

Salado Independent School District
www.saladoisd.org

2007-2008
Employee
Handbook

Development and distribution of this document is funded through your district's annual TASB Human Resource Services membership fee. This document may be reproduced by the district for its use in development of an employee handbook. Further use or copying is prohibited without written consent of TASB Human Resource Services.

Copyright 1996-2007 by Texas Association of School Boards, Inc.
All rights reserved

Table of contents

Introduction.....	v
Employee handbook receipt	vi
Salado ISD Goals	2
District information	3
Description of the district	3
District map	3
Mission statement	3
State goals and objectives	3
Board of trustees	4
Board meeting schedule.....	5
Administration.....	5
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 discipline.....	9
Student attendance	10
Local government authorities	10
Hazing.....	11
Employment	12
Equal employment opportunity.....	12
Job vacancy announcements	12
Employment after retirement	12
Shortage areas.....	13
Contract and noncontract employment	14
Searches and alcohol and drug testing.....	15
First Aid and CPR certification.....	16
Reassignments and transfers	17
Workload and work schedules	17
Notification of parents regarding qualifications	18
Outside employment and tutoring.....	18
Performance evaluation	19
Employee involvement	19
Staff development	20

Professional development.....	20
Professional meetings	20
Religious literature	20
Compensation and benefits	21
Salaries, wages, and stipends	21
Paychecks	21
Automatic payroll deposit	22
Payroll deductions	22
Overtime compensation	23
Stipend for post baccalaureate.....	23
Travel expense reimbursement	23
Health, dental, and life insurance	24
Supplemental insurance benefits	25
Cafeteria plan benefits (Section 125)	25
Workers' compensation insurance	25
Unemployment compensation insurance.....	26
Teacher retirement	26
Other benefit programs.....	26
Free admission	26
Tuition-free attendance.....	26
Deferred compensation and annuities	27
Educational Development Fund	27
Leaves and absences.....	28
Personal leave.....	28
Sick leave	29
Local leave	30
Sick leave pool.....	30
Temporary disability	30
Family and medical leave	31
Workers' compensation benefits.....	33
Assault leave	33
Bereavement leave	33
Jury duty	33
Other court appearances	34
Military leave	34
Termination of employment	36
Resignations	36
Dismissal or nonrenewal of contract employees	36
Dismissal of noncontract employees	37
Exit interviews and procedures	37
Reports to State Board for Education Certification	37
Reports concerning court-ordered withholding.....	38
Complaints and grievances.....	39

Employee conduct and welfare	44
Standards of conduct.....	44
Harassment.....	46
Harassment of Students	47
Alcohol-and drug-abuse prevention	48
Reporting suspected child abuse.....	49
Fraud and financial impropriety	50
Conflict of interest	50
Gifts and favors	51
Associations and political activities	51
Safety	52
Tobacco use.....	52
Employee arrests and convictions	52
Possession of firearms and weapons	53
Visitors in the workplace	53
Copyrighted materials.....	54
Computer use and data management	54
Asbestos management plan	55
Pest control treatment	55
Employee relations and communications	56
Employee recognition and appreciation.....	56
District communications.....	56
General procedures	57
Bad weather closing.....	57
Emergencies	57
Annual operating budget	57
Purchasing procedures	58
Name and address changes	58
Personnel records	58
Building use	59
Appendix.....	60
Index.....	63

The real purpose of our existence is not to make a living, but to make a life --- a worthy, well-rounded, useful life.

Do all the good you can

By all the means you can

In all the ways you can

In all the places you can

At all the times you can

To all the people you can

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. Nothing in this handbook is intended to alter at-will employee relationships. It is not intended to alter the at-will status of employees in any way. Rather, it is a guide to and a brief explanation of district policies. District policies and procedures can change at any time. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. Policy manuals are located in the principals' offices and the superintendent's office and are available for employee review during normal working hours.

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!

Robin Battershell
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.

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 check out a hard copy from the following locations:

Administration Office, Campus Offices, Campus Libraries

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.

Salado ISD Goals

Each August, Salado ISD Goals are published after approval by the school board. They are made available on the web site at 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

Policy AE

The Salado Independent School District believes that all students can learn and can achieve mastery of basic grade-level skills. We believe that our district's purpose is to assure the highest possible level of academic performance and educational attainment for all of our students. We further believe that a well-educated community is essential for economic health, quality of life, responsible families, and the continuation of democratic government.

