



**CHRISTIAN COUNTY**  
— PUBLIC SCHOOLS —  
A Community Committed to Phenomenal Schools



# 2024-2025

**The following items are required in the Personnel Office:**

- **Opening Day Agendas-** must list Compliance training, Title IX training, and Certified Evaluation training on the Agenda
- **Opening Day Sign In for Staff**
- **Poster Check Off Sheet**

**\*\*These three (3) items will be collected during Admin Academy in September. Please wait until then to turn them in to the Personnel Director.\*\***

# ANNUAL EMPLOYEE COMPLIANCE TRAINING (24-25)

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DATE COMPLETED	ACTIVITY/TRAINING
Frontline (30 min)	Section 1. PROFESSIONAL CODE OF ETHICS: (Please give staff hard/paper copies) Ethics for Educators
	Section 2. REVIEW OF DISTRICT POLICIES, TITLE IX POWERPOINT, AND EMPLOYEE HANDBOOK Please complete this section during the opening day meeting
Frontline (20 min)	Section 3. CONFIDENTIALITY OF STUDENT INFORMATION TRAINING FERPA AND HIPPA
Frontline (20 min)	Section 4. BLOODBORNE PATHOGEN TRAINING Bloodborne Pathogens for School Employees
Follow Instructions provided by Dr. Kim Stevenson	Section 5. BULLYING PREVENTION TRAINING Individual School Level Training Plan
Frontline (20 min) Grades PreK-5 Follow Instructions provided by Dr. Kim Stevenson Grades 6-12	Section 6. SUICIDE PREVENTION TRAINING Suicide Prevention
Follow Instructions provided by Dr. Melanie Barrett	Section 7. RECOGNIZING & REPORTING CHILD ABUSE & NEGLECT Recognizing & Reporting Child Abuse & Neglect
Frontline (20 min)	Section 8. SEIZURE AWARENESS TRAINING Epileptic Seizure Awareness
Frontline (30 min)	Section 9. ACCEPTABLE USE OF TECHNOLOGY TRAINING: (Electronic Signature) Internet Safety for School Employees
	Section 10. COMPLIANCE POSTER INFORMATION The new Workers Compensation Poster for 24-25 will be sent to schools.
	Section 11. ADDITIONAL BEGINNING OF THE YEAR PERSONNEL INFORMATION Please review this section with staff during the opening day meetings.



**Section 1. PROFESSIONAL CODE OF ETHICS TRAINING**  
**(Assigned in Frontline) Please give hard copy to all staff.**

- Train all instructional staff in your building
- No later than the end of the first month of reporting for employment
- A copy of the Code of Ethics should be provided to all instructional staff, read by the staff member, and discussed by administration

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.

## Section 2. REVIEW OF DISTRICT POLICIES AND EMPLOYEE HANDBOOK

– Please review this section with all staff.

- Train all staff in your building
- No later than the end of the first month of reporting for employment
- Demonstrate how to access the Policy and Procedure Manual from the District website: [www.christian.kyschools.us](http://www.christian.kyschools.us) ; then “Our District” tab; then “Board of Education”; then “Board Agenda & Policies”. The link is highlighted in yellow:  
<http://policy.ksba.org/Chapter.aspx?distid=6>
- Demonstrate how to access the Employee Handbooks from the District website: [www.christian.kyschools.us](http://www.christian.kyschools.us) ; then “Our District”, then “CCPS Employee Handbook “2024- 2025 Employee Handbook”.
- Specifically review the indicted policies/sections of the Handbook:

Topic	Policy #s	Handbook Page
Harassment/Discrimination/Title IX	03.162/03.262	Follow Table of Contents
Confidentiality	03.111/03.211	
Supervision Responsibilities and Bullying	03.162/03.262/09.422/ 09.42811	
Required Reporting- <b>READ ALL</b>	Numerous	Pgs.34-36

## REQUIRED REPORTS

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

- Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**
- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11/03.21**
- 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**
- 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**
- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse. **03.13253/03.23253/09.425**

- 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**
- Employees who believe or have been made aware that they or any other employee, student, or visitor has been subject to Title IX Sexual Harassment shall report it to the TIXC. Failure to make such a report shall be grounds for discipline up to and including termination. If the knowledge of the reporting party gives rise to reasonable cause to believe that the reported conduct constitutes child abuse Policy 09.227 or a reportable criminal offense Policy 09.221, notification of state officials shall be made as required by law. **03.1621/03.2621/09.428111**
- 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**

- 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 have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, you shall **immediately** make **an oral** report to a local law enforcement agency or Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's **or** County Attorney, **and then make a report to the Principal.** (See **Child Abuse** section.) **09.227**
- District employees shall report 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.** In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board Policy **09.42811**.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy **09.2211**; and
  2. Investigate and complete documentation as required by policy **09.42811** covering federally protected areas. **09.422**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

### Section 3. CONFIDENTIALITY OF STUDENT INFORMATION TRAINING (Assigned in Frontline)

- Train all staff in your building
- No later than the end of the first month of reporting for employment

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

If during the course of this agreement, Christian County Public Schools discloses to the contractor any data protected by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and its regulations, and data protected by the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq)(NSLA) and Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.)(CNA) the contractor is bound by the confidentiality, security and disclosure requirements and restrictions stated in FERPA, NSLA and CNA and will enter into a confidentiality agreement and ensure its employees and contractors execute affidavits of nondisclosure as required by Christian County Public Schools. The confidentiality agreement and affidavits will then become part of this original agreement.

### **Christian County Public Schools**

#### **EMPLOYEE OR CONTRACTOR GENERAL AFFIDAVIT OF NONDISCLOSURE**

Employee or Contractor Name \_\_\_\_\_

Title \_\_\_\_\_

Office \_\_\_\_\_

Supervisor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

If, in the performance of my official job duties, I am provided access to confidential information (information designated as confidential by FERPA, NSLA, CNA, KRS 61.931(6), or other federal or state law), by signing this document I agree to the following:

- I will not permit access to confidential information to persons not authorized by the Christian County Public Schools.
- I will maintain the confidentiality of the data or information.
- I will not access data of persons related or known to me for personal reasons.
- I will not reveal any individually identifiable information furnished, acquired, retrieved, or assembled by me or others for any purpose other than statistical purposes specified in a Christian County Public Schools survey, project, or proposed research.
- I will report, immediately and within twenty-four (24) hours, any known reasonably believed instances of missing data, data that has been inappropriately shared, or data taken off site
  - to my immediate supervisor, Associate Commissioner, and
  - to the Division of Human Resources if I am a Christian County Public Schools employee or

o to the Christian County Public Schools Office for whom I perform work under the contract if I am a Christian County Public Schools contractor or an employee of a Christian County Public Schools contractor.

I understand that procedures must be in place for monitoring and protecting confidential information.

- I understand and acknowledge that FERPA-protected information obtained under provisions of Family Educational Rights and Privacy Act of 1974 (FERPA) as an employee or contractor of Christian County Public Schools is confidential information. Christian County Public Schools protects information in students' education records that are maintained by an educational agency or institution or by a party acting for the agency or institution, and includes, but is not limited to the student's name, the name of the student's parent or other family members, the address of the student or student's family, a personal identifier, such as the student's social security number, student number, or biometric record, other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name, and other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
- I understand that any unauthorized disclosure of confidential information is illegal as provided in FERPA and in the implementing of federal regulations found in 34 CFR, Part 99. The penalty for unlawful disclosure is a fine of not more than \$250,000 (under 18 U.S.C. 3571) or imprisonment for not more than five years (under 18 U.S.C. 3559), or both.
- I understand and acknowledge that children's free and reduced price meal and free milk eligibility information or information from the family's application for eligibility, obtained under provisions of the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq)(NSLA) or Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.)(CNA) and the regulations implementing these Acts, is confidential information.
- I understand that any unauthorized disclosure of confidential free and reduced price lunch information or information from an application for this benefit is illegal as provided in the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq)(NSLA) or Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.)(CNA) and the regulations implementing these Acts, specifically 7 C.F.R 245.6. The penalty for unlawful disclosure is a fine of not more than \$1,000.00 (under 7 C.F.R. 245.6) or imprisonment for up to one year (under 7 C.F.R. 245.6), or both.
- I understand that KRS 61.931 also defines "personal information" to include:
  - an individual's first name or first initial and last name; personal mark; or unique biometric or genetic print or image, in combination with one (1) or more of the following data elements:
  - An account number, credit card number, or debit card number that, in combination with any required security code, access code, or password, would permit access to an account;(b) A Social Security number;
  - A taxpayer identification number that incorporates a Social Security number;
  - A driver's license number, state identification card number, or other individual identification number issued by any agency;
  - A passport number or other identification number issued by the United States government; or

- Individually identifiable health information as defined in 45 C.F.R. sec. 160.103, except for education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. sec. 1232g.
- I understand that other federal and state privacy laws protect confidential data not otherwise detailed above and I acknowledge my duty to maintain confidentiality of that data as well.
- I understand that any personal characteristics that could make the person's identity traceable, including membership in a group such as ethnicity or program area, are protected.
- In addition, I understand that any data sets or output reports that I may generate using confidential data are to be protected. I will not distribute to any unauthorized person any data sets or reports that I have access to or may generate using confidential data. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of sign on/password(s).

