistent with the State travel regulation for non-high rate areas. The authorized travel must be to a destination exceeding 40 miles where an overnight stay is required. Reimbursement for the following times shall be substantiated with a lodging receipt.

- Breakfast: authorized travel from 6:30-9:00 a.m.
- Lunch: authorized travel from 11:00 a.m.-2:00 p.m.
- Dinner: authorized travel from 5:00-9:00 p.m.

An employee shall be in travel status during the entire mealtime.

**CONFERENCE BANQUETS**
An employee traveling to an education conference may be reimbursed the actual cost for conference banquets. An overnight stay is not required in order to be eligible for conference banquet reimbursement.

**LODGING**
Hotel or motel charges (not including food or other charges) incurred in school-related travel. Charges must be substantiated by a receipt.

**EMERGENCY REPAIRS**
Reimbursement will be made for emergency repairs or road service to Board-owned vehicles if incapacitated while out of District. Drivers may not obligated the Board for major repairs without the permission of the Manager of the Transportation Services or the Superintendent.

**REIMBURSEMENT FORM**
Travel vouchers reimbursed by school activity funds shall be submitted within one (1) week of the travel. All other vouchers shall be submitted within sixty (60) days of the travel. No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by itemized receipts. Without proper documentation, individuals shall not receive reimbursement, and if it is determined that reimbursement was made based on incomplete or improper documentation, the individual may be required to reimburse the District.

**BENEFITS**

**HOLIDAYS and VACATIONS (03.222)**

**HOLIDAYS**
All full-time classified personnel shall be eligible for the four (4) paid holidays designated in the official school calendar. Twelve (12)-month employees may observe Memorial Day and Independence Day as holidays. Ten and one quarter (10 ¼)-month employees may observe Memorial Day as a holiday. (Any part-time transportation or food service employee who was employed prior to February 13, 1992 will continue to be eligible for the four (4) paid holidays designated in the official school calendar until employment ceases.)

**EXCEPTION**
The Superintendent may require, for security or other reasons, certain classified personnel to work on holidays. In this case, the employee shall be granted the holiday on another day.
VACATIONS

Full-time employees must complete one (1) year of employment before being eligible for vacation. A maximum of ten (10) vacation days may be accumulated and carried over to the next year. All accumulated vacation days must be utilized prior to retirement or termination unless approved by Superintendent/designee. Classified administrators accrue vacation from July 1 through June 30. Vacation allotment for the year is credited to your account on January 1 of each year. Based on length of service to the District, full-time twelve-month classified employees shall be entitled to annual vacation days as scheduled with the approval of the Superintendent.

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<th>Length of District Service</th>
<th>Number of Days Annually</th>
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<td>Administrative/Supervisory</td>
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<td>15 days</td>
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<td>Professional classified staff</td>
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SICK LEAVE (03.2232)

All full-time classified employees shall be entitled to ten (10) days of sick leave with pay each year. Full-time classified staff employed on an eleven (11) or twelve (12) month basis shall be entitled to eleven (11) or twelve (12) days, respectively, each year.

ACCUMULATIVE

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.

FAMILY ILLNESS/MOURNING

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

TRANSFER OF SICK LEAVE

 Classified employees coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

SICK LEAVE DONATION PROGRAM

Under procedures developed by the Superintendent, 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. Classified employees are eligible to receive donated days if they meet the criteria established in procedures. Any sick leave not used shall be returned on a proportionate/prorated basis to employees who donated days.

AFFIDAVIT

Upon returning 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.

PERSONAL LEAVE (03.2231)

NUMBER OF DAYS

Full-time classified employees shall be entitled to two (2) days of personal leave with pay each school year. (Any part-time employee who has been granted personal leave days will continue to receive them until employment ceases.) 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.

APPROVAL

The Superintendent or designee must approve the leave date, but no reasons shall be required for the leave.
LIMITED NUMBER
No more than 10% of the classified staff in the maintenance department, transportation department, Central Office or a school may take personal leave on the same day. If requests exceed 10%, those making earliest application will be given preference.

AFFIDAVIT
Employees taking personal leave must file a personal affidavit on their return to work stating that the leave was personal in nature.

ACCUMULATION
Personal leave days not taken during the school year shall accumulate up to four (4) days. Personal leave days accumulated in excess of four (4) days shall be credited to the employee as sick leave days.

EMERGENCY LEAVE (03.2236)

NUMBER OF DAYS
Full-time classified employees shall be entitled to three (3) days of emergency leave with pay each school year.
Persons employed for less than a full year contract shall receive a prorata part of the authorized emergency leave days calculated to the nearest 1/2 day.
Emergency leave shall be granted for the following reasons:

BEREAVEMENT
Death of the following relatives: spouse, parents, grandparents, grandchildren, siblings, children, aunts, uncles, nieces, nephews, cousins, and in-law relationships. In addition, at the discretion of the Superintendent, leave may be granted for others not specifically listed.

DISASTERS
Personal disasters as determined by the Superintendent. This applies only in cases not covered by sick leave.
Emergency situations resulting from natural disasters (tornado, flood, etc.) or other damage to personal property requiring immediate attention or action.

