

Support Staff Handbook



**Jessamine
County
Schools**

The Mission of Jessamine Schools

*Jessamine County Schools
exists to motivate and
challenge every child
every day to be a caring,
responsible citizen, and
a high-level thinker,
performer, communicator,
and learner for life.*

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I. INTRODUCTION

The Jessamine County Public School System is first and foremost an educational community engaged in creating student-centered learning environments which motivate and challenge each student to be a caring, responsible citizen and a high-level thinker, performer, communicator and learner for life. Each support employee has an essential part in the overall accomplishment of the system's mission.

We believe that this team effort can be carried out within the framework of a sound personnel program. The school system strives to employ capable, well-qualified and industrious employees who are sufficiently mature to accept the responsibilities of their positions, and who will perform their services in a courteous and efficient manner to insure that learning will be enhanced and children's needs will be met. In exchange, the school system endeavors to establish suitable working conditions based upon equitable and reasonable standards.

The purpose of this handbook is to acquaint you with general Board of Education policies, regulations, directives, procedures, and practices which affect and govern your employment. Also, this handbook presents fringe benefits available to you as an employee of the Board. Please note that all policies of the Board are binding on employees of the District, schools, students, and on the Board itself. Employees and students who fail to comply with Board policies may be subject to disciplinary action.

You may obtain further details about the items in this handbook by talking with your immediate supervisor. Copies of Board policies are available in each school office, the Central Office and on the District's website. Some schools or departments may also have supplementary policies and procedures which apply only to employees of those particular schools or departments.

You are encouraged to read this handbook and keep it for future reference. We do ask for your comments about this handbook. Please send your comments about additions, deletions, or corrections to Richard Harden at Central Office.

II. EMPLOYMENT POLICIES

Support Staff Personnel

In determining the eligibility of a particular candidate for appointment to a position, the sole concern of the Superintendent shall be to recommend that person who will render the highest possible level of service to children as determined by the candidates preparation, experience and ability to work effectively with children, other staff members, and citizens of the school community.

Equal Employment Opportunities

Equal opportunities shall be provided for all persons throughout the Jessamine County Public Schools in recruitment, appointment, payment, training and other employment practices without regard to race, ethnic origin, sex, color, creed, disability, religion, or natural origin and assignments, responsibilities and duties shall be without regard to same. The school system complies with the nondiscrimination requirements in employment as set forth in KRS 161.164, Title IX, Title VI, and section 504 of federal law, and with the Americans with Disabilities Act. Em-

ployees who have a temporary or permanent disability may request the District to provide reasonable accommodations necessary for them to perform the essential duties of the position they hold. Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination: This notice shall be provided to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements.

The District's Title IX Coordinator (TIXC) is: Val Gallutia, Jessamine County Board of Education, 871 Wilmore Road, Nicholasville, KY 40356, 859-885-4179, val.gallutia@jessamine.kyschools.us

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the TIXC, or by any other means that results in the TIXC receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the TIXC.

REFERENCES: Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.); 34 C.F.R. Part 106. RELATED POLICIES: 03.1621; 03.2621; 09.428111. RELATED PROCEDURES: 03.1621; 03.2621; (all procedures), 09.428111 (all procedures)

State law does require new employees to undergo a criminal records check as a condition of employment.

III. FRINGE BENEFITS

Salary Payment

All employees shall receive their annual salary in 26 equal payments. A schedule of pay dates is available upon request and on the District's website. Electronic "direct deposit" of paychecks is required for all employees. Electronic pay deposits may not be issued until an employee has completed and returned all required paperwork to the Central Office. New employees shall not be paid until their health records, criminal history background check, and all other required documents are on file.

Payroll Deductions

Automatic payroll deductions are made for all mandatory deductions, e.g. federal income tax, state income tax, city/county payroll tax, County Retirement, Social Security and Medicare. Payroll deductions on a voluntary basis can be made for approved items, such as family health insurance, credit union, United Way contributions, and private annuities. Employees must submit the necessary forms (available from the Human Resources Office) in order to authorize payroll deductions. Payroll deductions are prorated and are deducted from a varying number (depending on the specific deduction) of checks during the school year.

LEAVES OF ABSENCE

In order to provide continuity of instructional activities and other essential services for students, and to assure effective district operations, a fundamental element of each employee's job is to arrive at work promptly and regularly, remain for the entire work period, and perform the duties assigned. When it is necessary

for the employee to be absent from his or her assigned duties or to alter his or her regular work schedule, strict adherence to all board policies is required.

