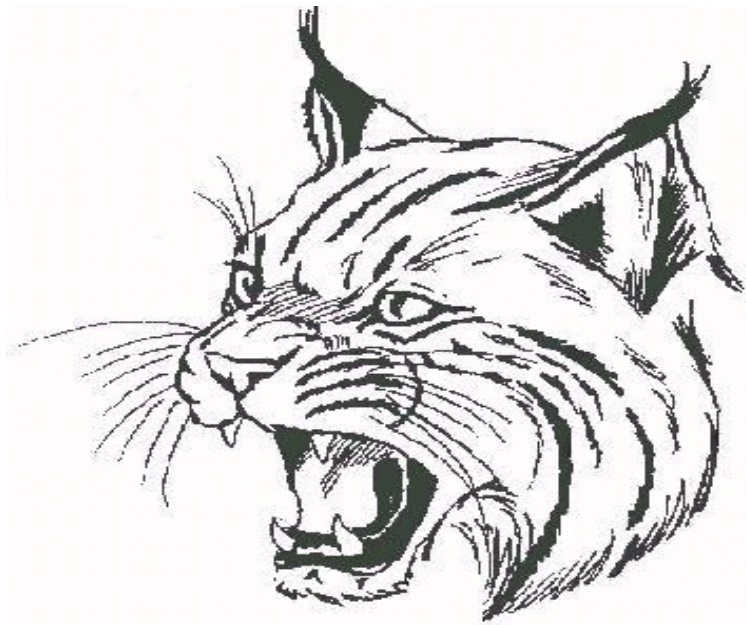


Elgin Independent School District

2009-2010

Employee Handbook



Revised Summer 2009

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Employee Handbook Receipt

Name: _____

Campus/department: _____

I hereby acknowledge receipt of my personal copy of the Elgin ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy. To see the handbook in electronic format or to print a hard copy go to www.elginisd.net.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it at www.elginisd.net.
- I choose to receive a hard copy of the employee handbook and accept responsibility for obtaining a copy from my supervisor or the Human Resources Office.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resources Director if I have questions or concerns or need further explanation.

Signature

Date

Note: You have been given two copies of this form. Please sign and date one and keep it. Sign and date the other copy and forward it to your supervisor.

Employee Handbook Receipt

Name: _____

Campus/department: _____

I hereby acknowledge receipt of my personal copy of the Elgin ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

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Signature

Date

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INTRODUCTION

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Office.

This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at-will status of employees in any way. Rather, it is a guide to and a brief explanation of district policies. District policies and procedures can change at any time. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. Policy manuals are located in the Superintendent's Office and on the EISD website at www.elginisd.net.

DISTRICT INFORMATION

Description of the District

The Elgin Independent School District is located approximately 22 miles east of Austin and is in the Region 13 Education Service Center area. There are seven campuses: Elgin Elementary School North and South, Booker T. Washington Elementary School, Neidig Elementary School, Elgin Middle School, Elgin High School, and Phoenix High School.

Mission Statement, District Goals and Objectives

Policy AE, AF & EH

The mission of the Elgin ISD is to strive to educate all students to be productive in a changing society by providing an educational program characterized by quality, equity and accountability.

The goals and objectives of the district are:

- Open, accurate and timely communication throughout the district and community.
- An assessment system that provides timely and useful information on an on-going basis.
- A challenging and aligned curriculum.
- 100% graduation rate.
- A supportive community fully involved in our schools.
- A quality education that meets the needs of the individual students.
- Facilities and resources that meet the needs of our district.
- Parents who are informed and actively involved in the education of our children.

The mission of the Texas public education system is to ensure that all Texas children have access to a quality education that enables them to achieve their full potential and fully participate now and in the future in the social, economic, and educational opportunities in our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of Texas and for the preservation of the liberties and rights of Texas citizens. It is

further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child.

The objectives of public education are:

- OBJECTIVE 1: Parents will be full partners with educators in the education of their children.
- OBJECTIVE 2: Students will be encouraged and challenged to meet their full educational potential.
- OBJECTIVE 3: Through enhanced dropout prevention efforts, all students will remain in school until they obtain a diploma.
- OBJECTIVE 4: A well-balanced and appropriate curriculum will be provided to all students.
- OBJECTIVE 5: Educators will prepare students to be thoughtful, active citizens who have an appreciation for the basic values of our state and national heritage and who can understand and productively function in a free enterprise society.
- OBJECTIVE 6: Qualified and highly effective personnel will be recruited, developed, and retained.
- OBJECTIVE 7: Texas students will demonstrate exemplary performance in comparison to national and international standards.
- OBJECTIVE 8: School campuses will maintain a safe and disciplined environment conducive to student learning.
- OBJECTIVE 9: Educators will keep abreast of the development of creative and innovative techniques in instruction and administration using those techniques as appropriate to improve student learning.
- OBJECTIVE 10: Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.

