

# POWELL COUNTY PUBLIC SCHOOLS

THE MISSION OF THE POWELL COUNTY  
SCHOOL DISTRICT IS TO PREPARE STUDENTS  
AS LIFE-LONG LEARNERS WHO ARE  
SELF-SUFFICIENT, RESPONSIBLE AND  
PRODUCTIVE MEMBERS OF OUR COMMUNITY.

2018 - 2019  
Employee  
Handbook



POWELL COUNTY PUBLIC SCHOOLS

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# 2018 - 2019 Employee Handbook

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Dr. Anthony Orr, Superintendent  
Powell County Board of Education  
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Stanton, KY 40380-0430  
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## POWELL COUNTY BOARD OF EDUCATION

Kimberly Hall, Chair  
John Brewer, Vice-Chair  
Mendel Tipton  
John Barker  
Diann Meadows

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

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# Introduction

## Welcome

Welcome to Powell County 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.** Complete copies of those documents are available at the Central Office and in the Principal's office. Policies and procedures also are available on line via the District's web site or through this Internet address: <http://policy.ksba.org/P09/>. 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 in the Central Office.

## District Mission

The mission of the Powell County School System is commitment to preparing all students to be life-long learners who are self-sufficient, responsible and productive members of our community.

## Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the Powell County Board of Education reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

# Central Office Personnel and School Administrators

<u>CENTRAL OFFICE</u>		
Dr. Anthony Orr	Superintendent	663-3300
Debbi Watson Rose	Special Ed., 504 Coordinator, ESS & Migrant Coordinator/ESL	663-3300
Sarah Wasson	Director of Pupil Personnel/Director of Transportation/FRYSC/Infinite Campus/Confidentiality	663-3300
Mariam Todd	Title I & Preschool Coordinator	663-3300
Stacy Linn	Instructional Supervisor/DAC/Gifted & Talented/Professional Development	663-3300
Tamela West	Special Ed. District Resource Teacher & Migrant Advocate	663-3300
Michelle Napier	Special Ed. – Early Childhood	663-3300
A.J.Wells	Finance Officer	663-3300
Sissy Crowe	Secretary	663-3300
Ida Bowen	Payroll Account Clerk	663-3300
Julie Clark	HR Applications & Benefits/Superintendent Secretary/Board Secretary	663-3300
Sheila McCoy	Account Clerk	663-3300
Ashley Becraft	Receptionist	663-3300
<u>ANNEX</u>		
Jennifer Kincaid	Technology Coordinator/SBDM/Evaluations	663-3330
Tiffany Anderson	Buildings & Grounds/Athletic Director/Safe Schools/HR	663-3330
Laura Young	Food Service Director	663-3330
Gina Kinser	District Technology Integration Specialist	663-3330
Pam Jones	Account Clerk	663-3330
Teresa Bowen	Records Clerk	663-3330
Suzan Allen	Psychologist	663-3330
Kelsey Giurgevich	Psychologist	663-3330
Shana Bailey	Career Tech Ed Director	663-3320 or 3300
Sandy Barrett	Account Clerk	663-3330



John Estep	Systems Development Director	663-3330
Jordan Mays	Computer Maintenance Technician	663-3330
Glenna Blythe	Account Clerk	663-3330

<b><u>DISTRICT</u></b>		
Missy Meade	District Resource Teacher	663-3300
Virginia Carpenter	Gifted & Talented Teacher	663- 3319
John Combs	Dropout Prevention	663-3320
Becky Skidmore	Community Education	663-3515
Chase Friel	SRO	663-3320
Mike Townsend	SRO	663-3320
<b><u>PRINCIPALS</u></b>		
Julie Foster	Bowen Elementary	663-3313
Suzanne Meadows	Clay City Elementary	663-3315
James Crase	Stanton Elementary	663-3311
Ashley Randall	Powell County Middle	663-3308
Brian Linn	Powell County Middle Asst. Principal	663-3308
Doug Brewer	Powell County High.	663-3320
Meredith Robinson	Powell County High Asst. Principal	663-3320
Kenny Rice	Powell County Academy	663-3505
<b><u>COUNSELORS</u></b>		
Lana Skidmore	Bowen Elementary	663-3313
Kim Hearne, Resource Teacher	Clay City Elementary	663-3315
Tammy Cole	Stanton Elementary	663-3311
Lana Napier	Powell County Middle	663-3308
Kristie Marcum	Powell County High	663-3320
Martina Skidmore	Powell County High	663-3320
Kenny Rice	Powell County Academy	663-3505

## **Section**

# **1**

# General Terms of Employment

## Equal Opportunity Employment

The Powell County Board of Education is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex or genetic information, as required by law.

