



2015 - 2016 Employee Handbook

MONTGOMERY COUNTY PUBLIC SCHOOLS

2015 - 2016 Employee Handbook

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

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Introduction

Welcome

Welcome to Montgomery County Public Schools. Our District is, first and foremost, an educational community engaged in creating a student-centered learning environment which motivates and challenges all students to think, learn, and perform at high levels.

We believe that each employee plays an essential role in the overall accomplishment of the district's mission and goals. We consider the contribution of each employee important to ensuring a world-class program of studies for all students, superior service to our customers, and outstanding student success.

The purpose of the handbook is to acquaint you with general Board of Education policies that govern and affect your employment and to outline the benefits available to you as an employee of the District.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Copies of specific documents are available at the Central Office and in the Principal's office. Policies and procedures also are available online via the District's web site or through the Internet address:

<http://policy.ksba.org/M18/>

Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

School council policies, which are also available from the Principal, may also apply in some instances. **02.4241**

In this handbook, **bolded policy codes** indicate related Board of Education policies. If an employee has questions, s/he should contact his/her immediate supervisor or the Personnel Office at the Montgomery County Board of Education office.

District Mission

The Montgomery County School System, in partnership with the community, serves individual students by providing quality education empowering them to be productive members of our global society.

We believe that:

- All students will be technology literate and able to function at home and in the workplace at a level equal to or above their peers.
- All graduates will make a successful transition from the high school setting to the world of work or to institutions for additional training in an academic or vocational area.
- Ninety-five to one hundred percent of graduates will demonstrate proficiency in core curriculum areas.
- All barriers to learning will be removed.

Future Policy Changes

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

Section

1

General Terms of Employment

Equal Opportunity Employment

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

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

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

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact the Personnel Office at the Montgomery County Board of Education office. **03.113/03.212**

Harassment/Discrimination

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

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

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. **03.162/03.262**

The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973:

<u>Richard Culross</u>	<u>640 Woodford Drive, Mt. Sterling</u>	<u>(859) 497-8760</u>
<i>Student Title IX Coordinator</i>	<i>Address</i>	<i>Telephone</i>
<u>Jacqui Johnston</u>	<u>640 Woodford Drive, Mt. Sterling</u>	<u>(859) 497-8760</u>
<i>Employee 504 & Employee Title IX Coordinator</i>	<i>Address</i>	<i>Telephone</i>
<u>Jacqui Johnston</u>	<u>640 Woodford Drive, Mt. Sterling</u>	<u>(859) 497-8760</u>
<i>Student 504 Coordinator</i>	<i>Address</i>	<i>Telephone</i>

01.1

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

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

07.1

Hiring

Except for noncontracted substitute teachers, all certified personnel are required to sign a written contract with the District. All regular full-time and part-time classified employees also shall receive a contract.

A list of all District job openings is available at the Central Office and on the District web site.

For further information on hiring, refer to policies **03.11/03.21**.

Transfer of Tenure

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

Job Responsibilities

Every employee is assigned an immediate supervisor. All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. **03.132/03.232**

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

Certified Employees: All teachers in the District shall review records of assigned students to determine whether an IEP or 504 plan is in place.

Criminal Background Check and Testing

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

Certified Employees: New hires and student teachers assigned within the District must have both a state and a federal criminal history background check. **03.11**

Classified Employees: New hires must have a state criminal history background check. Applicants that have resided in Kentucky twelve (12) months or less shall undergo both state and national criminal history background checks. **03.21**

Confidentiality

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

Access to be Limited

Employees may only access student record information in which they have a legitimate educational interest. **03.111/03.211/09.14/09.213/09.43**

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

Salaries and Payroll Distribution

Checks are issued according to a schedule approved annually by the Board. At the end of the school year (June 30), all employees are compensated the balance of their contract. **03.121/03.221**

Employees are paid on a semi-monthly basis, the fifteenth and thirtieth of each month. The payments are divided into twenty-four (24) equal amounts based on annual income. Should the fifteenth or thirtieth fall on the weekend, employees will be paid on the Friday prior to the scheduled payroll date.

Payroll is administered through mandatory electronic “direct deposit”. Employees receive a wage earnings statement that lists all deductions; state, federal, insurance, and voluntary, etc., on scheduled payroll dates.

To implement the payment process in an efficient manner, it is the responsibility of all employees to provide the necessary information and documentation to the Finance Office. (New employees shall not be paid until health records, criminal records check, and all other required documents are on file in the personnel office.)

