

COVINGTON INDEPENDENT PUBLIC
SCHOOLS



Classified Employee
Handbook

2023 - 2024 Classified Employee Handbook

Alvin L. Garrison, Superintendent
Covington Independent Board of Education
25 East Seventh Street
Covington, KY 41011
Phone 859.392.1000 • Fax 859.292.5808
www.covington.kyschools.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 (including sexual orientation or gender identity), 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.

Table of Contents

Table of Contents	i
Introduction	1
WELCOME	1
DISTRICT MISSION	1
FUTURE POLICY CHANGES	1
CENTRAL OFFICE PERSONNEL AND SCHOOL ADMINISTRATORS	2
General Terms of Employment	3
EQUAL OPPORTUNITY EMPLOYMENT	3
HARASSMENT/DISCRIMINATION/TITLE IX SEXUAL HARASSMENT	3
HIRING	5
QUALIFICATIONS	5
JOB RESPONSIBILITIES	5
CRIMINAL BACKGROUND CHECK AND TESTING	5
MEDICAL EXAMINATIONS	6
CONFIDENTIALITY	6
INFORMATION SECURITY BREACH	7
SALARIES AND PAYROLL DISTRIBUTION	7
HOURS OF DUTY	7
WORK SCHEDULE	7
PURCHASING	7
SUPERVISION RESPONSIBILITIES	8
BULLYING/HAZING	8
Benefits and Leave	9
INSURANCE AND SALARY DEDUCTIONS	9
CAFETERIA PLAN	10
EXPENSE REIMBURSEMENT	10
HOLIDAYS	11
NONCONTRACTED DAYS	12
LEAVE POLICIES	12
PERSONAL LEAVE	12
SICK LEAVE	13
SICK LEAVE DONATION PROGRAM	13
FAMILY AND MEDICAL LEAVE	13
FML BASIC LEAVE ENTITLEMENT	15
QUARANTINE LEAVE	16

MATERNITY LEAVE	16
EXTENDED DISABILITY LEAVE	16
EDUCATIONAL LEAVE	16
JURY LEAVE	17
MILITARY/DISASTER SERVICES LEAVE	17
Personnel Management	18
TRANSFER	18
EMPLOYEE DISCIPLINE	18
EMPLOYEE SEPARATION	19
NONRENEWAL	19
RETIREMENT	20
PROFESSIONAL DEVELOPMENT	20
EVALUATIONS	21
TRAINING/IN-SERVICE	21
DISTRICT TRAINING	21
PERSONNEL RECORDS	21
RETENTION OF RECORDINGS	21
Employee Conduct	22
ABSENTEEISM/TARDINESS/SUBSTITUTES	22
POLITICAL ACTIVITIES	22
EMPLOYEE RELIGIOUS EXPRESSION	22
DISRUPTING THE EDUCATIONAL PROCESS	22
DRUG-FREE/ALCOHOL-FREE SCHOOLS	23
FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA)	
DRUG AND ALCOHOL CLEARINGHOUSE FOR CDL/CLP	
OPERATORS	23
WEAPONS	24
TOBACCO, ALTERNATIVE NICOTINE PRODUCT OR VAPOR	
PRODUCT	24
USE OF SCHOOL PROPERTY	24
USE OF SCHOOL VEHICLES	25
ACCEPTABLE USE POLICY	25
USE OF PERSONAL CELL PHONES/TELECOMMUNICATION	
DEVICES	25
COPYRIGHTED MATERIALS	25
HEALTH, SAFETY AND SECURITY	26
AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)	26
HAZARD COMMUNICATION PLAN	26
BLOODBORNE PATHOGEN CONTROL	27
LOCKOUT/TAGOUT	27
PERSONAL PROTECTIVE EQUIPMENT (PPE)	28
ASBESTOS MANAGEMENT	28

ASSAULTS AND THREATS OF VIOLENCE	28
SEARCH AND SEIZURE	28
CHILD ABUSE	29
CORPORAL PUNISHMENT	29
USE OF PHYSICAL RESTRAINT AND SECLUSION	29
CIVILITY	29
GRIEVANCES/COMMUNICATIONS	30
GIFTS	30
SOLICITATIONS	30
OUTSIDE EMPLOYMENT OR ACTIVITIES	30
REQUIRED REPORTS	30
Acknowledgement Form	33

Introduction

Welcome

Welcome to Covington Independent Public 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. Copies of specific documents are available at the Central Office and in the Principal's office. Policies and procedures also are available online via the District's web site or through this Internet address: <http://policy.ksba.org/17/>. 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 Human Resources Department in the Central Office.

