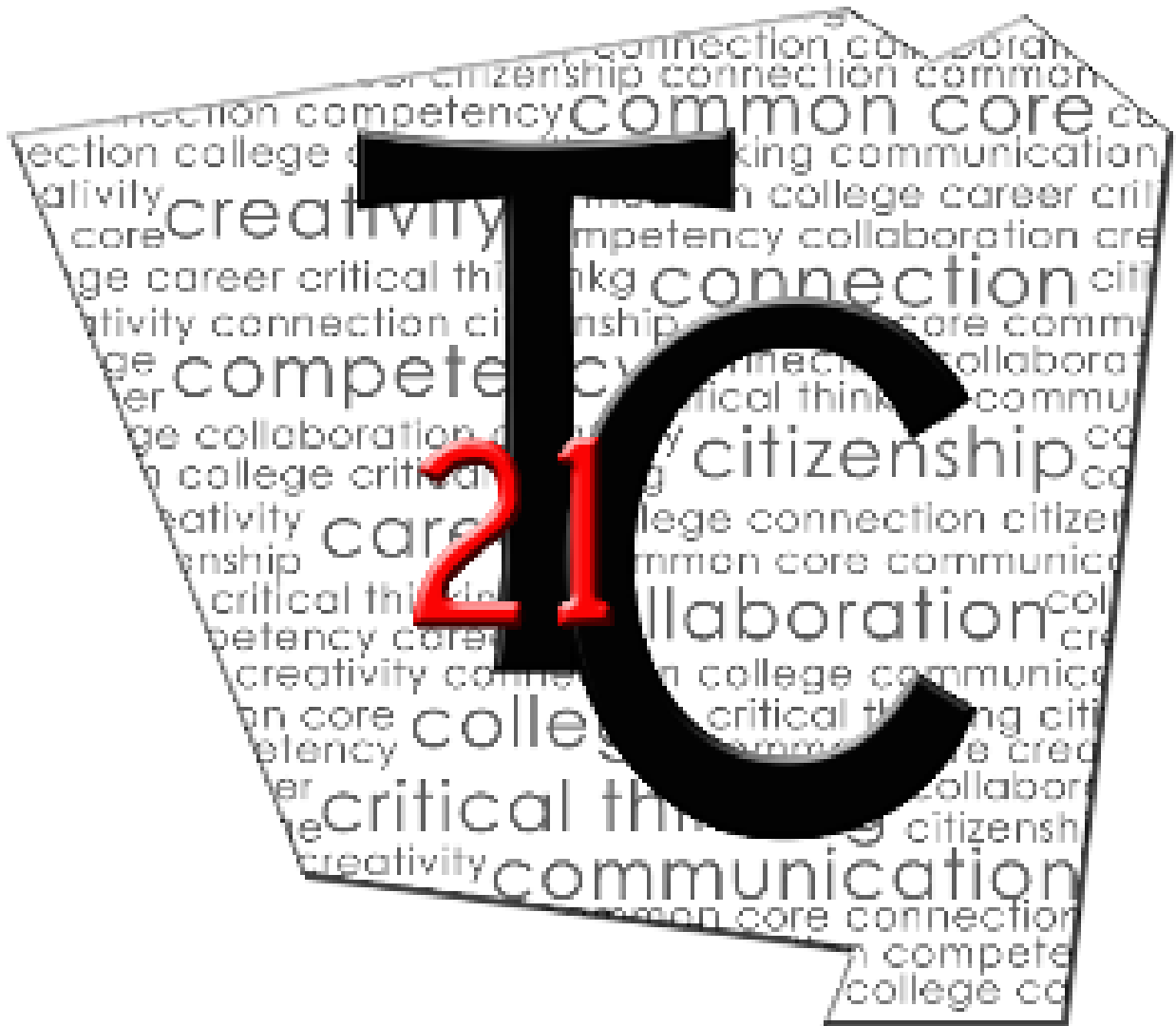


# EMPLOYEE HANDBOOK



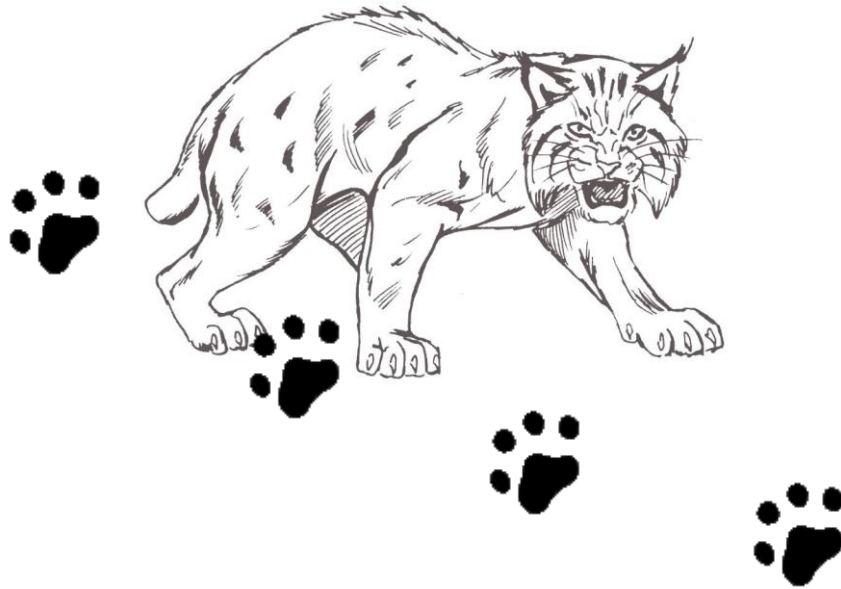
*Empowering the Next Generation*

**TRIGG COUNTY PUBLIC SCHOOLS**

# Trigg County Schools

## 2018-2019 EMPLOYEE HANDBOOK

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**Travis Hamby, Superintendent  
Trigg County Schools**

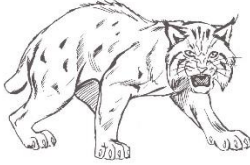
202 Main St.

Cadiz, KY 42211-0031

Phone 270.522.6075 • FAX 270.522.7782

<http://www.trigg.kyschools.us>

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



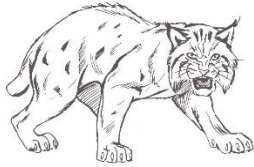
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## Introduction

The purpose of the Trigg County School System is to provide experiences that will enable each child to know success and to become a useful citizen in our democratic society. Opportunities for leadership are to be provided in all classes at every level. In providing these experiences, the educational program is to be designed to fit each child's stage of growth, abilities, needs, and interests. Accordingly, all children shall be provided an equal educational opportunity regardless of race, creed, color, or gender.

The District's approach to academic placement has been designed to:

1. Foster the self-esteem in students necessary to the development of higher individual academic expectations;
2. Encourage among all students recognition of, and respect for, differences in beliefs, abilities, gender, race, and/or social backgrounds; and
3. Provide the fullest educational opportunity for students of diverse populations.

The educational program must be a cooperative venture involving students, parents, teachers, administrators, the Board, and the community at large. Through its educational program, the Trigg County School System endeavors to assist students in cultivating characteristics necessary for living successful and happy lives. It is the intent of the Board that the teaching of moral values, self-respect, and respect for all human beings and their rights permeate the entire program.

Trigg County Schools shall serve as a center for the community and promote a better life for all citizens of the county.

## Welcome

Welcome to Trigg 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 Trigg 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 Trigg County Schools Web site <http://policy.ksba.org/t03/>. 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

