

**Guide to changes and additions in
Employee Handbook 2006-2007**

[Minor Clerical changes not listed.]

Topic	Page Number	Description of change
Acknowledgement of Electronic Distribution of Policies	5	(Legal) Form inserted to comply with legal policy notification requirements
Mission Statement	12	(Local) Added the word "all" to reflect revised statement.
Board of Trustees	13	<ul style="list-style-type: none"> • (Local) Updated board members • (Local) Board meeting schedule
Administrators	14	(Local) Updated list of administrators
PDAS Observation Calendar	20	(Local) New dates
Paychecks	22	(Local) New dates
Overtime Compensation	23	(Local) Policy DEA local updated to reflect definition of a work week
Auxiliary Employee Work Days & Pay Grades	26-27	(Local) Title changes and added Maint. Manager position. Added missing column "11."
Travel Expense Reimbursement	27	(Local) Clarified use of district or personal vehicle
Leaves & Absences	31	(Local) Paragraph 3, sentence 2, added word in bold "more than three consecutive days..."
Personal Leave	32	(Local) <u>Discretionary</u> Sentence 2, deleted words in bold "submit a notice of the request five (5) days in advance of the anticipated absence to his or her ..."
Birthdays	32	(Local) Added new topic with related administrative guidelines.

Sick Leave Pool	33	(Local) <ul style="list-style-type: none"> • Paragraph 3, deleted reference to “substitute docked leave” which is no longer used. • Last paragraph, deleted sentence restating same information.
Family Medical Leave	35	(Local) Contact person changed to Gracie Mata
Employee Recognition and Appreciation & District Communications	35	(Local) deleted references to district newsletter
Complaints and Grievances	38-40	(Local) <p><u>Personnel-Management Relations</u></p> <ul style="list-style-type: none"> • Edited to include excerpts from revised policy DGBA adopted 04/01/05 <p><u>Definitions</u></p> <ul style="list-style-type: none"> • Calendar days changed to business days • Added items 5 & 6. <p><u>Level One, Two, & Three</u></p> <ul style="list-style-type: none"> • All references to 7 days changed to 10 days as stated in Local Policy DGBA
Alcohol-and Drug-Abuse Prevention	51	(Legal) TASB revision to topic heading and first sentence to include alcohol abuse and prohibition of use at school-related or school-sanctioned activities on or off school property.
Conflict of Interest	53	(Legal) TASB corrected policy reference
Non-School Sales	56	(Local) Administrative guidelines clarified.
Computer Use and Data Management	56	(Local) District contact person changed to Noe Maldonado

Purchasing Procedures	62	(Local) Revised policy reference
Facility Use	63	(Local) Topic changed from "Building" to "Facility" Use. Included new administrative guidelines for use of all district owned facilities
Equipment Use	63	(Local) New topic and administrative guidelines
Termination of Employment	65	(Legal) <u>Contract Employees</u> <ul style="list-style-type: none"> • Second sentence "may resign at any other time only with the approval of the board of trustees", changed to legal wording "may resign at any other time with the consent of the board or the board's designee."
Reason for Absence	67	(Legal) Revised policy reference
Student Records	67	(Legal) TASB edited text of first bullet to clarify definition of a parent
Administering Medication to Students	68	(Legal) TASB edited first paragraph to clarify medication includes prescription medication, nonprescription medication, and herbal or dietary supplements
Psychotropic Drugs	69	(Legal) TASB added definition of psychotropic drugs
Student Attendance	69	(Legal) Revised policy reference
Student Travel	69	(Local) Added note to clarify district policy
Student Schedules	70-71	(Local) Revised schedules