



Salado Independent School District
www.saladoisd.org

2011-12
Employee
Handbook

Table of contents

Introduction	v
Employee handbook receipt	vi
District information	3
Description of the district	3
District map	3
Mission statement, goals and objectives.....	3
Board of trustees	5
Board meeting schedule	5
Administration	6
School calendar.....	6
Helpful contacts	6
School directory.....	6
Student issues.....	7
Equal educational opportunities	7
Student records.....	7
Parent and student complaints.....	8
Administering medication to students.....	8
Dietary supplements	8
Psychotropic drugs	9
Communicable diseases	9
Student conduct and discipline	9
Student attendance	10
Bullying.....	10
Local government authorities.....	10
Hazing.....	11
Employment.....	12
Equal employment opportunity.....	12
Job vacancy announcements.....	12
Employment after retirement.....	12
Contract and noncontract employment.....	13
Searches and alcohol and drug testing	14
Health safety training	15
Reassignments and transfers.....	16
Workload and work schedules	17
Notification of parents regarding qualifications	17
Outside employment and tutoring	18
Performance evaluation	18
Employee involvement	19
Staff development.....	19

Professional development.....	19
Professional meetings	19
Religious literature	20
Compensation and benefits.....	20
Salaries, wages, and stipends	20
Annualized compensation.....	20
Paychecks	21
Automatic payroll deposit	21
Payroll deductions	22
Overtime compensation	22
Stipend for post baccalaureate.....	23
Travel expense reimbursement	23
Health, dental, and life insurance.....	23
Supplemental insurance benefits.....	24
Cafeteria plan benefits (Section 125).....	24
Workers' compensation insurance	25
Unemployment compensation insurance	25
Teacher retirement	25
Other benefit programs.....	26
Free admission	26
Tuition-free attendance	26
Deferred compensation and annuities.....	26
Educational Development Fund.....	26
Leaves and absences.....	27
Personal leave	28
Sick leave	29
Local leave.....	29
Sick leave pool.....	29
Family and medical leave.....	30
Temporary disability.....	35
Workers' compensation benefits.....	36
Assault leave	36
Bereavement leave.....	36
Jury duty	37
Other court appearances	37
Military leave	37
Termination of employment	38
Resignations.....	38
Dismissal or nonrenewal of contract employees	38
Dismissal of noncontract employees	39
Exit interviews and procedures.....	39
Reports to State Board for Educator Certification.....	40
Reports concerning court-ordered withholding.....	40

Complaints and grievances	41
Employee conduct and welfare	44
Standards of conduct	44
Discrimination, harassment, & retaliation	48
Harassment of students.....	48
Dress Code.....	49
Alcohol-and drug-abuse prevention	50
Reporting suspected child abuse	51
Child sexual abuse.....	52
Fraud and financial impropriety	53
Conflict of interest.....	54
Gifts and favors	54
Associations and political activities.....	55
Safety	55
Tobacco use	56
Criminal history background checks.....	56
Employee arrests and convictions.....	56
Possession of firearms and weapons	57
Visitors in the workplace	57
Copyrighted materials	58
Technology Resources	58
Personal use of electronic media	58
Use of electronic media with students.....	60
Criminal history background checks.....	56
Employee arrests and convictions.....	56
Copyrighted materials	58
Asbestos management plan	62
Pest control treatment	62
Employee relations and communications.....	63
Employee recognition and appreciation.....	63
District communications	63
General procedures.....	64
Bad weather closing	64
Emergencies.....	64
Annual operating budget	64
Purchasing procedures	65
Employee cafeteria charges.....	65
Name and address changes	65
Personnel records	66
Building use.....	66
Appendix	67
Index.....	70



Dear Salado ISD Team,

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. The Salado ISD Central Office updates this handbook annually. Suggestions for additions and improvements to this handbook are welcome and may be sent to me at the Salado ISD Central Office.

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. A hard copy of the policy manual is located in the superintendent's office and is available for employee review during normal working hours. District policies can be accessed online at www.tasb.org/policy/pol/private/014908

Our goal is to do what it takes, when it is needed, so all children can achieve.

Thank you for your commitment to children and to their success!

Michael Novotny
Superintendent

Employee handbook receipt

Name _____

Campus/Dept. _____

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

Employees have the option of receiving the handbook in electronic format or hard copy.

I understand that I can access the employee handbook in electronic format and accept responsibility for accessing according to the instructions provided. Handbook and policies may be viewed and printed from the two sites printed below:

www.saladoisd.org (Faculty Resources) for the handbook
www.tasb.org/policy/pol/private/014908 for the policies

I understand that I may receive a hard copy by submitting a request to the Superintendent's office.

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 booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

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

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

Signature

Date

Note: Please sign and date two copies of this form. Forward one copy to the superintendent's office and keep one for your files.

Policy code	Topic
	District Goals and Planning
AE	District educational philosophy
BQ series	District- and campus-level planning
	Instruction and Students
EFA	Handling complaints regarding instructional materials
EFE	Adherence to copyright requirements
EIA	Grading standards and grade reporting
EIE	Promoting and retaining students
FB	Protection of students from unlawful discrimination
FFAC	Providing medical treatment or medication to students
FFAD	Excluding students with communicable diseases
FFG	Mandated reporting of child abuse and neglect
FFH	Freedom from discrimination, harassment, and retaliation
FFI	Freedom from bullying
FL	Safeguarding privacy of student records
FNA	Student expression
FNAA	Distribution of nonschool literature
FNAB	Use of school facilities for nonschool purposes
FNC	Student conduct
FNG	Handling student/parent complaints; parents' rights
GRA	Interaction of police and child protective services with students on campus
	Personnel
CAA	Financial ethics
CK series	Employee safety practices and crisis management
CQ	District computers and electronic communications
CY	Intellectual property and copyright
CRD	Health and life insurance
DAA	Protection of employees from unlawful discrimination
DBAA	Criminal history and credit reports
DBD	Conflict of interest
DC series	Employment practices
DEA	Salaries and wages
DEAA	Incentives and stipends
DEC	Employee leaves and absences
DECA	Family and medical leave
DECB	Military leave
DEE	Requirements for expense reimbursement
DF series	Termination of employment
DGBA	Process for employee complaints and grievances
DH	Employee standards of conduct
DHE	Alcohol/drug screening and other searches of employees
DI	Drug-free workplace
DIA	Freedom from discrimination, harassment, and retaliation
DK	Assignment to positions; transfers
DMD	Attendance at professional meetings on school time
DN series	Employee evaluation/appraisal
GBA series	Confidentiality of personnel records; public and nonpublic information

Recibo Del Manual De Empleado

Nombre _____ Departamento/Campus _____

Reconozco por este medio el recibo del manual de empleado de Salado ISD. Acuerdo leer el manual y seguir los estándares, las políticas, y los procedimientos definidos o referidos a este documento.

