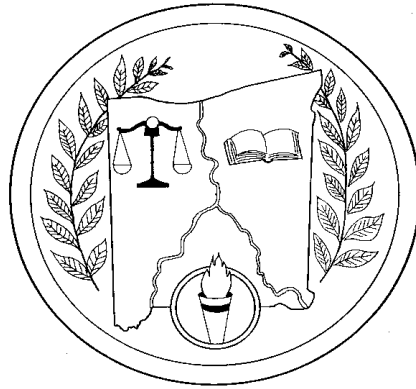


PENDLETON COUNTY SCHOOLS



2015-2016

Employee Handbook

PENDLETON COUNTY SCHOOLS

2015 - 2016 Employee Handbook

Anthony Strong, Superintendent
Pendleton County Board of Education
2525 Highway 27 N.
Falmouth, KY 41040
Phone 859.654.6911 • Fax 859.654.6143
www.pendleton.kyschools.us

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

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Introduction

Welcome

Welcome to Pendleton County Schools.

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

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office. Policies and procedures also are available on line via the District's web site or through this Internet address: <http://policy.ksba.org/p04/>. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

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

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

District Mission

Pendleton County Schools pledge to meet the unique needs of our students through a culture of expectation, engagement, and continuous growth so every student is prepared for the 21st century.

Future Policy Changes

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

Central Office Personnel and School Administrators

Person/Address	Telephone/E-mail	Fax
Superintendent Anthony Strong 2525 Hwy. 27 N. Falmouth, KY 41040	859.654.6911 Anthony.Strong@pendleton.kyschools.us	859.654.6143
Administrative Assistant Superintendent/Office Manager Billie Jo Chaplin 2525 Hwy. 27 N. Falmouth, KY 41040	859.654.6911 Billie.Chaplin@pendleton.kyschools.us	859.654.6143
Assistant Superintendent/Teaching & Learning Vacant 2525 Hwy. 27 N. Falmouth, KY 41040	859.654.6911 @pendleton.kyschools.us	859.654.6143
Executive Director of Pupil Personnel/Student Services Joe Buerkley 2525 Hwy. 27 N. Falmouth, KY 41040	859.654.4981 Joe.Buerkley@pendleton.kyschools.us	859.472.1440
Executive Director of Finance/Human Resources Jan Johnston 2525 Hwy. 27 N. Falmouth, KY 41040	859.654.6911 Jan.Johnston@pendleton.kyschools.us	859.654.6143
Curriculum & Assessment Elementary Kristina Sheehy 2525 Hwy. 27 N. Falmouth, KY 41040	859.654.6911 Kristina.sheehy@pendleton.kyschools.us	859.654.6143
Curriculum & Assessment Middle/High Tony Dietrich IV 2525 Hwy. 27 N. Falmouth, KY 41040	859.654.6911 Tony.dietrich@pendleton.kyschools.us	859.654.6143

Person/Address	Telephone/E-mail	Fax
Chief Information Officer/ Technology Michele Crowley 2525 Hwy. 27 N. Falmouth, KY 41040	859.654.6911 Michele.Crowley@pendleton.kyschools.us	859.654.6143
Director of Special Education Sam Jones 2525 Hwy. 27 N. Falmouth, KY 41040	859.654.6911 Sam.Jones@pendleton.kyschools.us	859.654.6143
School Health Sarah Wolfe 2525 Hwy. 27 N. Falmouth, KY 41040	859.654.3355 Sara.Wolfe@pendleton.kyschools.us	859.654.4235
Food Service & Nutrition Lisa Mitchell 2525 Hwy. 27 N. Falmouth, KY 41040	859.654.4981 Lisa.Mitchell@pendleton.kyschools.us	859.472.1440
Facilities Director Ryan Sergent 2525 Hwy. 27 N. Falmouth, KY 41040	859.654.6911 Ryan.Sergent@pendleton.kyschools.us	859.654.6143
Asst. Transportation Director Pat Trimble 6762 Hwy. 27 N. Falmouth, KY 41040	859.654.4981 Pat.Trimble@pendleton.kyschools.us	859.472.1440
Director of Adult/Community Education & One-Stop JoEllen Mitchell 500 Chapel Street Falmouth, KY 41040	859.654.3325 Joellen.Mitchell@pendleton.kyschools.us	859.654.2402
District Athletic Director Everett Keith Smith 2359 Hwy. 27 N. Falmouth, KY 41040	859.654.3355 Keith.Smith@pendleton.kyschools.us	859.654.4235

