

EMPLOYEE HANDBOOK

Revised: 08/22/2023

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GENERAL INFORMATION

IMPORTANT NOTICE

Carter County Board Policies and Procedures may be accessed online at:

www.cartercountyschools.org

Click on “About Us” and then “Board of Education.”
There is a button for the “Carter County Policy Manual.”
Personnel Policies are contained in Chapter 3.

Any policies and procedures included in this handbook are not the complete representation for employee guidance. It is the responsibility of the employee to research the most current and complete policies and procedures online at the link listed above.

Employee Groups

Carter County Board of Education policies and procedures are written for two employee groups as described below:

Certified employees work in a position that requires the employee to have a valid teacher certificate and/or endorsements from the Kentucky Department of Education - e.g. teachers, administrators, and counselors. Any person employed for 70% or more of a regular work day on a daily basis for the length of the school or calendar year shall be considered a full-time employee.

Classified employees work in positions that do not require a teacher certificate. (e.g. instructional assistants, cooks, bus drivers, custodians, etc.) A full-time employee is one who works a minimum of eighty (80) hours or more per month on a regular basis.

INTRODUCTION

The purpose of this manual is to explain the benefits and policies that pertain to school district employees. However, the summaries in this manual are not the contracts, policies, or plan documents under which the programs operate. For this reason, if there are any discrepancies between the summaries in this manual and the contracts, policies, or plan documents; the provisions in the contracts, policies, or plan documents will control. All sections are presented as a matter of standard or general information applying to all employees.

You may examine, obtain written copies, or ask for an explanation of the contracts, policies, or plan documents by contacting:

**Business Office Manager or Personnel Director
228 S. Carol Malone Blvd., Grayson, KY 41143
606-474-6696**

The Carter County Board of Education may implement new policies, procedures, and plans, at any time during the year. It may modify, revoke, suspend, terminate or change any of the plans, procedures, and policies, both in this document and in other formal employee documents, in whole or in part, with or without prior notice to employees.

PUBLIC NOTICE – NON-DISCRIMINATION POLICY STATEMENT

Students, their families, employees and potential employees of the Carter County School System are hereby notified that the Carter County School System does not discriminate on the basis of race; color; national origin; age; religion; marital status; sex; pregnancy, childbirth or related medical conditions; or disability in employment, vocational programs, or activities and provides equal access to the Boy Scouts and other designated youth groups as set forth in compliance with federal and state statutes and regulations. Any persons having inquiries concerning Carter County Schools' compliance with Title II, Title VI, Title IX and/or Section 504 may contact:

**Carter County Schools – Personnel Department
228 South Carol Malone Blvd. Grayson, KY, 41143
(606) 474-6696**

The Carter County School System offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12: Agriculture, Business and Office Technology, Family and Consumer Sciences, Health Sciences, Information Technology, Drafting, Building Trades, and Welding. Persons seeking further information concerning the vocational education offerings and specific pre-requisite criteria should contact:

**Carter County Career & Technical Center
15 Grahn Road Olive Hill, KY 41164
(606) 474-6696 (Ext 43000)**

Carter County Schools – District Personnel

Phone 474-6696 Fax: 474-6125/474-2003

<i>Name</i>	<i>Position</i>	<i>Work Phone</i>	<i>Fax Number</i>
Dr. Paul Green	Superintendent	20-900	474-2003
Pam Kouns	Administrative Assistant Community Education Director McKinney-Vento District Contact	20-107	474-2003
Cindy Thomas	Administrative Assistant - Personnel	20-102	474-2003
Nicki Hall	Special Education Director	20-211	474-2003
Jennifer Rice	Administrative Assistant	20-212	474-2003
Barrett Bush	IT Director	20-207	
Jennifer Fraley	Chief Academic Officer Curriculum, Instruction, Principal Support, NTI, Deeper Learning, MTS, College & Career Readiness, Title I, School Report Card, Professional Learning, FRYSC District Contact	20-104	474-2003
Nickie Blackburn	Instructional Coach District Assessment Coordinator, ESS, Governor's Scholar, Counselors	20-208	474-6125
Teena Liles	Instructional Coach Carter Virtual Academy, Academic Teams, Title III- ELL, Parent Involvement Coordinator	20-209	474-6125
Nellie Wright	Instructional Supervisor Brigance Early Childhood, Daycare, Early Childhood Education, Gifted & Talented, SEL	20-210	474-6125
Katie Felty	Administrative Assistant FRAM Coordinator	20-207	474-6125
Bradley Walker	Director of Pupil Personnel (DPP)	20-106	474-2003
Claire Carper	Administrative Assistant - DPP	20-105	474-2003
Tiffany Felty	Food Service Director	20-213	474-6125
Wanetta James	Administrative Assistant	20-215	474-6125
Christa Holbrook	Administrative Assistant	20-214	474-6125
Ronnie Cooley	Director of Maintenance & Transportation	20-303	286-8891
Erica Kiser	Administrative Assistant – Maint.	20-304	286-8891
Tiffany Hicks	Administrative Assistant – Trans.	20-301	286-4273

Finance Department - Fax: 475-9420

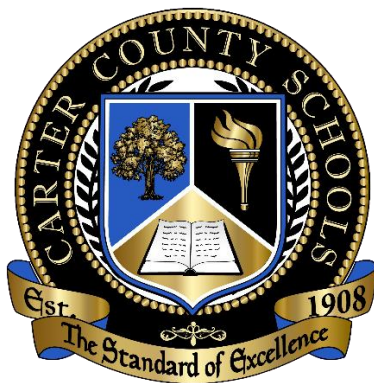
<i>Name</i>	<i>Position</i>	<i>Work Phone</i>
Andy Lyons	Finance Director Business Manager, Treasurer	20-201
Deb Bowling	Payroll, Retirement, Insurance	20-206
Harriet Messer	Accounts Payable	20-205
Rosie Fyffe	Payroll, Retirement, Insurance	20-204

Carter County Schools – District School Directory

<p>Carter City Elementary 13321 State Route 2 Grayson, KY 41143 Ext: 21-900 Jo Ashworth, Principal</p>	<p>East Carter Middle School One Spirit Lane Grayson, KY 41143 Ext. 31-900 Aaron Baldwin, Principal</p>	<p>Star Elementary 8249 East Highway 60 Rush, KY 41168 Ext. 25-900 Charles Baker, Principal</p>
<p>Carter Virtual Academy 228 S. Carol Malone Blvd. Grayson, KY 41143 Ext. 20-209 Teena Liles, District Facilitator</p>	<p>Heritage Elementary 4863 South State Hwy 1 Grayson, KY 41143 Ext. 22-900 J.C. Perkins</p>	<p>Tygart Creek Elementary 19743 West U.S. Highway 60 Olive Hill, KY 41164 Ext. 26-900 Joshua Mabry, Principal</p>
<p>Carter Co. Career & Technical Center 15 Grahn Road Olive Hill, KY 41164 Ext. 43-900 MaryLou DeHarte, Principal</p>	<p>Olive Hill Elementary 825 E. Tom T. Hall Blvd. Olive Hill, KY 41164 Ext. 23-900 Cherri Keaton, Principal</p>	<p>West Carter High School 365 West Carter Drive Olive Hill, KY 41164 Ext. 42-900 Kristen Bledsoe, Principal</p>
<p>East Carter High School 405 Hitchins Road Grayson, KY 41143 Ext. 42-900 Kelley Moore, Principal</p>	<p>Prichard Elementary 401 E. Main Street Grayson, KY 41143 Ext. 24-900 Jason McGlone, Principal</p>	<p>West Carter Middle School 150 Warrior Drive Olive Hill, KY 41164 Ext. 32-900 Kayla Bailey, Principal</p>

Carter County Schools – School Calendar

2023-2024



August 7-9	Teacher Contract Days
August 10-11	Teacher Professional Development Days
August 14	Opening Day for Teachers
August 15	First Day of School for Students
September 4	No School – Labor Day (Holiday Observed)
October 2-6	No School – Fall Break
November 6	No School – Teacher Professional Development
November 7	No School – Election Day
November 22-24	No School – Thanksgiving (Holiday Observed 11/23)
December 18	No School – Teacher Professional Development
December 19 – January 1	No School - Christmas/News Year's (Holiday: 12/25 & 01/01)
January 15	No School - Martin Luther King, Jr. Day
April 1-5	No School - Spring Break
May 16	Last Day of Classes for Students
May 17	Closing Day for Teachers
May 20, 22, 23, 24	Teacher Contract Days

*Approved by the Carter County Board of Education on 02/21/22. Corrected May Teacher Contract Days 01/25/23.
Amended by the Carter County Board of Education on 06/19/23.*

DRESS AND APPEARANCE

Policy 03.1326 – CERTIFIED PERSONNEL

Policy 03.2326 – CLASSIFIED PERSONNEL

The following dress code will apply to all Carter County School employees on days of employment compensated by the Board.

Appropriate Attire Required

It is the belief of the Carter County Board of Education that in order to provide a learning environment consistent with the purpose of educating children, all employees shall dress in a professionally appropriate manner commensurate with their duties. Adults are required to model appropriate dress, hygiene and personal appearance. Educational professionals should strive to present themselves in a way that distinguishes them from the students they serve. Dress and appearance should not distract, disrupt, or interfere in any way with the educational process of the District.

