

Nelson County Schools

EMPLOYEE HANDBOOK



Nelson County Board of Education
288 Wildcat Lane
Bardstown, KY 40004-2277
Phone 502.349.7000 • FAX 502.349.7004
<http://nelson.kyschools.us>

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The Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information, or disability in employment, educational programs; or activities and provides equal access to the Boy Scouts and other designated youth groups.

Table of Contents

TABLE OF CONTENTS	1
INTRODUCTION	1
Welcome.....	1
District Mission	2
Future Policy Changes.....	2
Nelson County Board of Education	2
Central Office/Location Information.....	3
School/Location Information.....	4
School Calendar	5
GENERAL TERMS OF EMPLOYMENT	6
Equal Opportunity Employment.....	6
Harassment/Discrimination	6
Hiring.....	7
Transfer of Tenure	7
Probationary Period	8
Job Responsibilities	8
Criminal Background Check and Testing.....	8
Confidentiality	8
Information Security Breach.....	9
Salaries and Payroll Distribution	9
Hours of Duty	10
Supervision Responsibilities	10
Bullying.....	11
HOLIDAYS AND LEAVES	12
Holidays.....	12
Aesop System	12
Leaves (in General).....	12
Personal Leave	13
Sick Leave	13
Sick Leave Bank Program.....	13
Sick Leave Donation Program.....	14
Family and Medical Leave.....	14
FML Basic Leave Entitlement.....	15
Maternity Leave	18
Extended Disability Leave.....	18
Educational Leave	18
Jury Leave	18
Military/Disaster Services Leave.....	18
PERSONNEL MANAGEMENT	20
Transfer.....	20
Termination/Nonrenewal	20

Evaluation.....	20
Training/In-Service.....	21
Personnel Records	21
Retention of Recordings	21
Cafeteria Plan.....	21
Insurance	22
Other Optional Payroll Deductions	23
Retirement	23
Travel Expense Reimbursement	24
Purchasing	25
Physicals (Medical Examinations)	26
Political Activities	27
EMPLOYEE CONDUCT	28
Absenteeism/Tardiness/Substitutes.....	28
Staff Meetings	28
Employee Dress.....	28
Disrupting the Educational Process.....	29
Previewing Student Materials	29
Controversial Issues.....	29
Drug-Free/Alcohol-Free Schools	29
Weapons.....	30
Use of Tobacco Products.....	30
Use of School Property.....	30
Use of Personal Cell Phones/Telecommunication Devices	31
Health, Safety, and Security.....	32
Assaults and Threats of Violence.....	32
Child Abuse.....	32
Use of Physical Restraint and Seclusion.....	32
Grievances/Communications.....	33
Gifts.....	33
Outside Employment or Activities	33
Fraud.....	33
Required Reports	33
Code of Ethics for Certified School Personnel	35
ACKNOWLEDGMENT FORM	37
INDEX.....	38



Introduction

Bardstown and Nelson County are centrally located, approximately 35 miles south of Louisville and 60 miles southwest of Lexington—truly in the heart of the Bluegrass State. Bardstown is listed in “America’s Most Charming Towns and Villages,” and the city’s downtown continues to thrive while many other downtowns throughout Kentucky have fallen victim to suburban development. It is truly a wonderful place to live, work, and raise a family. In addition to Bardstown, Nelson County is home to other lovely and historical communities like Boston, Bloomfield, Chaplin, Fairfield and New Haven, each community having its own individual personality.

The Nelson County Schools continually strive to be a great place for students to learn and for people to teach and work. We consistently rank in the top fifteen percent (15%) of Kentucky school districts in teacher salary, and we continually search for new and better benefits to provide our valued employees. We welcome you to our family and hope you are with us for many healthy years.

Welcome

Welcome to Nelson County Schools.

The purpose of this *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 Nelson County Schools.

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 procedure, 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 or on Nelson County Schools Web site (<http://nelson.kyschools.us>). 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. ✓**Policy 01.5**

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

In this *Handbook* policy codes are in bold type following the paragraph to which they correspond. If you have questions, refer to these policies and/or contact your immediate supervisor.

Located in the back of this *Handbook* is an Acknowledgment Form. Once you review this *Handbook*, please read the Acknowledgment Form, sign and date the form, and return the Form to the Central Office.

You are expected to be familiar with policies and procedures that are related to your job responsibilities.

Return the completed Acknowledgment Form to the Central Office.

District Mission

The Nelson County Board of Education, representatives of our citizens and entrusted with their children, pledges to support the mission of the Nelson County School District by setting visionary direction through effective policy, oversight and efficient resource management.

Future Policy Changes

Although every effort will be made to update the *Handbook* on a timely basis, the Nelson 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.

Nelson County Board of Education

Change to current schedule. Additional working sessions are held as needed. Sessions are usually held at the Board Office located at 288 Wildcat Lane, Bardstown.

Mr. Anthony Orr, Superintendent
 Nelson County Board of Education
 288 Wildcat Lane
 Bardstown, KY 40004-2277
502.349.7000

BOARD MEMBER	ADDRESS	PHONE	E-MAIL
Diane Breeding	1009 Riverbrooke Drive Cox's Creek, KY 40013	502.432.4951	Diane.Breeding@nelson.kyschools.us
Diane Berry	2753 Poplar Flat Road Bardstown, KY 40004	502.348.6517	Diane.Berry@nelson.kyschools.us
David Norman	3343 New Hope Road New Haven, KY 40051	502.349.3404	David.Norman1@nelson.kyschools.us
Damon Jackey	6725 Bloomfield Road Bardstown, KY 40004	502-252-7607	Damon.Jackey@nelson.kyschools.us
Larry Pate	740 Thompson Dones Lane Boston, KY 40107	502.833.3664	Larry.Pate@nelson.kyschools.us