Entiendo que puedo tener acceso al manual de empleado en formato electrónico y aceptar la responsabilidad de tener acceso según las instrucciones proporcionadas. El manual y las políticas se pueden ver e imprimir de los dos sitios impresos abajo:

www.saladoisd.org (Faculty Resources) para el manual

www.tasb.org/policy/pol/private/014908 para las políticas

Entiendo que puedo recibir una copia en papel mediante la presentación de una solicitud a la oficina del Superintendente.

La información en este manual está conforme a cambio. Entiendo que los cambios en políticas del distrito pueden reemplazar, modificar, o rendir obsoleto la información resumida en este librete. Pues el distrito proporciona la información actualizada de la política, acepto la responsabilidad de la lectura y habitar por los cambios. Acepto la responsabilidad de la lectura y habitar por los cambios.

Entiendo que ningunas modificaciones a las relaciones contractuales o las alteraciones de en- las relaciones del empleo son pensadas por este manual.

Entiendo que tengo una obligación de informar a mi supervisor o jefe de servicio de cualesquiera cambia en la información personal, tal como número de teléfono, dirección, etc. Entiendo que tengo una obligación de informar a mi supervisor o jefe de servicio de cualesquiera cambia en la información personal, tal como número de teléfono, dirección, etc.

Firma

Fecha

Nota: Por favor la muestra y fecha dos copias de esta forma. Transmite a una copia la oficina del superintendente y guarde uno para sus archivos.

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GBA series	Confidentiality of personnel records; public and nonpublic information

Salado ISD Goals

Salado ISD Goals are published after approval by the school board. They will be made available on the web site at [**www.saladoisd.org**](http://www.saladoisd.org)

DISTRICT INFORMATION

Description of the district

Salado Independent School District encompasses 85,120 acres or 133 square miles at the present time. It borders six other school districts – Jarrell, Holland, Bartlett, Killeen, Belton and Florence.

District map

Appendix 3

Mission statement, goals and objectives

Policy AE, AB, AF

Salado Independent School District Mission Statement

The Salado Independent School District empowers today's youth to be leaders in a global society through educational excellence. We are committed to:

- S** Success
- I** Innovation
- S** Self-Reliance
- D** Determination

State Goals and Objectives

Policy AE (Exhibit)

Goal The students of Salado ISD will demonstrate exemplary performance in the reading and writing of the English Language, Math, Science and Social Studies.

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 high school 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 The SISD 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.

Board of trustees

Policies BA, BB, BD, and BE series

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, facilities, and expansions. The board has complete and final control over school matters within limits established by state and federal law 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. Trustees are elected annually and serve three-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Current board members include:

Kim Bird, President
Jim Reed, Vice-President
Chris Seaton, Secretary
Rodney Bell, Member

Miriam Ervi, Member
Donny Sequin, Member
Darrell Street, Member

The board usually meets the third Monday of each month at 6:00 P.M. at the Salado Civic Center. In the event that large attendance is anticipated, the board may meet at the Intermediate Cafetorium. 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 superintendent's office 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, personnel matters including employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation. The regularly scheduled board meetings are noted on the annual district calendar.

Administration

Michael Novotny, Superintendent
Lisa Nix, Elementary Principal
Andrea Durbin, Intermediate Principal
Kay Matthews, High School Principal
Lee Moses, Assistant High School Principal
Harry Miller, Jr. High School Principal
Donna Driggers, Elementary Counselor
Audrey Walter, Intermediate Counselor
Shelia Ramirez, High School Counselor
Lyndal Cabaniss, Finance Director
Earl Bragg, District Technology Director
Glenn Talbott, Athletic Director
Danny Agee, Maintenance/Transportation Director
Brenda Hodges, Food Service Director
Darlene Kirk, Supt.'s Secretary/PEIMS/Certification Coor.

School calendar

Appendix 1

Helpful contacts

Appendix 2 – Staff Flow Chart

School directory

May be viewed on a district computer – Click on My Computer,
Click on Commons 2, Click on Administrative Docs, Open
Personnel Directory

STUDENT ISSUES

Equal educational opportunities

Policies FB, FFH

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Michael Novotny, the district Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Harry Miller, the district ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student records

Policy FL

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

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student (if 18 or older or emancipated by a court)
- School officials with legitimate 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 teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering medication to students

Policy FFAC

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. A parent's approval is required on the student's emergency health form for nonprescription medication to be administered. 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

Health requirements and services:

Communicable diseases

Policy FFAD

A decision to remove a student from the classroom for his or her own protection when cases of communicable diseases are occurring in the school population shall be made in accordance with Texas Department of Health guidelines [See FFAD (EXHIBIT)]; however, the placement of a special education student can be changed only by an ARD committee.

The major criterion for excluding students from attendance is the condition's probability of spread from person to person. A student may have a non-excludable disease, yet require care at home or in a hospital. The school may require a note from a parent or a physician for readmission regardless of the reason for the absence. [See Appendix for FDD (LOCAL)]

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

Bullying

Policy FFI

All employees are required to report student complaints of bullying to their supervisor. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is included with the policies at the end of this booklet or can be viewed on line at www.tasb.org/policy/pol/private/014908.

Relations with governmental entities:

Local governmental authorities

Policy GRA (Local)

The following guidelines shall apply when law enforcement officers or other lawful authorities desire to question or interview a student at school:

1. The principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.
2. The principal ordinarily shall make reasonable efforts to notify the student's parents or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, parents will not be notified.
3. The principal or designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third

party's presence, the interview shall be conducted without that person's presence.

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity. To the best of his or her ability, the principal shall verify the official's authority to take custody of the student (policy GRA) and then shall deliver over the student.

The principal shall immediately notify the superintendent and ordinarily shall notify the parent or other person having lawful control of the student. If the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents at the time, the principal shall not notify the parents.

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.

POLICIES RELATED TO EMPLOYMENT

Equal employment opportunity

Policies DAA, DIA

The Salado Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, gender, 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.

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact Michael Novotny, the district Title IX coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact Harry Miller, the district ADA/Section 504 coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job vacancy announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis and posted on the district's Web site. Announcements are posted no later than the tenth day before the district fills the vacancy. Current employees will be given reasonable opportunity to apply for the position. This applies to only a position where a certificate or license is required.

Employment after retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state laws. Detailed information about employment after retirement is available in the TRS publication *Employment After Retirement*. Employees can contact TRS for additional information by calling 800-223-

8778 or 512-542-6400. Information is also available on the TRS Web Site (www.trs.state.tx.us).

Contract and noncontract employment

Policies DC series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from State Board for Educator Certification (SBEC) and nurses under probationary or term 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. Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive probationary contracts during their first year of employment. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in Texas public education for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term contract should be given.

Term 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 on line or copies will be provided upon request.

Employment agreements

Any professional employee or other employee who is eligible for a probationary contract or a term contract under DCA(LOCAL) or DCB(LOCAL), and with whom the Board desires to establish

a mutually binding agreement for a specific period of time, shall be employed under an employment agreement. The Superintendent has authority to employ persons under an employment agreement; however, the Board retains final authority to reject the employment or termination of any person hired under an employment agreement by the Superintendent.

