

780 KAR 3:080. Extent and duration of school term, use of school days and extended employment.

RELATES TO: KRS 156.808

STATUTORY AUTHORITY: KRS 156.808(1), (2), and (3)(i)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.808(3)(i) requires the Kentucky Board of Education to promulgate administrative regulations relating to the extent and duration of the Kentucky Tech System school term, use of school days, and extended employment. This administrative regulation establishes the school term and employment provisions for employees.

Section 1.

- (1) Except as provided in Section 2 of this administrative regulation, the regular work year for any teacher in a state-operated area technology center shall be 190 work days between July 1 and June 30 annually, to be scheduled by the center principal.
- (2) During this work year, secondary students shall begin classes based on the participating school district schedules.
- (3) An area technology center shall not be closed if secondary school students need to be served for the participating school districts.
- (4) Any employee required to work on an official holiday in order to serve students shall be compensated.
- (5) The duties of an area technology center principal shall consist of 228 work days between July 1 and June 30 annually, to be scheduled by the associate commissioner for career and technical education or their designee.
- (6) If the school district where the center is located closes due to inclement weather, staff in the area technology center shall not report to work and the work day will be re-scheduled to meet student needs. Non-traditional instruction days may be allowed at the discretion of the associate commissioner for career and technical education.
- (7) The school calendar shall be adopted on or before May 30 of each year by the associate commissioner of career and technical education or their designee.

Section 2.

- (1) A teacher may be employed beyond the 190 work days if requested and approved by the associate commissioner for career and technical education or their designee.
- (2) The associate commissioner for career and technical education or their designee may request that the teacher perform other essential services for which extended employment shall be provided. The special request shall be handled on an individual basis.
- (3)
 - (a) To request extended employment, a teacher in an area technology center shall submit a written request to the teacher's principal.
 - (b) If the principal approves the request, the principal shall sign the request and submit it to the area supervisor.
 - (c) If the area supervisor approves the request, the area supervisor shall sign the request and submit it to the associate commissioner for career and technical education or their designee by April 15.
 - (d) The associate commissioner for career and technical education or their designee shall send written notification regarding the decision to the teacher by May 30. The notification shall indicate:
 1. If the request was approved, the number of days for which approval was granted;
or
 2. If the request was not approved, the reasons for denial.

Section 3.

(1) Any teacher employed 190 working days may request that their salary be paid in twenty-four (24) paychecks.

(2) The last two (2) paychecks shall be adjusted if necessary to reflect any salary variance due to changes in work schedules.

Section 4.

(1) All area technology centers shall be officially closed to students on the official holidays designated for Christmas and New Year's.

(2) The principal may require an employee to work for safety or security reasons.

(17 Ky.R. 741; eff. 10-14-1990; Am. 30 Ky.R. 701; 1243; eff. 12-1-2003; 35 Ky.R. 1864; 2234; eff. 5-1-2009; 44 Ky.R. 677, 933; eff. 12-1-2017.)