

## Guide to changes and additions in *Employee Handbook 2015-2016*

[Minor editorial changes are not listed.]

Board of Trustees	Page 7	[LOCAL] Added new officers and members
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Dan Laws, **Board President**  
 Theresa Quiroz, **Vice-President**  
 Donna Schuster, **Secretary**  
~~Tony Molinar, Secretary~~  
 Brad Coe, Member  
 Sondra Meil, Member  
**Michael Paxton, Member**  
**Jesse Terrazas Jr., Member**  
~~Marc Todino, Member~~

Board Meeting Schedule for 2015-2016	Page 8	[LOCAL] Reflects new 2015-2016 calendar dates
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<p><b>August 10, 2015</b></p> <p><b>September 14, 2015</b></p> <p><b>*October 12, 2015</b></p> <p><b>November 9, 2015</b></p> <p><b>December 14, 2015</b></p> <p><b>January 11, 2016</b></p>	<p><b>February 8, 2016</b></p> <p><b>*March 14, 2016</b></p> <p><b>April 11, 2016</b></p> <p><b>** May 9, 2016</b></p> <p><b>June 13, 2016</b></p> <p><b>July 11, 2016</b></p>
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\* Subject to change – School Holiday      \*\* Subject to change - Election

Administration	Page 8	[LOCAL] Updated staff
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- Kevin Newsom, Superintendent
- Candy Hobbs, Jones Elementary/Intermediate Principal, Head Start/Grades PK-5
- ~~George Burks, Assistant Elementary Principal Head Start/Grades PK-5,~~
- Daron Worrell, Secondary Principal, Grades 6-12
- Christy Price, Vice Principal, Grades 6-8
- Alma Gutierrez, Director of Special Programs and Grants
- Louisa Stone, Secondary Counselor/Academic Advisor
- Kimberly Ilse, Elementary Counselor
- **Tyrell McCrea**, Athletic Director
- **Bonnie Brotherton**, Librarian
- **Savanah Molinar**, School Nurse

Workload and Work Schedules	Page 12	[TASB] Added reference to Policy DEAB <ul style="list-style-type: none"> <li>• Edited 2<sup>nd</sup> paragraph to clarify nonexempt employees are entitled to overtime.</li> </ul>
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**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees **are not exempt from must be compensated for** overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Breaks for Expression of Breast Milk	Page 12	[TASB] New topic to reflect requirements of HB 786 and Fair Labor Standards Act to accommodate the needs of employees who express milk by providing reasonable breaks and a private place to express milk
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**The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.**

**A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.**

Performance Evaluation	Page 13	[LOCAL] New 2015-2016 PDAS Observation calendar dates
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<b>August 17-31</b>	Teacher PDAS Training
<b>September 4</b>	Teacher Self Report Section 1 due
<b>Sept. 1 - May 6</b>	Walk throughs
Sept. 14 - Dec. 4	Formative appraisals completed
Feb. 26	Teacher Self Reports Sections II & III due
April 1	Summative appraisals completed
April 14	All PDAS forms to Central Office
May 13	Last day to notify teachers of non-renewal

Paychecks	Page 15	[LOCAL] New 2015-2016 calendar cut-off dates and pay dates
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<b>Aug 7, 2015</b>	<b>Aug 25, 2015</b>
<b>Sept 4, 2015</b>	<b>Sept 25, 2015</b>
<b>Oct 2, 2015</b>	<b>Oct 23, 2015</b>
<b>Nov 6, 2015</b>	<b>Nov 24, 2015</b>
<b>Dec 4, 2015</b>	<b>Dec 18, 2015</b>
<b>Jan 8, 2016</b>	<b>Jan 25, 2016</b>
<b>Feb 5, 2016</b>	<b>Feb 25, 2016</b>
<b>Mar 4, 2016</b>	<b>Mar 25, 2016</b>
<b>Apr 8, 2016</b>	<b>Apr 25, 2016</b>
<b>May 6, 2016</b>	<b>May 25, 2016</b>
<b>Jun 3, 2016</b>	<b>Jun 23, 2016</b>
<b>Jul 8, 2016</b>	<b>Jul 25, 2016</b>

Professional Salary Schedule	Page 17	[LOCAL] Adopted by board on 7/13/15
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*See Handbook.*

Paraprofessional & Auxiliary Employee Work Days/Pay Grades 2015-2016	Page 20-21	[LOCAL] Adopted by board on 7/13/15
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See handbook.

Travel Requests	Page 22	[LOCAL] Revised to reflect regrouping of information / new information
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**Trip Approval.** Complete **Section I** of the *Trip Approval/Vehicle Request* form. All travel must be approved by your campus Principal or Supervisor first, and then the Superintendent, **seven business days** in advance of any scheduled trip. Fill in all requested information. Be specific on the name of the event and the educational purpose of any trip or travel.