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

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

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

Hours of Duty

Certified Employees: Certified employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor. Teachers shall be on duty in the classroom ten (10) minutes before the time designated to begin class and shall remain on duty to complete a minimum school day of seven (7) hours and twenty-five (25) minutes. Certified employees may be required to perform additional duties as directed by school policy or assigned by their immediate supervisor.. **03.1332**

Classified Employees: The work year shall be set forth in the salary schedule and calendar. **03.2332**

Cancellations Due to Weather

When making a decision on opening or closing the schools due to inclement weather, the primary concern is for the safety and welfare of the students. The decision to cancel school will be made by the Superintendent/designee by 6:00 a.m. Procedures for altering the regular schedule due to inclement weather are as follows:

Schools Delayed or Closed

- All schools in the Montgomery County School District will operate on a one-hour delay; or
- All schools in the Montgomery County School District will operate on a two-hour delay; or
- All schools in the Montgomery County School District will be closed.

Early Dismissal

Should weather conditions begin to deteriorate during the school day, and it is determined that road conditions are becoming hazardous, schools will be dismissed early. The following local and regional news media will be notified by the Director of Transportation/designee:

WMST (1150 AM) - Mt. Sterling	WLEX TV (Channel 18)-Lexington
WKYT TV (Channel 27)-Lexington	WTVQ TV (Channel 36)-Lexington
WKCA (107.7 FM)-Owingsville	WMKY (90 FM)-Morehead State University
WMOR (1330 AM; 92.1 FM)-Morehead	WLAP (630 AM)-Lexington
WMXL (94.5 FM)-Lexington	WKQQ (100.1 FM)-Lexington
WVLK (590 AM; K-93)-Lexington	WSKV (104.9 FM)-Stanton
WCAK (100.7 FM)-Carlisle	WLKT (104.5 FM)-Lexington
WBUL (98.1 FM)-Lexington	

Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. **09.221**

All District employees are required to assist in providing appropriate supervision and correction of students.

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

The Student Discipline Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. **03.162/03.262/09.422/09.42811**

Benefits and Leave

Insurance

The Board provides unemployment insurance and workers' compensation and may provide liability insurance for all employees. In addition, the state of Kentucky provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation. **03.124/03.224**

Salary Deductions

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

- Health/life insurance program;
- Cancer insurance program;
- Tax Sheltered Annuity program;
- State approved deferred compensation plan;
- United Way;
- State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans;
- Membership dues in professional/job-related organizations, when thirty percent (30%) of eligible members request deductions. **03.1211/03.2211**

Cafeteria Plan

The Montgomery County Board of Education has adopted a plan that qualifies as a “cafeteria plan” as defined by the Revenue Code. This plan provides a tax savings to any full-time employee who has payroll deductions for hospitalization, cancer, dental and vision insurance. The deducted amount, if any, is not subject to federal or state taxes and therefore increases net “take home” pay accordingly. The gross salary reported on each employee’s year-end W2 form will be reduced by the amount of the above-mentioned deductions. Forms to sign up for this Cafeteria Plan will be made available to each employee at the beginning of employment and during open enrollment each school year. **03.1213/03.2212**

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses school personnel are reimbursed for travel required as part of their duties or for school-related activities approved by the Superintendent/designee. The Principal is authorized to approve reimbursement of expenses reimbursed from internal accounts. Itemized receipts must accompany requests for reimbursement.

Employees must submit travel vouchers within one (1) week of travel and will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.125/03.225**

Allowable expenses include mileage, gasoline used for Board vehicles, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (as authorized by policy and/or procedure), lodging, and registration fees for approved activities.

Mileage reimbursement shall be based on the rate approved by the Commonwealth of Kentucky Finance and Administration Cabinet when the employee uses his/her own vehicle.

Meals will be reimbursed consistent with the guidelines used by the Commonwealth of Kentucky for State Government Employees. In unusual circumstances, the Superintendent may approve the cost of meals in excess of the maximum allowance. Employees meals will be reimbursed by the District only if the employee is requested to stay overnight, or the meal is part of a conference or workshop registration fee.. **03.125/03.225**

Holidays

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

Full-time employees contracted for 220, but less than 240, days shall be paid for two (2) additional holidays as designated each year by the Superintendent. Full-time employees contracted for 240 or more days shall be paid for four (4) additional holidays as designated each year by the Superintendent. **03.122/03.222**

Vacations

Use of noncontracted days must be approved in advance by the Superintendent or the Superintendent's designee. Noncontracted days shall not accumulate.

