

# Little Cypress-Mauriceville CISD



*Employees coming together  
to work, form a staff.  
Employees coming together  
to help, form a family.*

*Elizabeth Andrew*

2016-17  
Employee Handbook

**EQUITY AND EXCELLENCE FOR ALL**

# Little Cypress-Mauriceville Employee Handbook

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## **Introduction**

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

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be found on the Internet at <http://pol.tasb.org/Home/Index/969>. A policy manual is located in the central office and is available for review during normal working hours.

# **Employee Handbook Receipt and Acknowledgement of Electronic Distribution of Policies (2016-2017)**

Printed Name \_\_\_\_\_

Campus/department \_\_\_\_\_

I hereby acknowledge the Little Cypress-Mauriceville CISD Employee Handbook is now available in electronic format on the district's website:

<http://intranet.lcm.k12/hr/ehb.pdf>

I agree to access and read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. I understand that I can receive a hardcopy of the Employee Handbook, and I agree to contact Beth Sonnier in the human resources office (883-2232 extension 2300) if I desire a hardcopy.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this booklet. As the district updates 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 and the human resources office of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or a central office administrator if I have any questions, concerns, or need further explanation.

I hereby acknowledge that I have been offered the option to receive a paper copy or to electronically access at the website listed below 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.

Web address for district policies: <http://pol.tasb.org/Home/Index/969>

I agree to contact Assistant Superintendent Greg Perry in writing if I choose to receive a paper copy of the policies. I agree that if I do not contact Greg Perry for a paper copy, I am accepting responsibility for accessing the policies through an accessible District computer and printer. I understand how to access these policies and further understand that if I have any questions regarding these policies, I should direct those questions to the assistant superintendent.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# **District information**

## **Description of the district**

Little Cypress-Mauriceville C.I.S.D. encompasses 102 square miles of the northeastern section of Orange County. Approximately 3,500 students are enrolled on the district's six campuses.

## **Mission statement**

The mission of the Little Cypress-Mauriceville C.I.S.D. is to graduate young adults with the knowledge and skills necessary for success in an ever-changing technological society by guaranteeing each student an individualized and well-rounded education.

## **Statement of Beliefs**

We believe that...

- the primary purpose of schools is to educate students.
- change is necessary and inevitable to achieve educational excellence.
- community support is imperative for effective schools.
- constructive family involvement in education has a positive impact on student learning and school performance.
- each person is valuable.
- higher expectations yield higher results.
- a commitment to the basic principles of trust, respect, dignity, compassion, and integrity is essential to character development.
- each person can learn and achieve.
- individual achievement requires hard work and dedication.
- the public justifiably expects its schools to effectively educate its students.

## **District Goals**

- We will provide a quality instructional program that meets the needs of all students and ensures continuous improvement.
- We will provide students and staff with facilities and services that are safe and conducive to an orderly, positive, and disciplined learning environment.
- We will maintain fiscal responsibility and accountability.
- We will involve our community and encourage their support in the implementation of our District's mission and objectives.

**Board of trustees**

*Policies BA through BF 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 curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, facilities, and expansions. The board has complete and final control over school matters within limits established by state and federal law and regulations.

The members of the board of trustees are 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 place and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members:

Marlene Cormier, Vice-President  
4950 White Oak Rd.  
Orange, TX 77632

Rex Peveto, Member  
5457 Gilbert Dr.  
Orange, TX 77632

David Jones, Member  
5962 Hidden Meadows Dr.  
Orange, TX 77632

Ray Rogers, Member  
2225 Tall Oak  
Orange, TX 77632

Randy McIlwain, Secretary  
5212 Michelle  
Orange, TX 77632

Tammy Rountree, President  
5021 Len Dr  
Orange, TX 77632

Aubrey Milstead, Member  
1120 Cedar Ridge  
Orange, TX 77632

The board usually meets at 6:30 p.m. on the first Monday of each month at the board room which is located at the Administration Building, 6586 FM 1130. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the District website and on the door of the central administration office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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



