

**Guide to changes and additions in
Employee Handbook 2010-2011**

[Minor editorial changes are not listed.]

Topic	Page Number	Description of Change
Index	2-4	[LOCAL] Replaced Table of Contents with a more user friendly Index [TASB] Added four new topic headings
Board of Trustees	6	[LOCAL] Reflects new board Officers and member
Board Meeting Schedule for 2010-2011	6	[LOCAL] Reflects new meeting dates
Administration	7	[LOCAL] Inserted Admin. George Burks
Equal employment opportunity	8	[TASB] Edited the text to more accurately describe the areas of concern handled by the district compliance coordinators
Job Vacancy Announcements	8	[LOCAL] Edited website address
Employment After Retirement	8	[TASB] Added policy reference (Policy DC)
Contract and Noncontract Employment	8	[TASB] Edited policy reference substituting "DC series" for individual policy codes <ul style="list-style-type: none"> ▪ Edited the third paragraph ("Term Contracts") to eliminate references to continuing contracts and length of employment contracts ▪ Edited the last sentence of the third paragraph ("Term Contracts") to reflect the typical process of posting employment policies on line ▪ Made an editorial change to the fifth paragraph ("Noncertified Professional and Administrative Employees") changing "procedures" to "provisions"
Health Safety Training	10	[LOCAL] Edited last sentence, date for certification requirements

Workload and Work Schedules	10-11	[TASB] editorial change to third paragraph changing “will be notified” to “receive notification”
Performance Evaluation	11	[TASB] Edited policy reference substituting “DN series” for individual policy codes <ul style="list-style-type: none"> ▪ Made an editorial change to the last sentence changing “have ” to “participate in” and “get” to “have”
PDAS Observation Calendar	12	[LOCAL] New calendar dates for 2010-2011 PDAS observation
Salaries, Wages, and Stipends	14	[TASB] Made an editorial change to the first sentence changing “established for each position” to “an established”
Paychecks	15	[LOCAL] New cut-off and pay dates added
Overtime Compensation	15-16	[LOCAL] In second paragraph, clarified work week and overtime compensation <ul style="list-style-type: none"> ▪ Added last bullet to reflect comp time must be reflected on time sheet <p>[TASB] Deleted “any other” from fourth item of the bulleted list since compensatory time is not a form of leave</p>
Auxiliary Employee Hourly Rate Schedule 2010-2011	20	[LOCAL] Added revised pay steps
Leaves and Absences	25	[TASB] Added the bolded heading “Use of Leave” to the second paragraph and deleted “sick” from the second sentence. <ul style="list-style-type: none"> ▪ Added a third paragraph that describes the order in which leave will be used and the rate at which leave will be charged
Personal Leave	25-26	[TASB] Made an editorial change to the second paragraph deleting “that is” <ul style="list-style-type: none"> ▪ Made an editorial change to the third paragraph deleting “that is” and “and”
State Sick Leave	26	[TASB] Added “State” to topic heading
Family and Medical Leave (FML)	27-29	[TASB] Made editorial changes throughout changing “FMLA leave” to “FML” <ul style="list-style-type: none"> ▪ Edited “Military Family Leave

		Entitlements” to reflect changes to law effective October 2009 which expanded military caregiver leave to family of veterans and leave for qualifying exigency to family members of service members called to active duty
Local Family and Medical Leave Provisions	29	[TASB] Changed the topic title from “Local FMLA Provisions” to “Local Family and Medical Leave Provisions”
Military Leave	31-32	[TASB] Added the last sentence to the second paragraph describing the time limits employees returning from military service have to apply for reemployment
Employee Conduct and Welfare	35-49	[TASB] The topics in this section have been reordered to accommodate the addition of three new topics (Child Sexual Abuse, Personal Use of Electronic Media, and Use of Electronic Media with Students)
Standards of Conduct	35	[TASB] Made an editorial change to the last sentence of the third paragraph adding “ <i>no later than the seventh day after</i> ”
Reporting Suspected Child Abuse	38	[TASB] Edited the third paragraph to reflect changes in the criminal charges for failure to report child abuse or neglect
Child Sexual Abuse	38-39	[TASB] Added new topic that references the district plan for addressing sexual abuse of children
Personal Use of Electronic Media	42-43	[TASB] Added new topic that addresses employee use of electronic media for personal reasons
Use of Media With Students	43-44	[TASB] Added new topic that addresses employee use of electronic media with students
	46	[LOCAL]
Conflict of Interest	47	[TASB] Deleted policy reference to BBFA
Copyrighted Materials		[TASB] Made an editorial change to the second sentence changing “videotapes” to “videos”

Safety		[TASB] Added “series” to the policy code
Asbestos Management Plan		[TASB] Made an editorial change to the first sentence changing “piece of school property” to “school”
Pest Control Treatment		[TASB] Made an editorial change to the policy codes changing “Policy” to “Policies”
Bad Weather Closing	50	[TASB] Added statement to reflect typical practice of posting of school closing on the district’s Web site
Emergencies	50	<p>[TASB] Added policy reference to Policy CKD</p> <ul style="list-style-type: none"> Added information on responding to medical emergencies <p>[LOCAL] Inserted locations of AED’s</p>
Dismissal or Nonrenewal of Contract Employees	53	<p>[TASB] Edited the first sentence to describe the different procedures for dismissal and nonrenewal of contract employees</p> <ul style="list-style-type: none"> Edited the last sentence to reflect the typical process of making policies available on line
Dismissal of Noncontract Employees	53	[TASB] Edited the list of protected categories for consistency and added nondiscrimination on the basis of genetic information to the list of protected categories in the second sentence
Equal Education Opportunities	55	[TASB] Edited the text to more accurately describe the areas of concern handled by the district compliance coordinators
Student Conduct and Discipline	57	[TASB] Added “Conduct and” to the topic title
Dating Violence, Discrimination, Harassment, & Retaliation	58	[TASB] Added topic from student handbook