Person/Address	Telephone/E-mail	Fax
Northern Elem. School Darell Pugh, Principal 925 Hwy. 177 E. Butler, KY 41006	859.472.7341 Darell.Pugh@pendleton.kyschools.us	859.472.6548
Southern Elem. School Laura Pugh, Principal 320 Fairgrounds Rd. Falmouth, KY 41040	859.654.6981 Laura.Pugh@pendleton.kyschools.us	859.654.2906
Phillip A. Sharp Middle School Rhonda Moore, Principal 35 Wright Rd. Butler, KY 41006	859.472.7000 Rhonda.Moore@pendleton.kyschools.us.	859.472.7011
Pendleton County High School Chad Simms, Principal 2359 Hwy. 27 N. Falmouth, KY 41040	859.654.3355 Chad.Simms@pendleton.kyschools.us	859.654.4235

Section

1

General Terms of Employment

Equal Opportunity Employment

The Pendleton County Board of Education is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex, or genetic information, as required by law.

Reasonable accommodation for individuals with disabilities will be made as required by law.

If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact the Board of Education's Central Office. **03.113/03.212**

Harassment/Discrimination

The Pendleton County Board of Education intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, students, or visitors to the school or District, or any act prohibited by Board policy that disrupts the work place or the educational process and/or keeps employees from doing their jobs.

Any employee who believes that he or she, or any other employee, student, or visitor to the school or District, is being or has been subjected to harassment or discrimination shall bring the matter to the attention of his/her Principal/immediate supervisor or the District's Title IX/Equity Coordinator as required by Board policy. The District will investigate any such concerns promptly and confidentially.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. **03.162/03.262**

GENERAL TERMS OF EMPLOYMENT

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

Title IX Coordinator Name Keith Smith
Telephone 859.654.6911
Address 2525 Hwy. 27 N., Falmouth, Ky.

Section 504 Coordinator Name Sam Jones
Telephone 859.654.6911
Address 2525 Hwy. 27 N., Falmouth, Ky.

01.1

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

http://www.ascr.usda.gov/complaint_filing_cust.html

07.1

Hiring

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

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

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

Transfer of Tenure

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

Job Responsibilities

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

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

Certified Employees: All teachers in the District shall review records of assigned students to determine whether an IEP or 504 plan is in place.

Criminal Background Check and Testing

Applicants, employees, and student teachers must undergo records checks and testing as required by law.

Certified Employees: New hires and student teachers assigned within the District must have both a state and a federal criminal history background check. **03.11**

Classified Employees: New hires must have a state criminal history background check. Applicants that have resided in Kentucky twelve (12) months or less shall undergo both state and national criminal history background checks. **03.21**

Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

Access to be Limited

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

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

Salaries and Payroll Distribution

Checks are issued according to a schedule approved annually by the Board. **03.121/03.221**

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

Determination of and changes to certified employees' rank and experience are determined in compliance with Policy **03.121**. No later than forty-five (45) days before the first student attendance day of each year or June 15th, whichever comes first, the Superintendent will notify certified personnel of the best estimate of their salary for the coming year.

Classified Personnel: Classified personnel may be paid on an hourly or salary basis, as determined by the Board. In case of snowy weather and except when weather precludes safe travel or when otherwise notified by the Superintendent or his designee, twelve-month employees shall work on snow days. All other personnel will make up snow days as the school calendar is amended. **03.221**

See payroll schedule in appendix.

Hours of Duty

Certified Employees: Certified employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor. Teachers shall be on duty in the classroom at least fifteen (15) minutes prior to the opening of school and shall remain at least fifteen (15) minutes after the closing of school and may be required to perform additional duties as directed by school policy or assigned by their immediate supervisor. **03.1332**

Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. No employee shall send an errand off school property. All District employees are required to assist in providing appropriate supervision and correction of students. **09.221**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

The Student Discipline Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. **03.162/03.262/09.422/09.42811**

Section

2

Benefits and Leave

Insurance

The Board provides unemployment insurance, workers' compensation and liability insurance for all employees and single coverage dental insurance for those employees who are eligible to receive health insurance through the State. In addition, the state of Kentucky provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation. **03.124/03.224**

Optional insurance coverage available to employees includes: vision insurance, accident, cancer, disability, and additional life insurance.

Salary Deductions

The Pendleton County School District makes all payroll deductions required by law.

No optional payroll deduction, authorized by the Board, shall be deducted from an individual employee's salary without a signed request from that employee affirmatively requesting the optional deduction. Such request must be filed on an annual basis. **03.1211/03.2211**

Employees may choose from the following optional payroll deductions:

- Health/life insurance program;
- Tax Sheltered Annuity program;
- Credit Union;
- State approved deferred compensation plan;
- State-designated Flexible Spending Account (FSA);
- Membership dues in professional/job-related organizations, when thirty percent (30%) of eligible members request deductions.