LEAVES OF ABSENCE - With Pay

Sick Leave

All support staff employees working less than 200 days per year are awarded 10 days sick leave each school year of employment. Personnel employed 200-219 days are awarded 11 sick leave days and those working 220 days or more are awarded 12 sick leave days per year. Unused sick leave days may accumulate without limit, and upon verification, an employee may transfer (if re-employed within 7 months) unused sick leave accumulated in another Kentucky school district. The term day refers to an employee's normal work period. For example, a person working 4 hours per day would receive ten 4-hour sick days per year. Employees are not paid for unused sick leave at the time of termination; however, current Board Policy allows a percentage of unused sick leave to be paid at retirement. Substitute or other temporary employees are not awarded sick leave. Employees are encouraged to use their sick leave for personal illness and other reasons permitted by law. Up to 30 days of sick leave may be used immediately following the birth or adoption of a child and additional days may be used when the need is verified by a physician's statement. Sick leave may also be used for attending to a member of the employee's immediate family who is ill, or for the purpose of mourning a member of the employee's immediate family, provided the family member falls under one of the following groups:

1. Spouse; children; grandchildren; daughters-in-law and sons-in-law; brothers and sisters; parents; spouses parents; grandparents; spouses grandparents; regardless of residence.
2. Other blood relatives living in the employees home.

After an employee has been ill for ten (10) consecutive work days, the Superintendent may require the employee to provide a doctors statement that will address (1) the medical reason(s) the employee is not able to work, and (2) the prognosis of when the employee may be able to return to work. After an employee has been ill for thirty (30) consecutive work days, the Superintendent shall require the employee to provide a doctor's statement and may request that the employee receive a second medical opinion from a physician of the Board's choosing to verify the diagnosis of the employees physician. Before returning to work following a year in which thirty (30) or more days are missed, the Superintendent may require the employee to provide evidence of a physical examination that states the employee is able to fulfill his or her work responsibilities for the coming year.

Upon recommendation of the Superintendent and approval by the Board, three sick leave days may be used for emergency if all emergency days (explained below) have been used. A written request for such use must be forwarded to the Superintendent.

Unused personal leave in excess of the three (3) day accumulation maximum (see subsequent section) shall be converted to sick leave at the end of each school year.

The falsification of sick leave records or the illegal use of sick leave shall be grounds for disciplinary action including, but not limited to, termination of employment.

Sick Leave Bank

The purpose of the sick leave bank is to provide eligible employees who have exhausted all of their accumulated sick leave the means of obtaining additional sick leave days. All support staff employees who receive sick leave benefits may contribute to and draw from the sick leave bank. Only those employees contributing sick leave to the bank may draw from it. AN EMPLOYEE MUST CONTRIBUTE BEFORE SEPTEMBER 15 (OR WITHIN 30 DAYS OF INITIAL EMPLOYMENT) OF EACH SCHOOL YEAR TO BE ELIGIBLE TO DRAW FROM THE BANK IN THAT YEAR. No employee may draw from the bank until his/her accumulated sick and personal leave have been exhausted, and no employee may draw from the bank until he/she has missed twelve (12) consecutive work days. More detailed regulations concerning the use of the sick leave bank are available in each supervisor's office. Applications are required for use of the Sick Leave Bank and are available in the system's Human Resources Office.

Emergency Leave

Up to three days of emergency leave (not counted against sick leave) may be granted each year to all full-time (4 hours per day or more) support staff employees. This emergency leave does not accumulate and must be approved by the principal or the employee's immediate supervisor. Emergency leave may only be used for:

1. Bereavement due to the death of a relative or personal friend.
2. Court appearances as a witness or to produce documents when the employee's presence is required by subpoena. This does not include jury duty.
3. Personal disasters of the magnitude of tornadoes, fires, floods, etc. This applies only in cases not covered by sick leave.
4. Such other reasons of extreme emergency or extraordinary nature as approved by the Superintendent.

Upon recommendation of the Superintendent and approval by the Board, up to three sick leave days (explained above) may be used for emergency leave if all regular emergency days have been used. A written request for such use must be forwarded to the Superintendent.

Jury Duty

Employees shall be given time off without loss of pay; however, money received for jury duty must be given to the Board of Education. This does not include pay a juror would receive for expenses.

Personal Leave

Support staff personnel shall be granted one (1) day of personal leave without loss of pay under the following procedures. Personal leave days not taken during the school year in which they were granted shall accumulate to the credit of the support staff employee to a maximum of three (3) days. At the beginning of each school year unused personal leave days in excess of the three (3) day accumulation maximum mentioned above shall be transferred and credited to the employee's accumulated sick leave account. At the time of retirement, all unused personal leave

shall be transferred and credited to the employee's accumulated sick leave account.

1. No more than one support staff person per location, per job classification, per day, may be granted personal leave. Supervisors shall grant requests for personal leave on a first come, first served basis.
2. The request for personal leave must be made no later than the day before the requested leave day.
3. Personal leave shall not be taken on the day before a holiday or vacation, or on the first day following a holiday or vacation, or taken on the first or last day of the school year unless approved by the Superintendent.

Military Leave

Up to twenty-one calendar (not work) days of military leave (as defined by KRS 61.394) may be granted each year without loss of pay. For more information concerning military leave, please contact the District's Human Resources Office.

