SHELBY COUNTY PUBLIC SCHOOLS

2025 - 2026 Employee Handbook

Dr. Joshua Matthews, Superintendent
Shelby County Board of Education
1155 West Main Street
Shelbyville, KY 40065
Phone 502.633.2375 • Fax 502.633.1988
www.shelby.kyschools.us

As required by law, the Board of Education does not discriminate on the basis of race, color, national or ethnic origin, age, religion, sex (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

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Shelby County Mission

Mission:

Preparing wise students who master standards, lead by example, and embrace social responsibility.

Vision:

Inspired Learning, Leading and Living.

Core Values

Accountability
Empathy
Growth Mindset
Integrity
Professionalism
Teamwork

Introduction

Welcome

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

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office and in the Principal's office. Policies and procedures also are available on line via the District's web site or through this Internet address: http://policy.ksba.org/s03/. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

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

In this handbook, **bolded policy codes** indicate related Board of Education policies. If an employee has questions, s/he should contact his/her immediate supervisor or Andy Moore in the Central Office.

Shelby County Schools maintains an updated website that contains information that may be of interest. You can visit that site at www.shelby.kyschools.us. Documents and other important information can be found at https://scpsnet.shelby.kyschools.us/default.aspx.

Future Policy Changes

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

Shelby County Board of Education

The first regular meeting of the Board shall be held in January**.** At this meeting, the Board shall adopt a schedule of regular meetings for the calendar year, identifying the date, time and place of each meeting. **01.42**

Board Member	Division
Andrew Cline	1
Sonya Blackburn	2
Sarah Reed	3
Joanna Freels	4
Brenda Jackson	5

Central Office Personnel

Title/Person	Telephone/E-mail
Superintendent **Dr. Joshua Matthews**	502-633-2375 Joshua.Matthews@shelby.kyschools.us
Deputy Superintendent **Jill Tingle**	502-633-2375 Jill.Tingle@shelby.kyschools.us
Chief Financial Officer **Susan Barkley**	502-633-2375 Susan.Barkley@shelby.kyschools.us
Assistant Superintendent of Curriculum, Instruction & Assessment **Dr. Adam Hicks**	502-633-2375 Adam.Hicks@shelby.kyschools.us
Assistant Superintendent of Operations **Andy Moore**	502-633-2375 Andy.Moore@shelby.kyschools.us
Director of Facilities **Jon Swindler**	502-633-2375 Jon.Swindler@shelby.kyschools.us
Director of Curriculum, Instruction & Assessment **Dan Pfaff**	502-633-2375 Dan.Pfaff@shelby.kyschools.us
Director of Exceptional Child Services **Stephanie Barrows**	502-633-2375 Stephanie.Barrows@shelby.kyschools.us
Director of Elementary Schools **Leslie Springston**	502-633-2375 Leslie.Springston@shelby.kyschools.us
Director of Secondary Schools **JJ Black**	502-633-2375 Johnna.Black@shelby.kyschools.us
Director of Student Services **Mike Clark**	502-633-2375 Mike.Clark@shelby.kyschools.us
Communications Director **Josh Rhodes**	502-633-2375 Joshua.Rhodes@shelby.kyschools.us
Associate Director of Facilities **Scott Meredith**	502-633–2375 Scott.Meredith@shelby.kyschools.us
Transportation Director **Mannie Stone**	502-633-4671 Emmanual.Stone@shelby.kyschools.us
District Health Coordinator **Dr. Traci Earley**	502-633-2375 Traci.Earley@shelby.kyschools.us
District Technology Coordinator **Chad Hebner**	502-633-2375 Chad.Hebner@shelby.kyschools.us
School Nutrition/Food Service Coordinator **Wendy Greenwell**	502-633-2375 Wendy.Greenwell@shelby.kyschools.us

Title/Person	Telephone/E-mail	Fax
District Data Manager **Brittany Stone**	502-633-2375 Brittany.Stone@shelby.kyschools.us	502-633-1988
District Homebound Teacher **Karen Kuhner**	502-633-2375 Karen.Kuhner@shelby.kyschools.us	502-633-1988
Human Resources Manager **Karri Logsdon**	502-633-2375 Karri.Logsdon@shelby.kyschools.us	502-633-1988
Grant Coordinator **Amanda Keene**	502-633-2375 Amanda.Keene@shelby.kyschools.us	502-633-1988

School Administrators

Title/Person	Telephone/E-mail	Fax
Clear Creek Elementary **Amy Wells, Principal** 279 Chapel Hill Rd. Shelbyville, KY 40065	502-633-3452 Amy.Wells@shelby.kyschools.us	502-647-0232
Heritage Elementary **Molly Smith, Principal** 8300 Frankfort Rd. Waddy, KY 40076	502-829-5242 Molly.Smith@shelby.kyschools.us	502-829-9605
Martha Layne Collins High **Dr. Robert Bell, Interim Principal** 801 Discovery Blvd. Shelbyville, KY 40065	502-647-1160 Robert.Bell@shelby.kyschools.us	502-647-1161
Painted Stone Elementary **Ann McMinn, Principal** 150 Warriors Way Shelbyville, KY 40065	502-647-4505 Ann.McMinn@shelby.kyschools.us	502-647-4508
Shelby County East Middle **Ryan Allan, Principal** 600 Rocket Lane Shelbyville, KY 40065	502-633-1478 Ryan.Allan@shelby.kyschools.us	502-647-0242
Ascension Alternative **Ben Roberts**	502-647-4677 Ben.Roberts@shelby.kyschools.us	502-633-1988

Title/Person	Telephone/E-mail	Fax
Shelby County High **Dr. Carla Kent, Principal** 1701 Frankfort Rd. Shelbyville, KY 40065	502-633-2344 Carlisha.Kent@shelby.kyschools.us	502-647-0238
Northside Early Childhood Center **Jennifer Hagan, Principal** 821 College Street Shelbyville, KY 40065	502-633-2375 Jennifer.Hagan@shelby.kyschools.us	502-633-3761
Shelby County West Middle **Artavia Acklin, Principal** 100 Warriors Way Shelbyville, KY 40065	502-633-4869 Artavia.Acklin@shelby.kyschools.us	502-647-4525
Simpsonville Elementary **Drew Robinson, Principal** 6725 Shelbyville Rd. Simpsonville, KY 40067	502-722-8855 Drew.Robinson@shelby.kyschool.us	502-722-9607
Southside Elementary **Shannon Pfaff, Principal** 728 Ginkgo Dr. Shelbyville, KY 40065	502-633-4460 Shannon.Pfaff@shelby.kyschools.us	502-633-4462
Wright Elementary **Seth Green, Principal** 500 Rocket Ln. Shelbyville, KY 400655	502-633-5222 Seth.Green@shelby.kyschools.us	502-647-0243
Shelby County Technology Center **Dr. Sara Greene-Meadway, Principal** 230 Rocket Ln. Shelbyville, KY 40065	502-633-6554 Sara.Greene@shelby.kyschools.us	502-633-4212
Marnel C. Moorman **Madelyn Sterrett, Principal** 501 Discovery Blvd. Shelbyville, KY	502-647-0204 Madelyn.Sterrett@shelby.kyschools.us	

Section

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General Terms of Employment

Equal Opportunity Employment

As required by Title IX, the District does not discriminate on the basis of sex regarding admission to the District or in the educational programs or activities operated by the District. Inquiries regarding Title IX Sexual Harassment may be referred to the District Title IX Coordinator (TIXC), the Assistant Secretary for Civil Rights, or both.

The Shelby County Board of Education is an Equal Opportunity Employer. The District does not discriminate on the basis of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.

Reasonable accommodation for individuals with disabilities or limitations related to pregnancy, childbirth, or related medical conditions will be provided as required by law.

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

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact Andy Moore at the Board of Education's Central Office. **03.113/03.212**

Harassment/Discrimination/Title IX Sexual Harassment

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

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

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

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

Title IX Coordinator (TIXC):	Michael Clark
Office Address:	1155 W. Main Street, Shelbyville KY 40065
Office Email:	michael.clark@shelby.kyschools.us
Office Phone:	502-633-2375
504 Coordinator:	Stephanie Barrows
Office Address:	1155 W. Main Street, Shelbyville KY 40065
Office Email:	stephanie.barrows@shelby.kyschools.us
Office Phone:	502-633-2375

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the TIXC, or by any other means that results in the TIXC receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the TIXC. **09.428111**

Title IX Sexual Harassment Grievance Procedures are located on the District Website.

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

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

07.1

Hiring

All certified personnel are required to sign a written contract with the District. All regular full-time and part-time classified employees also shall receive a contract.

A list of all District job openings is available at the Central Office and on the District website, www.shelby.kyschools.us.

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

Contract

Each teacher shall be provided access to a copy of his or her employment contract upon request. **03.114**

Transfer of Tenure

The continuing service contract status of a teacher shall not be terminated when the teacher leaves employment, all provisions of KRS 161.720 to KRS 161.810 to the contrary notwithstanding, and the continuing service contract status shall be transferred to the next school district, for a period of up to seven (7) months from the time employment in the first school district has terminated.