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Division of HR Representative Signature Ainta Hopson \_\_\_\_\_

Date \_\_\_\_\_

**\*\*Please keep this document on file at your school or building level.\*\***

## Section 4. BLOODBORNE PATHOGEN TRAINING (Assigned in Frontline)

- Train all staff in your building
- No later than the end of the first month of reporting for employment

**CHRISTIAN COUNTY**  
**BOARD OF EDUCATION**

**BLOODBORNE PATHOGEN**  
**EXPOSURE CONTROL PLAN**

**AUGUST, 2024**



## **POLICY**

The Christian County Board of Education is committed to providing a safe and healthy work environment for all staff. In pursuit of this endeavor, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, “Occupational Exposure to Bloodborne Pathogens.”

The ECP is a key document to assist in implementing and ensuring compliance with the standard, thereby protecting our employees. The ECP includes:

- \*Determination of employee exposure
- \*Implementation of various methods of exposure control, including:
  - Universal precautions
  - Engineering and work practice controls
  - Personal Protective Equipment
  - Housekeeping
- \*Hepatitis B vaccination
- \*Post-exposure evaluation and follow-up
- \*Communication of hazards to employees and training
- \*Recordkeeping
- \*Procedures for evaluation of circumstances surrounding an exposure incident

The methods of implementation of these elements of the standard are discussed in the subsequent pages of this ECP.

## **PROGRAM ADMINISTRATION**

- The District Health Director and the Director of Personnel are responsible for the implementation of the ECP. They will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.
  - Contact person/phone number:
    - Megan Kidd, RN, District Health Director 270-887-7000
    - Anita Hopson, Director of Personnel 270-887-7002
- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.
- District Health Director and/or Facilities Director will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The above named individuals will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.

- District Health Director and Director of Personnel will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and OSHA records are maintained.
- District Health Director and Director of Personnel will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives.

## **EMPLOYEE EXPOSURE DETERMINATION**

The following is a list of **all** job classifications at our establishment in which all employees have occupational exposure:

### JOB TITLE

### DEPARTMENT LOCATION

See Personnel for List - 270- 887-7002

The following is a list of job classifications in which **some** employees at our establishment have occupational exposure:

### JOB TITLE

### DEPARTMENT/LOCATION

### TASK/PROCEDURE

See Personnel for List - 270-887-7002

## **METHODS OF IMPLEMENTATION AND CONTROL**

### Universal Precautions

All employees will utilize universal precautions.

### Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts by contacting their principal/building supervisor. If requested,

we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

District Health Director and Director of Personnel are responsible for reviewing and updating the ECP annually or more frequently as necessary to reflect any new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

### Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens.

Sharps disposal containers are inspected and maintained or replaced by the school nurse whenever necessary to prevent overfilling.

### Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Training is provided by the school nurse in the use of the appropriate PPE for the tasks or procedures employees will perform.

The types of PPE available to employees are disposable gloves approved for medical use, repellent gowns, face and eye protection, and resuscitation devices.

PPE is located in your building and may be obtained through your school nurse, principal, and/or custodians. These individuals are responsible for maintaining an adequate supply of PPE at your school.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
- Remove PPE after it becomes contaminated, and before leaving the work area. Used PPE may be disposed of in designated areas in your building.
- Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.

- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.
- Each school will have a biohazard kit on site for potential biohazard material clean up, and or blood borne pathogen spills.

### Housekeeping

**Regulated waste** is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded, and closed prior to removal to prevent spillage or protrusion of contents during handling.

**Contaminated sharps** are discarded immediately or as soon as possible in containers that are closable, puncture resistant, leak-proof on sides and bottoms, and labeled or color-coded appropriately. Sharps disposal containers are available in the first aid room.

**Bins and pails** (e.g. wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

**Broken glassware** which may be contaminated is picked up using mechanical means, such as a brush and dust pan.

### Laundry

The following laundering requirements must be met:

- Handle contaminated laundry as little as possible, with minimal agitation.
- Place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use red bags or bags marked with biohazard symbol for this purpose.
- Wear appropriate PPE when handling and/or sorting contaminated laundry.

### Labels

School nurse will ensure warning or biohazard labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify the District Health Director if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc. without proper labels.

## **HEPATITIS B VACCINATION & POST-EXPOSURE FOLLOW-UP**

The Hepatitis B vaccine and vaccination series is available to all employees who have had an occupational exposure, incident, as well as post-exposure evaluation and follow-up.

Employers ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis are:

- Made available at no cost to the employee.
- Made available to the employee at a reasonable time and place.
- The health facility with whom the board contracts ensure that all medical evaluations and procedures are:
  - Performed by or under the supervision of a licensed physician or other licensed health care professional.
  - Provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place.
  - Ensures that all laboratory tests are conducted by an accredited laboratory at no cost to the employee.

Employers do not make participation in a pre-screening program a prerequisite for receiving Hepatitis B vaccination.

If the employee initially declines Hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the employer makes available the Hepatitis B vaccination at that time.

Employers assure that employees who decline the Hepatitis B vaccination offered by the employer sign a vaccination declination form.

If routine booster dose(s) of Hepatitis B are recommended by the U.S. Public Health Service at a future date, such booster dose(s) are made available in accordance with OSHA regulations.

Following a report of an exposure incident, the contract health facility makes immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

1. Documentation of route(s) of exposure, and the circumstances under which the exposure incident occurred as reported by the exposed employee.
2. Identification and documentation of the source individual, unless the employer can establish that identification is not feasible or prohibited by state or local law.

- After consent is obtained, the source individual's blood will be tested as soon as feasible in order to determine HBV and HIV status. If consent is not obtained, the employer will establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, will be tested and the results documented.
- When the source individual is known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- Results of the source individual's testing will be made available to the exposed employee by the contracted health facility, and the employee will be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

3. Collection and testing of blood for HBV and HIV serological status.

- The exposed employee's blood will be collected as soon as feasible and tested after consent is obtained.
- If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample will be preserved for at least 90 days. If within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing will be done.

4. Post-Exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.

5. Counseling

6. Evaluation of reported illness

## **ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP**

Director of Personnel ensures that the health care professional responsible for employee's Hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

Director of Personnel ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- a description of the employee's job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual's blood test
- relevant employee medical records, including vaccination status

Director of Personnel provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

- The written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.
- The written opinion for post-exposure evaluation and follow-up shall be limited to only include that the employee has been informed of evaluation results and any medical conditions resulting from exposure which require further evaluation and treatment. All other findings or diagnoses shall remain confidential and shall not be included in the written report.

## **PROCEDURES FOR EVALUATION THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT**

District Health Director and Director of Personnel will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- procedure being performed when the incident occurred
- employee's training

## **EMPLOYEE TRAINING**

All employees who have occupational exposure to bloodborne pathogens receive training conducted by the school nurse or on the specified online video (Personnel via

Frontline Program). The individual nurse will be a licensed registered nurse or practical nurse.

