

HR Services Model Employee Handbook—2025 Update

Guide to Changes

Update Highlights

2025 Update. This version of the *Model Employee Handbook* includes editorial changes to ensure text accurately reflects policy or legal provisions. Two new topics, “ADA Accommodations” and “Mental Health Training” are included in this update. Detailed descriptions of all changes made in this update are listed in the chart below.

This update was posted in May 2025. A second update will be posted in July if needed to address changes from the 89th Session of the Texas Legislature.

Accessibility. The editable version of the *Model Employee Handbook* is formatted to support accessibility for individuals with disabilities. This version of the handbook is a simple, linear, clearly structured document that will be easy to read in its original state and is most likely to remain accessible across a wide range of assistive devices. It is recommended that districts take the time to transfer local information into the most recent editable version and refresh the format of their employee handbook. It will be easier to add material to the current editable format than to retrofit an existing handbook for accessibility. Refer to [“Help for Editors”](#) for additional information.

Editing Features

Text changes made in this update of the *Model Employee Handbook* (PDF version) have been marked to ease the district update process. Additions appear as blue, underlined text (e.g., additions) and deletions appear as red, strike through text (e.g., ~~deletions~~).

All changes identified in the text column of the *Model Employee Handbook* have been incorporated into the Editable Model Employee Handbook in Microsoft Word® (Editable MEH 2025-26.docx).

The formatting included in the editable Microsoft Word® version of the model employee handbook includes a table of contents and index that are built automatically in Word. Instructions for using these features are provided in the online document, [“Help for Editors”](#).

Topic	Page Number (MEH)	Page Number (Editable Version)	Description of Change
Cover Page			<ul style="list-style-type: none"> Updated dates and copyright statement
Table of Contents	1-2	1-2	<ul style="list-style-type: none"> Added new topics for ADA accommodations and mental health training
ADA Accommodations	18-19	14	<ul style="list-style-type: none"> Added new topic describing process for initiation and requests for reasonable accommodation because of a disability
Breaks for Expression of Breast Milk	19	n/a	<ul style="list-style-type: none"> Removed the implementation date in Local considerations
Pregnant Workers Fairness Act	21	n/a	<ul style="list-style-type: none"> Removed the implementation date in Local considerations
Staff Development	23	n/a	<ul style="list-style-type: none"> Added requirement to annually review the TEA clearinghouse and update the professional development plan in Local considerations
Mental Health Training	23-24	17	<ul style="list-style-type: none"> Added new topic addressing the requirements for mental health training in 19 TAC § 153.1015 which became effective December 2, 2024
Paychecks	25	18	<ul style="list-style-type: none"> Added placeholder for contact for questions about pay statements at the end of the first paragraph
Temporary Disability Leave	44	n/a	<ul style="list-style-type: none"> In Local considerations, added direction for District of Innovation districts to address whether temporary disability leave is extended to noncertified teachers
Standards of Conduct	54	n/a	<ul style="list-style-type: none"> Removed the CROWN Act implementation date in the third paragraph in local considerations
Personal Use of Electronic Communications	64-65	45-46	<ul style="list-style-type: none"> Added reference to Policy CY Updated reference to Twitter to X in the first paragraph Edited third bullet in the third paragraph to reflect Policy CY(LOCAL) changes in Update 124 to include “trademarks”

Topic	Page Number (MEH)	Page Number (Editable Version)	Description of Change
Tobacco and Nicotine Products and E-Cigarette Use	73	52	<ul style="list-style-type: none"> Deleted “and nicotine products” from first paragraph since statute doesn’t prohibit nicotine products Deleted “and nicotine products” in Local considerations Editorial change to the first sentence
Copyrighted Materials	75	54	<ul style="list-style-type: none"> Added policy reference
Emergency School Closing	80	58	<ul style="list-style-type: none"> Updated page numbers Added entries for ADA accommodations, Disability, and Mental health training
Index	96-98	68-70	