Reasonable accommodation for individuals with disabilities will be made as required by law.

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

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

## Harassment/Discrimination

The Powell County Board of Education intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment of, or discrimination against employees, students, or visitors to the school or District, any act prohibited by Board policy that disrupts the work place or the educational process and/or keeps employees from doing their jobs.

Any employee who believes that he or she, or any other employee, student, or visitor to the school or District, is being or has been subjected to harassment or discrimination shall bring the matter to the attention of his/her Principal/immediate supervisor or the 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. **03.162/03.262**

Tiffany Anderson    691 Breckinridge, Stanton    (606) 663-3300  
*Title IX Coordinator    Address    Telephone*

Debbi Watson Rose    691 Breckinridge, Stanton    (606) 663-3300  
*Section 504 Coordinator    Address    Telephone*

**01.1**

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

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

**07.1**

## **Hiring**

Except for non-contracted substitute teachers, all certified personnel are required to sign a written contract with the District. All regular full-time and part-time classified employees also 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 **03.11/03.21**.

## **Transfer of Tenure**

All teachers who have attained continuing-contract status from another Kentucky district serve a one (1)-year probationary period before being considered for continuing-contract status in the District. **03.115**

## **Job Responsibilities**

Every employee is assigned an immediate supervisor. 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. **03.132/03.232**

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

determine whether an IEP or 504 plan is in place. All teachers shall implement IEP and 504 Plans according to the guidelines established in such documents.

## **Criminal Background Check and Testing**

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

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

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

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

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

## **Confidentiality**

In certain circumstances employees may receive confidential information regarding students' or employees' medical, discipline 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 may only access student record information in which they have a legitimate educational interest. **03.111/03.211/9.14/09.213/09.43**

## **Information Security Breach**

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

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

## **Salaries and Payroll Distribution**

Checks are issued according to a schedule approved annually by the Board. At the end of the school year, employees who have completed their duties may request to be paid their remaining

salary before the end of the fiscal year (June 30). **03.121/03.221**

**Certified Personnel:** Salaries for certified personnel are based on a single-salary schedule reflecting the school term as approved by the Board in keeping with statutory requirements. Compensation for additional days of employment is prorated on the employee's base pay.

Determination of and changes to certified employees' rank and experience are determined in compliance with Policy **03.121**. Change in rank and experience shall be determined on September 15<sup>th</sup> of each year. No later than forty-five (45) days before the first student attendance day of each year or June 15<sup>th</sup>, whichever comes first, the Superintendent will notify certified personnel of the best estimate of their salary for the coming year.

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

## **Hours of Duty**

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

**Minimum hours of duty shall be from 7:45am to 3:45pm. Additional/adjusted duty hours may be assigned by immediate supervisor.**

## **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. Students shall not be excused to leave the school grounds for lunch. **09.221**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements to intervene in, as appropriate, and report to the Principal or to their immediate supervisor 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. **03.162/03.262/09.422/09.42811**

## **Bullying**

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

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or

2. That disrupts the education process. **09.422**

## **Benefits and Leave**

### **Insurance**

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

Subject to any requirements of the District's health insurance plan, the District shall provide single coverage health insurance for the life of any individual classified employee who retires with at least forty (40) years of service with the District and who is not otherwise eligible for retirement benefits under the County Employees' Retirement System (CERS). **03.124/03.224**

### **Salary Deductions**

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

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

- Education Foundation.

Deductions for membership dues of an employee organization, association, or union shall only be made upon the express written consent of the employee. This consent may be revoked by the



made upon the express written consent of the employee. This consent may be revoked by the employee at any time by written notice to the employer. **03.1211/03.2211**

## **Meal Charges**

Employees may not charge meals or a la carte items. Employees may establish a pre-paid account with food service personnel. **07.1**

## **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 travel vouchers monthly and will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.125/03.225**

## **Holidays**

All full time certified employees and classified employees are paid for four (4) annual holidays as indicated in the school calendar. **03.122/03.222**

## **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/designee in writing of their intention to return to work by April 1. **03.123/03.223/03.11 AP.26/03.21 AP.26**

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.

