

LAUREL COUNTY PUBLIC SCHOOLS



2020 – 2021

Employee  
Handbook

LAUREL COUNTY SCHOOLS

# 2020 - 2021 Employee Handbook

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Dr. Doug Bennett, Superintendent  
Laurel County Board of Education  
718 North Main Street  
London, KY 40741  
Phone (606) 862-4600 • Fax (606) 862-4601  
[www.laurel.k12.ky.us](http://www.laurel.k12.ky.us)

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

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# Introduction

## Welcome

Welcome to the Laurel 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 Board of Education's Central Office and on the District's website: [www.laurel.k12.ky.us](http://www.laurel.k12.ky.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. **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 the Central Office.

## District Mission

Our mission is to prepare our students for success by providing a quality education.

## Future Policy Changes

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

**CENTRAL OFFICE PERSONNEL – Phone: 606-862-4600**

<b>TITLE</b>	<b>CONTACT</b>	<b>EMAIL</b>
Superintendent	Doug Bennett, Ed.D.	doug.bennett@laurel.kyschools.us
Secretary to the Superintendent	Amber Perkins	amber.perkins@laurel.kyschools.us
Assistant Superintendent	Tharon D. Hurley	tharon.hurley@laurel.kyschools.us
Director of Pupil Personnel	Teresa Smith	teresa.smith@laurel.kyschools.us
Attendance Specialist	Donna Cornett	donna.cornett@laurel.kyschools.us
Attendance Secretary	Sheri Rawlings	Sheri.rawlings@laurel.kyschools.us
Business Manager	Adam Hooker	adam.hooker@laurel.kyschools.us
Financial Analyst	Torie Hampton	torie.hampton@laurel.kyschools.us
Human Resources	Charlie House	charlie.house@laurel.kyschools.us
Payroll - Classified	Beverly Robinson	beverly.robinson@laurel.kyschools.us
Payroll - Certified	Mildred McCoy	mildred.mccoy@laurel.kyschools.us
Employee Benefits Clerk	Patty Lemley	<a href="mailto:patty.lemley@laurel.kyschools.us">patty.lemley@laurel.kyschools.us</a>
Account Clerk II	Tina Eversole	tina.eversole@laurel.kyschools.us
Account Clerk II	Kathy Black	kathy.black@laurel.kyschools.us
Account Clerk	Lyndsey George	lyndsey.george@laurel.kyschools.us
Food Services Director	Tammy Hammock	tammy.hammock@laurel.kyschools.us
Food Service Clerk	Staff	
Community Education & Information Officer	Molly Barnett	molly.barnett@laurel.kyschools.us
Technology	Paul Feltner	paul.feltner@laurel.kyschools.us
Receptionist	Paula Robbins	paula.robbins@laurel.kyschools.us