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

Job Responsibilities

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

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

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

Criminal Background Check and Testing

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

New hires and student teachers assigned within the District must have both a state and a federal criminal history background check and a letter (CA/N check) from the Cabinet for Health and Family Services documenting the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet.

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**

The form for requesting a CA/N check is available on the Cabinet for Health and Family Services website.

Confidentiality

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

Access to be Limited

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

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

Information Security Breach

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

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**

Salaries and Payroll Distribution

All full-time employees shall be paid semimonthly in twenty-four (24) equal checks. At the end of the school year, employees who have completed their duties will be paid their remaining salary before the end of the fiscal year (June 30).

Payroll checks shall be issued on the fifteenth (15th) and the thirtieth (30) day of the month or no later than the first working day following the 15th or 30th. If feasible, when the 15th or 30th falls on a non-school day, the Superintendent is authorized to issue the payroll on the last working day before the 15th or the 30th. **03.121/03.221**

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

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

Classified Personnel: Shelby County Public Schools prides itself on paying employees fairly and in accordance with state and federal regulations. To do this, the District must maintain controls over each employee's work schedule. Employees also have responsibilities in this regard.

Non-Exempt Classified employees must keep up with their total hours worked per week for all positions and may be paid on an hourly or salary basis, as determined by the Board. Employees may only work a total of 40 hours per week (Sunday-Saturday) and cannot go into overtime without advance approval except in cases of emergency.

Non-Exempt classified employees are responsible for obtaining approval from their supervisor prior to working hours that take them over their contracted hours in a work week. Non-Exempt classified employees and substitute employees who submit hours that have not been approved in advance, could have their name removed from the substitute list or be subject to recommendation to the superintendent for further disciplinary action. **03.221**

Timesheets

Classified Non-Exempt Employees: Timesheets must be turned in to your supervisor or school according to the payroll due date calendar in the appendix. Classified non-exempt employees are entitled to a single 10-minute break per four (4) hours worked. The break cannot be taken until after the first hour of work. If the employee's shift includes a lunch break, the 10-minute break can be added to the beginning of the lunch break with permission from the supervisor. For 6 to 8 hour daily employees, a second 10-minute break may be taken after 1 hour worked from the lunch break. This second 10-minute break must also be taken prior to the last hour of work.

Any day that you are NOT on the job should have the number of regular hours shown as well as one of the following letters:

S – Sick Leave	E – Emergency Leave	O – Other (will be docked)
V – Vacation	P – Personal	H – Holiday

J – Jury Duty (contact payroll for instructions)

A Report of Absence or confirmation from Absence Management MUST be attached to a timesheet that has any of the above letters written in (except for Holidays). You must receive approval from the Director of Human Resources for the use of Emergency Leave.

Timesheets MUST be signed by the Principal or immediate supervisor. Overtime/other pay must also be authorized prior to being worked. An explanation of any overtime/other pay hours should be written on the timesheet and initialed by Principal or immediate supervisor.

A copy of the timesheet can be found in the Appendix of this handbook.

Hours of Duty

Certified Employees: Certified employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor. **03.1332**

Teachers are to be at their assigned schools as follows: Elementary– 7:15 a.m. – 3:00 p.m.; Secondary and Milestone Academies – 8:00 a.m. – 3:45 p.m. Certified personnel not assigned to a particular school observe a work day of 7:45 a.m. to 4:15 p.m., including an hour for lunch.

For classified non-exempt employees that work at the Central Office, the workday cannot begin earlier than 7:00 a.m. or conclude sooner than 3:30 p.m.

Classified Employees: All regular twelve (12) month classified employees shall use the following schedule of non-work days.

1 Days July 4 - Independence Day
1 Day September 1 - Labor Day
1 Day November 27 – Day 261 Non Work
2 Days November 28,&29 - Thanksgiving
6 Days December 24, 25, 26, 29, 30, 31 – Winter Break
1 Day January 1, - New Year's
1 Day January 19 - Martin L. King Day
1 Day February 16 - President's Day
1 Day May 25 - Memorial Day

(Subject to change if school calendar is modified.)

Moment of Silence or Reflection

At the commencement of the first class of each day, a moment of silence or reflection shall occur. Guidelines are listed in policy **08.1351**.

Student Telecommunication Devices

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess personal telecommunications devices and other related electronic devices. Students are prohibited from using a personal telecommunication device during instructional time, except during an emergency, if directed to do so by a teacher for an instructional purpose, or if authorized by a teacher. Students shall not access social media unless authorized to do so by a teacher for an instructional purpose. **09.4261**

Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All District employees are required to assist in providing appropriate supervision and correction of students. No employee shall send a student on an errand off school property. **09.221**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party, on school premises, on school-sponsored transportation (per policies 06.34 and 09.2261), or at school sponsored events.

The Code of Acceptable Behavior and Discipline shall specify to whom reports of alleged instances of bullying or hazing shall be made. **03.162/03.262/06.34/09.2261/09.422/09.42811**

Bullying/Hazing

"Bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process.

"Hazing" is defined as a direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization, including but not limited to actions which coerce or force a minor or a student to:

a) Violate federal or state criminal law;
b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury;
c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
d) Endure brutality of a sexual nature; or
e) Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.

"Organization' is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years. **09.422**

Section

2

Benefits and Leave

Insurance

The Board provides unemployment insurance and workers' compensation for all certified employees. In accordance with 702 KAR 3:330, the District shall provide Certified Employee Liability Insurance in an amount not less than one (1) million dollars for the protection of the employee from liability arising in the course and scope of pursuing the duties of his or her employment. **03.124**

The Board provides unemployment insurance, workers' compensation, and liability insurance for all classified employees. **03.224**

In addition, the state of Kentucky provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation. **03.124/03.224**

Salary Deductions

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

- Group health insurance;
- Optional group life insurance program;
- Short-term & long-term disability insurance;
- Optional health insurance programs (e.g. accident, cancer, critical illness);
- Tax Sheltered Annuity program;
- Legal shield;
- Deferred Compensation Tax Sheltered Annuity program;
- Federal Credit Union;
- State approved deferred compensation plan; and
- State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans. **03.1211/03.2211**

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, school personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent/designee. Allowable expenses include mileage, tolls and parking fees, fares charged for travel on common carriers (plane, bus, etc.), food (as authorized by policy and/or procedure), and lodging. Itemized receipts must accompany requests for reimbursement. Travel reimbursement procedures are detailed in Procedure 03.125 AP.2.

Employees must submit travel vouchers within one (1) week of travel to be reimbursed from School Activity Funds. No employee will be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.125/03.225**

Holidays

All certified employees and classified employees are paid for four (4) annual holidays as indicated in the school calendar. Employees working 220-239 shall also receive the paid holidays of: Christmas Day and New Year's Day. Employees working 240 days shall also receive the paid holidays of: Independence Day, Christmas Day, New Year's Day, and Memorial Day. **03.122/03.222**

Vacations

Twelve month classified employees are entitled to earn one (1) vacation day per month up to ten (10) per fiscal year. After ten (10) years of service with this District, one (1) day of vacation shall be added for each year of uninterrupted additional service, not to exceed twenty (20) days annually. Vacation time must be approved by the employee's immediate supervisor.

Vacation earned during the fiscal year (July 1 June30) may be taken as earned or by June 30 of the following fiscal year. **03.222**

Leave Policies

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

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

Employees on extended leave, including those on professional leave serving in charter schools, who plan to return the next school year must notify the Superintendent/designee in writing of their intention to return to work by April 1st.

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

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

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

Personal Leave

Full-time employees are entitled to three (3) days of paid personal leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized personal leave days. Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized personal leave days equivalent to their normal working day. Your supervisor must approve the leave date, but no reasons will be required for the leave. Certified employees may not take personal leave during the first and last five (5) calendar days of school, on days scheduled for parent-teacher conferences, or on regularly scheduled professional development days**.** Other limitations are set out in Policy.

Personal leave days not used during the current school year shall be transferred and credited to the employee's accumulated sick leave account on June 30th. **03.1231/03.2231**

Sick Leave

Full-time employees are entitled to ten (10) days of paid sick leave each school year and twelve (12) month employees shall receive an additional two (2) sick leave days each year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized sick leave days. Sick leave days not taken during the school year they were granted accumulate limited to 300 days for certified employees and without limit for classified employees. Upon return to work an employee claiming sick leave must file a personal statement or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill. **03.1232/03.2232**

Each day of sick leave pay for classified employees shall be for only the number of regular hours the employee is normally scheduled to work. **03.2232**

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

Sick Leave Donation Program

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

Applications to donate sick leave should be returned to Human Resources.