Holidays

All support staff personnel (those employed 180 days or more) shall receive four paid holidays during the school term. These holidays (usually Labor Day, Thanksgiving, Christmas and New Year's day) are part of the official school calendar and are designated by the Board of Education. Support personnel who work beyond the regular school term shall be awarded additional holidays as follows:

Contract Term	
190-209 days	1 additional holiday/5 total holidays
210-239 days	2 additional/6 total holidays
240-260 days	3 additional/7 total holidays
260 days, 2080+ hours	6 additional/10 total holidays

Personnel employed for less than 210 days, but whose job responsibilities require the employee to work at immediately before and after the July 4 holiday, shall be compensated for July 4 as a holiday.

Support staff employees must work at least 2080 hours to be eligible to receive ten holidays designated as follows:

July 4, Labor Day, Thanksgiving Day, Thanksgiving Friday, Five days during the Christmas holidays including Christmas and New Year's Days, and Memorial Day.

Any employee may ask or may be asked to alter his/her holiday schedule as necessary.

Vacation Days

Support Staff employees who are employed for at least 1840 hours per year (exclusive of overtime) shall earn paid vacation leave each year according to the following schedule:

Days Worked:	Annual Hours Worked: (Exclusive of Overtime)	Number of Vacation Days:
230-249	1840 & above	5
250-259	2000 & above	10
260 & above	Less than 2080	10
260 & above	2080 & above	10

After five (5) years of Jessamine County School System service (*see below), eligible employees (those employed for 2000 hours and above exclusive of overtime and for 250 or more days per year) shall earn an additional five (5) days of paid vacation leave each year.

After ten (10) years of Jessamine County School System service (*see below), eligible employees (those employed for 2000 hours and above exclusive of overtime and for 250 or more days per year) shall earn an additional five (5) days of paid vacation leave each year.

Vacation days are earned at the rate of one (1) day each month beginning in September or two (2) months after initial employment if not employed on or before July 15. The days for employees receiving fifteen (15) vacation days are earned at the rate of one (1) day each month July through March, and two (2) days a month April through June. After five (5) years of Jessamine County School System service, all vacation days shall be awarded at the beginning of the school year.

(*Service in another Kentucky Public School District shall be treated as Jessamine County School System service, provided the service can be verified, and provided the transfer from the outside school district to Jessamine County is direct, occurring within seven (7) months of employment in the outside school district.)

Vacation days earned and not used in one fiscal year (i.e. before June 30) must if at all possible be taken before June 30 of the next fiscal year. Employees may carry forward no more than ten (10) vacation days over from one fiscal year to the next. Employees shall not be paid for unused vacation days (beyond the 10 day carry-over maximum), which cannot be taken before June 30. Upon termination of employment an employee shall be paid for vacation days earned to the date of separation.

The use of all vacation days shall be approved at least one (1) day in advance by the employee's supervisor and should be taken in ½ day increments.

LEAVES OF ABSENCE - Without Pay

Short-term Leave

The Superintendent, at his/her discretion, may grant short-term leave without pay to any employee in extenuating circumstances where other leave is not available. In deciding upon requests for and the length of such leave, the Superintendent shall consider the obligation of the employee to the instructional program and to continuity of service in the classroom. Only under unusual circumstances shall such leave exceed five working days.

Educational or Professional Leave

The Superintendent may grant an employee a leave without pay for educational or professional purposes. The Superintendent may extend the leave for an additional year. The employee must have been employed by Jessamine County Schools for at least five consecutive years prior to the request. If, at the end of the leave period, the employee is reappointed to his/her position with the school system, the employee shall resume the contract status formerly held and shall retain all previously earned benefits.

Illness, Maternity or Disability Leave

The Superintendent shall grant an employee leave without pay for illness, maternity or other disabilities. The employee must submit a written request for such leave including the reason for the leave and a certificate of medical disability from a licensed physician. The Superintendent may require the employee to be examined by a physician of the Board's choice and at Board expense. Maternity leave must be for a disability resulting from childbirth or pregnancy. Up to 30 days of paid sick leave

(see previous section) may be used immediately following the birth or adoption of a child and additional paid sick leave days may be used when the need is verified by a physician's statement.

Child Rearing

On written request, the parent of a newborn shall be granted unpaid leave of absence not to exceed the remainder of the school year. Thereafter, upon approval of the Superintendent, the unpaid leave may be extended in increments of no more than one (1) school year.

Family Medical Leave Act

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

Unrequested Leaves

The Superintendent may place an employee on leave without pay for reasons of physical or mental disability. Before placing an employee on leave, the Superintendent may require the employee to submit to physical or mental examinations by a physician of the Board's choice and at Board expense. An employee placed on unrequested leave may appeal the Superintendents decision and shall be afforded a hearing and appeal as provided by law.