### G. C. GARLAND ADMINISTRATION BUILDING PERSONNEL

TITLE	CONTACT	PHONE	EMAIL
Deputy Superintendent	Denise M. Griebel	606-862-4608	denise.griebel@laurel.kyschools.us
Director of Special Education/Preschool Services	Vickie Nicholson	606-862-4611	vickie.nicholson@laurel.kyschools.us
Clerk – Special Education	Audrey Parman	606-862-4611	audrey.parman@laurel.kyschools.us
Exception Student Program Coordinator	Kaye Morgan	606-862-4611	kaye.morgan@laurel.kyschools.us
Director of Accountability and Elementary Education	Jason Faulkner	606-862-4608	jason.faulkner@laurel.kyschools.us
Director of Secondary Education	Kenna Williams	606-862-4608	kenna.williams@laurel.kyschools.us
Chief Information Officer	Barney Paslick	606-862-4608	henry.paslick@laurel.kyschools.us
Gifted/Talented Teacher	Shawn Sizemore	606-862-4608	shawn.sizemore@laurel.kyschools.us
Technology Coordinator	Tate Bowling	606-862-4608	tate.bowling@laurel.kyschools.us
Technology	Shane McCowan	606-862-4608	shane.mccowan@laurel.kyschools.us
Technology	Brian Gilliam	606-862-4608	brian.gilliam@laurel.kyschools.us
Technology	Brad Jones	606-862-4608	brad.jones@laurel.kyschools.us
Technology	Wendy Hurst	606-862-4608	wendy.hurst@laurel.kyschools.us
Technology Integration Specialist	Karen Jones	606-862-4608	karen.jones@laurel.kyschools.us
Clerical – Instruction	Lisa Turner	606-862-4608	lisa.turner@laurel.kyschools.us
Receptionist/Clerical	Lisa New	606-862-4608	lisa.new@laurel.kyschools.us
Clerical – Instruction	Jennifer Hisle	606-862-4608	jennifer.hisle@laurel.kyschools.us
Preschool Project Clerk	Michele Prichard	606-862-4608	michele.prichard@laurel.kyschools.us
Local District Health Coordinator/Nurse	Amy Sams	606-862-4608	amy.sams@laurel.kyschools.us
Preschool Disabilities Consultant	Lisa Robinson	606-862-4608	lisa.robinson@laurel.kyschools.us
Academic Specialist	Kathy Vaughn	606-862-4608	kathy.vaughn@laurel.kyschools.us
Academic Specialist	Tracy Evans	606-862-4608	tracy.evans@laurel.kyschools.us
Academic Specialist	Trey Smith	606-862-4608	trey.smith@laurel.kyschools.us
Teacher Leader	Joy Slusher	606-862-4608	joy.slusher@laurel.kyschools.us
Teacher Leader	Jessica Ledington	606-862-4608	<a href="mailto:jessica.ledington@laurel.kyschools.us">jessica.ledington@laurel.kyschools.us</a>
Teacher Leader	Brandi Bray	606-862-4608	brandi.bray@laurel.kyschools.us
Secretary/Clerk Special Education	Carol Ann Asher	606-862-4608	carol.asher@laurel.kyschools.us

### BUS GARAGE PERSONNEL

TITLE	CONTACT	PHONE	Email
Director of Transportation	Todd Cox	606-862-4768	todd.cox@laurel.kyschools.us



## Laurel County Board of Education

### **BOARD MEMBERS**

John Begley, Board Chair  
P.O. Box 3334  
London, KY 40744

Ed Jones, Board Vice Chair  
1833 Fariston Road  
London, KY 40741  
864-6051

Jeff Lewis  
789 Winding Blade Road  
East Bernstadt, KY 40729  
606-843-2589

Phillip Bundy  
25 Emerald Estates  
London, Kentucky 40744

Charles E. Stuber  
75 Club Valley Estates  
London, Kentucky 40741  
864-9219

The Board of Education meets on the second and fourth Monday of each month at 5:00 p.m. at the Central Office Administration Building, 718 North Main Street, London, Kentucky

# 2020-2021 School Calendar

Laurel County Public Schools

Amended Calendar FDS 8.24.20 2020-2021

8/11/20 375 instructional minute day

Month	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	Instructional	
July			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31		
August	3	4	MPD 5	PL 6	PL 7	FPD 10	11	12	13	14	17	PL 18	PL 19	PL 20	O 21	FDS 24	25	26	27	28	31						6
September		1	2	3	4	H 7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			21	
October				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	22	
November	FPTC 2	H 3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	FPD 25	H 26	NS 27	30					16	
December		1	2	3	4	7	8	9	10	11	14	15	16	17	18	NS 21	NS 22	NS 23	NS 24	H 25	NS 28	NS 29	NS 30	NS 31		14	
January					NS 1	4	5	6	7	8	11	12	13	14	15	NS 18	19	20	21	22	25	26	27	28	29	19	
February	1	2	3	4	5	8	9	10	11	PL 12 MK	FPD 15 MK	16	17	18	19	22	23	24	25	26						18	
March	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		23		
April				1	2	NS 5 MK	NS 6 MK	NS 7	NS 8	NS 9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	17	
May	3	4	5	6	7	10	11	12	13	14	17	18	19	LDS 20	PL 21	C 24	25	26	27	28	31					14	
June		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			170 Instructional Days	