Central Office/Location Information

DEPARTMENT	CONTACT	PHONE	E-MAIL
Superintendent	Anthony Orr	502.349.7000	Anthony.Orr@nelson.kyschools.us
Director of Pupil Personnel		502.349.7000 ext. 2321	@nelson.kyschools.us
Director of Elementary Schools, Gifted and ELL	AnnMarie Williams	502.349.7000 ext.2331	AnnMarie.Williams@nelson.kyschools.us
Director of Secondary Schools	Kimberly Brown	502.349.7000 ext. 2324	Kim.Brown@nelson.kyschools.us
Special Education/Preschool	Cheryl Pile	502.349.7000 ext. 2330	Cheryl.Pile@nelson.kyschools.us
Maintenance	Todd Sanders	502.349.0951	Todd.Sanders1@nelson.kyschools.us
Director of Student Support Services; Human Resource EEO Coordinator; School Health Coordinator; FRYSC; Day-Care	Tim Beck	502.349.7000 ext.2328	Tim.Beck@nelson.kyschools.us
Food Service	April Peach	502.349.7000 ext. 2327	April.Peach@nelson.kyschools.us
Chief Information Officer	David Coffing	502.349.7000 ext. 2305	David.Coffing@nelson.kyschools.us
Chief Operating Officer	Tim Hockensmith	502.349.7000 ext. 2323	Tim.Hockensmith@nelson.kyschools.us
Warehouse	Phillip Mattingly	502.349.7000 ext. 2329	Philip.Mattingly@nelson.kyschools.us
Payroll/Benefits/Insurance	Wanda Parker	502.349.7000 ext. 2333	Wanda.Parker@nelson.kyschools.us
Transportation	Jeff Marchese	502.349.0951	Jeff.Marchese@nelson.kyschools.us
Communications Grant Writer	Tom Dekle	502.349.7000 Ext. 2314	Tom.Dekle@nelson.kyschools.us

School/Location Information

OFFICE/ SCHOOL	PRINCIPAL/ CONTACT	TELEPHONE	FAX	E-MAIL
Bloomfield Middle	Traci Burke	502.349.7201	502.349.7203	Traci.Burke@nelson.kyschools.us
Bloomfield Elementary	Leah Hardin	502.349.7211	502.349.7210	Leah.Hardin@nelson.kyschools.us
Boston Elementary	Dana Cull	502.350.2200	502.833.4645	Dana.Cull@nelson.kyschools.us
Bus Garage	Todd Sanders	502.349.7019	502.349.1855	Todd.Sanders@nelson.kyschools.us
Cox's Creek Elementary		502.349.7050	502.349.7053	@nelson.kyschools.us
Foster Heights Elementary	Jeremy Hill	502.349.7030	502.349.7031	Jeremy.Hill@nelson.kyschools.us
Horizons Academy	Penny Bradley	502.349.7045	502.349.7004	Penny.Bradley@nelson.kyschools.us
Nelson County High School	Shelly Hendricks	502.349.7010	502.349.7017	Shelly.Hendricks@nelson.kyschools.us
New Haven School	Kevin Payton	502.349.7232	502.349.7231	Kevin.Payton@nelson.kyschools.us
Thomas Nelson High School	Wes Bradley	502.350.4650	502-349-4651	Wes.Bradley@nelson.kyschools.us
OKH Middle School	Jaime Smith	502.349.7040	502.349.7042	Jaime.Smith@nelson.kyschools.us
Nelson County Early Learning Center	Holly Walker	502.350.3914	502.348.5380	Holly.Walker@nelson.kyschools.us
Vocational/ Technology Center	Jeremy Booher	502.348.9096	502.348.9097	Jeremy.Booher@nelson.kyschools.us
Director of Childcare Centers	Brenda Hickman	502.349.7220	502.349.7221	Brenda.Hickman@nelson.kyschools.us

School Calendar

July 2016

M	T	W	T	F
				1
4 H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2016

M	T	W	T	F
1	2	3	4	5
8 PL	9 W	10 1 st HP	11 HP	12 HP
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2016

M	T	W	T	F
			1	2 W
5 H	6	7	8	9 MT
12	13	14	15	16
19	20	21	22	23 HP
26	27	28	29	30

October 2016

M	T	W	T	F
3 X	4 X	5 X	6 X	7 X
10	11	12	13	14 Q1 HP
17	18	19	20	21
24	25	26	27	28 HP
31				

November 2016

M	T	W	T	F
	1	2	3	4
7 PL	8 H	9	10	11
14 HP	15	16 MT	17	18
21	22	23 X	24 H	25 X
28	29	30		

December 2016

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16 Q2
19 X	20 X	21 X	22 X	23 H
26 X	27 X	28 X	29 X	30 H

January 2017

M	T	W	T	F
2 1 st HP	3 HP	4	5	6
9	10	11	12	13
16 H	17	18	19	20
23	24	25	26	27
30	31			

February 2017

M	T	W	T	F
		1	2	3 MT
6	7	8	9	10 WM
13 PLM	14	15	16	17
20	21	22	23	24
27	28			

March 2017

M	T	W	T	F
		1	2	3
6	7	8	9 Q3	10 PLM
13	14	15	16	17
20	21	22	23	24 HP
27	28	29	30	31

April 2017

M	T	W	T	F
3 X	4 X	5 X	6 X	7 X
10	11	12	13	14
17	18 MT	19	20	21
24	25	26	27 HP	28 HP

May 2017

M	T	W	T	F
1	2	3	4	5 X
8	9	10	11	12
15	16 X	17	18	19
22	23	24	25 Q4	26.5 WM
29 H	30 XM	31 XM		

June 2017

M	T	W	T	F
			1 XM	2 XM
5 XM	6 XM	7 XM	8 XM	9 XM
12 XM	13 XM	14 XM	15 XM	16 XM
19	20	21	22	23
26	27	28	29	30

H	Holiday	Q	End of Quarter	X	Non-School Day
	State Testing Window			M	Snow Day Make-Up
PL	Professional Learning Days: Aug 8 (Flex), Nov 7 (Non Flex), Feb 13 (Flex), and March 10 (Flex)			W	Work Days (All Non Flex) ½ Community Day (TBA July 25 – Aug 12), Aug 9 (Opening), Sept 2, Feb 10, ½ May 26 (Closing)
MT	Mid Terms			HP	Home Visit Planning for Preschool – no preschool students



General Terms of Employment

Equal Opportunity Employment

The Board is an Equal Opportunity Employer.