All employees who have occupational exposure to bloodborne pathogens receive training in the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection
- information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge (if exposure occurs)
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- an opportunity for interactive questions and answers with the person conducting the training session

Training materials for this facility are available in the Frontline Program via Personnel. Employees may also ask for information in the front office and/or nurse office.



## **RECORDKEEPING**

### Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least **three years** at each school. Each employee will be logged as completing this training in the Frontline Program via Personnel.

The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Director of Personnel.

### Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.20, "Access to Employee Exposure and Medical Records." Director of Personnel is responsible for maintenance of the required medical records. These **confidential** records are kept at the CCBOE personnel office for at least the **duration of employment plus 30 years**.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to Christian County Board of Education, 200 Glass Avenue, Hopkinsville, KY 42240, ATTN: Director of Personnel.

### OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are completed by the District Health Director and Director of Personnel.

## Hepatitis B Vaccine Declination Form

The following statement of declination of the hepatitis B vaccine must be signed by an employee who:

- Chooses not to accept the vaccine.
- Has had appropriate training regarding hepatitis B, hepatitis B vaccination, the efficacy, safety, method of administration and benefits of vaccination, given free of charge to the employee.

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This statement is not a waiver; employees can request and receive the hepatitis B vaccination at a later date if they remain occupationally at risk for hepatitis B.

### **An employer cannot require:**

- Employees to waive liability in order to receive the vaccine
- Participation in pre-screening as a prerequisite for receiving the vaccine.

## **Section 5. BULLYING PREVENTION TRAINING**

### **Individual school level training**

- Train all staff in your building
- No later than the end of the first month of reporting for employment
- Follow instructions provided by Dr. Kim Stevenson

## Section 6. SUICIDE PREVENTION TRAINING

(Assigned in Frontline)

- All Elementary School staff will be trained through Frontline
- All Middle School and High School Certified staff have to receive training assigned by Dr. Kim Stevenson
- By September 30<sup>st</sup>

## Section 7. RECOGNIZING & REPORTING CHILD ABUSE & NEGLECT

- Follow instructions provided by Dr. Melanie Barrett
- Train all staff
- By September 30th

## Section 8. SEIZURE AWARENESS TRAINING

(Assigned in Frontline)

- Train all staff
- By September 30th

### Summary of HB 147 (Seizure Bill)

- Amends KRS 158.832, KRS 158.838
- Each school must at least 1 employee on duty during the school day with training on glucagon, insulin, and seizure rescue medication of medication prescribed to treat seizure disorder symptoms (that is USFDA approved for that reason).
- Any training program or guidelines adopted by any state agency for training of school personnel in the health care needs of students diagnosed with seizure disorder shall be fully consistent with best practice guidelines from medical professionals with expertise in seizure treatment.
- The parent or guardian of each student diagnosed with a seizure disorder shall collaborate with school personnel to implement the seizure action plan. (The Kentucky Board of Education shall promulgate administrative regulations establishing procedures for the implementation of seizure action plans.) The seizure action plan shall be kept in the office of the school nurse or school administrator.
- Any school personnel or volunteers responsible for the student shall be given notice of the seizure action plan, the identity of the school employee, or employees trained and the method by which the trained school employee or employee may be contacted in the event of an emergency.
- At least 1 hour of self-study review of seizure disorder materials shall be required for all principals, guidance counselors and teachers hired after July 1, 2019. Currently employed principals, guidance counselors and teacher must also complete the 1-hour self-study, if they have not already done so. This self-study review shall be in addition to the four days required under KRS 158.070 (3)(a) and is a one-time requirement - NOT an annual requirement.

### Epilepsy Training Resources

Use this link **ONLY** if staff is not assigned to Frontline Professional Learning.

<https://www.youtube.com/watch?v=PAI9LDq9yas&list=PLpIN29lx9vI54NTBCZPwqz37IzX4AbakN&index=2>

For large groups, The Epilepsy Foundation of Kentuckians will provide free trainings for school staff. Phone: (866) 275-1078.

## **Section 9. ACCEPTABLE USE OF TECHNOLOGY TRAINING**

(Assigned in Frontline with Electronic Signing managed through school level STA)

## Section 10. COMPLIANCE POSTER INFORMATION

- Copies of Required posters to be posted in your building can be found on the next pages of this section
- The Check-off list (**next page**) must be **signed and returned** to the Personnel office



## POSTER CHECK-OFF SHEET

By Law the following information should be posted in each building. Please check that all information is posted in your building and send this Poster Check-Off Sheet back to Personnel along with Opening Day Agenda and Staff Sign In Sheet.

School/Building \_\_\_\_\_

\_\_\_\_\_ OSHA – Job Safety and Health

\_\_\_\_\_ Employee Rights

\_\_\_\_\_ Equal Employment Opportunity

\_\_\_\_\_ Kentucky Child Labor Laws

\_\_\_\_\_ Kentucky Wage and Hour Laws

\_\_\_\_\_ Wage Discrimination Because of Sex

\_\_\_\_\_ Safety and Health on the Job

\_\_\_\_\_ Family and Medical Leave Act --- Employee Rights and Responsibility

\_\_\_\_\_ Worker's Compensation

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Safety and Health on the Job

Kentucky Revised Statute (KRS) Chapter 338 establishes a program for protecting occupational safety and health. This mandatory poster details the safety and health protections for public and private sector employees working in the Commonwealth and must be prominently displayed in the workplace.

**Employer Responsibilities:** Employers shall furnish employment and places of employment which are free from recognized hazards that are causing, or are likely to cause, death or serious physical harm to employees; and comply with the occupational safety and health regulations, standards, and rules issued pursuant to KRS 338. Employers must provide information and training on hazards in the workplace including all hazardous substances. Required training must be provided to all employees in a language they understand. It is illegal to retaliate against an employee for exercising any of their rights under the law, including raising a safety and health concern or reporting a work-related injury or illness.

**Employee Responsibilities:** Employees shall comply with the occupational safety and health regulations, standards, and rules issued pursuant to KRS 338 which are applicable to their own actions and conduct.

**Records:** Employees may request from their employer copies of their medical records, tests that measure hazards in the workplace, as well as injury and illness log.

**Standards:** Kentucky's occupational safety and health standards are adopted by the Kentucky Occupational Safety and Health Standards Board. The Board consists of 13 members, comprised of the Secretary of Education and Labor who serves as Chair, and 12 other members equally representing agriculture, industry, labor, and the safety and health profession. The Board meets annually and additionally as needed. All meetings are open to the public.

**Inspections:** The Division of Occupational Safety and Health Compliance conducts workplace inspections to determine the cause or prevent the occurrence of occupational injuries and illnesses. During an inspection a representative of the employer and a representative authorized by the employees are given an opportunity to accompany the Compliance Officer for the purpose of aiding the inspection. Where there is no authorized employee representative, the Compliance Officer must consult with a reasonable number of employees regarding safety and health at the workplace.

**Complaints:** Employees or their authorized representative have the right to file a complaint with the Division of Occupational Safety and Health Compliance requesting an inspection if they believe a hazardous condition(s) exists in their workplace. The name of the complainant is kept confidential upon request.

**Discrimination Protections:** Employees are protected against discharge and other discriminatory actions for having filed complaints and exercising any other right provided by the occupational safety and health laws. Employees who feel they have been so discriminated against may file a complaint with the Education and Labor Cabinet within 120 days of the alleged discrimination. Private sector employees also have the option of filing discrimination complaints with the U.S. Department of Labor at [osha.gov](http://osha.gov) within 30 days of the alleged discrimination. Complaint forms are available at [elc.ky.gov](http://elc.ky.gov).

**Citations:** A citation(s) alleging violation of a Kentucky occupational safety and health law(s) or regulation(s) may be issued to an employer following an inspection. The citation(s) is provided to the employer and specifies an abatement date by which the alleged violation must be corrected. To inform employees, the employer must post each citation at or near the location of the alleged violation for 3 days or until the violation is corrected, whichever is longer.