State goals and objectives

Policies AB, AF

State Goals

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 school until they obtain a high school diploma.

Objective 4 A well balanced and appropriate curriculum will be provided to all students.

- Objective 5 Qualified and highly effective personnel will be recruited, developed, and retained.
- Objective 6 The SISD students will demonstrate exemplary performance in comparison to national and international standards.
- Objective 7 School campuses will maintain a safe and disciplined environment conducive to student learning.
- Objective 8 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 9 Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.

Board of trustees

Policies BA, BAA, BBA, BBB, BBE, BE, BEC, BED

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:

Jeff Kelley, President	Frank Carlson, Member
Deborah Aldridge, Vice-President	Chris Seaton, Member
Miriam Ervi, Secretary	Darrell Street, Member
Jackie Burson, 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 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

Robin Battershell, Superintendent
Lisa Nix, Elementary Principal
Joe Palmer, Intermediate Principal
Kay Matthews, High School Principal
Joelle Wall, High School Assistant Principal
Donna Driggers, Elementary Counselor
Andrea Gonzalez, Intermediate Counselor
Katy Whitis, High School Counselor
Lyndal Cabaniss, Finance Director
Darlene Kirk, PEIMS Coordinator/Administrative Assistant
Earl Bragg, District Technology Director
Jeff Cheatham, Athletic Director
Tommy Barkley, Maintenance/Transportation Director
Brenda Hodges, Food Service Director

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

Policy FB

The Salado ISD does not discriminate on the basis of race, color, religion, national origin, sex, 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 of students on any of the basis listed above 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

Policy DH, FFAC

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

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.

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.

The principal shall immediately notify the superintendent and ordinarily shall notify the parent or other person having lawful control of the student.

Hazing

Policy FNCC, FO

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

POLICIES RELATED TO EMPLOYMENT

Equal employment opportunity

Policy DAA

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

Employees with questions or concerns about discrimination on the basis of race, color, religion, sex, national origin, age, or military status should contact the superintendent. Employees with questions or concerns about discrimination on the basis of a disability should contact the superintendent.

Job vacancy announcements

Policy DC

Announcements of job vacancies by position and location are distributed on a regular basis and posted at the central administration building, campus offices, and 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 DEG and DPB

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in certain positions or on a part-time basis without affecting their benefits, according to TRS rules and state laws. Service retirees who retire before May 31 may return to work in a Texas public school without a reduction in benefits one full calendar month after the retirement date provided they meet specific conditions. Retiring employees should consult with TRS officials about conditions and restrictions on employment after retirement. Retirees may work in the following capacities without loss of retirement benefits:

- As a principal or assistant principal or teacher in an acute shortage area on a full-time basis, if appropriately certified and following a 12-month break in service. Retirees that retired under early age or disability provisions are excluded
- As a full-time bus driver (early age and disability retirees excluded.)

- As a substitute at no more than the established daily substitute pay rate (Individuals receiving disability retirement benefits may not work for more than 90 days in a school year.)
- On a half-time or less basis during any month. Half-time employment cannot exceed the lesser of 50 percent of the position's full-time load or 92 hours in a month.
- On a full-time basis during a six-month period during a school year, provided that this is their only employment in a Texas public school. Individuals who retire in August may begin employment in October of the school year following their retirement.

Under this last provision, retirees must submit annual written notice to TRS by the last day of the first month of full employment to avoid disruption of benefits. Working any part of a month counts as a full month.

Other restrictions apply when a person has retired because of a disability. Individuals retiring because of a disability should contact TRS for details about employment restrictions.

Shortage areas. Certain retirees may return to work on a full-time basis as a principal or assistant principal or teacher in an acute shortage area without a reduction in their TRS annuity benefits. Acute teaching shortage areas are determined by the board based on Commissioner of Education guidelines. When filling acute shortage area positions, the district must give hiring preference to certified applicants who are not retirees. To be eligible for full TRS benefits a retiree must meet the following criteria:

- Have not be subject to a reduction in benefits for retirement at an early age or retired under disability provisions
- Have a 12-month continuous break in public school service since retirement
- Be appropriately certified for the position in the applicable school year

Employees can contact the business office for additional information or contact TRS by calling 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us).

Contract and noncontract employment

Policies DC, DCA, DCB, DCC, DCD, DCE

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. Campus principals and central office administrators are employed under one-year term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract and employment policies.