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

Family and Medical Leave

Employees are eligible for up to twelve (12) workweeks of family and medical leave each school year, if they have been employed by the District for twelve (12) months, have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave, and otherwise qualify for family and medical leave for one of the reasons below:

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

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

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

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

For more information on the Family and Medical Leave Act please visit:

Family and Medical Leave Act | U.S. Department of Labor (dol.gov)

Quarantine Leave

Employees shall receive at least ten (10) days for quarantine due to exposure to a reportable infectious or contagious disease under 902 KAR 2:020 or any other infectious or contagious disease designated as reportable to a local health department or the Department for Public Health by a valid order or administrative regulation of the local health department serving the school District or the Department for Public Health.

This leave shall be in addition to any other leave provided by statute or Board policy.

In order to be eligible for leave under this section, the employee shall:

a) Be ordered to quarantine by a licensed treating physician, physician assistant, or advanced practice registered nurse, the Department for Public Health, or a local health department due to exposure to a reportable infectious or contagious disease under 902 KAR 002:020 or any other infectious or contagious disease designated as reportable to a local health department or the Department for Public Health by a valid order or administrative regulation of the local health department serving the school District or the Department for Public Health; and
b) Have exhausted all accumulated sick leave provided to the employee pursuant to KRS 161.155 and Board policies, or be ineligible to utilize accumulated sick leave provided to the employee pursuant to KRS 161.155 and Board policies.

The District shall require the employee to provide written documentation from the entity ordering the employee to quarantine due to exposure to a reportable infectious or contagious disease under 902 KAR 002:020 or any other infectious or contagious disease designated as reportable to a local health department or the Department for Public Health by a valid order or administrative regulation of the local health department serving the school district or the Department for Public Health.

The District, at its discretion, may determine quarantine leave is unnecessary if an employee can fulfill his or her job duties remotely during the quarantine period.

Leave granted pursuant to this section shall be on a day-by-day basis, as needed, and shall not accumulate or carry over year-to-year, and shall not be transferrable to any other classification of paid leave established by KRS 161.155, KRS 161.154, or Board policy. **03.12323/03.22323**

Parental Leave

Employees may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child.

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

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

Employees eligible for family and medical leave are entitled to up to twelve (12) workweeks of unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child. **03.1233/03.2233**

The Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law. **03.1233**

Please schedule an appointment with a payroll representative to discuss the options available.

Extended Disability Leave

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

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

The Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law. **03.1234**

Educational Leave

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

The Board shall grant a two (2) year unpaid leave to employees under continuing service contracts who have been offered employment with a charter school.

A teacher with continuing status shall notify the District of the teacher's intent to work in a converted charter school.

A teacher working in a converted charter school shall notify the District of the teacher's intent to return to employment the next school year by April 15 of each year of the granted leave.

Written application for educational/professional leave must be made prior to March 15 preceding the academic year in which the leave is to begin. **03.1235**

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

Emergency Leave

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

Approved reasons for taking emergency leave include: bereavement, personal disasters, legal/court appearances, business and others as approved by the Superintendent/designee. Persons taking emergency leave must file a personal statement upon their return to work stating the specific reasons for their absence. **03.1236/03.2236**

Jury Leave

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

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

Military/Disaster Services Leave

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

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

Unpaid Leave

The Superintendent may grant a short-term unpaid leave of absence, not to exceed five (5) workdays, provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. Requests for unpaid leave must be made in writing and submitted to the Principal. Unless otherwise approved, leave without pay shall not be granted for days during the scheduled testing programs or the first or last weeks of the school year. Employees taking unpaid leave without obtaining prior approval from all applicable parties shall be subject to appropriate disciplinary action, which may include termination. **03.123/03.223**

Section

3

Personnel Management

Transfer

Employees who wish to request a voluntary transfer should contact their immediate supervisor for assistance**.**

Employees charged with a felony offense may be transferred to a second position with no change in pay until such time as they are found not guilty, the charges are dismissed, their employment is terminated, or the Superintendent determines that further personnel action is not required.**03.1311/03.2311**

Employee Discipline

Termination and nonrenewal of contracts are the responsibility of the Superintendent. **03.17/03.27/03.2711**

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

Employee Separation

An employee who voluntarily leaves the District shall complete an exit survey that includes, but is not limited to the position vacated, the employee's years of service in the position and in the District, if the employee is taking a similar position in another district, and the reason(s) provided for leaving the District. This information shall be reported to the Kentucky Department of Education (KDE) by the District in a system developed by KDE without providing personally identifiable information. **03.17/03.272**

Retirement

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

The Board compensates employees only upon initial retirement for each unused sick day at the rate of thirty percent (30%) of the daily salary, based on the employee's last annual salary. **03.175/03.273**

If you are thinking of retiring, planning ahead works to benefit you.

Certified Employees should call Teachers Retirement System at 1-800-618-1687.

Classified Employees should call County Employees Retirement System at 1-800-928-4646.

They will provide you with forms and inform you of the documents you will need (Social Security card, birth certificate, marriage license, etc.). Both of these agencies suggest you begin the process very early. Your retirement application needs to be submitted at least thirty (30) days before your desired retirement date.

Planning ahead will make things go smoothly for you. Please be aware of deadlines because your first retirement check and health insurance coverage will be based on your retirement date.

Our payroll department will have a section to complete on your retirement application. Call and make an appointment for a meeting with the payroll department for this. Please allow the payroll department 2 weeks prior to submitting to the retirement office for completion, as it can take a considerable amount of time. For example, if your desired retirement date is June 30, the retirement application is due by May 30 and payroll will need to begin processing the application no later than May 15.

Evaluations

All employees are given an opportunity to review their evaluations and an opportunity to attach a written response to the evaluation. Any employee who believes that s/he was not fairly evaluated may appeal his/her evaluation in accordance with Policy. **03.18/03.28**

Administrators and teachers shall be evaluated at least once annually. **03.18**

Training/In-Service

The Board provides a high quality, personalized, and evidence-based program for professional development and staff trainings.

All certified employees shall complete at least one (1) hour of each of the following trainings within twelve (12) months of initial hire and at least once every four (4) years thereafter: active shooter training, child abuse, suicide prevention, and seizure disorder. The District shall implement the professional development training from the Kentucky Department of Education. **03.19**

Classified Personnel: The Superintendent may develop and implement a program for continuing training for selected classified personnel. **03.29**

District Training

Procedure **03.19 AP.23** may be used to track completion of local and state employee training requirements that apply across the District and maintain a record for the information of the Superintendent and Board.

Personnel Records

One (1) master personnel file is maintained in the Central Office for each employee. The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. Employees may inspect their personnel files. **03.15/03.25**

Retention of Recordings

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

Section

4

Employee Conduct

Absenteeism/Tardiness/Substitutes

Employees are expected to notify their immediate supervisor when they must be tardy or absent. **03.123/03.223**

Staff in positions requiring substitutes should enter their absence in the automated substitute calling program to acquire a substitute.

Staff Meetings

Unless they are on leave or have been excused by the administrator who called the meeting, staff members shall attend called meetings. Absence from staff meetings must have approval of the administrator in charge. **03.1335**

Political Activities

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

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

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

Employee Religious Expression

The District shall not punish or prohibit an employee from, or punish an employee for, engaging in private religious expression otherwise protected by the First Amendment to the United States Constitution absent a showing that the employee has engaged in actual coercion. **03.13241/03.23241**

Disrupting the Educational Process

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

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

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

Restrictions on Instructional Materials

A superintendent, teacher, or other official or employee of any institution supported wholly or in part by public funds shall not act, directly or indirectly, as agent for any person whose instructional materials are identified on the state-approved list. **03.1721/03.2721**

Previewing Student Materials

Except for current events programs and programs provided by Kentucky Educational Television, teachers shall review all materials presented for student use or viewing before use. This includes movies and other videos in any format. **08.234**

Controversial Issues

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

Drug-Free/Alcohol-Free Schools

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

1. Alcoholic beverages;

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

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

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

Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and either the local law enforcement agency or the Kentucky State Police.

Any employee convicted of any criminal drug statute involving illegal use of alcohol, illicit drugs, prescription drugs, or over-the-counter drugs shall, within five (5) working days after receiving notice of a conviction, provide notification of the conviction to the Superintendent.

Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances. **03.13251/03.23251/09.423**

Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse for CDL/CLP Operators

Reporting of the following information on individual drivers to the federal Clearinghouse is required: verified positive, adulterated, or substituted test results; confirmed alcohol tests at .04 or higher; refusal to submit to required tests; the reporting of actual knowledge (as defined by federal regulation) of Department of Transportation (DOT) regulatory violations, including violations based on prohibited on duty, pre-duty, or post-accident alcohol use and controlled substance use; and regulatory return to duty and follow-up testing information as applicable.

The District shall not allow a driver to perform any safety-sensitive function if the results of a Clearinghouse query on the driver demonstrate a disqualification as provided by regulation and such driver may be subject to personnel action up to and including termination. **06.221**

Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for School Resource Officers (SROs) as provided in KRS 158.4414, and authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

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

Tobacco, Alternative Nicotine Product, or Vapor Product

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.