Certified: Certified employees shall work the days specified in their contracts. Use of noncontracted days must be approved in advance by the Superintendent/designee, and any unused noncontracted days shall not accumulate from year to year. **03.122**

Classified: Full-time classified employees working 240 days or more each year earn vacation days with pay at the rate of one (1) per month once they have completed three (3) full months of employment. The date of eligibility shall be the anniversary date the employee began work.

Classified employees with twenty (20) or more years of experience in the District shall earn an additional five (5) vacation days each school year, which will be credited to their leave account upon reporting for duty at the beginning of the new fiscal year.

Vacation days may accumulate up to thirty (30) days. Any day(s) in excess of thirty (30) must be taken by October 1 of each year, or the employee will lose the vacation day(s). Use of vacation leave must be approved in advance by the employee's supervisor. **03.222**

Leave Policies

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the Board provides various types of leave under which absences may be authorized. Employees who must be absent should inform their immediate supervisor as soon as possible.

Listed below is general information regarding several types of leave available to employees. Please note that in many cases a written request, submitted for approval before leave begins, is required.

Employees on extended leave who plan to return the next school year must notify the Superintendent/designee in writing of their intention to return to work by April 1.

Authorization of leave and time taken off from one's job shall be in accordance with a specific leave policy. Absence from work that is not based on appropriate leave for which the employee is qualified may lead to disciplinary consequences, up to and including termination of employment.

Employees shall not experience loss of income or benefits, including sick leave, when they are assaulted while performing assigned duties and the resulting injuries qualify them for workers' compensation benefits. **03.123/03.223**

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

Personal Leave

Full-time employees are entitled to two (2) days of paid personal leave each school year. It also includes those employees employed after the school year begins, working a regular daily schedule for the remainder of the school year, provided they work at least one-half ($\frac{1}{2}$) of a the minimum school year. Your supervisor must approve the leave date, but no reasons will be required for the leave. Other limitations are set out in Policy. **03.1231/03.2231**

Sick Leave

Full-time employees are entitled to ten (10) days of paid sick leave each school year. Employees who work for less than a full year are entitled to a prorata part of the authorized sick leave days. Employees who work under extended employment schedules shall be entitled to one (1) day with pay each school year for each month or portion thereof.

Prior to taking sick leave, employees must notify their supervisor, unless emergency circumstances prevent advance notification.

Sick leave days not taken during the school year they were granted accumulate without limit for all employees. **03.1232/03.2232**

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

Sick Leave Donation Program

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

Applications to donate sick leave should be returned to the Personnel Office.

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

Family and Medical Leave

Full-time employees who have completed one (1) year of continuous employment and all part-time employees who worked at least 1,250 hours during the twelve (12)-month period immediately preceding the requested leave are entitled to family and medical leave (FML). Employees who qualify may take up to twelve (12) workweeks of leave per year:

1. For the birth and care of an employee's newborn child or for placement of a child with the employee for adoption or foster care;
2. To care for the employee's spouse, child or parent who has a serious health condition, as defined by federal law;
3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform her/his job.
4. To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign country of the employee's spouse, son, daughter, or parent who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and
5. To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

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

Paid leave used under this policy will be subtracted from the twelve (12) workweeks to which the employee is entitled. Employees should contact their immediate supervisor and the Personnel Office as soon as they know they will need to use Family and Medical Leave. **03.12322/03.22322**

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

FML Basic Leave Entitlement

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

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

Military Family Leave Entitlements - Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Maternity Leave

Employees may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child. Those days shall be taken within six (6) weeks of the date the employee gives birth or adopts a child.

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

Employees eligible for family and medical leave are entitled to up to twelve (12) workweeks of unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child. As required by the District's FMLA policies, any paid sick leave for which an employee qualifies by reasons of maternity or placement of a shall run concurrently with family and medical leave. **03.1233/03.2233**

Extended Disability Leave

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

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

Educational Leave

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

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

Classified Employees: Upon recommendation by the Superintendent, the Board may grant short-term paid leaves to classified employees for training necessary to enhance skills required for their jobs or in anticipation of a different position within the school system. **03.2235**

Emergency Leave

Full-time employees are entitled to two (2) days of emergency leave with pay each school year. Employees who work for less than a full year are entitled to a prorata part of the authorized emergency leave days.

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

Jury Leave

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

On the day of jury duty, the employee **must** report to work. The employee's immediate supervisor will release the employee to report to jury duty. If the employee does not serve on the jury, the employee must return to his/her worksite.

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

Military/Disaster Services Leave

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

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

Unpaid Leave

Extended leave without pay may be granted by the Board provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. Requests shall be made in writing and shall be submitted to the Superintendent. **03.123/03.223**

Athletic Passes

Employees may receive free admittance to regular athletic events in the school district. In order to be admitted, please show your employee identification badge at the gate/door. Children under the age of six (6) will not be charged an admittance fee.