The academic goals of public education are to serve as a foundation for a well-balanced and appropriate education. The students in the public education system will demonstrate exemplary performance in:

- GOAL 1: The reading and writing of the English language.
- GOAL 2: The understanding of mathematics.
- GOAL 3: The understanding of science.
- GOAL 4: The understanding of social studies.

Board of Trustees

Policies BA, BB, BD & BE series

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, facilities, and expansions. The board has complete and final control over school matters within limits established by law and State Board of Education rules.

The board of trustees is elected by the citizens of the district to ensure a strong educational program for the district's children. Trustees are elected by single member district and serve three-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Board Members:

David Graham, President	District 4 - Term expires: 2010
Robert Mauck, Vice President	District 7 - Term expires: 2010
Kim Christensen, Secretary	District 3 - Term expires: 2012
J.D. Harkins, Parliamentarian	District 5 - Term expires: 2010
Pete Bega, Member	District 6 - Term expires: 2009
Geno Chavarria, Member	District 2 - Term expires: 2011
Byron Mitchell, Member	District 1 - Term expires: 2011

The board usually meets the third Monday of every month at 7:00 p.m. in the Elgin ISD Administration Building, 1002 N. Ave C. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Administration Building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

Board meeting schedule for 2009-2010

July 20, 2009	January 25, 2010
August 17, 2009	February 15, 2010
September 21, 2009	March 29, 2010
October 19, 2009	April 19, 2010
November 16, 2009	May 17, 2010
December 14, 2009	June 21, 2010

<u>Administration</u>	<u>Extension</u>
Bill Graves, Superintendent	1210
Genese Bell, Assistant Superintendent of Academic Services	1211
Kreis Alyea, Assistant Superintendent of Business and Support Services	1215
Peter Perez, Assistant Superintendent of Administration	1278
Al A. Rodriguez, Human Resources Director	1218
Bobby Vasquez, Instructional Specialist Supervisor	1226
Brian Page, Executive Director of Technology	1223
Danny Lauve, Athletic Director	1113

Dave Polk, Head Band Director	1120
Duane Shaw, Technology Director	1222
Ehrikka Hodge, Special Education Director	1230
Elizabeth Guajardo, Child Nutrition Services Director	1924
Kathy Hernandez, Special Education Administrator	1233
Larry Moseley, Support Services Director	1204
Nancy Collins, PEIMS Director	1203
Rick Reyes, Principal, Elgin Elementary School	1310
Tania Sneed, Assistant Principal, Elgin Elementary School - South	1311
Kendra Monk, Assistant Principal, Elgin Elementary School - North	1312
Virginia Caudle, Principal, Booker T. Washington Elementary School	1410
Deanna Olson, Assistant Principal, Booker T. Washington Elementary School	1411
Glenell Bankhead, Principal, Neidig Elementary School	1610
Debra Mills, Assistant Principal, Neidig Elementary School	1611
David Bell, Principal, Elgin Middle School	1510
Esther Barrientos-Walker, Assistant Principal, Elgin Middle School	1592
Jenni Cork, Assistant Principal, Elgin Middle School	1511
Janis Linder, Principal, Elgin High School	1110
Catherine Beckerley, Vice Principal, Elgin High School	1111
Mike Adams, Assistant Principal, Elgin High School	1112
Scott Martin, Assistant Principal, Elgin High School	1114
Larry Thomas, Principal, Phoenix High School	1904
T. Berry, DAEP Administrator	1911

Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

	<u>Phone / Fax</u>
Elgin ISD Administration Building	281-3434 / 281-5388
Academic Services	281-9864 / 281-9866
Accounts Payable	285-9214
AESOP (Automated Educational Substitute Operator)	800-942-3767
Athletics	285-9113
Band	285-9120
Benefits	285-9219
Business Office	281-3434 / 381-5388
DAEP (Disciplinary Alternative Education Program)	285-9009
CDC (Child Development Center)	281-9797

Child Nutrition Services
 Community Outreach
 Custodial Services
 Human Resources
 Instructional Technology
 Leave / Substitutes
 Maintenance
 Network Services
 Special Education
 Transportation

281-9755 / 281-9783
 281-9776
 281-5751 / 281-9799
 281-9816 / 281-9836
 281-9860 / 285-9934
 285-9217
 281-5751 / 281-9799
 285-9003 / 281-5388
 281-9737 / 281-9734
 281-5751 / 281-9799

School Directory

Phone / Fax

Elgin Elementary School - North
 Elgin Elementary School - South
 Booker T. Washington Elementary School
 Neidig Elementary School
 Elgin Middle School
 Elgin High School
 Phoenix High School

281-3457 / 281-9772
 TBD
 281-3411 / 281-9749
 281-9702 / 281-9703
 281-3382 / 281-9781
 281-3438 / 281-9804
 281-9774 / 281-9862