Positions subject to employment by an employment agreement include:

1. Professional employees in positions requiring certification who are not eligible for a probationary or term contract
2. Athletic director
3. Business manager
4. Directors of support services areas, such as transportation, food service, and maintenance/custodial
5. Classroom teachers, librarians, counselors and nurses employed **after** the last day of the first six weeks of school.

Noncertified professional and administrative employees

Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

Paraprofessional and auxiliary employees

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

Searches and alcohol and drug testing

Policy DHE

No investigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of

privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, work areas, including district-owned computers, lockers, and private vehicles parked on district premises or worksites 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 when 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 having a CDL or who are otherwise subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the superintendent's office.

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), and the use of an automated external

defibrillator (AED), and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees who direct or assist with extracurricular athletic activities are required to complete safety training as mandated in 19 TAC 76.1003. Employees subject to this requirement must submit their certification to the superintendent's office by the first instructional day.

Reassignments and transfers

Policy DK

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by 45 days before the first day of instruction. 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 superintendent's office and must be approved by the receiving supervisor.

Workload and work schedules

Policies DEA, 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 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 are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Notification to parents regarding qualifications

Policies DK, DBA

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB

is sent. Inappropriately certified or uncertified teachers 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 can call the superintendent's office.

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

Policies DN series

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.

District teachers shall be appraised annually, except teachers who are eligible for less frequent evaluations in accordance with law and the following criteria. The eligible teacher shall be:

1. Not on probation;
2. Deemed as proficient based upon the PDAS;
3. Two consecutive years in the same content area; and
4. Not new to the campus.

Eligible teachers shall be appraised every other year.

Employee involvement

Policies BQA, BQB

At both the campus and district levels, Salado 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.

Professional development: 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.

Each employee will maintain a portfolio and Schedule A documenting 42 hours of continuing professional development annually. 42 hours of continuing professional development are required in the combined areas of technology, workdays, required campus in-service, and content area. **Schedule A and instructions for documenting professional development may be accessed from the Salado website at Curriculum>Professional Development.** Campus principals must provide a minimum of PDAS, conflict resolution, and harassment training. CPR Training is required for coaches and cheerleader sponsors.

Professional meetings and visitations

Policy DMD

District employees may be permitted to attend meetings of professional organizations during a workday, with pay, if a direct school-related purpose will be accomplished. Such

release time shall not be granted if meetings are primarily to pursue the business of the organization.

Religious literature

“In God We Trust” posters may be displayed.

COMPENSATION AND BENEFITS

Salaries, wages, and stipends

Policy DEA, DEAA

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 monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 22)

Due to recent IRS regulations, all employees must make a written election to receive annualized compensation (pay over 12 months). All employees must complete the Payroll Schedule Election form each year before the first day of work.

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and 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 extra-duty pay schedule.

Employees should contact the business office for more information about the district’s pay schedules or their own pay.

Annualized compensation

Policy DEA

The district pays all salaried employees over 12 months regardless of the number of months employed during the

school year. Salaried employees will be paid in equal monthly or bimonthly payments, beginning with the first pay period of the school year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid every two weeks. During the school year, paychecks are delivered to each campus. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. During summer breaks, paychecks will be mailed.

An employee's payroll statement will contain detailed information including deductions, withholding information, and the amount of leave accumulated.

The schedule of pay dates for the **2011-2012** school year follows:

September 22	March 22
October 21	April 20
November 22	May 22
December 16	June 22
January 20	July 20
February 22	August 22

Automatic payroll deposit

The district offers employees automatic payroll deposit. Employees can have their paychecks electronically deposited into a designated account. The completed form is required by the 5th of the month to activate this service. With automatic deposit, an employee's pay is immediately available on the pay date. Employees receive an email with their wage and earnings statement attached in lieu of a hard copy. Employees may choose to have this statement emailed to their home email address by contacting the business office. For more information about the automatic payroll deposit service, contact the business office.

Payroll deductions

Policy CFEA

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

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

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; higher education savings plans and savings deposits and loan payments through Texell Federal Credit Union. 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

Policy DEA

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. 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.**

Overtime is legally defined as all hours worked in excess of 40 hours in a work week and is not measured by the day or by the employee's regular work schedule. Nonexempt employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday.

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

- Employees may accrue not more than 240 hours of comp time. Employees can carry-over up to 60 hours of comp time each year.
- Use of comp time may be at the employee's request with supervisor approval as workload permits, or at supervisor's direction.
- An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Stipend for post baccalaureate degrees

Salado ISD awards \$500 for post baccalaureate degrees to **full time** staff. Administrators are not eligible for this stipend. Stipends will be paid in December each year.

Travel expense reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Receipts are required for meals and overnight trips. Employees are reimbursed for mileage at the state approved rate, excluding travel to and from home.

Health, dental, and life insurance

Policy CRD (Legal)

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 regularly scheduled to work at least 10 hours per week.

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than

10 hours per week are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 to August 31. New employees must complete an enrollment application within the first 31 days of employment. Current employees can make changes in their insurance coverage during open enrollment each spring. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the business office for more information.

In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), the district shall offer continuation coverage under any group health insurance plan established after July 1, 1986 to terminated employees and their dependents. The eligible individual electing to continue coverage under COBRA must pay the full premium rate for active employees plus a 2% administrative fee.

Supplemental insurance benefits

Policy CRD

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

Cafeteria plan benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., 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 Claims Administrative Services, effective September 1 through August 31st. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. All work-related accidents or injuries should be reported immediately to the business office. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. Refer to Policy CRE Legal for notice of modified duty program. See Workers' Compensation benefits, page 33 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.

Teacher retirement

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

Employees who plan to retire under TRS should notify the business office as soon as possible. Information on the application procedures for TRS benefits is available from the business office. Additional inquiries should be addressed to:

Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us). See page 12 for information on restrictions of employment of retirees in Texas public schools.

Other benefit programs

Policy DEB, CRG (Ins. & Annuities Management)

Free admission

District employees shall be admitted free to school sponsored athletic events.

Tuition-free attendance

Children of nonresident district employees may attend district schools tuition free.

Deferred compensation and annuities

The district may administer a deferred compensation plan, the federal income tax treatment of which is governed by Section 457 of the Internal Revenue Code of 1986, for its employees. As authorized in Section 403(b) of the Internal Revenue Code of 1954, as it existed on January 1, 1981, the district will administer “salary reduction contributions” for employees participating in annuities and investments with qualified vendors.

Educational Development Fund

This fund has been developed to encourage and support staff who wish to return to school either for an initial degree, advanced degrees and/or certifications. This fund is not applicable for hours required to maintain/retain a position. Applications are available at the business office or online at Commons, Admin Docs/Forms. Reimbursement is only awarded for courses passed at \$30 per semester hour. Funding is based upon the annual budget. Thus reimbursement is on a first come, first serve basis.

LEAVES AND ABSENCES

Policy DEC, DECA, DECB

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

Use of Leave. Leave is available for the employee's use at the beginning of the year. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Leave must be used in one-half increments. However, if an employee is taking family and medical leave, leave shall be recorded in one hour increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

1. Local leave
2. State sick leave accumulated before the 1995-96 school year
3. State personal leave

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification.