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, school personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent/designee. Allowable expenses include mileage, gasoline used for Board vehicles, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (as authorized by policy and/or procedure), and lodging. Itemized receipts must accompany requests for reimbursement.

Meals during day trips are not reimbursable. Monies spent for food while on required out-of-district overnight trips, or the meal is part of a conference or workshop registration fee, or the employee dines with an individual or group for pre-approved District-related business reasons, shall be reimbursed at a per diem up to \$30 a day. Itemized receipts need to accompany the meal reimbursement to confirm the amount spent, prior to the addition of gratuities. Alcoholic beverages are not eligible for reimbursement.

Employees being reimbursed from school activity accounts must submit travel vouchers within one (1) week of travel. All other District travel must be submitted for payment and approved by the employee's supervisor by the 10th of the month following travel. Employees will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.125/03.225**

Holidays

All certified employees and classified employees are paid for four (4) annual holidays as indicated in the school calendar. Employees with contracts of two-hundred and thirty-five (235) days or more are also paid for Memorial Day and July 4th. **03.122/03.222**

Annual Leave

Certified Personnel: Twelve-month (12) certified employees as defined in Board policy 03.122 and on a two-hundred and thirty-five (235) day or more contract shall be granted ten (10) days of annual leave. Employees must get approval from his/her immediate supervisor prior to taking annual leave. **03.122**

Leave Policies

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the Board provides various types of leave under which absences may be authorized. Employees who must be absent must enter the absence in the electronic attendance tracking system and should inform their immediate supervisor as soon as possible.

Listed below is general information regarding several types of leave available to employees. Please note that in many cases a written request, submitted for approval before leave begins, is required.

Employees on extended leave who plan to return the next school year must notify the Superintendent/designee in writing of their intention to return to work by April 1.

Authorization of leave and time taken off from one's job shall be in accordance with a specific leave policy. Absence from work that is not based on appropriate leave for which the employee is qualified may lead to disciplinary consequences, up to and including termination of employment.

Employees shall not experience loss of income or benefits, including sick leave, when they are assaulted while performing assigned duties and the resulting injuries qualify them for workers' compensation benefits. **03.123/03.223**

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

Personal Leave

Full-time employees are entitled to two (2) days of paid personal leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized personal leave days. Your supervisor must approve the leave date, but no reasons will be required for the leave. Other limitations are set out in Policy. **03.1231/03.2231**

Sick Leave

Full-time classified employees and teachers and other certified employees who work 9.25 months per year are entitled to ten (10) days of paid sick leave each school year. All employees who work eleven (11) or twelve (12) months shall be entitled to eleven (11) or twelve (12) days, respectively, with pay each school year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized sick leave days. Sick leave days not taken during the school year they were granted accumulate without limit for all employees.

Upon return to work, employees claiming sick leave must file, within five (5) working days, a personal affidavit which may be printed from electronic attendance tracking system or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill. **03.1232/03.2232**

See the "Retirement" section for information about reimbursement for unused sick leave at retirement.

Sick Leave Donation Program

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

Applications to donate sick leave should be returned to Andrea Smith, Finance Department.

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

Family and Medical Leave

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

1. For the birth and care of an employee's newborn child or for placement of a child with the employee for adoption or foster care;
2. To care for the employee's spouse, child or parent who has a serious health condition, as defined by federal law;
3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform her/his job.
4. To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign country of the employee's spouse, son, daughter, or parent who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and
5. To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

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

Paid leave used under this policy will be subtracted from the twelve (12) workweeks to which the employee is entitled. Employees should contact their immediate supervisor as soon as they know they will need to use Family and Medical Leave. **03.12322/03.22322**

Following is a summary of the major provisions of the Family and Medical Leave Act (FMLA) provided by the United States Department of Labor.

FML Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son, daughter or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

Military Family Leave Entitlements - Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition”.

Benefits and Protections - During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Eligibility Requirements - Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Definition of Serious Health Condition - A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave - An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave - Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer’s normal paid leave policies.

Employee Responsibilities - Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities - Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers - FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement - An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Maternity Leave

Employees may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child.

The parent of a newborn or an employee who adopts a child may also request an unpaid leave of absence not to exceed the remainder of the school year in which the birth or placement occurred. Thereafter, leave may be extended in increments of no more than one (1) year.

