

BRECKINRIDGE COUNTY PUBLIC SCHOOLS



CLASSIFIED HANDBOOK

TABLE OF CONTENTS

Classified

<u>TOPIC</u>	<u>PAGE</u>
District Mission Statement and Goals	4
Summary of Fringe Benefits	5-6
County Employees Retirement System	7
COBRA.....	7-8
Payroll Information	9-12
District Office Contacts.....	13
Equal Employment Opportunity	03.212
Salaries <i>Policy</i>	03.221
Salary Deductions	03.2211
Holidays and Vacations.....	03.222
Leaves and Absences	03.223
Personal Leave	03.2231
Sick Leave Policy and Donation.....	03.2232
Family Medical Leave	03.22322
Insurance	03.224
Assignment	03.231
Supervision	03.232
Use of School Property	03.2321
Political Activities	03.2324
Drug Free / Alcohol-Free Schools	03.23251
Duties	03.233
Health and Safety <i>Policy</i>	03.24
Harassment/Discrimination/Grievances.....	03.26
Retirement	03.273
Evaluation <i>Policy</i>	03.28

Dear Classified Employee,

Welcome to Breckinridge County Schools! We are excited to have you join our team! This handbook, concerning the fundamental principles under which the Breckinridge County School System must operate, has been prepared to provide basic information for personnel of the district. In order for district personnel to function effectively and efficiently, they must have a general knowledge of the various aspects involved in the operation of the system. They must also realize the importance of their roles in this operation.

In order to interpret the activities of the school and to appreciate the needs of the district, employees of the school community must be informed as to state requirements, local rules and regulations, the philosophy of the school, and the function of the Board of Education pertaining to personnel procedures.

This publication supersedes and replaces all previous employee handbooks. It contains policies, rules, and regulations pertaining to the employees. Although such a handbook cannot be all-inclusive, it can serve as a guide for the advancement of our educational program. The language used in the handbook should not be construed as creating a contract of employment between the district and any of its employees.

The policies stated in this handbook are subject to change at the sole discretion of the Breckinridge County Board of Education. From time to time, you may receive updated information concerning changes in policy or procedures. For a full list of district policies, please visit the following link: <http://policy.ksba.org/Chapter.aspx?distid=168>. Should you have any questions regarding any policies or procedures, please ask your supervisor or contact district leadership. Have a wonderful school year!

Sincerely,

Nick Carter, Ed.D
Superintendent
Breckinridge County Schools

Breckinridge County Public Schools

Mission Statement

BRECK Strong: We're Better When You Succeed!

Vision Statement

Building Resilient team players, Effective communicators, Critical thinkers, and Kind-hearted citizens.

Building . . .

Resilient team players

Effective communicators

Critical thinkers

Kind-hearted citizens

SUMMARY OF FRINGE BENEFITS FOR CLASSIFIED PERSONNEL

LIFE INSURANCE: As a full-time employee (20 hours or more) of the Breckinridge County Board of Education the Commonwealth of Kentucky provides at no cost to the employee a \$20,000 Term Life Insurance Policy. Optional life and accidental death and dismemberment plans may be purchased through payroll deduction.

HEALTH INSURANCE: Health insurance is offered for all full-time employees (20 hours or more) by the Commonwealth of Kentucky. Additional coverage for your family may be purchased through payroll deduction. The Commonwealth of Kentucky contributes toward the cost of the state mandated health insurance plans. It is the employee's responsibility to inform the school district's benefits coordinator as soon as possible of a qualifying event if they wish to make changes to their health insurance coverage as a result of the qualifying event. Qualifying event changes require paperwork to be completed within 35 days of the event and failure to meet the timeline will result in no changes allowed outside of open enrollment.

HEALTH REIMBURSEMENT ACCOUNT: (State): Employees who have other group health insurance that provides minimum value may waive insurance coverage and may receive the state contribution in form of an HRA account. This money may be used for unreimbursed medical expenses such as deductibles, co-pays, eyeglasses, dental services, etc. Group Health Plan Coverage does not include individual policies purchased through the Marketplace or governmental plans such as TRICARE, Medicare, and Medicaid. Employees covered under individual policies purchased through the Marketplace or governmental plans such as TRICARE, Medicare, and Medicaid are eligible for an HRA account that may only be used for unreimbursed dental and/or vision expenses.

RETIREMENT: Classified staff working a minimum of 80 hours or more per month must participate in the County Employees Retirement System (CERS). The employee contributes 6% of salary through payroll deduction. Contact CERS for individual retirement questions.