COURT/LEGAL
Appearances as a witness or to produce documents for which the employee is subpoenaed as determined by the Superintendent. (A copy of the subpoena will be required as documentation.) This is not to include appearances in actions in which the employee is a party and the subpoena is obtained by or on behalf of the employee. This also does not include jury duty. (See Policy 03.2237.)

REQUEST FOR LEAVE
Emergency leave must be requested through the employee’s immediate supervisor. The Superintendent will determine if the leave requested meets the Board’s criteria.

APPEAL
Employees believing they have been unjustly denied emergency leave may appeal the decision to the Superintendent.

AFFIDAVIT
Persons taking emergency leave must file a personal affidavit upon their return to work stating the specific reasons for their absence.

ACCUMULATION
Emergency leave days not taken during the school year shall not accumulate.

LEAVES AND ABSENCE (03.223)

APPROVAL
Authorization of leave and time taken off from one’s job shall be in accordance with 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.

UNPAID LEAVE
Upon receipt of written request from an employee and the written recommendation from the employee’s immediate supervisor, the Superintendent may grant leave without pay for a period not to exceed five (5) days, provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. In addition, at the discretion of the Superintendent, leave may be granted for other reasons as deemed appropriate.

NOTIFICATION OF RETURN
Employees on leave covered by the related policies listed below shall notify the Superintendent in writing by April 15 of the year the leave terminates of the date of their intent to return to the school system. Employees who fail to notify the Superintendent of their return by April 15 cannot be guaranteed employment for the following school year. If an employee on leave has not contacted the Superintendent by April 15, the Superintendent is authorized to fill the position for the following school year. Where an employee in the final year of leave fails to contact the Superintendent by April 15, to either request an extension of leave or to provide a date of return, the Superintendent may determine whether personnel action is required.

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LEAVE FOLLOWING ASSAULT
The District shall provide leave with pay for employees assaulted while performing their assigned duties when the assault results in injuries that qualify the employee for workers’ compensation benefits. The period of leave shall not exceed one (1) calendar year following the assault. During that period, the employee shall not experience loss of income or benefits, including sick leave, under the terms and conditions set forth in KRS 156.026.

FMLA
Eligible employees may apply for leave under the provisions of the Family and Medical Leave Act of 1993.

FAMILY MEDICAL LEAVE ACT (FMLA) (03.22322)

REASONS
In compliance with the Family and Medical Leave Act of 1993 and under procedures developed by the Superintendent, leave shall be granted to eligible employees for the following reasons:

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 the employee's job;
4. To address a qualifying exigency (need) defined by federal regulation arising out of the active duty or call to active duty involving deployment to a foreign county of the employee's (spouse, son, daughter, parent) who serves in a reserve component or as a 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 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.

NOTICES AND DEADLINES
- Employees who may be eligible for or who request leave for any of the above reasons shall be provided an FMLA notice of eligibility and rights and responsibilities. Requests for family and medical leave entitlement should be made in writing but verbal requests may be made to the immediate supervisor or other designated administrator who shall then document the request. The District may require that a request for leave be supported by a certification for health care or military-related situations as permitted by federal law, but such requirements must be set out in the required notice. Deadline for Notice to be Provided: Absent extenuating circumstances, within five (5) business days of District receipt of a request or the District being made aware of a potentially qualifying reason.
  NOTE: Only the District’s human resources professional, leave administrator, or personnel director may contact an employee’s health care provider to clarify or authenticate an FML certification in support of an FML request about which there are questions. The employee's direct supervisor shall not contact the provider.

- The District shall designate an employee's leave, paid or unpaid, as FMLA-qualifying and shall provide a designation notice indicating whether the request is approved or if additional information is needed. Leave may be delayed if the employee does not provide proper notice (30 days advance notice for a foreseeable leave; otherwise, notice as soon as the need becomes known). Deadline for Notice to be Provided: Absent extenuating circumstances, within five (5) business days of learning that an FMLA reason supports the leave.

Eligibility
Employees are eligible for up to twelve (12) workweeks of family and medical leave during a single twelve (12) month period, 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. 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. This provision also applies to covered service members/veterans that have been on active duty within the past five (5) years as defined by federal regulations. In determining whether returning veterans meet the minimum 1,250 hour standard, hours actually worked for the District during the twelve-month period are to be combined with hours they would have worked for the District had they not been called for military service. In situations involving both the Americans with Disabilities Act (ADA) and FMLA, the District shall apply the law affording the employee the greater benefit.
RESTRICTIONS

- When an employee's work-related injury/medical state qualifies as a serious health condition, workers compensation leave shall run concurrently with the twelve (12) workweek entitlement.
- Paid leave used by the employee as required under this policy shall count, as applicable, against the twelve (12) or twenty-six (26) FMLA workweek entitlement.
- Entitlement to family and medical leave for the birth and care of a newborn child or placement of a child shall expire twelve (12) months after the date of such birth or placement.
- When both spouses are employed by the District, the combined amount of family and medical leave for reasons other than personal illness or illness of a child shall be limited to twelve (12) workweeks. In cases of personal illness or illness of a child, each spouse is entitled to twelve (12) workweeks of family and medical leave.