**Proposed Penalties:** An employer may be assessed penalties up to \$7,000 for each serious violation and up to \$7,000 for each other-than-serious violation. Failure to correct a violation within the specified time period may result in penalties up to \$7,000 per day. Any employer who commits a willful or repeat violation(s) may be assessed a penalty up to \$70,000 for each violation and not less than \$5,000 for each willful violation.

**Contesting Procedures:** An employer who has been cited may contest the action before the Kentucky Occupational Safety and Health Review Commission. Equally, any employee or employee representative of an employer who has been cited may also contest the action. Any party wishing to contest a citation(s) must notify the Division of Occupational Safety and Health Compliance in writing of its intent to do so. Notices of contest must be postmarked within 15 working days of receipt by the employer of the citation(s). Notices of contest will be transmitted to the Review Commission in accordance with its rules.

**Recordkeeping:** Employers are required to maintain records of occupational fatalities, injuries, and illnesses experienced by their employees. Records must be kept using OSHA 300, 300-A, and 301, or equivalent forms. Certain employers are required to submit injury and illness data electronically at [osha.gov/injuryreporting/ita](http://osha.gov/injuryreporting/ita). Unless requested to do so by the U.S. Bureau of Labor Statistics, employers with 10 or fewer employees, or whose establishment(s) fall within an exempted North American Industry Classification System code are exempt from recordkeeping requirements.

**Reporting:** Employers must report to the Division of Occupational Safety and Health Compliance the work-related death of an employee, including death resulting from a heart attack, within 8 hours from when the incident is reported to the employer, the employer's agent, or another employee. Work-related incidents resulting in the loss of an eye, an amputation, or the in-patient hospitalization of an employee, including hospitalization resulting from a heart attack, must be reported within 72 hours from when the incident is reported to the employer, the employer's agent, or another employee. Mechanical power press point-of-operation injuries must be reported to the Division of Occupational Safety and Health Compliance within 30 days of the occurrence. Employees have a right to report a safety and health concern or a work-related injury or illness without being retaliated against.

**Education and Training Services:** The Division of Occupational Safety and Health Education and Training assists employers who are interested in preventing workplace injuries and illnesses by developing and improving their workplace safety management programs. All assistance, such as on-site audits, consultation, and training, is provided cost-free upon request.

Kentucky provides occupational safety and health protections under a plan approved in 1973 by the U.S. Department of Labor. Question and concerns regarding Kentucky's program may be addressed to the Kentucky Education and Labor Cabinet, Office of Federal-State Coordinator. The U.S. Department of Labor monitors Kentucky's program. Any person who has a complaint regarding the administration of the Kentucky program may contact the U.S. Department of Labor, OSHA, Atlanta Federal Center, 61 Forsyth Street SW, Atlanta, Georgia 30303; (678) 237-0400.

Kentucky Education and Labor Cabinet  
Mayo-Underwood Building  
500 Mero Street, 3rd Floor  
Frankfort, KY 40601  
(502) 564-3070  
[elc.ky.gov](http://elc.ky.gov)



No individual in the United States shall, on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any program or activity under the jurisdiction of the Education and Labor Cabinet.

# EMPLOYEE RIGHTS

## FOR WORKERS WITH DISABILITIES PAID AT SUBMINIMUM WAGES

This establishment has a certificate authorizing the payment of subminimum wages to workers who are disabled for the work they are performing. Authority to pay subminimum wages to workers with disabilities generally applies to work covered by the **Fair Labor Standards Act (FLSA)**, **McNamara-O'Hara Service Contract Act (SCA)**, and/or **Walsh-Healey Public Contracts Act (PCA)**. Such subminimum wages are referred to as "commensurate wage rates" and are less than the basic hourly rates stated in an SCA wage determination and/or less than the FLSA minimum wage of **\$7.25 per hour**. A "commensurate wage rate" is based on the worker's individual productivity, no matter how limited, in proportion to the wage and productivity of experienced workers who do not have disabilities that impact their productivity when performing essentially the same type, quality, and quantity of work in the geographic area from which the labor force of the community is drawn.

*Employers shall make this poster available and display it where employees and the parents and guardians of workers with disabilities can readily see it.*

### WORKERS WITH DISABILITIES

Subminimum wages under section 14(c) are not applicable unless a worker's disability actually impairs the worker's earning or productive capacity for the work being performed. The fact that a worker may have a disability is not in and of itself sufficient to warrant the payment of a subminimum wage.

For purposes of payment of commensurate wage rates under a certificate, a worker with a disability is defined as: An individual whose earnings or productive capacity is impaired by a physical or mental disability, including those related to age or injury, for the work to be performed.

Disabilities which may affect productive capacity include an intellectual or developmental disability, psychiatric disability, a hearing or visual impairment, and certain other impairments. The following do not ordinarily affect productive capacity for purposes of paying commensurate wage rates: educational disabilities; chronic unemployment; receipt of welfare benefits; nonattendance at school; juvenile delinquency; and correctional parole or probation.

### WORKER NOTIFICATION

Each worker with a disability and, where appropriate, the parent or guardian of such worker, shall be informed orally and in writing by the employer of the terms of the certificate under which such worker is employed.

### KEY ELEMENTS OF COMMENSURATE WAGE RATES

- **Nondisabled worker standard**—The objective gauge (usually a time study of the production of workers who do not have disabilities that impair their productivity for the job) against which the productivity of a worker with a disability is measured.
- **Prevailing wage rate**—The wage paid to experienced workers who do not have disabilities that impair their productivity for the same or similar work and who are performing such work in the area. Most SCA contracts include a wage determination specifying the prevailing wage rates to be paid for SCA-covered work.
- **Evaluation of the productivity of the worker with a disability**—Documented measurement of the production of the worker with a disability (in terms of quantity and quality).

The wages of all workers paid commensurate wages must be reviewed, and adjusted if appropriate, at periodic intervals. At a minimum, the productivity of hourly-paid workers must be reevaluated at least every six months and a new prevailing wage survey must be conducted at least once every twelve months. In addition, prevailing wages must be reviewed, and adjusted as appropriate, whenever there is a change in the job or a change in the prevailing wage rate, such as when the applicable state or federal minimum wage is increased.

### WIOA

The Workforce Innovation and Opportunity Act of 2014 (WIOA) amended the Rehabilitation Act by adding section 511, which places limitations on the payment of subminimum wages to individuals with disabilities by mandating the completion of certain requirements prior to and during the payment of a subminimum wage.

### EXECUTIVE ORDER 13658

Executive Order 13658, Establishing a Minimum Wage for Contractors, established a minimum wage that generally must be paid to workers performing on or in connection with a covered contract with the Federal Government. Workers covered by this Executive Order and due the full Executive Order minimum wage include workers with disabilities whose wages are calculated pursuant to certificates issued under section 14(c) of the FLSA.

### FRINGE BENEFITS

Neither the FLSA nor the PCA have provisions requiring vacation, holiday, or sick pay nor other fringe benefits such as health insurance or pension plans. SCA wage determinations may require such fringe benefit payments (or a cash equivalent). Workers paid under a certificate authorizing commensurate wage rates must receive the full fringe benefits listed on the SCA wage determination.

### OVERTIME

Generally, if a worker is performing work subject to the FLSA, SCA, and/or PCA, that worker must be paid at least 1 1/2 times their regular rate of pay for all hours worked over 40 in a workweek.

### CHILD LABOR

Minors younger than 18 years of age must be employed in accordance with the child labor provisions of the FLSA. No persons under 16 years of age may be employed in manufacturing or on a PCA contract.

