

ELGIN ISD

Employee Handbook

2021-2022



If you have difficulty accessing the information in this document because of a disability, please email [Human Capital](#).

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Employee Handbook Receipt

Name: _____

Campus/Department: _____

I hereby acknowledge receipt of a copy of the EISD 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 access 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 according to the instructions provided
- I choose to receive a hard copy of the employee handbook and accept responsibility for accessing it electronically and printing it out or picking up a hard copy from Human Capital

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. 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 Human Capital if I have questions or concerns or need further explanation.

Signature

Date

Sign and date this receipt and forward it to the Human Capital Department.

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 [Al A. Rodriguez](#), Assistant Superintendent of Human Capital.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. 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. District policies can be accessed online at [HERE](#).

District Information

Description of the District

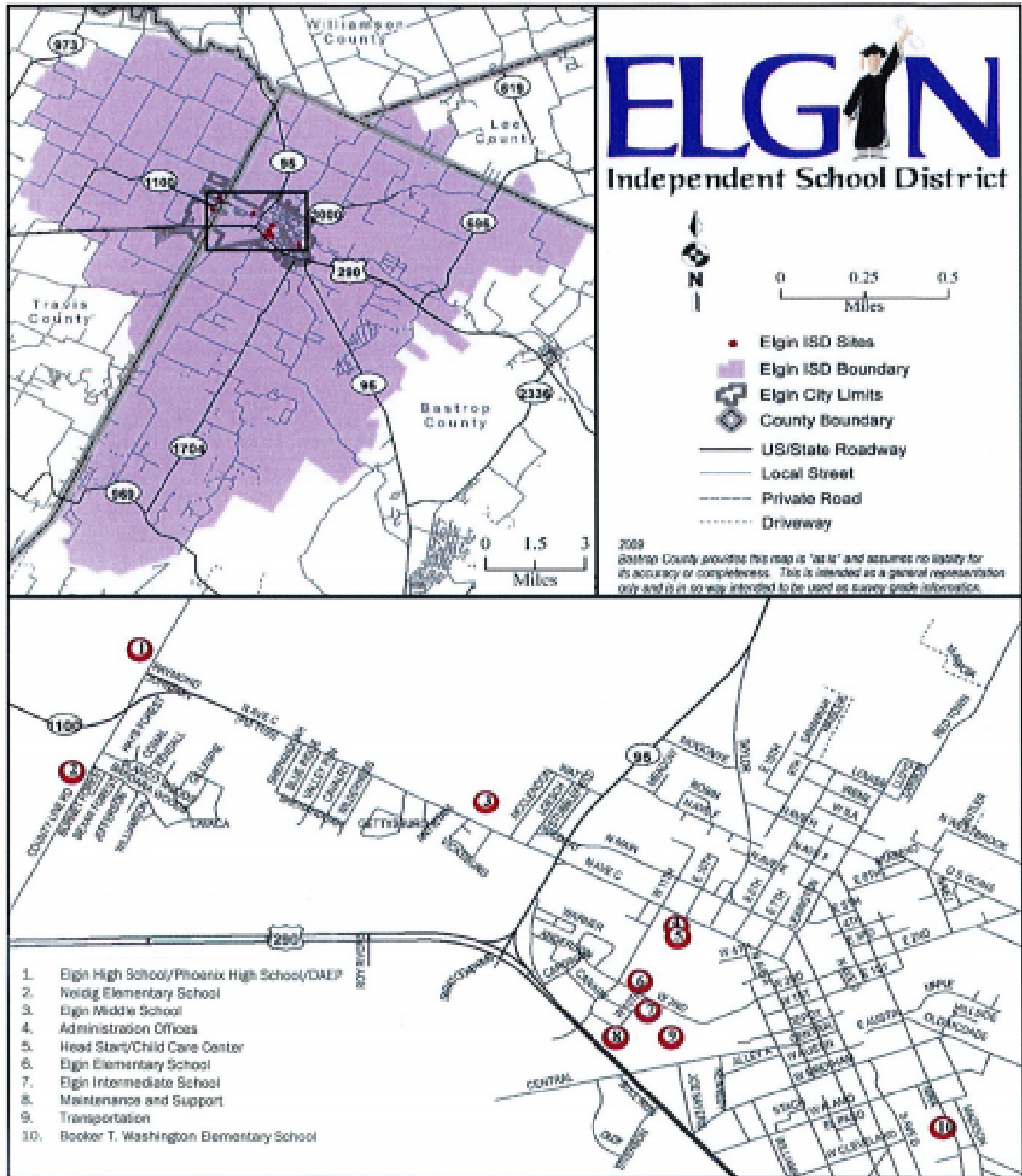
The Elgin Independent School District is located approximately 22 miles east of Austin and is in the Region 13 Education Service Center area.

Elgin ISD is a District of Innovation. The 84th Legislative Session, House Bill 1842 gives traditional independent schools most of the flexibilities available to the state's open enrollment charter schools. An innovation plan allows Elgin ISD to be exempt from some Texas Education Code (TEC) requirements, thus gaining the district greater local control. Elgin ISD took the first step in exploring this opportunity when the Board approved a resolution initiating the process on September 19, 2016. The Board then held a public hearing on October 17, 2016, to consider whether the district should develop an innovation plan, at which time the Board decided to move forward in the process. A committee made up of the District's Executive Cabinet, Leadership Team, and District Advisory Council was appointed to develop an innovation plan. The District's term of the designation as a district of innovation may not exceed 5 years.

