

Guide to changes and additions in *Employee Handbook 2014-2015*

[Minor editorial changes are not listed.]

Brackett ISD Vision Statement	Page 6	[LOCAL] Revised statement adopted 12/10/13
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The District ensures graduates have diverse learning experiences, creating confidence to reach their full potential, and the honesty to own mistakes and the integrity to start again and achieve goals.

Brackett ISD Core Beliefs	Page 6	[LOCAL] Added new core beliefs as adopted by board
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We believe Brackett ISD instills confidence, honesty, and integrity in students to challenge, prepare, and empower students to succeed in life.

We believe our students desire to be productive citizens.

We believe in Brackett ISD that instruction should be flexible to meet each student's needs.

We believe that Brackett ISD attracts and retains highly qualified staff.

We believe the Brackett ISD school Board is open-minded, engaged, supportive, student-focused and provides the tools and resources necessary for success.

We believe the Brackett ISD community is a supporting, giving, and trusting community that deserves to be informed and involved.

Board of Trustees	Page 7	[LOCAL] Added new member, Marc Todino
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Board Meeting Schedule for 2014-2015	Page 8	[LOCAL] Reflects new 2014-2015 calendar dates
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Administration	Page 8	[LOCAL] Updated new staff and added new position
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- **Kevin Newsom**, Superintendent
- **Candy Hobbs**, Jones Elementary/Intermediate Principal, Head Start/Grades PK-5
- **George Burks**, Assistant Principal, Head Start/Grades PK-5
- **Daron Worrell**, Secondary Principal, Grades 6-12
- **Christy Price**, Vice Principal, Grades 6-8
- **Alma Gutierrez**, Director of Special Programs and Grants
- Louisa Stone, Secondary Counselor/Academic Advisor
- Kimberly Ilse, Elementary Counselor

- **Justin Morris**, Athletic Director
- Susan Davis, Librarian
- Farran Morris, R.N., School Nurse

Campus Staff	Page 8	[LOCAL] Updated new HS Secretary
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- Bertha Reyes, Campus Secretary, Head Start/GR PK-5
- Dalia Rangel, Secretary to Principal, Head Start/GR PK-5
- Kacie Williams, Campus Secretary, GR 6-12
- **Tara Powell**, Secretary to Principal, GR 6-12

Pre-Employment Physicals	Page 9	[LOCAL] New Topic
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Policy DBB

A basic pre-employment physical is required for all auxiliary employees. A Fit for Duty form, with attached job description, will be provided by the Central Office for completion by a Health Care Provider. The Health Care Provider will assess the employee's ability to perform the duties associated with their position. The district will pay up to \$50.00 on a pre-employment physical reimbursement upon proof of payment.

Searches and Alcohol and Drug Testing	Page 10	[TASB] Added reference to Policy CQ
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*Policy **CQ**, DHE*

Workload and Work Schedules	Page 12	[TASB] Added reference to Policy DK
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*Policies DEA, **DK**, DL*

Performance Evaluation	Page 13	[LOCAL] New 2014-2015 PDAS Observation calendar dates
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Continuing Education Credit	Page 14	[LOCAL] New process for recording CEC hours.
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~~Employees are responsible for logging continuing professional education and/or local continuing education hours earned using the ESC Region 11 CPE Tracking Coop at www.esc11.net (See: Transcripts). The system is internet-based and allows employees to maintain and track professional and non-professional training records. The system also allows the district to upload reports on individuals or by defined groups. Employees will be asked to print a summary for placement in their employee file at the end of the school year. Continuing education certificates will no longer be kept in your personnel file.~~

~~A couple of things to remember:~~

- ~~Any new record(s) added will not show up until you have logged out and logged back in.~~
 - ~~You can track hours under different categories if you hold more than one position.~~
 - ~~The program is for all employees, including lifetime certificate holders.~~
- ~~If you have problems using the system, contact ESC Reg. 11 (817) 740-3656~~

Employees are responsible for logging continuing professional education and/or local continuing education hours earned using the appropriate district form. Employees will be asked to print a summary for placement in their employee file at the end of the school year. Continuing education certificates will no longer be kept in your personnel file.

Paychecks	Page 15	[LOCAL] New 2014-2015 calendar cut-off dates and pay dates
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Paraprofessional & Auxiliary Employee Work Days/Pay Grades 2014-2015	Page 19-20	[LOCAL] Adopted by board 5/13/14
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Travel Requests	Page 21	[LOCAL] Revised to reflect combined forms; Field Trip Request and Vehicle Request <ul style="list-style-type: none"> • Added increase in lodging allowance
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Lodging allowance is ~~\$77.00 per day~~ \$85.00 per night.

Personal Leave	Page 25	[TASB] <ul style="list-style-type: none"> • Edited the first paragraph to align the definition of "leave day" with the language used in policy DEC (Local) Added a fourth paragraph that describes how state leave is prorated when an individual is not employed with the district for a full year
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State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of earned personal leave is equivalent to **the number of hours per day in an employee's usual assignment, whether full-time or part-time an assigned workday**. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Leave Proration. If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

Military Leave	Page 32	[TASB] Removed the reference to the federal fiscal year based on changes made in SB 1536 of the 83rd Legislative Session
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Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave for authorized training or duty orders. Paid military leave is limited to 15 days each **federal** fiscal year **(October 1—September 30)**. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Uniforms	Page 38	[LOCAL] New sub-topic under Dress and Grooming. Reflects work safety and identification issues
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Uniforms. Maintenance personnel and custodians are required to wear uniforms provided by the district.

Technology Resources	Page 40	<ul style="list-style-type: none"> [TASB] Edited the first paragraph to more thoroughly describe district technology resources. <p>Edited the third paragraph to include all employees and refer to the district's acceptable use agreement</p>
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The district's technology resources, including its networks, **e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property**, **access to the Internet**, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees (and authorized long-term substitutes) **are required** to abide by the provisions of the acceptable use **policy agreement** and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact district Technology Manager at 563-2491, ext. 406.

Employee Arrests and Convictions	Page 46	[TASB] Edited the ninth bullet under moral turpitude remove references to driving under the influence DUI
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Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence

- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI) ~~or driving under the influence (DUI) of drugs or alcohol~~
- Acts constituting abuse or neglect under SBEC rules

Tobacco Use and Related Products	Page 47	[TASB] Edited the list of smokeless tobacco products in the “Local Considerations” column to include vaporizing devices PENDING board adoption to align local policy GKA with TASB
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State law prohibits smoking or using tobacco products on all district-owned property. Also prohibited is the use of smokeless products, electronic cigarettes, **and any other electronic vaporizing device**. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings

Personnel Records	Page 52	<ul style="list-style-type: none"> • [TASB] Added reference to Policy DBA • Made an editorial change to the second sentence of the last paragraph; changed “terminating” to “terminated.”
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Policies **DBA**, GBA

The choice to not allow public access to this information may be made at any time by submitting a written request to the superintendent’s secretary. New or terminated **ing** employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public

Cafeteria	Page 54	[LOCAL] PENDING Board action on breakfast and lunch price changes
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