Prohibited Dress and Appearance

- Dresses/skirts/shorts shorter than knee length
- Leggings unless accompanied by a top that is at least mid-thigh length
- Clothing with holes, rips, or tears that show skin
- Clothing or body art that contains profanity, nudity, violence, sexuality, or promotes alcoholic beverages, tobacco, or illegal substances
- Sweatpants/workout clothing
- T-shirt/Sweatshirts unless they are holiday (current) themed, content related, school themed or school shirts
- Any promotion of political candidates/viewpoints
- Jeans with rips, holes or tears
- Visible undergarments
- Spaghetti straps, tank tops, and halter tops
- Hats/caps

Consideration for Special Events/Specific Activities

Consideration may be given to particular positions, special events, specific activities, and times when not working with students or the public. Any special consideration must be received in advance from the employee's immediate supervisor.

INFINITE CAMPUS MESSENGER

ONE CALL SYSTEM

Carter County Schools uses Infinite Campus Messenger to alert employees/students to emergencies, school closings, important announcements, etc.

It is imperative that you keep your contact information up-to-date.

You may log in to Infinite Campus through the online portal and change your personal settings, contact information and contact preferences (text, voice call, etc.) at any time. If you do not have access to Infinite Campus, you may contact the school's Attendance Clerk or the Central Office to make changes.

PERSONNEL RECORDS

Policy 03.15 – CERTIFIED PERSONNEL

Policy 03.25 – CLASSIFIED PERSONNEL

One (1) master personnel file, documenting employment history and including information maintained in electronic format, shall be maintained for each employee. This file shall be maintained in the Central Office and under the custody of the Superintendent or the Superintendent's designee. This file may be inspected by the employee.

Those portions of personnel records containing material of a personal nature, the disclosure of which would constitute an invasion of privacy, are not open for public inspection.

USE OF SCHOOL PROPERTY

REFERENCE TO POLICY 03.1321

All personnel shall be responsible for the school equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property shall be reported to the employee's immediate supervisor, who shall then report it to the Superintendent/designee once it is confirmed that the item cannot be recovered.

In addition, employees shall not perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities. District property being used for unauthorized purposes shall be reported to that employee's immediate supervisor.

Outside Work

An employee shall not use any District facility, vehicle, electronic communication system, equipment or materials in performing outside work. These items, including security codes and electronic records such as E-mail, are property of the District and shall be used solely for job-related purposes.

Electronic Communications

Employees shall 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 as to information entered or stored in their E-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

School Keys

District employees shall not allow the use of school keys by unauthorized persons. Keys may be duplicated only on the specific authorization of the Superintendent.

Driving Record

Employees who have occasion to drive any Board-owned vehicle and/or transport students shall provide, upon request, the Superintendent with a copy of their driving record from the Kentucky Department of Transportation. Any traffic citation received during the year shall be reported to the Superintendent prior to driving a Board-owned vehicle or transporting students.

Use of Vehicles

With prior Board approval, designated employees shall be assigned Board-owned vehicles to use in the performance of job-related duties.

EXPENSE REIMBURSEMENT

Policy 03.125 – CERTIFIED PERSONNEL

Policy 03.225 – CLASSIFIED PERSONNEL

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the Board shall reimburse school personnel for school-related travel when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent and, when appropriate the School Council. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. In the case of expenses reimbursed from internal accounts, the Principal shall be the authority for approving reimbursement.

The expense reimbursement process shall require documentation of the funding source/category used to pay expenses for all approved trips.

Mileage	Actual mileage between official work stations within the school system and actual mileage for trips outside the school system which have been approved by the Superintendent and the Council in SBDM schools will be reimbursed at the rate that is consistent with the beginning current fiscal year guidelines used by the Commonwealth of Kentucky for State Government employees.
Gasoline	Actual cost of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Purchase must be substantiated by a receipt showing total gallons and total charges.
Tolls & Fees	All tolls and parking fees incurred in school-related travel. Parking fees must be substantiated by a ticket or receipt. (Tolls are not charged for District vehicles being operated in state in an official capacity.)
Car Rental	Car rental charges when approved by the Superintendent and the Council in SBDM schools. Charges must be substantiated by a receipt.
Common Carriers	All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sight-seeing and pleasure tours are not reimbursable.
Out-of-State Travel	Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.
Food	Meal expenses will be reimbursed only if the trip requires an authorized overnight stay and done so at a rate that is consistent with the beginning fiscal year guidelines used by the Commonwealth of Kentucky State Government employees.
Lodging	Hotel or motel charges (not including food or other charges) incurred in school-related travel. Charges must be substantiated by a receipt.
Reimbursement Form	Travel vouchers shall be submitted within one (1) week of the travel. No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by itemized receipts.

Without proper documentation, individuals shall not receive reimbursement, and, if it is determined that reimbursement was made based on incomplete or improper documentation, the individual may be required to reimburse the District.

DRUG-FREE/ALCOHOL-FREE SCHOOLS

Policy 03.13251 – CERTIFIED PERSONNEL

Policy 03.23251 – CLASSIFIED PERSONNEL

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

1. Alcoholic beverages
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
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.

Definition	<p>Controlled substances shall mean any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by the Kentucky Cabinet for Health and Human Services under regulations pursuant to KRS 218A.020. Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.</p> <p>Prohibited substances include:</p> <ol style="list-style-type: none">1. All prescription drugs obtained without authorization, and2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.
Authorized Drugs	<p>Employees who personally use or who are designated to administer to a student a drug authorized by and administered in accordance with a prescription from a health professional shall not be considered in violation of this policy. Persons taking prescriptions that are narcotic or contain opiates are to report these prescriptions immediately to their supervisor with a statement from their physician indicating they have authorized the prescription.</p>
Random Testing	<p>All safety-sensitive employees shall be subject to random drug testing in accordance with this policy and related procedures. Safety-sensitive positions include, but is not limited to: Principal, assistant principal, teacher, instructional assistant/aide, substitute teacher, counselor, central office administrator, custodian, cook, school secretary, maintenance worker, and others as indicated on the description for the position.</p>
Physical Examination or Screening Based Upon Reasonable Suspicion	<p>The Superintendent/designee, with such assistance and input of the employees' supervisors as deemed necessary, is authorized to make the determination that reasonable suspicion or cause exists to order a drug screen of employees in safety-sensitive positions. Circumstances under which substance screening may be considered include, but are not limited to, the following:</p> <ol style="list-style-type: none">1. Observed use, possession, or sale of illegal drugs and/or illegal use, possession, sale or abuse of alcohol and/or the illegal use or sale of prescription drugs.2. Apparent physical state of impairment of motor functions.3. Marked changes in personal behavior not attributable to other factors.

4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury.
5. A formal allegation made by a duly authorized law enforcement officer.

The circumstances under which substance screening may be considered are limited to employee conduct on duty or during working hours, or on or in Board property, or at school related functions of the District. Prior to substance screening, employees shall sign an acknowledgement that the summary result shall be transmitted to the Superintendent. Failure to comply will be considered insubordination and appropriate disciplinary actions shall occur.

Workplace Defined

Workplace shall mean the site for the performance of work done for the District including any place where work on a District program, project or activity is performed, including, but not limited to, a school building or other school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. "Workplace" shall also include school-sponsored or school-approved activities, events or functions which are held off school property and in which students are under District jurisdiction including, but not limited to, field trips and athletic events.

Consequences

Any employee who violates the terms of this policy may be suspended, non-renewed or terminated. In addition, violations may result in notification of appropriate legal officials.

Alternative

The Superintendent may choose that an employee who violates the terms of the District's drug-free/alcohol-free workplace policies shall satisfactorily participate in a Board-approved drug/alcohol abuse assistance or rehabilitation program. If the employee fails to satisfactorily participate in such a program, the employee may be suspended, non-renewed or terminated.

Reporting

Employees of the District shall promptly make a report to the district or local police department, sheriff, or Kentucky State Police, if they 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.

Notification by Employee

Any employee convicted of a workplace violation of criminal drug statutes shall, within five (5) working days, provide notification of the conviction to the Superintendent.

Post-Discipline Drug Testing (CERTIFIED)

Following determination by an administrative or judicial proceeding that he/she engaged in misconduct involving the illegal use of controlled substances, a teacher who has been reprimanded or disciplined for misconduct involving illegal use of controlled substances shall submit to random or periodic drug testing in accordance with applicable Kentucky Administrative Regulation for a period not to exceed twelve (12) months from the date of such reprimand or disciplinary action.

USE OF TOBACCO, ALTERNATIVE NICOTINE OR VAPOR PRODUCTS

Policy 03.1327 – CERTIFIED PERSONNEL

Policy 03.2327 – CLASSIFIED PERSONNEL

The use of any tobacco product, alternative nicotine product, or vapor products 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 the Board.

ACCESS TO ELECTRONIC MEDIA – ACCEPTABLE USE POLICY

Policy 08.2323, 08.2323 AP.1

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 this policy and related procedures, which apply to all parties who use District technology. All users will be required to complete and submit a User Agreement Form.

Employee Use Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one’s duties.) Each employee is responsible for the security of his/her own password.

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related activities. If those resources are used, they shall be use for purposes directly related to work-related activities.

