



# EMPLOYEE HANDBOOK

**2023-2024**

Human Resources Department  
817-399-2012

Hurst-Euless-Bedford  
ISD 1849 Central  
Drive  
Bedford, Texas 76022

Updated July 17, 2023

## Contents

|  |           |
|--|-----------|
| Employee Handbook Receipt                                    | 7         |
| 2023-2024  | 7         |
| <b>ACKNOWLEDGMENT OF ELECTRONIC DISTRIBUTION OF POLICIES</b> | <b>8</b>  |
| <b>Introduction</b>  | <b>10</b> |
| <b>District Information</b>                                  | <b>11</b> |
| <b>Employment</b>  | <b>13</b> |
| Equal Employment Opportunity                                 | 13        |
| Job Vacancy Announcements                                    | 13        |
| Contract and Noncontract Employment                          | 13        |
| Personnel Credentials  | 14        |
| Employment Requirements                                      | 15        |
| Certification and Licenses                                   | 16        |
| Searches and Alcohol and Drug Testing                        | 17        |
| Health Safety Training                                       | 17        |
| Reassignments and Transfers                                  | 18        |
| Workload and Work Schedules                                  | 18        |
| Breaks for Expression of Breast Milk                         | 19        |
| Pregnant Workers Fairness Act                                | 19        |
| Notification to Parents Regarding Qualifications             | 19        |
| Outside Employment and Tutoring                              | 19        |
| Performance Evaluation                                       | 20        |
| Employee Involvement   | 20        |
| Staff Development  | 20        |
| <b>Compensation and Benefits</b>                             | <b>21</b> |
| Salaries, Wages, and Stipends                                | 21        |
| Supplements  | 21        |
| Automatic Payroll Deposit                                    | 21        |
| Payroll Deductions   | 22        |
| Overtime Compensation  | 22        |
| Travel Expense Reimbursement                                 | 23        |
| Health, Dental, and Life Insurance                           | 23        |
| Supplemental Insurance Benefits                              | 24        |
| Workers' Compensation Insurance                              | 24        |
| Unemployment Compensation Insurance                          | 25        |

|  |           |
|--|-----------|
| <b>Employee Retirement</b>                               | <b>25</b> |
| <b>Reimbursement for Leave Upon Retirement</b>           | <b>25</b> |
| <b>Other Benefit Programs</b>                            | <b>26</b> |
| <b>Leaves and Absences</b>                               | <b>27</b> |
| <b>Personal Leave</b>                                    | <b>28</b> |
| <b>State Sick Leave</b>                                  | <b>29</b> |
| <b>Local Leave</b>                                       | <b>29</b> |
| <b>Sick Leave Bank</b>                                   | <b>30</b> |
| <b>Family and Medical Leave (FML)—General Provisions</b> | <b>33</b> |
| <b>Local Family and Medical Leave Provisions</b>         | <b>35</b> |
| <b>Temporary Disability Leave</b>                        | <b>36</b> |
| <b>Workers’ Compensation Benefits</b>                    | <b>37</b> |
| <b>Assault Leave</b>                                     | <b>37</b> |
| <b>Bereavement Leave</b>                                 | <b>37</b> |
| <b>Jury Duty</b>   | <b>38</b> |
| Truancy Court Appearances                                | 38        |
| Religious Observance                                     | 38        |
| <b>Military Leave</b>                                    | <b>38</b> |
| <b>Professional Absences</b>                             | <b>39</b> |
| <b>Other Absences</b>                                    | <b>39</b> |
| <b>Reporting Absences</b>                                | <b>39</b> |
| <b>Employee Relations and Communications</b>             | <b>41</b> |
| <b>Employee Recognition and Appreciation</b>             | <b>41</b> |
| <b>District Communications</b>                           | <b>41</b> |
| <b>Complaints and Grievances</b>                         | <b>42</b> |
| <b>Employee Complaints</b>                               | <b>42</b> |
| <b>Compliance Coordinator</b>                            | <b>42</b> |
| <b>Employee Conduct and Welfare</b>                      | <b>43</b> |
| <b>Employee Standards of Conduct</b>                     | <b>43</b> |
| Texas Educators’ Code of Ethics                          | 43        |
| Purpose and Scope  | 43        |
| Enforceable Standards                                    | 45        |
| Ethical Conduct toward Professional Colleagues           | 45        |
| Ethical Conduct toward Students                          | 46        |
| <b>Dress and Grooming</b>                                | <b>47</b> |
| <b>Nepotism</b>  | <b>47</b> |

|  |           |
|--|-----------|
| <b>Non-School Employment</b>   | <b>47</b> |
| <b>Discrimination, Harassment, and Retaliation:</b>                  | <b>47</b> |
| <b>Harassment of Students</b>  | <b>47</b> |
| <b>Reporting Suspected Child Abuse</b>                               | <b>48</b> |
| <b>Sexual Abuse and Maltreatment of Children</b>                     | <b>49</b> |
| <b>Reporting Crime</b>   | <b>49</b> |
| <b>Scope and Sequence</b>  | <b>49</b> |
| <b>Technology Resources</b>  | <b>49</b> |
| <b>Technology Resources- Acceptable Use Agreement</b>                | <b>50</b> |
| <b>System Access</b>   | <b>50</b> |
| <b>Online Conduct</b>  | <b>51</b> |
| <b>Vandalism</b>   | <b>51</b> |
| <b>Forgery Prohibited</b>  | <b>51</b> |
| <b>Information Content/Third Party Supplied Information</b>          | <b>52</b> |
| <b>Network Etiquette</b>   | <b>52</b> |
| <b>E-Mail Communication with Outside Parties</b>                     | <b>52</b> |
| <b>Consent Requirements</b>  | <b>52</b> |
| <b>Requests to Disable Filter</b>                                    | <b>52</b> |
| <b>Record Retention</b>  | <b>53</b> |
| <b>District Web Pages</b>  | <b>53</b> |
| <b>School Web Pages</b>  | <b>53</b> |
| <b>Maintenance of Class Web Pages</b>                                | <b>53</b> |
| <b>Extra - Curricular Organization Web Pages</b>                     | <b>53</b> |
| <b>Personal Web Pages</b>  | <b>54</b> |
| <b>Termination / Revocation of System User Account or Employment</b> | <b>54</b> |
| <b>Disclaimer</b>  | <b>54</b> |
| <b>Personal Use of Electronic Communication</b>                      | <b>54</b> |
| <b>Public Information on Private Devices</b>                         | <b>57</b> |
| <b>Criminal History Background Checks</b>                            | <b>58</b> |
| <b>Employee Arrests and Convictions</b>                              | <b>58</b> |
| <b>Alcohol and Drug-Abuse Prevention</b>                             | <b>59</b> |
| <b>Tobacco Products and E-Cigarette Use</b>                          | <b>60</b> |
| <b>Fraud and Financial Impropriety</b>                               | <b>60</b> |

|  |           |
|--|-----------|
| <b>Conflict of Interest</b>                          | <b>61</b> |
| <b>Gifts and Favors</b>                              | <b>61</b> |
| <b>Copyrighted Materials</b>                         | <b>61</b> |
| <b>Charitable Contributions</b>                      | <b>61</b> |
| <b>Associations and Political Activities</b>         | <b>62</b> |
| <b>Safety &amp; Security</b>                         | <b>62</b> |
| <b>Possession of Firearms and Weapons</b>            | <b>62</b> |
| <b>Visitors in the Workplace</b>                     | <b>63</b> |
| <b>Asbestos Management Plan</b>                      | <b>63</b> |
| <b>Pest Control Treatment</b>                        | <b>63</b> |
| <b>General Procedures</b>                            | <b>64</b> |
| <b>Emergency School Closing</b>                      | <b>64</b> |
| <b>Emergencies</b>                                   | <b>64</b> |
| <b>Purchasing Procedures</b>                         | <b>64</b> |
| <b>Name and Address Changes</b>                      | <b>65</b> |
| <b>Personnel Records</b>                             | <b>65</b> |
| <b>Facility Use</b>                                  | <b>65</b> |
| <b>Termination of Employment</b>                     | <b>67</b> |
| <b>Resignations</b>                                  | <b>67</b> |
| <b>Dismissal or Nonrenewal of Contract Employees</b> | <b>67</b> |
| <b>Discharge of Convicted Employees</b>              | <b>69</b> |
| <b>Reduction In Force</b>                            | <b>69</b> |
| <b>Exit Interviews and Procedures</b>                | <b>69</b> |
| <b>Reports to Texas Education Agency</b>             | <b>70</b> |
| <b>Reports Concerning Court-Ordered Withholding</b>  | <b>70</b> |
| <b>Student Issues</b>                                | <b>71</b> |
| <b>Equal Educational Opportunities</b>               | <b>71</b> |
| <b>Student Records</b>                               | <b>71</b> |
| <b>Parent and Student Complaints</b>                 | <b>71</b> |
| <b>Administering Medication to Students</b>          | <b>72</b> |
| <b>Dietary Supplements</b>                           | <b>72</b> |
| <b>Psychotropic Drugs</b>                            | <b>72</b> |
| <b>Student Conduct and Discipline</b>                | <b>72</b> |
| <b>Student Attendance</b>                            | <b>73</b> |

|                        |           |
|------------------------|-----------|
| <b>Bullying</b>        | <b>73</b> |
| <b>Hazing</b>          | <b>73</b> |
| <b>Annual Policies</b> | <b>74</b> |

# Employee Handbook Receipt

---



## Employee Handbook Receipt

2023-2024

Name \_\_\_\_\_ Campus/Department \_\_\_\_\_

I hereby acknowledge receipt of a copy of the Hurst-Euless-Bedford ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

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

### To access **Employee Handbook**:

- Go to [www.hebisd.edu](http://www.hebisd.edu)
- Place browser over *Careers* (top tab), scroll down and click on *Human Resources*
- Click on *HR Documents* (left tab)
- Click on "Employee Handbook [school year]"
- Click on [Download Now](#)
- View, save, or print *Employee Handbook*

Please indicate your choice by checking the appropriate box below:

I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.

I choose to receive a hard copy of the employee handbook and understand I am required to contact Jaclyn Hemmila, Coordinator of Human Resources- Data and Systems, at [JaclynHemmila@hebisd.edu](mailto:JaclynHemmila@hebisd.edu), to obtain a hard copy.