The Nelson 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 Superintendent at the Nelson County Board of Education's Central Office. ✓Policies 03.113/03.212

Harassment/Discrimination

Harassment or discrimination of employees will not be tolerated.

The Nelson 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 workplace or the educational process and/or keeps employees from doing their jobs.

Any employee who believes that s/he 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 EEO 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. ✓Policies 03.162/03.262

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

Title IX Coordinator Name: Tim Beck
Telephone: 502-349-7000
Address: 288 Wildcat Lane, Bardstown, Ky.
Section 504 Coordinator Name: Tim Beck
Telephone: 502-349-7000
Address: 288 Wildcat Lane, Bardstown, Ky.

✓Policy 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

✓Policy 07.1

Hiring

You are responsible for completing payroll documentation.

Except for substitute teachers working on less than a full-time basis, all employees, including regular full-time and part-time classified employees, are required to sign a written contract or letter of agreement with the Nelson County Board of Education. Certain positions are contingent on successful certification and/or testing. All newly employed certified personnel, including substitute teachers, shall present documentation in the form of a medical examination with a drug screening component performed by a licensed physician, physician assistant, or advanced practice registered nurse or by a licensed medical practitioner of the employee's choice. Each employee is responsible for completing all employee payroll documentation, including signing annually (summer) an employee master information form verifying the payroll information for his/herself for the upcoming school year. For further information on hiring, refer to Policies 03.11/03.21 and related procedures. ✓Policies 03.11/03.21

Transfer of Tenure

CERTIFIED EMPLOYEES: All teachers who have attained continuing-contract status from another Kentucky school district must serve a one (1)-year probationary period before being considered for continuing-contract status in Nelson County. ✓Policy 03.115

Probationary Period

All newly hired classified staff will be subject to a ninety (90) day probationary period. During the probationary period the employee will receive all regular benefits with the exception of the ability to use accrued leave. Upon successful completion of the probationary period, employees shall be eligible to use accrued leave as necessary. The evaluation process shall be used to determine whether or not a person successfully completes the probationary period.

Job Responsibilities

Every employee is assigned an immediate supervisor. Employees may receive a copy of their job description and responsibilities upon request for review. In addition, all job descriptions are available on the District's Web page. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. ✓Policies 03.132/03.232

If you have questions about your duties or responsibilities, first ask your immediate supervisor.

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 federal criminal history background check. ✓Policy 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 be required to undergo both state and national criminal history background checks. ✓Policy 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 sharing confidential information with 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.

Keep student and personnel information in the strictest confidence.

ACCESS TO BE LIMITED: Employees may only access student record information in which they have a legitimate educational interest. ✓Policies 03.111/03.211, 09.14, 09.213, and 09.43

Information Security Breach

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

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

Salaries and Payroll Distribution

CERTIFIED EMPLOYEES: Salaries for certified employees are based on a single-salary schedule reflecting the school term as provided by the Board in keeping with statutory requirements. Compensation for additional days of employment is prorated on the employee's base pay. Pay for extra duty such as coaching is in addition to an employee's regular salary. The pay schedule for these extra duty positions is available through your supervisor, Principal, and the District's Web site. ✓**Policy 03.121**

Determination of and changes to certified employees' rank and experience are made on September 15 of each year. 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 employees of the best estimate of their salary for the next school year.

CLASSIFIED EMPLOYEES: Classified employees may be paid on an hourly or salary basis, as the Board determines. Hourly rates are listed on the classified salary scale, which is available through your supervisor, Principal, or the District's Web site. No compensatory time shall be granted for overtime. ✓**Policy 03.221**

ALL EMPLOYEES: Monthly salaries and payroll deductions are based on twelve (12) equal payments of the employee's annual contract salary. At the end of the school year, employees who have completed their duties may request to be paid their remaining salary at the end of the fiscal year (June 30). ✓**Policies 03.121/03.221**

Employees may receive one (1) year of experience credit for every two (2) years of active military service.

All certified and classified employees have to be paid 140 days during the school year to receive one (1) year of experience credit for salary purposes.

The work-week of all employees runs from Monday-Sunday.

Employees may obtain current, approved salary schedules through your supervisor, Principal, or the District's Web site.

PAYROLL DISTRIBUTION: Regular payroll for District employees is distributed on the 5th of each month. If the 5th falls on a weekend or holiday, the payroll will be distributed on the last business day prior to the 5th.

For current salary schedules, check the District's Web site or request the information from your supervisor or Principal.

Direct deposit is mandatory for all employees.

DIRECT DEPOSIT: All employees (including part-time and substitutes) are required to participate in direct deposit. All employees with a district email address will receive electronic receipt of direct deposit pay stub. Local banks will provide each employee an account at no charge if the employee needs such account for direct deposit of his/her pays. The bank will decide which type of account to offer employees.

Hours of Duty

CERTIFIED EMPLOYEES: Certified employees who are assigned to a school shall be prompt in attendance. Teachers shall be on duty a minimum of eight (8) hours each school day and 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. The Principal shall determine each teacher's schedule. Other certified employees shall be prompt in attendance and shall remain on duty as specified by school policy or their immediate supervisor. Certified employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor. ✓Policy 03.1332

CLASSIFIED EMPLOYEES: Classified employees who are assigned to a school shall be prompt in attendance and shall remain on campus the entire school day, as designated in their contract and assigned by their supervisor. Classified employees are not allowed to leave their job assignment during duty hours without following school policy or without the express permission of their immediate supervisor. ✓Policy 03.2332

ALL EMPLOYEES: Employees may be required to perform additional duties as directed by school policy or as assigned by their immediate supervisor.

