

OLDHAM COUNTY BOARD OF EDUCATION POLICY

EMPLOYMENT VACANCIES

5040

References: KRS 160.380, KRS 160.390, KRS 161.165, KRS 161.750, KRS 161.760
Relates to: Policy 5080, 5096; 5040.01AR

5040.01 INTENT OF EMPLOYMENT

Each certified employee shall be surveyed to determine his/her desire to be re-employed. This survey shall be conducted by March 1.

5040.02 NOTICE OF EMPLOYMENT

a. Certified Staff

The Board's policy shall be as prescribed in KRS 161.750 and KRS 161.760. Reduction of responsibility for a teacher may be accompanied by a corresponding reduction in salary, provided that written notification stating the specific reason for the reduction shall be furnished the teacher not later than May 15.

b. Classified Staff

The Board's policy shall be to notify all classified staff who are normally off the payroll between the school years as to their employment status for a subsequent year on or before the final day of the school term in the prior school year.

5040.03 EMPLOYMENT PROCEDURES

- a. A loose-leaf binder entitled "Oldham County Job Register" will be maintained in the entrance area of the District Administration Building. The binder will include copies of all job descriptions in the school district. The Personnel Department shall update job openings within the district. Job openings will also be available on-line through the district's website.
- b. The personnel office will forward a list of each job opening at least weekly to all current district employees.
- c. The District complies with Kentucky Revised Statutes on transfers, promotions, reduction in employment and extra duty services.
- d. The administrative policy statement describing the procedure whereby employees may ask for transfers within the school district will be included in the teacher and classified handbooks.
- e. In certain situations, the Board may need to institute emergency hiring measures so as not to disrupt the necessary and support services; however, the Superintendent shall certify the emergency circumstances in writing to the Education Professional Standards Board.
- f. Each certified employee will annually receive an orientation regarding the location of the Teacher Handbook containing selected Board policies. The policy manual for certified staff shall also include a section with additional information on the district's employment policies, the employee's job duties, description and responsibilities. Each classified staff member shall receive both an orientation from the Personnel Office and directions for accessing a digital copy of the classified handbook at the time of initial employment.
- g. A copy of the district's hiring policies is kept on file in the board office in the Board Policy Manual.
- h. The Board will annually verify the district's hiring policies by submitting a complete copy of all Board policies to the Chief State School Officer and the State Board of Education following the Board's annual policy review and revision in June or July. The information will also include the district's other employment policies and employee job duties, description and responsibilities.
- i. The Superintendent or designee shall develop and implement a minority-recruiting plan to attempt to increase minorities in teaching or administrative positions throughout the district.
- j. Only candidates who complete an application and apply for a posted position prior to the closing date for submitting applications will be considered for employment in the advertised position.

5040.04 CRIMINAL BACKGROUND CHECK AND CHILD ABUSE REGISTRY LETTER

Applicants and employees shall undergo records checks and testing as required by applicable statutes and regulations. Each application or renewal form provided applicants for a classified or certified position shall conspicuously state the following:

"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A STATE AND NATIONAL CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT. ALL APPLICANTS MUST PROVIDE A LETTER FROM THE CABINET FOR HEALTH AND FAMILY SERVICES VERIFYING THAT THE EMPLOYEE DOES NOT HAVE SUBSTANTIATED FINDINGS OF CHILD ABUSE OR NEGLECT AGAINST THE EMPLOYEE."

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Childcare workers must complete both the criminal records check and the Child Abuse and Neglect (CAN) records check. Any child care worker who voluntarily terminated employment after fewer than six months of employment shall reimburse the Board for the cost of the criminal background check and the CAN check.

As permitted by KRS 160.380, employment shall be contingent on receipt of records documenting that the individual has not been found to have abused or neglected a child and does not have a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Applicants who have worked for another school district within 6 months of the date of application, or who had applied to another school district within 6 months of the date of application, may submit a copy of the previously obtained letter from the Cabinet. Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender, or the failure to provide the required letter from the Cabinet for Health and Family Services.

Employees must notify the Personnel Director of any current or future findings of abuse or neglect by the Cabinet for Health & Family Services. Failure to self-report may result in disciplinary action.

5040.05 NOTICE OF EMPLOYMENT PRACTICES

The Oldham County Schools' Personnel Office, under the direction of the Personnel Director, is located in the Central Office of the Oldham County Board of Education in Crestwood, Kentucky. The mailing address is 6165 W. Highway 146, Crestwood, KY 40014. All employment is processed through the personnel office. The employment process for the major categories of employment is outlined below.

5040.06 TEACHER SELECTION PROCESS

The Superintendent or his/her designee maintains applicant files in all areas of teacher certification. Whenever there is a vacancy, as defined by law, the process to fill the vacancy is as follows:

1. The principal receives the names of qualified applicants who have completed the district's application process.
2. The SBDM council then follows its SBDM process for interviewing and selecting qualified candidates. After the qualified candidates are interviewed at the building level by the building principal or school council, and a principal of a school that has a SBDM council has consulted with the council pursuant to the school's SBDM policy, the principal will conduct a final review of the credentials and the results of the interview and make a selection. The principal will forward such selection to the Superintendent to complete the hiring process.
3. All candidates who are interviewed by the building principal or school council for a specific job opening will be notified by phone or mail by the building principal or, in some cases the Superintendent's designee, as to the outcome of the selection process.
4. A contract for employment cannot be offered as a result of this Teacher Selection Process until the expiration of the state required 15 day posting period for certified positions.

5040.07 ADMINISTRATIVE STAFF SELECTION PROCESS

The personnel office maintains applicant files in all areas of administrator certification. Whenever an opening occurs, the process to fill the vacancy is as follows:

1. Vacancies for administrative positions and how to apply for those positions will be posted on-line, and all members of the Oldham County teaching staff who possess an administrative certificate for the vacant administrative position may apply.
2. The Superintendent or designee will review applications in the appropriate applicant file according to undergraduate and graduate academic performance, prior teaching experience, and strength of references. This information is considered in light of the performance responsibilities to be carried out in the vacant administrative position.
3. The Superintendent or the superintendent's designee will screen the applications based on the quality of the candidate's written material, quality of academic preparation, and experience and select applicants for interview.
4. After the finalist candidates are interviewed by the Superintendent and any other staff deemed appropriate by the Superintendent, the Superintendent will conduct a final review of the credentials and the results of the interview for the purpose of possible action to employ.
5. All candidates who apply for administrative positions will be notified by phone or mail as to the outcome of the selection process.

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5040.08 CLASSIFIED STAFF SELECTION PROCESS

The Personnel Department maintains an applicant file for all the job categories in classified employment. The employment process for classified staff follows:

1. When an opening on the classified staff exists.
2. Qualified applicants who have completed the application process will be referred to the appropriate director or principal (where the opening exists) for interviewing according to SBDM policy, if the school has an SBDM council. After a director, or principal completes the interviews at the job site, they will discuss with the Superintendent or the superintendent's designee the qualifications of the applicant and the results of the interview. Together, they will develop a recommendation to be made to the Superintendent for possible action to employ. In the case of a school governed by an SBDM Council, the Principal will consult with the Council, select the successful candidate, and notify the Superintendent. The Superintendent shall complete the hiring process.
3. All available positions are emailed to current employees, posted on the school district website, and included in the Job Register located in the lobby of the Oldham County Board of Education Administrative Building.

The practice of the Personnel Office is to maintain applications for at least one year. The Board is an equal opportunity employer.