Medical Certification. Any employee who is absent more than 3 days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness the employee's fitness to return to work.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employees and other entities covered by GINA Title II 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.

Personal leave

State law entitles all employees to receive five days of paid personal leave per year. Personal leave is earned at a rate of one-half workday for each 18 workdays of employment. A day of earned personal leave is equivalent to an assigned workday. State personal leave accumulates without limit, and is transferable to other Texas school districts and generally transfers to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

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

- **Discretionary** Leave taken at an employee’s discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 3 days in advance of the anticipated absence. Discretionary personal leave will be granted on a first-come, first-served basis. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

- A maximum of 20% campus employees in each job category will be permitted to take discretionary personal leave at the same time.
- Discretionary leave may not last more than 3 consecutive workdays.
- Discretionary leave may not be taken on the following key days: day before a holiday/day after a holiday, the last week following a semester, end of year exam days, STAAR days, or staff development days.

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 can be used only in ½-day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits

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

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

Local leave

Policy DEC (Local)

All full-time employees shall earn an additional two equivalent workdays of local leave per school year, at a rate of one day per semester.

Local leave shall be cumulative and shall be taken with no loss of pay. Employees shall be compensated for local leave not used at a rate of \$35 per day. Payment for local leave will be made when the employee severs employment with Salado ISD.

Sick leave pool

Policy DEC (Local)

The sick leave pool is a benefit reserved for those employees who themselves or their immediate family as defined in DEC (LOCAL) suffer from a chronic or catastrophic illness or event.

Employees who have exhausted all local, state sick, and personal leave may apply for the sick leave pool **IF** the reasons for the absence are due to a chronic or catastrophic illness only.

Chronic illness is defined as an illness or syndrome whereby the employee must live with it the rest of his or her life. Examples of chronic illnesses include but are not limited to asthma, diabetes, hypertension, heart problems, rheumatoid arthritis, emphysema, dialysis, etc.

Catastrophic reasons may include but are not limited to life threatening accidents, cancer, stroke, heart attack, major surgeries, natural disasters, etc. Applications are available through the Business office.

For health related chronic illnesses or catastrophe, a doctor's note is required. The doctor needs to indicate a justification for the employee needing the additional time for recuperation.

The sick leave pool may not be used for regular maternity leave or appointments or other minor illnesses.

Individuals applying for the pool must attach a doctor's note explaining why the additional time is required by the illness, recuperation, or catastrophe.

To apply for the pool, employees must have 10 or more days absent over and above their state and local accrued days.

Individuals contributing days to the pool may choose either local or state days for donation. Individuals contributing may not donate more than 3 days per year per DEC (Local).

A district committee will meet to determine whether or not the application request meets district criteria, per local policy.

Family and medical leave (FML)---general provisions

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

Basic Leave Entitlement

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

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

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active military duty and deployed to a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. It also includes a family member who is a veteran with an illness or injury that occurs in the line of duty while on active duty and manifests itself before or after the service member became a veteran. The veteran must have been on active duty during the five years preceding the need for treatment, recuperation or therapy.

Benefits and Protections

During FML, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return

from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

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

Eligibility Requirements

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

Definition of Serious Health Condition

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

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

Use of Leave

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

Substitution of Paid Leave for Unpaid Leave

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

Employee Responsibilities

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

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

Employer Responsibilities

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

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

Unlawful Acts by Employers

The FMLA makes it unlawful for any employer to:

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

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. 2619) required FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. 825.300 (a) may require additional disclosures.

For additional information:

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

www.wagehour.dol.gov

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period beginning on the first duty day of the school year.

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 a FML, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses. A husband and wife who are both employed by the district are limited to a combined total of 12 weeks of 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 shall permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

District Contact. Employees that require FMLA leave or have questions should contact the Business office 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, the business office should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. 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 Available, partial-a increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or -illness wages. While an employee is receiving worker's compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

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 injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave 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.

Jury duty

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

Other court appearances

Employees will be 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 paid leave. Employees may be required to submit documentation of their need for leave for court appearances.

Military leave

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

Reemployment after military leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged or released within five years. Employees who wish to return to the district will be re-employed in the position they would have held if employment had not been interrupted or reassigned to an equivalent similar position provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the superintendent's office. In most cases, the length of military service cannot exceed five years, and the employee must apply for reemployment within the period of time specified in law.

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to

exceed 24 months. Employees should contact the business office for details on eligibility, requirements, and limitations.

TERMINATION OF EMPLOYMENT

Resignations

Policy DFE

Contract employees Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent. 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.

The superintendent will notify the State Board for Educator Certification when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the State Board for Educator Certification*, on page 37.

Noncontract employees Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to superintendent 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.

Cause for termination

Policy DFBB

Employees who immediately fail to report an indictment are subject to termination.

Dismissal or nonrenewal of contract employees

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

Employees on probationary and term 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 time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain certification or whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF policies that are provided to employees or are available on line at www.tasb.org/policy/pol/private/014908.

Dismissal of noncontract employees

Policy DCD

Noncontract 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, gender, national origin, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract 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 41.)

Exit interviews and procedures

Policies DC and CY

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 the State Board for Educator Certification

Policy DF

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

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

Reports concerning court-ordered withholding

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

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

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 grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing complaints and grievances is reprinted as follows:

This policy provides employees an orderly grievance process for the prompt and equitable resolution of grievances when a concern has not been resolved. The Board intends that, whenever feasible, grievances be resolved at the lowest possible administrative level. This policy shall not be construed to create new or additional rights beyond those granted by Board policy or law. Policy DGBA online at www.tasb.org/policy/pol/private/014908

Notice to employees

The principal of each campus and other supervisory personnel shall ensure that employees under their supervision are informed of this policy.

Freedom from retaliation

Neither the board nor the administration shall unlawfully retaliate against any employee for bringing a grievance under this policy. [See DG (LEGAL)]

'Whistleblower' complaints

Employees who allege adverse employment action in retaliation for reporting a violation of law to an appropriate authority shall initiate a grievance under this policy within 15 days after the

date the alleged violation occurred or the employee first knew of the alleged violation. The complaint shall first be filed in accordance with Level Two, below. Time lines for the employee and the district set out in this policy may be shortened to enable the board to make a final decision within 60 days of the initiation of the complaint.

General requirements

A grievance must specify the individual harm alleged. An employee is prohibited from bringing separate or serial grievances regarding the same event or action. All time limits shall be strictly complied with unless modified by mutual consent. Costs of any grievance shall be paid by the party incurring them.

Consolidation

When the superintendent determines that two or more individual grievances are sufficiently similar in nature and remedy to permit their resolution through one proceeding, he or she may consolidate the grievances.

Initiating grievance

Unless otherwise specified in policy, an employee shall initiate a grievance as provided at Level One, below:

Level One

An employee who has a grievance shall request a conference with the principal or immediate supervisor by submitting the grievance in writing on a form provided by the district. The form must be filed within 15 days of the time the employee first knew or should have known of the event or series of events about which the employee is complaining. The administration may set reasonable time limits for the conference.

