In the absence of a statutory definition of the term, TASB Policy and Legal Services suggest that "employment policies" might include (LEGAL) and (LOCAL) policies and exhibits found at the following codes in your local policy manual:

Policy Code	Policy Title
DAA	Equal employment opportunity
DBD	Conflict of interest
DBF	Nonschool employment
DC*	Employment practices
DCB*	Term contracts
DEA	Salaries, wages, and stipends
DEC	Leaves and absences
DFAC	Return to probationary status
DFB series	Termination of term contracts
DFD	Hearings before hearing examiner
DFE	Resignation
DFF	Reduction in force
DGBA	Employee complaints/grievances
DH	Employee standards of conduct
DHE	Searches and drug/alcohol testing
DI	Employee welfare
DIA	Freedom from harassment
DK	Assignment and schedules
DN series*	Performance appraisal

Note: If a "series" is indicated, copy all documents with a policy code identifier that begins with the two or three letters shown. See above for an explanation of the asterisk notations.

Policy Code	Information to Emphasize
	District Goals and Planning
AE	District educational philosophy and mission statement
BQ series	District- and campus-level planning
	Instruction and Students
EFA	Handling complaints regarding instructional materials
EFE	Adherence to copyright requirements
EIA	Grading standards and grade reporting
EIE	Promoting and retaining students
FB	Protection of students from unlawful discrimination
FFAC	Providing medical treatment or medication to students
FFAD	Excluding students with communicable diseases
FFG	Mandated reporting of child abuse and neglect

FL	Safeguarding privacy of student records
FNAA*	Distribution of nonschool literature
FNAB*	Use of school facilities for nonschool purposes
FNC	Student conduct
FNG	Handling student/parent complaints; parents' rights
GRA	Interaction of police and child protective services with students on campus
	Personnel
CAA	Financial ethics
CE	Budget development process and calendar
CH	Authority to purchase on behalf of the district
CK series	Employee safety practices and crisis management
CQ	District computers and electronic communications
CRD	Health and life insurance
DAA	Protection of employees from unlawful discrimination
DBD	Conflict of interest
DC*	Employment practices
DEA	Salaries, wages, and stipends
DEC	Employee leaves and absences
DEE	Requirements for expense reimbursement
DFE	Resignations
DGBA	Process for employee complaints and grievances
DH	Employee standards of conduct
DHE	Alcohol/drug screening and other searches of employees
DI	Drug-free workplace
DIA	Freedom from harassment
DK	Assignment to positions; transfers
DMD	Attendance at professional meetings on school time
DN series*	Employee evaluation/appraisal
GBA series	Confidentiality of personnel records; public and nonpublic information
GKD series*	Nonschool use of school facilities; distribution of nonschool literature

Electronic distribution of required policies is possible in many forms (such as sending an e-mail with imbedded Internet links or providing URLs), so long as the following conditions are met:

- Employees who are entitled to a copy of the policies listed under the **REQUIRED INFORMATION** section of this *ALERT* must have easy access to both a computer and a printer and sufficient training to open the document (if sent as an e-mail attachment) or navigate to the URL (if the document is Web-published), and
- A district must be prepared to document that it has offered individual employees the optic of hard copy or electronic access. To accomplish this the district might provide each affected employee with a sign-off sheet whereby the employee elects to receive hard copy of the policies or to accept responsibility for accessing the policies via computer. The sign-off sheet should list the policies and instructions for computer access. A sample sign-off sheet may be found at DC(EXHIBIT)—"Exhibit K"--in the *TASB Regulations Resource Manual*, available to superintendents and policy contacts through myTASB.