District Mission

The mission of the Covington Independent Public Schools is to inspire and prepare our students to excel academically and personally.

Future Policy Changes

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

Covington Independent Board of Education 25 East Seventh Street Covington, KY 41011 Phone: 859-392-1000 FAX: 859-292-5858		
Person/Address	Telephone/E-mail	Fax
Supt. Alvin L. Garrison	392-1000 Alvin.Garrison@covington.kyschools.us	292-5808
Debra Vance Director of Communication/Equity	392-3180 Debra.Vance@covington.kyschools.us	392-3186
Janice Wilkerson Assistant Superintendent Student Support Services	392-3175 Janice.Wilkerson@covington.kyschools.us	292-5808
Scott Alter Assistant Superintendent Learning Support	392-1033 Scott.Alter@covington.kyschools.us	292-5808
Ken Kippenbrock Executive Director of Human Resources and Operations	392-1015 Ken.Kippenbrock@covington.kyschools.us	292-5827
Jessica Duty Director of Personnel	392-1005 Jessica.Duty@covington.kyschools.us	292-5970
Sarah Graman, Grades 6-12 Director of Special Education	859-392-3170 Sarah.Graman@covington.kyschools.us	
Ken Ellis Title IX Coordinator	859-655-9545 ext. 16260 Ken.Ellis@covington.kyschools.us	

Section

1

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 Covington Independent Board of Education is an Equal Opportunity Employer. The District does not discriminate on the basis of race, color, religion, sex (including sexual orientation or gender identity), 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 the Human Resources Office. **03.212**

Harassment/Discrimination/Title IX Sexual Harassment

The Covington Independent 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.

GENERAL TERMS OF EMPLOYMENT

Harassment/Discrimination of an employee is defined as unlawful behavior based on the race, color, national origin, age, religion, sex, genetic information, sexual orientation, or disability of an employee involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice.

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

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

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:

<i>Title IX Coordinator (TIXC):</i>	Ken Ellis
<i>Office Address:</i>	2500 Madison Ave., Covington KY
<i>Office Email:</i>	ken.ellis@covington.kyschools.us
<i>Office Phone:</i>	859-655-9545 ext. 16260

<i>504 Coordinator:</i>	Sarah Graman
<i>Office Address:</i>	25 East 7 th Street, Covington KY
<i>Office Email:</i>	sarah.graman@covington.kyschools.us
<i>Office Phone:</i>	859-655-9545 ext. 16514

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.

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

07.1

Hiring

Classified employee must serve a ninety (90) calendar day probation period. The employee serving the probation period will be paid the same salary and shall be eligible for the same benefits for which s/he will be eligible after completion of the probation period.

All regular full-time and part-time classified employees shall receive a contract.

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

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

Qualifications

Employees shall be responsible for providing the Superintendent with all required certificates, other credentials, health examinations, and verifications of experience prior to beginning work. **03.221**

Job Responsibilities

Every employee is assigned an immediate supervisor. The Superintendent has established lines of authority and responsibility to enable employees to identify their positions and to facilitate the open flow of ideas and assistance among personnel.

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

Employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. **03.233**

Criminal Background Check and Testing

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

New hires must have both a state and federal criminal history background check and a letter (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. **03.21**

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>

Medical Examinations

Bus Drivers: Each school bus driver, including substitute drivers, must pass a medical examination on initial employment and each year thereafter in accordance with 702 KAR 5:080.

Before being allowed to drive a bus, the driver must be free of any medical condition which could endanger the health or safety of students in the performance of duties.

Classified Employees Other than Bus Drivers: All classified employees (except bus drivers), including substitute employees, must pass a medical examination as indicated in 702 KAR 1:160. The examination shall be provided by a licensed physician, physician assistant (PA), or Advanced Practice Registered Nurse designated by the Board. If the employee elects to be examined by a private practitioner, the cost of examination shall be borne by the employee. **03.211**

Confidentiality

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

Employees shall follow Policy 09.14 and related procedures concerning release of student record information.

Except as noted in Policy 09.14 or as otherwise permitted by law, employees may only share confidential, personally identifiable student record information with the following:

- The student;
- The student's parent/guardian; or
- Other Covington Independent School District employees with a legitimate educational interest. (Classified employees are to confirm with the Principal/designee concerning any requests they receive regarding release of student record information.)