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

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

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Office of Human Resources at (817) 399-2012 if I have questions or concerns or need further explanation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please sign and date this receipt and return it to your campus principal/supervisor.

# ACKNOWLEDGMENT OF ELECTRONIC DISTRIBUTION OF POLICIES



## ACKNOWLEDGMENT OF ELECTRONIC DISTRIBUTION OF POLICIES 2023-2024

I hereby acknowledge that I have been offered the option to receive a paper copy or to electronically access at [www.hebisd.edu](http://www.hebisd.edu) the Board policies regarding employment as required under Education Code 21.204(d) and the Board policies regarding student discipline as required under Education Code 37.018.

Board policies regarding employment include (LEGAL) and (LOCAL) policies and exhibits found at the following codes in the local policy manual:

### Employment Policies:

|            |   |
|------------|---|
| DA series  | Equal employment opportunity, genetic nondiscrimination, criteria for personnel decisions |
| DBAA       | Criminal history and credit reports   |
| DBD        | Conflict of interest  |
| DC         | Employment practices  |
| DCB        | Term contracts  |
| DEA series | Salaries and wages; incentives and stipends   |
| DEC series | Leaves and absences   |
| DF         | Termination of employment   |
| DFA series | Termination of, or return to, probationary contract                                       |
| DFB series | Termination of term contracts   |
| DFD        | Hearings before hearing examiner  |
| DFE        | Resignation   |
| DFF        | Reduction in force  |
| DFFA       | Reduction in force due to financial exigency  |
| DFFB       | Reduction in force due to program change  |
| DG         | Employee rights and privileges  |
| DGBA       | Employee complaints/grievances  |
| DH         | Employee standards of conduct   |
| DHB        | Reports to state board for educator certification   |
| DHE        | Searches and alcohol/drug testing   |
| DI         | Employee welfare  |
| DIA        | Freedom from discrimination, harassment, and retaliation                                  |
| DK         | Assignment and schedules  |

Additional important Board policies and related administrative procedures can be found at the following codes:

### District Goals and Planning

|           |                                     |
|-----------|-------------------------------------|
| AE        | District educational philosophy     |
| BQ series | District- and campus-level planning |

### Instruction and Students

|           |   |
|-----------|---|
| EFA       | Handling complaints regarding instructional materials |
| EHBAF     | Video cameras in special education settings           |
| EIA       | Grading standards and grade reporting                 |
| EIE       | Promoting and retaining students                      |
| FB series | Protection of students from unlawful discrimination   |
| FE series | Student attendance                                    |
| FFAC      | Providing medical treatment or medication to students |
| FFAD      | Excluding students with communicable diseases         |

|      |   |
|------|---|
| FFAF | Care plans for students at risk for anaphylaxis                             |
| FFG  | Mandated reporting of child abuse and neglect                               |
| FFH  | Freedom from discrimination, harassment, and retaliation                    |
| FFI  | Freedom from bullying   |
| FL   | Safeguarding privacy of student records                                     |
| FNA  | Student expression  |
| FNAA | Distribution of non-school literature                                       |
| FNAB | Use of school facilities for non-school purposes                            |
| FNG  | Handling student/parent complaints; parents' rights                         |
| FO   | Student discipline  |
| GRA  | Interaction of police and child protective services with students on campus |

#### Personnel

|            |   |
|------------|---|
| CAA        | Financial ethics  |
| CB         | Federal conflicts of interest   |
| CK series  | Employee safety practices and crisis management                               |
| CQ         | District computers and electronic communications                              |
| CRD        | Health and life insurance   |
| CY         | Intellectual property and copyright   |
| DA series  | Equal employment opportunity and genetic nondiscrimination                    |
| DBAA       | Criminal history and credit reports   |
| DBD        | Conflict of interest  |
| DC series  | Employment practices  |
| DEA series | Salaries, wages, incentives, and stipends                                     |
| DEC        | Employee leaves and absences  |
| DECA       | Family and medical leave  |
| DECB       | Military leave  |
| DEE        | Requirements for expense reimbursement  |
| DF series  | Termination of employment   |
| DGBA       | Process for employee complaints and grievances                                |
| DH         | Employee standards of conduct   |
| DHE        | Alcohol/drug screening and other searches of employees                        |
| DI         | Drug-free workplace   |
| DIA        | Freedom from discrimination, harassment, and retaliation                      |
| DK         | Assignment to positions; transfers  |
| DMD        | Attendance at professional meetings on school time                            |
| DN series  | Employee evaluation/appraisal   |
| GBA series | Confidentiality of personnel records; public and nonpublic information        |
| GBBA       | News media relations and communications during a crisis                       |
| GKD series | Non-school use of school facilities and distribution of non-school literature |

*I accept responsibility for accessing the policies from the District's website, and understand that if I have any questions regarding these policies, I should direct those questions to my supervisor or Jaclyn Hemmila, Coordinator of Human Resources- Data and Systems, at [JaclynHemmila@hebisd.edu](mailto:JaclynHemmila@hebisd.edu).*

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Campus \_\_\_\_\_

Date \_\_\_\_\_

# Introduction

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

This handbook is neither a contract nor a substitute for the official District policy manual, nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of District policies and procedures related to employment. These policies and procedures can change at any time; any administrative or Board Policy changes adopted after publication of this handbook shall supersede the information included. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their building principal/supervisor, or call the Human Resources Office. District policies can be accessed online at [www.hebisd.edu](http://www.hebisd.edu).

District policies are available at <http://pol.tasb.org/Home/Index/1110> or at the District website [www.hebisd.edu](http://www.hebisd.edu). They include policies based on state and federal laws, case law, Attorney General opinions, State Board of Education rules, governmental regulations, and local requirements of the District. The Board of Trustees adopts policies. The policy manuals are organized in seven sections: A-Basic District Foundations; B-Local School Governance; C-Business and Support Services; D-Personnel; F-Students; and G-Community Relations. If employees have any questions concerning District policies, they should check with their principal or supervisor.

## District Information

**Historical Perspectives:** The first school in Euless was established after 1881 in a community hall on land purchased by Adam Euless. Later a school building was built to house the students. Students attended elementary through high school at that site which is now South Euless Elementary School. There are still many residents in the area who graduated from Euless High School.

The earliest development of the city of Hurst evolved around the establishment of a consolidated school built on Highway 183 (now Highway 10) in 1940, later called South Hurst School. The United Auto Workers, Local 218, purchased the school building from the District in 1976. Hurst was a small village on the highway consisting of one school, a few retail stores, service stations, and a few homes. Full operation of Bell Helicopter in 1953 caused tremendous growth for the city of Hurst, which incorporated in 1954.

In 1882, Bedford was a thriving community that included a college as well as several stores, a gristmill and a cotton gin. Bedford College was a combination high school and junior college offering advanced work in rhetoric and composition, Latin, algebra, geometry, and other subjects. When Highway 183 (now Highway 10) was built and traffic was diverted from Bedford Road, the city of Bedford began to lose much of its population and business. The population in 1920 was recorded at approximately 100 and remained near that mark for several years. In 1953, the population was estimated at 475, including approximately 200 boys at the Boy's Ranch, which was operated by the Variety Club of Dallas.

In 1911, Bedford Elementary School was opened with five classrooms and an auditorium. The school was later a part of the District, first as an elementary campus and then as a maintenance and storage building. It was sold to the city of Bedford in 1971 and is restored.

January 22, 1955, marked the merger of the Hurst and Euless Independent School Districts. Mr. Joe Humphress, Tarrant County School Superintendent, became Superintendent of the new Hurst-Euless School District. Records indicate that the number of students attending school in the Hurst-Euless District in 1955 was 1,418.

In 1955, Hurst-Euless high school students attended L.D. Bell High School located in the South Hurst building on Highway 183. In 1957, a new facility for Bell High School was opened at Raider Drive and Pipeline Road, which later became Central Junior High and is now KEYS and the Forrest E. Watson Educational Center.

On November 1, 1958, citizens approved the merger of Bedford Common School District with the Hurst- Euless Independent School District, forming the Hurst-Euless-Bedford Independent School District. The District officially began operation with the 1959-60 school year. And, as they say, the rest is history!

## Board of Trustees

*Policies BA, BB series, BD series, and BE series*

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

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

Current board members include:

- Matt Romero, President
- Rochelle Ross, Vice President
- Julie Cole, Secretary
- Dawn Jordan-Wells, Member
- Chris Brown, Member
- Andy Cargile, Member
- Fred Campos, Member
- Joseph Harrington, Ed.D., Superintendent

The board usually meets in the HEB ISD Administration Building at 1849 Central Drive, Bedford, Texas 76022. The board conducts a work session the second Monday of the month and has its regular meeting, where voting takes place, the fourth Monday of the Month. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted in front of the Administration Building and at [www.hebisd.edu](http://www.hebisd.edu) at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two- hour notice.

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

# Employment

## Equal Employment Opportunity

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

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

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Luke DeFilippis, Title IX Coordinator for employees, 1849 Central Drive, [LukeDefilippis@hebisd.edu](mailto:LukeDefilippis@hebisd.edu), (817) 399-2094. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person. The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Cicely Tuttle, Assistant Superintendent of Human Resources, 1849 Central Drive, [CicelyTuttle@hebisd.edu](mailto:CicelyTuttle@hebisd.edu), (817) 399-2094.

## Job Vacancy Announcements

Policy [DC](#)

Announcements of job vacancies by position and location are posted on a regular basis to the District's website (<http://www.hebisd.edu>).

## Employment *after* Retirement

Policy [DC](#)

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

## Contract and Noncontract Employment

### *Policy DC series*

State law requires the District to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, 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 a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts; the probationary period will be up to three school years (i.e., three one-year contracts). The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

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

**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by a Chapter 21 probationary or term contract.

**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.

## Personnel Credentials

Employees are required to present certain credentials, depending on their assignment, for placement in the employee's personnel file. Contracts of professional employees may be terminated if credentials are not presented. Credentials required to be on file for various positions prior to beginning employment are listed below.