EXCEPTION: The limit on the combined amount of family and medical leave shall be twenty-six (26) workweeks when both eligible spouses are employed by the District and are eligible for leave that involves a covered Armed Forces service member/veteran.

Unused family and medical leave shall not accumulate from year to year.

INTERMITTENT LEAVE/REDUCED HOURS

Family and medical leave may be taken intermittently (when medically necessary) or on a reduced hours basis.

CONTINUATION OF BENEFITS

While on family and medical leave, employees shall be entitled to all employment benefits accrued prior to the date on which the leave commenced. Health insurance for an employee on family and medical leave shall continue to be provided by the state on the same basis had the employee not taken leave. Other employment benefits and seniority shall accrue during unpaid family and medical leave.

RETURN TO WORK

As noted by the required notice of eligibility and rights and responsibilities, when family and medical leave is taken due to an employee's own serious health condition, the employee shall provide fitness-for-duty certification before returning to work. This may include certification by the health care provider that the employee is able to perform essential functions specific to the job, as noted by the District in a list attached to the certification form. Upon return to work, the employee shall be entitled to his/her same position (or an equivalent position with equivalent pay) with corresponding benefits and other terms and conditions of employment.

NOTICE

The District shall notify employees of family and medical leave provisions by posting appropriate notices in conspicuous places in the Central Office and each worksite and distributing notices as required by law.

JURY LEAVE (03.2237)

SALARY

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 the actual jury service.

NOTICE

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

HEALTH INSURANCE

ELIGIBILITY

Classified employees working twenty (20) hours or more are eligible for health insurance.

PAYMENT

The State pays a set amount each month toward the cost for each employee's health insurance. (Check with Benefit Administrator for specific amount.) A choice of plans is provided to state employees working in Boone County. The plan selected will go into effect on the first day of the second month of employment.

HRA

If health insurance is waived, an employee may be eligible to receive a fixed monthly contribution from the state into a Health Reimbursement Account. Unused money may be rolled over to the following year, as long as the employee continues to waive health insurance.

MEDICAL & DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT

Employees may contribute their own money into a flexible spending account for medical and/or dependent care reimbursement.

1. Up to $500.00 of medical FSA can be rolled over to the following year;
2. Year ending December 31;
3. All employees who qualify for state-sponsored health insurance are eligible.

DENTAL INSURANCE

Employees are eligible to enroll in Delta Dental which offers three (3) plans. Classified employees working twenty (20) hours or more are eligible.
VISION BENEFITS
Employees are eligible to enroll in Avesis Vision. Classified employees working twenty (20) hours or more are eligible.

INSURANCES (03.224)

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 (03.1241)

COORDINATION WITH SICK LEAVE
Employees shall not be required to use sick leave in connection with a work related injury. However, employees claiming workers' compensation income benefits who have sick leave available may choose to use sick leave in order to maintain the equivalent of full salary for the days they are unable to work. Employees shall not be entitled to payment in excess of one hundred percent (100%) of contracted salary.

EMPLOYEE ELECTION
In order to maintain full salary, employees may voluntarily elect to use sick leave to which they are entitled. To coordinate benefits in connection with the employee's election to use sick leave, the employee shall pay to the District a sum equal to workers' compensation income benefits received for the same period that the employee uses sick leave. The employee may make such payments by endorsing the workers' compensation benefits check to the District or by paying the District by personal check or cash. The employee's sick leave balance shall then be reinstated to the extent of such payment. Employees who qualify for worker's compensation benefits following an assault and injury, while performing assigned duties, should refer to policy 03.123. Employees who qualify for Workers' Compensation may be required to participate in an Early Return to Work Program. This program is designed to assist employees who have experienced work-related injuries to return to gainful employment. Transition employment shall comply with the treating physician's restrictions and amendments until maximum medical recovery has been achieved, but need not be in the same job classification or location.

LIABILITY INSURANCE
Liability insurance is provided by the Board of Education in the amount of $1,000,000. All employees are eligible.

RETIRED SYSTEM

ELIGIBILITY
All classified employees working twenty (20) hours or more shall be entitled to participate in the County Employees Retirement System (CERS), 800.928.4646.

PAYMENT (FOR EMPLOYEES HIRED PRIOR TO 9/1/08):
Five percent (5%) will be withheld from employee’s check, at least 7.17% will be added by CERS, and 6.2% will be withheld for Social Security. Another 6.2% will be added for Social Security (800.772.1213). Medicare deductions will be 1.45%.

PAYMENT (FOR EMPLOYEES HIRED ON OR AFTER 9/1/08):
Will contribute 6% from their paychecks to their CERS retirement account. The state will mandate an annual employer contribution. Social Security and Medicare contributions will remain at federally mandated percentages.

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

UNUSED SICK DAYS
At retirement, employee may convert 30% of unused sick leave.