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

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.

**Return the completed Acknowledgment Form to the Central Office.**

Located in the back of this *Handbook* following the Index 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.

## District Vision

### Vision:

Trigg County Public Schools will empower each student to thrive, compete and excel in an ever changing world.

### Mission:

Empowering the Next Generation with world class knowledge, skills, and dispositions essential for success.

*“Knowing your purpose in life, growing to reach your maximum potential, and sowing seeds that benefit others.” - John Maxwell*

*Johnmaxwell.com*

*Johnmaxwell.com. (2016). The John Maxwell Company. Retrieved 25 February, 2016, from <http://www.johnmaxwell.com/blog/what-i-believe-about-success>*

### Slogan:

Empowering the Next Generation

### Core Values:

**Mastery Learning:** A commitment to support ALL students in mastering world class knowledge and skills; regular ongoing formative assessment by teachers, and high quality corrective instruction (interventions).

**Personalized Learning:** A commitment to be learner centered allowing for student voice; pacing is driven by individual student needs, tailored to learning preferences and customized to the specific interests of different learners.

**Authentic Learning:** A commitment to immerse students in authentic and meaningful applications of the world class knowledge and skills with a variety of assignments, projects, tasks, experiences, and assessments; connecting what students are taught in school to real-world issues and problems.

**Continuous Improvement:** A commitment to excellence which requires us to embrace a growth mindset that encompasses ongoing learning, reflection, risk taking, and innovation, for students and staff.

**Relationships:** A commitment to know and be known as demonstrated through trusting interactions, investing time, and taking a personal interest with and among students, teachers, and community members to ensure every individual feels valued.

## Future Policy Changes

Although every effort will be made to update the *Handbook* on a timely basis, Trigg County Schools reserve 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.

## Trigg County Board of Education

The Board of Education meets on the second and fourth Thursdays of each month at 7:00 P.M. in the Central Office Conference Room (202 Main St.).