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

Social Networking Sites

In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent’s designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff.
4. If written parental consent is not otherwise granted through Acceptable Use Policy (AUP) forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become “friends” prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use; and
 - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating personal social networking sites to which they invite students to be “friends.” Employees taking such action do so at their own risk.

No Privacy Guarantee

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. He/she may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on District servers or on District provided or sponsored technology services, to be private.

Rules and Regulations

Violations of the Acceptable Use Policy include, but are not limited to, the following:

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
2. Sending or displaying offensive messages or pictures, including those that involve profanity, obscenity, or harassing/intimidation communications.
3. Damaging computer systems, computer networks, or school/District websites.
4. Violating copyright laws, including illegal copying of commercial software and/or other protected material.
5. Using another user’s password, “hacking” or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
6. Trespassing in another user’s folder, work, or files.
7. Intentionally wasting limited resources, including downloading of freeware or shareware programs.
8. Using the network for commercial purposes, financial gain or any illegal activity.
9. Using technology resources to bully, threaten, or attack a staff member of student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com.

Disregard of Rules

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies. Employees shall be subject to disciplinary action, up to and including termination and/or legal action for violating this policy and acceptable use rules and regulations established by the school or District.

Responsibility for Damages

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including termination.



CONTRACT INFORMATION PERSONNEL POLICIES

CODE OF ETHICS

EDUCATION PROFESSIONAL STANDARDS BOARD (EPSB)

CERTIFIED PERSONNEL

KRS 160.028 requires that the Education Professional Standards Board develop a professional code of ethics. The Professional Code of Ethics for Kentucky Certified Personnel is codified in 16 KAR 1:020, establishes the ethical standards for Kentucky certified school personnel and establishes that violation of the code may be grounds for revocation or suspension of Kentucky teacher or administrator certification. The **Code of Ethics** may be accessed from the Personnel/Employment page on the district website (www.cartercountyschools.org).

Please direct questions to:

**Education Profession Standards
Kentucky Department of Education
Division of Educator Licensure and Quality
300 Sower Blvd., 5th Floor
Frankfort, KY 40601**

(502) 564-4606 or Toll Free (888) 598-7667

www.epsb.ky.gov

MODEL CODE OF ETHICS FOR EDUCATORS

The Model Code of Ethics for Educators may be accessed from the Personnel/Employment page on the district website (www.cartercountyschools.org).

Please direct questions to:

**Superintendent
Carter County Schools
228 S. Carol Malone Blvd.
Grayson, KY 41143
(606) 474-6696**

CONTRACT INFORMATION

Policy 03.114, 03.115 - CERTIFIED PERSONNEL

Contracts	All certified employees, with the exception of the Superintendent, shall receive either a limited or continuing contract.
Limited Contract	A limited contract for the employment of a teacher is for a term of one (1) year only or for that portion of the school year that remains at the time of employment. If a limited contract is not to be renewed for the following year, the employee will be notified in writing no later than May 15 of the current school year.
Continuing Contract	A continuing service contract shall remain in force and effect until the teacher resigns or retires, or until it is terminated or suspended as provided in KRS 161.730 and/or KRS 161.800. Currently employed teachers are eligible for continuing service status when re-employed by the Superintendent after teaching four (4) consecutive years in Carter County or after teaching four (4) years which fall within a period not to exceed six (6) years in Carter County.
Transfer of Tenure	The continuing service contract status of a teacher shall not be terminated when the teacher leaves employment, all provisions of KRS 161.720 to KRS 161.810 to the contrary notwithstanding, and the continuing service contract status shall be transferred to the next school district, for a period of up to seven (7) months from the time employment in the first school district has terminated.
Teacher Certification	It is the responsibility of the employee to see that current certification, rank changes, and endorsements are on file in the central office at all times. Written notification of changes in rank or endorsements must be on file by August 15 for the Sept. 15th pay period or February 15 for the March 15th pay period. You should be aware of the expiration date on your teacher's certificate. If you are not sure what you must do to renew your certificate, please contact the personnel office immediately. If you do not have a valid teaching certificate, your contract will be voided.
Hours of Duty	<p>Regular Hours: Certified employees shall be prompt in attendance and shall remain on duty as specified by school policy or their immediate supervisor. No certified employee shall leave his/her job assignment during duty hours without the express approval of his/her immediate supervisor.</p> <p>Additional Hours: Certified employees may be required to perform additional duties as directed by school policy or assigned by their immediate supervisor.</p>
Revocation of Certificate	The Education Professional Standards Board is authorized and responsible for establishing standards and requirements for obtaining and maintaining a teaching certificate and for issuing, renewing, suspending, and revoking teaching certificates. Refer to KRS 161.120 for more information and an explanation of the grounds for revocations.

NATIONAL BOARD CERTIFIED TEACHER (NBCT) SUPPLEMENT

Policy 03.121 - CERTIFIED PERSONNEL

As provided under law, teachers who attain certification from the National Board for Professional Teaching Standards on or before July 1, 2020, shall be given an annual salary supplement of two thousand dollars (\$2,000) for the life of the certificate. A teacher who attains certification after July 1, 2020, shall be given an annual salary supplement for the life of the certificate, in accordance with the amount appropriated for this purpose by the General Assembly. If an annual supplement amount appropriate by the General Assembly is less than two thousand dollars (\$2,000), the Board may provide an additional supplement up to the amount required for the total annual supplement to equal two thousand dollars (\$2,000).

To assist with the budgeting process, candidates for NBCT certification shall notify the Superintendent/designee in writing prior to September 15 that certification is pending in order for the employee to receive any rank-related increase retroactive to the beginning of the school year.

Upon receiving prior approval from the Superintendent, teachers may receive up to five hundred dollars (\$500) for reimbursement for training required to receive National Board Certified Teacher Certification.

CERTIFIED EVALUATION PLAN

Policy 03.18 - CERTIFIED PERSONNEL

Development of System

the Superintendent shall recommend for approval by the Board and the Kentucky Department of Education a personnel evaluation system, developed by an evaluation committee, for all certified employees below the level of District Superintendent, which is in compliance with and which shall be implemented consistent with applicable statute and regulation. The District's certified evaluation plan shall be aligned with the Kentucky Framework for Personnel Evaluation.

Purpose

The purpose of the personnel evaluation system shall be to: support and improve performance of all certified school personnel and to inform individual personnel decisions. The District certified evaluation plan for certified personnel assigned to the District level for purposes of evaluation shall be specific to the employee's job category.

Frequency of Summative Evaluation

At a minimum, summative evaluations shall occur annually for certified employees below the level of superintendent who have not attained continuing service status. Summative evaluations shall occur at least once every three (3) years for a teacher or other professional who has attained continuing service status. Currently, Principals, Assistant Principals, and other certified administrators are evaluated on an annual basis.

PROFESSIONAL DEVELOPMENT

Policy 03.19 – CERTIFIED EMPLOYEES

Program to be Provided	The Board shall provide a high quality, personalized, and evidence based professional development (PD) program that meets the goals established in KRS 158.6451, the Every Student Succeeds Act (ESSA), and in the local needs assessment. At the direction of the Superintendent or designee in conjunction with each school, the PD coordinator shall facilitate the development and implementation of this program for all certified employees. Programs may also include classified staff and parent members of school councils and committees.
Active Shooter Situations	By November 1, annually, a minimum of one (1) hour of training on how to respond to an active shooter situation shall be required for all District employees with job duties requiring direct contact with students. The training shall be provided either in person, by live streaming, or via a video recording prepared by the Kentucky Department of Criminal Justice Training in collaboration with the Kentucky Law enforcement Council, the Kentucky Department of Education, and the Center for School Safety and may be included in the four (4) days of professional development under KRS 158.070. When a staff member subject to the training requirements of this subsection is initially hired after the training has been provided for the school year, the District shall provide materials on how to respond to an active shooter situation.
School Responsibilities	Each school shall plan professional development with the PD coordinator and, when appropriate, with other schools to maximize training opportunities. In addition, each school's PD plan shall be submitted to the Board for review and comment.
Documentation	<p>The school/District PD plan shall include the method for evaluating impact on student learning and using evaluation results to improve professional learning.</p> <p>Documentation of completed professional development, including a written evaluation, shall be required. Unless an employee is granted leave under an appropriate Board policy, failure to complete and document the required hours of professional development during the academic year shall result in a reduction in salary and may be reflected in the employee's evaluation.</p>

PROFESSIONAL MEETINGS

Policy 03.1911 - CERTIFIED PERSONNEL

Professional meeting shall refer to any meeting that is not included in the school/District professional development plan and that relates to the condition, improvement and/or operation of the schools or any meeting held by a professional education organization, which specifically addresses job efficiency, safety or performance.

Authorization to Attend Employees shall obtain prior authorization to attend professional meetings as specified by council policy and District procedures. The requesting employee shall submit a written application to attend the meeting, with or without pay and/or expense reimbursement, to the Principal/immediate supervisor, who shall forward approved requests to the Superintendent/designee.

Approval of the Superintendent/designee shall be contingent on:

1. Whether the meeting meets the definition established by this policy;
2. Skills required by the employee's job description or goals of his/her growth plan; and
3. Availability of funds and substitute teachers.

