

Guide to changes and additions in *Employee Handbook 2007-08*

[Minor editorial changes are not listed.]

Topic	Page Number	Description of change
District Forms	1	[Local] Updated to include option of electronic access to employee handbook or receive a paper copy
Introduction	11	[TASB] Edited last paragraph to indicate URL or process for accessing policies on line
Board of Trustees	13	[TASB] Deleted policy code BBF [Local] Updated list of 2007-2008 board members
Board Meeting Schedule for 2007-2008	13	[Local] Reflects policy change to meeting time and meeting dates
Administration	14	[Local] Updated administrators, added C.O. & campus staff
Contract and Non-contract Employment	16	[TASB] Edited second paragraph (Probationary contracts) to clarify that the number of years served on a probationary contract is dependant on years experience as a teacher public education [Local] Deleted references to "continuing" contracts <ul style="list-style-type: none"> ▪ Reference to Campus principals contracts changed to two years
Searches and Alcohol and Drug Testing	17	[TASB] Edited list of searchable areas in the first paragraph to include district-owned computers <ul style="list-style-type: none"> • Edited second paragraph to clarify that testing applies to those whose duties require a commercial driver's license • Edited the last sentence in the third paragraph to clarify when follow-up testing will be conducted • Edited fourth paragraph to clarify that anyone subject to testing will be provided a copy policy, testing requirements, and other information
First Aid, CPR, and AED Certification	17	[TASB] Edited text to include requirement of TEC §22.902 for training and certification of certain employees in the use of an automated external defibrillator (AED) as provided by SB 7 of the 80th Legislature Regular Session (effective for the 2007–2008 school year)

Reassignments and Transfers	18	[TASB] Edited first paragraph to clarify that reassignment of extracurricular or supplemental duties does not apply to duties covered by a dual assignment contract [Local] Added reference to district form
Workload and Schedules	18	[Local] Deleted reference to 11 month contract in first paragraph [TASB] Edited second paragraph to clarify that districts may require supervision of students during lunch one day a week
Outside Employment and Tutoring	19	[Local] Deleted reference to local policy. Administrative guidelines only.
PDAS Observation Calendar	20	[Local] New dates
Employee Involvement	20	[TASB] Edited first paragraph to clarify that district- and campus-level committee involvement focuses on issues that influence the instructional effectiveness of the district
Salaries, Wages, and Stipends	22	[TASB] Added policy code DEAA which was added to Update 80, <i>Stipends and Incentives</i>
Paychecks	22	[Local] New dates
Overtime Compensation	23	[TASB] Deleted second and third sentences of the first paragraph <ul style="list-style-type: none"> Edited second paragraph to clarify that overtime hours apply to the defined workweek
Hiring Step Placement Guidelines for Paraprofessional & Auxiliary Employees	25	[Local] Added Paraprofessionals to title
Substitutes	26	[Local] Clarified first sentence by adding "classroom" <ul style="list-style-type: none"> Added second paragraph
Paraprofessional & Auxiliary Employee Work Days & Pay Grades	27	[Local] Added Paraprofessionals to title <ul style="list-style-type: none"> Clarified several titles to follow job description
Paraprofessional & Auxiliary Employee Hourly Rate Schedule	28	[Local] Updated table
Birthdays	33	[Local] Revised to allow birthdays to be taken at any time with prior approval during the same year

Sick Leave	33	[TASB] Deleted second paragraph on deducting the cost of unearned sick leave since this is a duplicate statement
Harassment of Students	48	[TASB] Added statement to first paragraph regarding the prohibition of romantic and inappropriate social relationships between students and employees
Association and Political Activities	55	[TASB] Added third paragraph to clarify that use of district resources for political activities is prohibited
Employee Arrests and Convictions	56	[TASB] Edited first paragraph and added bulleted list to include the range of reportable offenses and adjudication circumstances that were added to Policy DH (Local) at Update 80
Copyrighted Materials	57	[TASB] Added the word federal to first sentence
Bad Weather Closing	62	[Local] Added reference to website
Emergencies	62	[Local] Deleted all reference to “colors”, adding see flip-chart
Exit Interviews and Procedures	66	[Local] Added or any fees not paid to last sentence, second paragraph
Reports to State Board for Educator Certification	66	[TASB] Added violating assessment instrument security procedures to the bulleted list of conduct that must be reported to SBEC as provided by SB 1031 of the 80th Legislative Regular Session
Student Attendance	69	[TASB] Edited to clarify that procedures for parental consent apply to “minor” students