Leave Reporting

Each employee is responsible for recording his/her absences in AESOP, the District's Absence Tracking and Substitute Requesting software. The recording must occur within 48 hours of the absence. Reporting for long-term absences, such as disability leave or maternity leave, must occur prior to the absence.

INSURANCE

Health Insurance

Several hospitalization and/or health maintenance organization insurance plans are available. The state of Kentucky provides a monthly stipend toward the purchase of a single policy for full-time (4 hours per day or more) employees. Most plans call for a small supplemental premium for the single policy. Supplemental premiums for family plans at group rates may be paid through payroll deduction. Forms for indicating the desired health insurance coverage shall be made available at the beginning of each school year and during the open-enrollment period.

Disability Insurance

Long-term disability insurance is provided by the Board of Education for each full-time (4 hours per day or more) employee. In the event of disability, this insurance provides protection equal to approximately 40% of an employee's income. Additional disability insurance (providing benefits equal to approximately 60% of an employee's income) may be purchased at group rates for a small supplementary premium.

Dental/Vision Reimbursement Plan

The Jessamine County Board of Education provides dental care reimbursement for full-time (4 hours per day or more) employees. The plan provides a maximum reimbursement (per school year) of \$300.00 per family by paying 100% of the first \$100.00 of covered expenses and 50% of the next \$400.00 of covered expenses. The vision reimbursement portion of this plan is limited to \$50.00 per school year. CLAIMS MUST BE SUBMITTED TO THE HUMAN RESOURCES OFFICE WITHIN 90 DAYS OF SERVICE. Additional supplemental dental insurance may be purchased at the employee's own expense.

Life Insurance

A life insurance policy is provided for each full-time employee by the State. In addition, the Jessamine County Board of Education provides an additional \$20,000 policy. Beneficiary and enrollment cards must be signed and are available at the Central Office. There is no charge to the employee for either policy. Supplemental premiums for additional term insurance at group rates may be paid through payroll deduction. Please note that the additional \$20,000 life insurance policy provided by the Jessamine County Board of Education reduces to \$13,000 at age 65 and to \$10,000 at age 70.

Workers Compensation

All employees are covered by workers compensation insurance. Any employee having an accident while working should contact his/her immediate supervisor and the school nurse immediately.

Liability Insurance

The school system maintains liability insurance. The coverage includes litigated liability damages against the school system for bodily injury and/or property damage resulting from actions of the system's employees. The insurance coverage requires the employee to notify the Superintendent immediately after the employee becomes aware of the potential for a liability claim.

Please Note:

Unfortunately, the Board of Education cannot be responsible for personal items of employees which are lost, stolen, or destroyed on school property.

Social Security (FICA)

Support staff employees are required to pay into the Federal Social Security Retirement system. Contributions to the Social Security system are made through payroll deduction. The current deduction rate is 6.20%.

Retirement System

Support staff employees pay into the Federal Social Security System (see FICA above) and are also required (if employed 4 hours per day or more) to contribute to the County Retirement System. Contributions to the retirement system are made through payroll deduction. For income tax purposes, much of this retirement deduction is tax deferred and no federal nor state income tax is paid on the deferred portion until it is received at retirement.

Upon application, an employee leaving the school district prior to eligibility for retirement can receive a refund of the accumulated contributions made by the employee. Questions concerning the County Retirement System may be directed to The employees Retirement System, Perimeter Park West, 1260 Louisville Road, Frankfort, Kentucky 40601. Phone: (800) 928-4646.

Cafeteria Plan

The Board of Education has adopted a plan which qualifies as a “Cafeteria Plan” as defined by the Internal Revenue Code. This plan provides a tax savings to any full-time employee who has payroll deduction(s) for accident, cancer, dental, health, intensive care, and/or 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 each year during the ‘open-enrollment’ period.

Please Note:

It is the responsibility of each employee to obtain all necessary forms from the Central Office. Any additions, corrections or changes to an employees records should be made in writing and sent to the Human Resources Office. Falsification of any employee records shall be grounds for the termination of employment.

OTHER BENEFITS

Employee Recognition

The Jessamine County School System believes that it is important to acknowledge the valuable contributions staff make to improve the district’s educational programs and to improve the quality of education in this district and throughout the state and nation. Staff are recognized regularly in district publications, the Jessamine Journal and at meetings of the Board of Education. The District’s Communications Coordinator will assist in attempts to gain media coverage of special programs. There is also a conscious effort by administrators to cultivate an atmosphere of appreciation for the dedication and skill which staff apply to the everyday duties associated with the education profession. Staff recognition efforts are coordinated through the office of the Communications Coordinator.

The Board shows special appreciation to retiring employees at a year-end Board Meeting.

Professional Growth

The Board endorses the concept of professional growth and in-service training. Monies are set aside at each job location to allow and encourage employees to attend workshops, conferences, conventions and other growth activities as representatives of the school district. Professional Development activities may be provided for all staff, as well as an orientation session for new employees.