**Professional:** All professional employees are required to present the following credentials:

- Texas Teacher Certificate or permit for the assignment
- Official transcripts from regionally accredited institutions showing all course work and degrees conferred
- Texas Teacher Service Records

**Paraprofessional:** Credentials required to be on file are as follows:

- Texas Paraprofessional Certificate
- High school diploma or GED
- College Hours (48+) or Local Assessment for NCLB Highly Qualified

**Bus Driver:** Credentials required to be on file are as follows:

- Commercial driver's license (CDL), issued in accordance with Article 6687b, V.A.T.S
- Driver's license check with the Texas Department of Public Safety
- School bus safety training certificate

In addition to the credentials listed above for the various positions, the following documents will be kept in each active employee's folder:

- Applications
- Offer of employment letters
- Contracts and/or reemployment letters
- Salary notices
- Personal data forms
- Appraisal records
- Notice of assignment or transfer
- Other documents deemed appropriate

The District shall maintain documentation required to be kept on file relative to personnel records, as prescribed by the Commissioner of Education, TEA guidelines, and local administrative requirements.

All records are the permanent property of the District and the State of Texas to be used for the proper maintenance of personnel records for individuals as required by law.

## **Employment Requirements**

*Policy DBB & DHE*

Listed below are some of the employment requirements and restrictions adopted by the Board in order to ensure the safety and welfare of employees, students, and citizens of the District. For specific details of this policy, see Policy DBBA (LEGAL) and DBBA (LOCAL).

**Physical Exams:** Each employee certified to drive a school bus shall have an annual physical examination by an appropriate health professional who provides evidence of physical and mental ability to operate a school bus safely.

**Tests Required:** Required testing includes pre-employment, post-accident, random and reasonable suspicion testing. No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substances test, or a follow-up alcohol or controlled substances test. The District shall not permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions.

**Transportation and Maintenance Employees:** After a conditional job offer is made prior to employment and annually thereafter, each employee certified to drive a school bus, or be responsible for maintenance of buses or operation of motor vehicles or heavy machinery, shall undergo a drug test by urinalysis or blood analysis.

Refusal to consent to, or refusal to disclose results of, a drug test by an applicant shall result in the applicant not being hired. Refusal to consent to, or refusal to disclose results of, a drug test by an employee shall constitute good cause for termination of employment. Any employee of the District may voluntarily consent to the taking of a drug or alcohol test at the beginning of the school year, or at other times during the school year, at District expense.

Confidentiality of all test results shall be strictly maintained with only those having a need to know being informed of the results. All positive test results shall be confirmed by a second test, using the same sample, at the District's expense.

Persons confirmed positive for the usage of an illegal controlled substance, a dangerous drug, alcohol, or other drugs on a required post-offer/pre-employment or annual test shall not be hired or assigned to operate or maintain school buses or heavy equipment, and are subject to termination.

Persons confirmed positive for the usage of an illegal controlled substance, a dangerous drug, alcohol, or other drug on a drug test based on reasonable suspicion shall be terminated from employment as a transportation or maintenance department employee.

## **Certification and Licenses**

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

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Office of Human Resources in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Office of Human Resources when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the Office of Human Resources at 817-399-2012 if you have any questions regarding certification or licensure requirements.

## **Recertification of Employment Authorization**

*Policy [DC](#)*

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Human Resources Office, at 817-399-2012, if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

## **Searches and Alcohol and Drug Testing**

Policy [CQ](#), [DHE](#)

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

**Employees required having a Commercial Driver's License:** Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

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

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the District's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Coordinator of Auxiliary Human Resources at 817-399-2352.

## **Health Safety Training**

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

Certain employees who are involved in physical activities for students must maintain and submit to the District proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR),

the use of an automated external defibrillator (AED), concussion and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the appropriate supervisor.

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

## **Reassignments and Transfers**

*Policy DK*

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

An employee with the required qualifications for a position may request a transfer to another campus or department. Auxiliary personnel must contact the appropriate supervisor to obtain the form. 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 must submit his or her request by the transfer window deadline. All transfer requests will be coordinated by the Human Resources office and must be approved by the receiving supervisor.

## **Workload and Work Schedules**

*Policies, DEAB, DK, DL*

**Professional Employees:** Professional employees and academic administrators are exempt from overtime pay and are employed on a 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

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

**Paraprofessional and Auxiliary Employees:** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not

authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation.

**Work Days:** All non-exempt employees (secretaries, technical staff, teacher assistants, and auxiliary) have a designated number of workdays for a normal work year according to the position. These workdays are scheduled by the administration each year. The beginning and ending dates are shown on the “Employment Dates of the School Calendar” for each position. These workdays are used in conjunction with the official school calendar to determine non-work days during the school year. **These scheduled work days are approved annually by the Board of Trustees and may not be changed without approval.**

**Working Hours:** The working hours for non-exempt employees are scheduled according to the needs of the department or campus. Secretaries and teacher assistants on school campuses have a 7.5-hour workday and a 37.5-hour workweek. Campus Technology Assistants have a 7.75-hour workday and a 38.75-hour workweek. The secretaries and technical staff in the Central Administration Complex have a 7.75-hour workday and a 38.75-hour workweek. All other non-exempt positions have an 8-hour workday and a 40-hour workweek. Scheduled workdays and workweeks will be determined according to the needs of the campuses and departments.

## **Breaks for Expression of Breast Milk**

*Policies, DEAB, DG*

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

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

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Karen Rose, Benefits and Risk Manager, 817-399-2075.

## **Pregnant Workers Fairness Act**

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Karen Rose, Benefits and Risk Manager, 817-399-2075 to begin the interactive process.

## **Notification to Parents Regarding Qualifications**

*Policies DK, DBA*

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) or individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status may call the Office of Human Resources at 817-399-2015.

## **Outside Employment and Tutoring**

*Policy DBD*

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

## **Performance Evaluation**

*Policy DN series*

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

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

## **Employee Involvement**

*Policies BQA, BQB*

At both the campus and District levels, HEB ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the District. As part of the district's planning and decision-making process, employees are elected to serve on District- or campus-level

advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Educational Operations Department.

## **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.

The Coordinator of Professional Development assists principals and supervisors in developing appropriate staff development activities throughout the school year. For information concerning available staff development activities, contact the Professional Development Office, at 817-399-2185, located in the Pat May Center.

# Compensation and Benefits

The following payroll and benefits information is provided as an overview of payroll operations and benefits offered to employees. For specific information about any particular topic in this section, please contact the Payroll Office at 817-399-2098 or the Benefits Office at 817-399-2056.

## Salaries, Wages, and Stipends

*Policies DEA, DEAA, DEAB*

Employees are paid in accordance with administrative guidelines and an established pay structure. The District's pay plans are reviewed by the administration each year and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 22.)

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, librarians, speech pathologists, nurses, and 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 Payroll Office at 817-399-2098 for more information about the District's pay schedules or their own pay.

## Supplements

Professional personnel may be assigned supplemental duties for which supplemental pay is to be received. The District or the employee for any reason or no reason may discontinue supplemental duties, as long as the reason is constitutionally permitted. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

**Paychecks:** All paychecks are available to view and/or print from the *Employees Access Center* a day before payday. All employees are paid semi-monthly on the 5th and 20th of the month, unless the 5th or 20th falls on a weekend or during a holiday period, in which case employees are paid on Friday or the day before the holiday begins.

## Automatic Payroll Deposit

A direct deposit service is available to all employees. This service enables employees to have their paychecks deposited automatically into a checking, savings, or pay card account each pay period. Contact the HEB ISD Payroll Office at 817-399-2098 for more information about the automatic payroll deposit service.

## **Payroll Deductions**

*Policy CFEA*

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; and annuities. Employees also may request payroll deduction for payment of membership dues to professional organizations and associations. Salary deductions are automatically made for unauthorized or unpaid leave.

Employees may have money deducted from their paychecks for the following:

- Association/Organization dues
- Credit Union deposits & loan payments
- District sponsored insurance programs
- HEB Education Foundation
- Tax sheltered investments
- Nonprofit organizations designated by the District
- Purchase of TRS Service Years

**Overpayments.** Employees are not entitled to any funds the district overpays. An agreement between an employee and the district must be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs.

## **Overtime Compensation**

*Policies DEAB, DEC*

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 a.m. Saturday and ends at 11:59 p.m. Friday.

Nonexempt employees who are paid on a salary basis are paid for the hours set by the normal work schedule. Hours worked beyond the normal schedule up to 40 hours will be paid at a regular rate of pay.

All hours in excess of 40 hours in a week will be paid at 1½ times the employee's standard hourly rate

of pay. All hours worked up to 40 hours per week will be paid at the employee's standard hourly rate of pay.

Employees will be compensated for all hours worked according to the above guidelines, and the hours worked shall be recorded in quarter-hour increments.

With prior supervisory approval, an employee may be allowed to adjust the hours of their departmental workweek, as necessary, in order to work the minimum number of hours required. All approved adjustments must be made within the same workweek.

## **Travel Expense Reimbursement**

*Policy DEE*

Before any travel expenses are incurred by an employee, the employee's supervisor and the Accounting Department 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.

## **Health, Dental, and Life Insurance**

*Policy CRD*

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

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed 10 or more regularly scheduled hours per week

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the Benefits Office at 817-399-2056 for more information.

Employees new to the District have 31 days to enroll in one of the plans. If you marry, have a child, or adopt a child, you have 31 days from the event of eligibility to enroll the new dependent. Contact the Benefits Office for the appropriate forms.

## **Supplemental Insurance Benefits**

*Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs for Dental, Vision, Disability, Critical Illness, Life, Accidental Death & Dismemberment Life Insurance, Legal Services,

Hospital Indemnity Insurance, Health Savings Account (HSA) and Flexible Spending. Premiums for these programs can be paid by payroll deduction. Employees should contact the Benefits Office at 817-399-2056 for more information.

**Cobra:** Employees and dependents are entitled to continue coverage under this plan upon occurrence of certain qualifying events described in the GROUP HEALTH PLAN booklet. This continuation of coverage is provided under Consolidated Omnibus Budget Reconciliation Act (COBRA).

**Death Benefits:** The District provides \$1,000 to the beneficiary of the District's term life insurance policy upon the death of a regular employee. There is no cost to the employee for this benefit.