This shall include information transmitted by the substitute by any means, including oral, written, or electronic. Examples of protected information include, but are not limited, to a student's grades, disciplinary or attendance records, and health/medical information.

Access to be Limited

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

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

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**

Salaries and Payroll Distribution

All regular and substitute classified personnel shall be paid on an hourly or salary basis as established by the Board. Compensation for all services rendered as an employee of the District shall be processed through standard payroll procedures.

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). **03.221**

Overtime work shall be approved in advance by the Superintendent or designee. Hourly employees required to work in excess of forty (40) hours per week will be paid at the rate of 1½ times the regular rate for all hours beyond 40 as provided by the Fair Labor Standards Act for overtime work. **03.221**

Hours of Duty

Classified employees shall be prompt in attendance and shall remain on duty as specified in their work schedule. **03.2332**

Work Schedule

NOTE: Failure to properly document actual days worked may negatively impact retirement benefits.

Questions about work days may be directed to: The Principal or school secretary

Purchasing

Employees are required to follow applicable state law and regulations and local policies and administrative procedures when making purchases on behalf of the District.

The Board shall not be responsible for expenditures not properly authorized and not made according to the purchasing procedures developed by the Superintendent. **04.31**

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**

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

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

Bullying/Hazing

"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.

"Hazing" is defined as an action which endangers the mental or physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization*, including but not limited to actions which cause, coerce, or force a minor or a student to:

1. Violate federal or state criminal law;
2. Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of mental harm or physical injury;
3. Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
4. Endure brutality of a mental nature, including personal servitude, sleep deprivation, or circumstances which would cause a reasonable person to suffer substantial mental distress;
5. Endure brutality of a sexual nature; or
6. Endure any other activity that creates a reasonable likelihood of mental harm or physical injury to the minor or student.

"Organization" is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years. **09.422**

Section

2

Benefits and Leave

Insurance and Salary Deductions

The Board provides unemployment insurance, workers' compensation and liability insurance for all employees and makes all payroll deductions required by law. In addition, the state of Kentucky provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation.

03.2211/03.224

Optional insurance coverage and salary deductions available to employees include:

Kentucky Employee Health Plan

Group health insurance offered through the State of Kentucky

- KY State self-insured PPO plan types covered at 100% Health Plan and Network provided through Anthem
- Monthly state contribution towards premium cost for plans.
- 4 different plan levels available.
- State will contribute \$175.00 per month for Health Reimbursement Account if health insurance is not needed.

Health or Dependent Care Flexible Spending Account

Tax deferred money set aside to pay for uncovered medical, dental or vision expenses and/or tax deferred money set aside to pay for dependent care/child care costs.

- Employee may contribute up to \$2500.00 tax deferred per year for health care account.
- Employee may contribute up to \$2500.00 tax deferred per year (if married filing separately) or \$5000.00 tax deferred per year (if married filing jointly) for dependent care account.

Commonwealth of Kentucky Group Life Insurance

Life insurance policies provided through Nationwide Life Insurance.

- \$20,000 life insurance policy provided free of charge to each full time employee.
- Additional Voluntary Group Term Life Insurance available at employee cost.

Mutual of Omaha Life Insurance

- \$5,000 Employee Life and AD&D provided free of charge by the Board of Education.
- Additional Voluntary Group Term Life Insurance available at employee cost.

Dental Insurance

Employer sponsored dental insurance provided through Delta Dental of KY

- Largest network available in the State of Kentucky.
- Choice of 3 plan levels.
- Employer pays \$5.00 monthly towards participating employee's dental insurance.

Vision Insurance

Vision Insurance coverage provided through Vision Service Plan.

- Low monthly premium.
- Vision exam, glasses and contacts are covered with member co-pay.

401K – 457 Plans

Tax deferred retirement savings plan administered by the KY Public Employee's Deferred Compensation Authority

403B Tax Sheltered Annuities

Tax deferred retirement savings plan through tax sheltered annuity contract.

- Administered by AFPlan Serv

Northern Kentucky Educators' Federal Credit Union

2805 Alexandria Pike Highland Heights, KY

- Payroll deduction for savings accounts.
- Direct deposit through payroll.
- Checking accounts with no monthly fees.
- Low competitive loan rates.
- IRA accounts.
- Discounted local amusement park tickets.