The principal or superintendent shall hold the conference within ten days after receipt of the written request. The principal or supervisor shall have ten days following the conference to provide the employee with a written response.

Level Two

If the outcome of the conference at Level One is not to the employee's satisfaction or if the time for a response has expired, the employee may request a conference with the

superintendent or designee to appeal the Level One decision.. The appeal notice shall be in writing on a form provided by the district and must be filed within ten days following receipt of a written response or, if no written response is received, within ten days of the response deadline.

The superintendent or designee shall hold the conference within ten days after receipt of the written request. The superintendent or designee shall have ten days following the conference within which to respond.

Level Three

If the outcome of the conference at Level Two is not to the employee's satisfaction or if the time for a response has expired, the employee may request to place the matter on the agenda of a future board meeting. [See BE (LOCAL)] The district shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. (See BE). The request shall be in writing on a form provided by the district and must be filed within ten days following receipt of a written response or if no written response is received, within ten days of the response deadline. The superintendent or designee shall inform the employee of the date, time and place of the meeting.

The superintendent or designee shall provide the board with copies of the employee's original grievance, all responses, and any written documentation previously submitted by the employee and the administration. If at Level Three hearing the administration intends to rely on evidence not included in Level Two records, the administration shall provide the employee notice at least three days before the hearing.

The Level Three proceeding before the board shall be recorded by audiotape. The presiding officer may set reasonable time limits. The board shall consider the grievance and may request a response from the administration, but the board is not required to respond or take any action on the matter.

The lack of response by the board upholds the administrative decision at Level Two. Announcing a decision in the employee's presence constitutes communication of the decision. If the board chooses to respond, the board shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled board meeting.

Closed meeting

If the grievance involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the grievance, it may be heard by the board in closed meeting unless the employee bringing the grievance requests that it be heard in public.

Exception

However, if the grievance involves a complaint or charge against another district employee or board member, it shall be heard in closed meeting unless an open hearing is requested in writing by the employee or board member against who the complaint or charge is brought.

EMPLOYEE CONDUCT AND WELFARE

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 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 procedure, and ethical standards. Violation of policies, regulations, or guidelines 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 first learns of the incident. See *Reports to the State Board for Educator Certification, page 40 for additional information.* The *Educators' Code of Ethics for Texas Educators*, adopted by the State Board of Educator Certification, which all district employees must adhere to, is reprinted below:

Texas Educators Code of Ethics

Purpose and Scope

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. (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 knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

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

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

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents 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 or knowingly 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 of distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not 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 who provides information for a disciplinary investigation or proceeding under this chapter.

3. Ethical Conduct toward Students

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

Standard 3.2 The educator shall not 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.

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is Policy DIA (Local). To view go to the web at:

<http://www.tasb.org/policy/pol/private/014908>

Harassment of students

Policies DF, DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited

harassment 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 suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, pg. 51 and *Bullying*, page 10 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is Policy DF (Legal) and FFH (Local). To view go to the web at:

<http://www.tasb.org/policy/pol/private/014908>

Staff Dress Code

Policy DH

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

The following will be observed by all staff:

- Tattoos – must be covered
- Hair – no extreme colors or unnatural hair color. No sculpturing or mohawks. No hair feathers.
- Men's hair- should be above eyebrows, above earlobes, off the collar and no designs shaved into head.
- Mustaches and or beards – should be well groomed
- Piercings – only in ears and no gauges
- Jeans – may be worn on Fridays or the last day of week or appropriate to job title
- Skirt/Dress length – No shorter than 2" above the knee
- Shirts – no spaghetti straps; see through shirts must have a camisole underneath; sleeveless is acceptable
- Wind suits – may be worn by coaching staff only
- Leggings – a long shirt or dress over leggings must meet dress code with length
- Flip flops – should be dressy. Beach or shower shoes/flip flops are not allowed.
- Name badge – wear during school hours

There should be a difference between the way staff and students dress. Be and act professional.

Alcohol-and-drug-abuse prevention

Policies DH, DI

Salado 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. The district's policy regarding employee drug use follows:

Alcohol and drugs

Policy DH (Local)

Employees shall not unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Drug-free schools and drug-free workplace requirements

Policy DI (E) (Exhibit)

The district prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the district's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment

with the district, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace. 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

[This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 [20 U.S.C. 3224a and 34 CFR 86.201]

Reporting suspected child abuse

Policies DF, DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e. g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from

liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

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

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate 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 investigator is prohibited.

SISD Child Sexual Abuse Policy

SISD is committed to providing all students of our district with a safe learning environment. The district has established sexual abuse procedures in order to assist staff members in reporting sexual abuse. 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. Anyone who suspects 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 to law enforcement or to Child Protective Services (CPS).

Employees are required to follow the procedures described below in *Reporting Suspected Child Abuse*:

As soon as you become aware of a possible sexual abuse toward a student you will need to contact CPS and report the incident. If you need assistance with this process you may

contact your campus counselor or nurse. The district recommends when reporting sexual abuse you call the CPS hotline and not do an online report. During this reporting procedure the campus principal should be made aware of the situation in order to assist in the process as necessary.

In abuse cases we are required to make a report within 48 hours. In the case of sexual abuse we are requesting this report be filed as soon as possible but not later than the required 48 hours. The district also recommends that you keep a record of important information concerning the incident such as times, dates, and the report identification information. If you have any questions about whether or not to report situations, please consult with your campus counselor or nurse or administration.

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. Possible indicators of sexual abuse are:

- Difficulty in walking or sitting
- Pain or itching around genitals
- Stomach aches
- Bed-wetting
- Sleep problems
- Depression or withdrawn behavior
- Poor peer relationships
- Sudden onset of behavior problems
- Unusual knowledge of or interest in sex

If parents suspect their child or another child being abused, have them contact CPS at 1-800-252-5400. The law requires that all suspected abuse be reported. Their name will remain anonymous. Please contact the schools administration also if any abuse is suspected.

Fraud and financial impropriety

Policy CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes the following:

- Forgery or unauthorized alteration of any document or account belonging to the district

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

Conflict of interest

Policy DBD

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

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

Gifts and favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to

influence the selection of textbook, 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.

Associations and political activities

Policy DGA

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

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

Safety

Policy CK 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. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Employees should be trained and be familiar with the district's crisis plan
- 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
- All visitors to a campus should wear a name badge
- Employees should wear a name badge

Employees with questions or concerns relating to safety programs and issues can contact the superintendent or designee.

Tobacco use

Policies DH, FNCD, GKA

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

Criminal history background checks

Policy DBAA

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

Employee arrests and convictions

Policy DH

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

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

Moral turpitude includes 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

Possession of firearms and weapons

Policies FNCG, GKA

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

Visitors in the workplace

Policy GKC

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

Copyrighted materials

Policy 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.

