

**Guide to changes and additions in
Employee Handbook 2013-2014**

[Minor editorial changes are not listed.]

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| Board Meeting Schedule for 2013-2014 | Page 7 | [LOCAL] Reflects new meeting dates |
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Unless posted changes are made, regular meetings are held on the second Monday of each month at 6:30 p.m.

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| August 12, 2013 | February 10, 2014 |
| September 9, 2013 | * March 10, 2014 |
| October 14, 2013 | April 14, 2014 |
| November 11, 2013 | ** May 12, 2014 |
| December 9, 2013 | June 9, 2014 |
| January 13, 2014 | July 14, 2014 |

* Subject to change – School Holiday ** Subject to change - Election

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| Performance Evaluation | Page 12 | [LOCAL] New PDAS calendar dates |
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**PDAS Observation Calendar
2013-2014 School Year**

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| August 19-30 | Teacher PDAS Training |
| September 6 | Teacher Self Report Section 1 due |
| Sept. 2 - May 9 | Walk throughs |
| Sept. 16 - Dec. 6 | Formative appraisals completed |
| Feb. 28 | Teacher Self Reports Sections II & III due |
| April 4 | Summative appraisals completed |
| April 17 | All PDAS forms to Central Office |
| May 22 | Last day to notify teachers of non-renewal |

NOTE: PDAS write up information must be returned to the teacher within 10 working days. Documentation from walk-throughs or other sources that will be used in the appraisal process must be given to the teacher within 10 working days from the time the administrator has knowledge of the information.

Local Policy DNA:

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

1. Be on an educator term contract
2. Be SBEC certified
3. Not be on a District permit
4. Be employed by the District for at least three years;
5. Not be new to the teaching assignment; and

6. Not be new to the campus

Eligible teachers shall be appraised every third year. In the years that PDAS is not scheduled for an eligible teacher, an annual review process developed by the District- or campus-level decision-making committee shall consist of a summative conference. The summative conference shall include a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.

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| Compensation and Benefits Salaries, Wages, and Stipends | Page 14 | [TASB] Added reference to Policy DEAB |
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Policies DEA, DEAA, DEAB

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| Paychecks / Automatic Deposit | Page 14 | [LOCAL] Combined paragraph on Automatic Payroll Deposit with Paychecks <ul style="list-style-type: none"> • Reworded to state automatic payroll deposit is required. |
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Paychecks / **Automatic Payroll Deposit**

Employees are paid monthly. **All employees are required to submit the necessary form to activate direct deposit.** Employee paychecks will be electronically deposited into an account at a bank of their choice that accepts direct deposit. Contact the Payroll Department at 563-2491, ext. 114, for additional information.

During the school year, payroll statements are delivered to each campus. During the summer, payroll statements are mailed.

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| Cut-Off Dates and Pay Dates | Page 14-15 | [LOCAL] New calendar dates |
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CUT-OFF DATES

PAY DATES

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| AUG 2, 2013 | AUG 23, 2013 |
| SEPT 6, 2013 | SEPT 25, 2013 |
| OCT 4, 2013 | OCT 25, 2013 |
| NOV 1, 2013 | NOV 22, 2013 |
| DEC 6, 2013 | DEC 20, 2013 |
| JAN 3, 2014 | JAN 24, 2014 |
| FEB 7, 2014 | FEB 25, 2014 |
| MAR 7, 2014 | MAR 25, 2014 |
| APR 4, 2014 | APR 25, 2014 |
| MAY 2, 2014 | MAY 23, 2014 |
| JUN 6, 2014 | JUN 25, 2014 |
| JUL 3, 2014 | JUL 24, 2014 |

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| Overtime Compensation | Page 15 | [LOCAL] Edited 2 nd bullet to reflect local comp. time use requirements |
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- Comp time earned during the 1st semester must be used by the 2nd week in December. All comp time earned during the 2nd semester must be used by the 2nd week in May

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| II Paraprofessional / Auxiliary Employee Hourly Rate Schedule 2013-2014 | | | | Page 19 | [LOCAL] New step added to table | | | |
| 31 | \$15.86 | \$19.25 | \$21.36 | \$23.14 | \$25.70 | \$28.52 | \$32.95 | |

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| Travel Expense Reimbursement | Page 20 | [LOCAL] Revised to reflect new transportation request procedures <ul style="list-style-type: none"> New 2013 Meal and Hotel State Rates |
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All travel / transportation requests must be approved by the campus Principal first, and then the Superintendent, seven business days in advance of the scheduled trip.

District vehicles must be utilized first. Use of personal vehicles will be at the employee's expense. Any toll road fees or valet parking fees, whether in a district or personal vehicle, will be paid by the employee. When requesting multiple vehicles for an activity, submit one Transportation Request form per vehicle.

District Vehicle Use

Any employee that drives a district vehicle must have a copy of their valid driver's license on file in the central office. Vehicle keys can be checked out by the assigned or designated driver at the central office. Immediately following any trip, keys are to be placed in a return slot on the outside Receiving Room door at the Central Office.

If needed, a gas card can be checked out at the central office. Employees are asked to return gas cards and all receipts within 24 hours of their trip.

Personal Vehicle Use

*Employees who opt to use their personal vehicle do so at their *own expense.*

** Exception: Verification by the Fleet Manager that a district vehicle is not available.*

Meals & Lodging

*Only meals for overnight trips will be reimbursed, no snacks (i.e. candy, ice cream, drinks not included with a meal, etc). One receipt per meal will be accepted for each day out during the event. **Meal allowance for travel is \$46.00 per day. Lodging allowance is \$77.00 per day.***

Itemized receipts are required for all meals and lodging. Credit or debit card "total only" receipts are not acceptable. Prior approval from the superintendent or business manager is required for any variation of reimbursement fees.