Cafeteria Plan

Covington Independent Public Schools offers employees a cafeteria plan of benefits. **03.2212**

American Fidelity Insurance Company

- Short and long term disability and cancer insurance policies tailored to fit the needs of each employee.

Expense Reimbursement

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

Employees must submit a *Request for Reimbursement Form* within sixty (60) days of travel. The completed form is to be submitted to the Accounts Payable Clerk along with all appropriate receipts.

When a spouse accompanies individuals traveling at Board expense, the spouses' share of expenses shall not be reimbursed by the Board. The employee should request the motel or hotel to state its single rate on the face of its billing and this single rate should be claimed for reimbursement.

Travel Expenses for In-District Travel: Employees authorized by the Superintendent to use their own vehicles on approved school business shall be reimbursed for mileage at the Federal allowable rate.

To receive mileage reimbursement, employees must submit a completed *Mileage Reimbursement Form* to the Purchasing Director at least quarterly.

Actual monies spent for food while on out-of-District trips, when an overnight stay is required, will be reimbursed at a rate not to exceed \$46 per day. Receipts or other documentation are required for this type of reimbursement.

Travel Expenses for Out-of-District Travel: A *Temporary Duty Form* is to be completed and submitted to the employee's immediate supervisor at least ten (10) working days prior to the date of travel.

Employees authorized by the Superintendent to use their own vehicles on approved school business shall be reimbursed for mileage at the Federal allowable rate.

If transportation other than a personal vehicle (plane, bus, train, subway, taxi, ferry, etc.) is deemed appropriate by prior approval, all charges or fares will be reimbursed at actual cost.

Automobile rentals will be reimbursed only with prior approval.

Lodging expenses will be reimbursed at the actual cost for the dates of travel and/or previous night if travel is sixty (60) miles beyond Covington.

Actual monies spent for food while on out-of-District trips, when an overnight stay is required, will be reimbursed at a rate not to exceed \$46 per day. Receipts or other documentation are required for this type of reimbursement. **03.225**

Holidays

All classified employees are paid for four (4) annual holidays as indicated in the school calendar. **03.222**

Classified employees with contracts of two hundred and thirty-five (235) days or more shall be entitled to the following paid holidays if they occur on days when school is not in session for staff members: New Year's Day, Martin Luther King Birthday, President's Day, Primary Election Day, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, General Election Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve (could be the Friday before if Christmas falls on a Monday), Christmas Day, and New Year's Eve. The schools and Central Office will be closed on these days.

Employees are expected to work the day before and the day following a holiday unless otherwise approved per policy. **03.222**

Noncontracted Days

Twelve (12) month classified employees who are employed on a two hundred thirty-five (235) day contract, receive twenty-five (25) noncontracted days. Twelve (12) month classified employees who are employed on a two hundred and forty (240) day contract, receive twenty (20) noncontracted days.

The employee must obtain approval from his/her immediate supervisor before taking noncontracted days. The employee's immediate supervisor may deny the request for noncontracted days if he/she deems the time for such leave will cause undue hardship or interfere with the daily operations of the District.

Absent a medical emergency, approval will not be granted for any classified employee to take noncontracted days during either the first two (2) weeks or last two (2) weeks of the school year. Time off during the December/January holiday season and during the first week of July shall be counted against the employee's noncontracted days. **03.222**

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 in writing of their intention to return to work by March 1st

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. **03.223**

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

Personal Leave

Full-time employees are entitled to one (1) day 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. No employee shall be allowed to use personal leave during the first six months of employment with the District.

Your supervisor must approve the leave date, but no reasons will be required for the leave. Employees taking personal leave must file a personal statement on their return to work stating that the leave was personal in nature. Personal leave may not be taken on the day before or after a holiday. **03.2231**

Sick Leave

Full-time employees are entitled to ten (10) days of paid sick leave each school year. Full-time classified employees who work eleven (11) or twelve (12) months are entitled to eleven (11) or twelve (12) days, respectively, with pay each school year.

Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized sick leave days. Sick leave days not taken during the school year they were granted accumulate without limit for all employees. Upon return to work an employee claiming sick leave must file a personal statement 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. **03.2232**

Employees may use up to three (3) days sick leave per school year for emergency leave per statute.

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

Sick Leave Donation Program

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

Applications to donate sick leave should be returned to Jeremy Rider.

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

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;
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

BENEFITS AND LEAVE

5. To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

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

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

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.