Legend

Opening Day/Closing Day for Staff (O/C)	Flex PD Day (FPD)	Holidays (H)
First/ Last Day for Students (FDS/LDS)	Mandatory PD (MPD)	Possible/Make-Up Days (MK): Feb 12, Feb 15, April 5, April 6
Planning Day (Teachers work) (PL)	NO School for Students (NS)	Flexible Parent Teacher Conference (FPTC)
Grading Periods: (Subject to change due to school cancellations)	No School for Students:	Teachers: Planning Days-Flexible, Mandatory, & Professional Development
1 <sup>st</sup> Nine Weeks 08/24/20 - 10/21/20	September 7 <sup>th</sup> Labor Day	August: Mandatory PD/ Mandatory Planning Days/Flex PD for Teachers
2 <sup>nd</sup> Nine Weeks 10/22/20 - 1/11/21	November 2-3 Fall Break	November: Flex Parent/Teacher Conference / Flex PD
3 <sup>rd</sup> Nine Weeks 01/12/21 - 03/16/21	November 3 <sup>rd</sup> Presidential Election Day	February: Mandatory Planning Day for Teachers; Flexible PD
4 <sup>th</sup> Nine Weeks 03/17/21 - 05/20/21	November 25 <sup>th</sup> -27 <sup>th</sup> Thanksgiving Break	May: Mandatory Planning Day for Teachers
	Christmas Break: December 21 <sup>st</sup> - January 1 <sup>st</sup>	
	January 18 <sup>th</sup> Martin Luther King Jr. Day	
	February 15 <sup>th</sup> Presidents' Day- Possible Make-Up Day	
	Spring Break April 5-9 Possible Make-Up Days: April 5-6	

# General Terms of Employment

## Equal Opportunity Employment

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

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

Reasonable accommodation for individuals with disabilities or limitations related to pregnancy, childbirth, or related medical conditions will be provided as required by law.

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

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

## Harassment/Discrimination/Title IX Sexual Harassment

The Laurel 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 Superintendents. 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 and Title IX Sexual Harassment/Discrimination: **01.1**

The District’s Title IX Coordinator (TIXC) is Tharon Hurley.

718 North Main Street London, KY 40741	606-862-4600	tharon.hurley@laurel.kyschools.us
Office Address	Telephone #	Email Address

The District’s Section 504 Coordinator is Kaye Morgan.

710 North Main Street London, KY 40741	606-862-4608	kaye.morgan@laurel.kyschools.us
Office Address	Telephone #	Email Address

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

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

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

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

**07.1**

**Hiring**

Each employee is required to complete the number of days and hours they are contracted to work as defined by their job description and contract, per the District salary schedule. All personnel are required to sign a written contract with the District except for non-contracted personnel (substitute teachers, substitute aides/paraprofessionals/substitute cook/bakers).

A list of all District job openings is available at the Central Office and on the school website, [www.laurel.k12.ky.us](http://www.laurel.k12.ky.us).

Certified positions are also listed on the Kentucky Department of Education website, [www.kde.state.ky.us](http://www.kde.state.ky.us)

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. 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**

Employees and student teachers must undergo records checks and testing as required by law.

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

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

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

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

## Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. Employees are not to share confidential information about other employees except for administrative purposes.

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

## 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. **01.61**

## Certification

It is the responsibility of all employees whose employment requires a valid certificate to comply with all state requirements for maintaining that certification. In cases where an employee has allowed his/her certificate to lapse, the district shall require the employee to follow renewal procedures prior to performing their classroom duties. Failure to maintain proper certification by the employee will be considered a breach of contract. **03.112/03.114**

## Salaries and Payroll Distribution

Checks are issued according to a schedule approved annually by the Board. At the end of the school year, employees who have completed their duties may request to be paid their remaining salary before the end of the fiscal year (June 30). **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** and **Procedure 03.121 AP.2**. Certified staff must notify the Superintendent and Finance Officer of a change in rank/licensure no later than September 15 in order to activate a rank-related increase in salary. No later than forty-five (45) days before the first student attendance day of each year or June 15<sup>th</sup>, whichever comes first, the Superintendent will notify certified personnel of the best estimate of their salary for the coming year.

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

Paychecks are issued on the 15<sup>th</sup> and 30<sup>th</sup> of each month. Employees will be notified by the Finance Department of any variations of the pay schedules.

## **Hours of Duty**

**Certified and Classified Employees:** Certified and classified employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor. **03.1332/03.2332**

Each full-time teacher is provided with a duty-free lunch period each day during the regularly scheduled student lunch period. **03.1332**

Classified employees are hired to work a total number of contract days and follow the daily schedule (work beginning and end time) as specified.

Certified employees – Teachers are not hourly employees. Teachers report to work as directed by their immediate supervisor.

It is the responsibility of the Principal of each school to ensure that certified employees and all classified employees maintain required extended days sign-in/clock in documentation of time worked to fulfill their contract with the Laurel County Schools. The principal/direct supervisor must approve the work calendars of certified extended day employees and classified employees.