Elgin ISD is a PK-12 public school district serving 168 square miles. The District operates seven academic campuses; three elementary and three secondary campuses:

- Elgin Elementary School
- Booker T. Washington Elementary School
- Neidig Elementary School
- Elgin Intermediate School
- Elgin Middle School
- Elgin High School
- Phoenix High School (located at the Elgin High School).

District Map



Vision, Mission Statement, Goals, & Objectives

Policy [AE](#)

The vision of the District is to change lives.

The mission of the Elgin ISD is to ensure a high-quality education that guarantees a life-changing experience for all.

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 series, BD series, & 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, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community’s commitment to a strong educational program for the district’s children. Board members are elected by single member district and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- | | |
|--------------------------------------|------------------------------|
| ● Byron Mitchell, President | District 1-Term expires 2023 |
| ● Beth Walterscheidt, Vice President | District 3-Term expires 2024 |
| ● Juanita Valarie Neidig, Secretary | District 6-Term expires 2024 |
| ● Angie Edmon, Parliamentarian | District 4-Term expires 2022 |
| ● Pete Bega, Member | District 2-Term expires 2023 |
| ● J.D. Harkins, Member | District 5-Term expires 2022 |
| ● David Glass, Member | District 7-Term expires 2022 |

The board usually meets the third Monday of every month at the Elgin ISD Administration Building, 1002 N. Avenue C, Elgin, TX 78621. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and 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 from which the public and others are excluded. 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 consulting with attorneys regarding pending litigation.

Board Meeting Schedule

July 19, 2021	November 15, 2021	March 28, 2022
August 16, 2021	December 13, 2021	April 18, 2022
September 20, 2021	January 24, 2022	May 16, 2022
October 18, 2021	February 28, 2022	June 20, 2022

Administration

Dr. Jodi Duron , Superintendent	Extension 1210
Rene Suarez , Executive Assistant	1201

Executive Cabinet:

Heather Escalante , Chief Finance Officer	1215
Elisabeth Goodnow , Assistant Superintendent	1229
Brian Page , Chief Technology Officer	1223
Dr. Peter Perez , Deputy Superintendent	1278
Al A. Rodriguez , Assistant Superintendent	1218

District Administration

Heath Clawson , Athletic Director / Head HS Football Coach	1113
Elizabeth Guajardo , Food Service Director	1924
Dr. Sheila Guzman , Bilingual / ESL Director	1235
Teresa Hill , Director of Curriculum and Guidance Services	1276
Ashton Booth , Director of Special Education	1230
Caroline Johnston , ACE Project Director-21 st Century Grant	1271
Rainey Lann , Executive Director of Maintenance & Operations	1243
Debra Mahone , Project Grant Director	1238
Armando Martinez , Head Band Director	1120
AJ Guerra , Transportation Director	1254
Cynthia Pawelek , Director of Assessment & Accountability	1233
Carrie Arnold , Director of Purchasing & Organizational Planning	1226

(See Organizational Charts [HERE](#).)

Campus Administration

Sarah Farias , Principal, Elgin Elementary School	1310
Megan Wehrle , Assistant Principal	1311
Jens Anderson , Assistant Principal	1309
Kimberly Martinec , 504/Testing Coordinator	1360
Theresa Colunga , Principal, Booker T. Washington Elementary School	1410
Denise Guerrero , 504/Testing Coordinator	1421
Linda Tamez , Assistant Principal	1411
Ami Cortes-Castillo , Principal, Neidig Elementary School	1610
Steven Payne , Assistant Principal	1611
Sheri Fritsche , 504/Testing Coordinator	1659
Robert Truhill , Principal, Elgin Intermediate School	1710
Conwell Spears , Assistant Principal	1711
Jens Anderson , Assistant Principal	1707
Kimberly Connolly , 504/Testing Coordinator	1712
Riza Cooper , Principal, Elgin Middle School	1510
Scott Martin , Assistant Principal	1509
Jeffrey Martinez , Assistant Principal	1569
Idolina Munoz-Brasher , 504/Testing Coordinator	1508
Rick Reyes , Principal, Elgin High School	1110
Kelsey Jones , Associate Principal	1111
Arthur Martinez , Assistant Principal	1063
Michael Arthur , Assistant Principal	1085
Jesse Perez , Assistant Principal	1112
Amanda Phillips , 504/Testing Coordinator	1058
Bobby Block , Principal, Early College High School	1114
Michelle Ruthven , Principal, Phoenix High School / DAEP	1904

(See Organizational Charts [HERE](#).)