## **Administration**

### Central Office

Stacey Brister, Director of Secondary Curriculum and Instruction  
Julia Dickerson, Director of Elementary Curriculum and Instruction  
Pauline Hargrove, Superintendent  
Greg Perry, Assistant Superintendent

### Principals

Kayla Casey, Little Cypress Elementary  
Kim Cox, Mauriceville Middle School  
Ryan Dubose, Little Cypress Junior High  
Buffy Knight, Mauriceville Elementary  
Todd Loupe, LCM High School  
Michael Ridout, Little Cypress Intermediate

### Directors

Jim Armstrong, Special Education  
Kim Allen, Technology  
Randy Crouch, Athletics  
Phillip Matthews, Maintenance  
Suzanne Magee, Child Nutrition  
Kelly Meadows, Health Services  
Donnie Reese, Transportation  
Steve Schoppert, Bands  
(Open Position), State and Federal Programs

### Assistant Principals/Administrative Interns

Carie Broussard, Mauriceville Elementary  
Kristy Brown, LCM High School  
Leah Lebouef, Little Cypress Junior High  
Steven Lisbony, LCM High School  
Corey Sheppard, LCM High School  
Patti Steele, Little Cypress Elementary  
Heidi Strandberg, Mauriceville Middle School  
Tim Woolley, LCM High School

### District Level Coordinators

Sherry Combs, Community Relations  
Peggy Hale, Instructional Technology Specialist  
Ricky Ryan, Math Specialist

## Helpful contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate principal or director as listed above or any central office administrator.

## School directory

Little Cypress Elementary School  
5723 Meeks Drive  
Orange, TX 77632  
Phone: 886-2838  
Fax: 886-8172

Little Cypress Intermediate School  
2300 Allie Payne  
Orange, TX 77632  
Phone: 886-4245  
Fax: 886-1828

Little Cypress Junior High School  
6765 FM 1130  
Orange, TX 77632  
Phone: 883-2317  
Fax: 883-5044

Mauriceville Elementary School  
20040 FM 1130  
Orange, TX 77632  
Phone: 745-1615  
Fax: 745-5187

Mauriceville Middle School  
19952 FM 1130  
Orange, TX 77632  
Phone: 745-3970  
Fax: 745-3383

LC-M High School  
7327 North Hwy 87  
Orange, TX 77632  
Phone: 886-5821  
Fax: 886-5762

LC-M Administration Building  
6586 FM 1130  
Orange, TX 77632  
Phone: 883-2232  
Fax: 883-3509

LCM Special Programs  
6579 FM 1130  
Orange, TX 77632  
Phone: 883-6970  
Fax: 883-8027

LCM Technology Department  
6693 FM 1130  
Orange, TX 77632

Athletics, Band, and Career & Technology Education use the high school address.  
Food Service, Maintenance, and Transportation Departments use the Administration Building address.

## **District Policies**

All legal and local policies of the district are located on an Internet website at the following address:

<http://pol.tasb.org/Home/Index/969>

Any person may view any district policy including all employment policies and student discipline policies at this website. If you have any problems getting to this website or viewing any district policies, please contact the assistant superintendent for help. If you would prefer to have a hardcopy of the district employment and student discipline policies, please contact the assistant superintendent, and a copy of these policies will be provided to you.

# Employment

## **Equal employment opportunity**

*Policies DAA, DIA*

The Little Cypress-Mauriceville Consolidated Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy), national origin, age, disability, military status, genetic information or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice.

Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Greg Perry (ext. 2450).

## **Job vacancy announcements**

*Policy DC*

Announcements of job vacancies are posted on a regular basis at the central administration building and on the district web site.

## **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*

*Administrative Procedure 38*

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

**Probationary contracts.** 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 be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one full school year. For those with less experience, the probationary period will be three full school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term contract should be given.

**Term contracts.** Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The term of these contracts will normally be for either a one-year period or a two-year period. The terms and conditions of employment are detailed in the contract and employment policies. All contract employees will receive a copy of their contract. All contract employees have access to employment policies at the website <http://pol.tasb.org/Home/Index/969>, or they may receive a hardcopy of the employment policies by contacting the assistant superintendent.