School Board Meetings

The Board of Education is the official policy-making body of the school district. The Board's five members are elected by the public to four year terms. The Board meets at the Central Office at 7:00 PM on the fourth Monday of each month. The meetings are open to the public, and all staff members are welcome.

IV. SELECTED ADMINISTRATIVE REGULATIONS

Employment

Support staff employees shall be employed under an annual contract wherein the services to be rendered and other conditions of employment shall be enumerated. Annual contracts automatically expire no later than June 30 each year. At the Superintendent's discretion, an employee's contract may be renewed.

Placement on the Salary Schedule

Upon employment, all support staff personnel will be placed on the appropriate salary schedule. Experience credit is granted for previous employment in the Jessamine County school system, and also from outside the system in similar job classifications. Experience must be validated by the employee's previous employer on forms provided by the Human Resources Office. Experience credit will not be granted for employment of less than 140 days per school or calendar year nor for work as a substitute employee. With appropriate documentation, employees shall be granted experience credit on the appropriate District salary schedule for active, full-time military service. Experience credit for military service may not exceed five (5) years.

Vacancies

A Job Register shall be maintained in the Human Resources Department of the school system's Central Office and on the District's website and shall list all current job openings in the district. A list of job openings shall also be posted in the office area and/or staff lounge of each school building and shall be updated on a timely basis.

The Superintendent (or designee) shall evaluate applicants for their potential to contribute to the effectiveness of the school district staff, their ability to work in harmony with present staff members, and their understanding of the needs of students in this school district.

Any employee may request a transfer from one position or school within the district to another. The Superintendent favors the transfer of employees to positions where their training and experience will improve the program and where the employee's attitudes may be more positive. Transfer requests shall be made in

writing and submitted to the employees immediate supervisor. Voluntary transfer requests which would result in a change of school location must be approved by both principals involved and by the Superintendent.

Resignations

Support staff employees resigning from positions at the end of the school year are urged to submit this notification in writing to the Superintendent no later than May 15.

Support staff employees terminating their employment during the school year shall submit notice of their intentions two weeks prior to their final work day.

Evaluation

The Board is accountable to the citizens of the school district for the delivery of quality educational services in the schools, and therefore requires that the performance of all the employees of the school district be formally evaluated in a consistent, objective and meaningful way. Evaluation shall be directed to the improvement of those characteristics associated with the successful accomplishment of the employee's assignment. The Board supports evaluation instruments that protect the constitutional rights of the employee, that provide procedural safeguards and that define evaluation criteria which are related to job performance and to the Board's vision and mission.

Employees should be fully informed of their job requirements and the procedures associated with the evaluation process. It should be noted that limited (one-year) contracts of support staff employees automatically terminate no later than June 30 of each year and that the Superintendent is not legally obligated to renew an employee's contract.

Disciplinary Actions/Sanctions

For reasons outlined in accordance with Board policy 03.27, the Superintendent may impose sanctions including but not limited to verbal warning, written warning, private reprimand, public reprimand, probation, reassignment, suspension with pay, suspension without pay, nonrenewal of contract and/or termination of employment.

Employee Code of Conduct

The Employee Code of Conduct was developed to promote the District's ethical commitment to maintain a safe and supportive learning environment throughout our school system. The ECOC was designed to assure that all behavior modification is fair, reasonable, thoughtful and consistently applied. This system promotes the use of informal, self-remedial modifications as a first step whenever possible.

1. Report to work suitable and prepared for duty.
2. Comply with justifiable directives and duties that are legal and safe.
3. Maintain safe and secure working and learning environments.
4. Demonstrate professionalism, respect, fairness, and dignity when interacting with students, parents, staff, and community members.
5. Comply with federal laws, state statutes, and JCS policies that prohibit conduct that could reasonably be construed as coercive, retaliating, harassing, intimidating, bullying, discriminating, or threatening.

6. Communicate truthfully and honestly and ensure that all records, disclosures or other communications are complete, fair, accurate, timely and understandable to the best of his/her knowledge.
7. Acquire, use, maintain and dispose of district assets, including technology, in an ethical and responsible manner.
8. Maintain the confidentiality of information as required under federal laws, state statutes, and JCS policies.
9. Use established protocols to intervene against and/or report actions, behaviors or safety concerns that may represent one or more violations or federal law, state statutes, or JCS policy.
10. Refrain from activities outside of the contract day that may reasonably limit and clearly interfere with his/her ability to effectively perform duties as assigned, or undermines and disrupts the implementation of the district's mission.
11. Comply with all other federal laws, state statutes, and JCS policies as well as established operational routines or procedures.

Use and/or Possession of Alcohol or Drugs by Employees

In compliance with federal legislation, the Board of Education has adopted a policy (Policy 03.23251) to ensure a drug free work place. The policy provides for the immediate suspension of any employee who is suspected of working or reporting to work under the influence of alcohol or illegal drugs. If the allegations of illegal alcohol or drug use or possession are substantiated, the Superintendent may dismiss the employee (See Board Policy 03.27). As part of this policy, the employee may, at the time of the allegation, be asked to submit to appropriate tests, at the expense of the Board, to determine the validity of the allegation. Refusal to submit to such a test at the time the employee is asked to do so by a line authority will be grounds for dismissal.