School Calendar

Elgin Independent School District 2021-2022 Instructional Calendar

July 2021						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	(17)	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	(13)	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
Su	M	Tu	W	Th	F	S
						1
2	3	4	(5)	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18*	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	(21)	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18*	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26*	27*	28
29	30	31				

June 2022						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Instructional Minutes for Elem/Sec:
 Semester 1: 35,850/35,700 (80 days)
 Semester 2: 41,100/40,950 (92 days)
Total: 76,950/76,650

Hours of Operation: 7:30-3:00 (EES)
 7:35-3:05 (BTW/NES)
 8:20-3:50 (EIS)
 8:30-4:00 (EMS)
 8:35-4:05 (EHS)

Graduation: May 27, 2022 7:00 pm @ EHS
 (Indoor location TBD in the event of inclement weather)

- Teacher Staff Development;
* Bad Weather Make-up Day
- Early Release for Secondary Students Only (2.5 Hours)
- Early Release for All Students (2.5 Hours)
- Jump Start Academy

- School Closed/Holiday
- First and Last Day of School
* Early Release (All)
- New Teacher Academy
- Jump Start Academy Teacher Work Day

- Offices Closed
- (9-Week Grading Period)
- Teacher Workday:
* Early Release

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.

Department	Phone / Fax
Absence Management (formerly AESOP)	800-942-3767
Academics & School Improvement	285-9206 / 285-9933
ACE Program	285-9273
Administration	285-9200 / 281-5388
Administrative & Student Services	285-9279
Athletics	285-9113
Band	285-9120
Benefits	281-9816
Business Office	285-9216 / 285-9933
Child Development Center (CDC)	281-9797
Child Nutrition Services	281-9755 / 281-9783
DAEP (Disciplinary Alternative Education Program)	285-9011
Elgin Education Foundation	281-9731
Family Health Center	229-3334
Human Capital (formerly Human Resources)	285-9200 / 281-9836
Leave & Substitutes	285-9217
Maintenance & Operations	281-9760 / 285-3875
School Board	
Special Education	281-9737 / 285-9934
Superintendent's Office	281-9731
Technology	285-9700 / 285-5738
Transportation	281-5751 / 281-9799
School Directory	
Elgin Elementary School	281-3457 / 281-9772
Booker T. Washington Elementary School	281-3411 / 281-9749
Neidig Elementary School	281-9702 / 281-9703
Elgin Intermediate School	281-9701 / 281-9874
Elgin Middle School	281-3382 / 281-9781
Elgin High School	281-3438 / 281-9804
Phoenix High School	281-9744 / 281-9783

(See *Organizational Charts* [HERE](#).)

Employment

Equal Employment Opportunity

Policies [DAA](#) & [DIA](#)

In its efforts to promote nondiscrimination and as required by law, Elgin ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: [Al A. Rodriguez](#), Assistant Superintendent of Human Capital, 1002 N. Avenue C, Elgin, TX 78621, 512-281-3434 ext. 1218. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 Coordinator for employees for concerns regarding discrimination on the basis of a disability: [Al A. Rodriguez](#), Assistant Superintendent of Human Capital, 1002 N. Avenue C, Elgin, TX 78621, 512-281-3434 ext. 1218.

Questions or concerns relating to discrimination for any other reason should be directed to [Dr. Jodi Duron](#), Superintendent, 1002 N. Avenue C, Elgin, TX 78621, 512-281-3434 ext. 1201.

Job Vacancy Announcements

Policy [DC](#)

Announcements of [job opportunities](#) by position and location are posted on a regular basis to the district's website.

Employment after Retirement

Policy [DC](#)

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or 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 Website (www.trs.texas.gov).

Contract and Non-contract Employment

Policy [DC series](#)

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) 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 nonrenewal 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. Registered 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 a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher 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 or continuing contract should be given.

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online or copies will be provided upon request.

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) may be employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code or, if 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.

Certification and Licenses

Policies [DBA](#), & [DF](#)

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to [Human Capital](#) within 10 business days of dated notification from the respective credentialing entity. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify [Human Capital](#) when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact [Al A. Rodriguez](#), Assistant Superintendent of Human Capital at 512-281-3434 ext. 1218, if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy [DC](#)

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization.

Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents.

Contact [Jackie Ruiz](#), Human Capital Specialist at 512-281-3434 ext. 1202, if you have any questions regarding reverification of employment authorization.

Searches and Alcohol and Drug Testing

Policies [CQ](#), [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, and work areas including district-owned technology resources, 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. 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 if their duties include driving a commercial motor vehicle.

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 is allowed to return 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 testing policies and related educational material should contact [Al A. Rodriguez](#), Assistant Superintendent of Human Capital at 512-281-3434.

Health Safety Training

Policies [DBA](#) & [DMA](#)

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training 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 or documentation to their Campus Principal, AND to [Cathy Hernandez](#),

Human Capital Administrative Assistant, prior to the first day of instruction and/or in advance of the expiration date of the respective certificate.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder awareness, recognition, and related first aid.

Reassignments and Transfers

Policy [DK](#)

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee 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 or 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 Capital](#) Department, in collaboration with relevant campus/department supervisors.

Workload and Work Schedules

Policies [DEAB](#), [DK](#) & [DL](#)

Professional Employees. Professional employees 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 start and end dates 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 within the instructional day. 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 receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See *Overtime Compensation* on page 23 for additional information.

Breaks for Expression of Breast Milk

Policies [DEAB](#) & [DG](#)

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

Notification to Parents Regarding Qualifications

Policies [DK](#) & [DBA](#)

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law 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 notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and 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 may contact the [Human Capital](#) Department at 512-281-3434.