**Noncertified professional employees.** Employees in professional positions that do not require SBEC certification by the district are employed by a one-year contract that is not subject to the procedures for nonrenewal or termination under the Texas Education Code.

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

## **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 Human Resources Office in a timely manner.

A certified employee's contract may be voided without 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 either the elementary or secondary director of curriculum

and instruction if you have any questions regarding certification or licensure requirements.

### **Months employed**

*Administrative Procedure 38*

The following guidelines are used to determine the number of months an employee is employed per year:

170 days to 201 days --- 10 months

202 days to 219 days --- 11 months

220 days or more ----- 12 months

These guidelines will be used in issuing contracts and in granting leave days.

### **Searches and alcohol and drug testing**

*Policy CQ, DHE*

*Administrative Procedure 53*

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

Any employee who drives any school-owned vehicle or who is employed in a safety sensitive position is subject to drug and alcohol testing. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements to be able to drive any school-owned vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities or begins work in a safety sensitive position. 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.

The district's policy relating to alcohol and drug testing is located at the Internet website listed in this handbook (see *District Policies* in the *District Information section*). Employees with questions or concerns relating to alcohol and drug policies or information on drug and alcohol abuse and the availability of assistance programs should contact the assistant superintendent.

## **Health safety training**

*Policies DBA, DMA*

*Administrative Procedure 74*

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, University Interscholastic League (UIL), or another organization that provides equivalent training or certification. Employees subject to this requirement must submit their certification to the athletic trainer each year by the date set by the trainer.

## **Reassignments and transfers**

*Policy DK*

*Administrative Procedure 27*

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A Request for Campus Transfer form must be completed and signed by the employee. Teachers requesting a transfer to another campus before the school year begins must submit his or her request by the second Monday in April. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the personnel office and must be approved by the receiving supervisor.

## **Workload and work schedules**

*Policies DEA, DEAB, DK, DL*

*Administrative Procedure 75*

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

teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation and 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.

Teachers on all campuses are required to be on duty at least 2,325 minutes per week (7 hours, 45 minutes per day). Each campus principal will set the schedule for teachers on his or her campus.

**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* in this handbook for additional information.

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

*Policies DEA, DEAB, DG*

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

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

### **Notification to parents regarding qualifications**

*Policies DK, DBA*

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching



certificate. Inappropriately certified or uncertified teachers include individuals serving with an emergency permit (including individuals waiting to take the certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request.

### **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.

Teachers are not allowed to privately tutor their students for pay, except during the summer months.

### **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 can also 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.

### **Employee involvement**

*Policies BQA, BQB*

*Administrative Procedure 84*

At both the campus and district levels, Little Cypress-Mauriceville CISD 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 curriculum and instruction office.

### **Staff development**

*Policies DMA, DMB*

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based,

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

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

## **Gifts**

### *Policy DBD*

LCM Policy DBD (Local) states, “An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee’s discharge of assigned duties and responsibilities.” Additionally, the State Ethics Commission has established a limit of \$50 for meals and other gifts. The Ethics Advisory Board has held that gifts not allowed under state law include the following examples: a \$50 clock, a hotel room, an airline ticket, a hunting trip, football tickets, a hunting rifle, and a \$60 or more restaurant meal. Further, the State Board of Educator Certification has defined “tokens of recognition” such as plaques, fruit, baked goods, coffee mugs, and ornaments as acceptable gifts. Employees who receive a gift they feel is valued at \$50 or more, should make their supervisor aware of the gift and discuss options to return or donate the gift.

# Compensation and benefits

## Salaries, wages, and stipends

*Policy DEA, DEAA, DEAB*

*Administrative Procedure 11*

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

All employees will receive written notice of their pay and work schedules. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact the assistant superintendent for more information about the district's pay schedules or their own pay.

## Direct payroll deposit

Employees will have their paychecks electronically deposited into an account at any bank or credit union. Contact the payroll office (ext. 2210) for more information about direct payroll deposit.