Approved 3-30-09

IMPORTANT DATES

Six weeks:
 Aug. 24 - Oct. 2 (29 days)
 Oct. 5 - Nov. 6 (23 days)
 Nov. 9 - Dec. 17 (28 days)
 Jan. 5 - Feb. 19 (32 days)
 Feb. 22- April 16 (33 days)
 April 19 - June 3 (32 days)
 First Semester = 78 days
 Second Semester = 97 days

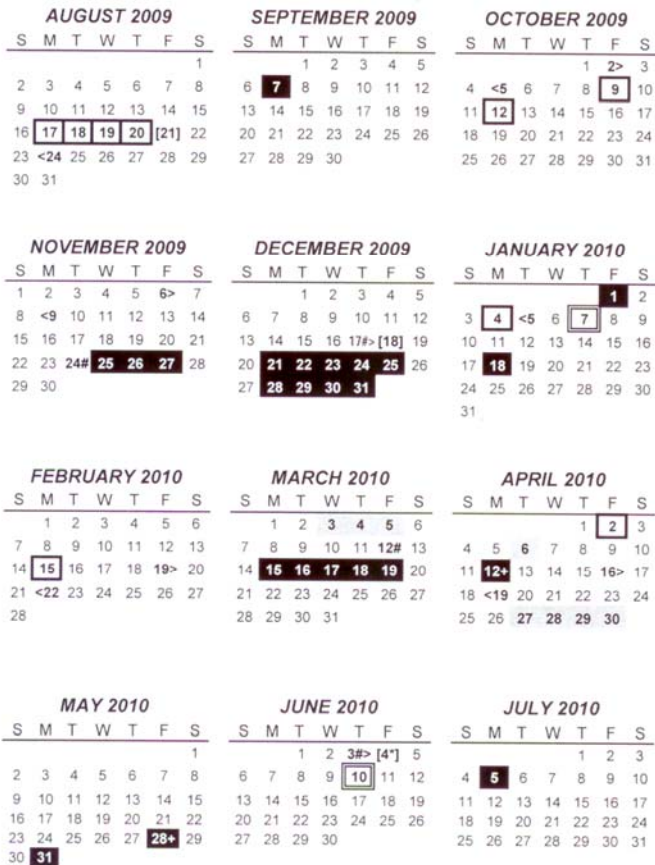
Staff Development:
 Aug. 17, 18, 19, 20
 Oct. 9, 12
 Jan. 4, Feb. 15, April 2

Teacher Work Days:
 Aug. 21, Dec. 18, June 4

Early Release Days:
 Nov. 24 (Students & Staff)
 Dec. 17 (Students & Staff)
 March 12 (Students & Staff)
 June 3 (Students ONLY)

Weather Makeup Days:
 April 12, May 28

Legend:
 < > Six Weeks
 ■ Student & Staff Holiday
 □ Staff Development
 [] Teacher Work Day
 * Weather Makeup Day
 ● Testing
 * Graduation
 # Early Release
 □ Phoenix Graduation



EMPLOYMENT

Equal Employment Opportunity

Policy DAA, DIA

The Elgin ISD does not discriminate against any employee or applicant for employment because of race, religion, sex, age, national origin, disability, military status, genetic information, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination on any of the bases listed above should contact the Human Resources Department.

Job Vacancy Announcements

Policy DC

To the extent possible, announcements of job vacancies by position and location are posted at the central administration building, on the district website at www.elginisd.net and at each campus and department throughout the district.

Employment After Retirement

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in certain positions or on a part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment After Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Web Site (www.trs.state.tx.us).

Contract and Non-Contract Employment

Policies DC, DCA, DCB, DCD, DCE

State law requires the district to employ all full-time professional and administrative employees in positions requiring a certificate and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at will or by a contract that is not subject to the procedures for non-renewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

Probationary Contracts: Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed in public education for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three

school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term contract should be given.

Term and Continuing Contracts: Full-time professionals employed in positions requiring certification and nurses will be employed by term or continuing contracts after they have successfully completed the probationary period. Campus principals and central office administrators are employed under one or two-year term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract and employment policies.

Non-Certified Professional and Administrative Employees: Employees in professional and administrative positions that do not require certification (such as non-instructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

Paraprofessional and Auxiliary Employees: All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

Searches and Alcohol and Drug Testing

Policy DHE

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, work areas, including district-owned computers, lockers, and private vehicles parked on district premises or work sites or used in district business.

Employees required to have a commercial driver's license: The purpose of alcohol and drug testing is to ensure safety and prevent accidents and injuries resulting from the misuse of alcohol and drugs by drivers of commercial motor vehicles. Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an

employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs returns to duty.

All employees required to have a CDL, or who otherwise are subject to alcohol and drug testing, will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Director of Support Services or the Human Resources Department.

Health Safety Training

Policy DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification in first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification to the Human Resources Department.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his / her request by March 1st. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources Department and must be approved by the receiving supervisor.

