



BOARD OF SCHOOL TRUSTEES

## KELLER INDEPENDENT SCHOOL DISTRICT

---

**8B. Action**

**Date: May 31, 2007**

**SUBJECT: APPROVAL OF REVISION TO POLICY DEC (LOCAL)**

**BOARD GOAL: The Keller Independent School District will recruit, develop, and retain a diverse highly qualified staff.**

**FISCAL NOTE: 2007-08 General Funds**

### **Background Information:**

Policy DEC (Local) deals with employee leaves and benefits.

- Under DURATION OF LEAVE the policy prohibits the use of discretionary leave for more than three consecutive days *except in extenuating circumstances as determined by the Superintendent or designee.*
  - The Board may govern an employee's use of personal leave, but it does not have the authority to regulate reasons for the leave, therefore, the language is recommended for removal.
  - Additional language has been added to clarify the type of leave that may be granted in excess of three consecutive days.
- Under INTERMITTENT LEAVE FOR CHILD CARE the word *birth* of an employee's child is changed to *care* of an employee's child to ensure compliance with the Pregnancy Discrimination Act and the Family and Medical Leave Act.
- Under CASH BENEFITS FOR ACCRUED LEAVE language is being added to clarify the current practice of docking an employee's leave balance if they exercise the option of being paid for the leave. Additionally, it is recommended that the dollar amount paid to employees be the same whether the employee is leaving the district or retiring from the district. Equalization of the dollar amounts eliminates the appearance of a retirement incentive, which is prohibited by law.

### **Administrative Considerations:**

- An increase of five dollars would result in an additional liability to the district of \$28,025 for 2006-07. This liability is the estimated maximum amount the district would pay out if all eligible certified professional employees were to choose the payout option. This increase will not be effective until the 2007-08 school year.
- The district's attorney has reviewed these recommended revisions.

+++++

**The administration recommends that the Board of Trustees adopt DEC (Local) Compensation and Benefits – Leaves and Absences as revised with the changes to be effective beginning the school year 2007-08.**

Respectfully submitted,

Penny Benz  
Asst. Superintendent of Human Resources