School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by Board. **03.1327/03.2327/06.221**

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all Board property at all times, including any vehicle owned, operated, leased, or contracted for use by the Board and while participating in any school-related trip or student activity.

If a student under the age of twenty-one violates this policy, then the District will confiscate the alternative nicotine products, tobacco products, or vapor products. **09.4232**

Use of School Property

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

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

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

District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted.

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

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

Use of Personal Property

All property placed in the schools by individuals for school use must have prior approval of the Principal . **03.13214/03.23214**

Use of Personal Cell Phones/Telecommunication Devices

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

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

Health, Safety and Security

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees should report in writing any security hazard or conditions they believe to be unsafe to their immediate supervisor.

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

The District shall follow established timelines in policy when making oral reports to the Kentucky Labor Cabinet to report employee fatalities, amputations, hospitalizations, (including hospitalization resulting from a heart attack), or the loss of an eye.

File a Report	After Hours Hotline
(502)-564-3070	(800) 321-6742

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

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

Automated External Defibrillators (AEDs)

The District shall maintain AEDs in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with procedures established by the Superintendent/designee. Expected users documented as having completed required training shall be authorized to use a defibrillator. **05.4**

Acceptable Use of Technology

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by policy and related procedures, which apply to all parties who use District technology. Employees are required to follow Board policy and administrative procedures and guidelines designed to provide guidance for access to electronic media and authorized communication systems.

If you have questions about what constitutes acceptable use, please check with the Principal/designee. **08.2323/08.2324**

Traceable Communications

The Board shall designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. Employees and volunteers that violate this policy will be subject to disciplinary action.

A District employee or volunteer, unless authorized, shall not communicate electronically with a student:

- Outside of the traceable communication system designated by the Board; or
- Through an unauthorized electronic communication program or application.

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer. **08.2324**

Assaults and Threats of Violence

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

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

Per KRS 158.155, any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070, shall immediately cause a report to be made to the District's law enforcement agency and either to the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:

a. Assault resulting in serious injury;
b. A sexual offense;
c. Kidnapping;
d. Assault with the use of a weapon;
e. Possession of a firearm or deadly weapon in violation of the law;
f. The use, possession, or sale of a controlled substance in violation of the law; or
g. Damage to property.

Any school employee who receives information from a student or other person of conduct which is required to be reported, shall report the conduct to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police**. 09.425**

Child Abuse

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation shall immediately make an oral or written report, including but not limited to electronic submission, to a local law enforcement agency, the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney.

After making that report, the employee shall then immediately notify the Principal of the suspected abuse. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee.

Upon notification, the Principal or the Superintendent/designee shall facilitate the cooperation of the school with the investigation of the report. Any person who knowingly causes intimidation, retaliation, or obstruction in the investigation of the report shall be guilty of a Class A misdemeanor. **09.227**

Use of Physical Restraint and Seclusion

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

Civility

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

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

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

Grievances/Communications

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

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

Gifts

Any gift presented to a school employee for the school's use must have the prior approval of the Superintendent/designee. After approval and acceptance, gifts become the property of the Board of Education. **03.1322/03.2322**

Outside Employment or Activities

Employees may not perform any duties related to an outside job during their regular working hours. **03.1331/03.2331**

School Closings

In case of inclement weather, recommendations are based on road conditions, weather forecasts, and/or communication with state/county road department officials. Employees are advised to listen to radio or television broadcasts for instructions.

Cancellation: decisions will be posted by 6:00 a.m. All classes will be canceled. Childcare programs should operate as scheduled-check with individual program directors for clarification. All after-school/extracurricular activities will be canceled.

One-hour delay: decisions will be posted by 6:00 a.m. All bus routes will run one-hour later and the beginning of the school day will be one-hour later than normally scheduled. Employees should report to school at the regularly scheduled time or follow Board procedure 03.1332 AP.1 in extreme safety conditions.

Early dismissals: decisions will be posted by noon with a specific time defined based on conditions and determined by district administrators. Afternoon Preschool classes will be canceled. All after-school events also will be canceled with the exception of after-school childcare at some elementary schools.

Non-Traditional Instruction (NTI): decisions will be posted by 6:00 a.m. No buses will run. Employees are expected to report to work as they are able depending on travel conditions from home to the worksite. Regardless of travel conditions, instructors will provide instructional services for student through the learning management system during regular school hours and collect evidence of student learning.

Shelby County Public Schools will utilize Blackboard Messenger for some cancellations. Otherwise, Cancellation, Delays or Early dismissal are broadcast on:*Radio: 84 WHAS (Louisville)*Television: WAVE (Louisville), WLKY (Louisville), WHAS (Louisville), WDRB (Louisville), WKYT (Lexington) and WLEX (Lexington). If schools are closed any days due to inclement weather, the school year may be extended to make up for missed days.

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**

- Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and the local law enforcement agency or the Kentucky State Police **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**

- A District employee or volunteer that receives a report alleging that another District employee or volunteer participated in unauthorized electronic communication shall immediately notify the Principal. If the subject of the report is the Principal, the employee or volunteer shall immediately notify the Superintendent. If the subject of the report is the Superintendent, the employee or volunteer shall immediately notify the Commissioner of Education and the Chair of the Board of Education. **08.2324**
- Per KRS 158.155, any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070, shall immediately cause a report to be made to the District's law enforcement agency and either to the local law enforcement agency or to the Kentucky State Police.

  Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act that has occurred on school property or at a school-sponsored function involving assault resulting in serious injury, a sexual offense, kidnapping, assault with the use of a weapon, possession of a firearm or deadly weapon in violation of the law, the use, possession, or sale of a controlled substance in violation of the law, or damage to property. **09.2211/09.425**
- 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 or written report, including but not limited to electronic submission to a local law enforcement agency or the 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**

Code of Ethics for Certified School Personnel

SOURCE: 16 KAR 1:020

Section 1. Certified personnel in the Commonwealth:

(1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;

(2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;

(3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:

(a) To students:

1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
2. Shall respect the constitutional rights of all students;
3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
4. Shall not use professional relationships or authority with students for personal advantage;
5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
6. Shall not knowingly make false or malicious statements about students or colleagues;
7. Shall refrain from subjecting students to embarrassment or disparagement; and
8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

(b) To parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the education profession:

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;

3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

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

Appendix

- Pay Dates 2025-2026
- Certified Salary Schedule 2025-2026
- Classified Salary Schedule 2025-2026
- Substitute Teacher Salary Schedule 2025 - 2026
- Extended Employment and Increments 2025-2026
- Extra Service Pay 2025-2026
- Pay Grades and Days 2025-2026
- Timesheet 2025-2026
- Inter-District Mileage Chart

Payroll Dates 2025 - 2026

Employees are paid on the 15th and the 30thday of the month or no later than the first working day following the 15th and 30th. If feasible, when the 15th or the 30th falls on a non-school day, the Superintendent is authorized to issue the payroll on the las7 working day before the 15th or the 30th.

2025-2026 PAYROLL DATES

PAYDAY	RED ROVER RANGE	DUE
07/15/2025	06/15/25-06/30/25	JULY 1
07/30/2025	07/01/25-07/14/25	JULY 16
08/15/2025	07/15/25-07/31/25	AUG 1
08/30/2025	08/01/25-08/14/25	AUG 15
09/13/2025	08/15/25-08/31/25	SEPT 3
09/30/2025	09/01/25-09/14/25	SEPT 16
10/15/2025	09/15/25-09/30/25	OCT 1
10/30/2025	10/01/25-10/14/25	OCT 15
11/15/2025	10/15/25-10/31/25	NOV 1
11/29/2025	11/01/25-11/14/25	NOV 15
12/13/2025	11/15/25-11/30/25	DEC 2
12/30/2025	12/01/25-12/14/25	DEC 16
01/15/2026	12/15/25-12/31/25	JAN 6
01/30/2026	01/01/26-01/14/26	JAN 15
02/14/2026	01/15/26-01/31/26	FEB 3
02/28/2026	02/01/26-02/14/26	FEB 17
03/14/2026	02/15/26-02/28/26	MAR 3
03/28/2026	03/01/26-03/14/26	MAR 17
04/14/2026	03/15/26-03/31/26	APR 1
04/30/2026	04/01/26-04/14/26	APR 15
05/15/2026	04/15/26-04/30/26	MAY 1
05/30/2026*	05/01/26-05/14/26	MAY 15
06/13/2026 **	05/15/26-05/31/26	JUNE 2
06/30/2026	06/01/26-06/14/26	JUNE 16

**Deadline for all docks to be submitted to payroll.
*Cutoff for all changes for summer payrolls including direct deposit. Summer payrolls to run June 16th, 17th, 18th, 2026

Certified Salary Schedule 2025 - 2026

SHELBY COUNTY PUBLIC SCHOOLS

2025-26

187-DAY CERTIFIED SALARY SCHEDULE

APPROVED July 1, 2025

This includes a 3% across the board pay increase

NOTE: Rank I/Step 2 is for employees who hold an earned doctorate degree, as defined by the Kentucky Education Professional Standards Board.