Expenses Expenses for school-based employees to attend professional meetings, including the cost of substitutes, shall be paid from the school's allocated funds, except when attendance is requested by the Superintendent/designee.

STAFF MEETINGS

Policy 03.1335 - CERTIFIED PERSONNEL

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.

The Principal and administrative staff shall develop and present to the council for its review and comment a proposed schedule of routine staff meetings that will take place after the end of the regular instructional school day. The schedule shall include the projected dates and anticipated time frames for the meetings.

The final meeting schedule shall then be shared with staff members by the Principal/designee in a timely manner.

Changes may be made to the approved schedule and additional staff meetings may be called on short notice to address urgent school problems. Every reasonable effort shall be made to give appropriate advance notice in such cases.

TERMINATION/NONRENEWAL/SEPARATION OF CONTRACT

Policy 03.17 - CERTIFIED PERSONNEL

Termination and nonrenewal of contracts shall be the responsibility of the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

No contract shall be terminated except upon notification of the Board by the Superintendent. Prior to notification of the board, the Superintendent shall furnish the teacher with a written statement specifying in detail the charge against the teacher.

Code of Ethics	Employees who violate provisions of the Professional Code of Ethics for Kentucky School Certified Personnel may be subject to disciplinary action, up to and including termination.
Nonrenewal	The Principal/immediate supervisor shall provide the Superintendent with notice of recommended non-renewals by March 15. Non-renewal of limited contracts of certified personnel shall be made not later than May 15 in compliance with the requirements of KRS 161.750.
Termination	Termination of contracts of certified personnel shall be made in compliance with the requirements of KRS 161.790.
Alternatives to Termination	As an alternative to termination, the Superintendent, upon notifying the Board and providing written notification to the teacher, may impose sanctions in accordance with KRS 161.790.
Separation by Employee	Certified employees seeking to terminate contracts in force shall do so in compliance with KRS 161.780. A certified employee who voluntarily leaves the District shall complete an exit survey developed by the Kentucky Department of Education.
Reporting	The Superintendent shall comply with the reporting requirements of 704 KAR 20:450.

REDUCTION IN FORCE

Policy 03.171 - CERTIFIED PERSONNEL

Reduction in force is a procedure that is enacted when it becomes necessary to decrease the number of certified staff members at a particular school because of changes in enrollment, curriculum, or programs.

When, by reasons noted in KRS 161.800, it becomes necessary to reduce the number of certified personnel, the Superintendent shall do so in compliance with the statute.

SUSPENSION/REINSTATEMENT

Policies 03.172, 03.173, 03.174 - CERTIFIED EMPLOYEES

Suspension

Pending Termination Action

The Superintendent may suspend a certified employee without pay pending final action to terminate the contract if the character of the charges warrant such action. If a tribunal hearing is requested and the decision of the tribunal is against termination of the contract, the suspended teacher shall be paid full salary for the period of such suspension, except that the Board may appeal the tribunal's decision to the circuit court.

Sanctions

As an alternative to the termination of a teacher's contract and in accordance with KRS 161.790, the Superintendent, upon notifying the Board and providing written notification to the teacher of the charge, may impose sanctions including but not limited to suspension without pay, or public or private reprimand.
(Policy 03.172)

Temporary Suspension with Pay Pending Investigation

An employee shall be suspended with pay only when the Superintendent determines there is a justifiable need for an investigation of alleged employee actions necessary 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, a suspension with pay shall not exceed ten (10) working days.

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

Board Notification

The Superintendent, at the first meeting following the suspension, shall notify the Board of education of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

Reinstatement

Following Termination Hearing

When a certified employee has been suspended, pending action to terminate the contract, and the tribunal, if requested, decides against termination after a hearing, the employee shall be reinstated in compliance with KRS 161.790, except that the Board may appeal the tribunal's decision to the circuit court.
(Policy 03.174)

CONTRACT INFORMATION

CLASSIFIED EMPLOYEES

Contracts	All classified personnel shall enter into written contracts with the District. Contract length for classified employees shall not exceed twelve (12) months and may be renewed annually at the discretion of the Superintendent.
Length of Contract	The number of days of employment for each position shall be determined each year by the Board of Education.
Length of Work Day	The length of the workday for each position shall be determined each year by the Board. The workweek for hourly (non-exempt) employees shall not exceed forty (40) hours per week, unless overtime is authorized by the Superintendent in advance. (<i>Policy 03.221</i>)

EVALUATION PLAN

CLASSIFIED PERSONNEL

Each classified employee shall be evaluated at least once each year. This evaluation shall be performed by the Principal or the immediate supervisor and shall be based upon a formal procedure approved by the Superintendent for that specific position or class of positions. The administrator performing the evaluation shall share and discuss the evaluation report with the employee. The employee shall have the right to comment in writing on the evaluation report. The employee's written comments shall be attached to the evaluation report, and the report shall be filed with the Superintendent.

RESIGNATION/DISCIPLINE/SUSPENSION/DISMISSAL

Policy 03.272 - CLASSIFIED EMPLOYEES

- Separation by Employee** Employees who resign shall submit their written resignation at least ten (10) calendar days prior to the date they wish to end their employment. A classified employee who voluntarily leaves the District shall complete an exit survey developed by the Kentucky Department of Education.
- Disciplinary Actions** Classified employees may be subject to the following actions, to include, but not be limited to:
1. Verbal warning or reprimand by Superintendent/designee
 2. Written warning or reprimand by Superintendent/designee
 3. Probation imposed by Superintendent/designee
 4. Reassignment (temporary or permanent) by Superintendent
 5. Suspension with pay by Superintendent
 6. Suspension without pay by Superintendent
 7. Nonrenewal by Superintendent
 8. Dismissal (termination of contract) by Superintendent
- Termination/Suspension** Classified employees may be terminated or suspended with or without pay only by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel actions shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.
- An employee may be relieved from duty for the remainder of the work day by the immediate supervisor, pending action by the Superintendent, when drugs, alcohol, and/or the safety of students or staff are involved.
- 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. 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.
- Causes for Disciplinary Action** Any classified employee shall be subject to disciplinary 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 of, or possession of alcohol 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. Falsifying information supplied to the District including information on application forms, absence reports, or any other information.
7. Violation of local policy, state, or federal statutes or regulations which apply to assigned duties.
8. Conviction of a felony or any crime involving moral turpitude.
9. Immorality or other unprofessional conduct.

Due Process Provisions/ Procedures

If a meeting is requested, the Superintendent shall set the time and place of the meeting and shall conduct the meeting. During the meeting, the employee shall be given the opportunity to hear the evidence of the charges, to testify on his/her behalf, and to call others to testify. The District shall present evidence and testimony first, and the employee shall be given the opportunity to respond to any evidence or testimony presented. The Superintendent may ask questions of those testifying.

All information or records relating to the charges in the custody of the District, its agents or representatives or the employee, his/her agents or representatives shall be freely exchanged between the parties unless otherwise privileged. The employee is entitled to the presence of a conferee provided he/she gives twenty-four (24) hours of advance notice to the Superintendent.

At the conclusion of the meeting, the Superintendent shall prepare and forward to the employee a written decision within ten (10) working days.

All information relating to the disciplinary action shall be placed in the employee's personnel file.

Other Disciplinary Actions

When charges result in disciplinary actions other than termination or suspension without pay and employees wish to contest the charges, they may submit a written response, which shall be placed in their file along with the written charge.

STAFF DEVELOPMENT

Policy 03.29 – CLASSIFIED PERSONNEL

Classified employees that provide instructional services to students shall attend twelve (12) hours of professional development each school year. The superintendent will determine which employees will attend the professional development. Professional development will be approved in advance by the school principals.

Active Shooter Situations

By November 1, annually, a minimum of one (1) hour of training on how to respond to an active shooter situation shall be required for all District employees with job duties requiring direct contact with students. The training shall be provided either in person, by live streaming, or via a video recording prepared by the Kentucky Department of Criminal Justice Training in collaboration with the Kentucky Law enforcement Council, the Kentucky Department of Education, and the Center for School Safety and may be included in the four (4) days of professional development under KRS 158.070. When a staff member subject to the training requirements of this subsection is initially hired after the training has been provided for the school year, the District shall provide materials on how to respond to an active shooter situation.

TRANSFER

Policy 03.1311 – CERTIFIED PERSONNEL

Policy 03.2311 – CLASSIFIED PERSONNEL

The transfer of personnel shall be made by the Superintendent who, at the first meeting following the transfer, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

A transfer is a change of location and not a change of position. An employee cannot use the transfer procedure to change to a position of significantly higher pay or responsibility.

Certified Personnel

Transfer or reassignment of certified personnel will be made no later than thirty (30) days before the first student attendance day of the school year except to fill vacancies created by illness, death, or resignations; to reduce or increase personnel because of a shift in school population; to make personnel adjustments after consolidation or merger; or to assign personnel according to their major or minor fields of training.

Classified Personnel

The Superintendent may transfer classified personnel within the guidelines of applicable state law and board policy, to effective the smooth and orderly functioning of the school system. Administrative transfers may be made without employee consent.

Transfer of Employees Charged with a Felony

Notwithstanding any other policy provision, the Superintendent may transfer an employee charged with a felony offense as permitted under KRS 160.380.