**Group Term Life Insurance:** The District provides all regular full-time employees with \$5,000 of life insurance coverage at no cost to the employee. The employee must complete the online benefits enrollment in order to receive coverage under the policy. Employees may elect to take additional life insurance coverage for themselves and their dependents.

**Liability Insurance:** The District provides \$1,000,000 liability coverage for all employees at no cost to the employee. The coverage provides protection when an employee is following proper District policies in the course of performing his/her duties.

**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., health, dental and vision). 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.

**EECU Credit Union:** Through the Educational Employees Credit Union, employees may direct deposit payroll checks for checking accounts or have portions of a paycheck deposited into savings accounts or for payment of loans. To join, contact any of the EECU Credit Union offices. The Hurst-Euless-Bedford area EECU Credit Union office is located at 1600 Campus Dr., Hurst, TX 76054, telephone 817-882-0640. Most area banks are also available for direct deposit, and several provide no fee checking.

## **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 Tristar, effective December 1, 2018.

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 employee's supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

# **Unemployment Compensation Insurance**

## *Policy CRF*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Auxiliary Human Resources Office at 817-399-2352.

## **Employee Retirement**

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

Employees who plan to retire under TRS should notify the Coordinator of Human Resources as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web ([www.trs.texas.gov](http://www.trs.texas.gov)).

## **Payment for Accumulated Leave Upon Retirement**

The following leave provisions shall apply to local leave earned beginning on the original effective date of this program.

An employee who retires from the District shall be eligible for reimbursement for local leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee provides advance written notice of intent to retire to the human resources department by the first workday of February of the year in which the employee plans to retire. Written notice submitted after the first workday of February shall only be permitted if medical certification is provided documenting personal illness of the employee or employee's spouse. If an employee chooses to retire prior to the end of the school year, he or she must provide the District with advance written notice at least 60 workdays prior to the last day of employment.
3. The employee is eligible for regular normal age or disability retirement benefits from the Teacher Retirement System of Texas (TRS).
4. The employee has at least five consecutive years of service with the District.
5. The employee does not use more than two days of state personal or local leave during the last 60 workdays.

The employee shall receive payment for each day of accumulated local leave, to a maximum of \$5,000. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

If an employee dies after he or she becomes eligible for payment for leave upon retirement, the District shall provide the payment to the beneficiary listed on the employee's life insurance policy provided by the District. If no beneficiary is named, payment shall be made to the designated representative of the employee's estate.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

## **Other Benefit Programs**

**Tax Sheltered Investments:** The District allows employees to payroll deduct a specific amount of their salary monthly into tax sheltered investment plans. HB 1824 passed in 1985 prohibits the District from excluding any company that may be financially unstable or representatives who may furnish misleading information. Therefore, extreme caution should be taken in selecting a company from which to purchase an investment. Please contact the Benefits Office at 817-399-2056 for additional information.

**Children of Nonresident Employees, FDA (LOCAL):** A nonresident full-time employee may request that his or her child be admitted into District schools by filing an application with the Superintendent or designee. Transfers shall be granted for one year at a time, on a tuition-free basis. Campus assignment shall be made by the Superintendent or designee. However, the District shall allow children of full-time employees to attend the District school where the parent is employed, provided there is space available and there are no discipline, attendance, or other disruptive problems at the school. This benefit shall become void upon termination of employment.

**Employee Athletic Passes:** Employees of the District may attend in-District athletic events, excluding play-offs, at no charge. Entrance to school sponsored events requires an employee to show his/her employee ID badge at the door. One ID badge covers an employee and one additional individual.

# Leaves and Absences

Policies DEC, DECA, DECB

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees may be eligible to receive a maximum of five days of personal leave and five days of local leave each year. **The use of personal leave is subject to certain restrictions, including prior approval from the employee's supervisor and schedule limitations.**

**Attendance:** Employees are strongly encouraged to demonstrate good attendance. Absences should occur only when the employee is ill or for other approved reasons in accordance with District leave policy.

Paid leave must be used in half-day increments. If the employee chooses to offset leave against workers' compensation benefits, leave shall be recorded in the amount used. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local leave.
- State sick leave accumulated before the 1995–96 school year.
- State personal leave.

Use of sick leave bank days shall be permitted only after all available state and local leave has been exhausted.

Employees must follow District and Department or Campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for three consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

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

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

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and, for purposes of military caregiver leave, next of kin. The definition of these is found in Policy DECA (LEGAL).

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from

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

**Continuation of Health Insurance:** Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the

District as they were prior to the leave. Otherwise, the District does not pay any portion of insurance premiums for employees who are on unpaid leave.

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

## Personal Leave

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

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

**Discretionary (Personal):** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. 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. *(Please review the schedule limitations set below).*

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

**Use of Discretionary Leave:** An employee wishing to take discretionary personal leave must submit a request to the immediate supervisor **three** workdays in advance of the anticipated absence, except under extenuating circumstances that may require documentation. The supervisor or designee shall consider the effect of the employee's absence on the educational program or

District operations, as well as the availability of substitutes Discretionary personal leave shall be granted on a first-come, first-served basis. Personal leave may not be taken for more than **five** consecutive workdays and for no more than **five** workdays per school year.

**Schedule Limitations:** Discretionary leave will not be allowed on the day before a school holiday, the day after a school holiday, the first or last day of a semester or trimester grading period, days scheduled for state or local tests, or designated staff development days, except in emergency circumstances, in which case documentation will be required. The Superintendent may approve exceptions to these limits with documented emergency circumstances. The Office of Human Resources annually develops a restricted dates calendar for each employee group that will be approved by the Board. The restricted dates calendars are located in Google.

## State Sick Leave

The State no longer provides employees with state sick leave. In May 1995, state personal leave replaced state sick leave. State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in half-day increments, except when coordinated with family and medical leave taken on an intermit-tent or reduced-schedule basis or when coordinated with workers' compensation benefits.

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

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

## Local Leave

Each full time employee shall earn additional local sick leave, in equivalent workdays, at the rate of one-half sick leave day for each 18 workdays of employment up to the maximum of five days per school year. Local sick leave shall be used under the terms and conditions applicable to state sick leave accumulated prior to May 30, 1995 and for child adoption leave. All District employees shall have leave days advanced at the beginning of the school year.

**Medical Certification:** An employee who is absent more than *four* consecutive workdays because of personal illness or illness in the immediate family shall submit a medical certification of illness by the tenth day of continuous absence. An employee returning to work after an absence of more than **four** consecutive workdays because of personal illness shall submit a medical release stating that the employee is well enough to return to work. Failure to submit the required documentation may result in these absences being considered unexcused. (For those who qualify for FMLA, see Family Medical Leave Act.)

The district may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

**Long Term Absences:** The District provides leave of absences for maternity, childcare, hardship

and temporary disability. All leaves are unpaid except where use of state and/or local leave days is allowed. Please refer to policy DEC (LOCAL) for rules governing the granting and use of leaves.

All leave requests must be submitted on the proper District form to the Benefits Office.

## **Paid Vacation Benefits**

### *Policy DED*

A full-time regular employee in an eligible position normally requiring a minimum of 240 days of service annually shall earn paid vacation in accordance with the number of years of service in a vacation-eligible position with the District.

An eligible employee begins accruing paid vacation days from the first day of his or her employment. Vacation days will be prorated based on the employee's start date and the duty calendar for that year. An employee will not accrue paid vacation while in an unpaid status or on any type of unpaid leave.

A full-time eligible employee with up to 14 years of service in a vacation-eligible position with the District will receive ten days of paid vacation annually. A full-time eligible employee with 15 or more years of service in a vacation-eligible position with the District will receive 15 days of paid vacation annually. Vacation days for eligible employees will be advanced at the start of the duty year.

The Superintendent or department head may schedule simultaneous use of vacation days by a group of employees to coordinate with the District calendar, ensure efficient District operations, and reduce District liability.

When requesting individual use, an employee must complete a Vacation Request Form and submit it to his or her supervisor for approval at least three workdays in advance. In deciding whether to approve or deny a request for use of vacation days, the supervisor will not seek or consider the reasons for which an employee requests to use vacation. The supervisor will, however, consider the effect of the employee's absence on the educational program or District operations. The supervisor will notify the employee whether the request for vacation is approved or denied.

An employee in a position normally requiring 248 days of service will be permitted to request use of vacation days after being employed by the District for six consecutive months.

Vacation shall accumulate to a maximum of 40 days, in accordance with administrative regulations. An employee shall be paid for unused vacation upon separation from service with the District.

When an employee separates from employment with the District, he or she will be paid for accumulated vacation days at the employee's current base rate of compensation.

When possible, the supervisor will make every effort to adjust the employee's schedule so unused vacation days can be taken prior to the final date of employment.

## **Sick Leave Bank**

### *Policy DEC*

**Purpose:** The District shall establish a sick leave bank that full-time employees may join through contribution of local leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or the employee's spouse or dependent child experiences a catastrophic illness or injury and the employee has exhausted all paid leave. Additionally, an employee who is a member of the bank may request leave from the bank if the employee's parent, as defined in DECA (LEGAL) is receiving hospice or end-of-life care and the employee has exhausted all paid leave.

If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.

**Prolonged Absence:** A prolonged absence from work shall be defined as the employee's temporary or permanent incapacity to perform essential job functions for an extended period of time, defined as no fewer than 20 consecutive workdays. The only exception shall be intermittent leave for medical-related treatments (i.e., chemotherapy, radiation, and the like).

The sick leave bank committee shall determine if the illness or injury constituting the medical emergency qualifies for sick leave bank benefits.

**Dependent:** For purposes of the sick leave bank, "dependent" is defined as:

A child under the age of 26, who is one of the following:

- A natural child, an adopted child or a child who is lawfully placed for legal adoption, a stepchild, a foster child, or a child under the legal guardianship of the employee.
- Any other child under the age of 26 in a regular parent-child relationship with the employee (other than a child described in the previous category), meeting all four of the following requirements:
  - o The child's primary residence is the household of the employee;
  - o The employee provides at least 50 percent of the child's support;
  - o Neither of the child's natural parents resides in that household; and
  - o The employee has the legal right to make decisions regarding the child's medical care.
- A grandchild under age 26 whose primary residence is the household of the employee and who is a dependent of the employee for federal income tax purposes for the reporting year in which coverage of the grandchild is in effect.