## **Supervision Responsibilities**

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

Students will be under the supervision of a Laurel County Board of Education employee whose job description allows them to supervise students. **09.221**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District requirements for intervening and reporting to the Principal or immediate supervisor those situations that threaten, harass, or endanger the safety of students.

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**

## **Bullying**

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

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

## Section

# 2

## Benefits and Leave

### Insurance

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

Additional insurance coverage for life, dental, vision, short-term disability, cancer, etc. are available through various companies listed below:

AFLAC	Ellen Bunch 859-533-8871
American Fidelity	Chris Jones 606-215-7562
Kentucky Association of School Administrators	800-928-5272
Kentucky Education Association	800-231-4532
Kentucky Association of Professional Educators	1-888-438-7179
Lincoln Financial	Ellen Bunch 859-533-8871
National Teachers Association, Inc.,	800-825-5682

Investment Accounts are available through:

KY Public Employees Deferred Compensation Auth.	Shawn Drake 859-221-2149
Oppenheimer Funds	Ellen Bunch 859-533-8871
American Fidelity Annuities	Chris Jones 606-215-7562



## **Salary Deductions**

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

- Health/life insurance program;
- Tax Sheltered Annuity program;
- Credit Union;
- United Way;
- State-designated Flexible Spending Account (FSA) and Health Reimbursement Arrangement (HRA) plans;
- Membership dues in professional/job-related organizations, when thirty percent (30%) of eligible members request deductions.

Deductions for membership dues of an employee organization, association, or union shall only be made upon the express written consent of the employee. This consent may be revoked by the employee at any time by written notice to the employer. **03.1211/03.2211**

## **Cafeteria Plan**

The Laurel County District offers employees a cafeteria plan of benefits. **03.1213/03.2212**

## **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 gasoline used for Board vehicles, gasoline and mileage for personal 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.

Employees must submit *Travel Expense Vouchers* within one (1) week of travel and will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.125/03.225**

## Holidays

All full-time certified employees and classified employees are paid for four (4) annual holidays as indicated in the school calendar. Employees who are contracted to work 240 days and above shall be granted three (3) additional paid holidays. **03.122/03.222**

To be eligible for holiday pay, an employee must work or use an accrued day off, on the day before and day after the designated holiday.

## Leave Policies

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

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, including those on professional leave serving in charter schools, who plan to return the next school year must notify the Superintendent/designee in writing of their intention to return to work by April 10.

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 (certified and classified) are entitled to two (2) days of paid personal leave each school year. Employees who work for less than a full year are entitled to a pro-rata part of the authorized personal leave days. Your supervisor must approve the leave date, but no reasons will be required for the leave.

Personal leave not taken during the school year may be accumulated to a maximum of five (5) days. A request to take 2 or more personal days requires approval of the Principal and Superintendent.

Any personal leave days not used beyond the five (5) accumulated days shall be converted to sick days at the end of the school year.

Employees taking personal leave must file a personal affidavit on their return to work stating that the leave was personal in nature. Other limitations are set out in Policy. **03.1231/03.2231**

## **Sick Leave**

Full-time employees are entitled to ten (10) days of paid sick leave each school year. Employees who work for less than a full year are entitled to a pro-rata part of the authorized sick leave days. Sick leave days not taken during the school year in which they were granted, accumulate without limit for all employees. Upon return to work an employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent 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.

The employee who is receiving donated sick days must exhaust all accumulated paid leave such as sick and personal days prior to receiving donated sick days from other employees.

Applications to donate sick leave should be submitted to the Human Resource Department at the School District Office.

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**

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

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 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 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) work weeks 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.

**FMLA 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

Summary of How Family Medical Leave Act (FMLA) works:

More information is provided in the school board policy manual – policies #03.12322/03.22322

The Family and Medical Leave Act provides certain employees with up to 12 work weeks (or 60 work days) of unpaid, job-protected leave per year, and requires group health benefits to be maintained during the leave.

While on family and medical leave, employees shall be entitled to all employment benefits accrued prior to the date on which the leave commenced. The State shall continue to provide health insurance for employees on family and medical leave. You are responsible for paying your share of health insurance premiums. Other employment benefits and seniority shall not accrue during unpaid family and medical leave.