### PETITION PROCESS

Workers with disabilities paid at subminimum wages may petition the Administrator of the Wage and Hour Division of the Department of Labor for a review of their wage rates by an Administrative Law Judge. No particular form of petition is required, except that it must be signed by the worker with a disability or his or her parent or guardian and should contain the name and address of the employer. Petitions should be mailed to: Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue NW, Washington, D.C. 20210.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243  
[www.dol.gov/whd](http://www.dol.gov/whd)



WH1294 REV 01/18



# KENTUCKY LAW REQUIRES

## EQUAL EMPLOYMENT OPPORTUNITY

### THE KENTUCKY CIVIL RIGHTS ACT PROHIBITS EMPLOYMENT DISCRIMINATION REGARDING:

- RECRUITMENT
- ADVERTISING
- HIRING
- PLACEMENT
- PROMOTION
- TRANSFER
- TRAINING AND APPRENTICESHIP
- COMPENSATION
- TERMINATION OR LAYOFF
- PHYSICAL FACILITIES
- ANY OTHER TERMS, CONDITIONS OR PRIVILEGES OF EMPLOYMENT

### THE KENTUCKY CIVIL RIGHTS ACT PROHIBITS EMPLOYMENT DISCRIMINATION BASED ON:

- DISABILITY
- RACE
- COLOR
- RELIGION
- NATIONAL ORIGIN
- SEX
- AGE (40 YEARS OLD AND OVER)
- TOBACCO-SMOKING STATUS
- PREGNANCY

### THE KENTUCKY CIVIL RIGHTS ACT PROHIBITS EMPLOYMENT DISCRIMINATION BY:

- EMPLOYERS
- LABOR ORGANIZATIONS
- EMPLOYMENT AGENCIES
- LICENSING AGENCIES

### **Kentucky Pregnant Workers Act, (eff. 6/27/2019)**

The Kentucky Pregnant Workers Act, (KPWA), (KRS 344.030 to 344.110), expressly prohibits employment discrimination in relation to an employee's pregnancy, childbirth, and related medical conditions.

In addition, under the KPWA it is unlawful for an employer to fail to make reasonable accommodations for any employee with limitations related to pregnancy, childbirth, or a related medical conditions who requests an accommodation, *including but not limited to*: (1) the need for more frequent or longer breaks; (2) time off to recover from childbirth; (3) acquisition or modification of equipment; (4) appropriate seating; (5) temporary transfer to a less strenuous or less hazardous position; (6) job restructuring; (7) light duty; modified work schedule; and (8) private space that is not a bathroom for expressing breast milk.

### ***FOR HELP WITH DISCRIMINATION, CONTACT THE KENTUCKY COMMISSION ON HUMAN RIGHTS***

332 W. BROADWAY, SUITE 1400, LOUISVILLE, KENTUCKY 40202. PHONE: 502.595.4024

TOLL-FREE: 800.292.5566. FAX: 502.595.4801

E-MAIL: [KCHR.MAIL@KY.GOV](mailto:KCHR.MAIL@KY.GOV)

WEBSITE: [KCHR.KY.GOV](http://KCHR.KY.GOV)

# KENTUCKY CHILD LABOR LAWS



## HOURS OF WORK PERMITTED FOR MINORS 14 TO 18 YEARS OF AGE

AGE	MAY NOT WORK BEFORE	MAY NOT WORK AFTER	MAXIMUM HOURS WHEN SCHOOL IS IN SESSION	MAXIMUM HOURS WHEN SCHOOL IS NOT IN SESSION
14 & 15 years	7:00 A.M.	7:00 P.M. (9:00 P.M. June 1 through Labor Day)	Three (3) hours per day on school day Eight (8) hours per day on non-school day Eighteen (18) hours per week	Eight (8) hours per day Forty (40) hours per week
16 & 17 years	6:00 A.M.	10:30 P.M. preceding school day/1:00 A.M. preceding non-school day	Six (6) hours per day on school day Eight (8) hours per day on non-school day Thirty (30) hours per week	NO RESTRICTIONS
16 & 17 years with Parental Permission	6:00 A.M.	11:00 P.M. preceding school day/1:00 A.M. preceding non-school day	Six and one-half (6.5) hours per day on school day Eight (8) hours per day on non-school day Thirty-two and one-half (32.5) or forty (40) hours per week	NO RESTRICTIONS

"School in session" means the time established by local school district authorities, pursuant to KRS 160.290. Parental or guardian permission must be in writing and shall remain at the employer's place of business. A minor may work up to thirty-two and one-half (32.5) hours in any one (1) workweek if a parent or legal guardian gives permission in writing. A minor may work up to forty (40) hours in any one (1) work week if a parent or legal guardian gives permission in writing and the principal or head of the school the minor attends certifies in writing that the minor has maintained at least a 2.0 grade point average in the most recent grading period. School certification shall be valid for one (1) year unless revoked sooner by the school authority. The parental permission and school certification shall remain at the employer's place of business.

**Lunch Break:** Minors under 18 years of age shall not be permitted to work more than five (5) hours continuously without an interval of at least thirty (30) minutes for a lunch period. The beginning and ending of the lunch period shall be documented by the employer.

## OCCUPATIONS PROHIBITED FOR MINORS UNDER 18 YEARS OF AGE

- Occupations in or about Plants or Establishments Manufacturing or Storing Explosives or Articles Containing Explosive Components.
- Motor-vehicle Driver and outside helper on a motor vehicle.
- Coal Mine Occupations.
- Logging or Sawmill Operations.
- Operation of Power-Driven Woodworking machines.
- Exposure to Radioactive Substances.
- Power-driven hoisting apparatus, including forklifts.
- Operation of Power-Driven Metal Forming, punching, and shearing machines.
- Mining, other than coal mining.
- Operating power-driven meat processing equipment, including meat slicers and other food slicers, in retail establishments (such as grocery stores, restaurants, kitchens and Delis), wholesale establishments, and most occupations in meat slaughtering, packing, processing, or rendering.
- Operation of Power-driven bakery machines including vertical dough or batter mixers.
- Power-driven paper products machines including scrap paper baler and cardboard box compactors.
- Manufacturing bricks, tile, and kindred products.
- Power-driven circular saws, band saws, and Guillotine shears.
- Wrecking, demolition, and shipbreaking operations.
- Roofing operations and all work on or about a roof.
- Excavating Operations.
- In, about or in connection with any establishment where alcoholic liquors are distilled, rectified, compounded, brewed, manufactured, bottled, sold for consumption or dispensed unless permitted by the rules and regulations of the Alcoholic Beverage Control Board (except they may be employed in places where the sale of alcoholic beverages by the package is merely incidental to the main business actually conducted).
- Pool or Billiard Room.

Limited exemptions for 16 and 17 year old apprentices and student-learners may apply. For questions, please call (502) 564-3534.

Minors fourteen (14) but not yet sixteen (16) years of age may NOT be employed in: manufacturing, mining, or processing occupations, including occupations requiring the performance of any duties in workrooms or workplaces where goods are manufactured, mined, or otherwise processed; occupations which involve the operation or tending of hoisting apparatus or any power-driven machinery other than office machines; operation of motor vehicles or service as helpers on such vehicles; public messenger service; occupations in connection with: (1) transportation of persons or property by rail, highway, air, water, pipeline, or other means, (2) warehousing and storage, (3) communications and public utilities, or (4) construction (including demolition and repair).

## PROOF OF AGE REQUIRED FOR MINORS 14 BUT NOT YET 18 YEARS OF AGE

Driver's License, Birth Certificate, Government Document with Date of Birth

Education and Labor Cabinet  
Division of Wages and Hours  
Mayo-Underwood Building  
500 Maro Street, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601  
Phone (502) 564-3534  
[www.slc.ky.gov](http://www.slc.ky.gov)

"No individual in the United States shall, on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any program or activity under the jurisdiction of the Education and Labor Cabinet."

**POST THIS ORDER WHERE ALL EMPLOYEES MAY READ**

PAID FOR WITH STATE FUNDS

REVISED April 2024

# KENTUCKY WAGE AND HOUR LAWS



**MINIMUM WAGE = \$7.25 per hour**  
(Effective July 1, 2009)

## WAGES

### PAYMENT OF WAGES:

Any employee who leaves or is discharged from employment shall be paid in full all wages or salary earned not later than the next normal pay period following the date of dismissal or voluntary leaving or fourteen (14) days following such date of dismissal or voluntary leaving whichever last occurs.