Supervision Responsibilities

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

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

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

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

Bullying

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

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

Holidays and Leaves

Holidays

All certified and classified employees who qualify for benefits are paid for up to eight (8) holidays including four (4) annual holidays as indicated in the school calendar. The number of holidays to be received by a certified employee shall be determined by the total number of work days designated in their annual contract. ✓Policies 03.122/03.222

Aesop System

The Aesop system is used to enable certified and classified employees to report ALL absences in an automated or electronic fashion using their telephone or internet. The system then contacts substitutes (if necessary) by telephone to cover the absence.

Use of the Aesop System to report absences is mandatory.

Aesop works only on touch-tone phones. Written instructions on how to use the Aesop system is on the website; it is mandatory that all absences are reported.

Leaves (in General)

To provide the highest level of service, employees are expected to be at work and on time each day. However, when circumstances dictate, the Board provides various types of leave under which absences may be authorized. In all cases of absences, employees should inform their immediate supervisor and report the absence to Aesop as soon as possible.

In most cases, leaves require written requests, submitted before the leave begins.

Listed below is general information regarding the several types of leave available to employees. Please note that in many cases a written request, submitted for approval before the leave begins, is required. There are no provisions for leave other than what is listed in this *Handbook* and/or the District's *Policies and Procedures Manual*.

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 March 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.

Employee's 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. ✓Policies 03.123/03.223

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

Unused personal leave days will be transferred to your sick leave account at the end of the school year.

Personal Leave

Full-time employees are entitled to three (3) days of paid personal leave each school year pro-rated. The Superintendent/designee must approve the leave date, but no reasons will be required for the leave unless the leave date is during a prohibited period. Approval is contingent on the availability of qualified substitute employees. Those who make the earliest application for personal leave shall be given preference. Personal leave days not taken during the current school year will be transferred and credited to the employee's sick leave account. Unless otherwise approved by the Superintendent, personal leave shall not be taken on the day before or after fall break, spring break, a holiday, or the day of a professional development, during the testing window, unscheduled day, or during the first and last two (2) weeks of the school year.

✓Policies 03.1231/03.2231

Sick Leave

Full-time employees are entitled to 10-12 days of paid sick leave pro-rated each school year depending on the number of days worked. Sick leave days not taken during the school year they were granted accumulate without limit for all employees. ✓ Policies 03.1232/03.2232

Employees coming to Nelson County from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave, provided an employee has no break in service.

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

Sick Leave Bank Program

Membership in the Sick Leave Bank is optional.

All full-time employees are eligible to donate one (1) sick day during open enrollment to be Sick Leave Bank members. The Sick Leave Bank provides employees who have exhausted all their available paid leave the means of obtaining additional sick leave days.

✓Policies 03.12321/03.22321

The maximum number of days an employee can draw from the Sick Leave Bank is twenty (20) per school year. Any employee who receives a day from the Bank is required to donate a day back to the Bank the following school year and wait one (1) full year before reapplying for additional days. Use of Bank days is approved by a committee of District employees.

Return applications, Request to Donate Sick Leave or Request to Receive Donated Sick Leave, to the Personnel Department.

Sick Leave Donation Program

Employees who have exhausted all of their leave may request other employees to donate sick days to them. Employees may not disrupt the workplace while asking for donations. An application to request donated days can be obtained from the employee’s supervisor and should be forwarded to the Personnel Department upon completion. ✓Policies 03.1232/03.2232

Employees who have accumulated more than fifteen (15) days of sick leave may donate sick leave days to another employee authorized to receive the donation. Days donated cannot reduce the employee’s sick leave balance to fewer than fifteen (15) days. An application to donate days can be obtained from the employee’s supervisor and should be forwarded to the Personnel Department upon completion. Unused days will be returned on a prorated basis to the employees who donated days.

Eligible employees are entitled to a maximum of twelve (12) workweeks of Family and Medical Leave per year.

Family and Medical Leave

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

1. For the birth and care of an employee’s newborn child or for placement of a child with the employee for adoption or foster care;
2. To care for the employee’s spouse, child, or parent who has a serious health condition, as defined by federal law; or
3. For an employee’s own serious health condition, as defined by federal law, that makes the employee unable to perform his/her duties.
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 FML. A statement from the employee's physician shall be required before FML is approved. ✓ **Policies 03.12322/03.22322**

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

FML Basic Leave Entitlement

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

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or 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 under FMLA; and
- 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

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.

Long-term leaves and FML, if qualifying, run concurrently.

Employees may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child. Employees eligible for family and medical leave (FML) are entitled to a maximum of 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. Paid leave may be taken if the employee has paid sick leave days remaining. A physician's statement will be required for all days used whether paid or unpaid. ✓ Policies 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 shall require an employee to secure a medical practitioner's verification of a medical condition justifying the need for disability leave. ✓ Policies 03.1234/03.2234

Educational Leave

CERTIFIED EMPLOYEES: The Board may grant certified employees unpaid leave for one (1) year for educational or professional purposes. An additional year may be granted by the Board. Written application for educational/professional leave must be made at least sixty (60) days before the leave is to begin.

No more than two percent (2%) of certified employees may take educational/professional leave at one time.

No more than two percent (2%) of certified employees may take educational/professional leave at one time. When requests received exceed the two percent (2%) of employees, those who submitted the earliest requests will be given first consideration. ✓ Policy 03.1235

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 his/her actual jury service. If released from jury service during the regular workday, the employee is to report immediately to his/her supervisor for duty.

If released from jury duty during the regular workday, report immediately to your supervisor to complete the workday.