Years of Experience	Rank I EdD/PhD Step 2	Rank I BA+60 Step 1	Rank II BA+30 Step 1	Rank III BA+Cert Step 1	Rank IV BA+Emerg. Cert. Step 1	Rank V 64 Hours Step 1	Years of Experience
0	56,283	53,384	48,455	44,134	39,669	35,206	0
1	57,756	54,857	49,874	45,393	39,669	35,206	1
2	59,229	56,330	51,293	46,652	39,669	35,206	2
3	60,702	57,803	52,712	47,911	39,669	35,206	3
4	62,175	59,276	54,131	49,170	39,669	35,206	4
5	63,487	60,588	55,443	50,482	39,669	35,206	5
6	64,799	61,900	56,755	51,794	39,669	35,206	6
7	66,111	63,212	58,067	53,106	39,669	35,206	7
8	67,423	64,524	59,379	54,418	39,669	35,206	8
9	68,735	65,836	60,691	55,730	39,669	35,206	9
10	70,047	67,148	62,003	57,042	39,669	35,206	10
11	70,743	67,844	62,699	57,738	39,669	35,206	11
12	71,439	68,540	63,395	58,434	39,669	35,206	12
13	72,135	69,236	64,091	59,130	39,669	35,206	13
14	72,831	69,932	64,787	59,826	39,669	35,206	14
15	73,527	70,628	65,483	60,522	39,669	35,206	15
16	74,223	71,324	66,179	61,218	39,669	35,206	16
17	74,919	72,020	66,875	61,914	39,669	35,206	17
18	75,615	72,716	67,571	62,610	39,669	35,206	18
19	76,311	73,412	68,267	63,306	39,669	35,206	19
20	77,007	74,108	68,963	64,002	39,669	35,206	20
21	77,703	74,804	69,659	64,698	39,669	35,206	21
22	78,399	75,500	70,355	65,394	39,669	35,206	22
23	79,095	76,196	71,051	66,090	39,669	35,206	23
24	79,791	76,892	71,747	66,786	39,669	35,206	24
25	80,487	77,588	72,443	67,482	39,669	35,206	25
26	81,183	78,284	73,139	68,178	39,669	35,206	26
27	82,308	79,409	74,264	69,303	39,669	35,206	27
28	83,433	80,534	75,389	70,428	39,669	35,206	28
29	84,558	81,659	76,514	71,553	39,669	35,206	29
30	85,683	82,784	77,639	72,678	39,669	35,206	30
31	86,808	83,909	78,764	73,803	39,669	35,206	31
32	87,933	85,034	79,889	74,928	39,669	35,206	32
33	89,058	86,159	81,014	76,053	39,669	35,206	33
34	90,183	87,284	82,139	77,178	39,669	35,206	34
35	91,308	88,409	83,264	78,303	39,669	35,206	35
36	92,433	89,534	84,389	79,428	39,669	35,206	36
37	93,558	90,659	85,514	80,553	39,669	35,206	37
38	94,683	91,784	86,639	81,678	39,669	35,206	38
39	95,808	92,909	87,764	82,803	39,669	35,206	39
40	96,933	94,034	88,889	83,928	39,669	35,206	40

Classified Salary Schedule 2025 – 2026

SHELBY COUNTY PUBLIC SCHOOLS
2025-26
CLASSIFIED SALARY SCHEDULE

Pay grade 1 = $7.25 for all steps
Pay grade 101 (Student Worker) = $12.00 for all steps

This includes a 3% across the board pay increase

	Grade 102	Grade 103	Grade 104	Grade 105	Grade 106	Grade 107	Grade 108	Grade 109	Grade 110	Grade 111	Grade 201	Grade 202	Grade 203	Grade 204	Grade 205	Grade 206	
Substitute	16.55	17.11	17.65	18.48	19.52	20.18	21.48	22.61	24.00	25.28	26.02	29.48	30.94	34.03	41.82	53.13	Substitute
Years Experience																	Years Experience
0	16.55	17.11	17.65	18.48	19.52	20.18	21.48	22.61	24.00	25.28	26.02	29.48	30.94	34.03	41.82	53.13	0
1	16.83	17.39	17.93	18.76	19.80	20.48	21.76	22.89	24.32	25.60	26.34	29.78	31.29	34.38	42.17	53.48	1
2	17.11	17.67	18.21	19.04	20.08	20.74	22.04	23.17	24.64	25.92	26.66	30.10	31.64	34.73	42.52	53.83	2
3	17.39	17.95	18.49	19.32	20.36	21.02	22.32	23.45	24.96	26.24	26.98	30.42	31.99	35.08	42.87	54.18	3
4	17.67	18.23	18.77	19.60	20.64	21.30	22.60	23.73	25.28	26.56	29.30	30.74	32.34	35.43	43.22	54.53	4
5	17.95	18.51	19.05	19.88	20.92	21.58	22.88	24.01	25.60	26.88	29.62	31.06	32.69	35.78	43.57	54.88	5
6	18.23	18.79	19.33	20.16	21.20	21.86	23.16	24.29	25.92	27.20	29.94	31.38	33.04	36.13	43.92	55.23	6
7	18.51	19.07	19.61	20.44	21.48	22.14	23.44	24.57	26.24	27.52	30.26	31.70	33.39	36.48	44.27	55.58	7
8	18.79	19.35	19.89	20.72	21.76	22.42	23.72	24.85	26.56	27.84	30.58	32.02	33.74	36.83	44.62	55.93	8
9	19.07	19.63	20.17	21.00	22.04	22.70	24.00	25.13	26.88	28.16	30.90	32.34	34.09	37.18	44.97	56.28	9
10	19.35	19.91	20.45	21.28	22.32	22.98	24.28	25.41	27.20	28.48	31.22	32.66	34.44	37.53	45.32	56.63	10
11	19.57	20.13	20.67	21.50	22.54	23.20	24.50	25.63	27.42	28.70	31.44	32.88	34.70	37.79	45.58	56.89	11
12	19.79	20.35	20.89	21.72	22.76	23.42	24.72	25.85	27.64	28.92	31.66	33.10	34.96	38.05	45.84	57.15	12
13	20.01	20.57	21.11	21.94	22.98	23.64	24.94	26.07	27.86	29.14	31.88	33.32	35.22	38.31	46.10	57.41	13
14	20.23	20.79	21.33	22.16	23.20	23.86	25.16	26.29	28.08	29.36	32.10	33.54	35.48	38.57	46.36	57.67	14
15	20.45	21.01	21.55	22.38	23.42	24.08	25.38	26.51	28.30	29.58	32.32	33.76	35.74	38.83	46.62	57.93	15
16	20.67	21.23	21.77	22.60	23.64	24.30	25.60	26.73	28.52	29.80	32.54	33.98	36.00	39.09	46.88	58.19	16
17	20.89	21.45	21.99	22.82	23.86	24.52	25.82	26.95	28.74	30.02	32.76	34.20	36.26	39.35	47.14	58.45	17
18	21.11	21.67	22.21	23.04	24.08	24.74	26.04	27.17	28.96	30.24	32.98	34.42	36.52	39.61	47.40	58.71	18
19	21.33	21.89	22.43	23.26	24.30	24.96	26.26	27.39	29.18	30.46	33.20	34.64	36.78	39.87	47.66	58.97	19
20	21.55	22.11	22.65	23.48	24.52	25.18	26.48	27.61	29.40	30.68	33.42	34.86	37.04	40.13	47.92	59.23	20
21	21.66	22.22	22.76	23.59	24.63	25.29	26.59	27.72	29.51	30.79	33.53	34.97	37.31	40.40	48.19	59.50	21
22	21.77	22.33	22.87	23.70	24.74	25.40	26.70	27.83	29.62	30.90	33.64	35.08	37.58	40.67	48.46	59.77	22
23	21.88	22.44	22.98	23.81	24.85	25.51	26.81	27.94	29.73	31.01	33.75	35.19	37.85	40.94	48.73	60.04	23
24	21.99	22.55	23.09	23.92	24.96	25.62	26.92	28.05	29.84	31.12	33.86	35.30	38.12	41.21	49.00	60.31	24
25	22.10	22.66	23.20	24.03	25.07	25.73	27.03	28.16	29.95	31.23	33.97	35.41	38.39	41.48	49.27	60.58	25
26	22.21	22.77	23.31	24.14	25.18	25.84	27.14	28.27	30.06	31.34	34.08	35.52	38.66	41.75	49.54	60.85	26
27	22.32	22.88	23.42	24.25	25.29	25.95	27.25	28.38	30.17	31.45	34.19	35.63	38.93	42.02	49.81	61.12	27
28	22.43	22.99	23.53	24.36	25.40	26.06	27.36	28.49	30.28	31.56	34.30	35.74	39.20	42.29	50.08	61.39	28
29	22.54	23.10	23.64	24.47	25.51	26.17	27.47	28.60	30.39	31.67	34.41	35.85	39.47	42.56	50.35	61.66	29
30	22.65	23.21	23.75	24.58	25.62	26.28	27.58	28.71	30.50	31.78	34.52	35.96	39.74	42.83	50.62	61.93	30
31	22.76	23.32	23.86	24.69	25.73	26.39	27.69	28.82	30.61	31.89	34.63	36.07	40.01	43.10	50.89	62.20	31
32	22.87	23.43	23.97	24.80	25.84	26.50	27.80	28.93	30.72	32.00	34.74	36.18	40.28	43.37	51.16	62.47	32
33	22.98	23.54	24.08	24.91	25.95	26.61	27.91	29.04	30.83	32.11	34.85	36.29	40.55	43.64	51.43	62.74	33
34	23.09	23.65	24.19	25.02	26.06	26.72	28.02	29.15	30.94	32.22	34.96	36.40	40.82	43.91	51.70	63.01	34
35	23.20	23.76	24.30	25.13	26.17	26.83	28.13	29.26	31.05	32.33	35.07	36.51	41.09	44.18	51.97	63.28	35
36	23.31	23.87	24.41	25.24	26.28	26.94	28.24	29.37	31.16	32.44	35.18	36.62	41.36	44.45	52.24	63.55	36
37	23.42	23.98	24.52	25.35	26.39	27.05	28.35	29.48	31.27	32.55	35.29	36.73	41.63	44.72	52.51	63.82	37
38	23.53	24.09	24.63	25.46	26.50	27.16	28.46	29.59	31.38	32.66	35.40	36.84	41.90	44.99	52.78	64.09	38
39	23.64	24.20	24.74	25.57	26.61	27.27	28.57	29.70	31.49	32.77	35.51	36.95	42.17	45.26	53.05	64.36	39
40	23.75	24.31	24.85	25.68	26.72	27.38	28.68	29.81	31.60	32.88	35.62	37.06	42.44	45.53	53.32	64.63	40