FAMILY AND MEDICAL LEAVE ACT OF 1993: FMLA requires employers to provide up to 12 weeks of job-protected leave to "eligible" employees for certain family and medical reasons. The district requires that available paid leave be used concurrently with FMLA leave. You may request to reserve 10 days of sick leave. Employees are eligible for FMLA if they have been employed by the district for at least one year and have worked at least 1,250 hours during the 12 months preceding start of leave.

UNEMPLOYMENT INSURANCE: Unemployment insurance provides temporary income if an employee is laid off from a regular job. All employees are subject to unemployment benefits with the local school district paying 100% of the cost. Employees are not eligible for payments during the summer if they have "reasonable assurance" of a position for the subsequent school year.

WORKERS' COMPENSATION: All employees are covered by workers' compensation benefits should he/she be injured on the job. Any job-related accident should be reported to the principal or supervisor immediately, and a written report filed at the Central Office. Accidents not causing serious injury should also be reported as complications may arise later.

LIABILITY INSURANCE: The district provides comprehensive general liability insurance, professional liability and errors and omissions for all employees. Any incident which may result in a claim should be reported to the Human Resources Department.

SICK/PERSONAL LEAVE: Full time classified employees receive 10 sick and 3 personal days annually. Sick leave shall accumulate with the actual days posted annually on the first pay of each new school year. Full time classified employees shall be entitled to three days of personal leave with pay each school year. No reason shall be required for the leave but must be approved by the superintendent or designee. Days not used are added to cumulative sick leave.

PAYROLL DEDUCTIONS: In addition to the services already listed, membership in additional insurance programs may be available through payroll deductions.

CAFETERIA PLAN OF FRINGE BENEFITS: Under this provision, employees are allowed to deduct the premiums for certain approved insurance programs from their gross income before taxes are calculated.

DEFERRED COMPENSATION: Staff can begin saving toward retirement and financial security by setting aside dollars on a tax-deferred basis. Contributions and the earnings are tax-deferred until withdrawn.

COUNTY EMPLOYEE RETIREMENT SYSTEM (CERS)

MEMBERSHIP

Membership in the County Employees Retirement System is required of all qualified regularly employed classified personnel whose official duties require an average of at least 80 hours of work per month on a fiscal, calendar, or school year basis. Eligible classified personnel are automatically enrolled in the retirement system on the first day of employment and the employee contributions are withheld through payroll deduction. You will receive a Member ID and PIN number once enrolled and may access your account online at MyRetirement.ky.gov.

CONTRIBUTION RATE

The rate of contribution for a new employee is 6.00% of the gross salary. (5.00% to employee's account - 1.00% to health insurance fund). Your 5.00% contribution will be deposited into a Cash Balance Plan.

SOCIAL SECURITY BENEFITS

If you will be eligible for Social Security at the time you retire, you may want to contact your local Social Security Administration office 90 days before your anticipated retirement date. Social Security benefits and requirements differ from those of the retirement system.

SERVICE RETIREMENT

A member with 27 years of service credit is eligible to receive monthly benefits regardless of age or age plus years of service is equal to 87 with minimum age of 57. Other retirement options are available such as Early Retirement and Disability Retirement. You may contact Kentucky Retirement Systems at 1-800-928-4646 for any questions you have regarding retirement issues.

COBRA RIGHTS

Federal law provides an employee the option to continue group health coverage under COBRA beyond the date in which their coverage would terminate. Also, the new continuation laws provide coverage continuation rights for spouses and dependent children. The Kentucky Employees Health Plan COBRA Administrator is Health Equity (formerly WageWorks). Upon separation from employment, the employee should receive a COBRA election notice from Health Equity. COBRA regulations do not require employers to pay for continuation coverage. COBRA rates will apply.

Individuals (employees, employee's spouse and employee's dependent children) eligible for continuation of coverage are as follows:

1. Loss of coverage as a result of termination of employment for reasons other than gross misconduct.
2. Loss of coverage as a result of a reduction of hours worked by the employee (including employees on official Leave Without Pay status).
3. Loss of coverage due to death of the employee.
4. Loss of coverage due to divorce or legal separation of the employee.
5. Loss of coverage due to the employee becoming eligible for Medicare coverage.
6. Loss of coverage as a result of a dependent child reaching the limiting age designated in the group contract.

Duration of Coverage:

1. For employee (termination or reduction in hours) - 18 months from date of qualifying event
2. For spouse and dependent children whose coverage ended due to the divorce or death of the employee, or the employee becoming entitled to Medicare at the time of the initial Qualifying Event or a child ceasing to be an eligible dependent under the Plan - up to 36 months from date of qualifying event
3. Disabled may apply for an 11-month extension. (specific rules apply)
4. An 18-month extension of coverage will be available to spouses and dependent children who elect continuation coverage if a second Qualifying Event occurs during the first 18 months of continuation coverage. These events can be a second only if they would have caused the Qualified Beneficiary to lose coverage under the Plan if the first Qualifying Event had not occurred. The Employee must notify the Plan within the specified timeframe after the second Qualifying Event occurs if they want to extend continuation coverage.