**Travis Hamby, Superintendent**

Trigg County Schools  
 202 Main St.  
 Cadiz, KY 42211  
**270.522-6075**

BOARD MEMBER	ADDRESS	PHONE	E-MAIL
JoAlyce Harper Chair	9222 Rockcastle Road Cadiz, KY 42211	270-522-6127	<a href="mailto:joalyce.harper@trigg.kyschools.us">joalyce.harper@trigg.kyschools.us</a>
Linda Wood	212 Meadowbrook Drive Cadiz, KY 42211	270-980-0051	<a href="mailto:linda.wood@trigg.kyschools.us">linda.wood@trigg.kyschools.us</a>
Gayle Ruffi	PO Box 2076 Cadiz, KY 42211	270-522-4916	<a href="mailto:gayle.ruffi@trigg.kyschools.us">gayle.ruffi@trigg.kyschools.us</a>
LaVern Baker	262 Powerline Drive Cadiz, KY 42211	270-836-1116 or 270-522-1250	<a href="mailto:lavern.baker@trigg.kyschool.us">lavern.baker@trigg.kyschool.us</a>
Theresa Allen	PO Box 916 Cadiz, KY 42211	270-350-0762	<a href="mailto:theresa.allen@trigg.kyschools.us">theresa.allen@trigg.kyschools.us</a>



## Central Office/Location Information

DEPARTMENT	CONTACT	PHONE	E-MAIL
Superintendent	Travis Hamby	270.522.6075	<a href="mailto:travis.hamby@trigg.kyschools.us">travis.hamby@trigg.kyschools.us</a>
Assistant Superintendent of Instruction	Beth Sumner	270.522.6075	<a href="mailto:beth.sumner@trigg.kyschools.us">beth.sumner@trigg.kyschools.us</a>
Director of Student Services & Personnel	James R. Mangels	270.522.6075	<a href="mailto:james.mangels@trigg.kyschools.us">james.mangels@trigg.kyschools.us</a>
Instructional Supervisor	Faye Stevens	270.522.6075	<a href="mailto:faye.stevens@trigg.kyschools.us">faye.stevens@trigg.kyschools.us</a>
Special Education Director	Mandy Byrd	270.522.6075	<a href="mailto:mandy.byrd@trigg.kyschools.us">mandy.byrd@trigg.kyschools.us</a>
Director of Operations	Matt Ladd	270.522.6075	<a href="mailto:matt.ladd@trigg.kyschools.us">matt.ladd@trigg.kyschools.us</a>
Food Services Director	Paula Dickerson	270.522.6075	<a href="mailto:paula.dickerson@trigg.kyschools.us">paula.dickerson@trigg.kyschools.us</a>
District Finance Officer	Holly Greene	270.522.6075	<a href="mailto:holly.greene@trigg.kyschools.us">holly.greene@trigg.kyschools.us</a>
Chief Information Officer	Rory Fundora	270.522.6075	<a href="mailto:rory.fundora@trigg.kyschools.us">rory.fundora@trigg.kyschools.us</a>
Director of Transportation	LoReda Reinhart	270.522.2235	<a href="mailto:loreda.reinhart@trigg.kyschools.us">loreda.reinhart@trigg.kyschools.us</a>

## School/Location Information

OFFICE/ SCHOOL	PRINCIPAL/ CONTACT	TELEPHONE	FAX	E-MAIL
Trigg County Primary School 205 Main St. Cadiz, KY 42211	Lindsey Kinslow Principal  Diana Shadowen Assistant Principal	270.522.2700	270.522.6165	<a href="mailto:lindsey.kinslow@trigg.kyschools.us">lindsey.kinslow@trigg.kyschools.us</a> <a href="mailto:diana.shadowen@trigg.kyschools.us">diana.shadowen@trigg.kyschools.us</a>
Trigg County Intermediate School 205 Main Street Cadiz, KY 42211	Brian Futrell, Principal  Lisa Bush, Assistant Principal	270.522.2220	270.522.2234	<a href="mailto:brian.futrell@trigg.kyschools.us">brian.futrell@trigg.kyschools.us</a> <a href="mailto:lisa.bush@trigg.kyschools.us">lisa.bush@trigg.kyschools.us</a>
Trigg County Middle School 206 Lafayette St. Cadiz, KY 42211	Amy Breckel Principal  Debra Jenkins Assistant Principal	270.522.2210	270.522.2203	<a href="mailto:amy.breckel@trigg.kyschools.us">amy.breckel@trigg.kyschools.us</a> <a href="mailto:debra.jenkins@trigg.kyschools.us">debra.jenkins@trigg.kyschools.us</a>
Trigg County High School 203 Main St. Cadiz, KY 42211	Shannon Burcham, Principal  Erin Eagleson, Assistant Principal	270.522.2200	270.522.2224	<a href="mailto:shannon.burcham@trigg.kyschools.us">shannon.burcham@trigg.kyschools.us</a> <a href="mailto:erin.eagleson@trigg.kyschools.us">erin.eagleson@trigg.kyschools.us</a>

# School Calendar

## Trigg County Schools 2018-2019



Dates of Importance	
3-Aug	Flexible Professional Development
6-Aug	Flexible Professional Development
7-Aug	Flexible Professional Development
8-Aug	District Professional Development
9-Aug	Opening Day for staff only
10-Aug	Growth Day (Staff Only)
13-Aug	First Day for Students
3-Sep	Holiday - Labor Day (No School)
10/8-10/12	Fall Break (No School)
5-Nov	Growth Day (Staff only)
6-Nov	Election Day No School
11/21-11/23	Thanksgiving Break
12/20-1/1	Winter Break No School
2-Jan	School Resumes
21-Jan	Martin Luther King Day (No School)
19-Feb	Presidents' Day (No School or Make-up day)
19-Feb	Growth Day (Staff only) or Make-up Day
3/7-3/8	Mini-break or Make-up Day
15-Mar	Growth Day (Staff only) or Make-up Day
4/1-4/5	Spring Break (No School)
5/3-5/23	Spring Testing Window
21-May	Election Day No School
23-May	Last Day for Students
24-May	Closing Day for staff or Make-up Day
27-May	Memorial Day (No School)
6/28-6/13	Make-up Days all days may be used