Quarantine Leave

Employees shall receive at least ten (10) days for quarantine due to exposure to a reportable infectious or contagious disease under 902 KAR 2:020 or any other infectious or contagious disease designated as reportable to a local health department or the Department for Public Health by a valid order or administrative regulation of the local health department serving the school District or the Department for Public Health.

Leave granted shall be on a day-by-day basis, as needed, and shall not accumulate or carry over year to year, and shall not be transferrable to any other classification of paid leave established by KRS 161.155, KRS 161.154, or Board policy. **03.12323/03.22323**

Maternity Leave

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

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

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

Extended Disability Leave

Upon approval by the Board, 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. **03.2234**

Educational Leave

Upon recommendation by the Superintendent, the Board may grant short-term paid leaves to classified employees for training necessary to enhance skills required for their jobs or in anticipation of a different position within the school system.

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. **03.2235**

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.

Military/Disaster Services Leave

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

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

Section

3

Personnel Management

Transfer

The transfer of classified personnel shall be made by the Superintendent. **03.2311**

Employee Discipline

Termination and nonrenewal of contracts are the responsibility of the Superintendent. Any classified employee shall be subject to 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 which apply to assigned duties.
 9. 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.
 10. Immorality, misconduct, or conduct unbecoming a school employee.
 11. Loss of licensure or certification required for the position.
 12. 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.
 13. 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.
 14. Physical or mental disability, consistent with applicable laws protecting employees with disabilities.
- 03.27**

An employee may be relieved from duty for the remainder of the work day without loss of pay for the affected portion of the day) by the immediate supervisor, pending a review of the facts or allegations, when such time is needed to protect health or welfare of students or staff or to prevent disruption of the educational process.

An employee shall be suspended with pay only when the Superintendent determines there is a justifiable need to protect the safety of students and staff or to prevent significant disruption of the workplace and/or educational process. The period of suspension with pay shall not exceed the time needed to determine whether the employee is to return to active service or face disciplinary action. However, suspension with pay shall not exceed ten (10) working days. If circumstances arise that require an investigation or other proceedings that may extend beyond ten (10) days, the Superintendent may lengthen the period of suspension, not to exceed an additional fifteen (15) working days.

Employees suspended with pay shall remain available for immediate recall to active service.

The Superintendent shall see that documentation to support the grounds for suspension with pay is provided to the employee and retained on file in the District.

When an employee is to be terminated under KRS 161.011, publicly reprimanded, or suspended without pay, the Superintendent shall give the employee written notification of the charges against him/her, to include a statement of the right to a hearing and a form, the signing and filing of which with the Superintendent shall constitute a demand for a hearing and a denial of the charges. If an employee wishes to request a hearing, the employee shall present the appropriate form to the Superintendent within ten (10) calendar days of the receipt of the written notification of the charges. If the employee does not file the demand for a hearing within the ten (10) day period, final personnel action may be taken or completed without a hearing or further proceedings. **03.27/03.27 AP.1**

Employee Separation

An employee who voluntarily leaves the District shall complete an exit survey that includes, but is not limited to the position vacated, the employee's years of service in the position and in the District, if the employee is taking a similar position in another district, and the reason(s) provided for leaving the District. This information shall be reported to the Kentucky Department of Education (KDE) by the District in a system developed by KDE without providing personally identifiable information. 03.17/03.272

Nonrenewal

The Principal/immediate supervisor must provide the Superintendent with notice of recommended nonrenewals by March 15.

Nonrenewal of contracts for classified personnel shall be made in compliance with the requirements of KRS 161.011, with written notice being provided to the employee by the Superintendent no later than May 15.

The Superintendent may nonrenew the contracts of classified employees with less than four (4) years of continuous active service in the District for any legal reason. Classified employees with four (4) or more years of continuous active service in the District may be nonrenewed for the following reasons:

1. Incompetency,
2. Neglect of duty,
3. Insubordination,
4. Inefficiency,
5. Misconduct,
6. Immorality,
7. Other grounds contained in Board policy, including, but not limited to, causes for action set forth in Board policy 03.27,
8. Loss of, or reduction in, funding, and/or
9. A position becomes obsolete or redundant, due to program reorganization or changes to program requirements elimination or reduction of a program, including a council decision that fewer employees are needed at the school, or any other change in District personnel staffing policies or guidelines. **03.2711**

Retirement

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

The Board compensates employees only upon initial retirement for each unused sick day at the rate of thirty (30%) percent of the final daily salary, based on the employee's last annual salary. For personnel who begin employment with a local school district on or after July 1, 2008, unused sick leave days to be recognized in calculating reimbursement under KRS 161.155 shall not exceed 300 days.