OPEN DOOR POLICY

If employees have concerns or suggestions that are not of such a nature to warrant the filing of a grievance but need to be communicated, the employee is encouraged to bring them to the attention of their immediate supervisor. If the immediate supervisor does not adequately deal with the employee's concerns or is the alleged party in a complaint, the employee is encouraged to communicate with their immediate supervisor's supervisor, etc. , until their concerns have been adequately addressed.

EMPLOYEE COMPLAINT PROCEDURE

Policy 03.16, Procedure 03.16 AP.1 – CERTIFIED EMPLOYEES

Policy 03.26, Procedure 03.26 AP.1 – CLASSIFIED EMPLOYEES

Employees wishing to initiate a formal complaint about an alleged violation of a constitutional, statutory, or regulatory provision, Board policy, administrative rule, or procedure shall use a Communication Initiation Form (03.16 AP.2)

Conditions

1. All complaints are individual in nature and must be brought by the individual complainant.
2. All complaint proceedings shall be conducted outside the regular school day and at a time and place mutually agreed upon.
3. The complainant shall be permitted to have one (1) representative.
4. To the extent possible, all attendant records shall be filed in the office of the immediate supervisor and/or Superintendent and shall be considered private information and separate from the individual employee's folder. All records will be kept for a minimum of three (3) years.
5. No reprisal shall be taken against any aggrieved person because of the filing of a complaint.

Time Limits

1. Employees must file their grievance within fifteen (15) working days following the alleged violation. However, depending on the nature of the grievance, the Superintendent may recommend an extension of the filing deadline to twenty (20) working days if the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.
2. Days referred to in the communication initiation form shall be working days, with exceptions as described in the procedure. (03.16 AP.1 & 03.26 AP.1)
3. The time limits stated in various sections of these procedures may be extended by mutual consent of the Board, its authorized agents, and the complainant.
4. If no extension occurs and the complainant does not file an appeal to the next level within five (5) working days of receiving a response, the complaint shall be considered to have been settled and terminated at the previous level, and the answer given at that level shall stand.

Superintendent's/ Designee Involvement

1. When appropriate, the complainant shall give his/her communication directly to the Superintendent, thus bypassing the immediate supervisor. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the complaint would require the initial response of the Superintendent.
2. The Superintendent reserves the right to redirect the communicator to the appropriate level.

**Board of
Education's
Involvement**

1. If the employee, after reviewing the Superintendent's response, desires direct communication with the Board of Education, the employee may present his/her written communication to the Superintendent for transmittal to the Board of Education, or notify the Superintendent five (5) working days prior to the meeting of the Board at which the employee wishes the complaint presented. Employees are not authorized to contact Board members individually about complaints.
2. If the Board decides to review the complaint, the employee will then be afforded an opportunity to appear before the Board at the next regular meeting for relevant discussion of the employee's communication. If the employee does not wish to make a verbal presentation, the employee's right to refrain from such activity will be respected.
3. The Superintendent or the complainant shall present the communication to the Board of Education at its next regularly scheduled meeting.
4. The Board of Education will consider the complaint, and will provide the employee a written response within ten (10) working days after the next regularly scheduled meeting of the Board, following the meeting of the Board at which the complaint was initially presented. The decision of the Board of Education shall be final.

HARASSMENT/DISCRIMINATION

Policy 03.162 – CERTIFIED PERSONNEL

Policy 03.262 – CLASSIFIED PERSONNEL

Definition

Harassment/Discrimination of employees is unlawful behavior based on the race, color, national origin, age, religion, sex (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions 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.

Prohibition

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

TITLE IX SEXUAL HARASSMENT

Policy 03.1621 – CERTIFIED PERSONNEL

Policy 03.2621 – CLASSIFIED PERSONNEL

Introduction and Scope

A United States Department of Education regulation published on May 19, 2020 defines sexual harassment for purposes of Title IX (sometimes referred to in policy and procedure as “Title IX Sexual Harassment”). In addition to numerous other matters, the regulation sets forth grievance procedure requirements that apply (including the initiation of a “formal complaint”) before there is a determination that an employee is responsible for Title IX Sexual Harassment. The applicable definition of sexual harassment describes serious sexual misconduct. If the alleged actions that are the subject of a formal complaint do not descend to the level of conduct described in the definition of Title IX Sexual Harassment; do not take place in a “program or activity” of the school District within the meaning of Title IX; or do not take place in the United States, the formal complaint must be dismissed.

Such a dismissal does not mean that the alleged offending party cannot be the subject of investigation or discipline on grounds other than “Title IX Sexual Harassment” as addressed in Board policy or law, including conduct allegedly constituting sexual harassment or other sexual misconduct that does fall within the definition of “Title IX Sexual Harassment.”

Prohibition

Title IX Sexual Harassment in educational programs or activities of the District is prohibited.

EQUAL EMPLOYMENT OPPORTUNITY

Policy 03.113 – CERTIFIED PERSONNEL

Policy 03.212 – CLASSIFIED PERSONNEL

- Nondiscrimination** 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. 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.
- Individuals with Disabilities** No qualified person with a disability, as defined by law, shall, on the basis of the disability, be subject to discrimination in employment.
- Reasonable Accommodation** Employees who have a long-term or permanent disability may request the District supervisor to provide reasonable accommodations necessary for them to perform the essential duties of the position. Medical information obtained as part of an employee request shall be confidential.

AMERICANS WITH DISABILITY ACT

www.ada.gov

- Purpose** The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, referral, and other aspects of employment on the basis of disability.
- Reasonable Accommodation** Employees who have a temporary or permanent disability under the guidelines of the Americans with Disabilities Act may request the school district to provide reasonable accommodations necessary for them to perform the essential duties of the position.

CONFLICT OF INTERESTS

Policy 03.1721 – CERTIFIED PERSONNEL

Policy 03.2721 – CLASSIFIED PERSONNEL

No administrator or other employee of the District with decision-making authority over the financial position of the school district shall have any pecuniary interest, either directly or indirectly, in an amount exceeding twenty-five dollars (\$25.00) per year, at the time of or after appointment, in supplying any goods, services, property or merchandise for which school funds are expended. Nor shall any such person receive directly or indirectly any gift, reward, or promise of reward for goods, services, property, or merchandise of any kind for which school funds are expended. (KRS 156.480)

OUTSIDE EMPLOYMENT OR ACTIVITIES

Policy 03.1331 – CERTIFIED PERSONNEL

Policy 03.2331 – CLASSIFIED PERSONNEL

Employees shall not accept outside employment or activities which will prevent them from fulfilling regularly assigned school duties and obligations.

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

DISRUPTING THE EDUCATIONAL PROCESS

Policy 03.1325 – CERTIFIED PERSONNEL

Policy 03.2325 – CLASSIFIED PERSONNEL

Any employee who participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events and activities, may be subject to disciplinary action, including termination of contract.

For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct that threatens the health, safety, or welfare of others;
2. Conduct that may damage public or private property, including the property of students or staff;
3. Illegal activity;
4. Conduct that interferes with a students' access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
5. Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

POLITICAL ACTIVITIES

Policy 03.1324 – CERTIFIED PERSONNEL

Policy 03.2324 – CLASSIFIED PERSONNEL

No District employee shall promote, organize, or engage in political activities while performing his/her duties or during the workday. Promoting or engaging in political activities shall include, but not be limited to, the following:

1. Encouraging students to adopt or support a particular political position, party, or candidate; or
2. Using school property or materials to advance the support of a particular political position, party, or candidate.



SALARY/PAYROLL INFORMATION

EMPLOYEE BENEFITS

SALARY/PAYROLL INFORMATION

Policy 03.121, 03.1211 – CERTIFIED PERSONNEL

Policy 03.221 – CLASSIFIED PERSONNEL

Single-Salary Schedule	<p>All salaries for <u>certified</u> personnel shall be based on a single salary schedule providing, at a minimum, for the number of working days required by law.</p> <p>All regular and substitute <u>classified</u> personnel shall be paid on an hourly or salary basis as established by the Board.</p>
Basic Contract	<p>The basic <u>certified</u> 187 day contract includes:</p> <ul style="list-style-type: none">• 177 Teaching Days (175 Instructional Days/2 Planning Days)• 4 Holidays• 4 In-service Days• 1 Opening Day• 1 Closing Day <p><u>Classified</u> personnel contracts vary by job description. Terms of employment will be included in the annual hire letter.</p>
Determination of Rank and Experience	<p>The rank and experience of <u>certified</u> personnel shall be determined at time of hire. Changes in rank and experience shall be determined on September 15 of each year. Rank changes dated by September 15 shall determine the employee's salary for the entire school year. Rank changes dated after September 15 but before January 15 shall qualify the employee for the pay increase on his/her last twelve (12) checks of the school year.</p>
Transfer of Experience from Other Districts	<p>Carter County will recognize the transfer of teaching experience from other school districts in the United States under the following conditions. Experience means employment as a teacher other than as a substitute for a minimum of one hundred and forty (140) days during a school year in a public or nonpublic elementary or secondary school or college or university that is approved by the public accrediting authority in the state in which the teaching duties were performed.</p>
Extended Employment	<p>Compensation for employment contracted beyond 187 days shall be prorated on the base pay for 187 days.</p>
Extra Services and Supervision	<p>The Board shall annually establish a schedule of compensation for extra services, special duty supplements, and supervision. Extra service and supervision pay will be calculated on an annual basis and included equally in the employee's twelve monthly checks.</p>
Pay Periods	<p>Personnel with less than twelve (12) month contracts will be paid one-twenty fourth of their annual salary semi-monthly beginning September 15th and ending August 31st.</p> <p>Personnel with twelve (12) month contracts will be paid one-twenty fourth of their annual salary semi-monthly beginning on July 15th and ending June 30th.</p> <p>Employees are compensated on the 15th of the month and on the last working day of the month.</p>

Mandatory Salary Deductions

Mandatory payroll deductions include:

- State and Federal Income Taxes;
- Occupational tax, when applicable;
- Kentucky Teachers' Retirement (certified);
- Any deductions required as a result of the judicial process; and
- Medicare
- FICA (classified)

Direct Deposit

Direct Deposit is mandatory for all employees. You may obtain an application form from the Finance Department for any changes in direct deposit.