**Color Key**

Blue	First/Last Day for Students
Yellow	Holiday
Orange	PD
Grey	Non-School Day
Green	Break
Red	Make Up Days
Light Grey	Growth Days

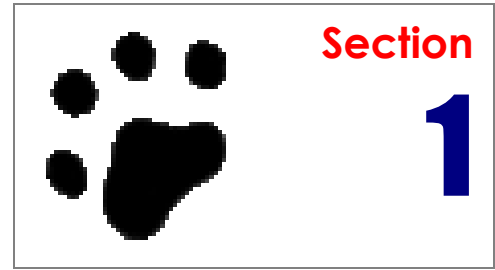
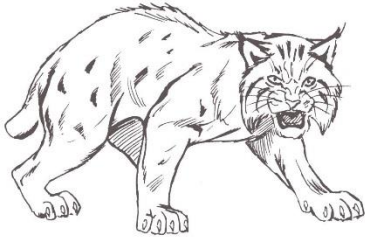
Board Adopted 2/8/2018

**Code Key**

O	Opening Day Teachers
C	Closing Day Teachers
H	Holiday
E	Election Day
G	Growth Day
PTC	Flexible Parent Teacher Conference

82 Fall Semester  
90 Spring Semester  
172 Total Instructional Days

## Trigg County Schools 2018-2019



# General Terms of Employment

## Equal Opportunity Employment

**The Board is an Equal Opportunity Employer.**

The Trigg County School System 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 Superintendent Travis Hamby at the Trigg County Schools Central Office. ✓ **Policies 03.113/03.212**

## Harassment/Discrimination

**Harassment or discrimination of employees will not be tolerated.**

The Trigg County School System 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 Title IX/Equity Coordinator as required by Board policy. The District will investigate any such concerns promptly and confidentially.

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

<u>Mr. James R. Mangels</u>	<u>202 Main St., Cadiz, KY 42211</u>	<u>270-522-6075 ext. 5003</u>
<i>Title IX Coordinator Name</i>	<i>Address</i>	<i>Telephone</i>
<u>Mrs. Mandy Byrd</u>	<u>202 Main St., Cadiz, KY 42211</u>	<u>270-522-6075 ext. 5029</u>
<i>Section 504 Coordinator Name</i>	<i>Address</i>	<i>Telephone</i>

✓ **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](mailto:program.intake@usda.gov).

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

✓ **Policy 07.1**

## Hiring

**You are responsible for completing payroll documentation.**

Except for noncontracted substitute teachers, all employees, including regular full-time and part-time classified employees, are required to sign a written contract with the Trigg County Board of Education. Each employee is responsible for completing all employee payroll documentation.

A list of all District job openings is available at the Central Office. For further information on hiring, refer to Policies 03.11/03.21 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 Trigg County Schools. ✓ **Policy 03.115**

## Job Responsibilities

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

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

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

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

## Criminal Background Check and Testing

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

New hires and student teachers assigned within the District must have both a state and federal criminal history background check and a letter from the Cabinet for Health and Family Services documenting the individual does not have a substantiated finding of child abuse or neglect.

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. ✓ **Policies 03.11/03.21**

Link to DPP-156 Central Registry Check and more information on the required Cabinet Letter:

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

## Confidentiality

**Keep student and personnel information in the strictest confidence.**

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.

### *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**

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

## Information Security Breach

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

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

## Salaries and Payroll Distribution

For current salary schedules, request the information from your supervisor or Principal.

**CERTIFIED EMPLOYEES:** Salaries for certified employees 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. 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 employees of the best estimate of their salary for the next school year. ✓Policy 03.121

Determination of and changes to certified employees’ rank and experience are made on September 15 of each year. To receive any rank-related increase retroactive to the beginning of the school year, candidates for National Board certification must notify the Superintendent/designee in writing prior to September 15 that certification is pending.

Employment for extra duties does not constitute a specific time extension of the regular contract year. An extra-duty position is for one year only, with re-employment dependent on satisfactory performance of the duties. Employees are to perform the assigned extra duties outside the instructional day. ✓Policy 03.1333

**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 or Principal. ✓Policy 03.221

**ALL EMPLOYEES:** 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). ✓Policies 03.121/03.221

**PAYROLL DISTRIBUTION:** Payroll is scheduled for the 10<sup>th</sup> and 25<sup>th</sup> of each month. Payroll is a direct deposit into the bank of the employee’s choice.

## Hours of Duty

Employees are not to leave their job assignments during duty hours without the express permission of their immediate supervisors.