### UNLAWFUL FOR EMPLOYER TO WITHHOLD WAGES

No employer shall withhold from any employee's wages any part of the agreed wage rate; unless

- the employer is required to do so by local, state, or federal law; or
- when a deduction is expressly authorized in writing by the employee to cover insurance premiums, hospital, or medical dues; or
- when a deduction is expressly authorized in writing by the employee for other deductions not amounting to a rebate or deduction from the standard wage arrived at by collective bargaining or pursuant to wage agreement or statute; or
- Deductions for union dues where such deductions are authorized by joint wage agreements or collective bargaining contracts negotiated between employers and employees or their representatives.

No employer shall deduct the following from the wages of employees:

- Fines
- Cash shortages in a common money till, cash box or register used by two (2) or more persons;
- Breakage;
- Losses due to acceptance by an employee of checks which are subsequently dishonored if such employee is given discretion to accept or reject any check; or
- Losses due to defective or faulty workmanship, lost or stolen property, damage to property, default of customer credit or nonpayment for goods or services received by the customer if such losses are not attributable to employee's willful or intentional disregard of employer's interest.

### OVERTIME

No employer shall employ any employee for a workweek longer than forty hours unless such employee receives compensation for employment in excess of forty hours in a workweek. The rate of pay for time in excess of forty hours shall be not less than one and one-half the hourly rate employed.

### TIME AND ONE HALF FOR WORK DONE ON SEVENTH DAY OF WEEK

Any employer who permits any employee to work seven days in any one workweek shall pay the rate of time and a half for the time worked on the seventh day. This shall not apply where an employee is not permitted to work more than forty (40) hours during the workweek.

### TIPPED EMPLOYEES

Any employee engaged in an occupation in which more than \$30 dollars per month is customarily and regularly received in tips, the employer may pay a minimum of \$2.13 per hour if the employer' records can establish for each week where credit is taken, when adding the tips received to wages paid, not less than the minimum wage is received by the employee. No employer shall:

- Use all or part of any tips or gratuities received by employees toward the payment of the minimum wage.
- Require an employee to remit to the employer any gratuity, or any portion thereof, except for the purpose of withholding amounts required by federal or state law.
- Employees may enter into an agreement to divide tips among themselves. If employees enter into this type of agreement, the amounts retained by the employees shall be considered tips of the individuals who retain them. If an employer requires the use of a tip pool, then the account used to hold the tip pool shall be segregated from the employer's other business records and the employer shall make the account open to the pool's participants.

**PERFORMANCE BONDS:** Performance Bonds must be kept on file for employers in the construction and mining industries (including the transportation of minerals) who have conducted business within the Commonwealth for less than five (5) consecutive years. For more information, see KRS 337.200.

Certain exemptions from minimum wage and overtime apply. For questions, please call (502)564-3534.

### BREAKS

**REST PERIODS:** No employer shall require any employee to work without a rest period of at least ten (10) minutes during each four (4) hours worked. This shall be in addition to the regularly scheduled lunch period. No reduction in compensation shall be made for hourly or salaried employees.

**LUNCH PERIODS:** Employers shall grant their employees a reasonable period for lunch, and such time shall be as close to the middle of the employee's scheduled work shift as possible. In no case shall an employee be required to take a lunch period sooner than three (3) hours after the work shift commences, nor more than five (5) hours from the time the work shift commences. This section shall not be construed to negate any provision of a collective bargaining agreement or mutual agreement between the employee and employer.

### RECORDS

#### RECORD RETENTION: ONE (1) YEAR AFTER ENTRY

Every employer subject to the provisions of the Kentucky Minimum Wage Law shall make and preserve records containing the following information:

- Name, address, and Social Security Number of each employee;
- Hours worked each day and each week by each employee;
- Regular hourly rate of pay;
- Overtime hourly rate of pay for hours in excess of forty hours in a workweek;
- Additions to cash wages at cost, or deductions (meals, board, lodging, etc.) from stipulated wages in the amount deducted, or at cost of the item for which deductions are made;
- Total wages paid for each workweek and date of payment.

## POST THIS ORDER WHERE ALL EMPLOYEES MAY READ

Education and Labor Cabinet  
Division of Wages and Hours  
Mayo-Underwood Building  
500 Merz Street, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601-4381  
Phone (502) 564-3534  
[www.ELC.ky.gov](http://www.ELC.ky.gov)

"No individual in the United States shall, on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any program or activity under the jurisdiction of the Education and Labor Cabinet."

PAID FOR WITH STATE FUNDS

UPDATED April 2024

# WAGE DISCRIMINATION BECAUSE OF SEX



## DEFINITIONS

(KRS 337.420 to 337.433 and KRS 337.990 (11))

### EMPLOYEE

Any individual employed by any employer, including but not limited to individuals employed by the State or any of its political subdivisions, instrumentalities, or instrumentalities of political subdivisions.

### EMPLOYER

A person who has two or more employees within the State in each of twenty or more calendar weeks in the current or preceding calendar year and an agent of such a person.

### WAGE RATE

All compensation for employment, including payment in kind and amounts paid by employers for employee benefits, as defined by the Commissioner in regulations issued under KRS 337.425.

### PROHIBITION OF THE PAYMENT OF WAGES BASED ON SEX:

The employer is prohibited from discriminating between employees of opposite sexes in the same establishment by paying different wage rates for comparable work on jobs which have comparable requirements. This prohibition covers any employee in any occupation in Kentucky. Any employer in violation shall not reduce the wages of any employee in order to comply with KRS 337.420 – 337.433.

No employer can discharge or discriminate against any employee for the reason that the employee sought to invoke or assist in the enforcement of KRS 337.423.

### EXEMPTIONS FROM COVERAGE:

A differential paid through an established seniority system or merit increase system is permitted by KRS 337.423 if it does not discriminate on the basis of sex.

Employers subject to the Fair Labor Standards Act of 1938, as amended, are excluded "when that act imposes comparable or greater requirements than contained" in KRS 337.420 – 337.433. However, to be excluded, the employer must file with the Commissioner of the Kentucky Office of Workplace Standards a statement that he is covered by the Fair Labor Standards Act of 1938, as amended.

### ENFORCEMENT OF LAW AND POWER TO INSPECT:

The Commissioner or his authorized agent has the power to enter the employer's premises to inspect records, compare character of work and operations of employees, question employees, and to obtain any information necessary to administer and enforce KRS 337.420 – 337.433. The Commissioner or his authorized representative may examine witnesses under oath, and require by subpoena the attendance and testimony of witnesses and the production of any documentary evidence relating to the subject matter of any investigation undertaken pursuant to KRS 337.425. If a person fails to obey a subpoena, the Circuit Court of the Judicial District wherein the hearing is being held may issue an order requiring the subpoena to be obeyed. Failure to obey the court order may be punished as contempt of that court.

### COLLECTION OF UNPAID WAGES:

Any employer who discriminates based on sex is liable to the employee or employees affected in the amount of the unpaid wages. If the employer is in willful violation, he is liable for an additional equal amount as liquidated damages. The court may order other appropriate action, including reinstatement of employees discharged in violation of KRS 337.420 – 337.433.

The employee or employees affected may maintain an action to collect the amount due. At the written request of any employee, the Commissioner may bring any legal action necessary to collect the claim for unpaid wages in behalf of the employee.

An agreement between an employer and employee to work for less than the wage to which such employee is entitled will not bar any legal action or voluntary wage restitution.

### STATUTE OF LIMITATIONS:

Court action may be commenced no later than six months after the cause of action occurs.

### POSTING OF LAW:

All employers shall post this abstract in a conspicuous place in or about the premises wherein any employee is employed.

### PENALTIES:

Any person who discharges or in any other manner discriminates against an employee because such employee has:

- made any complaint to his employer, the Commissioner or any other person, or
- instituted or caused to be instituted any proceeding under or related to KRS 337.420 – 337.433, or
- testified or is about to testify in any such proceedings, shall be assessed a civil penalty of not less than \$100 nor more than \$1,000.

### FOR FURTHER INFORMATION CONTACT:

Education and Labor Cabinet  
Division of Wages and Hours  
Mayo-Underwood Building  
500 Mero Street, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601  
Phone: (502) 564-3534  
[www.elc.ky.gov](http://www.elc.ky.gov)

"No individual in the United States shall, on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any program or activity under the jurisdiction of the Education and Labor Cabinet."