Employees eligible for family and medical leave are entitled to up to twelve (12) workweeks of unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child. **03.1233/03.2233**

Extended Disability Leave

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

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

Educational Leave

Certified Employees: The Board may grant unpaid leave for a period of one (1) year for educational or professional purposes and additional leave may be granted in increments not to exceed one (1) year. Leave may be granted for full-time attendance at universities or other training or professional activities. Leave will not be granted for part-time educational activities.

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

Emergency Leave

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

Approved reasons for taking emergency leave include: bereavement, personal disasters, legal/court appearances and others as approved by the Superintendent/designee.

Emergency leave may be used in cases of illness once all personal days and accumulated sick leave days have been exhausted. **03.1236/03.2236**

Jury Leave

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

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

Military/Disaster Services Leave

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

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

Section

3

Personnel Management

Transfer

Employees who wish to request a voluntary transfer should contact their immediate supervisor for assistance.

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

Employee Discipline

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

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

Retirement

Employees who decide to retire should give the Superintendent/designee notice as far in advance as possible, but no later than two (2) weeks before retirement. Retirement benefits are solely a matter of contract between the employee and her/his retirement system (the Kentucky Teacher's Retirement System or the County Employee's Retirement System).

The Board compensates employees at the time of retirement for each unused sick day at the rate of thirty percent (30%) of the daily rate of the employee's last annual. **03.175/03.273**

Evaluations

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

Training/In-Service

The Board provides a program for professional development and staff trainings.

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

Personnel Records

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

Retention of Recordings

Employees shall comply with the statutory requirement that school officials are to retain any digital, video, or audio recording as required by law. **01.61**

Section

4

Employee Conduct

Absenteeism/Tardiness/Substitutes

Employees shall notify the District's electronic substitute request system and their immediate supervisor/designee before the opening of school and whenever possible before 7:00 a.m. or the night before, if possible. Failure to do this shall be grounds for disciplinary action which incases of repeated infractions may include suspension or termination. Substitute teachers shall be called from the official substitute list in the electronic substitute request system and approved by the Superintendent. **03.123/03.223**

Political Activities

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

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

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

Disrupting the Educational Process

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

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

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

Previewing Student Materials

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

Controversial Issues

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

Drug-Free/Alcohol-Free Schools

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

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

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

Employee who violate the terms of the District's drug-free/alcohol-free policy may be suspended, non-renewed or terminated. Violations may result in notification of appropriate legal officials.

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

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

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

Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

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

Dress and Appearance

The following dress code is considered an outline of what may be considered acceptable dress and applies to all teachers, counselors, aides, secretaries, and administrators throughout the District. It is to be applied for the full length of the employee's contract (Closing Day and Holidays are excluded).

Males

- ❖ Dress shirts with collars, shirts with buttons and collars, and turtlenecks or mock turtlenecks
- ❖ Dress slacks or khaki slacks
- ❖ Dress shoes, dress boots, athletic shoes
- ❖ Socks
- ❖ Neckties (optional)
- ❖ Business suit (optional)
- ❖ Holiday sweatshirts/school shirts worn with collared shirts, turtlenecks or mock turtlenecks

Females

- ❖ Dress (appropriate length/adhere to flamingo code)
- ❖ Business suit (optional)
- ❖ Business pant suit (optional)
- ❖ Skirt (appropriate length/adhere to flamingo code)
- ❖ Jumpers
- ❖ Dress slacks or khaki/Dockers-type slacks
- ❖ Dress shoes or athletic shoes
- ❖ Blouse or knit shirt
- ❖ Sweaters (pull –over or cardigan)
- ❖ Holiday sweatshirts/school shirts worn with collared shirts, turtlenecks or mock turtlenecks
- ❖ Dress shorts/skorts that are hemmed (appropriate length/adhere to flamingo code)
- ❖ Seasonal attire-capris

Theme dress/appropriate dress for special activities may be acceptable as determined by building level administrator.

Any casual dress or accessories not stated above must at all times meet or exceed standards set for our students in each of their respective schools. **03.1326/03.2326**

Tobacco Products

Federal law and Board policy prohibit the use of any tobacco product in any building owned or operated by the Board. **03.1327/03.2327**

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

Use of School Property

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

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

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

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

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

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

Employees assigned full-time use of Board-owned vehicles are on call twenty-four (24) hours a day to perform services required by their job responsibilities. Except for commuting to and from work or an occasional minimal detour for personal reasons, employees shall not use Board-owned/leased vehicles for personal use. **03.1321/03.2321**

Use of Personal Cell Phones/Telecommunication Devices

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

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

Health, Safety and Security

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

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

For information on the District's plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, Personal Protective Equipment (PPE), and Asbestos Management, contact your immediate supervisor or see the District's *Policy Manual* and related procedures.