**Please note that all staff must work 140 days during each school year to receive their year’s experience for payroll purposes.**

**Certified staff that misses 5 or more days (including FMLA days) during a school year may receive information regarding service credit from KTRS via mail.**

**Classified staff may call Kentucky Retirement System at 1-800-928-4646 to inquire about service years affected by taking FMLA.**

Board of Education employees are required to fulfill their contract each school year in order to be eligible to continue health insurance coverage through summer months. Health benefits are protected during summer months for employees who are on approved FMLA at the beginning or ending of school year.

Applying for FMLA:

1. Employees must use all available paid sick and personal leave before being eligible for unpaid family and medical leave, with the exception of employee may request to reserve up to ten (10) days of sick leave.
2. Once all paid leave is exhausted, the employee must apply for family and medical leave within the first three (3) days of being off work without pay.
3. Applications may be picked up at the Central Office from Charlie House or Patty Lemley.
4. Employee must submit doctor’s documentation with application if the leave is for illness.
5. Family and medical leave begins the first day the employee is off work *without* pay.

During FMLA Leave:

If the employee will not be receiving pay, notification will be sent by mail, informing of responsibilities of any insurance payments that are due.

Returning to Work:

1. When family and medical leave is taken due to an employee's own serious health condition, the employee shall provide a release without restrictions, from their doctor before returning to work.
2. Upon return to work, the employee shall be entitled to his/her same position (or an equivalent position with equivalent pay) with corresponding benefits and other terms and conditions of employment.

Extended Leave:

1. If the employee will be off work more than the sixty (60) days covered under FMLA, and have exhausted *all* your sick/personal/vacation days; then a written request to take an extended leave of absence must be submitted.
2. This request must state the exact dates the employee is expected to be off work. If the employee does not return to work on the day stated, another written request should be submitted within three (3) days with the new expected return date.
3. The extended leave will begin on the first day of work missed *after* all available paid days and unpaid FMLA days are exhausted.
4. Employees on approved leave without pay (LWOP) must work at least one (1) day during the semi-monthly period to be eligible for the employer contribution for health insurance for that period.
5. The employee will receive information in the mail on how to continue health insurance coverage through COBRA.

If an employee returns to work from an approved Leave without Pay (LWOP) during the first half of the month (1<sup>st</sup>-15<sup>th</sup>) Health Insurance and FSA are reinstated on the 16<sup>th</sup>-of same month. If returning during second half of month (16<sup>th</sup>-31<sup>st</sup>) health insurance and FSA are reinstated on the 1<sup>st</sup> of next month.

Taking an Unpaid Leave of Absence

The employee who has **not** worked for the Laurel County Board of Education for at least 12 months or has not worked at least 1,250 hours during a 12 month period, is not eligible to take Family and Medical Leave (FMLA).

Leave Without Pay (LWOP)

1. Employees who have exhausted all available sick days, personal days, and vacation days and still need to be off work for 3 consecutive days or more must request to take a LWOP.
2. This request must state the exact dates the employee is expected to be off work without pay. If it is to be for the remainder of the school year, please specify this in writing.

3. If the employee does not return to work on the day stated, another written request should be submitted within 3 days with the new expected return date.
4. The LWOP will begin on the 1st day of work missed without pay.
5. Employees on approved leave without pay (LWOP) must work at least one day during the semi-monthly period to be eligible for the employer contribution for health insurance for that period.
6. The employee will receive information in the mail on how to continue health insurance through COBRA.

If an employee returns to work from an approved Leave Without Pay (LWOP) during the first half of the month (1<sup>st</sup>-15<sup>th</sup>). Health Insurance and FSA are reinstated on the 16<sup>th</sup> of same month. If returning during second half of month (16<sup>th</sup>-31<sup>st</sup>) health insurance and FSA are reinstated on the 1<sup>st</sup> day of next month. Please be aware that taking a leave of absence could affect year's experience and retirement service years.

*ALL* staff must work 140 days during each school year to receive their year's experience for payroll purposes.

- Certified staff that misses 5 or more days (including FMLA days) during a school year may receive information regarding service credit from KTRS via mail
- Classified staff may call Kentucky Retirement System at 1-800-928-4646 to inquire about service years affected by taking a leave of absence.

## **Maternity Leave**

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 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.

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. Thereafter, leave may be extended in increments of one (1) year. **03.1233/03.2233**

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



## **Extended Disability Leave**

Unpaid disability leave for the remainder of the school year is available to employees who need it. Thereafter, 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**

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

Please refer to the information provided regarding employee responsibilities under Family Medical Leave Act (FMLA).