## Payroll

All employees are paid monthly on the 17<sup>th</sup> day of the month. If the 17<sup>th</sup> falls on a holiday or weekend, payday will be the workday immediately preceding the 17<sup>th</sup>. An employee's payroll statement is available online through Employee Access and contains detailed information including gross pay, deductions, withholding information, and the amount of leave accumulated. Call the payroll office if you have questions about your payroll statement.

## Payroll deductions

*Policy CFEA*

*Administrative Procedure 8*

The following deductions are required for all full-time employees:

- Teacher Retirement System of Texas (TRS)

- Federal income tax
- Medicare tax deductions (for all employees hired in this district after March 31, 1986)
- Temporary and part-time employees who are not eligible for TRS membership will be enrolled in a 457 deferred compensation plan to satisfy federal requirements

Other payroll deductions employees may elect include:

- Employee's share of premiums for health, dental, life, and vision insurance
- Annuities
- Texas Tomorrow Constitutional Trust Fund
- Higher education savings plans
- Savings deposits and/or loan payments through the Orange County Teachers' Credit Union
- Membership dues to professional organizations and certain charitable organizations such as United Way

Salary deductions are automatically made for unauthorized or unpaid leave.

### **Overtime compensation**

*Policy DEAB*

*Administrative Procedure 17*

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

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or compensatory time off. Employees must work more than 40 total hours in a week to earn overtime compensation. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday.

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

- Detailed records of compensatory time earned and used must be kept by the employee and signed by the supervisor.
- Compensatory time earned must be used within the duty year in which it is earned at a time that is acceptable to the supervisor. Under extenuating circumstances, up to 20 hours may be carried over to the next duty year.
- For compensatory time purposes, the duty year is defined as July 1 through June 30.

- Employees can accumulate up to 60 hours of compensatory time.
- An employee is required to use compensatory time before using available paid leave (e.g., sick, personal, vacation).

**Travel expense reimbursement**

*Policy DEE*

*Administrative Procedures 5, 22, 32, 33, 35*

Before any travel expenses are incurred by an employee, the employee’s supervisor, the assistant superintendent, and the superintendent must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees should check with their supervisor for the current travel rate allowances. Employees must submit receipts to be reimbursed for expenses other than mileage and meals.

The district will reimburse employees for mileage that was incurred on the employee’s personal vehicle while performing school related business/duties. The following chart shows the one-way mileage between locations within the district. Mileage that is claimed should not exceed the amount shown on this chart unless there is an acceptable explanation on the travel form as to why the claimed mileage is greater than the actual mileage.

One-Way Mileage Between Locations

	Administration	LCE	LCI	LCJH	LCM High School	Maintenance	ME	MMS	Region V-Downtown Special Programs / Technology	Transportation	
Administration	0.0	0.6	1.0	0.2	1.5	0.3	10.4	10.3	24.5	0.05	0.2
LCE	0.6	0.0	0.4	0.8	1.9	0.7	11.0	10.9	25.0	0.6	0.6
LCI	1.0	0.4	0.0	1.2	2.3	1.1	11.4	11.3	25.4	1.0	1.0
LCJH	0.2	0.8	1.2	0.0	1.6	0.5	10.4	10.3	24.7	0.2	0.4
LCM High School	1.5	1.9	2.3	1.6	0.0	1.6	10.7	10.6	25.9	1.5	1.5
Maintenance	0.3	0.7	1.1	0.5	1.6	0.0	10.7	10.6	24.2	0.3	0.1
ME	10.4	11.0	11.4	10.4	10.7	10.7	0.0	0.1	16.7	10.4	10.6
MMS	10.3	10.9	11.3	10.3	10.6	10.6	0.1	0.0	16.8	10.3	10.5
Region V-Downtown Bmt	26.1	26.5	25.7	26.3	27.4	25.8	19.9	20.0	0.0	26.1	25.9
Sp Programs/Technology	0.05	0.6	1.0	0.2	1.5	0.3	10.4	10.3	24.5	0.0	0.2
Transportation	0.2	0.6	1.0	0.4	1.5	0.1	10.6	10.5	24.3	0.2	0.0

## **Health and life insurance**

*Policy CRD,*

*Administrative Procedure 3*

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

Employees eligible for health insurance coverage include the following:

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

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the benefits coordinator in central office for more information.