Technology Resources

Policy CQ

The district's technology resources including its network access to the Internet, 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 technology resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use.

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

Personal Use of Electronic Media

Policy DH

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace,

Twitter, LinkedIn). Electronic media 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 not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, 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 Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
 - Copyright law [See Policy CY]

- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See Use of Electronic Media with Students, below, for regulations on employee communication with students through electronic media.

Use of Electronic Media with Students

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions 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.

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

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *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 uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media **except** text messaging. 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.
- 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 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 Code of Ethics and Standard Practices for Texas Educators, including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]

- 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 any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, 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.

Asbestos management plan

Policy CKA

The district is committed to providing a safe environment for employees. The district is working hard to maintain compliance with federal and state regulation concerning asbestos. A copy of the district's management plan is available in the principal's office as well as the district's central administration office during regular business hours. Any questions about the plan or this federally mandated program can be directed to Mr. Danny Agee at (254) 947-5023.

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 at the junior high school. 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.

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.

District communications

Throughout the school year, the superintendent's office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. School information is available through the Internet/Intranet at <http://www.saladoisd.org> and Connect Ed.

GENERAL PROCEDURES

Bad weather closing

Policy CKC

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or to release students early, or to cancel school, district officials will post a notice on the district's Web site and notify the following radio and television stations:

<u>Radio</u>	<u>Television</u>
92.9 - KEYR-FM	KXXV 25
94.5 - KBCT-FM	KCEN 6
95.7 - KCKR-FM	KWTX 10
97.5 - KWTX-FM	
100.0 - WACO-FM	
102.5 - KBRQ-FM	
104.3 - KIKK	
105.5 - KYUL	

Computer

<http://www.saladoisd.org>

Connect Ed

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. 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.

Annual operating budget

Policy CE (Legal)

The superintendent shall prepare, or cause to be prepared, a proposed budget covering the following fiscal year. After the

proposed budget has been prepared, the board president shall call a board meeting, stating the purpose of adopting a budget for the succeeding year, and also complying with the notice requirements of the Open Meetings Act. Any taxpayer of the district may be present and participate in the hearing. The board shall have the authority to amend the approved budget or to adopt a supplementary budget to cover necessary unforeseen expenses.

Purchasing procedures

Policy CH (Appendix 4)

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 the business office for additional information on purchasing procedures.

Employee cafeteria charges

Charges for individual employee meals in the school cafeteria may not exceed \$8.25 at any given time. Charges for an employee and family **may not exceed the total** of the child's limit of \$8.25 (each child counted separately) and the employee's limit of \$8.25.

Name and address changes

It is important that employment records be kept up to date. Employees must notify the business office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the business office.

Personnel records

Policy GBA

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

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

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

Building use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The superintendent's office is responsible for scheduling the use of facilities after school hours. Contact the superintendent's office to request use of school facilities and to obtain information on the fees charged.

Outside organizations that do not receive a financial benefit, may use school facilities at no charge.

Outside organizations receiving a fee for services, must pay the building use fee of \$50 per hour for the gyms or cafeterias. A 25% deposit in addition to the hourly fee may be required. All outside use requires the superintendent's approval and is contingent upon school use of facilities, whether or not the outside organization will earn money from the activity, whether or not the organization serves or benefits the students of Salado ISD.

Appendix

1. School Calendar (**Color coded copies available in campus offices and on school computers at Commons, Admin Docs**)
2. Staff Flow Chart
3. District Map
4. Purchasing Procedures
5. HIPPA Notice
6. Policies (Legal & Local)
7. Personnel Directory (View by using a district computer – Click on My Computer, Click on Commons 2 Drive (T:), Click on Administrative Docs)

JULY 2011				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER				
M	T	W	T	F
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19	20	21	22	23
26	27	28	29	30

OCTOBER				
M	T	W	T	F
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10	11	12	13	14
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24	25	26	27	28
31				

NOVEMBER				
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14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER				
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JANUARY 2012				
M	T	W	T	F
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23	24	25	26	27
30	31			

FEBRUARY				
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MARCH				
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APRIL				
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30				

MAY				
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28	29	30	31	

JUNE				
M	T	W	T	F
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4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

2011 SALADO ISD 2012

Salado Independent School District

PO Box 98

Salado, Texas 76571

254-947-5479

Day Holiday for Students & Teachers **Day** Holiday for Students and Teachers Professional Development

Day Early Release Day **Day** Student Instructional Day **Day** TAKS/STAAR **Day** Flex Days

Noon Release

Day 1st Day of 6 Weeks **Day** Last Day of 6 Weeks **Day** Bad Weather Day

Proposed Testing Dates

- October 18-21—Exit Level TAKS Retest
- March 5-9—Exit Level TAKS Retest
- March 26-30—STAAR
- April 23-27—STAAR and TAKS
- May 7-18—High School End-Of-Course & STAAR

Proposed Testing Dates

- 1st Semester 81 days
- 2nd Semester 99 days
- Total Instructional Days 180*

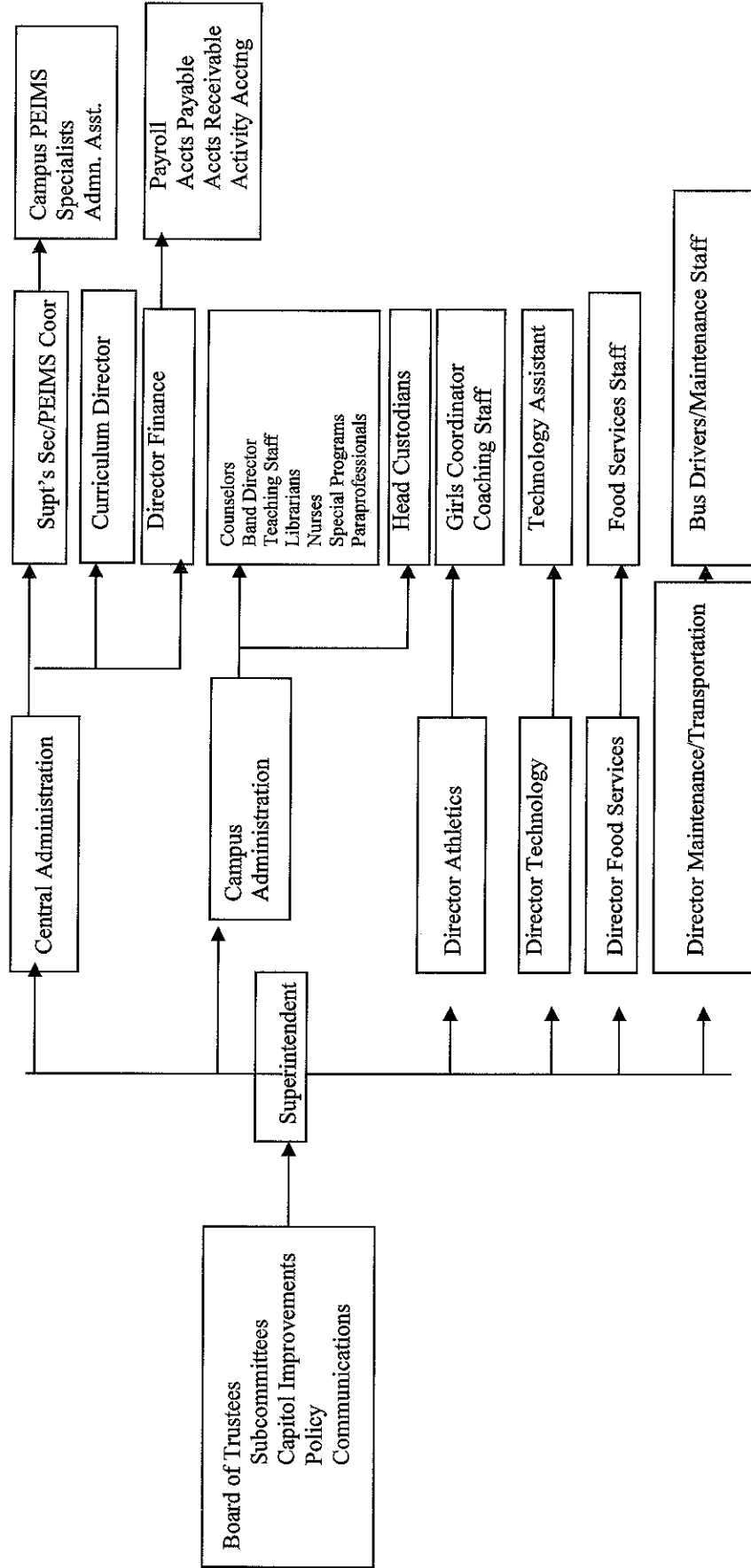
*TEA Approved Optional Flexible Yearly Program (Flex Days)