Section

3

Personnel Management

Transfer

Employee requests for a voluntary transfer may be made at any time on forms provided by the Personnel Office.

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

03.1311/03.2311

Employee Discipline

Termination and nonrenewal of contracts are the responsibility of the Superintendent.

03.17/03.27/03.2711

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

Retirement

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

The Board compensates employees at time of retirement, or their estate, for each unused sick day at the rate of thirty percent (30%) of the daily salary, based on the employee's last annual salary, provided employees observe the notification deadline set out in policy. Employees retiring from the District may be compensated for unused sick days only once, even if they are subsequently rehired.

In addition, under provisions of KRS 78.616, the Board authorizes purchasing of service credit for retiring classified employees for unused sick leave days as allowed under CERS options. **03.175/03.273**

For complete information about retirement system membership, employees should contact:

<u>KTRS</u>	<u>KRS/CERS</u>
479 Versailles Road	1260 Louisville Road
Frankfort, KY 40601-3868	Frankfort, KY 40601-6124
(502) 848-8500 or 1 (800) 618-1687	(502) 696-8800 or 1 (800) 928-4646
http://ktrs.ky.gov	http://kyret.ky.gov

Evaluations

Plans and procedures for the evaluation of certified employees are set out in detail in the District Evaluation Plan and Procedures document and the Beginning Teacher Internship Program Handbook. **03.18**

Each classified employee shall be evaluated at least once each year by the Principal or the immediate supervisor and shall be based upon a formal procedure approved by the Superintendent. **03.28**

Any employee who believes that s/he was not fairly evaluated may appeal his/her evaluation in accordance with Board policy and procedure.

Training/In-Service

The Board provides a program for professional development and staff trainings.

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

Personnel Records

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

Only the Superintendent or employee designated by the Superintendent is authorized to provide references for current or former employees on behalf of the District. **03.15/03.25**

Retention of Recordings

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

Employee Conduct

Absenteeism/Tardiness/Substitutes

Employees are expected to notify their immediate supervisor in advance when they must be tardy or absent. Staff in positions requiring substitutes must contact their Principal/immediate supervisor as soon as possible to request a substitute for the day.

Staff Meetings

Unless they are on leave or have been excused by the administrator who called the meeting, staff members shall attend called meetings.**03.1335**

Political Activities

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

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

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

Disrupting the Educational Process

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

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

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

Previewing Student Materials

Except for current events programs and programs provided by Kentucky Educational Television, teachers shall review all materials presented for student use or viewing before use. This includes movies and other videos in any format.

Movies/videos shall not be shown during instructional time for entertainment purposes.

Without the Principal's prior approval for an exception, all movies shown to students, other than non-related videos produced for educational purposes, shall carry a rating of G (General Audiences). Parents of students viewing movies with ratings other than G shall be informed of the reason for the rating and shall be given the opportunity to exempt their child from seeing the movie without detriment to the child's grade. The child shall be given an alternative learning assignment.

Movies/videos to be shown during instructional time must be clearly listed in the teacher's daily lesson/unit plans and must be consistent with the objectives of the day's lesson or unit. **08.234**

Controversial Issues

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

Acceptable Use of Technology

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 Board policy and related procedures, which apply to all parties who use District technology.

In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes using District technology resources, they shall comply with requirements of Board policy and related procedures

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. **08.2323**

Drug-Free/Alcohol-Free Schools

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

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

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

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

Any employee convicted of violation of criminal drug statutes shall, within five (5) working days, provide notification of the charge or conviction to the Superintendent. Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances.

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

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

Random Screening/Testing

Due to the “safety-sensitive” nature of work performed by District employees and the potential impact of that work on children, the Board has established a random drug/alcohol-testing program for all District employees.

Reasonable Suspicion Testing

If a supervisor has reason to believe an employee is under the influence of or impaired by alcohol or drugs in the workplace, the supervisor may require the employee to undergo testing as required by Board policy. **03.13251/03.23251**

Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

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

Appropriate Dress

In order to provide a learning environment consistent with the purpose of educating children, all employees shall dress professionally, and in a manner commensurate with their professional responsibilities. This shall apply to the full length of the employee's contract including all Board compensated days. **03.1326**

Acceptable attire includes:

Men

- Dress shirts with or without ties, mock turtleneck or turtlenecks
- Knit polo shirts, sweaters, or shirts with school logo
- Dress slacks or "docker" type slacks
- Dress shoes, boots or athletic shoes
- Business suits (optional)

Women

- Dresses, jumpers, skirts, skorts (appropriate length)
- Blouse, knit polo shirts, turtlenecks or mock turtlenecks
- Sweaters or shirts with school logo
- Business shirts (optional)
- Dress slacks or "docker" types slacks
- Dress boots, shoes, dress sandals, including thong style dress sandals

Inappropriate dress and appearance

- No revealing clothing shall be permitted such as halter-tops, tank tops, low cut tops that overexpose the chest area or tops that expose the stomach area
- Visible Body Art is prohibited (no visible tattoos, no visible body piercing other than ears).
- Flip flops are not acceptable footwear.