Workload and Work Schedules

Policy DEA, DL

Professional Employees: Professional and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers

and all school holidays. Notice of work schedules including required days of service and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation, including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and Auxiliary Employees: Support employees are employed at will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are “non-exempt” and therefore not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior written approval from their supervisor.

Notification to Parents Regarding Qualifications

DK, DBA

In schools receiving Title I funds, the district is also required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child’s teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Texas law also requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers includes individuals serving with an emergency permit (including individuals waiting to take a certification exam) or individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status can call the Human Resource Department.

Outside Employment and Tutoring

Policy DBD

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Performance Evaluation

Policy DN, DNA, DNB

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

Employee Involvement

Policy BQA, BQB

At both the campus and district levels, Elgin ISD offers opportunities for input in matters that affect employees and influences the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Superintendent's Office.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

COMPENSATION AND BENEFITS

Salaries, Wages, and Extra-duty Pay

Policy DEA, DEAA

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each overtime hour worked beyond 40 in a workweek. (See *Overtime*, page 13)

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and fulltime counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule. Employees should contact the Human Resources Department or The Business Office for more information about the district's pay schedules or their own pay.

If extra-duty is performed a Request for Payroll Supplement must be submitted. An original form will be sent to the campus secretary along with some ready- to- use on blue paper. The extra duty forms must be completed and submitted to the business office by the person responsible for approving the supplement. The forms are due completely filled out by the dates outlined on the back of the form. All information must be complete or the supplement cannot be processed and will be held for the next payroll.

Stipends that are less than \$1,000 (ex: department head, team leader, etc.) will be paid on the last check of the month ½ in December and ½ in May. The time sheet schedule will be followed for these Requests for Payroll Supplement (blue sheet) and must be turned in according to established dates.

When employees work athletic events an Athletic Duty Sheet must be completed and submitted to the business office by the person responsible for approving the supplement. The forms are due completely filled out by the dates outlined on the back of the form. All information must be complete or the supplement cannot be processed and will be held for the next payroll.

Annualized Compensation

Policy DEA

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly or bimonthly payments, beginning with the first pay period of the school year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

Paychecks (Wage Statements)

All employees are semi-monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

All time sheets are due by 3:00 P.M. on the due date. Questions regarding the dates should be directed to Cindy Olson at 281-3434 ext. #1219. Maintenance changes such as change of address, W-4 form, deductions, direct deposit, etc., turned in by the due date, will be effective on next pay date. Dates covered start on Saturday and end on Friday. The 2009-2010 follows:

Time Sheet Due Date	Dates Covered	Pay Date	Notes
08/25/09	08-08-09 to 08-21-09	09/15/09	
09/08/09	08-22-09 to 09-04-09	09/30/09	
09/22/09	09-05-09 to 09-18-09	10/15/09	
10/13/09	09-19-09 to 10-09-09	10/30/09	Covers Three Weeks
10/27/09	10-10-09 to 10-23-09	11/13/09	
11/10/09	10-24-09 to 11-06-09	11/30/09	
11/24/09	11-07-09 to 11-20-09	12/15/09	
12/01/09	11-21-09 to 11-27-09	12/18/09	Covers One Week
12/15/09	11-28-09 to 12-11-09	01/15/10	
01/12/10	12-12-09 to 01-08-09	01/29/10	Covers Four Weeks
01/26/10	01-09-10 to 01-22-10	02/12/10	
02/09/10	01-23-10 to 02-05-10	02/26/10	
02/23/10	02-06-10 to 02-19-10	03/12/10	
03/09/10	02-20-10 to 03-05-10	03/31/10	
03/23/10	03-06-10 to 03-19-10	04/15/10	
04/13/10	03-20-10 to 04-09-10	04/30/10	Covers Three Weeks
04/27/10	04-10-10 to 04-23-10	05/14/10	
05/11/10	04-24-10 to 05-07-10	05/17/10	
05/25/10	05-08-10 to 05-21-10	06/15/10	
06/08/10	05-22-10 to 06-04-10	06/30/10	
06/29/10	06-05-10 to 06-25-10	07/15/10	Covers Three Weeks
07/13/10	06-26-10 to 07-09-10	07/30/10	
07/27/10	07-10-10 to 07-23-10	08/13/10	
08/10/10	07-24-10 to 08-06-10	08/31/10	

Direct Deposit (Automatic Payroll Deposit)

As of June 10, 2003 District employees shall be paid by direct deposit. Employees must have their pay deposited into an account at a financial institution of their choice. Contact the Business Office for more information about the automatic payroll deposit service. Before making any changes to your direct deposit, contact the Business Office to find out what pay date the changes will be effective.

Procedures on Payday

School Year

All employees are paid semi-monthly. During the school year wage statements are delivered to the principal or designated employee at each campus by noon on payday. You must pick up your wage statement from your campus office. The directors of Food Service and Support Services Departments will pick up the wage statements from the Business Office and then distribute to their employees. *Wage statements will not be released to any person other than the district employee named on the wage statement without the employee's written authorization.* The principal or director may hold wage statements until the employee returns to work.