## **Sick Leave**

Full-time employees are entitled to ten (10) days of paid sick 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 sick leave days. Sick leave days not taken during the school year they were granted accumulate without limit for all employees. **03.1232/03.2232**

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

## **Sick Leave Donation Program**

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

Applications to donate sick leave should be returned to Central Office.

Any sick leave that is not used will be returned on a prorated basis to the employees who donated days. **03.1232/03.2232**

## **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. The Superintendent or designee must approve the leave date, but no reasons will be required for the leave. Other limitations are set out in Policy. Personal leave days not taken during the current school year shall be transferred and credited to the employee's accumulated sick leave account. **03.1231/03.2231**

## **Family and Medical Leave**

Employees are eligible for up to twelve (12) workweeks of family and medical leave each school year, if they have been employed by the District for twelve (12) months, have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave, and otherwise qualify for family and medical leave for one of the reasons below:

1. For the birth and care of an employee’s newborn child or for placement of a child with the employee for adoption or foster care;
2. To care for the employee’s spouse, child or parent who has a serious health condition, as defined by federal law; or
3. For an employee’s own serious health condition, as defined by federal law, that makes the employee unable to perform her/his job.

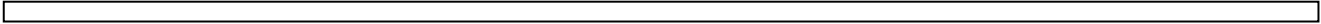
4. To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign country of the employee’s spouse, son, daughter, or parent who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and

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

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

Paid leave used under this policy will be subtracted from the twelve (12) 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. **03.12322/03.22322**

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



**FML Basic Leave Entitlement**

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

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

**Military Family Leave Entitlements** - Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered

active duty status as well as their 12-week leave entitlement to certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Maternity Leave

Employees may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child. **03.1232/ 03.1232 AP.21**

Employees eligible for family and medical leave are entitled to up to twelve (12) workweeks of

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

The parent of a newborn or an employee who adopts a child may also request an unpaid leave of absence not to exceed the remainder of the school year in which the birth or placement occurred. Thereafter, leave may be extended in increments of no more than one (1) year. **03.1233/03.2233**

Board policy states that sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy. An employee who has a healthy pregnancy is not eligible for a request for donation of sick days.

## **Extended Disability Leave**

Unpaid disability leave for the remainder of the school year is available to employees who need it. Thereafter, leave may be extended by the Board in increments of no more than one (1) year.

The Superintendent may require an employee to secure a medical practitioner's verification of a medical condition that will justify the need for disability leave. **03.1234/03.2234**

## **Educational Leave**

**Certified Employees:** The Board may grant unpaid leave for a period no longer than two (2) consecutive years for educational or professional purposes. Leave may be granted for full-time attendance at universities or other training or professional activities. Leave will not be granted for part-time educational activities.

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

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

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

Written application for educational/professional leave must be made at least sixty (60) days before the leave is to begin. **03.1235**

**Classified Employees:** 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. **03.2235**

## **Emergency Leave**

Full-time employees are entitled to three (3) days of sick leave for emergency leave with pay each

school year. Part-time employees and employees who work for less than a full year are entitled to a prorata part of the authorized emergency leave days.

Approved reasons for taking emergency leave include: bereavement, personal disasters, legal/court appearances and others as approved by the Superintendent/designee. **03.1236/03.2236**

## **Jury Leave**

Any employee who serves on a jury in local, state or federal court will be granted paid leave (minus any jury pay, excluding expense reimbursement) for the period of her/his jury service.

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

## **Military/Disaster Services Leave**

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

The Board may grant disaster services leave to requesting eligible employees. **03.1238/03.2238**

# Personnel Management

## Transfer

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

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

## Employee Discipline

Termination and nonrenewal of contracts are the responsibility of the Superintendent. **03.17/03.27/03.2711**

Certified employees who resign or terminate their contracts must do so in compliance with KRS 161.780.