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 series, [DP](#)

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, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement

Policies [BQA](#) & [BQB](#)

At both the campus and district levels, Elgin ISD offers opportunities for input in matters that affect employees and influence 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 non-instructional 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 Stipends

Policies [DEA](#), [DEAA](#), & [DEAB](#)

Employees are paid in accordance with administrative guidelines and an established pay structure. 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 semi-monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage. (See *Overtime Compensation*, page 23)

All employees will receive written notice of their work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time 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 [Timesheet & Payroll Schedule](#).

Employees should contact the [Human Capital](#) Department for more information about the district's pay schedules or their own pay.

If extra-duty is performed by exempt employees a Request for Payroll Supplement (aka "Blue Form") must be submitted. Forms are available through the campus / department Administrative Assistant. The extra duty forms must be completed and submitted to 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 [Timesheet & Payroll Schedule](#). All information must be complete or the supplement cannot be processed and will be held for the next payroll.

VeriTime - Official Time Records

The VeriTime electronic timekeeping system and associated work records is the official basis for recording hours worked for non-exempt (hourly) employees of the Elgin Independent School

District (EISD). Handwritten timesheets were replaced by VeriTime generated timesheets during the Spring of 2013 and are based on the data in the timekeeping system.

In order to ensure consistency of treatment for employees, the data recorded in the VeriTime system shall be considered as the “official” record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official VeriTime records.

In order for the electronic timekeeping system to work as intended, all non-exempt employees must participate. Outlined below are some important rules.

Daily Clock-in/Clock-out:

It is REQUIRED that ALL non-exempt employees “clock in” in the morning, and “clock out” at the end of the work day at their place of work. (Under certain conditions, such as a training course at a different location, catering activities, or no computer access, the employee shall clock in/out at the different location, or be clocked in/out manually by the Campus/Department Timekeeper Manager).

Other requirements include:

- Employees MUST clock in by their scheduled start time.
- Employees may NOT clock in more than 5 minutes before their scheduled starting times (unless the employee has Supervisor approval for early arrival).
- Employees may NOT clock out before their scheduled ending time, unless authorized to do so by their supervisor. If a non-exempt employee that is paid on an annualized basis clocks out early, they shall use leave or the time not worked will be docked from their pay.
- Clock in and out times are rounded to the nearest quarter hour and posted accordingly. Actual clock in/out times are still recorded in the system for reference.
- Employees MUST clock out and back in for lunch breaks. Due to the nature of some departments this break may automatically be deducted. Every employee MUST take a lunch break.
- Employees MUST clock out and back in for any other breaks when they leave the premises. However, employees are NOT entitled to breaks according to FLSA (Fair Labor Standards Act).
- Employees MUST clock in and out at the designated work station or kiosk.
- Employees should never work off the clock, even if they are asked to do so by their supervisor. If your supervisor asks you to work off the clock, please notify the Chief Finance Officer.

Falsification, Tampering, and/or Unauthorized Viewing:

Attempts to tamper with timekeeping hardware or software will be considered a serious offense. Due to the severity of potential infractions, immediate discipline (up to and including immediate

termination) may be enforced for attempts to falsify, tamper with, or gain unauthorized access to the VeriTime system. Supervisors and the Human Capital Department will review the specific details of such an infraction and develop an appropriate response. The following is to be considered prohibited:

- Punching in for an absent employee (a.k.a. “buddy punching”)
- Interfering with other employees’ use of the VeriTime system
- Unauthorized viewing of another employee’s time in the VeriTime system

Clock Problems:

If any employee is unable to clock in/out because of a time clock malfunction, it is the employee’s responsibility to immediately inform the Campus/Department Timekeeper Manager. In this situation the Campus/Department Timekeeper Manager will “manually” clock the employee in/out. The Campus/Department Timekeeper Manager will notify the Human Capital Department of any clock problems. Any disagreements with the official time detail record shall be reviewed with the employee’s Supervisor, who shall authorize any changes to timekeeping data. Supervisors must approve time sheets in the online approval system every Monday for the prior week.

Overtime and Compensatory Time:

Overtime MUST be authorized in writing in advance, by a supervisor. Overtime is calculated based on the actual hours recorded and credited to the employee, as measured by the VeriTime system. Overtime is earned on a weekly basis, and is only credited after 40 hours of actual hours worked have been accumulated within a given week. Overtime is paid at 1.5 times the employee’s base hourly rate after 40 hours worked. Since overtime or extra hours are calculated when recorded work hours exceed 40, employees may NOT clock in early or clock out late without prior supervisory approval.

Compensatory time off may NOT be given for overtime worked. Employees will be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with direct pay.

Docked Pay:

If non-exempt employees who are paid on an annualized basis are absent and have used up all their sick days, personal days, etc., their pay shall be docked for the time missed, based on their pay rate. Pay will also be docked for non-exempt employees paid on an annualized basis who fail to work their full number of scheduled hours during any given workweek.

VeriTime Timekeeper Managers and Supervisors:

Timekeeper Managers are appointed by Principals/Department heads (Timekeeper Supervisors) as those responsible for editing clock ins/outs. Clock ins/outs should only be edited by

Timekeeper Managers upon authorization by Timekeeper Supervisors (an email from the Supervisor to the Manager is sufficient authorization). Time should be reviewed and edited (if needed) on a daily basis.

Supervisors (professional, administrative, exempt employees) are to review the approved time data information for each employee and then approve time electronically on a weekly basis. A non-exempt employee may not approve or sign off on time sheets. Supervisors may not give out their time clock or online approval “log in” id or password.