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. 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

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 procedures 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

Noninvestigatory 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.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

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

First aid and CPR certification

Policy DBA

Head marching band directors, head coaches or chief sponsors of an extra curricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or University Interscholastic League (UIL) must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification.

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 their 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

Policy DL

Professional employees

Professional and administrative employees are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including required days of service and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in

blocks not less than 45 minutes. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students one day a week when no other personnel are available.

Paraprofessional and auxiliary employees

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

Notification of parents regarding qualifications *Policy DK, EHBD*

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 days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers includes individuals serving with an emergency permit (including individuals waiting to take the EXCET exam) or individuals who do not hold any certificate or permit. No later than the 30th instructional day after the date of assignment the superintendent or designee will send a written notice to parents. 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 DBF

Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to their supervisor.

Approval for outside employment will be determined by the superintendent and based on whether outside employment interferes with the duties of the regular assignment. Teachers are not allowed to privately tutor their students for pay, except during the summer months.

Performance evaluation

Policy DN, DNA, DNB

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

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

Policy BQA, BQB

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

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 documenting 54 hours of continuing professional development annually. 54 hours of continuing professional development are required in the combined areas of technology, workdays, required campus inservice, and content area. Refer to Schedule A (Commons Drive, Public Drive, Joe Palmer) 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 a pay structure established for each position. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees 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 based on hourly wages or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime*, page 23.)

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.

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 2007-2008 school year follows:

Sept. 21	Mar. 21
Oct. 22	Apr. 22
Nov. 20	May 22
Dec. 21	June 20
Jan. 22	July 22
Feb. 22	Aug. 22

Automatic payroll deposit

The district offers employees automatic payroll deposit. Employees can have their paychecks electronically deposited into a designated account. Notification 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. Contact the business office for more information about the automatic payroll deposit service.

Payroll deductions

Policy CFEA

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions also are required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must have their Social Security contributions deducted.

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 compensatory time. Employees can carry-over up to 60 hours of compensatory time each year.
- Use of comp time may be at the employee's request with supervisor approval as workload permits
- An employee may be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation).
- Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.

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 and superintendent 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 for student sponsored events

ONLY. 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 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 and employees who are not contributing TRS members that 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 CRG

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 under the Texas Unemployment Compensation Act. 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 one-half of the normal work schedule 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 are available 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

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 have personal needs that will require long leaves of absence should call the business office for counseling about leave options, continuation of benefits, and communicating with the district.

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the district as they were when they were working. Otherwise, the district does not make benefit contributions for employees who are not on active payroll status.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. 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. Leave will not be approved for more days than an employee has accumulated in prior years plus those to be earned during the current 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. Dock rate is based on employee's daily pay rate.

Paid leave

Personal leave

State law requires that all employees 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. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts and is generally transferable to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

Nondiscretionary Leave that is taken for personal or family illness, emergency, or a death in the family, or active military service is considered

nondiscretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

- **Discretionary** Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request 3 days in advance of the anticipated absence to his or her principal or supervisor. 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, TAKS days, or staff development days.

Sick leave

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. Employees missing work less than ½-day will still be charged for ½-day. 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

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. Absences will be applied to local leave first.

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 \$30 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.

Temporary disability

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. A full-time educator may request to be placed on temporary disability leave or be placed on leave. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

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

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

When an employee is ready to return to work, the 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 do the job. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

Family and medical leave

Employees who have been employed by the district for at least 12 months, and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year for the following reasons:

- The birth, adoption, or foster placement of a child
- To care for a spouse, parent, or child with a serious health condition
- An employee's serious health condition

A husband and wife who are both employed by the district are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

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

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- To allow an employee to care for a seriously ill spouse, child, or parent
- When an employee requires medical treatment for a serious illness
- When an employee is seriously ill and unable to work
- When an employee becomes a parent or has a foster child placed in his or her home

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact their principal or supervisor as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work

Employees requiring family and medical leave should contact the business office for details on eligibility, requirements, and limitations.

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 sick leave or any other paid leave benefits. 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 granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). 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 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 per year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after military leave Employees who leave the district to enter into the United States uniformed services or ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged 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 are still qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the superintendent's office.

Continuation of health insurance

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the 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 board of trustees. Resignation without the consent of the board 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, DFCA, DFD, DFF

Employees on probationary and term contracts can be dismissed during the school year or nonrenewed at the end of the year according to the procedures outlined in district policies. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or 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

in the policy manuals located in the principals' offices and the superintendent's office. (See Appendix 6 Legal & Local Policies)

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, religion, sex, national origin, disability, military status, 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 39.)