SICK LEAVE BANK (03.22321)
The Board authorizes the establishment of a voluntary sick leave bank for full-time classified employees, provided at least forty percent (40%) of the eligible classified personnel choose to participate. The purpose of the Bank shall be to provide sick leave to contributors who have exhausted all sick leave and other available paid leave days in the event of prolonged illnesses. The Bank shall operate under guidelines reviewed by the Board on an annual basis.

MEMBERSHIP AGREEMENT
Membership in the Sick Leave Bank is voluntary and subject to the conditions described in the Boone County Schools' Support Service Employees' Voluntary Sick Leave Bank Policy and Procedures and the rules and regulations of the Support Service Employees’ Voluntary Sick Bank Committee. Members agree to donate one of their accumulated sick days to the sick leave bank. This day then becomes the property of the sick bank and members may not withdraw this day or its cash equivalent. Additional donations may be required to maintain membership, should the accumulated days in the sick bank fall below 50. Members may apply to the sick leave bank for additional days of sick leave when they have exhausted accumulated sick leave, due to injury in an accident, catastrophic illness, illness requiring hospitalization, or other serious health-related circumstances. Application for use of
the sick leave bank must be accompanied by a medical report from a licensed physician, and that periodic medical reports may be required. Upon use of days from the sick leave bank, members are required to repay a maximum of one day from their next receipt of sick days.

**TAX DEFERRED ANNUITY**

**Annuity Plan**
All employees are eligible to participate in a tax deferred annuity plan whereby payment of income tax may be deferred on money saved for retirement purposes. Lists of plans available are in the Human Resources Department.

**Cafeteria Plan**
Employees may participate in an elective offering of specialty insurance programs that may be purchased as a salary deduction, which is tax-free. There is an enrollment period.

**CREDIT UNIONS**

**Payroll Deductions**
All employees are eligible for payroll deductions with the following credit unions:

1. Northern Kentucky Education Federal Credit Union (859.441.3405)
2. Commonwealth Credit Union (502.564.4775 or 800.228.6420 ext. 240)

**EQUAL EMPLOYMENT OPPORTUNITY (03.212)**

**Nondiscrimination**
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, national or ethnic origin, political affiliation, age, disabling condition or genetic information.

**Individuals With Disabilities**
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. No human immunodeficiency virus (HIV) related test shall be required as a condition of hiring, promotion, or continued employment, unless the absence of HIV infection is bona fide occupation qualification for the job in question as defined in KRS 207.135.

**Reasonable Accommodation**
Employees who have a long-term or permanent disability may request the District supervisor to provide reasonable accommodations necessary for them to perform the essential duties of the position. If assistive technology is deemed necessary for an employee, every effort will be made to obtain that technology in a timely fashion. Medical information obtained as part of an employee request shall be confidential. Reasonable accommodation shall be provided as required by law.

**Advising Employees**
The Superintendent shall inform all school employees of the provisions of this policy.

**HARASSMENT/DISCRIMINATION (03.262)**

**Definition**
Harassment/Discrimination of employees is unlawful behavior based on the race, color, national origin, age, religion, sex, disability or genetic information of an employee involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice.

**Prohibition**
Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.) District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

**Disciplinary Action**
Employees who engage in harassment/discrimination of another employee or a student on the basis of any of the areas mentioned above shall be subject to disciplinary action including but not limited to termination of employment.

**Guidelines**
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, inform their Principal or immediate supervisor who shall provide a form for the employee to complete and then immediately notify the Superintendent and/or title IX/Equity Coordinator, as appropriate. In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.
The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to include the submission of a written report of all findings of an investigation to be completed after submission of the original written complaint; A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The Superintendent/designee may take interim measures to protect complainants during the investigation.

2. A process to identify and implement, after submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.

3. Instances involving sexual violence.

4. Annual dissemination of written policy to all staff and students.

5. Annual training explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination; and

6. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

**Prohibited Conduct**

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Derogatory nicknames, slurs, demeaning stories, jokes, or pictures relating to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;

2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;

3. Causing an employee to believe that he or she must submit to unwelcome sexual conduct in order to maintain employment or that a personnel decision will be based on whether or not the employee submits to unwelcome sexual conduct;

4. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;

5. Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of disability, are unable to comprehend fully or consent to the activity; and

6. Destroying or damaging an individual's property based on any of the protected categories.

**Confidentiality**

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved.

**Appeal**

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisory staff member is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority. Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, to follow approved procedures or to take corrective action shall be cause for disciplinary action.

**Retaliation Prohibited**

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy. Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

**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, 03.212, 03.2325 and/or 09.422.

**EXPressed CONCERNs (03.26)**

The Superintendent shall develop specific expressed concern procedures to include, but not be limited to, the opportunity for concerns 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 concern and procedures for the orderly review and appeal of each individual expressed concern. Expressed concerns are individual in nature and must be brought by the individual grievant. The Board shall take action only on those expressed concerns that fall within the authority of the Board.

**PERSONnel ISSUES**

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The Board will not hear any expressed concern concerning personnel actions taken by the Superintendent/designee, unless the concern is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions. Before accepting an expressed concern, the Board shall seek the advice of the Board Attorney as to whether the appeal falls within the requirements of this policy. Any personnel expressed concern not falling within those requirements shall be appealed only to the level of the Superintendent. The Board shall not hear expressed concerns concerning simple disagreement or dissatisfaction with a personnel action.