Substitute Teacher Salary Schedule 2025 - 2026

2025-26
SUBSTITUTE TEACHER SALARY SCHEDULE

APPROVED July 1, 2025

The rates include a 3% across the board pay increase

	Regular Pay	Retired Teachers	Long Term Pay	Long Term Retired Pay		
Rank I	$140	$150	$280	$300	per day	Master's degree and valid teaching certificate plus 30 additional hours
Rank II	$136	$146	$258	$277	per day	Master's degree and valid teaching certificate
Rank III	$132	$142	$238	$256	per day	Bachelor's degree and valid teaching certificate
Rank IV	$128	$138	$218	$235	per day	Bachelor's degree and an emergency substitute teaching certificate
Rank V	$125	$135	$194	N/A	per day	64+ hours or more and an emergency substitute teaching certificate

Long-term substitute pay: A substitute teacher holding a valid Kentucky teaching certificate who works for an extended period with no break in service shall receive long-term substitute teacher pay on the 10th consecutive day, all subsequent days without a break in service, and retroactive pay back to Day 1.

Substitutes in administrative positions: A substitute in an administrative position will be paid the daily rate for the position in accordance with the approved salary schedule at their rank and zero years' experience. (Administrative positions are positions with increments and Guidance Counselor - Elementary, Middle, and High.)

Substitutes for related services on Individualized Education Programs (IEPs) and school psychologists: A substitute in these positions shall be paid the daily rate for the position in accordance with the approved salary schedule at their rank and years of experience.

Emergency Itinerant Susbstitute positions are paid at Rank IV or Rank V and zero years' experience.

Extended Employment and Increments 2025 - 2026

SHELBY COUNTY PUBLIC SCHOOLS

CERTIFIED EMPLOYEE SALARY SCHEDULE

APPROVED July 1, 2025

# positions General Fund	Job Class Code	Position		Days	Multiplier*
3	4042	Admissions and Release Committee Chair		187	
1		Associate Superintendent		240	1.86
1	4022	Asst Supt of Curriculum, Instruction, and Assessment		240	1.85
1	4018	Asst Supt of Operations		240	1.85
OS	4023	Career and Technical Education Coordinator		220	1.40
1	0160	Coordinator of Exceptional Child Services		220	1.32
11	4350	Curriculum, Instruction, and Assessment Coach		200	
1	4016	Director of Curriculum, Instruction, and Assessment		240	1.65
1	4152	Director of Elementary Schools		240	1.75
1	0050	Director of Special Education		240	1.80
1	4151	Director of Secondary Schools		240	1.75
1	4043	Director of Student Services		240	1.80
OS	4330	English Learner Coordinator		220	1.32
OS	4351	English Learner Instructional and Family Advocate		200	
2	4352	English Learner Instructional Coach		200	
1	2230	Exceptional Child Consultant		205	
SA	1050	Guidance Counselor - Elementary		197	1.10
SA	1050	Guidance Counselor - Middle		212	1.20
SA	1050	Guidance Counselor - High, Shelby Academy		215	1.25
SA	4160	Library Media Specialist	G	197	
1	4021	Intervention Coordinator		220	1.30

# positions General Fund	Job Class Code	Position		Days	Multiplier*
1	1010	Principal - Early Childhood Education		240	1.65
SA	1010	Principal - Elementary		240	1.65
SA	1010	Principal - Middle		240	1.70
SA	1010	Principal - High		240	1.75
1	1010	Principal - Shelby Academy		240	1.65
SA	1020	Principal - Assistant - Elementary		210	1.30
SA	1020	Principal - Assistant - Middle, Shelby Academy		213	1.35
SA	1020	Principal - Assistant - High		218	1.40
SA	4090	ROTC Instructor		198	
4.5	0250	School Psychologist/Psychometrist		210	1.26
		School Psychologist Intern		210	
1	4230	Special Education Facilitator		200	
1		Specialized Behavior Consultant		205	1.15
NS	0255	Speech Language Pathologist (grandfathered)	a	197	
SA	2040/2060/2080	Teacher		187	
SA	4062	Teacher - Agribusiness - High		236	
SA	4063	Teacher - Family & Consumer Science - High		197	
3	2100	Teacher - Gifted		189	
SA	4064	Teacher - Project Lead The Way - High		197	
4	4050	Teacher - Ascension		192	
SA	4060	Teacher - Technology Education - High		200	
OS	4200	Work Based Learning Coach		200	

* The multiplier is applied to the base (187-day) salary for the individual.

SA Determined by staffing allocation policy

NS Number of positions is based on the number of students using the services

OS None are authorized from general funds but could be funded by other sources

a Full time certified employees who maintain Certificate Clinical Competency receive a $1500 supplement. Any break in certification voids eligibility.

G Persons employed in this position prior to July 1, 2024 will be grandfathered at 207 days as long as they hold the position without a break in service.

Start dates for new year payroll cycle:

(grandfathered employees held harmless)

199 and fewer days	8/30
200- 229 days	7/30
230 and more days	7/15

Stipends:

Stipends for certified employees are capped at $30/hour and may exceed $120/day only when the employee is working directly with students (ESS, Summer School, etc.).

Secondary teachers accepting a permanent teaching assignment in addition to their existing full-time contract in lieu of their planning period shall be paid the daily rate of their existing contract for the additional planning time worked after the normal work day in lieu of the planning time missed during the work day.

Special education stipends are paid at the employee's hourly rate when working directly with students.

National Board (NB) Supplements: Certified employees who have obtained NB certification are eligible for a local supplement ($1,500) only if employed by Shelby County Public Schools during the 2012/2013 school year with continuous service and NB certification was obtained prior to July 1, 2013. Any break in service shall void eligibility.

Professional Services: Temporary, part-time staff providing professional services may be paid up to $40/hour.

SHELBY COUNTY PUBLIC SCHOOLS
CLASSIFIED HYBRID EMPLOYEE SALARY SCHEDULE

APPROVED July 1, 2025

# positions General Fund	Job Class Code	Position		Days	Multiplier*
2	8272	Behavior Analyst	b	200	1.23
1	8411	Chief Financial Officer		240	1.82
1	8535	College and Career Education Counselor		200	
1	8413	Deputy Chief Financial Officer		240	1.42
1		Digital Media Coordinator		230	
1	8363	Director of Communications		240	1.60
OS	8460	Director of Community Schools		240	1.65
1	7903	Director of Transportation		240	1.60
1	8507	District Technology Coordinator		240	1.65

# positions General Fund	Job Class Code	Position		Days	Multiplier*
2	8190	Executive Athletic Director		240	
1	8462	Grant Coordinator		207	1.24
1	8631	Health Coordinator		240	1.42
6	8271	Mental Health Consultant		187	
NS	7291	Occupational Therapist		195	1.17
NS	7294	Speech Language Pathologist	a	197	
1	8533	Student Assistance Counselor		187	
OS	8536	Student Engagement Coordinator		210	
OS	8341	Work Based Learning Liaison		220	

* The multiplier is applied to the base (187-day) salary for the individual.
SA Determined by staffing allocation policy
NS Number of positions is based on the number of students using the services
OS None are authorized from general funds but could be funded by other sources
a Full time certified employees who maintain Certificate Clinical Competency receive a $1500 supplement. Any break in certification voids eligibility.
b Only full time employees who hold Board Certified Behavior Analyst licensure receive the multiplier.