POST THIS ORDER WHERE ALL EMPLOYEES MAY READ

# Your Employee Rights Under the Family and Medical Leave Act

## What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered service member with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

## Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

## How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your employer **may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

## What does my employer need to do?

If you are eligible for FMLA leave, your employer **must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer **cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer **must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your employer **must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

## Where can I find more information?

Call 1-866-487-9243 or visit [dol.gov/fmla](https://www.dol.gov/fmla) to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

SCAN ME





**COMMONWEALTH OF KENTUCKY  
WORKERS' COMPENSATION NOTICE**

*Employees of this business are covered by the Kentucky Workers' Compensation Act  
(KRS Chapter 342) Conspicuous Posting of this Notice is required by law*

Christian County Board of Education  
PO Box 609  
Hopkinsville, KY 42241

Policy Number: 421598  
Effective: 07/01/2024-07/01/2025

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Christian County Board of Education  
**Location Name: Christian County Board of Education**  
**Workers' Compensation Carrier: Kentucky Employers' Mutual Insurance**  
**250 W Main St Lexington, KY 40507**  
**Contact KEMI Customer Service: 1-800-868-4553 or 1-859-425-7800**

**REPORT AN INJURY**

**EMPLOYEES:** If injured, notify your supervisor immediately: when possible, notice should be in writing. Failure to notify your supervisor could result in denial of benefits. Obtain medical care. Your employer must pay for all necessary medical care to treat a workplace injury. The employee may select the physician or medical facility to render care. If the employer is enrolled in an approved Managed Care Plan, employee selection of physicians is limited to the Approved Provider Network, except in certain emergencies. For injuries requiring continuing care, the employee must designate a treating physician. A form to do so will be furnished by your employer or its insurance carrier.

This employer is participating in a Managed Care Plan for medical care. The Managed Care Plan is Occupational Managed Care Alliance (OMCA). For information call 1-800-868-4553 or 1-859-425-7800.

**DISABILITY BENEFITS** to replace wages lost due to a workplace injury are payable under the Workers' Compensation Act after seven (7) days of disability. A Claim must be filed with the Office of Workers' Claims within two years of the date of injury, or last payment of temporary total disability benefits.

**NEED ASSISTANCE?**

Contact your employer's claim representative. If your questions about workers' compensation rights are not promptly answered, call The Kentucky Office of Workers' Claims at 1-800-554-8601 to speak to an Ombudsman or Workers' Compensation Specialist.

**EMPLOYER SUPERVISORS – NOTIFY MANAGEMENT IMMEDIATELY OF ALL INJURIES SO THAT TIMELY REPORTS CAN BE MADE AS REQUIRED BY LAW.**



# KENTUCKY CHILD ABUSE and NEGLECT HOTLINE

1-877-KYSAFE1



1-877-597-2331



SUSPECT IT?  
REPORT IT!

**Please review this section with staff**

- Established Daily Work Schedule (complete for all classified staff and return a copy to Personnel office)
- Contract Days for classified and certified staff
- School Calendar
- Holidays, sick and personnel days
- Payroll Reporting Schedule

**Established Daily Work Schedule**

ORIGINAL

Effective date \_\_\_\_\_

AMENDED

Effective Date \_\_\_\_\_

Employee \_\_\_\_\_

Employee Number \_\_\_\_\_

Job Classification \_\_\_\_\_

Level \_\_\_\_\_ Step \_\_\_\_\_

Job Location \_\_\_\_\_

Length of Workday \_\_\_\_\_ (hrs.)

Hourly Rate \$ \_\_\_\_\_ Overtime Rate \$ \_\_\_\_\_

Length of Workweek \_\_\_\_\_ (hrs.)

Monday-Friday     Sun.     Mon.     Tues.     Wed.     Thurs.     Fri.     Sat.

Beginning Time \_\_\_\_\_:\_\_\_\_\_ \_\_\_\_\_:\_\_\_\_\_

Rest Period \_\_\_\_\_:\_\_\_\_\_ — \_\_\_\_\_:\_\_\_\_\_ (10 minutes)

Lunch Period \_\_\_\_\_:\_\_\_\_\_ — \_\_\_\_\_:\_\_\_\_\_  on duty  duty-free

Rest Period \_\_\_\_\_:\_\_\_\_\_ — \_\_\_\_\_:\_\_\_\_\_ (10 minutes)

Ending Time \_\_\_\_\_:\_\_\_\_\_ \_\_\_\_\_:\_\_\_\_\_

If the above format cannot adequately reflect the established daily work schedule, the standard Christian County Public Schools Time Record should be completed and attached.

This schedule has been established for the fiscal year indicated above. The immediate supervisor can adjust the established daily work schedule to accommodate special activities such as conferences, open houses, fall festivals, etc., in order to maintain the hourly contract work week. A change in the permanent schedule must be reflected on an amended Established Daily Work Schedule.

Check if an attachment is incorporated into this agreement.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Please keep a copy on file at the school level that is accessible upon request.\*\***

# Christian County Public Schools 2024-2025

July 2024				
Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2024				
Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2024				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2024				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2024				
Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2024				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Quarters	
1st	August 26-October 18
2nd	October 21 -December 20
3rd	January 6 -March 7
4th	March 10 -May 23

REPORT CARD	
October 25, 2024	
January 10, 2025	
March 14, 2025	
May 28, 2025	
BREAKS	
October 7-11, 2024	
Dec 23-31, 2024, Jan 2-3, 2025	
April 1-4, 2025	
OPEN/CLOSE	
August 12, 2024	
May 28, 2025	
HOLIDAYS	
September 2, 2024	
November 28, 2024	
January 1, 2025	
January 20, 2025	
FLEX PD	
November 27, 2024	
February 17, 2025	
March 28, 2025	
March 31, 2025	

<b>PK</b>	First/Last Day for Students
<b>QTR</b>	First Day Preschool
<b>KSA</b>	First/Last Day per Quarter
<b>SWD</b>	State Testing Window
<b>ER</b>	Staff Work Days
<b>C</b>	Early Release Days
<b>G</b>	Closing Day
<b>H</b>	Planning Day
<b>K</b>	Holidays
<b>O</b>	No School
<b>P</b>	Opening Day
<b>U</b>	Professional Days
	Make-up Days

January 2025				
Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2025				
Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2025				
Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	ACT	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April 2025				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May 2025				
Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June 2025				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

January 4, 2024 Final

November 5 Presidential Election



**TO: Christian County Board of Education**

**FROM: Melanie A. Barrett, Director of Pupil Personnel**

**DATE: December 21, 2023**

**RE: 2024-2025 Christian County Public Schools Calendar**

**Variable School Calendar**

- “Variable Student Instructional Year” means 1,062 hours of instruction is delivered on the number of attendance days adopted by the board of education.
- The Variable School Calendar must start on or after the third Monday in August closest to the 28<sup>th</sup> of August.
- The number of student days adopted will be equivalent to the 170 days required by the state when utilizing the Variable Student Instructional Year.
- Staff working must meet service credit requirements under KRS 161.500 to earn service credit toward retirement.

The service credit requirement is met in the following 2024-2025 Proposed Draft Calendar:

**165 Student Instructional Days**

1 Opening Days  
9 Staff Work Days  
4 Professional Days  
4 Holidays  
1 Planning Day  
1 Closing Day  
185 Staff Contract Days

The Office of Pupil Personnel requests the Christian County Board of Education to review/approve the 2024-2025 Calendar 1<sup>st</sup> Reading.

