



District Employee Handbook August 2017

Purpose for the Handbook

- ▶ Guide for ALL employees on standards of expectation
- ▶ Board Policy governs
- ▶ Not all policies and procedures are included
- ▶ Not a contract or substitute for official district policy
- ▶ Copy to each campus and will be available online www.laredoisd.org

Contents

- ▶ Employment (pgs. 15-22)
- ▶ Compensation and Benefits (pgs. 23-30)
- ▶ Leaves and Absences (pgs. 31-47)
- ▶ Employee Relations and Communications (pgs. 48-50)
- ▶ Complaints and Grievances (pgs. 49)
- ▶ Employee Conduct and Welfare (pgs. 50-83)
- ▶ General Procedures (pgs. 84-86)
- ▶ Termination of Employment (pgs. 86-88)
- ▶ Student Issues (pgs. 89-96)

Procedures

- ▶ All employees are responsible for reading the handbook, knowing how to access it and adhering to the policies.
- ▶ All employees are expected to sign the Employee Handbook Receipt after receiving the training and accessing the presentation online.
- ▶ If there is a question on the handbook, policy or guideline **ASK** before you **ACT**.

Employment

- ▶ Job Vacancies- must apply online www.laredoisd.org

All positions have a closing date and time by default that is 5:00 p.m.

Recertification of Employment Authorization

- ▶ Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Human Resources Department if you have any questions regarding reverification of employment authorization.

Arrests and/or convictions

- ▶ All employees must report any arrest or conviction to their supervisor or Human Resources within three calendar days of the event.

Searches and Alcohol/Drug Testing

- ▶ Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets or work area to obtain information needed for usual business purposes may occur when an employee is unavailable.
- ▶ No legitimate expectation of privacy in those places.
- ▶ If reasonable cause, the district may search the employee, the employee's personal items and work areas, including district owned computers, i-pads, cellphones.

- ▶ Alcohol and drug testing will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct.
- ▶ Testing will be conducted following motor vehicle accidents. Return to duty and follow-up testing will be conducted if an employee has violated the prohibited drug and alcohol conduct standards.

Employee conduct and welfare

- ▶ Know the Standards of Conduct (DH Legal)
 - ▶ **Recognize and Respect** the rights of students, parents, other employees and community members
 - ▶ **Maintain confidentiality** in ALL matters relating to students and co-workers.
 - ▶ **Report to work** according to assigned schedule (DAILY AND ON-TIME).
 - ▶ **Communicate** with supervisors- absences, concerns, plans,
 - ▶ **Comply** with District, department and school policies and procedures.
 - ▶ **Express** concerns, complaints or criticism through appropriate channels.
 - ▶ **Observe ALL** safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately
 - ▶ **USE** district time, funds, and property for authorized district business and activities only

Employee conduct and welfare Cont.

- ▶ The Educators' Code of Ethics adopted by State Board for Certification, that all district employees must adhere to.
 - ▶ Statement of Purpose: **“The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents and members of the community.... ”The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen.”**
 - ▶ Professional Standard 1- Professional Ethical Conduct, Practices, and Performance
 - ▶ Professional Standard 2 – Ethical Conduct toward Professional Colleagues
 - ▶ Professional Standard 3 – Ethical Conduct toward Students

Changes/additions to Professional Standards

- ▶ 1.13 educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.
- ▶ 1.14 The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

Employee Ethics

- ▶ All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:
- ▶ Recognize and respect the rights of students, parents, other employees, and members of the community.
 - ▶ Under no circumstance should students be recorded or photographed by the use of audio, video or cellular devices.
- ▶ Maintain confidentiality in all matters relating to students and coworkers.
- ▶ Report to work according to the assigned schedule.
- ▶ Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action, up to including termination.

Employee Ethics (con't)

- ▶ Know and comply with department and district policies and procedures.
- ▶ Express concerns, complaints, or criticism through appropriate channels.
- ▶ Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- ▶ Use district time, funds, and property for authorized district business and activities only.
- ▶ School facilities should not be used to advertise, promote, sell tickets, or collect funds for any non-school related purpose without prior approval of the Superintendent or designee.
- ▶ If you receive a car allowance, do not utilize district vehicles to conduct district business.

Employee Work Days and Work Schedules

- ▶ Work schedules including start and end days and scheduled holidays will be distributed each school year.
- ▶ The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Tardiness

- ▶ All employees are required to report to work at their designated times as established by the assignments and schedules of the campus/department.
 - ▶ If employee cannot report to work as scheduled, they should notify their supervisor no later than 10 minutes after their regular starting time.
 - ▶ This notification does not excuse the tardiness but simply notifies the supervisor that coverage will be needed for their assignment.
 - ▶ Employees are not to cover classroom duties unless approved by campus administration, if a teacher arrives after a substitute has been called by campus administration, the teacher will be required to take ½ day of leave.
 - ▶ Excessive tardiness will be subject to progressive consequences (ie, verbal, written, reprimand) up to including termination of employment.

Dress Code

Dress Code

- ▶ Employees must adhere to the dress and grooming standards when assigned other duties such as testing, trainings, ISS, etc.
 - ▶ Cleanliness and Neatness
 - ▶ Undergarments must not be visible
 - ▶ Blouses and shirts must have sleeves and must cover the midriff and lower back.
 - ▶ No halters, bare backs, tank tops, spaghetti straps, muscle shirts, see-through garments, shorts, leggings, or flip flops.
 - ▶ Denim only on days designated by principal or supervisor.
 - ▶ Tattoos must be covered at all times.

