

AGENDA ITEM
BOARD OF TRUSTEES
AGENDA

<input type="checkbox"/> Workshop	<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Special
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- (A) Report Only Recognition

Presenter(s):

Briefly describe the subject of the report or recognition presentation.

- (B) Action Item

GILBERTO GONZALEZ, SUPERINTENDENT

Presenter(s): ISMAEL MIJARES, DEPUTY SUPT. FOR BUSINESS AND FINANCE

Briefly describe the action required.

CONSIDER AND TAKE APPROPRIATE ACTION ON THE REQUEST TO APPROVE PROPOSED POLICY DED (LOCAL) AS RECEIVED FROM THE TEXAS ASSOCIATION OF SCHOOL BOARDS (TASB).

- (C) Funding source: Identify the source of funds if any are required.

- (D) Clarification: Explain any questions or issues that might be raised regarding this item.

PROPOSED REVISIONS 03/01/16

NON-DUTY DAYS

DEFINITION

~~"Vacation-Non-duty~~ days" shall be defined as those days between the end of one school calendar year and the beginning of the following school calendar year.

The District shall inform each eligible employee in a position requiring at least 226-days of service of the number of non-duty days earned each school calendar year.

~~Personnel~~An employee in a position requiring at least a 226-day ~~days of service or more contract term~~ who, because of the nature of their ~~employee's duties~~work, must work ~~the designated non-duty days between the end of one contract year and the beginning of the next~~, shall be allowed to use ~~their vacation~~earned non-duty days throughout the year.

~~The director of finance shall inform every employee on a 226-day or more contract term of the number of non-duty days earned each school calendar year.~~

This policy shall not apply to an employee in a position requiring less than 226-days of service~~s who have fewer contract days because they do not work during their vacation days.~~

USE AND FORFEITURE

Use of non-duty days, including requests for use and approval or denial of use, shall be done according to administrative regulations.

~~Vacation days earned in one year~~ Non-duty days earned in the current school year shall ~~must~~ be used by August 31 of the following ~~calendar~~school year; any non-duty days not used by the August 31 deadline shall be forfeited unless the employee was denied a vacation request.

~~The following shall apply:~~

- ~~1. No more than 50 percent of a department may go on vacation simultaneously unless an exception is made by the Superintendent on a case-by-case basis.~~
- ~~2. No more than two consecutive weeks of vacation shall be granted at any one time.~~

~~Vacation time shall not be requested by tax office personnel during the following periods:~~

- ~~1. Last week of January.~~
- ~~2. First week of July.~~

COMPENSATION AND BENEFITS
VACATIONS AND HOLIDAYS

DED
(LOCAL)

~~3. Preparation of the yearly tax roll.~~

~~4. Last week of September.~~

~~5. Last two working days of December.~~

Accountability shall be the responsibility of the employee's immediate supervisor.

PAYMENT FOR
UNUSED NON-DUTY
DAYS UPON
SEPARATION ~~RETIR~~
~~EMENT OR~~
~~RESIGNATION~~

An employee who leaves ~~the District~~, retires, or resigns from the District shall be ~~entitled to be paid~~ reimbursed for any unused ~~vacation~~ non-duty days, not to exceed 30 days.

~~Employees~~ Non-duty days shall be ~~paid~~ reimbursed at their ~~the~~ employee's current daily rate of pay in effect at their ~~time of~~ the employee's departure.

ANNUAL
REIMBURSEMENT
FOR NON-DUTY
DAYS

A full-time employee shall be eligible for reimbursement for unused non-duty days under the following conditions:

1. The employee began employment on the first day of the school year; and
2. The employee has not transferred or received more than two local leave days from the LOCAL SICK LEAVE TRANSFER PROGRAM [see DEC(LOCAL)].

Non-duty days shall be reimbursed at the employee's current daily rate of pay. Non-duty days that are reimbursed shall not be available to that employee for use in the District.