

# 2018-2019 Employee Handbook Changes

1. **Assault Leave**-A sentence was added that directed the employee to immediately report an injury to the SISD HR Department.
2. **Electronic Communication between Employees and Students**-A sentence was added that required an employee to notify his/her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communications.
3. **Safety**-A sentence was added that directed employees while driving a district vehicle on district business to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgement on whether to use hands-free technology while vehicle is in motion.
4. **Possession of Firearms and Weapons**-A sentence was added allowing a person, including an employee, who holds a license to carry a handgun to transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view.