Stipends:
Stipends for classified hybrid employees are capped at $30/hour and may exceed $120/day only when the employee is working directly with students (ESS, Summer School, etc.).
Special education stipends are paid at the employee's hourly rate when working directly with students.

National Board (NB) Supplements: Certified employees who have obtained NB certification are eligible for a local supplement ($1,500) only if employed by Shelby County Public Schools during the 2012/2013 school year with continuous service and NB certification was obtained prior to July 1, 2013. Any break in service shall void eligibility.

All Classified Hybrid employees are paid at Rank III or above

Extra Service Pay 2025 - 2026

Extra Service Pay

APPROVED July 1, 2025

(#) = number of positions allocated AND funded by the Board for each school.

* = position is funded from school funds (SBDM funds or district activity funds). Note: The Redbook states "Booster clubs shall not pay or enhance salaries or stipends for any district employee."
Anyone employed in a position listed in Group N or Group O may choose to have pay for the extra service included on the employee's salary schedule.
Anyone employed in an extra service position prior to July 1, 2011 falls under the "grandfather" rule and that employee's pay is frozen at the 2010/2011 rate if that exceeds the rate shown here.
Anyone employed prior to July 1, 2011 in a coaching position is eligible to continue being paid for the extra service on the employee's salary schedule. Others are paid at the end of the season/year, when the program has been evaluated.

DISTRICT	$2,000	Summer Learning Coordinator - district (1)
DISTRICT	$11,500	Inspire Grant Coordinator - (1) paid by a grant
GRAD	$500	Access to Algebra stipend - paid by a grant

Group	Amount	ELEMENTARY SCHOOL	MIDDLE SCHOOL	HIGH SCHOOL
A	$500	Academic Team Assistant (1 paid from SBDM funds*) Art Club (1 paid from SBDM funds*) Band Director (1 paid from SBDM funds*) Choral Director (1 paid from SBDM funds*) Drama Assistant (1 paid from SBDM funds*) Lighthouse (1 paid from SBDM funds*) Odyssey of the Mind Assistant (1 from SBDM funds*) Team Leader (10, 2 from SBDM funds*) Yearbook (1)	Drama Assistant (2 paid from SBDM funds*) KYA/KUNA Assistant (1 paid from SBDM funds*) Team Leader (9, 1 paid from SBDM funds*)	***Note: A high school head coach who serves in the same position for 10 consecutive years will receive a 20% increase in the stipend amount for each subsequent consecutive year in the same position.***
B	$750	Drama Head (1) Odyssey of the Mind Head (1)		
C	$1,000	Academic Team Head (1) Student Technology Leadership Program (1)	Academic Team Assistant (2, 1 paid from SBDM funds*) Archery Assistant (1 paid from DAF*) Baseball Assistant (1) Basketball 6th Grade (1 paid by DAF*) Cheerleading Assistant (1 paid from DAF funds*) Cross Country Assistant (1) Dance Assistant (1 paid from SBDM funds*) Drama Head (1) KYA/KUNA (1 paid from SBDM funds*) Odyssey of the Mind Assistant (1 paid from SBDM funds*) Soccer Assistant (1 Boys/1 Girls) Softball Assistant (1) Student Technology Leadership Program (1) Track Assistant (1) VEX Robotics (1 paid from SBDM funds*) Volleyball Assistant (2, 1 from DAF*) Yearbook (1)	Drama Assistant (1 paid from SBDM funds*) eSports Assistant (1 paid from DAF*)
D	$1,500		Academic Team Head (1) Archery Head (1) Baseball Head (2, 1 paid from DAF*) Basketball Assistant (1 Boys/1 Girls) Cheerleading Head (1) Choral Director (1 paid from SBDM funds*) Cross Country Head (1) Dance Head (1 paid from SBDM funds*) Football Assistant (1) Odyssey of the Mind Head (1) Soccer Head (1 Boys/1 Girls) Softball Head (1) Track Head (1) Volleyball Head (1)	Bowling (1) Class Sponsor (2) Department Chair (11, 2 paid from SBDM funds*) eSports (1) Golf Assistant (1 Boys/1 Girls paid from DAF*) Odyssey of the Mind Assistant (1) ROTC Color Guard (1) Student Technology Leadership Program (1)

E	$2,000			Academic Team Assistant (3, 1 paid from SBDM funds*) Archery Assistant (1) Band Visual Technician Assistant (1 paid by DAF*) Band Winter Visual Technician Assistant (1 paid by DAF*) Bass Fishing Assistant (1) Cheerleading Assistant (1) Dance Assistant (1) Cross Country Assistant (2, 1 paid by DAF*) Golf Head (1 Boys/1 Girls) Lacrosse Assistant (1 Boys/1 Girls) Soccer Assistant (2 Boys/2 Girls) Swim Assistant (1) Track Assistant (4, 1 paid by DAF*) Volleyball Assistant (3 Boys/3 Girls, 1 each from DAF*)
F	$2,250			Baseball Assistant (2) Basketball Assistant-1/2 time (.5 Boys/.5 Girls) Softball Assistant (2)
H	$2,500		Basketball Head (1 Boys/1 Girls) Football Head (1) Game Manager (1)	Archery Head (1) Band Visual Technician (1) Band Winter Visual Technician (1 paid from SBDM funds*) Bass Fishing (1) Drama Head (1) Freshman Football Coach (1) Odyssey of the Mind Head (1) ROTC Drill Team (1) ROTC Rifle Team (1) Swim Head (1) Tennis Head (1 Boys/1 Girls) Yearbook (1)
I	$3,000			Academic Team Head (1) Game Manager (4, 2 from DAF*)
J	$4,500			Band Assistant (1) Cheerleading Head (1) Dance Head (1) Swim Head (1)
K	$5,000			Basketball Assistant (1 Boys/1 Girls) Choral Director (1) Cross Country Head (1) Lacrosse (1 Boys, 1 Girls) Football Assistant (5, 2 paid from DAF*) Track Head (1) Vex Robotics Head (1 paid from DAF*)
L	$6,000			Baseball Head (1) Basketball Assistant Head (1 Boys/1 Girls) Football Assistant Head (1) Soccer Head (1 Boys/1 Girls) Softball Head (1) Volleyball Head (1 Boys/1 Girls)
M	$8,000			Assistant Athletic Director (1)
N	$10,000			Band Director (1)
O	$11,000			Basketball Head (1 Boys/1 Girls) Football Head (1)

Pay Grades and Days 2025 - 2026

SHELBY COUNTY PUBLIC SCHOOLS
CLASSIFIED PAY GRADES AND DAYS

APPROVED July 1, 2025

# positions General Fund	Job Class Code	Job Title	Pay Grade		Days ^
		SECRETARIES & CLERKS			
2		Accounting Specialist	108	*	260
1	8163	Accounts Payable Clerk	106	*	260
4	8765	Administrative Assistant - Central Office	107	*	260
1	8761	Administrative Assistant - Superintendent	109	*	260
1		Administrative Assistant /Benefits Specalist	108	*	260
OS	8002	FRYSC Clerk	102	*	182
SA	7962	Library Media Clerk	103		205
1		Human Resources Specialist I	106	*	260
1		Human Resources Specialist II	107		260
1	8780	Receptionist/Secretary-C.O.	104	*	260
SA	7791	Receptionist-School	103		205
SA		Bookkeeper - Elementary	105	*	205
SA		Bookkeeper - Middle	106	*	205
SA		Bookkeeper - High	108	*	205
SA		Office Manager - High	105	*	205
2	7772	Secretary I	104	*	205
SA	8776	Staff Support Secretary-Attendance	104	*	205
SA	8777	Staff Support Secretary-Attendance Lead	105	*	205
		SCHOOL NUTRITION FOOD SERVICE			
OS	7221	School Nutrition Coordinator	204	*	260
OS	8224	School Nutrition Program Assistant	106		220
OS	8210	School Nutrition Financial Clerk	105		205
OS	8241	School Nutrition Cook	103		182
OS	7212	School Nutrition Cafeteria Manager	105		190
11	7213	Cafeteria Monitor	102		163
		DAY CARE			
OS	8479	Daycare Director-Preschool	105	*	240
OS	8474	Daycare Director-Schools	105	*	200
OS	8476	Daycare Manager-District	201	*	260
OS	8477	Daycare Assistant Manager - District	106	*	260
OS	8316	Daycare Worker	103		(v)
OS	8317	Daycare Worker - Preschool	103		200
OS	8099	Daycare Worker Assistant-Substitute	101		(v)

SA Determined by staffing allocation policy
NS Number of positions is based on the number of students using the services
OS None are authorized from general funds but could be funded by other sources

