

## 2019-20 Employee Handbook Changes

***Accessibility.*** *The 2019–2020 Employee Handbook is again formatted to support accessibility for individuals with disabilities. This version of the handbook is a simple, linear, clearly structured document that will be easy to read in its original state and is most likely to remain accessible across a wide range of assistive devices.*

Page 8 – Board of Trustees showing office, place representation

Page 9 – reflects changes to district administrators

Page 11 – Inserted 19-20 School Calendar

Page 11 – Equal Employment Opportunity: revised to reflect change in Title IX, ADA & Section 504 Coordinator

Page 15 – Health Safety Training: Added a second paragraph regarding the required online seizure disorder training required by HB 684

Page 19 – Pay Checks: Schedule of pay dates for 2019-20 listed

Page 20 – Overtime Compensation: Added reference to Policy DEC

Page 32 – Edited the first sentence to reflect provision of SB 370 and HB 504 which expanded jury service protection to service on a grand jury.

Page 36 – Standards of Conduct: Updated second sentence in the second paragraph, expanding the actions resulting in disciplinary action or termination.

Page 37 - Updated the Texas Educators' Code of Ethics to reflect changes to 19 TAC Chapter 247, effective October 21, 2018.

Page 42 – Reporting Suspected Child Abuse: Deleted reference to Policy DH. In the first paragraph, corrected citation to Texas Family Code and added requirement to report alleged abuse or neglect involving a caretaker. In the second paragraph, added reporting of abuse of an elderly person. In the third paragraph, added the online reporting option. Edited the fourth paragraph to incorporate provisions of HB 621 clarifying districts are prohibited from taking an adverse employment action against a certified or licensed professional who reports child abuse or neglect. In the fifth paragraph, added the offense of failure to report may result in state jail felony.

Page 44 – Sexual Abuse and Maltreatment of Children: Clarified legal responsibility for reporting suspected abuse or neglect.

Page 49 – Personal Use of Electronic Communications: Added policy reference CQ. Added “and Parents” to the fourth paragraph.

Page 50 – Electronic Communications between Employees, Students, and Parents: Added “Parent” to the topic title. Added an item on page 53 to address use of school email for all parent communications.

Page 56 – Associations and Political Activities: Added a third paragraph describing procedures for employees to request time off for voting.

Page 59 – Emergencies: Added additional emergency procedures in paragraph one.

Page 61 – Personnel Records: In paragraph 3, added the option to change choice to open or close personal information at any time. Clarified that personal information may be held even if an employee does not complete the form to close information if an exception applies under Texas Government Code 552.1175.

Page 61 - Facility Use: Changed title from Building Use to Facility Use.