Employees who will be absent from work to serve on a jury must notify their immediate supervisor and contact the Aesop System in advance. ✓ Policies 03.1237/03.2237

Military/Disaster Services Leave

Military leave is granted under the provisions and conditions specified in state and federal law. If called to active military duty, an employee is entitled to ten (10) days of paid leave.

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

As soon as they are notified of an impending military-related absence, employees are responsible for notifying their immediate supervisor and contacting the Aesop System about the absence. ✓Policies 03.1238/03.2238

Personnel Management

Transfer

Employees who wish to request a voluntary transfer should contact their immediate supervisor for assistance. All employees who receive a voluntary transfer are subject to taking a drug test prior to the completion of the transfer.

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.

✓Policies 03.1311/03.2311

Termination/Nonrenewal

Termination and nonrenewal of contracts are the Superintendent's responsibility. ✓Policies 03.17/03.27/03.2711

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

Evaluation

CERTIFIED EMPLOYEES: All certified personnel will be oriented annually to the evaluation process and to the evaluation criteria prior to implementation of the plan. The immediate supervisor will conduct or supervise the evaluation. Each employee shall develop an Individual Professional Growth plan, which is aligned with school and/or District professional development goals. Each evaluator will be trained and certified in the use of appropriate evaluation techniques and local evaluation instruments and procedures. All monitoring and observations will be with the employee's full knowledge and will include both formative and summative procedures.

All administrators, including the Superintendent and employees shall be evaluated annually. Each employee will be given a copy of his/her summative evaluation, which is maintained in the Principal's Office with a copy placed in the Central Office. ✓Policy 03.18

CLASSIFIED EMPLOYEES: Each classified employee shall be evaluated at least once each year. The Principal or the immediate supervisor for that specific position or class of positions shall perform the evaluation.

The employee has the right to comment in writing on the evaluation report. Those comments, if any, shall be attached to the evaluation report, which is filed with the Superintendent. ✓Policy 03.28

Employees are expected to complete and provide documentation for required professional development.

Training/In-Service

CERTIFIED EMPLOYEES: The Board provides a program for professional development. Each certified staff member is expected to receive at least twenty-four (24) hours of professional development each school year. The District may use up to one (1) day to provide District-wide training. With the Superintendent’s approval, the fourth day may also be assigned to the school. (*See* KRS 158.070.)

Unless an employee is granted leave as approved under appropriate Board policy, failure to complete and document required professional development training during the academic year will result in a reduction in salary and may be reflected in the employee’s evaluation. ✓ **Policy 03.19**

CLASSIFIED EMPLOYEES: Classified employees will be given opportunities to attend professional development when appropriate. ✓ **Policy 03.29**

Personnel Records

One master personnel file is maintained in the Central Office for each employee. Medical information is maintained separately from an employee’s personnel file. The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. Employees may inspect their personnel files. ✓ **Policies 03.15/03.25**

Retention of Recordings

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

Cafeteria Plan

The Board provides employees a Cafeteria Plan for health-care, dependent-care, and other insurances or optional benefits.

The Cafeteria Plan provides tax-savings benefits for payment of health-care and dependent-care related premiums with pre-tax dollars. Eligibility is automatic for all full-time and regular employees. The cost to each employee varies with each program. Programs in the Cafeteria Plan include: ✓ **Policies 03.1213/03.2212**

- State-sponsored health care plan
- Dental insurance
- Vision insurance
- Accidental death & dismemberment
- Disability insurance
- Cancer insurance
- Flexible medical and dependent spending account
- Tax Sheltered Annuities
- Miscellaneous other

Insurance

The Board provides unemployment, workers' compensation, and liability insurance for all employees. In addition, the State provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation. ✓ [Policies 03.124/03.224](#)

HEALTH INSURANCE: The Commonwealth of Kentucky offers to full time employees the Kentucky Employees Health Plan administered by the Personnel Cabinet's Department for Employees Health Plan administered by the Personnel Cabinet's Department for Employee Insurance. The DEI has contracted with Humana and Express Scripts to administer all claims.

If an employee and/or covered dependents lose group health insurance due to a qualifying event, they have the right to continue state group health coverage at their own expense under COBRA for 18/36 months. Employees and/or their covered dependents who are entitled to COBRA coverage will be notified by the District within 30 days of the qualifying event.

Selection. Employees have a choice of four different plans and five levels of coverage under the KEHP.

Cost: The State pays a portion per month on the monthly premiums of all other plans. These amounts are generally revised annually. The balance will be paid with pre-tax dollars deducted from payroll monthly.

GROUP LIFE INSURANCE: Two (2) group life insurance plans are available to all full-time employees.

State-Sponsored. The state-sponsored term life policy (current carrier is Nationwide) provides \$20,000 in case of death. The State of Kentucky pays the full premium for the employee.

Coverage begins on the first day of the second month after the employee's hire date. For example: An employee hired 8/13/11 would have insurance effective 10/1/11.

Board-Sponsored. The Board-sponsored life insurance policy (current carrier is Mutual of Omaha) provides a benefit of \$10,000 in case of death. The Board pays the full premium for the employee.

Coverage begins on the first day of the second month after the employee's hire date. For example: An employee hired 8/13/11 would have insurance effective 10/1/11.

LIABILITY INSURANCE: All employees, including substitutes, are provided liability coverage, which provides protection against personal loss for incidents resulting from performing duties as a District employee. The Board pays the coverage for employees.

WORKERS' COMPENSATION: The Board provides workers' compensation for employees in case of lost wages or medical expenses for work-related injuries or disabilities.

Your choice of health-insurance carrier is based on the county in which you either live or work.

Other Optional Payroll Deductions

HEALTH REIMBURSEMENT ACCOUNT: Employees who waive their health insurance may enroll in a Health Reimbursement Account (HRA). The employer contribution for employees waiving coverage is \$175 per month not to exceed \$2,100 per year.