Employees should use their school/worksite two-way communication system to notify the Principal, supervisor or other administrator of an existing emergency. **03.14/03.24/05.4**

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral, written or electronic) to their immediate supervisor.

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

Child Abuse

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected shall immediately make a report to a local law enforcement agency, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney. **09.227**

Use of Physical Restraint and Seclusion

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

Civility

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

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

As soon as possible after any such incident, employees should submit a written incident report to their immediate supervisor. **10.21**

Grievances/Communications

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

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

Gifts

Any gift presented to a school employee for the school's use must have the prior approval of the Superintendent/designee. After approval and acceptance, gifts become the property of the Board of Education. **03.1322/03.2322**

Outside Employment or Activities

Employees may not perform any duties related to an outside job during their regular working hours. Upon recommendation of the Principal and written permission of the Superintendent an employee may tutor for pay a pupil of the school district during the school term. **03.1331/03.2331**

Required Reports

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

- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**
- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24, 05.4**
- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262, 09.42811**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**
- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**
- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities. **06.221**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

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

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

- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, you shall **immediately** make a report to a local law enforcement agency or Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney. (See **Child Abuse** section.) **09.227**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

Code of Ethics for Certified School Personnel

SOURCE: 16 KAR 1:020

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:
 - (a) To students:
 1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
 2. Shall respect the constitutional rights of all students;
 3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
 4. Shall not use professional relationships or authority with students for personal advantage;
 5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
 6. Shall not knowingly make false or malicious statements about students or colleagues;
 7. Shall refrain from subjecting students to embarrassment or disparagement; and
 8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

(b) To parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the education profession:

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585.

Appendix

This Appendix contains the following:

- Employee Payroll Schedule and Timesheet Deadlines
- Extra-Curricular Salary Schedule (2015-2016)
- Employee Benefits Listing
- Employee Acceptable Use Policy (ALL employees must submit)

Payroll Schedule and Pay Dates 2015-2016

For Days Covered					
Pay Dates	Start	To	End	Timesheet Due at C.O.	ACH File Remit Date
2015					
July 15	June 21	July 4		Friday, July 3, 2015(<i>Earlier submission will be accepted</i>)	7/13/15
July 30	July 5	July 17		Friday, July 17, 2015	7/28/15
August 14	July 18	August 4		Tuesday, August 4, 2015	8/12/15
August 28	August 5	August 18		Tuesday, August 18, 2015	8/26/15
September 15	August 19	September 3		Thursday, September 3, 2015	9/11/15
September 30	September 4	September 18		Friday, September 18, 2015	9/28/15
October 15	September 19	October 5		Monday, October 5, 2015	10/13/15
October 30	October 6	October 20		Tuesday, October 20, 2015	10/28/15
November 13	October 21	November 3		Tuesday, November 3, 2015	11/11/15
November 30	November 4	November 17		Tuesday, November 17, 2015	11/25/15
December 15	November 18	December 4		Friday, December 4, 2015	12/11/15
December 30	December 5	December 18		Friday, December 18, 2015	12/28/15
2016					
January 15	December 19	January 5		Tuesday, January 5, 2016	1/13/16
January 29	January 6	January 20		Wednesday, January 20, 2016	1/27/16
February 12	January 21	February 5		Friday, February 5, 2016	2/10/16
February 29	February 6	February 17		Wednesday, February 17, 2016	2/25/16
March 15	February 18	March 4		Friday, March 4, 2016	3/11/16
March 30	March 5	March 18		Friday, March 18, 2016	3/28/16
April 15	March 19	April 5		Tuesday, April 5, 2016	4/13/16
April 29	April 6	April 19		Tuesday, April 19, 2016	4/27/16
May 13	April 20	May 3		Tuesday, May 3, 2016	5/11/16
May 27	May 4	May 18		Wednesday, May 18, 2016	5/25/16
June 15	May 19	June 3		Friday, June 3, 2016	6/13/16
June 30	June 4	June 17		Friday, June 17, 2016	6/28/16
July 15	June 18	July 6		Wednesday, July 6, 2016	7/13/16
Start/End Dates and Timesheet Due at CO dates are subject to change without notice					

Extracurricular Salary Schedule 2015-2016

Payment schedules for extracurricular activities are as follows:

<p>Fall Sports (Cross Country, Football, Golf, Soccer, Volleyball)</p>	<p>August 30th Payroll (1/2 payment)</p>	<p>Payroll following Athletic Director's approval stating that all responsibilities have been completed (1/2 payment)</p>
<p>All Positions with Exception of Coaching (Club Sponsors & Department Heads)</p>	<p>Dec. 15th Payroll (1/2 payment)</p>	<p>May 30th Payroll (1/2 payment)</p>
<p>Winter Sports (Girls' & Boys' Basketball, Cheerleading, Bowling, Archery)</p>	<p>Dec. 15th Payroll (1/2 payment)</p>	<p>Payroll following Athletic Director's approval stating that all responsibilities have been completed (1/2 payment)</p>
<p>Spring Sports (Baseball, Softball, Tennis, Track)</p>	<p>March 30th Payroll (1/2 payment)</p>	<p>Payroll following Athletic Director's approval stating that all responsibilities have been completed (1/2 payment)</p>

All Salary Schedules are available on the District webpage www.pendleton.kyschools.us--- Departments---Human Resources---Salary Schedules/HR Documents

Employee Benefits Listing

As an employee of the Pendleton County Board of Education, you may receive protection and benefits as listed below. Employees should see related District policies and procedures for details.

Health Plans

- Health Plan- Provided by Department of Education; additional optional coverage is available
- Dental Plan – Personal and Family Plan Available
- Vision Plan – Personal and Family Plan Available
- Cancer, Disability, and Additional Life Insurance Plans – Available at Reduced Group Rates

Sickness and Disability Benefits

- Family Medical Leave Act – 12 weeks of unpaid leave enabling employee to keep insurance coverage as if still working
- COBRA – Upon resignation or leave of absence, employee keeps health insurance at group rates for a minimum of 18 months
- Sick Leave Credits
 - A full-time employee is credited with 10 sick leave credits per academic year or 1 day/month for employment beyond 185 days
 - Credits may be accumulated and paid out as a lump sum service gratuity at retirement
 - The maximum payment based on credits and service is 30% of annual salary at retirement

Workers' Compensation – Employer Paid

You may be eligible for compensation benefits if you are unable to work as a result of a disability arising out of and in the course of your employment.

Unemployment Insurance – Employer Paid

The plan provides unemployment benefits per eligibility guidelines.

Group Life Insurance Plan (provided by Kentucky Department of Education)

The plan provides \$20,000 of coverage to each employee at no cost. Additional levels of group life insurance are available.

Electronic Access and User Agreement Form

EMPLOYEE USER CONTRACT

After reading the Acceptable Use Policy guidelines, please read and fill out the following contract completely and legibly. Your signature is required for direct access. Please return the contract to your Technical Coordinator or their designee.

I have read the Pendleton County Schools Network Acceptable Use Policy. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. I understand that all terms and regulations also apply when remotely accessing any account through the Pendleton County network. Should I commit any violation my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

Name (please print): _____ Location: _____

Signature: _____ Job Title/Description: _____

Date: ____/____/____

My new password is _____

****Passwords MUST be at least 8 characters one special character/number (i.e. 1, 2, @, \$, #) and one capital letter. Example: \$tudyH@rd. DO NOT use anything that would be easy to guess. NOTE: No part of a person's name can be used in the PW (i.e. Name: Bill Smith PW:Smit123 would not be permitted) A different password from the previous year or a variation of it is required.**

The Pendleton County Schools has access to and use of the Internet and E-mail as part of the instructional or job related process. All employees and volunteers must sign an Acceptable Use Policy agreement before direct access to the Internet or electronic mail will be provided. Written parental consent shall be required before any student is given direct, hands-on access to the Internet or teacher directed electronic mail. However, educators may use the Internet during class directed group demonstrations with or without parental consent. Employees and volunteers will be held accountable for violations of the Acceptable Use Policy agreement and understand that disciplinary action may be taken.

The Pendleton County School District ("District") provides students and staff with a service herein after referred to as the Network. The Network is a computer service, which includes the use of servers, software, Internet and Email. These procedures also address the use of Electronic Instructional Devices, including desktop computers, laptop computers, PDA's, word processors, peripheral telephone usage, and other instructional technology equipment.

In addition to providing students and staff with the understanding and skills needed to use technology resources and telephone services in an appropriate manner, the Pendleton County School District reserves the right to monitor all activity on the Network, including Internet, Email, and instant messaging. Furthermore it:

1. Reserves the right to monitor computer use or lack of use.
2. Reserves the right to deny access to the Network, including Internet, Email, and instant messaging to any individual.