Paychecks

All professional, salaried and paraprofessional employees are paid 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.

The schedule of pay dates for the 2021-2022 school year follows:

<u>Due to HC</u>	<u>Due to BO</u>	<u>Date Due</u>	<u>Dates Covered</u>	<u>Pay Date</u>
07/26/21	07/30/21	08/18/21	07-31-21 to 08-13-21	09/15/21
08/09/21	08/13/21	09/08/21	08-14-21 to 09-03-21 (3wks)	09/30/21
08/30/20	09/03/21	09/22/21	09-04-21 to 09-17-21	10/15/21
09/13/21	09/17/21	10/06/21	09-18-20 to 10-01-21	10/29/21
09/27/21	10/01/21	10/20/21	10-02-21 to 10-15-21	11/15/21
10/11/21	10/15/21	11/03/21	10-16-21 to 10-29-21	11/19/21
				12/15/21
10/25/21	10/29/21	12/01/21	10-30-21 to 11-26-21 (4wks)	12/17/21
11/15/21	11/19/21	12/08/21	11-27-21 to 12-03-21 (1wk)	01/14/22
11/29/21	12/01/21	01/12/22	12-04-21 to 01-07-22 (5wks)	01/31/22
01/03/22	01/07/22	01/19/22	01-08-22 to 01-14-22 (1wk)	02/15/22
01/10/22	01/14/22	02/02/22	01-15-22 to 01-28-22	02/28/22
01/24/22	01/28/22	02/16/22	01-29-22 to 02-11-22	03/11/22

02/07/22	02/11/22	03/02/22	02-12-22 to 02-25-22	03/31/22
02/21/22	02/25/22	03/09/22	02-26-22 to 03-04-22	04/14/22
02/28/22	03/04/22	04/06/22	03-05-22 to 04-01-22 (4wks)	04/29/22
03/28/22	04/01/22	04/20/22	04-02-22 to 04-15-22	05/13/22
04/11/22	04/15/22	05/04/22	04-16-22 to 04-29-22	05/31/22
04/25/22	04/29/22	05/18/22	04-30-22 to 05-13-22	06/15/22
05/09/22	05/13/22	06/08/22	05-14-22 to 06-03-22 (3wks)	06/30/22
05/30/22	06/03/22	06/22/22	06-04-22 to 06-17-22	07/15/22
06/13/22	06/17/22	07/06/22	06-18-22 to 07-01-22	07/29/22
06/27/22	07/01/22	07/20/22	07-02-22 to 07-15-22	08/15/22
07/11/22	07/15/22	08/03/22	07-16-22 to 07-29-22	08/31/22

Automatic Payroll Deposit

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 [Payroll](#) for more information about the automatic payroll deposit service. Before making any changes to your direct deposit, contact [Payroll](#) to find out what pay date the changes will be effective.

Procedures on Payday

School Year: All employees are paid semi-monthly. Wage statements can be viewed or printed from the Elgin ISD website www.elginisd.net under the “ASCENDER Employee Portal” link.

Substitutes shall also be paid by direct deposit. Employees must have their pay deposited into an account at a financial institution of their choice. Contact [Payroll](#) for more information about the automatic payroll deposit service. Before making any changes to your direct deposit, contact [Payroll](#) to find out what pay date the changes will be effective.

Summer Break: All employees are paid semi-monthly. Wage statements can be viewed or printed from through the ASCENDER Employee Portal.

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 required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

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 or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation

Policies [DEAB](#) & [DEC](#)

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 approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.

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. For the purpose of calculating overtime, a workweek begins at 12:00 am on Saturday and ends at 11:59 pm on Friday.

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.

Employees will be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with direct pay. The following applies to all nonexempt employees:

- Employees may NOT accumulate comp time.
- Supervisors may NOT approve comp time.
- Weekly time records 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 written approval. For approved travel, employees will be reimbursed for mileage and other travel

expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable 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 employee 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 employed for 10 or more regularly scheduled hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) 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 year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact [Jackie Ruiz](#), Human Capital Specialist, or [TRS ActiveCare](#) (also 800-222-9205) 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 [Jackie Ruiz](#), Human Capital Specialist at ext. 1202, 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., disability, accidental death and

dismemberment, cancer and dread disease, dental, 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. The district has workers' compensation coverage from the Texas Association of School Boards (TASB), effective September 1, 2002.

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 campus administration and/or the injured employee's supervisor. Additionally, immediate reports should be made to the [Human Capital](#) Department.

Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, page 38 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 [Human Capital](#).

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 eligible to purchase a year of creditable service in TRS. 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 the [Human Capital](#) Department 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.texas.gov). See page 15 for information on restrictions of employment of retirees in Texas public schools.

Other Benefit Programs

Tuition Reimbursement

Elgin ISD is excited to offer current full time employees the opportunity to recoup some of their tuition expenses. Tuition reimbursement exists to support staff members who choose to pursue graduate degrees in the areas of Mathematics, Science, English, Social Studies, and/or Counseling. Reimbursement is also available to individuals seeking initial undergraduate degrees in the area of Bilingual Education. This program is intended to enhance the skills of our staff members, especially in high need areas, by making access to higher education coursework more affordable. Interested individuals must submit a completed application, principal recommendation, and an updated resume to be considered.