Substitutes may pick up their paychecks at the Administration Office after 10:00 a.m. on payday. Checks not picked up will be mailed at the end of the day. *Paychecks will not be released to any person other than the employee named on the paycheck without the employee's written authorization.*

Summer Break

All employees are paid semi-monthly. During the summer break wage statements are delivered to the principal or designated employee at each campus by 10:00 a.m. on payday. You must pick up your wage statement from your campus office. The director of Support Services will pick up the wage statements from the Business Office and then distribute to employees. Food Service employees will pick up their wage statements from the Administration Office between the hours of 10:00 a.m. and 2:00 p.m. *Wage statements will not be released to any person other than the district employee named on the wage statement without the employee's written authorization.* Wage statements not picked up on payday will be held at your campus.

Substitutes may pick up their paychecks at the Administration Office between the hours of 10:00 a.m. and 2:00 p.m. on payday. Checks not picked up will be mailed at the end of the day.

Payroll Deductions

Policy CFEA

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax
- Medicare tax (applicable only to employees hired after March 31, 1986)

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance, annuities and higher education savings plans. Employees also may request payroll deduction for payment of membership dues to professional organizations, the EISD Child Development Center, and the Elgin Education Foundation. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation

Policy DEA

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. **Nonexempt employees are not authorized to work beyond their normal work schedule without advance written approval from their supervisor.**

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:00 am on Saturday and ends at 11:59 pm on Friday.

Employees may be compensated for overtime with compensatory time off or direct pay at time-and-a-half rates. The following applies to all nonexempt employees:

- Employees can accumulate up to 40 hours of compensatory time.
- Comp time must be used in the duty year (July 1 through June 30) that it is earned.
- Use of comp time may be at the employee's request with supervisor approval as workload permits.
- An employee shall be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation).
- Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule authorized by the district. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage.

Tuition – Children of Nonresident Employees

Children of nonresident district employees may attend district schools tuition free. Nonresident district employees must provide transportation as district transportation shall not be provided.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than 10 hours per week are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each spring. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in

a separate booklet. Employees should contact TRS ActiveCare, 866-322-5999, for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for life, dental, disability, vision and flexible spending accounts. Premiums for these programs can be paid by payroll deduction. Employees should contact the Business Office for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., dental, vision, health and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the Business Office. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, page 20 for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Business office or the Human Resources Office.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify TRS as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us). See page 6 for information on restrictions of employment of retirees in Texas public schools.

LEAVES AND ABSENCES

Policy DEC, DECA & DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the Human Resources Department for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Leave is available for the employee's use. However, state personal and local sick leave is earned. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any employee who is absent more than three (3) days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of one-half day for every 18 days worked. A day of earned personal leave is equivalent to an assigned workday. State personal leave accumulates without limit, is

transferable to other Texas school districts and generally transfers to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

Nondiscretionary: Leave that is taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allows very little, if any advanced planning. Nondiscretionary leave will be granted to employees in the same manner as state sick leave.

Discretionary: Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor in advance of the anticipated absence. Discretionary personal leave will be granted on a first-come, first-served basis. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. [See DEC (LOCAL)]

Use of discretionary personal leave shall be considered granted unless the principal or designee notifies the employee to the contrary within 48 hours of receipt of the request.

- Discretionary leave may not be taken for more than three consecutive workdays, except with special approval for extenuating circumstances.
- Discretionary leave may not be taken on the following key days:
 - First or last two weeks of the school year
 - Before or after school holidays
 - Before End of Course, Semester, TAAS or End of Year Exams
 - Before Professional or Staff Development days

Sick Leave

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in half-day increments except in the following situations:

- When coordinated with family and medical leave taken on an intermittent or reduced-schedule basis
- When coordinated with workers' compensation benefits

State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

Sick Leave Bank

The purpose of the sick leave bank is to provide additional sick leave days to members of the bank in the event of an unexpected extended catastrophic illness, nonelective surgery, or a disability due to injury.

A District employee may, by written request, donate earned local personal leave days to the sick leave bank for persons, who due to personal serious illness of a catastrophic nature or that of an immediate family member have exhausted all accumulated leave.

Only members of the sick leave bank are eligible for donated leave. Leave shall be donated to a generic sick leave bank. Sick leave bank members requesting the leave must file an application for donated leave.

The district's policy that includes information related to the Sick Leave Bank is available at:

[http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DEC\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DEC(LOCAL).pdf)

Local Leave

All employees shall earn an additional five equivalent workdays of local sick leave per school year, concurrently with state leave. It shall accumulate with no limit on accumulation upon employment with the district and shall be taken with no loss in pay.

Temporary Disability

Certified Employees: Any full-time employee whose position requires certification by the State Board of Educators Certification or by the district is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability. A full-time educator may voluntarily request to be placed on temporary disability leave or be placed on leave involuntarily.