# positions General Fund	Job Class Code	Job Title	Pay Grade		Days ^
		MAINTENANCE/CUSTODIAL			
1	8410	Associate Director of Facilities	205	*	260
1		Buildings & Grounds Manager	202	*	260
1	7621	Custodial Manager	202	*	260
SA	7605	Custodial Supervisor	104	*	260
1		Custodial Worker	104	*	260
SA	7609	Custodian	103	*	260
SA	8609	Day Porter	101	*	185
1	8465	Director of Facilities	206	*	260
1		Grounds Specialist	108	*	260
1		Grounds and Warehouse Worker	104	*	260
1		Maintenance Manager	202	*	260
SA	7449	Maintenance Apprentice	104	*	260
1	8436	Maintenance Planner	105	*	260
SA	7445	Maintenance Technician I	109	*	260
SA	7444	Maintenance Technician II	110	#	260
SA	7448	Maintenance Worker I	105	*	260
SA	7447	Maintenance Worker II	107	*	260
1	8412	Project Manager	204	*	260
(v)	8099	Summer Worker	102		(v)
		TRANSPORTATION			
1	8904	Assistant Transportation Coordinator	110		260
NS	7941	Bus Driver	108		183
(v)	8099	Bus Driver Intern	102		(v)
NS	7942	Bus Monitor	102		(v)
OS	7942	Bus Monitor-Head Start/Preschool	102		140
SA	8905	Bus Routing Technician/Dispatcher	108	*	260
1	7933	Driver Trainer	108		(v)
1	8910	Garage Service and Parts Manager	203		260
SA	7914	Senior Vehicle Mechanic	202		260
1	8942	Micro Bus Driver	107		183
1		Transportation Secretary	104		183
SA	7916	Vehicle Mechanic I	111		260
SA	7915	Vehicle Mechanic II	201		260
		SCHOOL HEALTH SERVICES			
1	8273	School Health Aide	103		181
SA	7263	School Nurse-LPN	108		181
SA	7262	School Nurse-RN	201		181

# positions General Fund	Job Class Code	Job Title	Pay Grade		Days ^
		TECHNOLOGY			
SA	8538	Field Project Lead	109	*	260
SA	8531	Field Technician Level I	108	*	200
SA	8532	Field Technician Level II	109	*	220
1	8522	Information Security Specialist	111	*	260
SA	8504	Information Technology Architect	110	*	260
SA	8523	Network Technician	110	*	260
1	8512	Systems Analyst	111	*	260
		OTHER PERSONNEL			
2	8321	Academic Assessment Assistant	105	*	181
1	8534	Data Manager	202		260
OS	7338	Educational Interpreter III	204		185
OS	8312	Employment Specialist	105		187
OS	8275	Exceptional Children Data Technician	105		(v)
OS	8001	FRYSC Coordinator	201		(v)
1		Human Resources Assistant Manager	109		260
1	7655	Human Resources Manager	202		260
SA	7320	Instructional Assistant I	103		181
NS	7318	Instructional Assistant II	104		181
NS	8323	Instructional Assistant III	105		181
SA	7316	Instructional Assistant - English Learner	104		181
1	8785	Mail Courier	102		192
1	7292	Occupational Therapy Assistant	203		181
1	8191	Payroll Assistant	110	*	260
1	8192	Payroll Manager	202	*	260
(v)	7788	Student Worker	101		(v)
OS		Translator/Interpreter - Exceptional Children	111		181

(v) = *The number of days varies or the position is filled only for a certain number of hours.*
\# = *9-hour workdays for grandfathered employees only*
* = *up to 8-hour workdays*

Exempt positions (Fair Labor Standards Act)

SUBSTITUTE CLASSIFIED PERSONNEL:

All substitute classified personnel, whether or not retired, are paid with zero (0) years of experience on the grade for the position.
A classified employee working additional hours, regardless of the location, in the same position shall receive the employee's regular hourly rate (or overtime rate, if applicable).
A substitute bus driver who works at least 80% of the available days in a semester will receive a salary adjustment of $1000.

STIPEND:

Classified employees are not paid a set stipend rate. Classified employees are paid an hourly rate from the classified salary schedule.

Timesheet

Name_____ Supervisor Signature _____

Location_____ Position_____

Month of _____, 20_____

SUN	MON	TUE	WED	THUR	FRI	SAT	HOURS	
							Reg	OT
TOTAL HOURS								

Signatures below indicate that the timesheet has been completed properly and that all information is correct.

Employee Signature _____

OVERTIME/OTHER PAY DOCUMENTATION

Must be initialed by Principal or Immediate Supervisor

Date	REASON FOR OVERTIME/ OTHER PAY	# HOURS	INITIALS

Inter-District Mileage Chart

IN-DISTRICT MILEAGE CHART
Shelby County Public Schools

	C.O	CCE	CHS	CROP	EMS	HER	PSE	SCHS	SIMP	SSE	WMS	WRI	Athl Comp	Bus	Greenhs.	SnowHill	SCATC	Nside
Central Office		2.5	3.1	10.2	3.4	9.1	2.3	2.7	6.2	0.8	2.1	3.2	1.6	2.0	3.5	0.9	2.9	0.6
Clear Creek	2.5		5.6	10.1	4.6	9.0	4.8	3.9	8.7	2.3	4.6	4.4	3.1	2.0	4.7	2.4	4.1	1.9
Collins HS	3.1	5.6		13.3	6.5	12.3	4.7	5.8	4.4	3.9	4.5	6.3	4.7	5.1	6.6	4.0	6.0	3.7
Cropper	10.2	10.1	13.3		7.9	14.3	12.7	8.5	16.6	10.5	12.5	8.1	11.1	9.7	7.9	10.4	8.3	9.6
East	3.4	4.6	6.5	7.9		7.0	5.8	0.7	9.8	3.6	5.6	0.2	4.3	1.8	0.1	3.6	0.4	2.8
Heritage	9.1	9.0	12.3	14.3	7.0		11.4	6.4	15.3	9.2	11.2	6.8	9.9	7.5	7.0	9.2	6.6	8.5
Painted Stone	2.3	4.8	4.7	12.7	5.8	11.4		5.3	8.0	3.1	0.2	5.6	3.9	4.3	6.0	3.2	5.4	2.9
SCHS	2.7	3.9	5.8	8.5	0.7	6.4	5.3		9.1	2.9	5.1	0.5	3.6	1.1	0.8	2.9	0.2	2.1
Simpsonville	6.2	8.7	4.4	16.6	9.8	15.3	8.0	9.1		7.0	7.8	9.6	7.7	8.2	10.0	7.0	9.4	6.8
Southside	0.8	2.3	3.9	10.5	3.6	9.2	3.1	2.9	7.0		2.9	3.4	1.4	1.9	3.8	0.7	3.2	0.2
West	2.1	4.6	4.5	12.5	5.6	11.2	0.2	5.1	7.8	2.9		5.4	3.7	4.1	5.8	3.0	5.2	2.7
Wright	3.2	4.4	6.3	8.1	0.2	6.8	5.6	0.5	9.6	3.4	5.4		4.1	1.6	0.3	3.4	0.2	2.6
Athl Complex	1.6	3.1	4.7	11.1	4.3	9.9	3.9	3.6	7.7	1.4	3.7	4.1		2.8	4.5	0.7	3.9	1.0
Bus Garage	2.0	2.0	5.1	9.7	1.8	7.5	4.3	1.1	8.2	1.9	4.1	1.6	2.8		2.0	2.1	1.4	1.4
SCHS Greenhs.	3.5	4.7	6.6	7.9	0.1	7.0	6.0	0.8	10.0	3.8	5.8	0.3	4.5	2.0		3.8	0.5	2.9
SnowHill	0.9	2.4	4.0	10.4	3.6	9.2	3.2	2.9	7.0	0.7	3.0	3.4	0.7	2.1	3.8		3.2	0.3
SCATC	2.9	4.1	6.0	8.3	0.4	6.6	5.4	0.2	9.4	3.2	5.2	0.2	3.9	1.4	0.5	3.2		2.3
Northside ECC	0.6	1.9	3.7	9.6	2.8	8.5	2.9	2.1	6.8	0.2	2.7	2.6	1.0	1.4	2.9	0.3	2.3	

Other one-way mileage from the Central Office:

Frankfort -- Capital Plaza Tower	25.0 miles	Shelbyville -- OVEC	2.1 miles
Lexington -- Radisson/Hyatt	52.0 miles	Shelbyville -- Post Office	0.9 miles
Lexington -- Marriott Griffin Gate	48.0 miles	Shelbyville -- Sentinel	2.1 miles
Louisville -- Hurstbourne Inn, Hilton, Holiday Inn	21.0 miles	Shelbyville -- Commonwealth Bank (main)	1.0 miles
Louisville -- Galt House, Exec. West, Fairgrounds	32.0 miles	Shelbyville -- Courthouse (new)	1.0 miles
		Shelbyville -- Courthouse (old)	0.8 miles