NOTE: While on COBRA, it is the employee's or other qualified beneficiary's responsibility to inform the COBRA Administrator within the specified time limitation of any qualifying events such as divorce, legal separation, dependent child losing coverage, the occurrence of a second qualifying event after the qualified beneficiary becomes entitled to COBRA continuation coverage, or a determination by the Social Security Administration that a covered employee or other qualified beneficiary is disabled or a subsequent determination by the SSA that the individual is no longer disabled. Questions about COBRA may be directed to Health Equity at 877-430-5519.

PAYROLL INFORMATION

Classified Staff

1. BASE PAY CALCULATION:

Base Pay will be calculated yearly for every employee. The purpose of Base Pay is to provide the employee with 12 consecutive monthly checks of the same Base Pay regardless of the number of days actually worked in a pay period.

Base Pay is calculated as follows:

ANNUAL SALARY divided by 12 pay periods = **BASE PAY**

2. PAYROLL DISTRIBUTION:

Salary is divided into twelve equal monthly checks and distributed through direct deposit on the 5th of each month for all classified employees.

3. TIMECLOCK PLUS AND SMARTFIND EXPRESS:

Beginning with the 23-24 school year, all employees will be given an account with Timeclock Plus and SmartFind Express. These accounts will be used in the place of paper timesheets and absentee cards. Each day, all classified employees will clock into work at the beginning of their shift and clock out at the end of the shift. Requests for time off/all absences will be logged into SmartFind Express.

4. SICK/PERSONAL DAYS:

Full time classified employees receive 10 sick and 3 personal days annually. Personal days not used within a school year are converted to sick leave. Sick leave shall accumulate with the actual days posted annually on the first pay of each new school year.

5. ABSENCES:

Absences are reported in the SmartFind Express (SFE) Program. Vacation (261 day employees), personal, Extracurricular/Field Trip absences must be approved by the employee's supervisor.

6. WORK WEEK:

Each work week will be from 12:01 Saturday until midnight Friday.

7. OVERTIME CALCULATIONS:

Classified non-exempt employees will be paid $1\frac{1}{2}$ times normal hourly rate for all hours worked over 40 hours per week. Vacation, sick and personal leave days are excluded from the calculation of overtime. Working over 8 hours in a day does not constitute overtime pay. Overtime must be authorized by the Superintendent **before** it is performed.

8. PAYROLL CHECKS:

If you have a question regarding your pay stub, contact the Payroll Department at 270-756-3124.

9. DOCKING RATES:

Employees are docked pay if they have missed more days than they have accrued through sick or personal leave time. Docks are taken at the employee's actual daily rate rather than the base pay rate. This may result in the dock being more than the amount earned on Base Pay.

EXAMPLE: An employee misses ten docked days in the pay period and has the following Base Pay calculation.

\$12,000 divided by 12 pays = \$1,000 Base Pay

The dock is calculated as follows:

\$12,000 divided by 181 days = \$66.30/day X 10 days = \$663.00 Dock

If the dock exceeds the monthly Base Pay then the employee would not receive a check for that pay period. The excess dock would be deducted from the check the employee received in a subsequent pay period. Dock days may also affect health and benefit coverage. Dock days require approval from the Superintendent or Superintendent designee.

**NOTE: Individuals being docked days should contact CERS to determine impact on individual retirement accounts. Individuals being docked days should also contact the Benefits Coordinator at 270-756-3122 (Judy Goatley) to find out the impact the dock may have on group health insurance eligibility and payroll deductions.*

10. NEW EMPLOYEES AND EMPLOYEE CHANGES:

Any employee desiring to change withholding allowances claimed may complete a new W-4 or K-4 Form at any time during the year. The changes will take effect on the next scheduled payroll after the forms have been processed in the Payroll Department.

New employees have thirty-five (35) days to complete paperwork to enroll in the Cafeteria Plan, health care plan, and other benefit plans provided by the board. Employees who do not voluntarily enroll in a health care plan within 35 days will be enrolled by default in the single LivingWell Basic CDHP health insurance plan with no HRA and payroll premiums will be deducted accordingly. If other benefits are not selected within the 35 days after employment, the employee will not be permitted to elect coverage until the next open enrollment period. Coverage changes are not permitted outside of open enrollment unless there is a qualifying event. It is the employee's responsibility to inform the school district's benefits coordinator as soon as possible of a qualifying event if they wish to make changes to their insurance benefits as a result of the qualifying event. Qualifying event changes require paperwork to be completed within 35 days of the event and failure to meet the timeline will result in no changes allowed outside of open enrollment.