Exit interviews and procedures

Policy DC

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

All district keys, books, property, and equipment must be returned upon separation from employment. The district may withhold the cost of any unreturned items from the final paycheck.

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:

- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a 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 §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 process that all employees must follow. 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 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.

Definitions

For purposes of this policy, "days" shall mean calendar days.

The terms "complaint" and "grievance" shall have the same meaning. A grievance under this policy may include, but shall not be limited to, any of the following:

1. Grievances concerning an employee's wages, hours, or conditions of work.
2. Specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or disability.
3. Specific allegations of unlawful discrimination or retaliation on the basis of the employee's exercise of constitutional rights.
4. "Whistleblower" complaints.

Other review processes

Initial procedures and information regarding sexual harassment by other employees are found at DHC (LOCAL) and information regarding federal nondiscrimination is found at DAA (LOCAL).

An employee's dismissal or nonrenewal may be the subject of a grievance under this policy only if the district does not otherwise provide for a review of the matter.

The following are governed by other review processes and are not subject to this policy:

1. Grievances regarding suspension of a contractual employee without pay: DF series
2. Grievances regarding termination of an employment contract governed by Chapter 21 of the Education Code: DF series
3. Grievances against a district peace officer: CKE
4. Grievances regarding instructional materials: EFA

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

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 discuss the grievance. The request shall be in writing on a form provided by the district and must be filed within seven days following receipt of a written response or, if no written response is received, within seven days of the response deadline.

The superintendent or designee shall hold the conference within seven days after receipt of the written request. The superintendent or designee shall have seven 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 request shall be in writing on a form provided by the district and must be filed within seven days following receipt of a written response or if no written response is received, within seven 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. The board is not required to consider documentation not previously submitted or issues not previously presented.

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 the superintendent first learns of the incident. See *Reports to the State Board for Educator Certification, page 37 for additional information.* The *Code of Ethics and Standard Practices for Texas Educators*, adopted by the State Board of Educator Certification, which all district employees must adhere to, is reprinted below:

Code of Ethics and Standard Practices for Texas Educators

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure

success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

Harassment

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 harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal or supervisor is the subject of a complaint, the employee should report the complaint directly to the superintendent.

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

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

Harassment of students

Policies DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting suspected child abuse*, pg. 49 for additional information.

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

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

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

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

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

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

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

Fraud and financial impropriety

Policy DG, CAA

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

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

Conflict of interest

Policy BBFA, DBD

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

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

An employee with a substantial interest in a business entity or interest in real property must disclose the interest to the district prior to the award of a contract or authorization of payment. This is done by filing an affidavit with the superintendent's office. An employee is also considered to have substantial interest if a close family member (e.g., spouse, parent, child, or spouse's parent or child) has a substantial interest.

Gifts and favors

Policy DGA

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

Associations and political activities

Policy DGA

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

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

Safety

Policy CK

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

- 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, GKA, FNCD

Smoking or using tobacco products is prohibited 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.

Employee arrests and convictions

Policy DH

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

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

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

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

Possession of firearms and weapons

Policies FNCG, GKA

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

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

Computer use and data management

Policy CQ

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

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

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

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

Asbestos management plan

Policy CKA

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

Pest control treatment

Policy DI, CLB

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 high school. Pest control information sheets are available from campus principals or facility managers upon request.

EMPLOYEE RELATIONS AND COMMUNICATIONS

Employee recognition and appreciation

Policy DJ

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>.

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, the following radio and television stations will be notified by school officials:

<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>

Emergencies

Policy CKC

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

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.

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 done at anytime 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

Policy 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

(The following appendices are not attached but are available at the Central Administration Offices.)