## Retirement

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

The Board compensates employees only upon initial retirement for each unused sick day at the rate of thirty percent (30%) of the daily salary, based on the employee's last annual salary. **03.175/03.273**

## Evaluations

All 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. **03.18/03.28**

## Training/In-Service



## Training Services

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

**Certified Personnel:** Unless an employee is granted leave, failure to complete and document required professional development during the academic year will result in a reduction in salary and may be reflected in the employee's evaluation. **03.19**

## Personnel Records

One (1) master personnel file is maintained in the Central Office for each employee. Employees may inspect their personnel files. The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. **03.15/03.25**

## Retention of Recordings

Employees shall comply with the statutory requirement that school officials are to retain any digital, video, or audio recording as required by law. **01.61**

# Employee Conduct

## Absenteeism/Tardiness/Substitutes

Employees are expected to notify their immediate supervisor when they must be tardy or absent. Staff in positions requiring substitutes must contact their immediate supervisor to report a substitute for the day.

## Staff Meetings

Unless they are on leave or have been excused by the Principal/designee, staff members shall attend meetings called by the Principal or other authorized administrator.**03.1335**

## Political Activities

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

- Encouraging students to adopt or support a particular political position, party, or candidate; or
- Using school property or materials to advance the support of a particular political position, party, or candidate. **03.1324/03.2324**

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

## Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process may be subject to disciplinary action, including termination.

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

- conduct that threatens the health, safety or welfare of others;

- conduct that may damage public or private property (including the property of students or staff);
- illegal activity;
- conduct that interferes with a student’s access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations. **03.1325/03.2325**

## **Previewing Student Materials**

All materials for student use or viewing shall be reviewed by the teacher before use. **08.234**

## **Controversial Issues**

Teachers who suspect that materials or a given issue may be inappropriate or controversial shall confer with the Principal prior to the classroom use of the materials or discussion of the issue. **08.1353**

## **Drug-Free/Alcohol-Free Schools**

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

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

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

Any employee who violates the terms of the District’s drug-free/alcohol-free policies may be \_\_\_\_\_

### **EMPLOYEE CONDUCT**

suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials.

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

Any employee convicted of a workplace violation of drug abuse statutes must notify the Superintendent/designee of the conviction within five (5) working days.

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

## 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 authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

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

## Dress and Appearance

All teachers, counselors, aides, secretaries, bus drivers, custodians, substitutes, and administrators employed by the District shall adhere to the Board-approved dress code.

All employees shall be expected to set a good example for students to follow to include:

- Demonstrating the highest level of professionalism;
- Giving and receiving respect; and
- Modeling excellence.

<b>Males:</b>	<b>Females:</b>
Knit shirts or dress shirts	Blouse, knit shirt
Dress slacks, khaki/Dockers type slacks of appropriate fit	Dress slacks, khaki/Dockers type slacks of appropriate fit
Dress shoes, dress boots, sandals, clean athletic shoes. (Men shall wear socks with dress shoes.)	Dress shoes, dress boots, sandals, clean athletic shoes
Men's business suit (optional)	Business suit or business pant suit (optional)

### EMPLOYEE CONDUCT

Neckties (optional)	Dress or skirt (appropriate length is 3 ½ inches above the knee or length of a driver's license card)
Men's sport coat or sweater (optional)	Holiday sweatshirts/school shirts on appropriate occasions
Holiday sweatshirts/school shirts on appropriate occasions	Sweaters (pull-over or cardigan)
Sweaters (pull-over or cardigan)	Knit dress pants with tunic length top

All clothing and shoes shall be clean and in good repair.
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Provided a public announcement is made no later than the day before the planned date, immediate supervisors may approve specified dress up/dress down days. **03.1326/03.2326**

## Tobacco Products

The use of any tobacco product, including alternative nicotine products and vapor products, is prohibited in any school board owned, leased or operated buildings, property and vehicles, 24 hours a day, seven days a week, and during school-related trips.

The following penalties shall be enforced for violation of this policy:

- First Offense--Verbal reprimand with written notation.
- Second Offense--Written reprimand for personnel file.
- Third Offense--Five (5) day suspension without pay.
- Fourth Offense--Ten (10) day suspension with recommendation for dismissal.  
**03.1327/03.2327**

While on the bus, bus drivers shall not use tobacco products and shall not permit students to use them. **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.