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

**PROMOTION (03.2312)**
The promotion of classified personnel shall be made by the Superintendent.

A promotion is a change to a position in a higher level. An employee may apply during the school year to transfer to a higher level position, provided the employee has served a qualifying six (6) months in present position. If position is hourly paid, employee receives years of experience in new level. If promoted into a salaried position or an hourly position without experience steps, the employee receives a 5% minimum increase. If the increase does not bring the employee’s compensation to the minimum of the new range, an additional increase may be given. 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. Temporary promotion is a change to a position in a higher level for a minimum of four (4) weeks, not to exceed six (6) months. Employee receives rate of pay for higher level position.

**DEMOTION (03.2313)**
The demotion of classified personnel shall be made by the Superintendent.

A demotion is a change to a position in a lower level. An employee may apply during the school year to transfer to a lower level position, provided the employee has served a qualifying six (6) months in present position.

**SUPERVISION (03.232)**

**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.

**Job Description**
Each employee shall be provided a job description which shall delineate all essential functions and the general duties and responsibilities of the position. 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 may, as needed, assign other reasonable duties to the employee.

**USE OF SCHOOL PROPERTY (03.2321)**
All personnel shall be responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. Any damage, lost, stolen, or vandalized property shall be reported to the employee’s immediate supervisor, who shall then report it to the Superintendent/designee once it is confirmed that the item cannot be recovered. In addition, employees shall not perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities. District property being used for unauthorized purposes shall be reported to that employee’s immediate supervisor.

**Outside Work**
An employee shall not use any District facility, vehicle, equipment or materials in performing outside work.

**Driving Record**
Employees who have occasion to drive a Board-owned vehicle and/or transport students, annually shall provide the Superintendent with a copy of their driving record from the Kentucky Department of Transportation. Employees receiving any traffic citation during the year shall report it to the Superintendent or designee prior to driving a Board-owned vehicle or transporting students.

**Use of Assigned Telecommunication Devices**
The Board authorizes the purchase and employee use of telecommunication devices, as deemed appropriate by the Superintendent. These devices shall include, but are not limited to, pagers and digital or cell phones.

Telecommunication devices may be assigned or made available on a temporary or on-going basis when it is determined that:

1. Assignment of a device to an employee is a prudent use of District resources.
2. The employee’s job responsibilities require the ability to communicate frequently and access to a District or public telephone is not readily available.
3. The employee’s job involves situations where immediate communication is necessary to ensure the security of District property or safety of students, staff or others while on District property or engaged in District-sponsored activities.
District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted.

**SOLICITATIONS (03.2323)**

Unless authorized by the Superintendent, sales representatives, agents, or other solicitors shall not solicit or contact pupils, teachers, or other employees during the school day. No school employee shall provide to any outside group or individual a list of parents, students, teachers or other employees for solicitation or other purposes without the prior authorization by the Board and approval of the Superintendent or the Superintendent's designee.

**POLITICAL ACTIVITIES (03.2324)**

The constitutional rights of classified personnel are guaranteed under the constitution of our democratic society and appropriate Kentucky Revised Statutes.

**PROHIBITIONS**

No District employee shall 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**

The Superintendent shall inform all District employees of the provisions of KRS 161.164.

**USE OF PERSONAL CELL PHONES/TELECOMMUNICATION DEVICES (03.13214)**

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. An exception may be made for events considered to be in the public area (e.g. sporting events, academic competitions or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs and activities during the school day that are not open to the public are not considered to be in the public arena. Such devices include, but are not limited to, personal cell phones and tablets.

**DISRUPTING THE EDUCATIONAL PROCESS (03.2325)**

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.

**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, 09.422 and/or 03.262, which addresses harassment/discrimination allegations.

**DRUG-FREE/ALCOHOL-FREE SCHOOLS (03.23251)**

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
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.

**DEFINITIONS**
Controlled substance shall mean any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by the Kentucky Cabinet for Health and Human Services under regulations pursuant to KRS 218A.020. Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

AUTHORIZED DRUGS

Employees who personally use or who are designated to administer to a student a drug authorized by and administered in accordance with a prescription from a health professional shall not be considered in violation of this policy.

WORKPLACE DEFINED

Workplace shall mean the site for the performance of work done for the District including any place where work on a District program, project or activity is performed, including, but not limited to, a school building or other school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. "Workplace" shall also include school-sponsored or school-approved activities, events or functions which are held off school property and in which students are under District jurisdiction including, but not limited to, field trips and athletic events.

SUSPENSION/TERRMINATION/NON-RENEWAL

Any employee who violates the terms of this policy may be suspended, non-renewed or terminated. In addition, violations may result in notification of appropriate legal officials.

ALTERNATIVE

As an alternative, the Superintendent may choose that an employee who violates the terms of the District’s drug-free/alcohol-free workplace policies shall satisfactorily participate in a Board-approved drug/alcohol abuse assistance or rehabilitation program. If the employee fails to satisfactorily participate in such a program, the employee may be suspended, non-renewed or terminated.