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Human Resources Office should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to do the job. Professional employees returning

from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

Family and Medical Leave (FMLA) – General Provisions

The following text is from the federal notice, *Employee Rights and Responsibilities Under the Family and Medical Leave Act*. Specific information that the district has adopted to implement the FMLA follows this general notice.

Basic Leave Entitlement: FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

Military Family Leave Entitlements: Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections: During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Eligibility Requirements: Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave: An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave: Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities: Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities: Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers: FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right protected under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement: An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) required FMLA covered employers to post the text of this notice.

Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

Local FMLA Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1 through June 30.

Use of paid leave: Family and medical leave runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined leave for spouses: A husband and wife who are both employed by the district are limited to a combined total of 12 weeks of FMLA leave to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent leave: When medically necessary, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

District contact: Employees that require FMLA leave or have questions should contact Karen Strong at 285-9217 for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified employees: Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It

may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Human Resources Office should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

Workers' Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

Assault Leave

Assault leave provides extended job income and benefits protection to anyone who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave or counted against the employee's family and medical leave entitlement and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Bereavement Leave

Use of state leave and/or local sick leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the District.

Absence for the death of a member of the employee's extended family or of a friend shall be restricted to one day of local leave per occurrence.

Jury Duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and shall be allowed to retain any compensation they receive.

Other Court Appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Employees may be required to submit documentation of their need for leave for court appearances.

Military Leave

Paid leave for military service: Any employee who is a member of the Texas National Guard, Texas State Guard, or reserve component of the United States Armed Forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days each federal fiscal year (October 1–September 30). In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment After Military Leave: Employees who leave the district to enter into the United States uniformed services or ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide

evidence of honorable discharge or release, and submit an application for reemployment to the Human Resources Office.

Continuation of Health Insurance: Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Human Resources Office for details on eligibility, requirements, and limitations.

EMPLOYEE RELATIONS AND COMMUNICATIONS

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include Teacher of the Year Awards.

District Communications

Throughout the school year, the Superintendent's Office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

COMPLAINTS AND GREVIENCES

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly process that all employees must follow when bringing formal complaints and grievances. Employees are encouraged to discuss problems or complaints with their supervisors or an appropriate administrator at any time.

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the board of trustees.

The district's policy that includes the grievance process is available at:

[http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DGBA\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DGBA(LOCAL).pdf)

EMPLOYEE CONDUCT AND WELFARE

Employee Dress Code

The intent of the Dress Code is to provide general guidelines for professional attire. The Employee Dress Code does not nor cannot anticipate every style of attire or exceptions. Thus, final determination of the appropriateness of employee attire resides with the building principal.

- Dress collared shirts will be worn by male faculty and staff and must be tucked into pants.
- Ties are encouraged for males, particularly at formal school events and activities.
- Jeans may be worn by all employees provided they are not thin or frayed. Jeans must be “like new” in appearance, although this does not necessarily mean dark-blue in color.
- Pants that have belt loops must be worn with a belt or suspenders.
- Women’s skirts must be of appropriate length, no more than 4 inches above the knee.**
- Shorts, tank tops, T-shirts, and sundresses are not permitted.
- P.E. instructors may wear athletic shorts and/or sweats provided that the attire is necessary for direct instruction. Faculty and staff with split instructional assignments (such as classroom assignments and gymnasium assignments) must adhere to the dress code guidelines appropriate to the instructional period. This requirement is applicable to those faculty or staff with after-school coaching assignments.
- Athletic shoes may be worn provided they are “like-new” in appearance.
- Male faculty and staff are prohibited from wearing earrings.**
- Hats or caps are not permitted within school buildings.
- Wind-suits may be worn provided they are coordinated and not distinguished as work-out attire. (Principal’s discretion)
- Women may wear wide-leg shorts (skorts) if they do not violate the dress-length requirement.**
- Faculty and staff are prohibited from wearing clothing with printed materials promoting or indicating drug, alcohol, and tobacco products. Faculty and staff are also prohibited from wearing clothing with printed materials which may be sexually or ethnically offensive.**
- All faculty and staff are prohibited from displaying nose rings, tongue studs, eyebrow rings or all such other body piercing type ornamentation.
- Hair length for male faculty and staff may not exceed below the collar.
- Male faculty and staff may wear facial hair (e.g. beard, mustache) provided they are neat and trim.

The Dress Code for Faculty and Staff applies for summer employees also. Principals may designate specific “special days” or “special activities” and make exceptions to some provisions of the Dress Code (provisions marked with ** cannot be suspended by the principals.)

Standards of Conduct

Policy DH

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights and property of students and coworkers and maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor as early as possible (preferably in advance) in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, and tardiness may be cause for disciplinary action.
- Know and comply with department and district procedures and policies.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policy, and ethical standards for professional educators. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SCED not later than the seventh day the superintendent first learns of the incident. See *Reports to the State Board for Educator Certification*, page 35 for additional information.