### EMPLOYEE CONDUCT

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.

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 shall provide a copy of the citation to the Superintendent/designee within 10 business days of the citation date.

citation during the year must report the citation to the Superintendent/designee before driving a Board-owned vehicle or transporting students.

#### **EMPLOYEE CONDUCT**

With authorization of the Superintendent, the use of Board-owned/leased vehicles shall be governed by the following guidelines:

- Vehicles shall be used only in the performance of assigned duties and job requirements,
- Vehicles shall not be used for commercial purposes, and
- Unless otherwise authorized by the Superintendent, vehicles shall not carry passengers other than those authorized for the purpose of the assigned duty or job requirement.

Employees assigned full-time use of Board-owned vehicles shall be on call twenty-four (24) hours

a day to perform services required by their job responsibilities. Except for commuting to and from work or an occasional minimal detour for personal reasons, employees shall not use Board-owned/leased vehicles for personal use.

When used for commuting to and from work, the employee shall reimburse the District an amount equal to the value stipulated by the Commuting Valuation Rule as defined by IRS regulations. **03.1321/03.2321**

## **Staff Network User Agreement**

All staff shall receive a copy of the Access to Electronic Media (Acceptable Use Policy) and the Student Access to Electronic Media (Procedure). All personnel shall sign a Staff Network User Agreement, which will be kept on file as a legally binding document. **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 **03.13214/03.23214**.

## **Health, Safety and Security**

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

In addition, employees are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made within 24-48 hours of the occurrence and prior to leaving the work premises, UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care.

### **EMPLOYEE CONDUCT**

For information on the District's plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, Personal Protective Equipment (PPE), and Asbestos Management, contact your immediate supervisor or see the District's *Policy Manual* and related procedures.

Employees should use their school/worksite two-way communication system to notify the Principal, supervisor or other administrator of an existing emergency. **03.14/03.24/05.4**

## **Athletic Eligibility**

Determination of athletic eligibility shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association requirements.

Powell County schools shall not restrict a student from seeking athletic opportunities through competition at multiple grade levels-upward to his/her grade level. The KHSAA bylaws will be recognized for the purpose of any restrictions placed on athletes moving up in competition level. Given parent permission, the coach's willingness to accept an athlete at his or her level and the cooperation of the coach at the level in which the athlete is playing, the athlete shall be allowed to participate on their grade level and the levels above their grade level. No punishment or restrictions are to override this policy. Student athletes are to maintain academic requirements and other rules at each level of competition. The student's wishes with parent permission and the agreement by the coaches in respect to what is in the best interest of the student shall be final. (The student's ability, academics, attendance, mental and physical demands and student behavior must be considered by the coaches and parent.)

The rationale of this policy is Powell County Board of Education's desires are not to restrict the student athlete in his or her ability to gain skills and experience, but to give the full range of opportunity for students to enhance their abilities. The development of an athlete's skills through challenges of higher levels of competition may lead to a scholarship award that would further a student's educational opportunities. The Board of Education wishes to support and encourage students that desire to challenge their abilities athletically and academically.

A student enrolled in a public charter school that offers any interscholastic athletic activity shall be ineligible to participate in interscholastic activities at any other school. Subject to applicable law, regulations, and bylaws (e.g. KHSAA, Title IX) and the terms of the charter contract, students who are enrolled in a charter school that does not offer any interscholastic athletic activities shall be eligible to participate in such activities at the District school of that student's residence.

## **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 a classroom or 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**

## **Child Abuse**

### **EMPLOYEE CONDUCT**

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, shall immediately make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney. **09.227**

## **Use of Physical Restraint and Seclusion**

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

## **Civility**



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

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

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

## **Grievances/Communications**

The Superintendent/designee has developed specific procedures to assist employees in making a complaint. For full information refer to Policy **03.16/03.26** and related procedures.

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

## **Gifts**

No employee shall accept, for personal use, any gifts valued at over \$25 from current or potential suppliers or vendors. (KRS 11A.020 (1))

Personnel are also prohibited from accepting rebates in the form of gifts or gratuities valued at over \$25 from organizations or persons to whom they have referred or may refer parents and students. Exceptions may be made for those businesses who offer discounts to various employee groups. **03.1322/03.2322**

## **Outside Employment or Activities**