The policy also requires employees to notify the Superintendent of any arrest or indictment related to alcohol or drug violations at any time the employee is under contract with the Board of Education whether or not the employee is actually working at the time of the alleged violation. When the Superintendent becomes aware that an employee has been charged by legal authorities with the illegal possession, use, distribution or cultivation of a controlled drug or illegal substance; or the illegal use of alcohol, an employee may be suspended by the Superintendent. The suspension may continue until the employees case has been resolved and all appeals have been exhausted. Upon conviction and after the employee has unsuccessfully exhausted all appeals, the Superintendent may terminate the employee's contract. The contracts of bus drivers convicted of driving under the influence of alcohol or illegal drugs shall be terminated.

The policy provides for a program of intervention which may be permitted if the employees offense is limited to a first-time violation related to alcohol only and if the employee has not contributed to the use of alcohol on the part of other employees or students and also provided the employee is not employed as a bus driver. The employee may petition the Superintendent for consideration of a probationary period of continued employment. The employee must then submit to a chemi-

cal dependency evaluation by an agency approved by the Superintendent. If the petition to grant a probationary period of continued employment is allowed, the employee shall adhere to the recommendations of the chemical dependency evaluation and to any other restrictions placed by the Superintendent. The costs of such services shall be borne entirely by the employee. Any violation of the recommendations of the evaluative agency or restrictions placed by the Superintendent shall result in the employees dismissal. Subsequent violations governed by this policy shall not be considered for the intervention process.

The policy also states that an employee shall not be considered to be in violation of this policy simply and only because he/she applies on his/her own recognizance to a drug or alcohol rehabilitation program. Furthermore, such employee may be granted an unpaid leave of absence for up to six months to undergo treatment and may be reinstated by the Superintendent in his/her job.

A copy of policy 03.23251 is available at each work site.

Use of Tobacco Products

The use of tobacco products, alternative nicotine products or vapor products, is PROHIBITED at all times in or on any school property owned or operated by the Board.. This includes all indoor and outdoor facilities owned or operated by the School System. Violation of this policy (03.1327) shall constitute reason for disciplinary action.

Child Abuse and Neglect

KRS 600 .020 - 620 .990 and Board policy 09 .227 require that any employee who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall IMMEDIATELY cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Police; the Cabinet for Human Resources or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. School personnel do not have the authority to conduct internal investigations in lieu of the official investigations of other agencies.

Harassment/Discrimination

Harassment or Discrimination due to an individuals race, color, national origin, age, religion, sex or disability is prohibited. Harassment or Discrimination is defined as unlawful behavior (based on the protected categories) 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 a manner as to be commonly understood to convey hatred, or prejudice. Conduct or actions prohibited in the workplace include: derogatory nicknames, demeaning stories, jokes, pictures or objects relating to any of the protected categories. Board Policies also prohibit unwanted touching, sexual advances, requests for sexual favors, spreading sexual rumors, being subjected to unwelcome sexual remarks in the context of the workplace, and destroying or damaging an individual's property based on any of the protected categories. Employees who engage in harassment or discrimination of another employee or student shall be subject to

disciplinary action including but not limited to termination of employment. Please note also that the failure of any teacher, immediate supervisor, principal, administrator, Superintendent or other employee to initiate an investigation of alleged harassment or discrimination, to follow approved procedures, or to take corrective action shall be cause for disciplinary action. Retaliation against an employee who files a complaint is likewise prohibited. See Board policy 03.162 or 3.262 for more information.

Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination: This notice shall be provided to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements.

The District's Title IX Coordinator (TIXC) is: Val Gallutia, Jessamine County Board of Education, 871 Wilmore Road, Nicholasville, KY 40356, 859-885-4179, val.gallutia@jessamine.kyschools.us

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the TIXC, or by any other means that results in the TIXC receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the TIXC.

REFERENCES: Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.); 34 C.F.R. Part 106. RELATED POLICIES: 03.1621; 03.2621; 09.428111. RELATED PROCEDURES: 03.1621; 03.2621; (all procedures), 09.428111 (all procedures)

Field Trips

A comprehensive Field Trip Handbook is available which contains all pertinent guidelines and information about types of field trips, the process for getting a trip approved, fees, permission slips, items to take on the trip, and transportation. You may obtain a copy of this Field Trip Handbook in your supervisor's office.

Complaints or Problems

Employees are entitled to have complaints or problems relative to their working conditions addressed by their supervisors in an orderly manner and within a reasonable time frame. Complaints and problems should be resolved at the lowest administrative level.