Life insurance coverage in the amount of \$14,000 is provided at no cost to employees who work at least 20 hours per week. Employees have the option to purchase additional life insurance.

## **Supplemental insurance benefits**

*Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, supplemental life, catastrophic illness, or disability. Premiums for these programs can be paid by payroll deduction. Employees should contact the benefits coordinator for more information.

## **Cafeteria plan benefits (Section 125)**

*Policies CRG, CFEA*

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

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period. Cafeteria Plan enrollment is usually in late August or early September.

## **Workers' compensation insurance**

*Policy CRE*

*Administrative Procedures 12, 18*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Claims Administrative Services, Inc. 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 and to the benefits coordinator in central office. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' compensation benefits* in the *Leaves and absences* section of this handbook for information on use of paid leave for such absences.

## **Unemployment compensation insurance**

*Policy CRF*

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

## **Teacher retirement**

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are 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 their supervisor and the human resource office as soon as possible. Information on the application procedures for TRS benefits are 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)). See *Employment after retirement* in this handbook for information on restrictions of employment of retirees in Texas public schools.

**Paid holidays***Administrative Procedure 45*

All auxiliary and paraprofessional employees receive paid holidays in addition to their regular pay. Full-time auxiliary employees (paid from the auxiliary pay schedule) who work twelve months per year (See *Months employed*) receive ten paid holidays.

Auxiliary employees who work less than twelve months and all paraprofessional employees receive four paid holidays per year.

**Paid vacation***Administrative Procedure 26*

Auxiliary employees who work 250 days per year and seven or more hours per day are the only district employees who receive paid vacation. This vacation is earned at a rate of a) one day per month up to a maximum of 10 days for employees with less than 10 years of service in the district, or b) 1.5 days per month up to a maximum of 15 days for employees with 10 or more years of service in the district. All vacation days that are not used by July 31 will be lost unless previously approved by the Superintendent.

**Other benefit programs***Policy FDA**Administrative Procedure 46*

Employees who work at least 20 hours per week who do not live within the district's boundaries may enroll their children in district schools tuition free. Those employees who do not live within the district's boundaries and choose to enroll their children in district schools must complete an Application for Transfer. This application must be completed annually. See the superintendent's secretary for more information.

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



## Leaves and absences

*Policy DEC,*

*Administrative Procedures 4, 6*

While absences may occur for legitimate reasons such as sickness or important personal problems, false or unrealistic excuses are not acceptable. Employees who will be late or absent are expected to call as far in advance of starting time as possible, to state why they will be absent and when they will return to work. This provides the principal/administrator time to take necessary steps to rearrange work assignments or secure a substitute where applicable. Every employee is expected to report an absence from work in accordance with the rules and procedures in effect at his/her school/department. Failure to adhere to established reporting rules and procedures may result in disciplinary action up to and including termination.

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

If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Paid leave is charged in half or whole day increments only. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local leave
- State leave accumulated prior to the 1995-96 school year
- State personal leave

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

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

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

individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive re-productive 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. The employee must reimburse the district for the premiums if the employee is able but chooses to not return to the district following the Family and Medical Leave.

Under TRS-ActiveCare rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than family and medical leave. If an employee's unpaid leave extends for more than six months, the district will notify TRS-ActiveCare so that the employee can be provided with notice of COBRA.

### **Personal leave**

#### *Administrative Procedure 39*

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 part-time or full-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.** 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.** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request three (3) days in advance of the anticipated absence to his or her principal or supervisor. 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. Discretionary personal leave may not last more than three (3) consecutive workdays.

**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.

## **State sick leave**

State sick leave accumulated before May 30, 1995 is available for use and may be transferred to other school districts in Texas.