3. Shall establish procedures that will maximize the Network system security.

The standards for student and staff access to the Pendleton County School Network are:

1. Network access throughout the District is to be used for educational purposes, instruction, research, and school administration only. Network access is not to be used for private business, illegal activity, political activity, or accessing sexually-oriented or other inappropriate material (e.g. material promoting drugs, alcohol, tobacco, illegal activity, etc.)
2. Instructional staff will select and guide students on the appropriate use of the Internet and instructional software on the Network.
3. The District will be responsible for supervising Network use. Auditing procedures are in place to monitor access to the Network. However, the District cannot continually monitor every communication and Network session for every student and staff member beyond the scope of supervision defined in the user agreement.
4. Internet access for students must be agreed upon by the parents/guardians of students.
5. Staff will not reveal a student's full name or post a picture of the student or the student's work on the Network with personally identifiable information unless the parent has given prior written consent.
6. The content of any District web page is the responsibility of the sponsoring staff member who hosts the page.
7. Network access is only permissible by District staff, District administration, and District students.

All guidelines contained within this AUP governing inappropriate language apply to telephone usage. The procedures in this AUP governing telephone usage also apply to District cellular phones and other wireless telecommunication systems such as PDAs.

GENERAL PRINCIPLES

When a student, teacher, or staff member at a Pendleton County School accesses the Network or an Electronic Instructional Device owned or operated by the school system, he/she assumes certain responsibilities and obligations. All access of this type is subject to school policies and to local, state, and federal laws. The school administration expects that student, faculty, and staff use of technology resources provided by the school will be ethical and will reflect academic honesty. Students, faculty and staff must demonstrate respect for intellectual property, ownership of data, and system security mechanisms.

The Pendleton County Schools considers any violation of appropriate use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information that may suggest that a person is using technology resources inappropriately. Violators are subject to disciplinary action by school officials that may include loss of computer privileges and/or termination for staff. Offenders may also be prosecuted under laws including, but not limited to, the Privacy Protection Act of 1974, the Computer Fraud and Abuse Act of 1986, and the Computer Virus Act.

The General Guidelines listed below apply to the Network, Internet, Email, and instant messaging communications:

- Use technology resources only for authorized purposes following established procedures;
- Be responsible for all activities on your assigned Electronic Instructional Device;
- Access only files and data that are your own, which are publicly available, or to which you have been given authorized access;
- Use only legal versions of copyrighted software;
- Be considerate in your use of shared resources;
- Abide by this acceptable use policy.

LOCAL TECHNOLOGY

- The use of your account must be in support of education and research and consistent with the educational objectives of the Pendleton County Schools.
- You may not give your password to anyone.
- You may not transmit obscene, abusive or sexually explicit language
- You may not create or share computer viruses.
- You may not destroy another person's data.
- You may not use the network for commercial purposes.
- You may not monopolize the resources of the Pendleton County Schools Network by such things as running large programs and applications over the network during the day, sending massive amounts of e-mail to other users, or using system resources for games. You may not participate in chain e-mail.
- You may not break or attempt to break into other computer networks.
- You may not use MUD (multi-user games) via the network.
- You are not permitted to get from or put onto the network or other storage device any copyrighted material (including software), or threatening or sexually explicit material. Copyrights must be respected.
- Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own password.
- Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

INTERNET REGULATIONS

- Internet access through the school is to be used for instruction, research, and school or job related activities. School access is not to be used for private business or personal, non-work related communications.
- Teachers, library media specialist, and other educators are expected to select instructional materials and recommend research sources in print or electronic media. Educators will select and guide students on the use of instructional materials on the Internet.

- You may not offer Internet access to any individual via your Pendleton County account.
- Purposefully annoying other Internet users, on or off the Pendleton County Schools system, is prohibited. This includes such things as continuous talk requests and chat rooms.
- Students should not reveal their name and personal information to or establish relationships with "strangers" on the Internet, unless a parent or teacher has coordinated the communication.
- The school should never reveal a student's personal identity or post on the Internet a picture of the student or the student's work with personally identifiable information unless the parent has given written consent. A student who does not have a signed AUP on file may not share access with another student.
- As a user of this educational system, users should notify a network administrator or a teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

ELECTRONIC MAIL REGULATIONS

Students and employees of Pendleton County Schools are prohibited from using district resources to establish or access Internet E-mail accounts through third party providers (i.e. AOL, Hotmail, etc.). Only Kentucky Education Technology Systems e-mail can be used. All remote access applies to the following regulations. The electronic mail is not guaranteed to be private and will be monitored at the district level. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Email addresses are assigned to all students 3rd grade and up. Lower grades can have a classroom account. Email is a great way for students to correspond with teachers and send work. Your child's email will not show his/her name. The addresses are not made public. The only way for someone to email your child is for him/her to give it to the person.