The *Code of Ethics and Standard Practice for Texas Educators* is reprinted below:

Code of Ethics and Standard Practices for Texas Educators

Statement of Purpose

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

Standard 1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other applicable state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

2. Ethical Conduct toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.

Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

3. Ethical Conduct toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

Standard 3.3 The educator shall not deliberately or knowingly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.

Standard 3.5 The educator shall not engage in physical mistreatment of a student.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Discrimination, Harassment & Retaliation

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Employees who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the employee should report the complaint directly to the superintendent. A complaint against the superintendent may be made directly to the board.

The district's policies that include information related to discrimination, harassment and retaliation are available at:

[http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DH\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DH(LOCAL).pdf) and [http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DIA\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DIA(LEGAL).pdf)

Harassment of Students

Policies DF, DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting suspected child abuse*, page 26 for additional information.

The district's policies that include definitions and procedures for reporting and investigating harassment of students are available at:

[http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DF\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DF(LEGAL).pdf) and [http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=FFH\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=FFH(LOCAL).pdf)

Alcohol- and Drug-Abuse Prevention

Policies DH, DI

Elgin ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed.

The district's policies that include information related to Alcohol and drug abuse prevention are available at:

[http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DH\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DH(LOCAL).pdf) and
[http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DI\(XHIBIT\).pdf](http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DI(XHIBIT).pdf)

Reporting Suspected Child Abuse

Policy DF, DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by Texas Family Code and includes any sexual conduct involving an educator and a student or minor. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Fraud and Financial Impropriety

Policy CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

Conflict of Interest

Policy BBFA, DBD

Employees are required to disclose to their supervisor any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Nonschool employment

Gifts and Favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

Associations and Political Activities

Policy DGA

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

Use of district resources, including work time, for political activities is prohibited.

Safety

Policy CK

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules
- Keep work areas clean and orderly at all times
- Immediately report all accidents to their supervisor
- Operate only equipment or machines for which they have training and authorization

In fulfilling its educational mission, the Elgin Independent School District has a commitment to the employees and students of the district to provide a safe and healthful workplace, free of recognized hazards to the greatest degree possible.

The administration's goal is the prevention of accidents, whether they involve employee injuries, traffic incidents, property damage, or student injury. Administrators provide the inventive and full support for all safety procedures, training, and hazard elimination practices. Administrators will stay fully informed on all health and safety items through out the district in order to constantly review the effectiveness of the current safety and health programs.

Supervisory personnel are directly responsible for the instruction of all employees under their jurisdiction in regard to proper procedures and safe methods to be utilized in performing work duties, for taking immediate corrective measures to eliminate hazardous conditions, and for implementing practices for the prevention of all accidents.

Each employee, regardless of his or her position within the district shall cooperate in every respect with the district's safety and loss control program. Some of the major points of the district's program are as follows:

- Employees must follow recognized safe work practices as a condition of employment within the district. Failure to follow this stated policy will be cause for disciplinary action. Willful violation shall be cause for termination.
- Personal protective equipment, where required, will be worn by all employees and students. There will be no exception to this requirement.
- Hazardous conditions and other safety concerns must be reported to the responsible supervisor immediately.

Each district employee has the responsibility for his or her own safety, as well as the safety of fellow employees. Employees must become familiar with the potential hazards of their jobs and do what is necessary to ensure their safety. By this means, our district can achieve the safe working conditions deserved by all its employees.

Mr. Kreis Alyea has been appointed as the Elgin ISD safety and loss control officer. The responsibilities of this position include the authority and responsibility for the implementation of the district-wide safety and loss control program.

Employees with questions or concerns relating to safety programs and issues can contact the Business Office.

Tobacco Use

Policies DH, GKA, FNCD

State law prohibits smoking or using tobacco products on all district-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Criminal History Background Checks

Policy DBAA

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions

Policy DH

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, any offense involving moral turpitude, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part of school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Drug- or alcohol-related offenses
- Acts constituting abuse under the Texas Family Code

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or call the Superintendent's Office immediately.

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

Copyrighted Materials

Policy EFE

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videotapes are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Computer Use and Data Management

Policy CQ

The district's electronic communications systems, including its network access to the Internet, is primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Technology Department.

Asbestos Management Plan

Policy CKA

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of district property. A copy of the district's management plan is kept in the Superintendent's Office and is available for inspection during normal business hours.

Pest Control Treatment

Policy DI

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the office. Pest control information sheets are available from campus principals or facility managers upon request.

OTHER TOPICS

Key Control

- Principals are responsible for key control at their campus.
- At the end of each academic year, keys will be returned to the principals.
- All keys must be returned upon leaving employment with the District. Failure to do so may result in the withholding of any related expenses from the employees final paycheck.

Requests for additional keys must be routed through the respective campus office or Director to the Maintenance Office. Replacement charges: \$10 per key for Best keys and \$5 per key for Sargent keys.

Mailboxes

Teacher's mailboxes are available at each campus. Please check them daily for important communication.