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

- Employee illness
- Illness in the employee's immediate family (spouse, child, child-in-law, parent, parent-in-law, sibling, sibling-in-law, grandparent, grandchild, person residing in household)
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family (same as listed above except includes aunt, uncle, niece, and nephew)
- Active military service

## **Local sick leave**

*Administrative Procedure 34*

Local sick leave days for the current year shall be available for use at the beginning of the year. All professional and paraprofessional employees shall earn additional local sick leave at a rate of one workday of local sick leave per year for each 26 workdays of employment based on the following:

- employees in positions requiring 12 months of service shall earn up to nine equivalent workdays of local sick leave,
- employees in positions requiring 11 months of service shall earn up to eight equivalent workdays of local sick leave, and
- employees in positions requiring 10 months of service shall earn up to seven equivalent workdays of local sick leave.

All auxiliary employees shall earn additional local sick leave concurrently with state personal leave per year based on the following:

- employees in positions requiring 12 months of service shall earn up to five equivalent workdays of local sick leave,
- employees in positions requiring 11 months of service shall earn up to four equivalent workdays of local sick leave, and
- employees in positions requiring 10 months of service shall earn up to three equivalent workdays of local sick leave

Local sick leave shall accumulate with no maximum number of equivalent workdays and shall be taken with no loss of pay.

## **Extended Leave**

### *Policy DEC (Local)*

After all accumulated state leave and local leave has been exhausted, an employee with three or more consecutive years of employment in the district may request extended sick leave not to exceed 30 days in the course of a single school year for a catastrophic illness or injury of the employee or a person in the employee's immediate family. During the extended leave, the employee shall have an amount (see Policy DEC (Local) for amount) deducted from his or her salary or wage regardless of whether or not a substitute is employed in that position.

## **Sick Leave Pool**

### *Policy DEC (Local)*

After all accumulated state leave and local leave has been exhausted, an employee with less than three consecutive years of employment in the district may request a sick leave pool be established from voluntary donations from district staff for a catastrophic illness or injury of the employee or a person in the employee's immediate family. A maximum of 30 days may be contributed to an employee in the course of a single school year. During the leave, the employee shall have an amount (see Policy DEC (Local) for amount) deducted from his or her salary or wage regardless of whether or not a substitute is employed in that position.

## **Temporary disability**

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

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

If 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, their supervisor 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.

### **Family and medical leave (FMLA) — general provisions**

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

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

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

**Military Family Leave Entitlements.** An eligible employee whose spouse, son, daughter, or parent is on covered active duty or called to covered active duty status may use his or her 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

\* The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition”.

**Benefits and Protections.** During FMLA leave, the employer must maintain the

employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

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

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

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

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

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

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

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

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

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for

military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

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

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

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

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

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

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

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

**Local family and medical leave provisions.** Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1 through June 30.

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

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

**Intermittent leave.** When medically necessary 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.

**District contact.** Employees that require FMLA leave or have questions should contact the human resources office (ext. 2300) for details on eligibility, requirements, and limitations.

### **Workers' compensation benefits**

#### *Administrative Procedure 18*

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days. An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury/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 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.

### **Jury duty**

#### *Administrative Procedure 6*

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



## **Other court appearances**

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use paid leave. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

## **Military leave**

**Paid leave for military service.** Any employee who is a member of the Texas National Guard, Texas State Guard, 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 for authorized training or duty orders. 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 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 (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. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment within the period of time specified by law to the superintendent. 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 assistant superintendent for details on eligibility, requirements, and limitations.

# **Employee relations and communications**

## **Employee recognition and appreciation**

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

## **District communications**

At various times throughout the school year, the community relations office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. Each campus also publishes newsletters, calendars, and/or student newspapers.

## **Complaints and grievances**

### *Policy DGBA*

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the entire district policy concerning the process of bringing complaints and grievances is located at Policy DGBA on the website listed here: <http://pol.tasb.org/Home/Index/969>.

# Employee conduct and welfare

## Standards of conduct

### *Policy DH*

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

Employees are expected to observe the following standards of conduct:

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines 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* in this handbook 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. (19 TAC 247.1(b))

## **Enforceable Standards**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Standard 1.13** The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

### **2. Ethical Conduct toward Professional Colleagues**

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

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

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

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

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

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

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

### **3. Ethical Conduct toward Students**

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

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

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

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

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

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

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

**Standard 3.8** The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

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

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

## **Discrimination, harassment, and retaliation**

### *Policies DH, DIA*

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

Individuals who believe they have been discriminated 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.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is located at Policy DIA on the following website: <http://pol.tasb.org/Home/Index/969>.