Classified employees may not transfer to the District accumulated sick leave from an out-of-state district or the military. **03.273**

Professional Development

The Superintendent shall develop and implement a program for continuing training whereby all classified personnel shall meet the required training requirements set forth in their current areas of assignment and responsibility.

Classified employees are encouraged to continue their education by taking courses at the Urban Learning Center (ULC) to improve knowledge and work skills and enhance employment and career options. The cost of each ULC course is \$10 and must be paid by the individual employee. **03.29**

Evaluations

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

Training/In-Service

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

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. The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. Employees may inspect their personnel files. **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 at least thirty (30) minutes before work time when they must be tardy or absent.

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. **03.2324**

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

Employee Religious Expression

The District shall not punish or prohibit an employee from, or punish an employee for, engaging in private religious expression otherwise protected by the First Amendment to the United States Constitution absent a showing that the employee has engaged in actual coercion. 03.13241/03.23241

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. **03.2325**

Drug-Free/Alcohol-Free Schools

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

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

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

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

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

Any employee convicted of any criminal drug statute involving illegal use of alcohol, illicit drugs, prescription drugs, or over-the-counter drugs shall, within five (5) working days after receiving notice of a conviction, provide notification of the conviction to the Superintendent. **03.23251**

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 in 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**

Tobacco, Alternative Nicotine Product or Vapor Product

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. **03.2327/06.221**

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.

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

Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time. **03.2321**

Use of School Vehicles

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. **03.2321**

When students who are under eight (8) years old and between forty (40) and fifty-seven (57) inches in height are transported in District-owned or leased vehicles designed for ten (10) or fewer passengers, they shall be properly secured in a child booster seat. **06.2**

Acceptable Use Policy

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by policy and related procedures, which apply to all parties who use District technology. Employees are required to follow Board policy and administrative procedures and guidelines designed to provide guidance for access to electronic media. Policy and procedures for Acceptable Use of Technology may be found on the District website (www.covington.kyschools.us) or in the Central Office. Employees must sign the user agreement stating that they have read the Board's policy and procedures addressing Acceptable Use of Technology.

If you have questions about what constitutes acceptable use, please check with the Principal/District Technology Coordinator. **08.2323**

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 **03.23214**.

Copyrighted Materials

The use and duplication of copyrighted material for educational purposes shall be within the generally accepted uses delineated by applicable law and procedures developed by the Superintendent. In reference to copyrighted electronic materials, employees shall use such materials only in accordance with the license agreement under which the materials were purchased or otherwise procured. **08.2321**

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.

The District shall follow established timelines in policy when making oral reports to the Kentucky Labor Cabinet to report employee fatalities, amputations, hospitalizations, including hospitalization resulting from a heart attack, or the loss of an eye.

File a Report	After Hours Hotline
(502)-564-3070	(800) 321-6742

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.

Automated External Defibrillators (AEDs)

The District shall maintain AEDs in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with procedures established by the Superintendent/designee. Expected users documented as having completed required training shall be authorized to use a defibrillator. 05.4

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

Hazard Communication Plan

A District Hazard Communication Plan for all employees is in place and includes:

1. The assignment of a District employee to be responsible for the implementation and coordination of the Hazard Communication Plan;
2. The inventory of all chemicals used at each school and worksite;
3. The identification of each chemical in the inventory that is covered by the OSHA Hazard Communication Standard;
4. Maintenance of a Safety Data Sheet (SDS) for each substance on the chemical inventory list for as long as the District uses the substance, plus thirty (30) years;
5. Labeling of all containers of each chemical identified as required by the Hazard Communication Standard;
6. The development of an employee Hazard Communication Information and Training Program; and
7. The development, implementation and maintenance of a written Hazard Communication Program. **03.24**

Bloodborne Pathogen Control

A District Exposure Control Plan for all employees is in place and addresses:

1. Identification of employees at-risk of occupational exposure and their assigned tasks and procedures which could lead to such exposure;
2. Communication of hazards to employees;
3. Vaccinations of at-risk employees for Hepatitis B at no cost to these employees;
4. Determination of universal precautions to be observed, including adequate engineering controls and housekeeping procedures;
5. Appropriate training of employees;
6. Provision of personal protective equipment including an opportunity provided annually for employees who use medical sharps in performance of their duties to identify, evaluate and select engineering and work practice controls to be implemented by the District, as appropriate;
7. Maintenance of a sharps injury log;
8. Medical follow-up and counseling for employees after a work-site exposure;
9. Maintenance of confidential records of each exposure incident; and
10. A schedule for implementing all provisions required by the OSHA standard. **03.24**

Lockout/Tagout

A District lockout/tagout program for all employees is in place and addresses:

1. Assignment of a District employee to be responsible for implementation and coordination of the lockout/tagout program;
2. A written program consisting of energy control procedures;
3. Development, documentation and utilization of energy control procedures for the control of potentially hazardous energy when employees are engaged in servicing and maintaining equipment;
4. Periodic review of the lockout/tagout program to assure authorized employees are properly controlling unexpected startup or release of stored energy; and
5. Annual training of employees authorized to use lockout/tagout to emphasize program procedures and retraining whenever a periodic review reveals deficiencies in employee performance. **03.24**

Personal Protective Equipment (PPE)

A District hazard assessment shall be conducted for all employees and will address:

1. Assignment of a District employee responsible for assessing the workplace for hazards;
2. Selection of appropriate PPE to safeguard employees from hazards that cannot be eliminated;
3. A training program to be conducted to educate employees about the need for PPE and when it must be worn;
4. Training of employees on the use and care of PPE, how to recognize deterioration and failure and the need for replacement; and
5. Requiring employees to wear designated PPE as deemed necessary by the hazard assessment. Training of employees on the use and care of PPE, how to recognize deterioration and failure and the need for replacement. **03.24**

Asbestos Management

Any custodial or maintenance personnel who may work in a building with asbestos-containing building materials (ACBM) shall have a minimum of two (2) hours of asbestos awareness training. Maintenance and custodians who will be involved in activities that will involve a disturbance of ACBM shall receive an additional fourteen (14) hours of asbestos training.

The District maintains an updated asbestos management plan that includes;

1. Applicable current and/or future inspection activities;
2. Response actions and surveillance activities; and
3. A description of steps taken to inform staff and parents about any such activities. **03.24**

Assaults and Threats of Violence

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

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

Search and Seizure

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal of the school which the student attends.

All searches of students must be conducted in compliance with Board Policy 09.436.

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 an oral report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney.

After making that oral report, the employee shall then immediately notify the Principal of the suspected abuse. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee.

Upon notification, the Principal or the Superintendent/designee shall facilitate the cooperation of the school with the investigation of the report. Any person who knowingly causes intimidation, retaliation, or obstruction in the investigation of the report shall be guilty of a Class A misdemeanor.

All current school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting by January 31, 2017, and every two (2) years thereafter. School administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter. **09.227**

Corporal Punishment

Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means. **09.433**

Use of Physical Restraint and Seclusion

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

Civility

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

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

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

Grievances/Communications

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

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

Gifts

Any gift, bequest, or donation valued up to \$2,000 presented to a school employee for the school's use must have the prior approval of the Superintendent. After approval and acceptance, gifts become the property of the Board of Education. **03.2322**

Solicitations

Lists of classified personnel names shall not be made available to any person or group for political, commercial, or other purposes unless authorized by the Board. **03.2323**

Outside Employment or Activities

Employees may not perform any duties related to an outside job during their regular working hours. **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. **03.2321**

- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.23251/09.423**
- 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. **03.23253/09.425**
- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.24/05.4**
- 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. **03.262/09.42811**
- 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. **03.2621/09.428111**
- Any employee of the District shall notify the Superintendent if s/he has been found by the Cabinet for Health and Family Services to have abused or neglected a child and if s/he has waived the right to appeal a substantiated finding of abuse or neglect or if the substantiated incident was upheld upon appeal. Failure to report this finding shall result in the employee being subject to dismissal or termination. **03.27**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**
- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**

- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities. **06.221**
- 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**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

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

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

- 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 an oral local law enforcement agency or Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney and then make a report to the Principal. (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 you receive (oral, written or electronic). **09.425**

Acknowledgement Form

2023-2024 School Year

I, _____, have received a copy
Employee Name

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

I understand and agree:

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

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

Employee Name (please print)

Signature of Employee

Date

Return this signed form to the Central Office.