Payroll/Earnings Information

Carter County Schools uses a web-based application that gives employees immediate access to compensation history and other relevant personnel information including: W2s, check stubs, rank, experience and more. It provides employees the ability to view and print earnings history and direct deposit information to the latest paid date. The information can be used for bank and credit institution requests for employment and earnings history as well as basic knowledge of payroll and personnel data. Employees are not mailed a hardcopy of payroll deposit information.

EStub-Employee Payroll Information

The site may be accessed from the EStub-Employee Payroll Information link on the homepage of the district website (www.cartercountyschools.org). The login ID is the employee identification number. The PIN number, at initial login, is the employee's social security number. After the initial login, employees are prompted to change the PIN. The direct link is shown below:

<http://www.carter.kyschools.us/keeisestub>

HEALTH INSURANCE

(Provided by the Commonwealth of Kentucky)

CARRIER:	Options Listed in Insurance Handbook
COVERAGE:	Access to an Insurance Handbook will be given each year with in-depth information about the available policy options.

Eligibility and Effective Date of Coverage

Coverage on new employees will begin the first day of the second calendar month following employment. For example, if your hire date is in January, your health insurance coverage begins March 1. New employees must submit a completed insurance application form within thirty-five (35) days of their hire date.

Enrollment/Open Enrollment

There is an open enrollment period each year during the month of October to allow you to make changes to your health insurance coverage. We encourage you to read all the information you receive during open enrollment. Health Insurance is an important benefit and each person has different health insurance needs and this information can help you choose the right plan.

During Open Enrollment, you may make any changes that you wish. You can change the type of coverage, level of coverage, or add or remove dependents. All changes made during open enrollment will be effective January 1 – December 31, and will stay in effect until the next open enrollment period, unless you meet a qualifying event.

Coverage on dependents **outside** of Open Enrollment, with the exception of birth/adoption, will begin on the first day of the second month following the qualifying event. Enrollments **outside** Open Enrollment are allowed **only** in the case of a qualifying event. To obtain health insurance coverage for a newborn or adopted child from the date of birth/adoption, you **must** file a new application within thirty-five (35) days of the event. A new application is required even if you already have family coverage.

If you choose to waive your health insurance, you may be eligible to elect and participate in a Health Reimbursement Account. Refer to your health insurance handbook for more information.

Types of Coverage Available

There are several options of coverage available to employees. Refer to the Health Insurance Handbook for a description of options and rates.

Your Coverage Ends

If your employment is terminated (resignation, retirement, etc.) your health insurance will continue only until the 15th or the last day of the month of separation.

Additional Information

Due to the complexities involved in your health care policy, the summary above is a simple explanation of your coverage. For additional information, consult your Insurance Handbook or contact the Payroll or Personnel Department.

COBRA INFORMATION

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Qualified individuals are required to pay the entire premium for coverage.

COBRA provides employees and their families the opportunity for a temporary extension of health coverage in certain instances where coverage under the plan would otherwise end.

SECTION 125 FLEXIBLE BENEFITS/CAFETERIA PLAN

American Fidelity is the Section 125 Plan service provider. This Plan allows employees to reduce their taxable income by paying health insurance and other insurance premiums with pre-tax dollars. All premiums are the responsibility of the employee.

Enrollment

Each year during an open enrollment period, employees are required to sign an election form to either participate or not participate in the Section 125 Plan.

Offerings

Accident Insurance
Disability Insurance
Life Insurance

Cancer Coverage
Hospital Indemnity Insurance
Dental/Vision

Critical Illness Insurance
Gap Insurance
Long Term Care Insurance

**American Fidelity Assurance Company
2525 Harrodsburg Road, Suite 210
Lexington, KY 40504
800-943-8030**

TAX DEFERRED SUPPLEMENTAL RETIREMENT PLAN

The Kentucky Public Employee's Deferred Compensation Authority is the authorized administrator of tax-deferred supplemental retirement plans for employees. There are both pre-tax and after-tax options to save from each paycheck and invest toward retirement.

**Kentucky Deferred Compensation System
105 Sea Hero Road, Suite 1
Frankfort, KY 40601
800-793-4401**

GROUP TERM LIFE INSURANCE

(Provided by the Carter County Board of Education)

COST:	Paid in full by the Carter County Board of Education
CARRIER:	Fort Dearborn Life
COVERAGE:	Basic Coverage - \$20,000 Accidental Death & Dismemberment – \$20,000

Eligibility and Effective Date of Coverage

The group term life insurance coverage under this program, paid in full by the Carter County Board of Education, is provided for all active employees of the Board.

Your coverage is effective on the first day of the month following your date of hire as an eligible employee.

Enrollment and Beneficiary Designations

Before your coverage starts, you will receive a Beneficiary Designation form to complete and return to the Personnel Department. On this form, you are to designate your beneficiary (or beneficiaries) for the proceeds of this coverage at your death. You may name anyone you choose as your beneficiary. You may also change your beneficiary designations at any time by completing a Beneficiary Change form. These forms may be obtained from the Personnel or Payroll Department. The Payroll Department must be notified if you have a name change.

Claims Information and Processing

At your death, your beneficiary must send the following to the Personnel Department:

- His or her date of birth and social security number, and
- A copy of your Death Certificate

TEAM KENTUCKY GROUP TERM LIFE INSURANCE

(Provided by the Commonwealth of Kentucky)

COST:	Paid in full by the State (for the employee)
CARRIER:	Team Kentucky
COVERAGE:	Basic Coverage - \$20,000 Accidental Death & Dismemberment – \$20,000

Eligibility and Effective Date of Coverage

The group term life insurance coverage under this program, paid in full by the Commonwealth of Kentucky, is provided to all employees of the Carter County Board of Education working twenty (20) or more hours per week.

Your coverage will become effective on the first day of the second month following your date of hire as an eligible employee.

Enrollment and Beneficiary Designations

Enrollment forms are required for this coverage. If you have not completed a beneficiary form, at your death, your beneficiary will automatically be the first of your survivors on the following list:

- Your husband or wife,
- Your children,
- Your parents,
- Your brothers and sisters,
- The executors or administrator of your estate

If this beneficiary arrangement does not suit you, you may complete a Beneficiary Designation form naming anyone you choose as your beneficiary. You may also change your beneficiary designations at any time by completing a Beneficiary Change form. These forms may be obtained from the Personnel or Payroll Department. The Payroll Department must be notified if you have a name change.

Supplemental Group Term Life Insurance

Employees have the option, at your own expense, to increase insurance coverage and/or purchase coverage for a qualifying family member.

WORKERS' COMPENSATION INSURANCE

COST:	Paid in full by the Carter Board of Education
COVERAGE:	Workers' Compensation Insurance provides income and medical expense protection for on-the-job injuries.

Eligibility for Coverage

Employees of the Carter County Board of Education are covered by Workers' Compensation Insurance. This coverage protects you against loss of income and helps pay medical expenses associated with work-related injuries.

Reporting a Workers' Compensation Claim

Any on-the-job injury or accident should immediately be reported to your supervisor, or designee, in the school office within twenty-four (24) hours. In turn your supervisor, or designee, will report the incident to the Personnel Department.

Reporting Back to Work

When you intend to return to work, your supervisor, or designee, must notify the Personnel Department. You must have your physician's permission and be cleared by the Personnel Department before returning to work.

Claim for Wages

An employee who sustains a compensable injury and is totally disabled after waiting a period of seven (7) calendar days is entitled to income benefits which are calculated as 66 2/3 percent of the average weekly wage, but not more than 100 percent, or less than 20 percent of the states average weekly wage. Workers' Compensation wages begin on the eighth calendar day. If fifteen or more days are missed, Worker's Compensation pays starting with the first day missed if all the days missed are for the same injury. You may use sick leave in conjunction with the worker's compensation payment but your sick leave days will only compensate you for the difference in the worker's compensation rate and your actual daily salary. If you choose to use full sick leave pay, you will not receive worker's compensation.

Medical Claim

An employee who sustains a compensable injury may be entitled to medical expenses. There is no requirement of days missed to be eligible for medical expenses.