- Students and employees of Pendleton County Schools are prohibited from using district resources to establish Internet E-mail accounts through third party providers. Only Kentucky Education Technology Systems e-mail can be used.
- Any communication received or sent concerning a student must be saved and available pursuant to all open records laws.
- You may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. Do not use electronic mail, for instance, for private business or personal, non-related communications.
- You may not use electronic mail for communications that are not through your school account. Do not use electronic mail, for instance, from a source other than your @pendleton.kyschools.us account.
- You may not swear, use vulgarities or any other inappropriate languages.
- You may not send or attach documents containing pornographic, obscene, sexually explicit or other inappropriate material.

- Employees are to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.
- You may not access, copy or transmit another user's messages without permission.
- You may not send electronic messages using another person's name or account or allow others to send correspondence under your name.
- You may not send electronic messages anonymously.
- You may not send chain letters, executable programs, screen savers, etc. through electronic messages.

Violations of these terms may result in, but are not limited to, restrictions on email usage and/or reduction/termination of available network services. The electronic mail is not guaranteed to be private. The electronic mail is not private. District personnel and others who operate the Network do have access to all email, and usage is monitored. Messages relating to or in support of illegal activities may be reported to the authorities. Messages relating to or in support of activities which violate the school discipline code will be reported to the school administration. Messages relating to or in support of illegal activities OR indicate that a student may be in danger or may harm himself/herself or another person will also be reported to the school administration and/or other appropriate authorities.

TEACHER AND STAFF SUPERVISION OF STUDENT TECHNOLOGY USE

Teachers and others whose duties include classroom management and/or student supervision shall sign an Acceptable Use Policy agreement acknowledging responsibility for exercising reasonable supervision of student access to Internet and electronic mail.

Teachers shall not direct or advise students accessing school computing and communications networks to use electronic mail systems other than the Kentucky Education Technology System standard email system.

Teachers must be prepared to integrate the use of electronic resources into the classroom. Generally, the manner in which teachers evaluate instructional materials and content today will apply to the selection of electronic resources. On the Internet, however, information can be made available without being edited by a publisher, screened by a textbook committee, or selected by a known bookseller. Teachers must be cautioned that quality and integrity of content on the Internet is not guaranteed. Teachers and students provided permission to do independent research must examine the source of the information. (i.e. Is the source clearly identified? Is it an individual? An organization? An educational institution?)

Students should not be provided with unsupervised access to electronic resources. Tools have been provided to help ensure the safety and proper use of technology but it is the responsibility of the teacher to exercise reasonable supervision of student access to Internet and electronic mail.

District employees and activity sponsors may set up blogs and other social networking accounts using District resources on monitored sites follow District guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:

- 1) They shall request prior permission from the Superintendent/designee.
- 2) If permission is granted, staff members will set up the site following any District guidelines developed by the technology department.
- 3) Guidelines may specify whether access to the site must be given to school/District technology staff.
- 4) Staff shall notify parents of the site and obtain written permission for students to become “friends” prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
- 5) Once the site has been created, the sponsoring staff member is responsible for the following:
 - a) Monitoring and managing the site to promote safe and acceptable use; and
 - b) Observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk under no responsibility of the district.

TELEPHONE USAGE

Telephone service is available primarily to provide two-way communications with the school office and for contact with parents. Such devices include, but are not limited to, personal cell phones and tablets.

- Staff will refrain from using telephones during instructional time, including personal devices.
- Students may use the telephones under staff supervision when there is a legitimate need such as calling parents to arrange transportation, delivery of medicine or clothes, or similar rare circumstances.
- Instructional time will not be interrupted to transfer calls except in emergencies.

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 arena (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.

EMPLOYEE USE

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

DISREGARD OF RULES

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies. Employees and students shall be subject to disciplinary action, up to and including termination (employees) for violating this policy and acceptable use rules and regulations established by the school or District.

RESPONSIBILITY FOR DAMAGES

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

RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Acknowledgement Form

2015-2016 School Year

I, _____, have received a copy
Employee Name

of the Employee Handbook issued by the District, and understand and agree that I am to review this handbook in detail and to consult District and school policies and procedures with my Principal/supervisor if I have any questions concerning its contents.

I understand and agree:

1. that this handbook is intended as a general guide to District personnel policies and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. that the District may modify any or all of these policies, in whole or in part, at any time, with or without prior notice; and
3. that in the event the District modifies any of the policies contained in this handbook, the changes will become binding on me immediately upon issuance of the new policy by the District.

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

Employee Name (please print)

Signature of Employee

Date

Return this signed form to the Central Office.