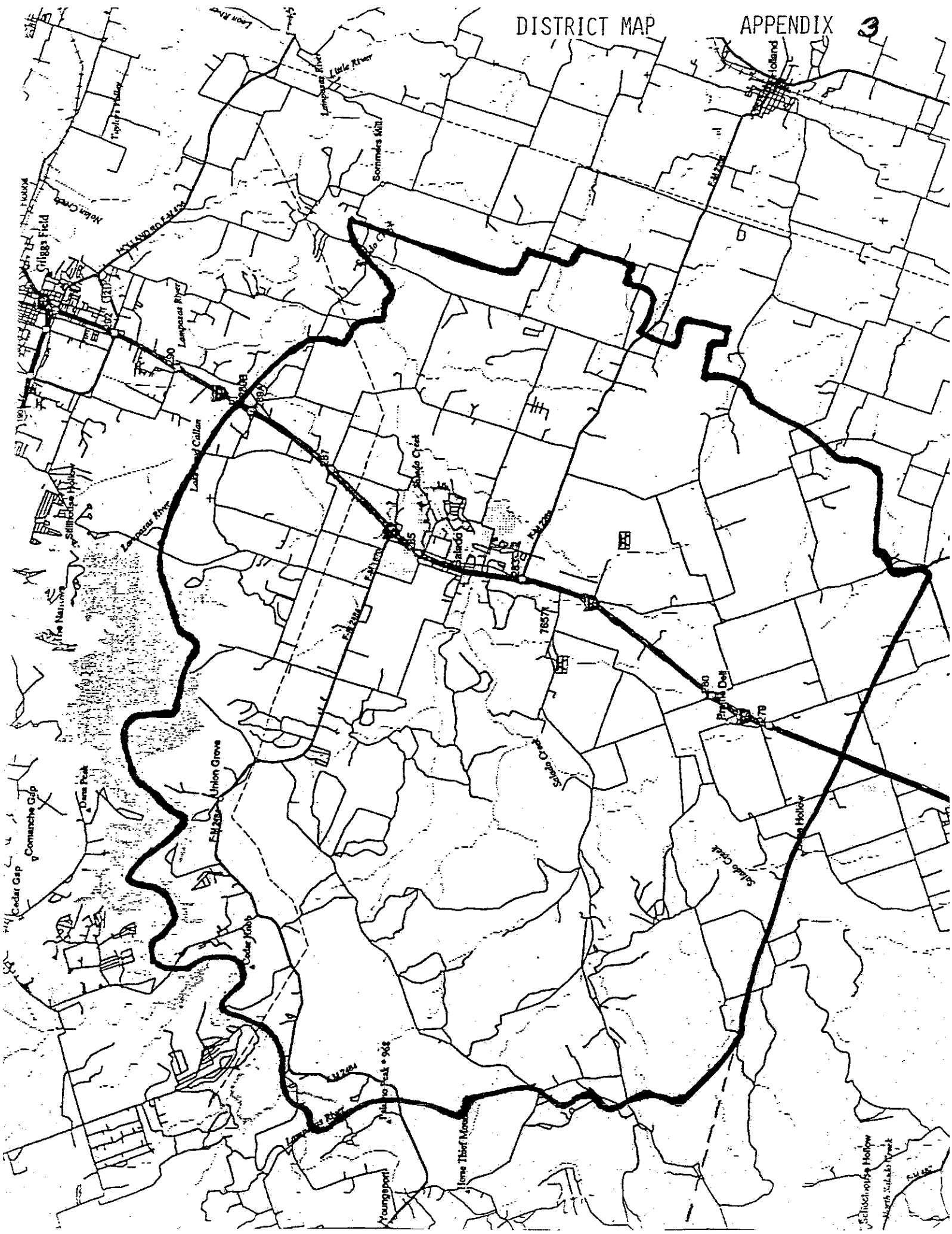


Closing announced on: KCEN Ch. 6, KWTX Ch. 10, KXXV Ch. 25, WACO - FM (100), KCKR-FM (95.7), KWTX-FM (97.5), KBRQ-FM (102.5), KWTX-AM (1460), KRZI-AM (1580), KEYR-FM (92.9), & KBCT-FM (94.5)
www.saladoisd.org

STAFFING CHART

SALADO INDEPENDENT SCHOOL DISTRICT





To assist us in processing your purchase orders as quickly as possible, please

1. Complete all information as shown on the sample form.
2. Submit completed purchase orders to the building principal for their signature.

The building principal will forward them to the business office for final approval. Upon final approval, purchase orders will be mailed or faxed. If you wish to place the order by phone or pick up the order yourself, please indicate this on the PO.

When your order is received, please sign and date any packing slip or invoice and turn it into the office. If no paperwork is included with your order, please send me a note or email indicating the PO number and date you received your merchandise.

ALL purchase orders MUST be completed and approved before an order is placed. The school district will not be responsible for purchases made without prior approval.

Thank you for your help.

Lyndal Cabaniss
Finance Director

General Notice of Special Enrollment Rights and Preexisting Condition Exclusion

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), your group health plan is required to provide you this notice explaining your group health plan's procedures for your special enrollment rights and imposing preexisting condition exclusions.