Athletic teams, Band, and Cheerleaders are required to submit trip/vehicle requests at the beginning of each season. Teachers are responsible for collecting permission slips and emergency medical release forms on all students for field trips.

**Travel expenses incurred by the district due to the fault of the employee, except for extenuating/emergency circumstances, such as late registration, or no-show for hotel and/or workshop/trainings, etc. are not considered to be reasonable or necessary; therefore, all such expenses shall be paid or reimbursed by the employee.**

**Vehicle Request.** Complete **Section II** of the *Trip Approval/Vehicle Request* form if a vehicle is needed. Fill in all requested information. You may leave the name of the driver blank if a driver is needed. Otherwise, you must have a designated driver(s) listed. Fill in your departure time and estimated return time. Complete the Special Request section if a specific vehicle is needed, or if you have additional instructions for the Fleet Manager regarding your trip.

**When requesting multiple vehicles for an activity, submit one vehicle request form per vehicle. If you will be going back and forth several days in a row (not staying overnight) you will need to submit a separate vehicle request for each day. If staying overnight, submit only one request.**

**Keep in mind, district vehicles must be utilized first.** Any ~~toll road fees or~~ valet parking fees, whether in a district or personal vehicle, will be paid by the employee. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle.

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, return the vehicle to the Bus Barn and place keys in the return slot located on the outside receiving room door (facing Ann Street) 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.

**Employees who choose to use their personal vehicle do so at their own expense. The only exception is if the Fleet Manager verifies that a district vehicle is not available.**

**Meals and 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 \$85.00 per night.

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. **All receipts must be submitted for reimbursement within 30 days of the event.**

Health, Dental and Life Insurance	Page 23	[TASB] Edited TRS-ActiveCare eligibility criteria which requires employment for 4 10 or more regularly scheduled hours per week <ul style="list-style-type: none"> <li>• Edited 2<sup>nd</sup> sentence in 3<sup>rd</sup> paragraph changing spring to year.</li> </ul>
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Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district’s contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are **regularly scheduled to work at least employed for 10 or more regularly scheduled** hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) **and employees who are not contributing TRS members who are regularly scheduled to work less than 10 hours per week,** are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each **spring year**. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet

Retirement	Page 24	[TASB] Edited 1 <sup>st</sup> paragraph to clarify substitutes may purchase a year of creditable service even though they are not members of TRS
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All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are **also** eligible **for TRS membership and** to purchase a year of creditable service **in TRS...**

Local Family and Medical Leave Provisions	Page 30	[TASB] Edited 3 <sup>rd</sup> paragraph replacing a husband and wife with spouses
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**A husband and wife Spouses** who are **both** employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Standards of Conduct	Page 35	[TASB] Edited 2 <sup>nd</sup> paragraph, 3 <sup>rd</sup> sentence, to reflect provisions of HB 1783 which changed the standard for reporting possible educator misconduct from first learns to knew
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... 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 knew** of the incident.

Discrimination, Harassment, and Retaliation	Page 38	[TASB] Edited text to include provisions of HB 1151 which prohibit sexual harassment of unpaid interns including student teachers
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Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, **unpaid interns, student teachers**, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

**Employees Individuals** who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the **employee should report complaint should be made** directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Reporting Crime	Page 40	[TASB] New topic describes the rights of an employee to report illegal conduct under the Texas Whistleblower Act and HB 1783 which establishes the right of an employee to report a crime witnessed at the school to any peace officer
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**The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.**

Technology Resources	Page 40	[TASB] edited 1 <sup>st</sup> paragraph to clarify the district technology resources includes computer systems <ul style="list-style-type: none"> <li>• Edited the last paragraph to state that legal action may be taken for improper use of technology resources (e.g. hacking)</li> </ul>
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The district's technology resources, including its networks, **computer systems**, e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use: ...

Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary **and legal** action.

Personal Use of Electronic Media	Page 43-44	[TASB] Updated list of applications in 1 <sup>st</sup> paragraph to include Wikis and Instagram and deleted MySpace <ul style="list-style-type: none"> <li>• Edited list of bullets to address an employee's use of personal electronic devices during work hours and restrictions on sharing</li> </ul>
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		and posting information, pictures, and videos <ul style="list-style-type: none"> <li>• Update reference to the Educator's Code of Conduct</li> </ul>
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Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), **wikis**, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, **MySpace**, Twitter, LinkedIn, **Instagram**). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and web-based applications

...