**CERTIFIED EMPLOYEES:** Certified employees who are assigned to a school 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 duty as specified by the Superintendent/designee.

Classified employees are not allowed to leave school grounds during duty hours 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

**You are required to assist in providing appropriate supervision and correction of students.**

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.

No employee shall send a student on an errand off school property. ✓ **Policy 09.221**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements when intervening in 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.

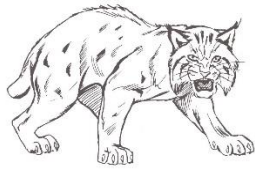
The Student Discipline Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. ✓ **Policies 03.162/ 03.262/09.422/ 09.42811**

## Bullying Responsibilities

"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. ✓ **Policy 09.422**





## Benefits and Leaves

### 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**

Optional insurance coverage available to employees includes: life insurance (both whole-life and term), dependent life insurance, cancer insurance, long- and short-term disability insurance, and long-term care insurance.

### Salary Deductions

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

1. Health/life insurance program;
2. Tax-sheltered annuity program; and
3. Membership dues in professional/job-related organizations (for certified employees only).
4. state-approved deferred compensation plan;
5. State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans;

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. ✓ **Policies 03.1211/03.2211**

### Cafeteria Plan

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, regular employees and begins with the first day of employment. The cost to each employee varies with each program. ✓ **Policies 03.1213/03.2212**

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

## Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses school are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent and, when appropriate, School Council. Travel expenses of school-based employees in SBDM schools shall be paid from Council funds. Except for out-of-state travel (see below), the approval of both the Principal and the Superintendent/designee is required for travel requests and shall be granted in accordance with the school's budgeted allocation. Advance reimbursement for anticipated expenses shall not be made. All travel requests should be submitted for prior approval on the Conference Leave Request form. Itemized receipts must accompany requests for reimbursement.

**MEALS:** Employees are reimbursed for meals while on overnight out-of-District trips. The maximum allowable food expenditure per day is \$35, excluding gratuities. Reimbursement for gratuities in excess of 18% of the amount allowed for the meal shall not be made.

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

**Reimbursement Rates, including travel in high rate areas, are outlined in policy:**

**MILEAGE:** An employee who uses his/her personal vehicle for work-related travel shall be reimbursed when prior approval is obtained. The reimbursement rate is determined using the American Automobile Association (AAA) Daily Fuel Gauge Report for Kentucky for regular unleaded gasoline. The gasoline cost used for the calculation is located on the AAA website at

<http://fuelgaugereport.aaa.com/?redirectto=http://fuelgaugereport.opisnet.com/index.asp>.

Mileage is calculated from actual odometer readings or based on the most practical route as indicated by road maps. Mileage originates and/or ends at the employee's official work station.

**CAR RENTAL:** When approved by the Superintendent and Council in SBDM schools, car rental charges, including fuel, will be reimbursed. Charges must be substantiated by a receipt.

**COMMON CARRIERS:** Charges or fees for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.) will be reimbursed. Charges must be substantiated by receipts. Note that sightseeing and pleasure tours are not reimbursable.

Generally, meal reimbursement depends on whether the trip requires an overnight stay. Before you travel, check with your supervisor for procedures regarding meal reimbursement.

**FUEL:** If an employee uses a Board-owned vehicle for school- or work-related travel, then the actual cost of fuel and oil purchased shall be reimbursed. Such purchases must be substantiated by receipts showing total gallons and total charges.

Should the Board-owned vehicle become incapacitated while out of District, reimbursement will be made for emergency repairs or road service. However, the employee must first contact the Director of Operations or Superintendent for permission before obligating the Board for major repairs to the vehicle.

**TOLLS AND FEES:** Tolls (for out-of-state travel) and parking fees incurred in school- or work-related travel will be reimbursed. Parking fees must be substantiated by a ticket or receipt. Toll receipts are required for vehicles having more than two axles and for out-of-state toll charges.

Employees who use personal campers will be reimbursed for parking or camping charges in lieu of lodging.

**LODGING:** Hotel or motel charges, excluding food or other charges, incurred in school- or work-related travel will be reimbursed. Receipts for lodging are required. Reimbursement for service gratuities is limited to no more than 10% of one day's lodging.

When feasible, employees are expected to share accommodations. When accommodations are shared with an individual who is not a District employee, reimbursement is made at the single-room rate.

**REGISTRATION FEES:** Full cost of registration shall be reimbursed if the activity is sponsored by a relevant professional organization or state agency. Registration will be encumbered prior to the event by a Board purchase order. On-site registration, if required, will be reimbursed with a receipt.

**Note:** Rates are subject to change.

For timely reimbursement, employees must complete and file the proper travel expense reimbursement forms. Employees must submit travel vouchers within one (1) week of travel when payment is being made from School Activity Funds 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**

**For timely reimbursement of travel expenses, complete and file the proper reimbursement forms.**

## Holidays

All certified and classified employees who work 187 or more days per year are paid for four annual holidays as indicated in the school calendar. Employees contracted for 220-239 work days shall receive five (5) paid holidays. Employees contracted to work 240+ work days shall receive six (6) paid holidays.