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| Leaves and Absences | Page 23 | <ul style="list-style-type: none"> [TASB] Deleted the second paragraph that describes when leave is available for use. The availability of state and local leave is addressed in subsequent topics and incorporates changes as a result of the 2012 Commissioner of Education decision, <i>Jaworski v. South San Antonio ISD</i> that <ul style="list-style-type: none"> prohibits districts from requiring the accrual of state personal leave. |
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~~Use of Leave~~ Leave is available for the employee's use at the beginning of the school year. However, state personal and local leave is earned ½ day per month, over 10 months. 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.

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| Personal Leave | Page 24 | <ul style="list-style-type: none"> Edited the first paragraph to reflect provisions of <i>Jaworski v. South San Antonio ISD</i> that requires state personal leave to be made available for use at the beginning of the year and prohibits districts from requiring employees to earn state leave Edited the last sentence of the second paragraph on use of nondiscretionary leave |
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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 an assigned workday. 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.

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| Local leave | Page 24 | [LOCAL] Added 5 local days of leave <ul style="list-style-type: none"> Changed maximum days can accumulate from 30 to 20 |
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All employees earn five workdays of paid local leave per school year in accordance with administrative regulations. Local leave shall accumulate to a maximum of **20** workdays, and used according to the terms and conditions of state personal leave, at the same rate of one workday for each 18 workdays of employment. [See form: Absent From Duty Request]

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| Additional 2 for 2 | Page 25 | [LOCAL] Changed heading Additional Local Leave to Additional 2 for 2 <ul style="list-style-type: none"> Reworded to include requirements |
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*During the summer break, classroom teachers may earn two equivalent workdays of personal leave per year by completing 2 full days of workshops, training, or certifications **related to your academic teaching assignment**. Pre-approval of 2 for 2 days is required by both campus administrator and the superintendent. Submit documentation or verification of attendance following the training/workshop.*

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| Family and Medical Leave (FML) | Page 26 | [TASB] Edited the text to reflect changes in the Department of Labor notice, <i>Employee Rights and Responsibilities Under the Family and Medical Leave Act</i> , |
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| | | that became effective on March 8, 2013 – <ul style="list-style-type: none"> • Military Family Leave Entitlements, paragraphs 1 & 2 |
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Military Family Leave Entitlements. **An eligible employee whose spouse, son, daughter, or parent is on covered active military 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.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. **A covered 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”.**

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

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| Bereavement Leave | Page 30 | [LOCAL] Added policy reference DEC to heading |
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Bereavement Leave
Policy **DEC**

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| Standards of Conduct | Page 33 | [TASB] Edited the text in the second paragraph changing “State Board for Educator Certification” to “Texas Education Agency” |
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All district employees must perform their duties in accordance with state and federal law, district policy, and ethical standards. Violation of policies, regulations or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent first learns of the incident. See *Reports to the Texas Education Agency* for additional information.

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| Reporting Suspected Child Abuse | Page 37 | [TASB] Edited paragraph following bullets to clarify that an employee is required to report suspected child abuse to Child Protective Services and that they cannot delegate or rely on an administrator to make the report. |
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Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another

person **or administrator** to make the report.

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| Tobacco Use | Page 45 | [LOCAL] Added local provision that prohibits the use of electronic cigarettes and other smokeless products. |
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State law prohibits smoking or using tobacco products on all district-owned property. **Also prohibited is the use of electronic cigarettes and other smokeless products.**

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| Personnel Records | Page 51 | <p>[TASB] Added personal cell phone number and personal e-mail address to the list of personal information that employees may choose to have withheld from public disclosure</p> <ul style="list-style-type: none"> Removed Social Security number from the list of personal information that an employee can choose to have withheld from the public (A result of 83rd Regular session of the Texas Legislature) |
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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**
- ~~Social Security number~~
- Emergency contact information
- Information that reveals whether they have family members
- **Personal email address**

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

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| Building / Facility Use | Page 51 | <p>[LOCAL] 2nd paragraph, added referenced to fees</p> <p>PENDING</p> |
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Staff and community organizations may also use district facilities for non-school events by submitting a "Facility Agreement" form to the central office for superintendent approval. **Facility fees must be paid before approval is granted. In some instances, the superintendent may waive liability insurance and/or fees.** Following the event, the facility will be inspected. Any major damages will be the responsibility of the person/organization requesting the facility.

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| Closed Campus | Page 60 | [LOCAL] Added new closed campus requirement for 9-10 th graders |
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Students in grades 6th-10th may not leave campus at lunchtime unless their parents pick them up at school. Brackett JH/HS is closed campus form 6th-10th grades.

Brackett Junior/High School Schedule

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| 1 st Period | 8:00 – 8:50 |
| 2 nd Period | 8:55 – 9:45 |
| 3 rd Period | 9:50 – 10:40 |
| 4 th Period | 10:45 – 11:35 |
| 5 th Period | 11:40 – 12:30 |
| LUNCH | 12:30 – 1:05 |
| 6 th Period | 1:10 – 1:55 |
| 7 th Period | 2:00 – 2:50 |
| 8 th Period | 2:55 – 3:35 |

Dual Credit

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| US History | 9:00 - 9:50 |
| Economics/Government | 12:00 – 12:50 |
| English IV DC | 1:10 – 2:00 |