Every employee shall have the right to appeal administrative decisions to the next higher level, and finally, to the Board. It should be noted that administrative decisions concerning the appointment, suspension, dismissal, promotion, demotion or transfer of employees shall be made only by the Superintendent and may not be appealed to the Board. Employees may also participate in a formal grievance procedure which is governed by Board policies and regulations. This formal procedure is printed below and in the Code of Conduct.

GRIEVANCE PROCEDURE

Step One

1. The aggrieved employee shall present his/her complaint in writing to his/ her building principal or supervisor. The written statement shall be signed and indicate that the aggrieved party wishes to file a formal grievance in accordance with Policy 03.16 of the Jessamine County Schools.
2. The matter shall be handled in a prompt manner allowing no more than ten (10) working days to elapse from the time the complaint is received and a solution is reached.
3. A written response shall be made by the building principal or supervisor and presented to the aggrieved employee or within ten (10) working days from the date of the complaint. The written response shall also be filed in a master file maintained in the Superintendents office.

Step Two

1. If the aggrieved employee is not satisfied with the solution received under Step One, or if the solution is not received in the prescribed ten (10) days, the aggrieved employee may appeal in writing to the Superintendent, Mr. Matt Moore, 871 Wilmore Road, Nicholasville, KY 40356. The written appeal shall be made by the complainant within ten (10) working days of the date the written response was delivered by the building principal or supervisor in Step One.
2. The Superintendent shall investigate the complaint and provide a decision in writing to the aggrieved within ten (10) working days. The response shall be filed in the master file together with the documentation completed under Step One.

Step Three

1. If the solution offered by the Superintendent is not satisfactory, the aggrieved party may appeal in writing to the Jessamine County Board of Education, except as related to personnel issues as outlined in number five below. In matters of student discipline, other than expulsion, the Board shall be limited to appellate review. A copy of the written appeal shall be sent to the Superintendent and to the Board Chairman whose address is, Chairman of the Board, Jessamine County Board of Education, 871 Wilmore Road, Nicholasville, KY 40356. This appeal shall be made within ten (10) working days of the date the written response was delivered from the Step Two proceedings.
2. The Board of Education shall conduct a hearing or appellate review at its next regular meeting, provided the appeal is received ten (10) calendar days before the meeting. The complainant shall be notified in writing of the day, place, and approximate time of the hearing. The complainant may request an open or closed hearing with the Board; however, if the Board determines that an

open hearing could be damaging to the reputation of any employee, then the hearing shall be closed. The aggrieved party and/ or the Board may request an attorney to be present. Witnesses may be called to testify' for either side.

3. Any decision reached by the Board of Education shall be considered final and shall be presented in written form to the aggrieved employee or student within ten (10) days from the date of said hearing. The Boards decision shall also be filed in the master file maintained in the Superintendents office.
4. As required by state law, matters that deal specifically with personnel issues may not be appealed to the Board of Education. These would include employment, assignment and reassignment, suspension and dismissal, promotion, demotion and transfers of both certified and classified personnel. Appeals of personnel matters follow the guidelines of Series 3 in the "Policy Manual" of the Jessamine County Board of Education. Manuals are readily available in the school offices and the Central Office. Aggrieved employees should make known their intent to address such issues well within ten days of the alleged impropriety. The aggrieved party may do so by seeking redress before the appropriate review committee or the chief state school officer.

For More Information

The following is a list of Central Office departments as well as personnel who should be able to answer your questions concerning specific problems or issues:

Superintendent's Office (Phone # 885-4179, Intercom # 3001)

Matthew Donald Moore; Superintendent
Patrice C. Jones; Director of School, Community & Public Relations
(Phone # 885-4891 x 225)
Teresa K. Moberly; Executive Assistant
Amy Thompson; Receptionist

Office of the Chief of Staff (Phone # 885-4179, Intercom # 3015, 3006)

Val Lance Gallutia; Deputy Superintendent - Chief of Staff
Teresa L. Walters; Executive Assistant
Daniel Sandlin; Director of Pupil Personnel
Earl Trent, Jr.; Attendance Advocate/Social Worker
Jana Heard; Student Services Assistant
Patricia G. Teater; Student Data Specialist
Mary N. Newton; Adult Education/Literacy (Phone # 887-9052)

Division of Teaching and Learning (Phone # 885-4179, Intercom #3025)

Michele G. Reynolds; Assistant Superintendent – Chief Academic Officer
Hannah L. Campbell; Director of Secondary Schools
A. Lori Hollen; Director of Elementary Schools
Sylvia L. Decker; Executive Assistant

Office of Special Programs (Phone # 885-4179, Intercom #3026)

Samantha A. Gottler; Director of Special Programs
Megan McCarty; Assistant Director of Special Programs
Paige Mattox; Instructional Resource Consultant
Sarah Carrico; Instructional Resource Consultant
Nachelle Nead; Instructional Resource Consultant
Ashley Gray; Instructional Resource Consultant
Stacy Davis; Instructional Resource Consultant
Stephanie McCracken, Instructional Resource Consultant
Carol Silvey; Assistant for Special Programs
Melissa C. Curry; Secretary for Special Programs