In addition, all 140-day pre-school staff are paid for four annual holidays. ✓ **Policies 03.122/03.222**

**CLASSIFIED EMPLOYEES:** Should classified employees be required to work on a holiday, these employees shall be granted the holiday on another day.

## Noncontracted Days

Employees shall work the days specified in their contracts. Use of noncontracted days must be approved in advance by the Superintendent/designee. Noncontracted days shall not accumulate. ✓ **Policies 03.122/03.222**

## Leaves (in General)

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

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 or the person in charge of substitute teachers of their absence before the opening of school or the night before, if possible. Immediately upon returning from an absence, the employee should complete and submit a leave card.

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.

On the following pages 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 *Policy Manual*.

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

Employees on extended leave, including those on professional leave serving in charter schools, who plan to return the next school year must notify the Superintendent in writing of their intention to return to work by April 1. ✓ **Policies 03.123/03.223**

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

## Personal Leave

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

Full-time employees are entitled to two days of paid personal leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized personal leave days.

The employee's immediate supervisor must approve the leave date, but no reasons will be required for the leave. Requests for personal leave must be made in writing at least three days prior to the leave date, unless otherwise approved by the Superintendent in emergency situations. Approval of personal leave is contingent on the availability of qualified substitutes.

Personal leave may not be taken on a professional or staff development day. No more than six teachers and six classified employees District-wide may take personal leave on the same day. Should they exceed this limit, requests shall be granted in the order received.

Personal leave days not taken during the current school year will be transferred and credited to the employee’s sick leave account. ✓ **Policies 03.1231/03.2231**

## Sick Leave

Full-time certified and classified employees receive ten days of sick leave each school year.

Sick leave days not taken during the school year they were granted accumulate without limit for all employees. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized sick leave days.

No portion of any employee’s salary shall be paid once accumulated sick leave has been exhausted.

Provided there is no break in service, employees coming to Trigg County Schools from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave. ✓ **Policies 03.1232/03.2232**

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

**ALL EMPLOYEES:** Full-time certified and classified employees are entitled to ten days of paid sick leave each school year. ✓ **Policies 03.1232/03.2232**

## Sick Leave Donation Program

Return applications to donate sick leave to the Personnel Department.

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

Applications to donate sick leave should be returned to the Personnel Department. Unused days will be returned on a prorated basis to the employees who donated days. ✓ **Policies 03.1232/03.2232**

Eligible employees are entitled to a maximum of 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 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.

✓ **Policies 03.12322/03.22322**

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

## FML Basic Leave Entitlement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Maternity Leave

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

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

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

Employees eligible for family and medical leave (FML) are entitled to a maximum of 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.. ✓ Policies 03.1233/03.2233

## Extended Disability Leave

Available if needed, extended disability leave is unpaid 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 year.

The Superintendent may require an employee to secure a medical practitioner's verification of a medical condition justifying the need for disability leave.

If an employee misses 20 consecutive days or when there is evidence that the employee is no longer able to perform satisfactorily his/her assigned duties, the Board may require the employee to undergo an examination and report by a physician of the Board's choosing. The Board bears the cost of such examination. ✓ Policies 03.1234/03.2234

## Educational Leave

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

**CERTIFIED EMPLOYEES:** The Board may grant certified employees unpaid leave for a period no longer than two consecutive years 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 by April 1 for the following school year.

No more than 2% of certified employees may take educational or professional leave at one time. When requests received exceed the 2% of



employees, those who submitted the earliest requests will be given first consideration. ✓ **Policy 03.1235**

**CLASSIFIED EMPLOYEES:** The Board may grant, with the Superintendent’s recommendation, classified employees short-term educational leave with pay. Such leaves are for training to enhance the skills required in performing their job or to obtain training in anticipation of a different position within the District. ✓ **Policy 03.2235**

## Emergency Leave

Emergency leave may be used for bereavement purposes.

Full-time employees are entitled to two days of emergency leave with pay each school year. Part-time employees and those who work for less than a full year are entitled to a prorata part of the authorized emergency leave. ✓ **Policies 03.1326/03.2236**

Emergency leave will be granted for death in the employee’s “immediate family,” as defined in Policies 03.1326 and 03.2326. Should an employee not have a living relative listed as “immediate family,” s/he may use emergency leave (as determined by the Board) for the death of a close friend.

## Jury Leave

As for all absences, notify your immediate supervisor in advance of your call for jury duty or military service.

Any employee who serves on a jury in a 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.

Employees shall reimburse the Board for jury pay (currently \$5.00 for local or state courts and \$12.50 for federal courts) within ten days of receipt of jury pay. Failure to reimburse the Board for jury pay will result in forfeiture of jury leave, and the employee’s absence will be charged as unpaid leave.

