

Employee Handbook Summary of Changes 2023-2024

** Searches and Alcohol and Drug Testing-Added text-Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

**Pregnant Workers Fairness Act-The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact: Kathy Hampton, Exec. Director of HR/Student Services, 254-968-7990 to begin the interactive process.

Payroll Deductions- **Overpayments. Employees are not entitled to any funds the district overpays. An agreement between an employee and the district must be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs.

** Leaves and Absences-If an hourly employee does not report or request a leave of absence(s) according to district procedures, the incident is considered a “no call/no show”. An employee who is absent for three consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

**Family and Medical Leave-Federal regulations require districts to distribute the FMLA notice. It has recently been updated and is included in this handbook.

**Dress Code-HB567-Crown Act-The bill prohibits an employer from adopting or enforcing a dress or grooming policy that discriminates against a hair texture or protective hairstyle commonly or historically associated with race. This bill does not define “protective hairstyle but specifies these hairstyles include braids, locks, and twists.