## **Educational Leave**

**Certified Employees:** The Board may grant unpaid leave for one (1) year for educational or professional purposes. Leave may be granted for full-time attendance at universities or other training or professional activities. Leave will not be granted for part-time educational activities.

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

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

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

Written application for educational/professional leave must be made at least sixty (60) days before the leave is to begin. **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 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. An “eligible employee” means one who is a certified disaster services volunteer of the American Red Cross. Disaster services leave shall be with pay and shall not exceed thirty (30) work days in any twelve (12)-month period.<sup>2</sup> **03.1238/03.2238**

## Section

# 3

## Personnel Management

### Transfer

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

Notwithstanding any provision of the Kentucky Revised Statutes to the contrary, when an employee of the school district is charged with any offense which is classified as a felony, the superintendent may transfer the employee to a second position until such time as the employee is found not guilty, the charges are dismissed, the employee is terminated, or the superintendent determines that further personnel action is not required. The employee shall continue to be paid at the same rate of pay he or she received prior to the transfer. If an employee is charged with an offense outside of the Commonwealth, this provision may also be applied if the charge would have been treated as a felony if committed within the Commonwealth.

Transfers shall be made to prevent disruption of the educational process and district operations and in the interest of students and staff and shall not be construed as evidence of misconduct.  
**03.1311/03.2311**

### Employee Discipline

Termination and non-renewal 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 March 1 preceding the year the retirement becomes effective (July 1). Retirement benefits are solely a matter of contract between the employee and her/his retirement system (the Teacher's Retirement System or the Kentucky Retirement System).

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.  
**03.175/03.273**

## Evaluations

All certified employees are evaluated following the process and criteria outlined in the District Certified Personnel Evaluation Plan approved by the Board of Education and the KY Dept. of Education

All certified 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/Professional Development

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

**District PD Procedures are listed under the PD link of the Laurel County School District web site.**

**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**

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

## District Training

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

## Personnel Records

One (1) master personnel file is maintained in the Central Office for each employee. 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 are expected to notify their immediate supervisor when they must be tardy or absent. Principals are required to contact substitutes for any classified staff that requires a substitute in their building. Certified staff in positions requiring substitutes must contact their immediate supervisor in a timely manner such that an appropriate substitute may be scheduled.

### 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. **03.1335**

### Political Activities

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

- Encouraging students to adopt or support a particular political position, party, or candidate; or
- Using school property or materials to advance the support of a particular political position, party, or candidate. **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 in the workplace or in the performance of duties, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.

Any employee who violates the terms of the District’s drug-free/alcohol-free policies 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 a workplace violation of drug abuse statutes must notify the Superintendent/designee of the conviction within five (5) working days.

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

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

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

### Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for School Resource Officers (SROs) as provided by KRS 158.4414, and authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

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

### Dress and Appearance

All personnel shall dress appropriately and professionally according to their assigned positions and related job descriptions.

Faculty and staff will dress and act professionally and be an example for students. People should be able to distinguish teachers and staff from students based upon appearance and behavior. In order to provide a learning environment consistent with the purpose of educating children, all employees shall dress professionally, and in a manner commensurate with their professional responsibilities. **03.1326/0303.2326** Each employee is provided one (1) identification badge for wear during the regular school day (see page 27 of this manual). **03.1326/03.2326**

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

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

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

## **Use of School Property**

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

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

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

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. **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**.



## Acceptable Use of Technology

The Laurel County School District discourages staff from creating personal social networking sites (e.g. MySpace, Facebook, Twitter, Instagram, SnapChat, etc.) wherein they accept or invite students to be friends or allow them access to their social networking site. Employees taking such actions do so at their own risk. Employees who utilize social networking sites should be mindful of privacy settings which would prevent students or the public in general from accessing their (employees') personal information such as status updates and photo galleries. Staff should be aware that 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. This Code of Ethics also extends to public online behavior including social networking. Conduct in violation of this Code must be reported to the EPSB as required by law and may form the basis for disciplinary action up to and including termination of employment.

## Electronic Messaging

Laurel County Schools realizes that personal email is an acceptable form of communication but this type of communication should be limited. Employees shall use electronic media in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Staff will employ electronic email on a daily basis at work as a primary tool for communications. Staff will be responsible for checking and reading messages daily. Electronic mail and telecommunications are not to be utilized by employees to share confidential information about students or other employees except for administrative purposes only. An example is if student info is shared via email when a student transfers between schools. In discussing students or confidential information, staff should be aware that email generated or stored by the LCSS is subject to Open Records. Network and school administrators may review files and communications to maintain system integrity and to ensure that staff members and students are using the system responsibly.