You may go to any physician to seek medical treatment (preferably a family physician) and can be referred to others physicians/specialists as needed. The procedure for reporting an on-the-job injury is as follows:

- Employee reports injury to the Worksite Coordinator (Principal, Supervisor, or designee).
- A First Report of Injury is completed.
- The Worksite Coordinator will report the injury, within 24 hours, by calling the Personnel Department and faxing/delivering the First Report of Injury.
- The Personnel Department will report the First Report of Injury to the Workers' Compensation Insurance carrier.

Additional Information

It is very important to turn in the First Report Injury report within twenty-four (24) hours. Late reports may be denied by the Worker's Compensation Insurance carrier and personal insurance may refuse to pay the claim. Questions may be directed to the Personnel Department.

UNEMPLOYMENT INSURANCE

COST:	Paid in full by the Carter Board of Education
COVERAGE:	Unemployment Compensation is for eligible individuals who, through no fault of their own, lose their jobs or suffer loss of wages. Unemployment benefits are not typically payable if you voluntarily terminate your employment.

Eligibility for Coverage

As required by state law, employees of the Carter County Board of Education are covered by the Kentucky State Unemployment Program.

Qualifying for Unemployment Benefits

To qualify for unemployment benefits, you must meet all of the conditions required by law. Among these conditions is the requirement that you must have lost your job, or suffered a loss of wages, through no fault of your own. This means that unemployment benefits are not typically payable if you voluntarily terminate your employment.

In addition to having sufficient earnings during your base period, you must meet the following requirements for every week of benefits claimed.

1. You must be physically and mentally able to work.
2. You must be either totally unemployed or working less than full-time and earning less than one and one-fourth ($1\frac{1}{4}$) your weekly benefit amount. If you work less than full-time and you are earning less than one and one-fourth ($1\frac{1}{4}$) times your weekly benefit amount, you may qualify for partial benefits. Eighty percent (80%) of your gross earnings is deducted from your weekly benefit amount.
3. You must be available for suitable work and be making a reasonable effort to find employment.
4. You must file a claim for any week for which benefits are sought.

However, unemployment compensation is not typically paid for time off during an established and customary vacation period or holiday recess. For example, you will not typically qualify for unemployment benefits if:

- You are customarily off work during the summer vacation period and board-approved holidays, and
- You have reasonable assurance of returning to work for the Board the next school year.

Claims Information and Processing

Claims for unemployment benefits must be filed with your local State Unemployment Office.

Additional Information

Questions concerning unemployment insurance should be referred to the Personnel Department.

TEACHERS' RETIREMENT SYSTEM (TRS)

<https://trs.ky.gov/>

Policy 03.175 -CERTIFIED EMPLOYEES

Retirement is determined by Teachers' Retirement System guidelines.

Eligibility for Coverage

Membership in TRS is mandatory for all certified employees who occupy positions in the school district.

Retirement eligibility is determined by age and/or years of service. TRS has four account types based on the date of entry into the system.

Application for Retirement

When you are eligible to retire, and you have selected your proposed retirement date, you must first complete an application form available only from TRS.

- | | |
|-------------------------|---|
| Notice | Persons retiring should give the Superintendent notice as far in advance as possible but not less than two (2) weeks prior to retirement. |
| Responsibility | Retirement benefits shall be solely a matter of contract between the employee and the Kentucky Teachers' Retirement System. |
| Unused Sick Days | The Board shall compensate certified employees or their estate for each unused sick day at a rate of thirty (30) percent of the daily salary. This calculation is based on the employee's last annual salary upon which the sick leave days have accrued. For personnel who began employment after July 1, 2008, unused sick leave days to be recognized in calculating reimbursement under KRS 161.155 shall not exceed 300 days. For personnel who become members of the Teachers' Retirement System on or after January 1, 2022, payment for unused sick leave days shall not be incorporated in the annual compensation used to calculate the retirement allowance in the foundational benefit but may be deposited into the member's supplemental benefit component. |

Additional Information

The TRS staff is available to work with you to ensure your full understanding of all retirement options and benefits available to you. Contact TRS at the address below.

Kentucky Teachers' Retirement System
479 Versailles Road
Frankfort, KY 40601-3868
502-573-3266

KENTUCKY PUBLIC PENSIONS AUTHORITY (KPPA)

<https://www.kyret.ky.gov/Members/Pages/Members.aspx>

Policy 03.273 - CLASSIFIED EMPLOYEES

Eligibility for Coverage

Full-time classified personnel shall be declared eligible for entry into the County Employees' Retirement System.

Retirement

A member is vested for normal retirement at age sixty-five (65) with forty-eight (48) months of service. A member is vested for early retirement at age fifty-five (55) with sixty (60) months of service credit or at any age with twenty-five (25) years of service credit. Early retirement benefits are reduced based on the member's age or years of service. However, a member may retire at any age with full benefits after obtaining 27 years of service credit. The state will figure a reduction factor if the member is under 65 or has less than 27 years.

Application for Retirement

When you are eligible to retire, and you have selected your proposed retirement date, you must first complete an application form available from the Kentucky Public Pensions Authority.

Notice Persons retiring should give the Superintendent notice as far in advance as possible but not less than two (2) weeks prior to retirement.

Responsibility Retirement benefits shall be solely a matter of contract between the employee and the Kentucky Public Pensions Authority.

Unused Sick Days The Board shall compensate classified employees, at the time of retirement, for each unused sick day at a rate of thirty (30) percent of the daily wage. The remaining sick days (70%) will be purchased by the District in "air time" retirement credit. This calculation is based on the employee's last annual salary.

The Board shall compensate classified employees for unused sick days at the rate of thirty percent (30%) of the daily rate for each unused sick day if they leave the system with a minimum of ten (10) years of service as a classified employee for the District. The calculation is based on the employee's last annual salary. This provision does not apply if the employee is non-renewed or terminated.

Additional Information

The KPPA staff is available to work with you to ensure your full understanding of all retirement options and benefits available to you. Contact KPPA at the address below.

**Kentucky Public Pensions Authority
1260 Louisville Road
Frankfort, KY 40601
502-696-8800 or 800-928-4646**



TIME OFF WORK PAID & UNPAID

SICK LEAVE

Policy 03.1232 – CERTIFIED PERSONNEL

Policy 03.2232 – CLASSIFIED PERSONNEL

Number of Days	<p>Sick leave days for employees are allocated as follows:</p> <ul style="list-style-type: none">• 204 day contract or less – 10 sick leave days per fiscal year• 205-224 contract days – 11 sick leave days per fiscal year• 225 contract days or more – 12 sick leave days per fiscal year <p>Persons employed for less than a full year contract shall receive prorata part of the authorized sick leave days calculated to the nearest one-half (1/2) day.</p>
Accumulation	<p>Sick leave days not taken during the year in which they were granted shall accumulate without limitation to the credit of the employee to whom they were granted. Sick leave days not taken during the school year in which they are earned will not accumulate for retired employees who return to work. Sick leave days not taken during the school year in which they are earned will not accumulate for retired employees who return to work.</p>
Definition	<p>Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.</p>
Family Illness or Mourning	<p>Sick leave can be taken for illness in the immediate family or for the purpose of mourning a member of the employee's immediate family. Immediate family includes the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters/sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resided in the employee's home.</p>
Sick Leave Donation	<p>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.</p> <ul style="list-style-type: none">• Certified employees may donated to certified and classified employees.• Classified employees may only donate to classified employees. <p>The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days.</p> <p>Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days.</p>
Statement	<p>Upon return to work, employees 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.</p>
Return to Work	<p>Depending on the nature of the illness, a physician's release may be required prior to returning to work.</p>

SICK LEAVE BANK

Policy 03.12321– CERTIFIED PERSONNEL
Policy 03.22321 – CLASSIFIED PERSONNEL*

** Note: The Classified Employee Sick Leave bank has been depleted and is no longer available.*

CERTIFIED EMPLOYEES

- Membership** Any full-time, certified employee who is entitled to ten (10) or more sick leave days per year is eligible for participation in the Sick Leave Bank.
- Contribution** Members shall initially contribute one (1) day to a maximum of six (6) days from their sick leave accumulation. The day or days, once contributed to the bank, become the property of the bank and may not be reclaimed or transferred by the employee except as specified in Policy 03.12321. Only employees who are members of the sick leave bank in any given year shall be eligible to draw on the sick leave bank.
- Administration** A Sick Leave Bank Committee composed of representatives elected by and from the local education association members shall be formed. The Committee’s responsibilities shall include, but not be limited to, electing of chairperson and vice-chairperson of the Committee, filling unexpired terms of Committee members, and determining eligibility requirements and the minimum/maximum number of days to be maintained in the bank.
- Eligibility** After certified employees have exhausted all of their accumulated paid leave days, they may apply to the Sick Leave Bank Committee for use of sick leave bank days. Application must be made within ten (10) days of the applicant’s absence or immediately upon exhaustion of all sick leave days.