A child over the age of 26 is defined as a dependent of an eligible employee, provided the child is either mentally or physically incapacitated to such an extent to be dependent on the employee on a regular basis and a physician's disability statement is provided.

**School Year:** For purposes of the sick leave bank, the school year shall be defined as September 1 through August 31.

**Membership:** Membership in the sick leave bank shall be available to all full-time employees who contribute three days of local leave to the bank during the enrollment period.

Enrollment in the sick leave bank shall occur only during the annual benefits enrollment period or within the first 30 days of employment. Days that are contributed to the bank shall be deducted from the member's local leave balance and shall become the property of the bank. Once contributed to the bank, an employee's contribution shall not be returned for any reason, including cancellation of membership. If a member cancels membership and later rejoins, a contribution of three days of local leave shall be required during the enrollment period.

After enrolling in the sick leave bank, members shall not be required to contribute additional leave days in subsequent years unless the bank balance falls below one-half of the number of members. If the bank balance is in danger of being depleted, all members shall contribute an additional day of local leave in order to retain membership.

The sick leave bank committee may issue a call for individual donations of leave on a sick member's behalf. All announcements regarding employees in need of individual donations shall be made without revealing the identity of the employees requesting days from the sick leave bank.

Members of the bank who, during the previous school year, found it necessary to use the benefits of the bank shall donate three leave days or the actual number of days used, whichever is less, at the beginning of the next school year to continue membership in the bank. If a member chooses not to repay the required number of days, he or she shall permanently forfeit bank membership.

**Call for Donations:** The sick leave bank committee may issue a call for individual employee bank member donations of leave on a sick leave bank member's behalf. The maximum yearly benefits still apply. If more than 30 days are donated to a member, the remaining days will become the property of the sick leave bank and will be available for use by another sick leave bank member.

**Donations upon Retirement:** An employee retiring from the District may donate a maximum of 30 days of his or her accumulated local leave to the District's sick leave bank.

**Applications for Leave:** An application for sick leave bank leave shall be submitted within 15 workdays from the first date of missed work or 15 days prior to the exhaustion of all available leave days.

The application shall contain:

1. A statement signed by the member attesting that the condition prompting the request for leave was not preexisting, as defined below.
2. A statement completed by the attending physician that includes:
  - a. Identification of the catastrophic illness or injury, including the nature and severity of the illness and/or extent of the injury, with a determination that the condition is not preexisting;
  - b. The date of the initial onset of the employee's or employee's immediate family member's particular catastrophic illness or injury; and
  - c. The anticipated date when the employee shall be able to return to work on a full-time basis.

**Governing Committee:** The governing committee for the sick leave bank shall be called the sick leave bank committee and shall be comprised of:

1. The assistant superintendent for human resources;

2. The assistant superintendent for elementary or secondary administration or the deputy superintendent for business operations;
3. The coordinator of nursing;
4. The benefits and risk manager; and
5. A group of employee peers made up of professional and paraprofessional employees.

The committee shall determine which applicants meet eligibility requirements for grants from the bank and the number of days an applicant may be granted. The committee shall not be bound by the number of days requested.

**Granting of Days:** If the committee awards days from the bank to an employee, the committee shall send notice to payroll including the employee's name and the number of days granted. An employee to which sick leave bank days are granted shall be compensated at his or her regular rate of pay for the number of leave days awarded from the sick leave bank. Leave shall not be granted for holidays, vacation, or other days on which the member is not paid. Leave shall not be granted when a member is on leave of absence or when a member is suspended from duty. Sick leave bank days awarded shall be reported as part of the recipient employee's gross income for income tax reporting purposes.

**Maximum Yearly Benefits:** An employee shall be granted a maximum of 30 leave days per school year from the sick leave bank for absences related to the catastrophic illness or injury of the employee or the employee's spouse or children. An employee shall be granted a lifetime maximum of 60 leave days for a spouse or children's qualifying illnesses or injuries.

An employee shall be granted up to ten leave days per school year and a lifetime maximum of 20 leave days for absences related to a parent receiving hospice or end-of-life care.

**Preexisting Condition:** Absences caused by conditions existing at the time of application for bank membership shall not be covered for one year from the date of enrollment in the bank; however, members who present documentation from the health-care provider managing or treating the condition certifying that the condition was not active and had not required treatment in the past year shall be covered.

**Exclusions:** No employee shall be granted benefits from the sick leave bank for an elective procedure or any procedure that could be scheduled, without detriment to the employee's health, at a time more compatible with the employee's work responsibilities.

**Complications from Pregnancy and/or Childbirth:** Requests for days from the bank for complications from pregnancy and/or childbirth shall be considered when the complications pose an immediate medical threat to the patient or the baby.

**Appeals:** A sick leave bank member may appeal the decision of the governing committee by writing a letter to the assistant superintendent for human resources requesting to appear in person before the committee.

A sick leave bank member may appeal the decision of the committee in accordance with Board policy DGBA (LOCAL), beginning at Level Two.

**Confidentiality:** All medical information provided to the sick leave bank committee members shall be confidential. All committee members shall acknowledge their duty to protect the confidentiality of the information presented.

## Family and Medical Leave (FML)—General Provisions

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

### What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

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

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

### Am I eligible to take FMLA leave?

You are an **eligible employee** if *all* of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

### How do I request FMLA leave?

Generally, **to request FMLA leave you *must***:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You ***must also inform your employer if FMLA leave was previously taken*** or approved for the same reason when requesting additional leave.

Your **employer *may* request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

### What does my employer need to do?

If you are eligible for FMLA leave, your employer ***must***:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer *cannot interfere with your FMLA rights*** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

### Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



## Local Procedures for Implementing Family and Medical Leave Prov

### Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured backward from the date an employee uses FML.

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

**Combined Leave for Spouses:** Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

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

**Fitness for Duty:** An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee's ability to perform essential job functions is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider.

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

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

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

**District Contact:** Employees that require FML or have questions should contact the Benefits Office at 817-399- 2075 for details on eligibility, requirements, and limitations.

## Temporary Disability Leave

**Certified Employees:** Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

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

When an employee is ready to return to work the Benefits Office should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties.

Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

## **Workers' Compensation Benefits**

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or -illness wages. While an employee is receiving workers' 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 incident involving an assault is a work-related injury, and should be immediately reported to the Benefits Office at 817-399-2056.

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 a death in the immediate family must not exceed ten workdays per occurrence, subject to the approval of the District. For purposes of this regulation, immediate family will have the same definition as found in policy DEC (LOCAL). The ten workdays do not have to be used consecutively but must be taken within the employee's duty year of when the family member's death occurred.

Use of state leave for the death of a non-immediate family member must not exceed a total of five workdays per school year, subject to the approval of the District. The use of state leave for the death of a non-immediate family member is not subject to the restricted dates calendar and bereavement documentation may be required.

An employee who has exhausted all paid leave shall be advanced up to three days of paid leave due to the death of an immediate family member, as defined by this policy, or an aunt, uncle, niece, nephew, cousin, or close friend. The employee shall reimburse the District for any advanced days used for bereavement purposes when additional local leave is available. If the employee separates from service prior to reimbursing the District, the cost of the excess leave days shall be deducted from the employee's pay in accordance with administrative regulations.

## **Jury Duty**

### *Policy DEC*

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

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

**Please Note-** Most jury services communicate through email regarding the need for service during the assigned time period. It is your responsibility to regularly check your email to verify your continued need to report to determine if your services are still required. If you report to jury duty and were previously dismissed, the courts will not issue you a receipt of service and, therefore, you will be required to use leave time for your period of absence.

## **Compliance with a Subpoena**

Absences due to compliance with a valid work-related subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

## **Truancy Court Appearances**

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

## **Religious Observance**

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

## **Military Leave**

**Paid Leave for Military Service:** Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave when engaged in authorized training or duty orders by proper authority. Paid military leave is limited to 15 days each fiscal 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 who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the Human Resources Office at 817-399-2016. In most cases, the length of federal military service cannot exceed five years.

**Continuation of Health Insurance:** Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Benefits Office at 817-399-2056 for details on eligibility, requirements, and limitations.

## **Professional Absences**

Employees may be approved to attend workshops, conferences or other meetings, which relate to their job assignment and are intended to provide professional development. A request to attend such meetings shall be submitted to the principal/supervisor. If approved, the employee's absences will not be deducted from accumulated sick leave.

Absences to attend workshops and seminars relating to the employee's job assignment are considered professional absences. The employee must have prior approval for the absence from the principal/supervisor.

Teachers, nurses, and librarians may not be absent more than three consecutive workdays to attend workshops, conferences, and/or other meetings.

Employees may receive limited reimbursement for expenses based on the available funds as allocated in the department or campus budget. The principal or supervisor shall determine the amount of reimbursement. For specific details concerning professional absences, see District Policy DMD (LOCAL).

## **Other Absences**

Professional employees with unexcused absences may be subject to non-extension, nonrenewal, or termination of contract. Auxiliary and paraprofessional employees with unexcused absences may be subject to termination of employment. Any other leaves granted or days of absence shall result in a deduction of the daily rate of pay for each day of absence, unless otherwise provided. [See DMD (LOCAL)] Absences not covered by sick leave or other leaves are unexcused.

## **Reporting Absences**

All professional and paraprofessional employees are required to contact their principal/supervisor or designee when absent.

- Auxiliary employees are to report their absences as required by the Director of their particular Auxiliary Department.
- All employees are required to report all absences to *Absence Management* at (800) 942-3767 or online as soon as they know they will be absent.
- **After calling the system or reporting an absence online, employees are required to immediately report their absence to their principal or designee.**

- For questions concerning the computer calling system, contact your principal or the Substitute Office at (817) 399-2013.

All employee absences are entered into the District's reporting system, which then generates the *Absence from Duty* form. Immediately after returning to work, it is the responsibility of the employee and supervisor to verify the form's accuracy. It should be noted that once the employee and supervisor sign the *Absence from Duty* form, it may not be changed. Auxiliary employees should refer to their Department Handbook.

# **Employee Relations and Communications**

## **Employee Recognition and Appreciation**

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at board meetings, in the District newsletter, and through special events and activities.