The Laurel County Schools email system is the only email system that is to be used on the LCSS System network. **08.2323**

## 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 Safe Schools, Hazard Communication, Blood borne Pathogen Control, Lockout/Tagout, Personal Protective Equipment (PPE), and Asbestos Management, contact your immediate supervisor, Amy Sams, Local District Health Coordinator/Nurse (862-4608) 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**

## **Employee Identification Badges**

Each employee is provided one (1) identification badge. Please contact the Finance Department at 862-4600 to schedule an appointment to have a badge made.

### **Replacement Badges**

The first (1<sup>st</sup>) badge replacement is free. Call 606-862-4600 and another badge can be created from the current photo on file. The badge can be sent through inter-district mail or may be picked up at the Board of Education's Central Office.

1. Any new badge after the first replacement will be provided at a cost of five dollars (\$5.00) per badge. In order to obtain a replacement badge, contact the Finance Department at the Board of Education's Central Office to pay for the replacement badge. Employee will be given a receipt for payment. After payment is made, contact the Finance Department to schedule an appointment. Present receipt of payment and a new badge will be created from the existing photo in the database.
2. There are only two (2) exceptions to #1.
  - If the employee's name has changed due to marriage or divorce, the first badge replacement will be created at no cost no matter how many replacements were made in the past.
  - If employee changes schools, a new badge will be needed to represent that school. This badge will be provided at no cost but other badge should be turned in when new badge is issued. **03.1326/03.2326**

## **Assaults and Threats of Violence**

Employees should immediately report any threats they receive (oral or written) 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 shall 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, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney. In addition, staff shall immediately report the suspected abuse/neglect to the Principal and/or Superintendent. **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.

## 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.

## Gifts

Personnel are prohibited from accepting rebates in the form of gifts or gratuities valued at over \$25 from organizations or persons to whom they have referred or may refer parents and students. Exceptions may be made for those businesses who offer discounts to various employee groups.

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. **03.1331/03.2331**

## Other District Information

School closings due to weather or other causes will be announced on local radio and television stations; district website, the Laurel County Schools App, and the district maintained calling system as soon as the decision is made by district personnel.

## Employee Use of School Facility

Use of facilities directly related to student education or extra-curricular activities should be approved by the immediate supervisor.

Any use of facilities that results in the financial benefit (sports camps, etc.) to the coaching staff of said activity shall require a use of facility request to be submitted to the Board. This request must contain the approval and signature of the school principal. Proof of insurance for liability coverage in the amount of one million dollars must also accompany the request. Also, a check for rental fee of the facility is required with the request. The request must be received at the Central Office two (2) weeks prior to the board meeting in order to be considered for approval.

**05.3**

## Required Reports

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

- Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**
- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.21**
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**
- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**
- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse. **03.13253/03.23253/09.425**

- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24/ 05.4**
- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262/ 09.42811**
- Employees who believe or have been made aware that they or any other employee, student, or visitor has been subject to Title IX Sexual Harassment shall report it to the TIXC. Failure to make such a report shall be grounds for discipline up to and including termination. If the knowledge of the reporting party gives rise to reasonable cause to believe that the reported conduct constitutes child abuse Policy 09.227 or a reportable criminal offense Policy 09.221, notification of state officials shall be made as required by law. **03.1621/03.2621/09.428111**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/ bomb threat drill or evaluation. **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 Kentucky State Police or the County Attorney a written report containing the statutorily required information. **09.2211**

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, you shall **immediately** make a report to a local law enforcement agency or

Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney. (See **Child Abuse** section.) **09.227**

- Report to the Principal any threats you receive (oral, written or electronic). **09.425**
- District employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board Policy **09.42811**.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy **09.2211**; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas. **09.422**

## 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;

## EMPLOYEE CONDUCT

4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the education profession:

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

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



# Acknowledgement Form

2020-2021 School Year

I, \_\_\_\_\_, have received a copy of the  
*Employee Name*

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 and 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*

New employees will need to return this signed form to the Central Office.

Current employees will receive notification from their Principal and be provided a signature sheet acknowledging review of the Employee Handbook.