EMERGENCY LEAVE

Policy 03.1236– CERTIFIED PERSONNEL
Policy 03.2236 – CLASSIFIED PERSONNEL

Number of Days	Employees may use three (3) <u>sick leave days</u> per school year for emergency leave pursuant to KRS 161.152 and consistent with the following provisions. Emergency Days not taken shall not accumulate. Persons employed for less than a full year contract shall receive a prorata part of the authorized emergency leave days calculated to the nearest one-half (1/2) day.
Bereavement	Death of a relative or close personal friend.
Disasters	Personal disasters of the magnitude of tornados, fires, floods, etc. This applies only in cases not covered by sick leave.
Court/Legal	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. This also does not include jury duty. (See Policies 03.1237 and 03.2237)
Other	Such other reasons of an emergency or extraordinary nature as approved by the Superintendent or designee.
Request for Leave	Emergency leave must be requested through the Superintendent or designee who will determine if the leave requests meets the Board’s criteria.
Statement	Persons taking emergency leave day(s) must file a personal statement upon their return to work stating the specific reasons for their absence.

PERSONAL LEAVE DAYS

Policy 03.1231 – CERTIFIED PERSONNEL
Policy 03.2231 – CLASSIFIED PERSONNEL

Number of Days	Full-time certified and classified employees shall be entitled to three (3) days of personal leave with pay each school year. Persons employed for less than a full year contract shall receive a prorata part of the authorized personal leave days calculated to the nearest one-half (1/2) day.
Approval	The Superintendent or designee must approve the leave date, but no reasons shall be required for the leave. Approval shall be contingent upon the availability of qualified substitute employees. Those employees making earliest application shall be given preference.
Statement	Employees taking personal leave must file a personal statement on their return to work.
Accumulation	On June 30 of each year, personal leave days not taken during the current school year shall be transferred and credited to the employee’s sick leave account.

HOLIDAYS

Policy 03.122 – CERTIFIED PERSONNEL

Policy 03.222 – CLASSIFIED PERSONNEL

Holidays	Certified employees shall be paid for four (4) holidays which are designated in the school calendar. These are part of the school year required by state law. In addition, full time, twelve (12) month classified and certified employees shall be paid for July 4, Memorial Day and Christmas Eve.
Exception	The Superintendent may require, for security or other reasons, certain classified personnel to work on holidays. In this case, the employee shall be granted the holiday on another day.

PAID VACATION DAYS

TWELVE (12) MONTH EMPLOYEES

Policy 03.122 – CERTIFIED PERSONNEL

Policy 03.222 – CLASSIFIED PERSONNEL

Qualification	Only employees who work twelve (12) months or two hundred forty (240) contract days qualify for vacation days.
Assignment of Days	On July 1, employees are assigned their vacation days for the upcoming year (July 1 – June 30). Vacation days must be taken by June 30 or lost. An exception to this is that employees may carry over a maximum of 5 days. (See Accumulation)
Number of Days	<p>Certified employees receive five (5) vacation days per year when they begin their twentieth (20th) year of employment.</p> <p>Classified employees receive five (5) vacation days per year through the first four years of employment. When an employee begins their fifth (5th) year, they will receive ten (10) vacation days per year. When an employee begins their twentieth (20th) year, they will receive fifteen (15) vacation days per year.</p> <p>Persons employed for less than a full year contract shall receive a prorated part of the authorized vacation days calculated to the nearest one-half (1/2) day.</p>
Approval	Vacation days must be approved in advance by the employee's immediate supervisor. Supervisors are encouraged to be as flexible as possible in approval of vacation days but there may be times when approval may not be given.
Statement	Employees taking vacation days must file a vacation card with the Finance/Payroll Department
Accumulation	Employees may carry over days not to exceed a total of fifteen (15). This total is to include those days carrying over and the new allotment of days.

JURY LEAVE

Policy 03.1237 – CERTIFIED PERSONNEL

Policy 03.2237 – CLASSIFIED PERSONNEL

- Salary** Any employee who serves on a jury in a duly constituted local, state, or federal court shall be granted leave with full compensation, less any compensation received as jury pay (except expense monies), for the period of actual jury service.
- Notice** Persons who will be absent from work to serve on juries must give advance notice to their immediate supervisor.

MILITARY/DISASTER SERVICES LEAVE

Policy 03.1238 – CERTIFIED PERSONNEL

Policy 03.2238 – CLASSIFIED PERSONNEL

Military leave will be granted to personnel under the provisions and conditions specified in law.

Employees who are members of the National Guard or of any reserve component of the Armed Forces of the United States, or of the reserve corps of the United States Public Health Service shall be entitled to military leave, without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits to which they are entitled. In any one (1) federal fiscal year, employees, while on military leave, shall be paid their salaries or compensations for a period or periods not exceeding twenty-one (21) calendar days. Any unused military leave in a federal fiscal year shall be carried over to the next year. Any unused military leave shall expire two (2) years after it has accrued. Determination of the period of military leave to be granted shall be made according to statutory requirements.

Employees are responsible for notifying their immediate supervisor as soon as they are notified of an impending military-related absence.

The Board may grant disaster services leave to requesting eligible employees. An “eligible employee” means one who is a certified disaster services volunteer of the American Red Cross. Disaster services leave shall be with pay and shall not exceed thirty (30) work days in any twelve (12)-month period.

LEAVES AND ABSENCES

Policy 03.123 – CERTIFIED PERSONNEL

Policy 03.223 – CLASSIFIED PERSONNEL

Authorization of leave and time taken off from one’s job shall be in accordance with 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.

Professional Association Leave	The Board authorizes the Superintendent to grant officers and committee members of the Carter County Education Association (CCEA) paid leave to participate in state and local education functions, not to exceed ten (10) days for the entire organization per school year in non-legislative years and no more than fifteen (15) days in legislative years. The Carter County Education Association (CCEA) will reimburse the Carter County Board of Education the cost of a substitute.
Leave Without Pay	Upon written request and recommendation of the Superintendent, the Board may grant a leave without pay for up to a full school year provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. This leave is not intended to furnish employees an avenue to hold their position while they explore other career opportunities and will be granted on a case-by-case basis, based on documented need. In making their decision on the request, the Board also will consider any possible negative impact to the District.
Leave Following Assault	The district shall provide leave with pay for employees assaulted while performing their assigned duties when the assault results in injuries that qualify the employee for workers’ compensation benefits.
Family and Medical Leave Act	Eligible employees may apply for leave under the provisions of the Family and Medical Leave Act (FMLA)
Notification of Return	<p>Certified employees on leave shall notify the Superintendent in writing, by March 15 of the year the leave terminates of the date of their intent on return to the school system. Employees who fail to notify the Superintendent of their return by March 15 cannot be guaranteed employment for the following school year.</p> <p>Classified employees on leave shall notify the Superintendent in writing by April 1 of the year the leave terminates of the date of their intent to return to the school system. Failure to do so will render the position vacant.</p>
Placement Upon Return	Employees taking any long term leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed.

EXTENDED DISABILITY LEAVE

Policy 03.1234 – CERTIFIED PERSONNEL

Policy 03.2234 – CLASSIFIED PERSONNEL

This policy shall be applied in a manner consistent with Policy 03.113/03.213 and the Americans with Disabilities Act (ADA), when

Unpaid Leave	Unpaid disability leave shall be granted by the Board, upon written request, for the remainder of the school year. Thereafter, leave may be extended by the Board in increments of no more than one (1) year.
Notification of Return	Employees on extended disability leave shall notify the Superintendent in writing of their return to the school system on or before the date(s) prescribed in Policy 03.123 or Policy 03.223. Employees who fail to notify the Superintendent of their return by the date(s) prescribed in policy cannot be guaranteed employment for the following school year.
Placement Upon Return	Employees taking disability leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same location cannot be guaranteed.

MATERNITY LEAVE

Policy 03.1233 – CERTIFIED PERSONNEL

Policy 03.2233 – CLASSIFIED PERSONNEL

Paid Sick Leave	Childbirth and recovery which prevent the employee from performing assigned duties, shall entitle the employee to sick leave benefits as provided in Board Policies 03.1232 and 03.2232. An employee may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child or children. Additional sick leave days may be used when the need is verified by a physician's statement.
Unpaid Maternity Leave -KRS 161.770	<p>On written request, the parent of a newborn or the employee who adopts a child or children shall be granted unpaid leave of absence not to exceed the remainder of the school year in which the birth or placement occurred.</p> <p>Employees on maternity leave shall notify the Superintendent in writing of their return to the school system on or before the date(s) prescribed in Policy 03.123 or Policy 03.223. Employees who fail to notify the Superintendent of their return by the date(s) prescribed in policy cannot be guaranteed employment for the following school year.</p>
FMLA	In compliance with the Family and Medical Leave Act of 1993, eligible employees 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.

FAMILY AND MEDICAL LEAVE (FMLA)

Policy 03.12322 – CERTIFIED PERSONNEL

Policy 03.22322 – CLASSIFIED PERSONNEL

Eligibility

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 eighty (80) hours a month during the contract year preceding the start of the leave, and otherwise qualify for family and medical leave.

Reasons

In compliance with the Family and Medical Leave Act of 1993 and under procedures developed by the Superintendent, leave shall be granted to eligible employees for the following reasons:

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 the employee's job;
4. To address a qualifying 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.

Restrictions

To the extent that an employee is entitled to any paid leave, such leave shall be taken and it shall run concurrently with family and medical leave, except that the employee may request to reserve ten (10) days of sick leave.

Paid leave used by the employee as required under this policy shall count, as applicable, against the twelve (12) or twenty-six (26) FMLA workweek entitlement.

Refer to policy for more detailed information.