## **Harassment of students**

*Policies DH, DHB, FFG, FFH*

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

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is located at Policies DHB and FFH on the following website: <http://pol.tasb.org/Home/Index/969>.

## **Reporting suspected child abuse**

*Policies DG, DH, DHB, FFG, GRA*

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

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

Employees are also required to make a report if they have 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 or disabled person.

Reports to Child Protective Services can be made to a local child protective services office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an

employee may not delegate to or rely on another person 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 retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. 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 agencies.

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 the campus office. 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 other 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 suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are required to follow the procedures described 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.

## **Technology resources**

### *Policy CQ*

#### *Administrative Procedure 72*

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

- Imposes no tangible cost to the district
- Does not unduly burden the district's 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 can contact the technology director.

Parent approval is required before a child's photo or work is posted on a school's web site.

## **Personal use of electronic media**

### *Policy DH*

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

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee

wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

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

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

### **Use of electronic media with students** *Policy DH*

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

provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

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

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

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

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal use of electronic media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media except text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:

- The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
- The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
- 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 e-mail 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 Educators’ Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records [See 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 DHB]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

### **Criminal history background checks**

#### *Policy DBAA*

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

provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

### **Employee arrests and convictions**

#### *Policy DH*

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

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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse under the Texas Family Code.

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

### **Alcohol- and drug-abuse prevention**

#### *Policies DH, DI*

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

regarding employee drug use is located at Policy DH and DI on the following website: <http://pol.tasb.org/Home/Index/969>.

### **Tobacco products and e-cigarette use**

*Policies DH, GKA, FNCD*

State law prohibits smoking or 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 and from 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. The use of smokeless products, electronic cigarettes, and any other electronic vaporizing devices are prohibited.

### **Fraud and financial impropriety**

*Policy CAA*

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes 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 material to the district, except as otherwise permitted by law or district policy.
- Inappropriately destroying, removing, or inappropriately using records, furniture, fixtures, or equipment.
- Failing to provide financial records required by state or local entities.
- Failure to disclose conflicts of interest as required by policy.
- Any other dishonest act regarding the finances of the district.
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

## **Conflict of interest**

*Policies CB, DBD*

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

- A personal financial interest
- A business interest
- Any other obligation or relationship
- 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 or assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials, or technological equipment may result in prosecution of a class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

## **Copyrighted materials**

*Policy CY*

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

## **Associations and political activities**

*Policy DGA*

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

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

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

### **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.

### **Safety**

#### *Policy CK series*

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

- 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 can contact their supervisor.

### **Possession of firearms and weapons**

#### *Policies FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, tasers, stun guns, 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. Employees with a license to carry



a concealed handgun are allowed to keep a handgun securely locked in their vehicle, out of sight, while the vehicle is parked on school property. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or call the superintendent 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*

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the maintenance office and is available for inspection during normal business hours. Any questions concerning this matter should be directed to Phillip Matthews at 670-4612.

### **Pest control treatment**

*Policies DI, CLB*

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management 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. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electric means. Pest control information sheets are available from campus principals or the maintenance department upon request.

### **Personal use of copy/fax machines**

*Administrative Procedure 29*

Copy machines and fax machines cannot be used for personal items during the work day. Use of these machines for personal items before and after working hours is acceptable as long as the appropriate charges are paid. Employees should be charged \$0.10 per page for copies of personal items, \$0.10 per page for sending or receiving faxes of a personal

nature (not long-distance), and \$0.50 per page when sending faxes of a personal nature that require a long-distance telephone call.

### **Cell phones and paging devices**

#### *Administrative Procedure 37*

Teachers and paraprofessionals may possess a paging device or cellular phone while at school, but they must be kept on the silent mode during school hours. While at school, teachers may use cellular phones to call parents during their conference period or before and after the school day. Teachers and paraprofessionals may make personal calls during lunch or before and after official school hours.