- **Your Special Enrollment Rights** – If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided that you request enrollment within 31 days after your other coverage ends. In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents, provided that you request enrollment within 31 days after the marriage, birth*, adoption, or placement for adoption.
- **Preexisting Condition Exclusions** – Under HIPAA, a “preexisting condition” is a condition for which medical advice, diagnosis, care, or treatment was recommended and received within the six-month period ending on the enrollment date in a health plan (the look-back period). Taking prescription medications during the look-back period constitutes receiving treatment.

Your plan may deny benefits for a preexisting condition during a 12-month waiting period beginning on your enrollment date. (If you do not enroll in a timely manner, the maximum waiting period is 12 months from the date coverage begins.) A preexisting condition exclusion does not apply to a pregnancy or to a newborn child or adopted child under age 18 who becomes covered within 31 days of birth* or adoption. A genetic condition without advice, care, or treatment is not a preexisting condition.

The existence of a preexisting condition will be determined using information obtained relating to an individual's health status before his or her enrollment date. An individual's enrollment date remains the same even if the individual changes benefit package options, as permitted by plan rules.

The preexisting condition waiting period is reduced by any creditable coverage (prior coverage under various plans including, but not limited to, group health plans, individual health policies, Medicare, and Medicaid). You may obtain a certificate of creditable coverage from a prior plan sponsor or health insurance issuer. Should you disagree with the length of creditable coverage determined by TRS-ActiveCare, you have the right to appeal that determination and provide additional evidence of creditable coverage.

For further information, contact your Benefits Administrator.

*Special rules apply to newborns; refer to your TRS-ActiveCare Benefits Booklet for more information.

Appendix 6 (Policies listed below may be viewed at www.tasb.org/policy/pol/private/014908 or at the Administration Office)

DAA	Equal employment opportunity
DBAA	Criminal history and credit reports
DBD	Conflict of interest
DC	Employment practices
DCB	Term contracts
DEA	Salaries and wages
DEAA	Incentives and stipends
DEC	Leaves and absences
DECA	Family and medical leave
DECB	Military Leave
DFAC	Return to probationary status
DFB series	Termination of term contracts
DFD	Hearings before hearing examiner
DFE	Resignations
DFF	Reduction in force (Local Policy)
DG	Employee rights and privileges
DGBA	Employee complaints/grievances
DH + Exhibit	Employee standards of conduct
DHE	Searches and drug/alcohol Testing
DI + Exhibit	Employee welfare
DIA	Freedom from discrimination, harassment, and retaliation
DK	Assignment and schedules
DN series	Performance appraisal
FFG	Child abuse and neglect
FFH	Discrimination, harassment, and retaliation
FFI	Bullying
FNC	Student Conduct
GRA	Child abuse investigations

Index

A

Administering medication to students 8
Administration 6
Alcohol and drug testing 14
Annualized compensation 20
Arrests and convictions 56
Asbestos management plan 62
Assault leave 36
Associations 55
At-will employment 14
Automatic payroll deposits 21

B

Background checks 56
Bad weather closing 64
Benefits
 cafeteria plan 24
 continuation - COBRA 24
 leave 27
 other 25
 teacher retirement 25
 workers' compensation 25
Bereavement leave 36
Board of Trustees
 general meeting information 5
 meeting schedule 5
 members 5
 of trustees 5
Budget 64
Building use 66
Bullying 10

C

Cafeteria plan benefits 24
Certification
 first aid and CPR 15
 parent notification 17
Change of address 65
Child abuse
 reporting 51
 sexual 52
Code of ethics 45
Committees 19
Communicable diseases 9

Communication 58
Compensation 20
 annualized 20
Complaints
 employee 41
 parent and student 8
Compliance coordinators 7, 12
Computer use 58
Conduct and welfare 44
Conflict of interest 54
Contract
 Employment 13
 noncertified employees 14
Copyrighted materials 58
Court appearances 37
Court ordered withholdings 40
CPR training 15
Criminal history background checks 56

D

Data management 58
Dietary supplements 8
Directories
 helpful contacts 6
 school 6
Disclaimer v
Discrimination
 employee 48
 student 7
Dismissal
 contract employees 38
 noncontract employees 38
District
 budget 64
 communications 63
 goals and objectives 3
 information 3
 map 3
 mission statement 3
Dress Code 49
Drug-abuse prevention 50
Drugs, psychotropic 9

E

Educational Development Fund 26
Emergencies 64

Employee
 arrests and convictions 56
 conduct and welfare 44
 involvement 18
 recognition 63
 responsibility for reading handbook vi
Employment
 after retirement 12
 at-will 14
 contract 13
 outside 18
Equal educational opportunities 7
Equal employment opportunity 12
Exit interviews 39

F

Family and medical leave 30
Firearms 57

G

General procedures 64
Gifts and favors 54
Goals and objectives
 state and district 3
Grievances 41

H

Handbook
 receipt vi
Harassment 48
Harassment
 employee 48
 students 48
Hazing 11
Health insurance 23
Health safety training 15
Helpful contacts 6
HIPPA Notice – Appendix 5

I

Insurance
 health, dental, and life 23
 supplemental 24
 unemployment 25
 workers' compensation 25

J

Job vacancy announcements 12
Jury duty 37

L

Leave

accrual 27
assault 36
bereavement 36
court appearances 37
discretionary 28
family and medical 30
jury duty 37
local 29
medical certification 27
military 31
nondiscretionary 28
personal 28
sick leave pool 29
temporary disability 35
workers' compensation 36
Leaves and absences 27

M

Medications 8
Military leave 37
Mission statement 3

N

Name and address changes 65
Nonrenewal 38

O

Outside employment 18
Overtime
compensatory time off 22
defined 22
pay 22

P

Parent and student complaints 8
Parent notification 17
Paychecks
deductions 22
Payroll
schedule 21

statements 21
Performance evaluation 18
Personal leave 28
Personnel records 66
Pest control treatment 62
Policy changes vi
Political activities 55
Possession of weapons 57
Psychotropic drugs 9
Publications 63
Purchasing procedures 65

R

Reassignments 16
Religious literature 20
Reports to SBEC 40
Resignations
 contract employees 38
 noncontract employees 38
Retaliation 48
Retirement 25

S

Safety 53
Salaries 20
SBEC reports 40
School calendar Appendix 1
School closing 64
School directory 6
Searches 14
Sick leave 29
Sick leave pool 29
Staff development 19
Standards of conduct 44
Stipends 23
Student
 communicable diseases 9
 complaints 8
 discipline 9
 issues 7
 medication 8
 records 7
Supplemental insurance 24

T

Teacher retirement 25

Technology Resources 58
Temporary disability leave 35
Termination
 dismissal during the contract term 38
 exit interviews 39
 noncontract employees 38
 nonrenewal 38
 reports to SBEC 40
 resignations 38
Tobacco use 56
Training
 health and safety 15
 staff development 19
Transfers 16
Travel expense reimbursement 23
Tuition-free attendance 26

U

Unemployment compensation insurance 25

V

Vacancy announcements 12
Visitors 57

W

Wages 20
Weapons 57
Work schedule 17
Workers' compensation
 benefits 36
 insurance 25
Workload 17

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