- [Tuition Reimbursement Application](#)
- [Principal Recommendation](#)
- [Reimbursement Request](#)

The program will reimburse eligible applications \$100/credit hour of their annual tuition cost, up to a maximum of \$1,500 each school year. Applications may be submitted for reimbursement of tuition for any coursework required for the approved degree plan. Priority will be given to applicants who are pursuing full degrees in Elgin's areas of greatest need. Tuition reimbursement will occur only after the awardee completes a course with a grade of C or higher and submits proof of course payment. Total monies reimbursed district-wide may not exceed the total amount budgeted.

An eligible staff member MUST:

- have a valid Texas Teaching Certificate
- be employed full time with Elgin ISD
- continue as a full time employee for 12 months following his/her award

Child Development Center

Elgin ISD recognizes the importance of providing affordable, quality childcare that is accessible to employees. The Center strives to provide the best in quality childcare for employees and school age parents in Elgin ISD. Thus, the Elgin ISD Child Development Center is a Texas Rising Star Provider offering a lower child to caregiver ratio, curriculum that is based on creative

expression, building positive self-esteem and social skills, cognitive skills, communication skills, health and safety habits, physical development, and an appreciation of diversity. Activities are planned for both inside and outdoors and are based on developmentally appropriate practices. Staff participate in a minimum of 30 hours a year of training, more than required by minimum standards and ongoing assessments of the children are done. The center provides a nurturing and stimulating program that actively involves you, the parent and as a working parent.

Leaves and Absences

Policies [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 [Ruby Vazquez](#), Human Capital Administrative Assistant at 512-281-3434 ext. 1217, for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in half day increments. Earned comp time must be used before any available paid state and local leave. Available paid state and local leave will be used in the following order:

- Local Leave
- State Leave

Non-Duty or Vacation (for employees who qualify) may be used at any time at the discretion of the employee with supervisor approval.

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 unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

Immediate Family. For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy [DECA \(LEGAL\)](#).

Medical Certification. Any employee, who is absent more than three 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.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member, or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Health Insurance. 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.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee’s unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee’s usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: non discretionary and discretionary.

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered non discretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

Discretionary. Leave taken at an employee's discretion 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 10 business days in advance of the anticipated absence. 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.

Failure to obtain proper approval for the use of discretionary leave may result in the employee's salary being docked.

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, TAKS, STAAR, or End of Year Exams
 - Before or during Professional or Staff Development days

Leave Proration. If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

COVID Related Leave. Any employee who believes he/she qualifies for and wants to request leave due to COVID-19 should notify Human Capital. EISD does NOT offer additional/alternative leave for COVID related absences. Employees must use Personal and/or State Leave.

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas.

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

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.

Vacation

Policy [DED](#)

A full-time non exempt employee in a position normally requiring 12 months of service shall receive ten paid vacation days per year. Use of vacation days shall require advance approval by the Superintendent or designee.

A full-time non exempt employee in a position normally requiring 12 months of service shall receive ten paid holidays per school year, according to a schedule determined by the Superintendent.

The Superintendent or designee shall determine appropriate windows during the contract year during which an employee employed in a position with a work calendar or contract requiring 226 to 242 workdays may schedule his or her non-contract/non-duty days.

A “non-duty day” shall be defined as the total number of workdays in the District calendar less the employee’s contracted or assigned number of workdays.

All time-off requests shall be subject to the approval of the employee’s immediate supervisor. The following guidelines shall apply:

1. Non-duty days shall not be worked for additional pay. An employee’s contract shall determine the total number of days the employee is required to work during the contract year. However, if an eligible employee has not taken all non-duty days by August 31, the employee may carry over five days to be used in the next contract year.
2. Non-duty days shall be forfeited upon separation or termination from District employment.

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 [HERE](#).

Family and Medical Leave Act (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.

Leave Entitlements

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

Benefits and Protections

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Requesting Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information: 1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627 or www.wagehour.dol.gov

Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured forward from the date an individual employee's first FML begins.

Use of Paid Leave. FML 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 FML, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses. Spouses who are employed by the district are limited to a combined total of 12 weeks of FML 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 or in the case of a qualifying exigency, 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.

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. If certification of the employee's ability to perform essential job function is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy. (See [DECA \(LEGAL\)](#))

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact. Employees that require FML or have questions should contact [Ruby Vazquez](#), Human Capital Administrative Assistant at 512-281-3434 ext. 1217, 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 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, [Human Capital](#) 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. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is

not available before the end of the school year, the employee will be reinstated to a position at the original campus 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 an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury, and should be immediately reported to the employee's supervisor and, [Al A. Rodriguez](#), Assistant Superintendent of Human Capital.

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 nonresponsible 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 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

Policies [DEC](#) & [DG](#)

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required. Any compensation received for jury service may be kept by the employee.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

Truancy Court Appearances

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days paid leave per fiscal year when engaged in authorized training or duty orders by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. 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 who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following Military Leave should contact [Human Capital](#). In most cases, the length of federal military service cannot exceed five years.

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 [Jackie Ruiz](#), Human Capital Specialist at 512-281-3434 ext. 1202, 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 administration and campus offices publish 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 Grievances

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 grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal 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 procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is located [HERE](#).

Employee Conduct and Welfare

The Dress Code applies to all employees in all departments including substitutes, temporary employees, and contracted service employees.