- 1,062 minimum instructional hours required
- 185 contract days (1 Opening, 4 PD, 4 Holidays, 1 Growth, 1 Closing)
- 165 Student Instructional Days
- Opening Day requirement is scheduled prior to the first student attendance day
- 4 Early Release Days (Transportation, Food Service, After-Care Consultation)

#### August 2024

- August 12 Opening Day
- August 13-16, 19-22 (Staff Work Days)
- August 23 Not a Staff Work Day and Students not in session
- August 26 1<sup>st</sup> Day for Students
- August 26 1<sup>st</sup> Quarter Begins

#### September 2024

- September 2nd Labor Day (H)
- September 9<sup>th</sup> 1<sup>st</sup> Day for Preschool Students

#### October 2024

- October 4 Early Release Day (ER)
- October 7-11 Fall Break
- October 18 1<sup>st</sup> Quarter Ends
- October 21 2<sup>nd</sup> Quarter Begins

#### November 2024

- November 8 Early Release Day (ER)
- November 5 General Election (Presidential Election Year)
- November 11 Veterans Day
- November 27 Professional Development Day (PD)
- November 28 Thanksgiving Day (H)
- November 29 No School

#### December 2024

- December 20 2<sup>nd</sup> Quarter Ends
- December 23-31 Christmas Break Days (No School)

#### January 2025

- January 1 New Year's Day (H)
- January 2-3 Christmas Break Days (No School)
- January 6 3<sup>rd</sup> Quarter Begins
- January 20 Martin Luther King, Jr. Day (H)

#### February 2025

- February 7 Early Release Day (ER)
- February 17 Professional Development Day/President's Day
- February 18 Planning Day

### March 2025

- March 7 3<sup>rd</sup> Quarter Ends
- March 10 4<sup>th</sup> Quarter Begins
- March 11 ACT Tentative Date
- March 28 Professional Development Day
- March 31 Professional Development Day

### April 2025

- April 1-4 Spring Break
- April 18 Early Release Date (ER)

### May 2025

- May 6-9, 12-16, 19-23 KSA Testing Window Dates (14)
- May 23 4<sup>th</sup> Quarter Ends
- May 26 No School (Memorial Day)
- May 27 Staff Work Day
- May 28 Closing Day requirement scheduled after the last student attendance day.
- May 29-30, 2-6, 9-13 Make-Up Days (12)

### NOTE:

- Inclement weather could require amendments to the original approved calendar.
- Report Card Dates are listed on the Calendar (inclement weather could change report card dates).





**CHRISTIAN COUNTY**  
— PUBLIC SCHOOLS —  
A Community Committed to Phenomenal Schools

200 Glass Ave.  
Hopkinsville, Kentucky 42240  
PO BOX 609



(270) 887-7000



[www.christian.kyschools.us](http://www.christian.kyschools.us)



### **Classified staff:**

1 Opening Day  
165 Instructional days with students  
4 Holidays  
9 Staff Work Days (August 12-August 22; May 27)  
2 Professional Development Days  
1 "G" Planning Days (February 18)  
1 Closing day  
**183 Total Contract Days**

### **Certified staff:**

1 Opening Day  
165 Instructional days with students  
4 Holidays  
9 Contract Days (August 12-August 22; May 27)  
4 Professional Development Days  
1 "G" Planning Days (February 18)  
1 Closing day  
**185 Total Contract Days**



Agreement of Working Hours, Wages, and Assignments  
 2024-2025 School Year

\_\_\_\_\_  
 Employee

\_\_\_\_\_  
 Job Assignment

\_\_\_\_\_  
 Location

Directions for completing calendar:

- Circle all days which count as a paid holiday for you, based on your number of contract days (see the back of this form)
- Employees are still entitled to their personal and sick days (if a sick or personal has been entered in Frontline, an X goes on that day on the calendar below, the same as a day worked).
- Write the total number of circled plus the total number of X days in the end column for each month.
- Your total # of days worked should equal the total number of days in your contract.
- It is up to the employee and his/her supervisor as to when the employee's contracted days will be worked.
- **Shaded Days** = Possible Paid Holidays: See the back of this form to see which holidays you can count, based on the # of days in your contract.

	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Total By Month			
July	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31						
Aug.				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30				
Sept.	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30								
Oct.		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31					
Nov.					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29				
Dec.	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31							
Jan.			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31				
Feb.	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28									
Mar.	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31								
Apr.		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30						
May				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30				
June	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30								

TOTAL NUMBER OF DAYS WORKED \_\_\_\_\_

\_\_\_\_\_  
 Employee's Signature

\_\_\_\_\_  
 Principal's/Supervisor's Signature

\_\_\_\_\_  
 Superintendent's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date



**CHRISTIAN COUNTY**  
 — PUBLIC SCHOOLS —  
 A Community Committed to Phenomenal Schools

**SICK AND PERSONAL DAYS**

Days Employed	Number of Sick Days	Number of Personal Days
180-200 days	10*	3
201-220 days	11*	3
221-240 days	12*	3

\*Up to three of these days per year can be used as emergency leave days

**HOLIDAYS**

Days Employed	Number of Paid Holidays	Holidays Observed
183-202 days	4	Labor Day, September 2, 2024 Thanksgiving, November 28, 2024 Day after Thanksgiving, November 29, 2024 Martin Luther King Day, January 20, 2025
203-217 days	6	Labor Day, September 2, 2024 Thanksgiving, November 28, 2024 Day after Thanksgiving, November 29, 2024 Christmas Day, December 25, 2024 Martin Luther King Day, January 20, 2025 Memorial Day, May 26, 2025
218-227 days	8	Labor Day, September 2, 2024 Thanksgiving, November 28, 2024 Day after Thanksgiving, November 29, 2024 Christmas Eve, December 24, 2024 Christmas Day, December 25, 2024 New Year's Day, January 1, 2025 Martin Luther King Day, January 20, 2025 Memorial Day, May 26, 2025
228-237 days	9	Labor Day, September 2, 2024 Thanksgiving, November 28, 2024 Day after Thanksgiving, November 29, 2024 Christmas Eve, December 24, 2024 Christmas Day, December 25, 2024 New Year's Eve, December 31, 2024 New Year's Day, January 1, 2025 Martin Luther King Day, January 20, 2025 Memorial Day, May 26, 2025
238	10	Independence Day, July 4, 2024 Labor Day, September 2, 2024 Thanksgiving, November 28, 2024 Day after Thanksgiving, November 29, 2024 Christmas Eve, December 24, 2024 Christmas Day, December 25, 2024 New Year's Eve, December 31, 2024 New Year's Day, January 1, 2025 Martin Luther King Day, January 20, 2025 Memorial Day, May 26, 2025

**CHRISTIAN COUNTY PUBLIC SCHOOLS**  
**SUBSTITUTE PAYROLL REPORTING SCHEDULE**  
**2024-2025**

<b>PAYROLL PERIOD FROM - THROUGH</b>	<b>DUE TO PAYROLL</b>	<b>PAY DAY</b>
-- July 1 – July 12	-- July 15	July 15 July 31
July 15 – July 26 July 29 – August 16	July 29 August 19	August 15 August 30
August 19 – August 30 September 2 – September 13	September 2 September 16	September 13 September 30
September 16 – September 27 September 30 – October 11	September 30 October 14	October 15 October 31
October 14 – October 25 October 28 – November 15	October 28 November 18	November 15 November 29
November 18 – November 29 December 2 – December 20	December 2 December 23	December 13 December 31
December 23 – January 3 January 6 – January 10	January 6 January 13	January 15 January 31
January 13 – January 24 January 27 – February 9	January 27 February 10	February 14 February 28
February 10 – February 21 February 24 – March 7	February 24 March 10	March 14 March 31
March 10 – March 21 March 24 – April 4	March 24 April 7	April 15 April 30
April 7 – April 25 April 28 – May 19	April 28 May 12	May 15 May 30
May 12 – May 23 May 26 – June 6 June 9 – June 30	May 26 June 9 June 16 (Project through 06/30)	June 13 June 26 (June 30 PR) June 27 (July 15 PR) June 30 (July 31 PR)

**\*PLEASE NOTE\***

**PAYROLL MUST BE TURNED IN ON TIME TO ALLOW TIMELY AND ACCURATE  
PROCESSING\***

**SUB TEACHERS, SUB AIDES, SUB CUSTODIANS & SUB COOK BAKERS WILL BE PAID  
USING THIS PAYROLL SCHEDULE\***

**FULL TIME EMPLOYEES DOING EXTRA SERVICE ISSUED ON A TIMESHEET OR F75  
WILL BE PAID AT THE END OF EACH MONTH USING THE EXTRA SERVICE PAYROLL  
SCHEDULE.**