REPORTING

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they 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.

NOTIFICATION BY EMPLOYEE

Any employee convicted of a workplace violation of criminal drug statutes shall, within five (5) working days, provide notification of the conviction to the Superintendent.

PREVENTION PROGRAM

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all employees which shall include notice of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District’s policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District’s established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/employee assistance programs; and
5. Penalties that may be imposed upon employees for violations of this policy.

USE OF TOBACCO (03.2327)

Use of tobacco products, alternative nicotine products, or vapor products as defined in KRS 438.305 is not permitted at any time inside Board-owned vehicles or Board-operated facilities. While on school property, employees may use such products - only in areas outside of school buildings and athletic complexes designated by the building Principal/designee or the school based council, as appropriate. Such areas shall be clearly identified and, if possible, isolated from the view of students. Areas outside of administrative offices, maintenance and transportation complexes shall be selected by the Superintendent/designee.
Information concerning smoking cessation shall be available from the Central Office. Provided a sufficient number of employees, parents and/or students indicate an interest, Board facilities may be used by the American Cancer Society to conduct smoking cessation classes.

DUTIES (03.233)
All employees are expected to use sound judgment in the performance of their duties and take reasonable measures to protect the health, safety, and well-being of others, as well as District property.

JOB DESCRIPTION
Prior to the authorization of any personnel position in the District budget, the Superintendent, collaborating with other District authorities with personnel assignment responsibilities, shall develop, for Board approval, job descriptions which establish all essential functions of each position. The description shall encompass job responsibilities, completion of records and reports, and achievement of goals identified to enhance student achievement and help the school and/or District meet goals established by statute and/or Board policy.

INVESTIGATIONS
All employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. Failure to comply may be considered insubordination.

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

OUTSIDE EMPLOYMENT OR ACTIVITIES (03.2331)
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.

EXCEPTION
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.

HEALTH AND SAFETY (03.24)

SAFETY
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.

The District shall develop, maintain and implement health and safety plans in compliance with state and federal law including, but not limited to, those addressing hazard communication, bloodborne pathogens, lockout/tagout issues, and personal protective equipment (PPE).

HAZARD COMMUNICATION
The Superintendent/designee shall develop a District Hazard Communication Plan. The plan shall include:

1. The assignment of a District employee to be responsible for the implementation and coordination of the Hazard Communications Plan;
2. An inventory of all chemicals used at each school and worksite;
3. The identification of each chemical in the inventory that is covered by the OSHA Hazard Communication Standard;
4. Maintenance of a Material Safety Data Sheet (MSDS) for each substance on the chemical inventory list for as long as the District uses the substance, plus thirty (30) years;
5. Labeling of all containers of each chemical identified as required by the Hazard Communication Standard;
6. The development of an employee Hazard Communication Information and Training Program; and
7. The development, implementation and maintenance of a written Hazard Communication Program.

BLOODBORNE PATHOGEN CONTROL
The Superintendent/designee shall develop an Exposure Control Plan to eliminate or minimize District occupational exposure to bloodborne pathogens. The plan shall address:

1. Identification of employees at-risk of occupational exposure and their assigned tasks and procedures which could lead to such exposure;
2. Communication of hazards to employees;
3. Vaccinations of at-risk employees for Hepatitis B at no cost to these employees;
4. Determination of universal precautions to be observed, including adequate engineering controls and housekeeping procedures;
5. Appropriate training of employees;
6. Provision of personal protective equipment including an opportunity provided annually for employees who use medical sharps in performance of their duties to identify, evaluate and select engineering and work practice controls to be implemented by the District, as appropriate;
7. Maintenance of a sharps injury log;
8. Medical follow-up and counseling for employees after a work-site exposure;
9. Maintenance of confidential records of each exposure incident; and
10. A schedule for implementing all provisions required by the OSHA standard.

The Superintendent or designee shall review and update the Exposure Control Plan at least once each year and when needed to reflect new or modified tasks and procedures that affect occupational exposure or new or revised employee positions with occupational exposure. The review and update shall also address:

1. Changes in technology that eliminate or reduce exposure to bloodborne pathogens; and
2. Annual documentation that appropriate, commercially available and effective safer medical devices that are designed to eliminate or minimize occupational exposure have been obtained and are now in use.

**LOCKOUT/TAGOUT**

The Superintendent/designee shall develop a lockout/tagout program to eliminate or minimize the unexpected startup or release of stored energy in mechanical or electronically powered equipment. The plan shall address:

1. Assignment of a District employee to be responsible for implementation and coordination of the lockout/tagout program;
2. A written program consisting of energy control procedures;
3. Development, documentation and utilization of energy control procedures for the control of potentially hazardous energy when employees are engaged in servicing and maintaining equipment;
4. Periodic review of the lockout/tagout program to assure authorized employees are properly controlling unexpected startup or release of stored energy; and
5. Annual training of employees authorized to use lockout/tagout to emphasize program procedures and retraining whenever a periodic review reveals deficiencies in employee performance.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Each year, the Superintendent/designee shall conduct a hazard assessment to determine when and where the use of personal protective equipment (PPE) is necessary. The hazard assessment shall address:

1. Assignment of a District employee responsible for assessing the workplace for hazards;
2. Selection of appropriate PPE to safeguard employees from hazards that cannot be eliminated;
3. A training program to be conducted to educate employees about the need for PPE and when it must be worn;
4. Training of employees on the use and care of PPE, how to recognize deterioration and failure and the need for replacement; and
5. Requiring employees to wear designated PPE, as deemed necessary by the hazard assessment.