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.

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

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 of students, parents, other employees, and members of the community
- Maintain confidentiality in all matters relating to students and coworkers
- Report to work according to the assigned schedule
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures
- Express concerns, complaints, or criticism through appropriate channels

- 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 policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination.

Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 52 for additional information.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

Texas Educators' Code of Ethics

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 and good moral character. 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. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

- **Standard 1.1** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.
- **Standard 1.2** The educator shall not intentionally, knowingly, or recklessly 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 that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, 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 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.
- **Standard 1.9** The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.
- **Standard 1.10** The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
- **Standard 1.11** The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
- **Standard 1.12** The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs and toxic inhalants.
- **Standard 1.13** The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

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, gender, disability, family status, or sexual orientation.
- **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 or provides information for a disciplinary investigation or proceeding under this chapter.
- **Standard 2.8** The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

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 intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
- **Standard 3.3** The educator shall not intentionally, knowingly, or recklessly 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, gender, disability, national origin, religion, family status, or sexual orientation.
- **Standard 3.5** The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
- **Standard 3.6** The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
- **Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- **Standard 3.8** The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.
- **Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:
 - (i) the nature, purpose, timing, and amount of the communication;
 - (ii) the subject matter of the communication;
 - (iii) whether the communication was made openly or the educator attempted to conceal the communication;
 - (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
 - (v) whether the communication was sexually explicit; and
 - (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

Policies [DH](#) & [DIA](#)

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, 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.

Individuals who believe they have been discriminated against 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 complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is available [HERE](#).

Harassment of Students

Policies [DH](#), [DHB](#), [FFG](#), [FFH](#) & [FFI](#)

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. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse* below and, *Bullying*, page 46 for additional information. EISD Policy [DHB \(LEGAL\)](#) states,

“Solicitation of a romantic relationship means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. Additionally, EISD Policy [FFH \(LOCAL\)](#) states, “Any District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.” These district policies include definitions and procedures for reporting and investigating harassment of students.

Reporting Suspected Child Abuse

Policies [DG](#), [FFG](#), & [GRA](#)

All employees with reasonable cause to believe that a child’s physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), 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. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to Child Protective Services can be made via the [Texas Abuse Hotline](#) website or via their phone at (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator 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 taking an adverse employment action against an employee a certified or licensed professional 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 as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee’s failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators’ Code of Ethics.

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 agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. 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.

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed in the [District Improvement Plan](#). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Reporting Crime

Policy [DG](#)

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Scope and Sequence

Policy [DG](#)

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This

documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy [CQ](#)

The district's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use 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 technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact [Brian Page](#), Chief Technology Officer.

Personal Use of Electronic Communications

Policies [CQ](#) & [DH](#)

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records [See [FL](#)]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See [DH \(EXHIBIT\)](#)]
 - Confidentiality of district records, including educator evaluations and private email addresses. [See [GBA](#)]
 - Copyright law [See [CY](#)]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See [DH \(EXHIBIT\)](#)]

See *Electronic Communications between Employees, Students and Parents*, below, for regulations on employee communication with students through electronic media.

Electronic Communications between Employees, Students and Parents
Policy [DH](#)

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited.

Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol;
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic media with students:

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall include his or her immediate

supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message.

- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 9:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See [CPC](#) & [FL](#)]
 - Copyright law [[CY](#)]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See [DHB](#)]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

Policy [DH](#)

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will

take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

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, 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 on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes 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
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code.

If an educator is arrested or criminally charged, the superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA.

Alcohol and Drug-Abuse Prevention

Policy [DH](#)

Elgin ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and 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. Information regarding the employee drug use may be found in EISD Policy [DH \(LOCAL\)](#).

Tobacco Products and E-Cigarette Use

Policies [DH](#), [FNCD](#) & [GKA](#)

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. 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, using tobacco products, or e-cigarettes 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.

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 include 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, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities

- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Conflict of Interest

Policies [CB](#) & [DBD](#)

Employees are required to disclose in writing to the district 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
- Non-school employment

Employees should contact their supervisor for additional information.

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, electronic textbooks, instructional materials or technological equipment 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.

Copyrighted Materials

Policy [CY](#)

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.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

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.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must follow leave request procedures and communicate with their immediate supervisor prior to the absence.

Charitable Contributions

Policy [DG](#)

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety

Policy [CK series](#)

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. See Emergencies on page 58 for additional information.

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

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion.

Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact [Carrie Arnold](#), Director of Purchasing & Organizational Planning.

Possession of Firearms and Weapons

Policies [DH](#), [FNCG](#) & [GKA](#)

Employees, visitors, and students, including those with a license to carry a handgun, 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. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. 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 supervisor or call the District Administration Office immediately at 512-281-3434.

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.

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 school. 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

Policies [CLB](#) & [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 main office of each building. In addition, individual employees may request in writing to be notified of pesticide applications.

An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

Other Topics

Copiers: Copiers are available at various locations throughout the campuses and district. They are not intended for personal use. Employees should use them for educationally appropriate planning and/or student activities.

Key Control & ID Badges/Access Cards: 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 employee's final paycheck.

For the safety and security of students and employees, all employees must be visibly identifiable while on school premises or at school related events. All employees are issued ID badges for identification purposes and required to wear them while on duty or at school related events.