Finance Office (Phone # 885-4179, Intercom #3050)

Jason M. U'Wren; Director of Finance/Treasurer
Christy W. Richie; Accounting Manager
Tammy L. Taylor; Internal Auditor
Kimberly L. Colvin; Financial Coordinator
Kimberly A. Flynn; Procurement Officer
Jennifer Hager; Account Clerk

Division of Human Resources (Phone # 885-4179, Intercom # 3049)

Michelle L. Gadberry; Chief Operations Officer
Richard Glenn Harden; Human Resources Senior Consultant
Stephanie Kolberg; Human Resources Specialist
Rebecca S. Sewell; Payroll Administrator/Benefits Coordinator
Joan Cinnamon; Payroll Administrator/Benefits Coordinator

Communications Office (JCTC Building) (Phone # 885-4179, Intercom #3044)

Carrie L. McDonald, Communications Coordinator
Zack Barnett; Communications Support

Health Services Office (Central Office Annex) (Phone # 887-9274, Intercom # 4200)

Pat Glass; Coordinator
Taunya Turner, Administrative Assistant

Food Service Office (Central Office Annex) (Phone # 887-9274, Intercom # 4207)

Lee Ann Conner; Director
Mary Ann Maye; Staff Secretary
Allison Banks, Staff Secretary

Maintenance (Maintenance Building) (Phone # 881-7111)

John Clemons; Director of Maintenance
Jill Barnett; Staff Secretary

Transportation (Bus Garage) (Phone # 885-4891, Intercom #2900)

Chris R. Bellman; Director of Transportation
Ben Payne; Director of Transportation
Susabeth Switzer; Assistant Director of Transportation
Lisa Sieberkrob; Staff Secretary

Contact Person Chart

Issue/Concern	Contact Person	Intercom/Phone #
Accounting	Christy Richie/Tammy Taylor . .	3010, 3009
Address change notification	Rebecca Sewell/Joan Cinnamon. . .	3008, 3011
Assessment.	Michele Reynolds (HS)	3029
.	Hannah Campbell (MS)	3014
.	Lori Hollen (ES).	3028
Benefits.	Rebecca Sewell/Joan Cinnamon. . .	3008, 3011
Bills/Travel expenses	Tammy Taylor	3009
Board policy information	Michelle Gadberry	3006
Comprehensive Improvement Planning. .	Michele Reynolds	3029
Computer/Technology information .	Erin Waggoner	3532
Curriculum information	Michele Reynolds	3029
District purchasing (Bids)	Jason U'Wren/Kimberly Flynn .	3021, 3023
Extended School Services (ESS) . . .	Michele Reynolds	3029
Financial information	Jason U'Wren.	3021
General information	Amy Thompson/Teresa Moberly	3000, 3001
Gifted student information	Hannah Campbell.	3014
Gymnasium rental - Schools	School Principal	
Health insurance.	Rebecca Sewell/Joan Cinnamon. . .	3008, 3011
Homebound Instruction	Daniel Sandlin/Jana Heard.	3012, 3037
Paychecks/Salary info	Rebecca Sewell/Joan Cinnamon. . .	3008, 3011
Payroll deductions/W2 info	Rebecca Sewell/Joan Cinnamon. . .	3008, 3011
Personnel issues	Richard Harden/Stephanie Kolberg	3005, 3013
Personnel records	Stephanie Kolberg	3013
Elementary School information	Lori Hollen.	3028
Middle School information	Hannah Campbell.	3014
High School information	Hannah Campbell.	3014
Property-Liability insurance.	Kimberly Flynn	3023
School Councils (SBDM).	Michelle Gadberry	3006
Section 504 information	Megan McCarty	3033
Sick leave/Sick leave bank.	Rebecca Sewell/Joan Cinnamon. . .	3008, 3011
Special Education.	Samantha Gottler/Melissa Curry .	3031, 3026
Professional Development Info	Michele Reynolds	3029
School Improvement	Michele Reynolds	3029
Student information/Attendance. . . .	Jana Heard	3037
Teacher Internship	Michele Reynolds	3029
Textbooks/Materials.	Michele Reynolds	3029
Title 1, 2 & 3 information.	Michele Reynolds	3029
Truancy/Student problems	Daniel Sandlin	3012
Adult Education/Literacy.	Mary Newton	887-9052
Bus information	Lisa Sieberkrob	885-4891 x 2900
Communications/Publications (JCTC) .	Carrie McDanald	3044
Community Education	Patrice Jones.	4205
Food Service information.	Lee Ann Conner/Mary Ann Maye	4204/4202
Maintenance (Maintenance Building). .	John Clemons.	3590
Worker's Comp/Health info	Pat Glass.	4201
Website	Erin Waggoner	3532