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

## Military/Disaster Services Leave

Military leave is granted under the provisions and conditions specified in state law. 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. ✓ **Policies 03.1238/03.2238**

## Tuition-Free Enrollment of Children

Even though an employee may live outside the District, s/he has the option of enrolling his/her children in District schools without tuition charge. ✓ **Policies 03.127/03.226**

## Unpaid Leave

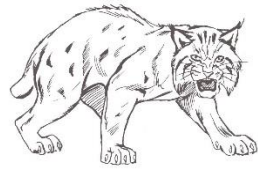
Employees may be granted short-term leave without pay, provided the leave is for educational or professional purposes or for illness, maternity, adoption of a child or children, or other disability.

One day of unpaid leave may be taken with prior approval of the employee’s immediate supervisor. The Superintendent may grant from two to a maximum of five unpaid leave days per year, provided the employee makes written request specifying the reason leave is needed and the dates involved. If an employee requests more than five unpaid leave days per year, the written request must be submitted to the Board. ✓ **Policies 03.123/03.223**

**Written requests for more than five days of unpaid leave per school year must be submitted to the Board for approval.**

The immediate supervisor must report to the Central Office the names of employees who take unpaid short-term leave and the dates of absence. An appropriate amount shall be deducted from the employee’s regular salary, based on the daily rate of pay.

For health or emergency-related situations, employees must use sick or emergency leave, as appropriate. Employees taking unpaid leave without the required prior approval shall be subject to appropriate disciplinary action, including termination. ✓ **Policies 03.123/03.223**



You are expected to attend all staff meetings.



## Personnel Management

### Staff Meetings

**CERTIFIED EMPLOYEES:** Supervisors are to provide employees with appropriate advance notice of all meetings that concern routine school business. Meetings may be called on short notice to address urgent school problems.

Staff members are to attend meetings called by the Superintendent, Principal, or immediate supervisors or designees. If you cannot attend, you must seek approval of the administrator who called the meeting of your absence. ✓ **Policy 03.1335**

### Transfer

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

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

### Termination/Nonrenewal

Termination and nonrenewal of contracts is 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 employee's immediate supervisor will be the primary evaluator; additional personnel may be used. ✓ **Policy 03.18**

**CLASSIFIED EMPLOYEES:** Each classified employee shall be evaluated at least once each year. The Principal or the employee's immediate supervisor shall perform the evaluation, which is based on a formal procedure approved by the Superintendent for that specific position or class of positions. The evaluator is to share and discuss the evaluation report with the employee. ✓ **Policy 03.28**

**ALL EMPLOYEES:** Employees have the right to comment in writing on their evaluation reports. Those comments, if any, shall be attached to the

individual employee’s evaluation report, which is filed with the Superintendent.

Both the evaluator and evaluatee must sign and date the evaluation instrument. Each employee will be given a copy of his/her summative evaluation, which is filed in the confidential section of his/her personnel records.

## Training/In-Service

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

**CERTIFIED EMPLOYEES:** The Professional Development Coordinator works with individual schools to plan an appropriate high quality, personalized, and evidence-based program of continuing professional staff development for all certified employees.

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 staff training and development when appropriate. ✓ **Policy 03.29**

## Personnel Records

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

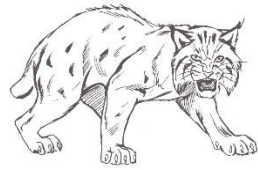
## Retirement

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

Employees who decide to retire should give the Superintendent/designee notice as far in advance as possible but no later than two weeks before retirement.

Retirement benefits are solely a matter of contract between the employee and his/her retirement system (the Teacher’s Retirement System or the County Employee’s Retirement System). However, it is the Board’s responsibility to complete appropriate paperwork necessary for retirement.

The Board compensates employees only upon initial retirement for each unused sick leave day at the rate of 30% of the daily salary, based on the employee’s last annual salary. ✓ **Policies 03.175/03.273**



**When you must be absent or tardy, contact your immediate supervisor. If a substitute is required, also contact the person in charge of substitutes.**



## **Employee Conduct**

### **Absenteeism/Tardiness/Substitutes**

In all cases of absences or tardiness, employees should inform their immediate supervisor or the person in charge of substitutes of their absence before the opening of school or the night before, if possible.

### **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. ✓Policies 03.1324/03.2324

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

### **Disrupting the Educational Process**

Any employee who participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events or activities, may be subject to disciplinary action, including termination. ✓Policies 03.1325/03.2325

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

1. Conduct that threatens the health, safety, or welfare of others;
2. Conduct that may damage public or private property (including the property of students or staff);
3. Illegal activity;
4. 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
5. Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

## Termination/Nonrenewal/Separation by Certified Employees

Termination of contracts of certified personnel shall be made in compliance with the requirements of KRS 161.790.

Nonrenewal of limited contracts of certified personnel shall be made in compliance with the requirements of KRS 161.750.