**ASBESTOS MANAGEMENT**

The District shall conduct school inspection and re-inspection activities as required by state and federal law to identify the status of asbestos. The District shall maintain an updated asbestos management plan that shall include, but not be limited to, applicable current and/or future inspection activities, response actions and surveillance activities and a description of steps taken to inform staff and parents about any such activities. Each school shall maintain in its administrative office an updated copy of the management plan for that school. Annual written notice of the availability of the plan shall be provided to parent, teacher, and employee organizations. In the absence of any such organizations, the District shall provide written notice of plan availability to parents, or employees, as applicable.

Any custodial or maintenance personnel who may work in a building with asbestos-containing building materials (ACBM) shall have a minimum of two (2) hours of asbestos awareness training. New custodial or maintenance staff who may work in the areas above shall be trained within sixty (60) days of hire. Maintenance and custodians who will be involved in activities that will involve a disturbance of ACBM shall receive an additional fourteen (14) hours of asbestos training.

**PERSONNEL RECORDS (03.25)**

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.

**PUBLIC INSPECTION**

Those portions of personnel records containing material of a personal nature, the disclosure of which would constitute an invasion of privacy, are not open for public inspection.
MEDICAL INFORMATION
Medical information shall be maintained separately from an employee’s personnel file.

DISCIPLINE, SUSPENSION AND DISMISSAL (03.27)

DISCIPLINARY OPTIONS
Classified employees may be subject to the following actions, to include, but not limited to:
1. Verbal warning or reprimand by Superintendent/designee
2. Written warning or private reprimand by Superintendent/designee
3. Probation imposed by Superintendent/designee
4. Reassignment (temporary or permanent) by Superintendent
5. Public reprimand by Superintendent
6. Suspension without pay by Superintendent
7. Nonrenewal by Superintendent
8. Dismissal (termination of contract) by Superintendent

ACTIONS WHICH MAY REQUIRE HEARING PROCEDURES
Only the Superintendent may issue a public reprimand, suspend without pay or terminate a classified employee. Subject to the employee’s exercise of applicable hearing rights, these personnel actions shall be effective on the employee’s notice of written receipt from the Superintendent. Subject to the completion of any pending administrative hearing procedure on the action, the Superintendent shall notify the Board at the first meeting following a public reprimand, suspension without pay, or termination and such notification shall be recorded in the Board minutes.

TEMPORARY SUSPENSION WITH PAY PENDING INVESTIGATION
An employee may be relieved from duty for the remainder of the work day (without loss of pay for the affected portion of the day) by the immediate supervisor, pending a review of the facts or allegations, when such time is needed to protect health or welfare of students or staff or to prevent disruption of the educational process. An employee shall be suspended with pay only when the Superintendent determines there is a justifiable need to protect the health, safety, or welfare of students and staff or to prevent significant disruption of the workplace and/or educational process. The period of suspension with pay shall not exceed the time needed to conduct an investigation and to determine whether the employee is to return to active service or face disciplinary action. However, suspension with pay shall not exceed ten (10) working days. If circumstances arise that require an investigation or other proceedings that may extend beyond ten (10) days, the Superintendent may lengthen the period of suspension, not to exceed an additional fifteen (15) working days. Employees suspended with pay shall remain available for immediate recall to active service.

CAUSES FOR ACTION
Any classified employee may be subject to appropriate disciplinary action for one (1) or more of the following reasons:
1. Dishonesty, neglect of duty, incompetence, inefficiency or insubordination.
2. Reporting to work under the influence of or use or possession of alcohol or controlled substances while on duty, or the illegal use or possession of controlled substances at any time.
4. Repeated unexcused absence, tardiness, absence without notification or abuse of sick leave.
5. Violation of or refusal to obey local policies or state regulations adopted by the Kentucky Board of Education or by the Board.
6. Refusal to comply with safety directives.
7. Falsifying information supplied to the District including information on application forms, absence reports, or any other information.
8. Violation of local policy, state, or federal statutes or regulations that apply to assigned duties.
9. Being convicted of or entering an “Alford” plea or plea of nolo contendere to a felony or any crime (including misdemeanors) involving moral turpitude or illegal transactions with minors or students.
10. Immorality, misconduct, or conduct unbecoming a school employee.
11. Loss of licensure or certification required for this position.
12. Failure to maintain the confidentiality of information about students or staff obtained in the course of employment, unless disclosure serves a legitimate job-related purpose or is required by law.
13. Engaging in any sexually related behavior with a student with or without consent, including, but not limited to behavior such as sexual jokes: sexual remarks: sexual kidding or teasing; sexual innuendo; pressure for date or sexual favors; inappropriate physical touching, kissing, or grabbing; rape, threats of physical harm; and sexual assault.
14. Physical or mental disability, consistent with applicable laws protecting employees with disabilities.