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)

APPENDIX 4

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

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
DBD	Conflict of Interest
DBF	Nonschool Employment
DC*	Employment Practices
DCB*	Term Contracts
DEA	Salaries and Wages
DEAA	Stipends and Incentives
DEC	Leaves and Absences
DF	Termination of Contract
DFAA	Probationary Contract
DFAB	Probationary Contract: Terminated at the end of year
DFAC	Return to probationary status
DFB*	Termination of term contracts
DFD	Hearings before hearing examiner
DFE	Resignations
DFF	Reduction in Force (Local Policy)
DGBA	Employee Complaints
DH	Employee Standards of Conduct
DHE	Searches and Drug/Alcohol Testing
DI	Employee Welfare
DIA	Harassment
DK	Assignment and Schedules
DN*	Performance Appraisal
FDA	Interdistrict Transfers
FDD	School Safety Transfers
FN*	Student Rights and Responsibilities
FO*	Student Discipline

Index

A

Administering medication to students 8
Administration 5
Alcohol and drug testing 15
Asbestos management plan 55
Assault leave 33
Associations 51
At-will employment 15
Automatic payroll deposits 22

B

Bad weather closing 57
Benefits
 cafeteria plan 25
 continuation - COBRA 24
 leave 28
 other 26
 teacher retirement 26
 workers' compensation 33
Bereavement leave 33
Board
 general meeting information 5
 meeting schedule 5
 members 5
 of trustees 4
Budget 57
Building use 59

C

Cafeteria plan benefits 25
Certification
 first aid and CPR 16
 parent notification 18
Change of address 58
Child abuse reporting 49
Code of ethics 44
Committees 19
Communicable diseases 9
Communication 56

Compensation 21
Complaints
 employee 39
 parent and student 8
Compliance coordinators 7, 12
Computer use 54
Contract
 Employment 14
 noncertified employees 15
Copyrighted materials 54
Court appearances 34
Court ordered withholdings 38
CPR training 16

D

Data management 54
Dietary supplements 8
Directories
 helpful contacts 6
 school 6
Disclaimer v
Dismissal
 contract employees 36
 noncontract employees 37
District
 budget 57
 communications 56
 goals and objectives 2
 information 3
 map 3
 mission statement 3
Drug-abuse prevention 47

E

Educational Development Fund 27
Emergencies 57
Employee
 arrests and convictions 52
 conduct and welfare 44
 involvement 19
 recognition 56
 responsibility for reading handbook vi
Employment
 after retirement 12
 at-will 15
 contract 14

outside 18
Equal educational opportunities 7
Equal employment opportunity 12
Exit interviews 37

F

Family and medical leave 31
Firearms 53

G

General procedures 57
Gifts and favors 51
Goals and objectives
 district 2
 state 3
Grievances 39

H

Handbook
 receipt vi
Harassment 46
Harassment of students 47
Hazing 11
Health insurance 24
Helpful contacts 6
HIPPA Notice – Appendix 5

I

Insurance
 health, dental, and life 24
 supplemental 25
 unemployment 26
 workers' compensation 25

J

Job vacancy announcements 12
Jury duty 33

L

Leave
 accrual 28, 30
 assault 33
 bereavement 33
 court appearances 34
 discretionary 29
 family and medical 31

- jury duty 33
- local 30
- medical certification 32
- military 34
- nondiscretionary 29
- personal 28
- sick leave pool 30
- temporary disability 30
- workers' compensation 33

Leaves and absences 28

M

- Medications 8
- Military leave 34
- Mission statement 3

N

- Name and address changes 58
- Nonrenewal 36

O

- Outside employment 18
- Overtime
 - compensatory time off 23
 - defined 23
 - pay 23

P

- Parent and student complaints 8
- Parent notification 18
- Paychecks
 - deductions 22
- Payroll
 - schedule 22
 - statements 21
- Performance evaluation 19
- Personal leave 28
- Personnel records 58
- Pest control treatment 55
- Policy changes vi
- Political activities 51
- Possession of weapons 53
- Publications 54
- Purchasing procedures 58

R

Reassignments 17
Religious literature 20
Reports to SBEC 37
Resignations
 contract employees 36
 noncontract employees 36
Retirement 26

S

Safety 52
Salaries 21
School calendar Appendix 1
School closing 57
School directory 6
Searches 15
Sick leave 29
Sick leave pool 30
Staff development 20
Standards of conduct 44
Stipends 21
Student
 communicable diseases 9
 complaints 8
 discipline 9
 issues 7
 medication 8
 records 7
Supplemental insurance 25

T

Teacher retirement 26
Temporary disability leave 30
Termination
 dismissal during the contract term 36
 exit interviews 37
 noncontract employees 37
 nonrenewal 36
 reports to SBEC 37
 resignations 36
Tobacco use 52
Transfers 17
Travel expense reimbursement 23
Tuition-free attendance 26
Tutoring 18

U

Unemployment compensation insurance 26

V

Visitors 53

W

Wages 21

Weapons 53

Workers' compensation

 benefits 33

 insurance 25

Workload 17