Reasonable exceptions will be allowed for special activities outside the classroom at the discretion of the Principal/Supervisor.

Tobacco Products

Federal law and Board policy prohibit the use of any tobacco product in any building owned or operated by the Board. Adult employees may smoke in outside areas designated and supervised by the Superintendent or Principal. **03.1327/03.2327**

While on the bus in sight of, in the vicinity of, while inspecting, while waiting for any reason in or around the bus, bus drivers shall not use tobacco products and shall not permit students to use them. **06.221**

Use of School Property

Employees are responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. Employees shall immediately report to their immediate supervisor any property that is damaged, lost, stolen, or vandalized.

No employee shall perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities.

Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property.

District-owned telecommunication devices shall be used by employees when on duty, on call, or in the event of an emergency.

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

Employees who drive any Board-owned vehicle and/or transport students must annually provide the Superintendent/designee with a copy of their driving record. Employees who receive a traffic citation during the year must report the citation to the Superintendent/designee before driving a Board-owned vehicle or transporting students. **03.1321/03.2321**

Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor. Such devices include, but are not limited to, personal cell phones and tablets.

For exceptions, see Board Policies **03.13214/03.23214**.

Health, Safety and Security

Because the safety of students, staff and visitors is of vital importance to the Board, safety training is provided to employees to enable them to perform assigned tasks in a safe and secure manner. Failure to abide by training directives and or to report unsafe conditions may result in disciplinary action, up to and including termination.

All employees are required to report any conditions they believe to be unsafe to their immediate supervisor, who shall examine the situation and take appropriate action.

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

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

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

Response to Security Breach

In the event of a breach of security in District buildings, staff will be informed to go into "lockdown mode" until further notice. At such instances, all employees shall follow established lockdown procedures.

Assaults and Threats of Violence

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

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

Child Abuse

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected shall **immediately** make a report to a local law enforcement agency, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney. **09.227**

Use of Physical Restraint and Seclusion

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

Civility

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

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

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

Grievances/Communications

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

Grievances are individual in nature and must be brought by the individual employee. The Board shall not hear grievances or complaints concerning simple disagreement or dissatisfaction with a personnel action. **03.16/03.26**

Gifts

Gifts and donations valued at more than \$500 presented to a school employee for use by the school must have the prior approval of the Superintendent or his designee. Any gift or donation so approved and accepted on behalf of the school becomes the property of the Board.

With the Principal's approval, schools may receive any donation that is valued less than \$500 and hold and use it as requested. **03.1322/03.2322**

Outside Employment or Activities

Aside from exceptions noted in policy, employees may not perform any duties related to an outside job during their regular working hours. **03.1331/03.2331**

Required Reports

Although you may be directed to make additional reports, the following reports are required by law and/or Board policy:

- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**
- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**
- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24, 05.4**

- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262, 09.42811**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**
- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**
- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**
- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities.**06.221**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

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

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

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, you shall **immediately** make a report to a local law enforcement agency or Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney. (See **Child Abuse** section.) **09.227**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

Code of Ethics for Certified School Personnel

SOURCE: 16 KAR 1:020

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:
 - (a) To students:
 1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
 2. Shall respect the constitutional rights of all students;
 3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
 4. Shall not use professional relationships or authority with students for personal advantage;
 5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
 6. Shall not knowingly make false or malicious statements about students or colleagues;
 7. Shall refrain from subjecting students to embarrassment or disparagement; and
 8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.
 - (b) To parents:
 1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
 2. Shall endeavor to understand community cultures and diverse home environments of students;
 3. Shall not knowingly distort or misrepresent facts concerning educational issues;
 4. Shall distinguish between personal views and the views of the employing educational agency;
 5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
 6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
 7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the education profession:

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585.

Acknowledgement Form

2015-2016 School Year

I, _____, have received a copy of the
Employee Name

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

I understand and agree:

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

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

Employee Name (please print)

Signature of Employee

Date

Return this signed form to the Central Office.