The ID badge is called a proximity or "prox" card and is used for security access. The card can be placed in close proximity to a card reader located on an exterior door to gain access. Access can only be gained if the employee has been authorized to enter that door. In most cases, badges replace exterior door keys and the badge will allow access to doors that have card readers, and that have been deemed "access points" to the building. 24-hour access is permitted unless otherwise changed by campus and/or district administration. It should be noted that a few exterior doors do not have card readers, and with the exception of the front door, most exterior doors are locked during normal school hours.

Lost Keys and/or Badges: Requests for additional keys must be made through the respective supervisor's office. Replacement charges: \$10 per key for Best keys and \$5 per key for Sargent keys.

If you ever lose your employee ID badge, please report it immediately. Your ID badge (proximity/access card) is a key to your building and could be abused. When reported, access will be turned off for the lost badge and you will be issued a new badge. Your first employee ID badge will be provided to you free or charge, reprinted ID badges (proximity / access cards) will incur a cost of \$5.

Mailboxes: Teacher mailboxes are available at each campus. Please check them daily for important communication.

Small Appliances: Due to the potential safety hazards and cumulative energy expense employees are prohibited from keeping personal small appliances (refrigerators, microwaves, etc.) in their work areas.

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

Emergency School Closing

The district may close schools because of severe weather, epidemics, or other 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, to release students early, or to cancel school, district officials will post a notice on the district's website and notify the following radio and television stations, utilize Staff and Community calling trees, social media and other appropriate phone and/or email alert/notification technologies.

Emergencies

Policies [CKC](#) & [CKD](#)

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

District and Campus Administration utilize the district's email system, as well as an automated phone call system to notify staff and parents in the event of an emergency. District operated technology and social media platforms such as the website, Facebook and Twitter are also utilized to inform affected parties when necessary. Information is provided as soon as administratively possible. Each campus is also required to develop and internally distribute an emergency call tree to be utilized for events such as emergency weather closures etc.

Employees are required to keep contact information updated. Employees must notify supervisors of any changes as well as the [Human Capital](#) office.

Purchasing Procedures

Policy [CH](#)

All requests for purchases must be submitted to the Business Office 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 a PO number. 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 [Carrie Arnold](#), Director of Purchasing & Organizational Planning, for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must complete the [Change of Address Notification](#), for either a name change or address change, if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary.

Personnel Records

Policies [DBA](#) & [GBA](#)

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email address is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency Contact information
- Information that reveals whether they have family members
- Personal email address

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to the [Human Capital](#) Department. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

Facility Use

Policies [DGA](#) & [GKD](#)

Employees who wish to use district facilities after school hours must follow established procedures. The Business Office and/or the Campus Principal are responsible for scheduling the use of facilities after school hours. Contact your Campus Principal for school related activities and/or [Carrie Arnold](#), Director of Purchasing and Organizational Planning, to request to use school facilities and to obtain information on the fees charged. Facility use and rental information is located [HERE](#).

Termination of Employment

Resignations

Policy [DFE](#), [DHB](#)

Contract Employees: Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 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 principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 62. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

Non-contract Employees: Non-contract employees may resign their position 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.

The principal is required to notify the superintendent of a non-certified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or of knowing about an employee's resignation or termination following an alleged incident of misconduct described above.

Dismissal or Nonrenewal of Contract Employees

Policies [DF Series](#), [DHB](#)

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. 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 timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency on page 62. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

Dismissal of Noncontract Employees

Policies [DCD](#) & [DP](#)

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, color, religion, sex, national origin, age, disability, military status, genetic information, 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 40.)

The principal is required to notify the superintendent of a non-certified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Discharge of Convicted Employees

Policy [DF](#)

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

If the offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Exit Interviews and Procedures

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, including intellectual property, and equipment must be returned upon separation from employment.

Reports to Texas Education Agency

Policies [DF](#), [DHB](#) & [DHC](#)

Certified Employees: The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact 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 district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee, or an applicant for certification, has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Non-certified Employees: The voluntary or involuntary separation of a non-certified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

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. Notice of the following must be sent to

the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- 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

Policies [FB](#) & [FFH](#)

In an effort to promote nondiscrimination as required by law, Elgin ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) 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 based on sex, including sexual harassment should first be directed to the campus principal. Further concerns and/or questions may also be directed to [Al A. Rodriguez](#), Assistant Superintendent of Human Capital, 1002 N. Avenue C, Elgin, TX 78621, 512-281-3434 ext 1218, the district's Title IX coordinator for students. Questions or concerns about discrimination on the basis of a disability should also be first directed to the campus principal. Again, further concerns and/or questions may also be directed to [Ashton Booth](#), Special Education Director, 1002, N. Avenue C, Elgin, TX 78621, 512-281-3434 ext 1230, the district's ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to [Dr. Jodi Duron](#), Superintendent, 1002 N. Avenue C, Elgin, TX 78621, 512-281-3434 ext 1201.

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: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.

- School officials with legitimate educational 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 teacher 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 may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen®), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other 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

Policies [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 suggest 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 Conduct and Discipline

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies 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.

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 describing 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 [FEI](#)

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to campus administration. The district's policy, [FFI \(LOCAL\)](#), includes definitions and procedures for reporting and investigating bullying of students.

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 administrator.

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