Employees will receive a Humana-Access card for use in receiving eligible healthcare expense. Reimbursements can also be made to employees after they submit a qualified medical expense receipt attached to the completed approved claim form. ✓Policies 03.1213/03.2212

NCEEF: The Nelson County Education Endowment Fund is a private non-profit 501c3 organization whose purpose is to fund programs for which there are no tax dollars to support. Donations via payroll deduction are available to NCEEF and those donations will remain right here in the Nelson County Schools.

Retirement

Two (2) retirement plans are available: KTRS and CERS. The applicable mandatory plan is determined by the employee's job classification.

CERTIFIED EMPLOYEES: Kentucky Teacher Retirement System (KTRS) pays a monthly benefit when the employee retires based on the type of retirement and the years of credited service. ✓Policy 03.175

Participants do not pay into the Social Security System. Those hired after March 31, 1986, will, however, participate in the Medicare program.

Eligibility. Part-time and substitute positions that are the same or similar to those provided by certified, full-time teachers are required to contribute to KTRS effective July 1, 2002.

Cost. Participating employees contribute a pre-tax percentage of gross eligible earnings based on date of employment. (**Note:** These rates are subject to change.)

CLASSIFIED EMPLOYEES: County Employee Retirement System (CERS) pays a monthly benefit upon retirement dependent on the type of retirement and years of credited service. ✓Policy 03.273

Participants also contribute to the Social Security System and Medicare System.

Eligibility. Participation begins the first day of employment for all classified employees working 80 hours per month. Non-full-time classified employees have a twelve (12) month probationary period on CERS.

Cost. The employee contributes on a pre-tax basis 5% of gross earnings (6% for employees hired after 9/1/08). The Board of Education contributes 16/17%. (**Note:** These rates are subject to change.)

The retirement plan for certified employees is KTRS; for classified, CERS.

ALL EMPLOYEES:**If you are thinking of retiring, planning ahead works to benefit you.**

Certified Employees should call Kentucky Teachers Retirement System at 1-800-618-1687.

Classified Employees should call County Employees Retirement System at 1-800-928-4646.

They will provide you with forms and inform you of the documents you will need (Social Security card, birth certificate, marriage license, etc.). Both of these agencies suggest you begin the process very early. Your retirement application needs to be submitted well before your desired retirement date.

Planning ahead will make things go smoothly for you. Please be aware of deadlines because your first retirement check and health insurance coverage will be based on your retirement date.

Our payroll department will have a section to complete on your retirement application. Call and make an appointment for a meeting with the payroll department for this. Please allow the payroll department 2 weeks for completion before you want to submit to the retirement, as it can take a considerable amount of time.

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 his/her retirement system (KTRS or CERS).

The Board compensates employees only upon initial retirement for each unused sick day at the rate of thirty percent (30%) of the daily salary, based on the employee's last annual salary.

In addition, classified employees' remaining seventy percent (70%) of salary is credited to the employee's retirement service credit. ✓Policies 03.175/03.273

Travel Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, employees will be reimbursed for school-related travel when such travel is a required part of the employee's duties.

Employees must submit travel vouchers within one (1) week of travel when payment is being made from school activity funds or ninety (90) days if payment is from another source, and will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. ✓Policies 03.125/03.225

Generally, meal reimbursement depends on whether the trip requires an overnight stay or travel during mealtime hours. Check with your supervisor before you travel if you have questions about allowable meal reimbursement.

MEALS: Employees are reimbursed for meals while traveling, if their authorized work requires an overnight stay:

- At a destination more than forty (40) miles from their workstation and home; or
- Travel during the mealtime hours established below.

All meal reimbursement requests must be accompanied by an itemized receipt.

Reimbursement Rates:

Breakfast	Authorized Travel: 6:30 A.M. – 9:00 A.M.	\$ 7.00
Lunch	Authorized Travel: 11:00 A.M. – 2:00 P.M.	\$ 8.00
Dinner	Authorized Travel: 5:00 P.M. – 9:00 P.M.	\$15.00

With prior approval of the Superintendent/designee, an employee who is assigned to attend meetings and/or training sessions may be reimbursed for the actual costs charged for meals.

MILEAGE: An employee who uses his/her personal vehicle for noncommuting travel shall be reimbursed at the state rate.

LODGING: Employees who have obtained prior approval from their supervisor may be reimbursed for lodging expenses if their travel takes them at least forty (40) miles from their work and home locations. The employee should make every attempt to secure the most efficient lodging available. Reimbursement requests require receipts.

NOTE: Rates are subject to change.

Purchasing

The Nelson County Board of Education adopted the Kentucky Model Procurement Code (KRS 45A) as its guideline for purchasing. A purchase order is required for every item purchased. ✓**Policy 04.32**

All persons who are authorized to purchase supplies or materials on behalf of the Nelson County Board of Education should make purchases from the authorized bid list or catalog. The Principal or supervisor must approve every employee purchase.

Approved vendors for school, office, and computer supplies can be obtained from the school secretary/bookkeeper, Principal, District’s Web site, or from the Finance Office.

PURCHASING PROCESS:

1. Employee completes a purchase requisition.
2. The Principal or immediate supervisor approves the purchase requisition. S/he then forwards the purchase requisition to either the school bookkeeper or the Finance Office for processing.
3. The Finance Office or school bookkeeper assigns the requisition to a purchase order and forwards to the purchaser for order process from the vendor.

Follow the proper purchasing procedures when requesting supplies or materials.

4. Upon receipt of goods, the purchaser then forwards a copy, along with the original, of the purchase order to the Finance Office.

When an item is not available from any approved vendor or through a state price contract, then the item may be purchased as described below. All purchases need a purchase order, thus requiring the Principal's or immediate supervisors and ultimately the Finance Office's approval.

Under \$100: No additional documentation is required, other than the purchase requisition.

\$100 - \$500: Three (3) written or verbal quotes (with vendor of choice being the lowest) must be attached to the requisition.

Over \$500: Three (3) written quotes (with vendor of choice being the lowest) must be attached to the requisition.