Employees are awarded service pins at five-year intervals based on full-time regular employment. Employees receiving a service pin for five years of service are presented their pins by their principal or supervisor at the campus. To receive credit for a year of service, the employee must be a regular employee employed for 50% or more of the day. The years of service do not have to be continuous, but in any one year, employment must have begun before March 1 and the employee must have been employed a minimum of 90 full-time equivalent days during a school year in order to have received credit for that year. Employment as a substitute or temporary worker does not qualify for creditable service in the District.

## **District Communications**

Throughout the school year, the Public Relations & Marketing (PR&M) Department publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

# Complaints and Grievances

## Employee Complaints

*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 for the prompt and equitable resolution of complaints. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time. Policy encourages informal resolution. Please use the link below to access information regarding informal resolution.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the Board of Trustees.

Some topics are governed by other review processes and are not subject to this policy. A complaint under this policy shall include grievances concerning an employee's wages, hours, conditions of work, or specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or disability, or on the basis of the employee's exercise of constitutional rights. A complaint must specify the individual harm alleged. [See Policy DHC]

Complaints shall be heard in informal administrative conferences. All complaints arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained. The party incurring them shall pay costs of any complaint.

For ease of reference, please click on [DGBA \(LOCAL\)](#) policy concerning the process of bringing concerns and complaints.

## Compliance Coordinator

*Policy DAA*

The District is required to designate an employee to coordinate its effort to comply with several state or federal laws. Listed below are the laws and the person responsible for coordinating the District's compliance effort.

The contact information for Title IX relating to sexual harassment is:

Luke DeFilippis

Coordinator of Human Resources

1849 Central Drive, Bedford, Texas 76022

(817) 399- 2094

[HREthicalViolations@hebisd.edu](mailto:HREthicalViolations@hebisd.edu)

The coordinator shall be responsible for investigation of complaints on behalf of employees and citizens. For complaints, see DGBA (LOCAL) and GF (LOCAL)

# Employee Conduct and Welfare

## Employee Standards of Conduct

Policy *DH*

All District employees shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including termination.
- Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including termination.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See Reports to the Texas Education Agency page 65 for additional information.

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

### **Texas Educators' Code of Ethics**

#### **Purpose and Scope**

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

shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

## **Enforceable Standards**

### **Professional Ethical Conduct, Practices, and Performance**

**Standard 1.1** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

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

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

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

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

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

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

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

**Standard 1.9** The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

**Standard 1.10** The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

**Standard 1.11** The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

**Standard 1.12** The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs, and toxic inhalants.

**Standard 1.13** The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

### **Ethical Conduct toward Professional Colleagues**

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

**Standard 2.2** The educator shall not harm others by knowingly making false statements about a

colleague or the school system.

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

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

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

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

**Standard 2.7** The educator shall not retaliate against any individual who has filed a complaint with the SBEC or provides information for a disciplinary investigation or proceeding under this chapter.

**Standard 2.8** The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

## **Ethical Conduct toward Students**

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

**Standard 3.2** The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

**Standard 3.3** The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

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

**Standard 3.5** The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

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

**Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

**Standard 3.8** The educator shall maintain appropriate professional educator-student relationships

and boundaries based on a reasonably prudent educator standard.

**Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

## **Dress and Grooming**

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

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

## **Nepotism**

District employees with responsibility for recommending for hire or supervising other District personnel shall not recommend for hire or supervise relatives within the first degree by blood relationship or marriage relationship. This restriction shall not apply to substitute teaching.

## **Non-School Employment**

Teachers shall not privately tutor their own students for pay, except during the summer months.

## **Discrimination, Harassment, and Retaliation**

*Policies DH, DIA*

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not

engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action up to and including termination.

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is located online at [www.hebisd.edu](http://www.hebisd.edu) or at the following link [DIA\(LOCAL\)](#).

## Harassment of Students

*Policies DH, DHB, FFG, FFH, FFI*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District employees are prohibited.

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

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of      has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 49 and *Bullying*, page 72 for additional information.

The districts' policies that include definitions and procedures for reporting and investigating harassment of students are listed below. You may click on each link.

- [FFH \(LOCAL\)](#) STUDENT WELFARE FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
- [DHB \(LEGAL\)](#) EMPLOYEE STANDARDS OF CONDUCT REPORTS TO STATE BOARD FOR EDUCATOR CERTIFICATION

## Reporting Suspected Child Abuse

*Policies DG, FFG, GRA*

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the District is prohibited from taking an adverse employment action against a certified or licensed professional who,

in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency. In addition, employees must cooperate with investigators of child abuse and neglect.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

## **Sexual Abuse and Maltreatment of Children**

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

***Employees are required to follow the procedures described above in Reporting Suspected Child Abuse.***

## **Reporting Crime**

[Policy DG](#)

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

## **Scope and Sequence**

[Policy DG](#)

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

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

## Technology Resources

### Policy CQ

The District's technology resources, including its networks, computer systems, email accounts, and devices connected to its networks, and all district-owned devices used on or off school property, will be used for administrative and instructional purposes consistent with the District's mission and goals. Limited personal use is permitted if the use:

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

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

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures.

Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management may contact Lindsey Hopkins, Executive Director of Technology.

## Technology Resources- Acceptable Use Agreement

The **Hurst-Euless-Bedford Independent School District** provides technology resources to its students and staff for educational and administrative purposes.

The goal in providing these resources is to promote educational excellence in the District's schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff. The use of these technology resources is a privilege, not a right. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with District Policy. The following standards will apply to all users of the District's electronic information/communications system:

## System Access

Access to the District's electronic communications system will be governed as follows:

1. As appropriate and with the written approval of the immediate supervisor and completion of District network training, District employees will be granted access to the District's system.
2. A teacher may apply for a class account and in doing so will ultimately be responsible for use of the account.
3. The District will require that all passwords be changed when necessary. All passwords must remain confidential and may not be shared.

4. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.
5. All users will be required to sign a user agreement annually each August for issuance or renewal of an account.

## **Online Conduct**

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
3. System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system.
4. Communications may not be encrypted so as to avoid security review by system administrators.
5. System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.
6. System users must purge and/or make hard copies of electronic mail and file such in accordance with established retention guidelines. [See CPC]
7. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright law, District policy, and administrative regulations.
8. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders and loading data from unprotected computers.
9. System users may not upload public domain programs to the system. System users may not download public domain programs for their own use nor non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.
10. System users may not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
11. System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
12. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
13. System users may not waste District resources related to the electronic communications system.
14. System users may not gain unauthorized access to resources or information.

## **Vandalism**

Any malicious attempt to harm or destroy District equipment or data or the data of another user of the District's system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy

and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See DH, FN series, FO series]

## **Forgery Prohibited**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to

send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

## **Information Content/Third Party Supplied Information**

System users and parents of students with access to the District's system should be aware that, despite the District's use of technology protection measures as required by law, use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. [See DH]

## **Network Etiquette**

System users are expected to observe the following network etiquette:

1. Typing messages in capital letters are the computer equivalent of shouting and are considered rude; be polite.
2. Swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited; use appropriate language.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages, pictures, or other items deemed inappropriate is prohibited.
5. When sending attachments with e-mail, consider whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
7. Transmitting sensitive personal information to or forwarding to unauthorized individuals is prohibited.

## **E-Mail Communication with Outside Parties**

District employees will respond by telephone to any outside party who sends an e-mail communicating a problem or concern. E-mail will only be used to provide outside parties with information.

Email will not be used as a tool to solve a problem that has been communicated to a District employee by an outside party. If the employee is out of the office, the outside party may receive an "auto reply" e-mail, indicating that the message has been received but cannot be responded to immediately. The employee receiving the initial e-mail may have his or her secretary, assistant, or designee respond to the

sender, explaining that the sender will receive a phone call from the employee within the next available business day. District employees will not respond to anonymous e-mail messages.

## **Consent Requirements**

Copyrighted or licensed software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright or license. Only the copyright or license owner, or an individual the owner specifically authorizes, may upload copyrighted or licensed material to the system.

No original work created by any District student or employee will be posted on a Web page under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work. [See CQ (EXHIBIT)]

No personally identifiable information about a District student will be posted on a Web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and District policy. [See CQ (EXHIBIT) and policies at FL]

## **Requests to Disable Filter**

The committee will consider requests from users who wish to use a blocked site for bona fide research or other lawful purposes. The committee will make a recommendation to the Superintendent regarding approval or disapproval of disabling the filter for the requested use.

## **Record Retention**

A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's record management program. [See CPC]

## **District Web Pages**

### *Development of Web Pages*

The District will maintain a District Web site for the purpose of informing employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District Web site must be directed to the District Webmaster. The public relations & marketing and technology departments will establish guidelines for the development and format of web pages controlled by the District. All public district web presences must comply with the provisions of the FERPA.

Processes for posting commercial advertising on a website controlled by the District must be approved by the Public Relations & Marketing Officer and the Deputy Superintendent of Business Operations. Any links from District Web pages to sites outside the District must meet one of the following criteria:

1. Represent a parent group that is organized for the sole purpose of supporting the mission of District schools through financial and/or volunteer contributions;
2. Provide educational content for a particular area of study included in the District's curriculum;
3. Be a state or local municipality and/or state or local government agency;
4. Provide information supporting a specific District-sanctioned program, a community partner, or an award earned by the District or its schools, staff, students, or community; or
5. Contain reference material approved by a District administrator or the District Webmaster.

## **School Web Pages**

Campuses are responsible for maintaining accurate and up-to-date information on their campus webpages, with training and support from the public relations & marketing department. The campus principal will designate a Web committee responsible for managing the campus's Web page. All public campus web presences must comply with the provisions of the FERPA.

## **Maintenance of Class Web Pages**

Teachers with classroom web presences are responsible for maintaining their classroom web presence in compliance with guidelines approved by the educational operations department. All public teacher websites must comply with the provisions of the FERPA.

## **Extra - Curricular Organization Web Pages**

The District must prioritize resources to the organizations most intimately connected to the District's education mission. Therefore, only student groups with an official staff sponsor are permitted to be mentioned on District web pages. Mentions of student groups on the website; including news stories, photos, and links to additional information; are not guaranteed and may be limited.