- **The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.**
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- **An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.**
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the **Educators' Code of Ethics, ~~and Standard Practices for Texas Educators,~~** even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

Use of Electronic Media with Students	Page 44-45	[TASB] Edited 2 <sup>nd</sup> paragraph to include protocol an employee must follow when claiming an exception due to a social or family relationship with a student <ul style="list-style-type: none"> <li>• Edited definition of electronic media in bulleted list of definitions to include wikis and Instagram and deleted MySpace</li> <li>• Edited bullet to include protocol an employee must follow when communicating with a student using text messages</li> <li>• Edited bullet changing any to one or more</li> </ul>
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... **An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:**

- **The employee has provided the parent with a copy of this protocol**
- **The employee and the student have a social relationship outside of school;**
- **The parent understands that the employee's communications with the student are excepted from district regulation; and**
- **The parent is solely responsible for monitoring electronic communications between the employee and the student.**

The following definitions apply for the use of electronic media with students:

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, **MySpace**, Twitter, LinkedIn, **Instagram**). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.
- ... **An employee who communicates with a student using text messaging shall comply with the following protocol:**
  - **The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;**
  - **The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or**
  - **For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district e-mail address.**
- ...
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with **any one or more** currently-enrolled students.

Tobacco Products and E-Cigarette Use	Page 48	[TASB] Edited title and text to include provisions of SB 97 that define e-cigarettes and prohibit the use of smokeless tobacco products and e-cigarettes
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State law prohibits smoking, **or** using tobacco products, or **e-cigarettes on all district-owned property** and at school-related or school sanctioned activities, on or off **campus school property**. Also prohibited is the use of any other electronic vaporizing device. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, **using tobacco products or e-cigarettes** while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Fraud and Financial Impropriety	Page 48	[TASB] Edited bulleted list describing fraud and financial impropriety to reflect changes made in Policy CAA (Local) in Update 103 which will be sent to districts in late Fall 2015
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- ...
- **Unauthorized disclosure of confidential or proprietary information to outside parties**
- **Unauthorized disclosure of investment activities engaged in or contemplated by the district**

- **Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy**
- **Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment**
- Failing to provide financial records required by **federal**, state or local entities
- Failure to disclose conflicts of interest as required by **law or district** policy
- Any other dishonest act regarding the finances of the district
- **Failure to comply with requirements imposed by law, the awarding agency , or a pass-through entity for state and federal awards**

Conflict of Interest	Page 48-49	[TASB] Added text to clarify disclosure of conflict must be made in writing
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Employees are required to disclose **in writing** to **their supervisor** the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

**Employees should contact their supervisor for additional information.**

ID Badges	Page 50	[LOCAL] Included cost for badge replacement
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To help with the identification of unauthorized persons on campus and in the classroom, employees are required to wear employee ID badges during school hours. Substitutes, volunteers, visitors, and students are also required to wear the appropriate badges/pass for safety identification. Employees are asked to direct any person without a badge/pass to the central office or campus office to sign in. **There is \$3.00 fee to replace a lost badge.**

Possession of Firearms and Weapons	Page 50-51	[TASB] Deleted concealed from the 1 <sup>st</sup> sentence to incorporate the provisions of HB 910 that allows a license holder to openly carry handguns
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Employees, visitors, and students, including those with a license to carry a **concealed** handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place...

Emergencies	Page 52-53	[LOCAL] New emergency procedure
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**Emergency Procedures.** In each classroom and campus office, there is a **yellow & red flip chart Standard Response Protocol (SRP) notice** showing what to do when emergencies occur. Each employee should know where this **chart notice** is located and be aware of the needed response. **There are four components, Lockout, Lockdown, Evacuate, and Shelter. Drills will be done monthly on various components so that teachers, students, and staff members are familiar with and practice each possible situation.**

See SRP Chart on page 53.



Building / Facility Use	Page 55	[LOCAL] Paragraph 2, form name change. New separate Bader Field fee schedule
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Staff and community organizations may also use district facilities for non-school events by submitting a **Rental Use Agreement** form to the central office for superintendent approval.

**BADER FIELD FEE SCHEDULE**

<u>FACILITY</u>	<u>FLAT \$ FEE</u>
Concession	50.00
Baseball Field	50.00
Softball Field	50.00

Reports to Texas Education Agency	Page 58	[TASB] Replaced determination in the 1 <sup>st</sup> paragraph with evidence to reflect the change in the standard for reporting possible educator misconduct as provided in HB 1783 <ul style="list-style-type: none"> <li>• Edited 4<sup>th</sup> bullet adding or school property or funds</li> <li>• Edited 2<sup>nd</sup> paragraph to reflect the new standard for reporting educator misconduct</li> </ul>
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The dismissal of a certified employee must be reported to the Division of Investigations at TEA whenever the termination is based on **a-determination evidence** that the employee was involved in any of the following:

(bullets)

- The illegal transfer, appropriation, or expenditure of district **or school** property or funds

The superintendent is also required to notify TEA when a certified employee resigns and there is **reasonable evidence that would support a recommendation to terminate employment because of evidence that the educator engaged in** the conduct listed above.