

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Employee Benefits

Series: G06

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6.01 SOCIAL SECURITY. Social security coverage of employees of the Board of Education is provided in conformity with federal law and in act of the West Virginia Legislature passed in 1949. On February 9, 1956, the Kanawha County Board of Education adopted this coverage. Payroll deduction is calculated from the form entitled "Employees Withholding Exemption Certificate and His Earnings". Information concerning benefits can be secured from the Charleston office of the Social Security Administration.

6.02 WORKER'S COMPENSATION. Under the provisions of Chapter 23 of the West Virginia Code lawful employees of the Board of Education are covered under the Worker's Compensation fund. An injured employee should secure the multi-copy injury report form from the attending physician or the hospital in which he/she is treated. The employee should return the form to the immediate supervisor, who shall forward the form to the Department of Human Resources. The immediate supervisor shall investigate work-connected injuries immediately, report the injury on an employee accident form, and take any corrective action needed to prevent recurrence.

Employees are encouraged to report dangerous conditions to their immediate supervisor before accidents occur. The immediate supervisor shall investigate the condition and take appropriate corrective action. If the condition is not corrected within a reasonable length of time, it should be reported to the Director of Safety.

6.03 UNEMPLOYMENT COMPENSATION. Kanawha County Schools participates in the Unemployment Compensation program for public employees. This benefit, through the West Virginia Department of Employment Security, assures that an eligible claimant who is out of work through no fault of his own will have some income available to meet necessary expenses until new employment can be secured. This is made possible through employer contributions and no cost is assessed at any time to employees of a covered employer.

6.04 LIABILITY COVERAGE. (W. Va. Code § 29-12-5a): The State Board of Risk and Insurance Management shall provide appropriate professional or other liability insurance for all county Boards of education, teachers, supervisory and administrative staff members, service personnel, county Superintendents of

schools and school Board members. Insurance provided by the Board of Risk and Insurance Management shall cover claims, demands, actions, suits or judgments by reason of alleged negligence or other acts resulting in bodily injury or property damage to any person within or without any school building or correctional institution if, at the time of the alleged injury, the teacher, supervisor, administrator, service personnel employee, county Superintendent, or school Board member was acting in the discharge of his or her duties, within the scope of his or her office, position or employment, under the direction of the Board of Education or in an official capacity as a county Superintendent or as a school Board member.

Insurance coverage provided by the Board of Risk and Insurance Management shall be in an amount to be determined by the State Board of Risk and Insurance Management, but in no event less than one million dollars for each occurrence. In addition, each county Board of education shall purchase, through the Board of Risk and Insurance Management, excess coverage of at least five million dollars for each occurrence. The cost of this excess coverage will be paid by the respective county Boards of education. Any insurance purchased under this section shall be obtained from a company licensed to do business in this State.

The insurance policy provided by the Board of Risk and Insurance Management shall include comprehensive coverage, personal injury coverage, malpractice coverage, corporal punishment coverage, legal liability coverage as well as a provision for the payment of the cost of attorney's fees in connection with any claim, demand, action, suit or judgment arising from such alleged negligence or other act resulting in bodily injury under the conditions specified in this section.

6.05 HOLIDAYS. (W. Va. Code § 18A-5-2): The following are designated as legal school holidays: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King's birthday, Memorial Day, West Virginia Day, and any day on which a primary election, general election or special election is held throughout the state or school district and any day appointed and set apart by the President or the Governor as a holiday of special observance by the people of the State.

When any such holiday falls within the employment term, it shall be considered as a day of the employment term and the full-time school personnel shall receive his or her pay for same. When any of the above designated holidays, except a special election, falls on Saturday, the schools shall be closed on the preceding Friday; when any such falls on Sunday, the schools shall be closed on the following Monday.

6.06 RETIREMENT. Under the provisions of the State Teachers Retirement System, regular employees are eligible for membership. General information on

this program is set forth in the booklet entitled, "West Virginia Teachers Retirement System". This booklet is given to each employee upon the beginning of his employment with Kanawha County Schools. For further information refer to this booklet.