Telephone Procedures

Telephones are available in all school offices. Teachers are encouraged to communicate with parents by phone if possible. Long distance calls must be authorized by the principal by completing the appropriate forms. Personal calls must be paid by the individual and excessive use for this reason is not permitted.

GENERAL PROCEDURES

Bad Weather Closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or to release students early, the following radio and television stations will be notified by school officials: KKMJ 95.5 FM, KASE 100.7 FM, KVET 98.1 FM, KLBK 590 AM, KVET 1300 AM, KQQQ FM, KKLK FM, KELG AM and Channels 7, 8, 24, 36 and 42.

Emergencies

Policy CKC

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Business Office department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without an approved purchase order. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or

equipment for personal use through the district's business office. Contact the Business Office for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources Office and the Business office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary.

Personnel Records

Policy GBA

Most district records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

- Address
- Phone number
- Social Security number
- Information that reveals whether they have family members

The choice to not allow public access to this information may be done at any time by submitting a written request to the Human Resources Department. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public

Building Use

Policy DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. Support Services is responsible for scheduling the use of facilities after school hours. Contact the building Principal and/or Support Services to request to use school facilities and to obtain information on the fees charged.

Bulletin Board Posting

Each Department and Campus will designate a centrally located Bulletin Board where official materials are posted. Each employee is responsible for reading the Bulletin Board on a daily basis and will be responsible for the posted information.

TERMINATION OF EMPLOYEMENT

Resignations

Policy DFE

Contract employees: Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the immediate supervisor. Contract employees may resign at any other time only with the approval of the

superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The superintendent will notify the Texas commissioner of education when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed below. (See Reports to the commissioner, page 35.)

Non-Contract Employees: Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the immediate supervisor at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

Dismissal or Non-Renewal of Contract Employees

Policies DFAA, DFAB, DFBA, DFBB, DFD, DFF

Employees on probationary, term, and continuing contracts can be dismissed during the school year or non-renewed at the end of the year according to the procedures outlined in district policies. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF policies that are located on the district's website at www.elginisd.net or in the policy manuals located in each campus Library and the Administration Building.

Dismissal of Non-Contract Employees

Policy DCD

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See Complaints and grievances, page 22.)

Exit Interviews and Procedures

Policy DC

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback

on his or her employment experience. All district keys, books, property, and equipment must be returned upon separation from employment.

Reports to the State Board for Educator Certification

Policy DF

The dismissal or resignation of a certified employee will be reported to the SBEC when the superintendent first learns about an alleged incident of conduct that involves the following:

- A reported criminal history
- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event
- Violating assessment instrument security procedures

Reports Concerning Court-ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

STUDENT ISSUES

Equal Educational Opportunities

Policy FB, FFH

The Elgin School District does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students on the basis of race, color, religion, sex, or national origin should be directed to the superintendent or the district's Title IX

coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to the Human Resource Office. .

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

- Parents married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student (if 18 or older or emancipated by a court)
- School officials with legitimate education interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policy DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggestion the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs

Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Discipline

Policies in the FN series and FO series

Students are expected to follow the campus rules, classroom rules, and rules listed in the Student Code of Conduct and Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management procedures that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Teachers must file a written report with the principal or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. A copy of this report will be sent by the principal or administrator to the student's parents within 24 hours.

Student Attendance

Policy FEB

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

All employees are required to report student complaints of bullying to the Campus Principal.

The district's policy that includes definitions and procedures for reporting and investigating bullying of students is available at:

[http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=FFI\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=FFI(LOCAL).pdf)

Hazing

Policy FNCC

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus discipline person.

APPENDIX

The following is a list of employment policies, including (Legal) and (Local) policies and exhibits, available at www.tasb.org/policy/pol/private/011902/ that all employees must read:

DAA - Equal employment opportunity

[http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DAA\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DAA(LEGAL).pdf)

DBAA - Criminal history and credit reports

[http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DBAA\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DBAA(LEGAL).pdf)

DBD - Conflict of interest

[http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DBD\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DBD(LEGAL).pdf)

[http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DBD\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DBD(LOCAL).pdf)

[http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DBD\(XHIBIT\).pdf](http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DBD(XHIBIT).pdf)

DC Series - Employment practices

[http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DC\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/011902/pol.cfm?DisplayPage=DC(LOCAL).pdf)

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DEA - Salaries and wages

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DEAA - Stipends and incentives

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DEC - Leaves and absences

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DFAC - Return to probationary status

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DFB Series - Termination of term contracts

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DFD - Hearings before hearing examiner

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DFE - Resignations

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DFF - Reduction in force

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DG - Employee rights and privileges

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DGBA - Employee complaints

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DH - Employee standards of conduct

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DHE - Searches and Drug/Alcohol testing

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DI - Employee welfare

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DIA - Discrimination, harassment, and retaliation

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DK - Assignments and schedules

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DN Series - Performance appraisal

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