11. EXPERIENCE/YEARS:

For Salary Purposes, a full time (20 hours or more per week) classified staff member who is employed by a board for at least one hundred forty (140) days of a school year and who performs duties, regardless of the schedule on which those duties were performed, shall be credited with one (1) year of experience.

12. VACATION:

Only 261 day classified employees are afforded 10 days annual vacation time after being employed in a district for one year. After completing 5 years in a 261 day contract the employee will be afforded 15 days.

13. CLASSIFIED CONTRACT:

At the beginning of each year, or any time there is an hourly rate change, a change in status, or a change in hours worked, each employee will be sent two copies of a contract. One copy is to be signed and returned to the Central Office and the other copy is for the employee's records. The contract indicates the total hours to be worked per day, the location assignment, total days to be worked, and the regular hourly wage to be paid.

14. CHECK-IN AND CHECK-OUT TIMES:

Unless work is involved, the employee is not to report for duty nor check in prior to the regular starting time, and the employee is to go off duty and check out at the end of the regular schedule. This will be completed in the TimeClock Plus (TCP) Program.

15. DRIVING RECORD:

Bus Drivers

Prior to the employee's initial employment or upon return from any break in service

(excluding summers), the Superintendent or designee shall perform a criminal records and driving history check on all school bus drivers. No person shall be employed as a school bus driver who has been convicted of driving any motor vehicle under the influence of alcohol or any illegal drug within the last five (5) years.

Current school bus drivers shall immediately report to the local Superintendent or designee any revocation of a driving license or conviction for DUI or reckless driving.

Other Personnel

As a condition of employment, and/or when requested, personnel other than bus driver who regularly drives a Board-owned vehicle and/or regularly transports students shall provide the Superintendent with a copy of their driving records from the Kentucky Department of Transportation.

16. VERIFICATION OF EXPERIENCE:

New employees may bring in years of verified experience from prior employers if experience was in a similar position. Any employee who resigns from a position and is later rehired in the same type of position will be paid at the same step on the classified salary schedule as when they resigned.

17. VERIFICATION OF EMPLOYMENT ELIGIBILITY FORM:

All new employees are required to produce documents that establish their identity and employment eligibility.

18. FORM W-4:

An Employer's Withholding Allowance Certificate is required for all employees.

19. LUNCH BREAK:

Hourly employees are to notify their supervisor when leaving for and returning from lunch.

20. ASSURANCE OF EMPLOYMENT:

Unemployment compensation benefits are not available during periods of scheduled breaks in the work calendar. Employees who meet the eligibility requirements under unemployment regulations are covered by unemployment insurance.

Breckinridge County Public Schools does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

DISTRICT OFFICE CONTACTS/DEPARTMENTS

Dr. Nick Carter- Superintendent	3134
Jayne D. Knochel- Assistant Superintendent (Human Resources/Curriculum and Instruction/SBDM Federal Programs/Health Services/Certification/SmartFind Express)	3113
Mike Harned- Chief of Student Services (Pupil Personnel/Alternative Programs/Homeless and Foster Care)	3112
Amy Flood- Chief of Exceptional Child Education (Special Education/Gifted and Talented/EL/504 Plans)	3116
Kevin Coomes- Chief Information Officer (Technology/School Safety/FRC/District Report Card)	3114
Michael Broadbent- Chief Academic Officer (Professional Development/Headstart and Preschool/Improvement Plans/Grants/District Assessment Coordinator)	3117
Michael Moreland- Chief Financial Officer (Buildings and Grounds/Finance/Food Services)	3118
Jarrold Brockman- Transportation Coordinator (Bus Garage/Transportation Services/Bus Routes)	3129
Debbie Anderson- Federal Programs Bookkeeper (Title Programs/EILA)	3128
Angie Dowell- Accounts Payable/Bookkeeper (Purchase Orders/Accounts Payable)	3136
Melonie Dugan- Administrative Assistant to Superintendents (Human Resources/SmartFind Express)	3132
Judy Goatley- Benefits Coordinator (Insurance/FMLA)	3122
Ruby Metcalfe- Payroll (Payroll/Retirement)	3124
Becky Pollock- Administrative Assistant to Superintendents (Board Agenda/CDL/Perkins)	3110
Angie Riley- Attendance Clerk (Infinite Campus/Homebound/FRC)	3115
Debbie Webster- Food Service Director (Menus/Wellness/Summer Feed)	3007