Certified employees seeking to resign or terminate contracts in force shall do so in compliance with KRS 161.780. ✓ **Policy 03.17**

## Discipline, Suspension, Dismissal of Classified Employees

Any classified employee may be subject to appropriate disciplinary or job action for one (1) or more of the following reasons:

1. Dishonesty, neglect of duty, incompetence, inefficiency or insubordination.
2. Reporting to work under the influence of or use or possession of alcohol or controlled substances while on duty, or the illegal use or possession of controlled substances at any time.
3. Unsatisfactory evaluation of any factor on the employee's performance evaluation report.
4. Repeated unexcused absence, tardiness, absence without notification or abuse of sick leave.
5. Violation of or refusal to obey local policies or state regulations adopted by the Kentucky Board of Education or by the Board.
6. Refusal to comply with safety directives.
7. Falsifying information supplied to the District including information on application forms, absence reports, or any other information.
8. Violation of local policy, state, or federal statutes or regulations that apply to assigned duties.
9. Failure to notify the Superintendent if the classified 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.
10. Being convicted of or entering an "Alford" plea or plea of nolo contendere to a felony or any crime (including misdemeanors) involving moral turpitude or illegal transactions with minors or students.
11. Immorality, misconduct, or conduct unbecoming a school employee.
12. Loss of licensure or certification required for the position.

13. Failure to maintain the confidentiality of information about students or staff obtained in the course of employment, unless disclosure serves a legitimate job-related purpose or is required by law.
14. Engaging in any sexually related behavior with a student with or without consent, including, but not limited to, behavior such as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape, threats of physical harm; and sexual assault.
15. Physical or mental disability, consistent with applicable laws protecting employees with disabilities.<sup>1</sup> ✓ **Policy 03.27**

## 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. ✓ **Policies 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. ✓ **Policies 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 or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

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

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.

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. ✓ **Policies 09.423**

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

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

## Weapons

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

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

## Use of Tobacco Products

The use of any tobacco product during work hours is prohibited in any building owned or operated by the Board, any Board-owned vehicle, or at other locations on school grounds during the regular school or work day or at any time supervising students on or off school grounds. The exception to the prohibition is the use of tobacco on school grounds in areas designated by the Principal or Superintendent during athletic events or other events open to the public.

Signage denoting the District's tobacco-free status shall be posted on all exterior doors and in other places designated by the Superintendent.

✓ **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 and can be used solely for job-related purposes. ✓ **Policies 03.1321/03.2321**

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

**E-MAIL AND INTERNET:** 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**

**CELL PHONES & PAGERS** District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted. ✓ **Policies 03.1321/03.2321**

**BOARD VEHICLES:** Employees, other than bus drivers, who have occasion to drive any Board-owned vehicle and/or transport students must annually provide the Superintendent/designee with a copy of their 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**

## Health, Safety, and Security

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

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

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

For information on the District’s plans for Hazard Communication, Bloodborne Pathogen Control , Lockout/Tagout Personal Protective Equipment (PPE), and Asbestos Management contact your immediate supervisor or see the District’s *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 dependent, abused, or neglected, or a victim of human trafficking, 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

**CERTIFIED EMPLOYEES:** Certified employees are to follow the District’s specific grievance procedures as stipulated in the agreement between the Board and the local educational association. ✓ **Policy 03.16**

**CLASSIFIED EMPLOYEES:** The Superintendent has developed specific procedures to assist employees in making a complaint. For full information, refer to Policy 03.26. ✓ **Policy 03.26**

**ALL EMPLOYEES:** The Board will hear grievances only after unsuccessful resolution by the employee’s supervisors. The Board will not hear any grievance concerning personnel actions taken by the Superintendent or designee unless the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions. ✓ **Policies 03.16/03.26**

## Gifts

Employees cannot accept for personal use any gifts from current or potential suppliers or vendors.

**If you have questions about receiving gifts, talk to your immediate supervisor.**

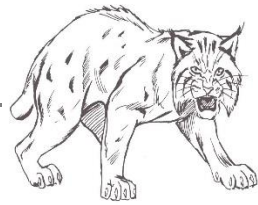
Employees are prohibited from accepting rebates in the form of gifts or gratuities from organizations or persons to whom they have referred or may refer parents and students. Businesses that offer discounts to various employee groups may be an exception. Should you have any question regarding the appropriateness of a gift, confer with your immediate supervisor or with the Principal. ✓Policies 03.1322/03.2322

## Solicitations

Unless the Superintendent/designee has authorized their arrival or other contact, sales representatives, agents, or other solicitors are not to contact students or employees during the school day. ✓Policies 03.1323/03.2323

## 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



## 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**
- 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**
- 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, 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**
- 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**
- Report to the Principal any threats (oral, written or electronic) you receive. **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:

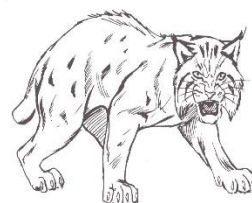
1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
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.

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# Acknowledgment Form

*2018-2019 School Year*

I, \_\_\_\_\_, have been informed that the  
*Employee's Name*

*Employee Handbook* is posted on the Trigg County Board of Education website and understand and agree that I am to review this *Handbook* in detail and to consult District and school policies and procedures with my Principal/supervisor if I have any questions concerning its contents.

I understand and agree:

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

*I understand that as an employee of the Trigg County Board of Education 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.**