Documents and events involving a parent group that is organized for the sole purpose of supporting the mission of the District's schools through financial and/or volunteer contributions may be included on the school Web site. District resources cannot be used to host or maintain the primary web presence of a parent group.

## **Personal Web Pages**

District employees, Trustees, and members of the public will not be permitted to publish non-instructional personal web pages using District resources.

## **Termination / Revocation of System User Account or Employment**

Termination of an employee's or a student's access for violation of District policies or regulations will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

All District electronic communication systems are business assets and are not private. The District may access and review all Web pages and e-mails sent to and from the employees, during transmission or storage. Violation of this policy by employees can result in discipline, up to and including termination of employment.

## **Disclaimer**

The District's system is provided on an as is, as available basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained in the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

## **Personal Use of Electronic Communication**

*Policies [CQ](#), [DH](#)*

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the District's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the District's logo or other copyrighted material of the District without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educator's Code of Ethics even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus.

These restrictions include:

- o Confidentiality of student records. [See Policy FL]
- o Confidentiality of health or personnel information concerning colleagues, unless disclosure serve lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
- o Confidentiality of District records, including educator evaluations and private email addresses. [See Policy GBA]
- o Copyright law [See Policy CY]
- o Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

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

## Electronic Communications between Employees, Students, and Parents

### *Policy DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the District. The employee must comply with the provisions outlined below. Electronic communications between all other employees and **students who are enrolled in the District** are prohibited. Violations of this policy will be taken very seriously and will result in disciplinary action up to and including nonrenewal or termination of employment.

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

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

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

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

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

- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not

targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to District regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.

- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the District unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - **For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district email address.**
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee does *not* have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educator's Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [See Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]

- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor. The supervisor will consult with the Assistant Superintendent before granting approval.

**Violations of this policy will be taken very seriously and will result in disciplinary action up to and including nonrenewal or termination of employment.**

## **Public Information on Private Devices**

*Policy DH, GB*

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

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

## **Criminal History Background Checks**

*Policy DBAA*

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

## Employee Arrests and Convictions

[Policy DH](#), DHB, DHC

An employee shall 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 misdemeanor or felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

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

Moral turpitude includes the following:

- Dishonesty, fraud, deceit, theft, or misrepresentation;
- Deliberate violence;
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
- Misdemeanor or felony driving while intoxicated (DWI);
- Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, depending on the frequency of the act; or
- Acts constituting abuse or neglect under the Texas Family Code.

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

**Certified Employees.** The superintendent and directors are required to report the misconduct or criminal history of a certified employee or individual applying for certification or permit to TEA Division of Educator Investigations. Information about misconduct or allegations of misconduct of a certified employee obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abused or otherwise committed an unlawful act with a student or minor
- Possessed, transferred, sold, or distributed a controlled substance
- Illegally transferred, appropriated, or expended school property or funds
- Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation
- Committed a criminal offense on school property or at a school-sponsored event, or
- Solicited or engaged in sexual conduct or a romantic relationship with a student or minor

**Uncertified Employees.** Misconduct or criminal history of an uncertified employee also must be reported to TEA. Information about misconduct or the allegations of misconduct obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abuse or unlawful act with a student or minor, or
- Involvement in a romantic relationship with or solicited or engaged in sexual contact with a student or minor

## **Alcohol and Drug-Abuse Prevention**

*Policy DH*

Hurst-Euleless-Bedford 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 link regarding employee drug use is located below:

- [DH \(LOCAL\) EMPLOYEE STANDARDS OF CONDUCT](#)

## **Tobacco Products and E-Cigarette Use**

*Policies DH, FNCD, GKA and GK*

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

## **Fraud and Financial Impropriety**

*Policy CAA*

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

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

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

## **Conflict of Interest**

*Policy CB, DBD*

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

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

Employees should contact their supervisor for additional information.

## **Gifts and Favors**

*Policy DBD*

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

## **Copyrighted Materials**

*Policy CY*

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

## **Charitable Contributions**

*Policy DG*

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

## **Associations and Political Activities**

### *Policy DGA*

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

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

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

## **Safety & Security**

### *Policy CK series*

The District has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 61 for additional information.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

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

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

Employees with questions or concerns relating to safety programs and issues may contact the Benefits Office at 817-399-2056.

## **Possession of Firearms and Weapons**

### *Policies DH, FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call 911 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.

## Asbestos Management Plan

Policy CKA

HEB ISD is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the District's management plan is kept in

the Maintenance Department and is available for inspection during normal business hours.

Our buildings do not contain friable asbestos. We have identified the non-friable asbestos containing materials, which include transit panels and pipes, floor tiles, and wrapped pipe insulation. Asbestos projects may be conducted throughout the year. The HEB ISD has contractors and maintenance personnel trained to assure that asbestos containing materials are observed and handled as required to prevent the possible release of asbestos fibers.

The designated contact person for information concerning asbestos is Executive Director of Maintenance, Josh Minor, at 1350 W. Euless Blvd., Euless, TX 76040; (817) 399-2400; [maintenance@hebisd.edu](mailto:maintenance@hebisd.edu) or from any campus office.

## Pest Control Treatment

Policies CLB, DI

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

Notices of planned pest control treatment will be posted in a District building 48 hours before the treatment begins. Notices are generally located at the front entrance of a building. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electric means. Information concerning pest control treatment may be obtained from the Maintenance Department located at 1350 W. Euless Blvd., Euless, TX 76040; (817) 399-2400; or [maintenance@hebisd.edu](mailto:maintenance@hebisd.edu).

# General Procedures

## Emergency School Closing

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

Information about inclement weather cancellations and other urgent notifications is shared as we receive official notice from the Superintendent's office. Ways to receive this information include:

- **Subscribe for HEB ISD eNews** to receive notice by email.
- **Like us on Facebook** for immediate notifications of cancellations or delays!
- **Follow us on Twitter** to receive a tweet.

Local TV and radio stations will also broadcast information regarding closings and delays.

*\* Please note if school is in normal operation and on a regular schedule, notices will not be sent.*

If it becomes necessary to close schools, the District has specified make-up days in the current school calendar. For the specific days that will be used as make-up days, see the District Calendar.

## Emergencies

*Policies CKC, CKD*

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

## Purchasing Procedures

*Policy CH*

All requests for purchases must be submitted to the Purchasing Department on an official District purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the District can be made without 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. Employees may contact the Director of Purchasing for additional information on purchasing procedures.

## **Name and Address Changes**

It is important that employment records be kept up to date. Employees who have a change of name, address or phone number must complete a *Name Change or Address Change* form available in the Payroll Office. This form should be completed as soon after the change as possible. An address change may also be completed on the *Employee Access Center*.

If there is a name change, employees must also complete additional paperwork before the name can be formally changed with the District. The name on file with the District is the name listed with the Teacher Retirement System of Texas (TRS); therefore, the employee must submit a name change request with the TRS.

In addition to the TRS form, employees must change their names as listed on the W-4 form for withholding taxes, insurance coverage, and others. Employees should contact the Payroll Office for the details of the process.

## **Personnel Records**

*Policy DBA, 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, including personal cell phone number
- Emergency Contact Information
- Information that reveals whether they have family members
- Personal email address

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

## **Facility Use**

*Policies DGA, GKD*

Employees who wish to use District facilities after school hours must follow established procedures. The Director of Purchasing or Director of Athletics is responsible for scheduling the use of facilities after school hours. Contact the Director of Purchasing at 817-399- 2035 or the Director of Athletics at 817- 399- 2322 to request to use school facilities and to obtain information on the fees charged.

# Termination of Employment

## Resignations

*Policy DFE, DHB*

All resignations shall be submitted, using the [HEB ISD Resignation/Retirement Form](#), to the Human Resources Department. For online access to the HEB ISD Resignation/Retirement Form, please visit [www.hebisd.edu](http://www.hebisd.edu) and go to the Human Resources Department page. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

**At-Will Employees** The Superintendent shall be authorized to accept the resignation of an at-will employee at any time. The Superintendent may delegate to other administrators the authority to accept a resignation of an at-will employee.

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

**Contract Employees** The Superintendent or designee shall be authorized to receive a contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date, at least 45 days prior to first day of instruction. If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent or other person designated by Board action. The resignation requires no further action by the District and is accepted upon receipt by the Superintendent or other person designated by Board action.

The Superintendent or designee shall be authorized to accept a contract employee's resignation submitted or effective at any other time. If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent or other person designated by Board action. The Superintendent or other person designated by Board action shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.

Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Board.

The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such conduct.

## Dismissal or Nonrenewal of Contract Employees

*Policies DFAA, DFAB, DFBA, DFBB, DFD, DFF, DFFA, DFFB, DFFC*

Employees on probationary and term contracts can be dismissed during the school year according to

the procedures outlined in District policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF series policies that are provided to employees or are available on line.

## **Dismissal of Noncontract Employees**

*Policies DCD, DP*

Personnel employed on an at-will basis include but are not limited to employees in the following categories: paraprofessionals, auxiliary personnel, technical personnel, and other positions not eligible for Chapter 21 contracts.

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in this handbook when pursuing the grievance.

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

## **Discharge of Convicted Employees**

*Policy DF*

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

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

## **Reduction In Force**

*Policy DFF*

If it becomes necessary to reduce staff before the end of a contract term for reasons of financial exigency or program change, the District has outlined the process in this policy.

When a reduction in force is to be implemented, the Board shall first determine which employment areas shall be affected. The Superintendent shall confine recommendations for personnel reductions to staff members and administrators assigned to the affected programs or employment areas.

## **Exit Interviews and Procedures**

Separating employees are asked to provide the district with a personal email address to which a survey is sent that provides the district with feedback regarding their employment experience. Upon completion of the exit survey, employees may request their service records from the Office of Human Resources.

All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

## **Reports to Texas Education Agency**

*Policies DF, DHB, DHC*

**Certified Employees.** The dismissal of a certified employee must be reported to the Division of Investigations at TEA whenever the termination is based on evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or a part of a criminal offense on district property or at a school-sponsored event.

The superintendent is also required to notify TEA when a certified employee resigns and there is evidence the educator engaged in the conduct listed above.

