Mercer County Schools Human Resources Quick Reference

Equal Employment Opportunities

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.[1]

The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. No person shall be subjected to discrimination in regard to employment, retention, promotion, demotion, transfer or dismissal because 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. ***03.113 / 03.213***

Salary Payments

All employees will receive their annual salary in twenty-four (24) equal payments. A schedule of the pay dates is available in our salary schedule located on our website at mercer.kyschools.us. Paychecks may not be issued until the employee has completed and returned all necessary paperwork to the Human Resources Department. New employees shall not be paid until their health records, criminal records check, college transcripts, certification documents and all other required documents are on file. ***03.121 / 3.221***

Sick Leave

Sick Leave – Number of Days	Sick Leave Donation Program
Full-time employees shall be entitled to ten (10) days of sick leave with pay each school year. Persons employed for less than a full year contract shall receive a pro-rata part of the authorized sick leave days calculated to the nearest ½ day. Persons employed on a full year contract but scheduled for less than a full workday shall receive the authorized sick leave days equivalent to their normal working day. ***03.1232 / 03.2232***	Under procedures developed by the Superintendent, employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than 15 days. Employees are eligible to receive donated days if they meet the criteria established in statute. Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days.

Personal Leave

Full-time Certified staff and Classified staff working more than 20 hours per week may be granted three days of non-cumulative personal leave without loss of pay. Unused personal leave shall be converted to sick leave at the end of each school year. The Superintendent or designee must approve the request prior to absence. ***03.2231 / 03.1231***

Emergency Leave

Full-time employees shall be entitled to three (3) days of emergency leave with pay each school year. Persons employed for less than a full-year contract shall receive a pro-rata part of the authorized emergency leave days calculated to the nearest ½ day. Reasons of emergency or extraordinary nature to be approved by the Superintendent or designee. Emergency leave must be requested through the Superintendent or designee who will determine if the leave requested meets the Boards' criteria.

Bereavement	Disasters	Court/Legal
Death of a relative or close personal friend ***03.2236 / 03.1236***	Personal disasters of the magnitude of tornadoes, fires, floods, etc. This applies only in cases not covered by sick leave.	Appearances as a witness or to produce documents when the employee's presence is required by subpoena. This is not to include appearances in actions in which the employee is a party and the subpoena is obtained by or on behalf of the employee. See policy 3.2237.

Jury Duty

Employees shall be given time off without loss of pay; however, money received for jury duty must be given or docked via payroll to reimburse the Board of Education. ***03.1237 / 03.2237***

Holidays

180-187 contract days= 4 holidays
188-215 contract days= 6 holidays
216-240 contract days= 7 holidays (8 during a Presidential Election Year). ***03.122 / 03.222***

Contracted Days

Employees shall work the days specified in their contracts. The Superintendent or designee must approve use of non-contracted days in advance. Non-contracted days shall not accumulate.

Family Medical Leave

The Family Medical Leave Act (FMLA) entitles eligible employees unpaid leave for the birth of a child and to care for such child; for the placement of a child for adoption or foster care; to care for the employee's seriously ill spouse, child or parent and because of a serious health condition that makes the employee unable to perform his or her job function. Employees are eligible if they have been hired for 12 months and if they have worked at least 1250 hours during the 12 month period directly before the leave would commence. The maximum time an employee can stay on FMLA leave is 12 weeks during a 52 week period. Those employees who are eligible for state paid medical benefits will continue to receive those benefits and the state will continue to pay its portion of those benefits during the period of FMLA leave. ***03.12322 / 03.22322***

Electronic Staff Absence Reporting

All absence entries should be entered into the Absence Management system prior to any absence from employment, including conferences and workshops. It is the responsibility of each employee to obtain the proper approval from their supervisor.

Insurance 03.124 / 03.224

Health Insurance Enrollment into a health plan can be accessed via the KHRIS system, The state of Kentucky provides a monthly contribution toward the purchase of a policy for full-time employees. Supplemental premiums for all plans at group rates may be paid through payroll deduction.	Life Insurance A $20,000 life insurance policy is provided for each full-time employee by the State. Beneficiary and enrollment can be completed through the KHRIS system. There is no charge to the employee for this policy. Supplemental premiums for additional term insurance at group rates may be paid through payroll deduction.	Workers' Compensation All employees are covered by workers' compensation insurance. Any employee having an accident while working should contact his/her immediate supervisor and the school nurse immediately.	Liability Insurance Liability insurance is provided for all personnel. The coverage includes litigated liability damages against school system employees for bodily injury and/or property damage resulting from actions of the employee. We require the employee to notify the Superintendent immediately after the employee becomes aware of the potential for a liability claim.

Retirement: Certified (TRS) or Classified (KPPA)

Teachers' Retirement System (TRS) 479 Versailles Road, Frankfort, Kentucky 40601
Local 502-848-8500 Toll Free 800-618-1687
https://trs.ky.gov/
Certified employees automatically pay into TRS
Eligible hybrid employees automatically pay into TRS (Eligibility depends on job description)

Kentucky Public Pensions Authority (KPPA) 1260 Louisville Road, Frankfort, KY 40601
Local 502-696-8800 Toll Free 800-928-4646
https://www.kyret.ky.gov/
Classified employees automatically pay into KPPA

Policies and procedures are subject to change. The most updated version can be found on the KSBA link on our website at https://www.mercer.kyschools.us/