

Guide to changes and additions in *Employee Handbook 2008-09*

[Minor editorial changes are not listed.]

Topic	Page Number	Description of change
District Forms		[LOCAL] Removed all forms.
Introduction	4	[LOCAL] Inserted link to district's policy
Mission Statement, Goals, and Objectives	5	[TASB] Consolidated topics "mission statement" and "district goals and objectives" into one
Board of Trustees	6	[TASB] Edited policy codes [LOCAL] Updated list of 2008-2009 board members
Board Meeting Schedule for 2008-2009	6	[LOCAL] Reflects policy change to meeting place and dates
Administration / Central Office Staff / Campus Staff	7	[LOCAL] Updated central office & campus staff
Equal Employment Opportunity	8	[TASB] Added Policy code DIA which was significantly revised in Update 83 <ul style="list-style-type: none"> • Replaced "sex" with "gender"
Employment after Retirement	8	[TASB] Deleted text describing conditions for rehire and added reference to TRS publication
Searches and Alcohol and Drug Testing	9	[TASB] Editorial change to last paragraph [LOCAL] Added link to board policy
First Aid, CPR, and AED Certification	10	[TASB] Changed policy codes <ul style="list-style-type: none"> • Edited text to summarize employees subject to requirements
Workload and Work Schedules	10	[TASB] Changed policy codes <ul style="list-style-type: none"> • Added text to clarify that planning period must be within the instructional day
Notification of Parents Regarding Qualifications	11	[TASB] Changed policy codes
Outside Employment and Tutoring	11	[TASB] Changed policy code <ul style="list-style-type: none"> • Edited text and "local considerations" to include recommended procedures for employees to notify immediate supervisor in writing of any possible conflict of interest (added to DBD Local in Update 82)

Performance Evaluation	11	[TASB] Change to policy reference
PDAS Observation Calendar	12	[LOCAL] New dates
Employee Involvement	12	[TASB] Change to policy reference
Salaries, Wages, and Stipends	13	[TASB] Editorial change to first paragraph
Annualized Compensation	13	[TASB] New topic added to provide employees with notice of the district's unilateral election of annualized compensation, a result of Policy DEA (LOCAL) adopted with Update 83
Cut-Off and Pay Dates	14	[LOCAL] Updated payroll calendar
Overtime Compensation	14-15	[TASB] 3 rd bullet - added "at the supervisor's direction" to the list of reasons for using comp time
Substitutes	17	[LOCAL] Increased non-degreed sub pay to \$50.00 a day, and degreed sub pay to \$65.00 a day
Paraprofessional & Auxiliary Employee Hourly Rate Schedule	19	[LOCAL] Updated pay step due to minimum wage increase
Travel Expense Reimbursement	20	[LOCAL] Revised district and personal vehicle use as recommended by auditors
Supplemental Insurance Benefits	21	[TASB] Changed policy code
Teacher Retirement	21	[TASB] Edited to clarify length of employment required to be a member of TRS
Leaves and Absences	23	[TASB] Change to second paragraph to clarify that the district does not make benefit contributions for employees who are on unpaid leave other than FMLA leave
Personal Leave	23	[TASB] Editorial change to clarify that sick leave is "state" sick leave
Sick Leave Pool	25	[LOCAL] Changed definition of "family" to same as that used by Family and Medical Leave Act
Family and Medical Leave	26	[TASB] Added subheadings to each paragraph <ul style="list-style-type: none"> • Added provisions for new FMLA military leave which were added to DEC (Local) in Update 83 • Editorial change to the first sentence of the paragraph "Requests for FMLA"

Military Leave	28	[TASB] Clarified that paid military leave applies to federal fiscal year Editorial changes to paragraph titled "Re-employment After Military Leave"
Complaints and Grievances	30	[LOCAL] Added link to district's policy online
Discrimination, Harassment, and Retaliation	33	[TASB] Expanded topic title to include discrimination and retaliation <ul style="list-style-type: none"> Edited 2nd paragraph to clarify that complaints against the superintendent may be made directly to the board [LOCAL] Inserted link to district's policy online
Harassment of Students	33	[TASB] Added policy code DF <ul style="list-style-type: none"> Added direction to include definition of solicitation of a romantic relationship with a student that was included in Policy DF (Legal) in Update 83 [LOCAL] Inserted link to district's policy online
Alcohol and Drug Abuse Prevention	34	[LOCAL] Inserted link to district's policy online
Reporting Suspected Child Abuse	34	[TASB] Changed policy codes <ul style="list-style-type: none"> Revised 1st paragraph to include reference to definition of abuse found in Texas Family Code
Fraud and Financial Impropriety	35	[TASB] Deleted policy code DG
Conflict of Interest	35	[TASB] Added nonschool employment to list of situations that may cause a conflict of interest
Criminal History Background Checks	37	[TASB] Added new topic that provides information on conducting periodic background checks on employees, which was added to Policy DBAA in Update 83
Bad Weather Closing	43	[TASB] Deleted policy reference
Cafeteria	45	[LOCAL] Added statement all employee cafeteria accounts must be paid in full monthly
Resignations	46	[TASB] Edited the 1 st paragraph to clarify that resignations during the contract period can be accepted and approved by the superintendent
Exit Interviews and Procedures	47	[TASB] Deleted statement regarding withholding cost of unreturned items from the final paycheck. This is not permissible under the Fair Labor Standards Act

Reports to State Board for Educator Certification	47	[TASB] Edited text to clarify that soliciting or engaging in sexual conduct or a romantic relationship with a student must be reported to SBEC
Bullying	51	[TASB] Added new topic that addresses bullying and employees' responsibility to notify the designated administrator of bullying incidents, Policy FFI (Local) was added in Update 83
Hazing	51	[TASB] Added statement to clarify that hazing is a criminal offense
Student Schedules	52	[LOCAL] Updated campus schedules