Single Source: When there is only one (1) vendor for a particular item within a reasonable area, then that vendor may be used without the required written or verbal quotes. A memo explaining the situation must be sent along with the requisition to the Finance Office.

Physicals (Medical Examinations)

All employees, including substitutes, must pass a medical examination as a condition of employment.

NEW EMPLOYEES: As a condition of employment, all employees, including substitutes, shall pass a medical examination, which includes a drug screening.

BUS DRIVERS: As a condition of employment, each school bus driver, including substitute drivers, is required to pass a medical examination on initial employment and each year thereafter. ✓Policy 03.211

REQUIRED EXAMINATION FOR PRESENT EMPLOYEES: 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 to 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 the examination. ✓Policies 03.111/03.211

COST: The Board shall bear the cost for classified employees and substitute teachers of examinations provided by Board-approved medical staff. Classified employees and substitute teachers who have the exam performed by medical staff not Board-approved shall bear the cost of the exam. ✓Policy 03.211

All certified employees shall bear the cost of the exam and shall choose the provider. ✓Policy 03.111

Political Activities

The Superintendent hereby informs all employees of the following information as required by KRS 161.164:

No employee of the local school district shall take part in the management of any political campaign for school board.

No candidate for school board shall solicit or accept any political assessment, subscription, contribution, or service of any employee of the school district.

No person shall use or promise to use, directly or indirectly, any official authority or influence, whether possessed or anticipated, to secure or attempt to secure for any person an appointment or advantage in appointment to a position as teacher or employee of any district board of education, or an increase in pay or other advantage in employment in any such position, for the purpose of influencing the vote or political action of any person.

No teacher or employee of any district board of education shall be appointed or promoted to, or demoted or dismissed from, any position or in any way favored or discriminated against with respect to employment because of his political or religious opinions or affiliations or ethnic origin or race or color or sex or age or disabling condition.

No District employee shall promote, organize, or engage in political activities while performing his/her duties or during the workday. 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. ✓Policies
03.1324/03.2324

Employee Conduct

When you must be absent or tardy, contact the Principal or immediate supervisor and use the Aesop System to secure a substitute, if applicable.

Absenteeism/Tardiness/Substitutes

Employees are expected to notify their immediate supervisor when they must be tardy or absent. Staff in positions requiring substitutes—and in case of all absences—shall contact the Principal and Aesop as early as possible but definitely before the opening of school or the beginning of their shift.

Staff Meetings

Unless they are on leave or have been excused by the Principal/designee, staff members shall attend meetings called by the Principal or other authorized administrator. ✓ Policy 03.1335

Employee Dress

Dress should reflect the employee's professional position. Principals/Supervisors will notify employees when their dress has been deemed inappropriate. Professional dress includes the following:

Business Casual

- Pants/Slacks
- Suits
- Dress/skirt
- Shirts/long or short
- Capri or Crop Pants
- Jeans (on designated days only)
- Sandals appropriate for duty (not flip flops)
- Various shoes appropriate for duty

Inappropriate

- Shorts or T-Shirts (unless you are a PE teacher)
- Sweatshirts or tank tops
- Jogging suits, workout clothing or leggings (unless you are a PE teacher)
- Mini skirts
- Bare-midriff or provocative/revealing/see-through clothing
- Beach clothing or footwear, flip-flops
- Clothing with offensive terminology or graphics
- Clothing with holes/ragged or cutoff edges

Disrupting the Educational Process

An employee who participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events/activities may be subject to disciplinary action including termination. Behavior that disrupts the educational process may include, but is not limited to: ✓ **Policies 03.1325/03.2325**

- 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 the 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.

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. ✓ **Policy 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. ✓ **Policy 08.1353**

Drug-Free/Alcohol-Free Schools

Employees must 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.

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

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

Employees are subject to random drug testing. ✓Policies 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 specifically prohibits the carrying of 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 by telephone or otherwise to the local police department, sheriff, or Kentucky State Police. ✓Policy 05.48

Use of Tobacco Products

Use of tobacco and/or devices such as electronic cigarettes is prohibited twenty-four (24) hours a day, seven (7) days a week, inside Board-owned buildings or vehicles, on school owned property, and during school-related student trips. ✓Policies 03.1327/03.2327/06.221

Use of School Property

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

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

OUTSIDE WORK: 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. ✓Policies 03.1321/03.2321

CELLPHONES & PAGERS: District-owned telecommunication devices shall be used primarily for authorized District business purposes.

You should not expect your e-mail account to be either private or confidential.

E-MAIL AND INTERNET: Employees shall use electronic mail (e-mail) and Internet only for purposes directly related to work-related activities. 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 entered into or stored in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time. ✓Policies 03.1321/03.2321

DRIVING RECORD: An employee, who has an occasion to drive a Board-owned vehicle to transport students, must annually provide the Superintendent/designee with a copy of his/her driving record from the Kentucky Department of Transportation. 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. ✓Policies 03.1321/03.2321

BOARD-OWNED VEHICLES: Use of Board-owned vehicles must comply with IRS requirements, including implications for reporting taxable income. Board vehicles shall not be used for private purposes other than for de minimus personal use (such as a stop for a personal errand on the way between a business delivery and the employee's home). Only employees who are required to commute for bona fide noncompensatory business reasons may use a Board vehicle to commute. ✓Policies 03.1321/03.2321

PRIVATE VEHICLES: Students shall be allowed to travel to or from school-related activities in properly insured private vehicles when the vehicle belongs to a parent/legal guardian, the group sponsor or a duly authorized District employee and in accordance with requirements set forth in Board Policy 09.36. ✓Policy 09.36

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.

Report any security hazard or unsafe conditions to your immediate supervisor.