DUE PROCESS PROVISIONS (SUSPENSION WITHOUT PAY/TermINATION)
The Superintendent shall develop/adopt procedures to provide adequate due process, covering matters that may result in public reprimand, suspension without pay or termination of classified employees. The procedures shall address, but are not limited to
notice, opportunity to be heard, right to counsel, conducting a hearing (if requested), and the rendition of a decision or action. Employees shall be provided written notification of the charges that may result in a public reprimand, suspension without pay or termination. The notification shall include a statement of the right to a hearing and a form, the signing and filing of which with the Superintendent shall constitute a demand for a hearing and a denial of the charges. If an employee wishes to request a hearing, the employee shall present the appropriate form to the Superintendent within ten (10) calendar days of the receipt of the written notification of the charges. If the employee does not file the demand for a hearing within the ten (10) day period, final personnel action may be taken or completed without a hearing or further proceedings.

**OTHER DISCIPLINARY ACTIONS**

When disciplinary actions other than public reprimand, suspension without pay or termination, are at issue, employees may submit a written response, which shall be placed in their file along with any documentation of the disciplinary action.

**REDUCTION IN FORCE (03.271)**

**PROCESS**

During the budgeting process the Board shall determine the number of classified positions to be funded by the District. If it becomes necessary to reduce the number of classified employees within the budget year, the Superintendent may at any time make a reduction in the number of classified employees due to the following:

1. Reduction in funding,
2. Reduction in enrollment of students,
3. Changes in the District or school boundaries, or
4. Other compelling reasons as determined by the Superintendent.

The Superintendent shall provide at least thirty (30) calendar days written notification to employees affected. Reduction in force of classified employees shall be defined as total separation from employment in the District. A change in duties or non-renewal of a part-time position when an employee holds more than one (1) position shall not be considered a reduction in force.

**ORDER OF REDUCTION**

Employees who have less than (4) years of continuous active service shall be reduced first. In the event it is necessary to reduce classified employees who have more than four (4) years of continuous active service, priority consideration shall be given as follows:

1. Seniority in the District and qualifications required for the position, such as specialty license/training and whether the position is full-time or part-time, based on District needs.
2. Seniority and qualifications being equal, the classified employee who has the highest evaluation ratings will be retained.

**RE-EMPLOYMENT**

Employees with more than four (4) years of continuous active service in the District shall have the right of recall, if positions become available for which they are qualified. Recall of those individuals shall be implemented according to District seniority with restoration of primary benefits, including all accumulated sick leave and appropriate rank and step on the current salary schedule based on total number of years of service in the District. In addition, should these employees be subject to a reduction in force, they shall be granted continuation of benefits under COBRA. When employees who have less than four (4) years of continuous active service are selected for reduction, they shall no longer be considered employees and shall have no employee rights or benefits other than those granted under COBRA.

**NON-RENEWAL (03.2711)**

Nonrenewal 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.

**BASIS FOR NONRENEWAL (LESS THAN FOUR YEARS OF SERVICE)**

The Superintendent may non-renew the contracts of classified employees with less than four (4) years of continuous active service in the District for any legal reason.

**BASIS FOR NONRENEWAL (FOUR OR MORE YEARS OF SERVICE)**

Classified employees with four (4) or more years of continuous active service in the District may be non-renewed for the following reasons:

1. Incompetency
2. Neglect of duty
3. Insubordination
4. Inefficiency
5. Misconduct
6. Immorality
7. Other grounds contained in Board policy, including, but not limited to, causes for action set forth in Board policy 03.27
8. Loss or reduction of funding, or
9. A position becomes obsolete or redundant due to program reorganization, changes to program requirements, elimination or reduction of a program, including a council decision that fewer employees are needed at the school, or any other change in District personnel staffing policies or guidelines.

CONFLICT OF INTEREST (03.2721)

PECUNIARY INTEREST PROHIBITED
No administrator or other employee of the District with decision-making authority over the financial position of the school or 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 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 gain 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 the 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.

EVALUATION (03.28)
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.

STAFF DEVELOPMENT (03.29)
The Superintendent shall develop and implement a program for continuing training for selected classified personnel.
BOONE COUNTY SCHOOLS
ACKNOWLEDGEMENT

I, ____________________________, have received a copy of the Classified Employee Handbook

Name

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:

that this handbook is intended as a general guide to District personnel policies and procedures and that it is not intended to create any sort of contract between the District and any one or all of its employees;

that the District may modify any or all of the referenced policies and procedures, in whole or in part, at any time, with or without prior notice; and

that in the event the District modifies any of the information contained in this handbook, the changes will become binding on me immediately upon issuance of the new or revised policy or procedure by the District.

I understand that as an employee of the District I am required to review and follow the information set forth in this handbook and I agree to do so.

________________________________________

Employee Name (please print)

________________________________________

Signature of Employee

Date

Return this signed form to the Central Office.