### **Electrical appliances**

#### *Administrative Procedure 96*

Coffeepots, microwaves, refrigerators, etc. are not to be in classrooms without specific approval from the superintendent. These appliances should be kept in lounge or break areas.

### **Dress guidelines for professionals and paraprofessionals**

Professional and paraprofessional employees must dress in a professional manner, rather than a casual manner, that solicits respect for the individual and the profession as well as provides a positive role model for students. The wearing of jeans is not appropriate except on spirit days which are designated by the principal and approved by the superintendent. However, in an effort to maintain professional dress, employees are encouraged to wear khaki type slacks rather than jeans even on spirit days. In certain instances where job duties on a particular day will be such that jeans are more appropriate attire, the principal may approve the wearing of jeans for that instance. Males may not wear collarless shirts except on designated spirit days. Shorts or skorts (at least to the top of the knee) may only be worn for a specific activity approved by the principal in advance. Length of dresses and skirts, including those worn over tights and leggings, must be at least to the top of the knee. Flip-flops, clothing of spandex and like material, and sleeveless clothing are not acceptable. Principals/Directors may approve different dress guidelines for employees in special classes or work areas such as physical education or lifeskills teachers/aides or technology technicians. Physical education staff must wear cover-ups over shorts in areas other than those designated for physical education.

# General procedures

## Bad weather closing

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

- Radio stations: KOGT (AM 1600)  
KLVI (AM 560)
- Television stations: KBTW Channel 4  
KFDM Channel 6  
KBMT Channel 12

## Emergencies

*Policy CKC, CKD*

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with 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 procedures for their use.

## Purchasing procedures

*Policy CH*

*Administrative Procedures 25, 28, 30, 56*

All requests for purchases must be submitted to the business office through the Skyward software system with the appropriate approvals. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the assistant superintendent for additional information on purchasing procedures.

## Name and address changes

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

**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 e-mail address

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

**Building use**

*Policies DGA, GKD*

*Administrative Procedure 40*

Employees who wish to use district facilities after school hours must follow established procedures. Campus principals are responsible for scheduling the use of facilities after school hours. Contact the campus principal to request to use school facilities and to obtain information on the fees charged.

# Termination of employment

## Resignations

*Policy DFE*

**Contract employees.** Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The superintendent will notify the State Board for Educator Certification when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in the *Reports to Texas Education Agency* section of this handbook.

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

## Dismissal or nonrenewal of contract employees

*Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF, DFFF, DFFB, DFFC*

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

## Dismissal of noncontract employees

*Policy DCD*

Noncontract employees are employed at-will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, 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. To present a grievance, the employee must follow the district process outlined in this handbook. (See *Complaints and grievances.*)

### **Exit procedures**

*Policies DC and CY*

*Administrative Procedure 55*

Exit forms must be completed by all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references may be obtained from the central office. Separating employees are asked to provide the district with a forwarding address and telephone number and complete a questionnaire that provides the district with feedback on his or her employment experience.

All district keys, books, property including intellectual property, and equipment must be returned upon separation from employment. The district may withhold the cost of any items not returned from the final paycheck.

### **Reports to Texas Education Agency**

*Policy DF, DHB*

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 way in the following:

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

The 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 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).

### **Reports concerning court-ordered withholding**

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

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

# Student Issues

## **Equal educational opportunities**

*Policies FB, FFH*

Little Cypress-Mauriceville C.I.S.D. does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Greg Perry, the district's Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Jim Armstrong, the district ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

## **Student records**

*Policy FL*

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

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

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

### **Administering medication to students**

*Policy FFAC*

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

### **Dietary supplements**

*Policies DH, FFAC*

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

### **Psychotropic drugs**

*Policy FFAC*

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

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

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

## **Student conduct and discipline**

*Policies in the FN series and FO series*

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

## **Student attendance**

*Policy FEB*

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

## **Bullying**

*Policy FFI*

All employees are required to report student complaints of bullying to the principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is located at Policy FFI on the website listed here:

<http://pol.tasb.org/Home/Index/969>.

## **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, which 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.