

OLDHAM COUNTY BOARD OF EDUCATION POLICY

COMMUNICATIONS POLICY

5015

Relates to: 5015AR; 5015.02F

The communication procedure is intended as a means to provide for employees to initiate ideas, suggestions, input or relevant information to the attention of the administrative staff and the Board.

The procedure outlined in **Section 5015.02** shall also be utilized whenever an employee wishes clarification of a Board policy, administrative rule or regulation of the Oldham County School District.

This procedure is applicable to all full-time, non-managerial/supervisory personnel employed by the Oldham County School District.

5015.01 COMMITTEE STRUCTURE

1. Standing Committees

In order to promote input from the total professional staff, the Board hereby establishes the following standing committees:

- Building Representative
- Calendar Committee
- Special Education
- Performance Evaluation
- Technology Committee
- Resource Center Advisory Committee

Additional Committees may be formed as needed based on the recommendation of the Superintendent.

2. Committee Membership

Building Representatives - One teacher elected from each faculty;

Calendar - see section 4085.

Performance Evaluation - There shall be an equal number of teachers and administrators. Teachers can be nominated by their faculty at their school, and administrators shall be selected by the superintendent. The Board shall be advised annually of the members nominated for this committee.

Special Education - The Director of Special Education shall serve as the Chairman. The School Admissions and Release Committee Chairs from each school shall comprise the membership.

3. Qualifications for Committee Service

- a. Staff members in their first year of employment in the Oldham County schools shall not be eligible for election to standing committees.
- b. No staff member shall be eligible for election to more than one standing committee.
- c. No staff member shall serve more than two consecutive years on the same standing committee, except for members of the Special Education Committee who may serve as long as they retain the position of Admission and Release Committee Chair for their school.
- d. Certified teacher members on standing committees shall be paid an hourly rate, not less than the federal minimum wage, determined annually by the Superintendent for that time required in excess of their regular responsibilities. Payments shall be made in a lump sum at the conclusion of the school year. Parent members of the standing committees shall be reimbursed for their travel expenses at the Board's approved reimbursement rate.
- e. Standing Committees shall not meet on Tuesday; the number of scheduled meetings are as deemed necessary by the committee, but not in excess of nine (9) annual meetings without written approval from the Superintendent. All faculty meetings or other school staff meetings shall be scheduled on Tuesday to avoid a conflict with a standing committee meeting.
- f. Each principal shall include time in the faculty meeting agenda for committee members to gather opinions and suggestions from the faculties as well as report activities of the committees.
- g. Election shall take place during the 9th month of the preceding school year in a faculty meeting. Employees nominated for election shall indicate their willingness to serve prior to election. Term of office shall be July 1 to June 30.

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5015.02 GRIEVANCES

The Superintendent shall develop specific grievance procedures to include, but not be limited to, the opportunity for grievances to be addressed and resolved at each level of the chain of command from the point of origin, time limitations for the filing of a grievance, time limitation for the appeal of a grievance, and procedures for the orderly review and appeal of each individual grievance.

The Board will consider employee grievances only after the unsuccessful resolution by the employee's supervisors.

Grievances are individual in nature and must be brought by the individual grievance or present complainants.

In rare instances it may be appropriate for the communicator to present his/her communication directly with the Board; thus, bypassing the administrative procedure. This action shall be taken only in those rare instances where the communicator determines that the matter communicated is of such a personal and private nature that it cannot be effectively communicated at the administrative level; or, in those instances where the nature of the communication would require the response of the Board. The Board reserves the right to indicate to the communicator that his/her communication should be redirected to the appropriate level, if it is the determination of the Board that a resubmission of the matter at a lower appropriate level would serve to effectively resolve the matter.

The Oldham County Board of Education believes in the importance of providing each employee a place of employment free from hazards from which they are not protected. Therefore, the Board will keep measures in place to comply with all applicable occupational safety standards and will develop and implement a Workplace Safety Plan.

All employees of the Oldham County Schools shall use their best efforts to prevent accidents and injuries, to follow rules and regulations regarding safe work practices, to implement training received regarding safe work practices, to recognize hazards to their own and other's safety, to eliminate hazards if possible, and to report hazards immediately to their supervisor.