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

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

## **Reports Concerning Court-Ordered Withholding**

The District is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to support recipient and the court, or in the case of child support, the Texas Attorney General Child Support Division:

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

# Student Issues

## Equal Educational Opportunities

*Policies FB, FFH*

In an effort to promote nondiscrimination and as required by law, HEB ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Luke DeFilippis, the District Title IX Coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Carla Docken, the District ADA/Section 504 Coordinator for students. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

## Student Records

*Policy FL*

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

**Parents:** Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights

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

**School officials:** with legitimate educational interests

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

## Parent and Student Complaints

*Policy FNG*

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

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their

satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

## **Administering Medication to Students**

*Policy FFAC, FFAF*

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

## **Dietary Supplements**

*Policies DH, FFAC*

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

## **Psychotropic Drugs**

*Policy FFAC*

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

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

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

## **Student Conduct and Discipline**

*Policies in the FN series and FO series*

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

the classroom teacher or campus principal.

## **Student Attendance**

*Policy FEB*

Teachers and staff should be familiar with the District's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. It is the responsibility of the parent/guardian to call the school each day of the student's absence to explain the reason for absence. Students absent from school for any reason may not be allowed to participate in school-related activities on that day or evening. When a student's absence, for personal illness exceeds four consecutive days, the student shall be required to present a statement from a physician or health clinic verifying the illness or condition that requires the student's extended absence from school. The principal and/or attendance committee may, if the student has established a questionable pattern of absences and/or exceeded the 90% attendance requirement during a semester/trimester, also require a physician's or clinic's statement of illness after a single day's absence as a condition of clarifying the absence as one for which there are extenuating circumstances. These requirements are addressed in campus training and in the HEB ISD Student Handbook and Code of Conduct. Contact the campus principal for additional information.

## **Bullying**

*Policy FFI*

Bullying is defined by TEC §37.0832. All employees are required to report student complaints of bullying to a teacher, counselor, principal, or other District employee. The District's policy includes definitions and procedures for reporting and investigating bullying of students. Please see [FFI LOCAL](#) to read the policy addressing bullying.

## **Hazing**

*Policy FNCC*

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

# Annual Policies

## Required Information for All Employees

### ***Standards of Conduct for Employees and Students:***

- [DH\(LOCAL\)](#) — Employee Standards of Conduct
- [DH \(EXHIBIT\)](#) — Employee Standards of Conduct
- [FO \(LOCAL\)](#) — Student Discipline
- [FNC \(LOCAL\)](#) — Student Rights and Responsibilities Student Conduct

### ***Discrimination, Harassment, and Retaliation:***

- [DIA \(LOCAL\)](#) — Employee Welfare Freedom from Discrimination, Harassment, and Retaliation
- [FFH\(LOCAL\)](#) — Student Welfare Freedom from Discrimination, Harassment, and Retaliation

### ***Bullying:***

- [FFI \(LOCAL\)](#) — Student Welfare Freedom From Bullying
  - o This policy should be distributed to employees alongside [FFH \(LOCAL\)](#)

### ***Child Abuse and Neglect:***

- [BQ \(LEGAL\)](#) — Refers to district plan for addressing sexual abuse and other maltreatment of children;
- [DH \(LOCAL\)](#) and [\(EXHIBIT\)](#), addresses employee standards of conduct;
- [FFG \(LEGAL\) \(LOCAL\)](#) — Student Welfare Child Abuse And Neglect
- [FFG \(EXHIBIT\)](#) — Student Welfare Child Abuse And Neglect (Notice of Employee Responsibilities for Reporting Child Abuse and Neglect)
- [GRA \(LEGAL\)](#) and [\(LOCAL\)](#), addresses child abuse investigations.
- [FFG \(EXHIBIT\)](#)— Notice of Employee Responsibilities for Reporting Child Abuse and Neglect

### ***Crisis intervention:***

- [FFB \(LEGAL\)](#) — Student Welfare Crisis Intervention
  - o This policy concerns early mental health intervention, substance abuse prevention and intervention, and suicide prevention.

### ***Drug-free workplace:***

- [DH \(LOCAL\)](#) — Employee Standards of Conduct
- [DI \(LOCAL\)](#) — Employee Welfare
- [DI \(EXHIBIT\)](#) — Employee Welfare

## Required Information for Teachers and Administrators

### ***Student Discipline Documents:***

- Education Code 37.018 requires districts to provide each teacher and administrator with a copy of [Chapter 37 sections 37.001 – 37.021](#)
- [Chapter 37 Discipline Chart](#)
  - o [FN \(LOCAL\)](#)— Student Rights And Responsibilities
  - o FO ([LEGAL](#) and [LOCAL](#))— Student Discipline

### ***Employment Policies:***

|                            |   |
|----------------------------|---|
| <a href="#">DA</a> series  | Equal employment opportunity, genetic nondiscrimination, criteria for personnel decisions |
| <a href="#">DBAA</a>       | Criminal history and credit reports   |
| <a href="#">DBD</a>        | Conflict of interest  |
| <a href="#">DC</a>         | Employment practices  |
| <a href="#">DCB</a>        | Term contracts  |
| <a href="#">DEA</a> series | Salaries and wages; incentives and stipends   |
| <a href="#">DEC</a> series | Leaves and absences   |
| <a href="#">DF</a>         | Termination of employment   |
| <a href="#">DFA</a> series | Termination of, or return to, probationary contract                                       |
| <a href="#">DFB</a> series | Termination of term contracts   |
| <a href="#">DFD</a>        | Hearings before hearing examiner  |
| <a href="#">DFE</a>        | Resignation   |
| <a href="#">DFE</a>        | Reduction in force  |
| <a href="#">DFFA</a>       | Reduction in force due to financial exigency  |
| <a href="#">DFFB</a>       | Reduction in force due to program change  |
| <a href="#">DG</a>         | Employee rights and privileges  |
| <a href="#">DGBA</a>       | Employee complaints/grievances  |
| <a href="#">DH</a>         | Employee standards of conduct   |
| <a href="#">DHB</a>        | Reports to state board for educator certification   |
| <a href="#">DHE</a>        | Searches and alcohol/drug testing   |
| <a href="#">DI</a>         | Employee welfare  |
| <a href="#">DIA</a>        | Freedom from discrimination, harassment, and retaliation                                  |
| <a href="#">DK</a>         | Assignment and schedules  |
| <a href="#">DN</a> series  | Performance appraisal   |

## Other Policies to Know:

### District Goals and Planning

|                           |                                     |
|---------------------------|-------------------------------------|
| <a href="#">AE</a>        | District educational philosophy     |
| <a href="#">BQ</a> series | District- and campus-level planning |

### Instruction and Students

|                           |   |
|---------------------------|---|
| <a href="#">EFA</a>       | Handling complaints regarding instructional materials                       |
| <a href="#">EHBAF</a>     | Video cameras in special education settings                                 |
| <a href="#">EIA</a>       | Grading standards and grade reporting                                       |
| <a href="#">EIE</a>       | Promoting and retaining students  |
| <a href="#">FB</a> series | Protection of students from unlawful discrimination                         |
| <a href="#">FE</a> series | Student attendance  |
| <a href="#">FFAC</a>      | Providing medical treatment or medication to students                       |
| <a href="#">FFAD</a>      | Excluding students with communicable diseases                               |
| <a href="#">FFAF</a>      | Care plans for students at risk for anaphylaxis                             |
| <a href="#">FFG</a>       | Mandated reporting of child abuse and neglect                               |
| <a href="#">FFH</a>       | Freedom from discrimination, harassment, and retaliation                    |
| <a href="#">FFI</a>       | Freedom from bullying   |
| <a href="#">FL</a>        | Safeguarding privacy of student records                                     |
| <a href="#">FNA</a>       | Student expression  |
| <a href="#">FNAA</a>      | Distribution of nonschool literature  |
| <a href="#">FNAB</a>      | Use of school facilities for nonschool purposes                             |
| <a href="#">FNG</a>       | Handling student/parent complaints; parents' rights                         |
| <a href="#">FO</a>        | Student discipline  |
| <a href="#">GRA</a>       | Interaction of police and child protective services with students on campus |

### Personnel

|                            |  |
|----------------------------|--|
| <a href="#">CAA</a>        | Financial ethics   |
| <a href="#">CB</a>         | Federal conflicts of interest                              |
| <a href="#">CK</a> series  | Employee safety practices and crisis management            |
| <a href="#">CQ</a>         | District computers and electronic communications           |
| <a href="#">CRD</a>        | Health and life insurance                                  |
| <a href="#">CY</a>         | Intellectual property and copyright                        |
| <a href="#">DA</a> series  | Equal employment opportunity and genetic nondiscrimination |
| <a href="#">DBAA</a>       | Criminal history and credit reports                        |
| <a href="#">DBD</a>        | Conflict of interest                                       |
| <a href="#">DC</a> series  | Employment practices                                       |
| <a href="#">DEA</a> series | Salaries, wages, incentives, and stipends                  |
| <a href="#">DEC</a>        | Employee leaves and absences                               |
| <a href="#">DECA</a>       | Family and medical leave                                   |
| <a href="#">DECB</a>       | Military leave   |
| <a href="#">DEE</a>        | Requirements for expense reimbursement                     |
| <a href="#">DF</a> series  | Termination of employment                                  |
| <a href="#">DGBA</a>       | Process for employee complaints and grievances             |
| <a href="#">DH</a>         | Employee standards of conduct                              |
| <a href="#">DHE</a>        | Alcohol/drug screening and other searches of employees     |
| <a href="#">DI</a>         | Drug-free workplace  |
| <a href="#">DIA</a>        | Freedom from discrimination, harassment, and retaliation   |

|                            |   |
|----------------------------|---|
| <a href="#">DK</a>         | Assignment to positions; transfers  |
| <a href="#">DMD</a>        | Attendance at professional meetings on school time                          |
| <a href="#">DN</a> series  | Employee evaluation/appraisal   |
| <a href="#">GBA</a> series | Confidentiality of personnel records; public and nonpublic information      |
| <a href="#">GBBA</a>       | News media relations and communications during a crisis                     |
| <a href="#">GKD</a> series | Nonschool use of school facilities and distribution of nonschool literature |

**Please Note:** *If a series is indicated, review all policy code identifiers that begin with the two or three letters shown.*