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, Personal Protective Equipment (PPE), and Asbestos Management, contact your immediate supervisor or see the District’s *Policies and Procedures Manual* and related procedures. ✓Policies 03.14/03.24

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

Assaults and Threats of Violence

Employees should immediately report any threats they receive (verbal, 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 for removal arises, employees should familiarize themselves with policy and procedures that are required. ✓Policy 09.425

Child Abuse

If you know or suspect that a child is being abused, it is your duty to make a report of such abuse to the appropriate official or agency.

Any employee who knows or has reasonable cause to believe that a child under eighteen (18) is abused or neglected shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth’s Attorney, or the County Attorney. ✓Policy 09.227

Use of Physical Restraint and Seclusion

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

Grievances/Communications

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

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

✓Policies 03.16/03.26

Gifts

Any gift presented to a school or school employee for use of the school or District, must have the prior approval of the Superintendent/ designee and meet all guidelines set out in District policy. After approval and acceptance, gifts become the property of the Board of Education.

Cash donations of less than \$200.00 may be deposited directly into a school account and monitored at the school level. All donations to schools from any source exceeding \$200.00 shall be deposited and routed through the District office for accounts/auditing purposes.

Technology equipment donated to the District must meet all KETS requirement and may, at the discretion of the District, be loaned to students under established guidelines to use at home. ✓Policies 03.1322/03.2322

Outside Employment or Activities

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

Fraud

Employees who witness activity which they suspect to be fraudulent or a potential misuse of public funds or property shall report it immediately to their immediate supervisor. In the event that the supervisor is not an acceptable reporting option, the employee shall report to the appropriate district level personnel for investigation.

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. ✓Policies 03.1321/03.2321
- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. ✓Policy 09.2212

- If you know or believe that the District’s alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know, or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on school premises or within one thousand (1,000) feet of school premises; on a school bus, or at a school sponsored or sanctioned event. ✓Policies 03.13251/03.23251/09.423
- Potential safety or security hazards must be reported to the appropriate administrator and notify your supervisor immediately after sustaining a work-related injury or accident. ✓Policies 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. ✓Policies 03.162/03.262, 09.42811
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to the appropriate administrator or Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. ✓Policy04.41
- If you know of any student who is missing during or after a fire/tornado/ bomb threat drill or evacuation report to the appropriate administrator. ✓Policies 05.41 AP.1/05.42 AP.1/05.43 AP.1
- If a bomb threat is discovered, report threat immediately to the appropriate administrator and scan the area noting any items that appear to be out of place. ✓Policy 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. ✓Policy 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. ✓Policy 06.221
- If you 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 you 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.
- 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 Health and Family Services or its designated representative, the Commonwealth’s Attorney or the County Attorney. (See **Child Abuse** section.) ✓Policy 09.227
- Report to the Principal any threats you receive (oral, written or electronic). ✓Policy 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.

Acknowledgment Form

2016-2017 School Year

I, _____, have received a
Employee's Name

copy of the *Employee Handbook* issued by the Nelson County School 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 Nelson County School District I am required to review and follow the policies set forth in this Employee Handbook and I agree to do it.

Employee Name (please print)

Employee's Signature

Date

Return this signed form to the Central Office.

Index

- Absenteeism, **28**
- Acknowledgment Form, **37**
- Aesop System, **12**
- Assaults, **32**
- Background Check
 - criminal*, **8**
- Board of Education, **2**
- Board-Owned Vehicles, **31**
- Bullying, **11**
- Cafeteria Plan, **21**
- Cellphones and Pagers, **30**
- Central Office, **3**
- Child Abuse, **32**
- Confidentiality, **8**
- Controversial Issues, **29**
- District Mission, **2**
- Dress
 - employee*, **28**
- Driving Record, **31**
- Duty
 - hours of*, **10**
- Educational Leave, **18**
- Educational Process
 - disrupting*, **29**
- E-Mail and Internet, **31**
- Employee Conduct, **28**
- Employment
 - general terms of*, **6**
- Equal Opportunity Employment, **6**
- Evaluation, **20**
- Extended Disability Leave, **18**
- Family and Medical Leave, **14**
- Family and Medical Leave Entitlement, **15**
- Fraud, **33**
- Gifts, **33**
- Grievances, **33**
- Group Life Insurance, **22**
- Harassment/Discrimination, **6**
- Health Insurance, **22**
- Health, Safety, and Security, **32**
- Hiring, **7**
- Information Security Breach, **9**
- In-Service, **21**
- Insurance, **22**
- Job Responsibilities, **8**
- Jury Leave, **18**
- Leaves, **12**
- Leaves (in General), **12**
- Liability Insurance, **22**
- Lodging, **25**
- Maternity Leave, **18**
- Meals, **25**
- Medical Examinations, **26**
- Medical Flex Spending Account, **23**
- Mileage, **25**
- Military/Disaster Services Leave, **19**
- Nonrenewal, **20**
- Outside Employment, **33**
- Outside Work, **30**
- Payroll Deductions
 - other optional*, **23**
- Payroll Distribution, **9**
- Personal Leave, **13**
- Personnel Records, **21**
- Physicals, **26**
- Policy Changes
 - future*, **2**
- Political Activities, **27**
- Previewing Student Materials, **29**
- Private Vehicles, **31**
- Probationary Period, **8**
- Purchasing, **25**
- Required Reports, **33**
- Retention of Recordings, **21**
- Retirement, **23**
- Salaries, **9**
- School Property
 - use of*, **30**
- Schools, **4**
- Sick Leave, **13**
- Sick Leave Bank, **13**
- Sick Leave Donation, **14**
- Staff Meetings, **28**
- Supervision
 - responsibilities*, **10**
- Tardiness, **28**
- Tenure
 - transfer of*, **7**
- Termination, **20**
- Threats of Violence, **32**
- Tobacco Products
 - use of*, **30**
- Training, **21**
- Transfer, **20**
- Travel Expense Reimbursement, **24**
- Use of Personal Cell Phones/Telecommunication
 - Devices, **31**
- Use of Physical Restraint and Seclusion, **32**
- Weapons, **30**
- Workers' Compensation, **22**