Dress Code change

- ▶ Footwear will exclude shoes and sandals without a back strap, flip flops, heels over 4", slippers, shower shoes, and house shoes. Shoes shall be appropriate for the responsibility. Gym teachers-gym shoes. Cafeteria workers, non-slip soles and possible steel toe. Maintenance works non-slip soles and steel toe shoes. Teachers should wear classroom appropriate shoes

Dress Code

▶ Dress for Success:

*First Impression is what it is, “FIRST”

*What you perceive: Respect, Credibility , Acceptance, and Authority.

*Research reveals that what you wear affects the the work, attitude, and the discipline of the student.

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. The shapes are primarily triangles and quadrilaterals, creating a dynamic, layered effect. The text is centered in a clean, sans-serif font.

Discrimination, harassment and retaliation

Discrimination, Harassment, and Retaliation

- ▶ Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, students teachers or students.
- ▶ Substantial charges of harassment can result in termination of employment.
- ▶ Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability or any other basis prohibited by law when the conduct is so severe, persistent or pervasive that the conduct:
 - ▶ Has the purpose or effect of unreasonably interfering with the employee's work performance;
 - ▶ Creates and intimidating, threatening, hostile, or offensive work environment; or
 - ▶ Otherwise adversely affects the employee's performance, environment or employment opportunities.

Discrimination, Harassment, and Retaliation (Con't)

- ▶ The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment.
- ▶ The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation.
- ▶ An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts.
- ▶ May report to supervisor and/or to the District Title IX Coordinator, ADA/Section 504 Coordinator (Edna Garza ext. 1022) and Superintendent.

Sexual harassment

Sexual Harassment

The key word for sexual harassment is “unwelcome”

- ▶ Conduct that may be offensive to one person, may not to another.
- ▶ The “victim” has an OBLIGATION to tell the actor he/she finds the conduct offensive.
- ▶ If behavior continues beyond that point, then it is sexual harassment.

Sexual Harassment

- ▶ Board policy states that sexual harassment between student and staff will include “welcome or unwelcome advances”
- ▶ Even if a student may appear to welcome an employee’s flirting or overtures of romantic interest, the employee’s acts are still sexual harassment and prohibited by policy.

Sexual Harassment

Different Forms of Sexual Harassment

Verbal

Offensive jokes
Treats or insults
Propositions
Offensive Comments
Pressure for Dates

Non-Verbal

Gestures/Looks
Staring
Posters
Drawings
Cartoons

Physical

Pinching
Touching
Hugging
Kissing
Grabbing

Sexual Harassment

The Court Recognizes two distinct types of sexual harassment:

*Quid Pro Quo

*Hostile Environment

Sexual Harassment

▶ A quid pro quo is when an individual in a position of authority offers a subordinate a benefit in exchange for a sexual favor. This can happen:

*Between an administrator/supervisor and employee

*Between teacher and student

Sexual Harassment

EXAMPLES:

- *A supervisor may offer an employee a higher evaluation or a promotion in exchange for accompanying the supervisor to dinner.
- *A teacher may offer a student a better grade or a particular position in a team in exchange for a kiss.

Sexual Harassment

- ▶ Hostile Environment

A hostile environment is created when unwelcome advances, requests, or conduct have the effect of interfering with the performance of duties or creating and intimidating, hostile, or otherwise offensive work or learning environment.

This is an environment caused by REPEATED acts of taunting, teasing, name calling, sexual innuendos, or dirty jokes.

Sexual Harassment

PREVENTING AN ACCUSATION

Ask yourself the following question before speaking:

- *Would I make the same comment in front of my spouse?
- *Would I want my spouse to hear the same comments made to him/her?
- *Would I make the same comment (or act the same) if it was going to be broadcast on the local news?

Sexual Harassment

REMEMBER

If someone's words or actions :

Affect your job performance

Makes you feel uncomfortable

Are unwelcome/offensive:

**IT PROBABLY IS
SEXUAL HARASSMENT**

Sexual Harassment

- ▶ Students and staff are required to report all known or suspected instances of harassment or abuse to the appropriate district administrator.

Title IX Coordinator, **Edna Garza at Human Resources**, is the person to contact if an employee believes he/she is being sexually harassed.

Electronic media

Electronic Media

- ▶ Personal Use of Electronic Media

- ▶ Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail, Web logs, wikis, electronic forums, video sharing Web sites, editorial comments posted on the Internet, and social network sites.
- ▶ As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees.

- ▶ The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures and videos to breaks, meal times and before and after scheduled work hours, unless there is an emergency. The supervisor reserves the right to revoke this privilege as deemed necessary.
- ▶ Employees are not allowed to record any conversations with any electronic media without the consent of the parties involved.
- ▶ The employee shall not take pictures of any school district employee or student.

Electronic Media with Students

- ▶ A certified or licensed employee or any other employee designated in writing by the Superintendent or campus principal, may communicate through electronic media with students who are currently enrolled in the district.
- ▶ There are specific protocols that employees are to adhere to if there is a need to communicate with students (special programs-UIL, Athletics, Clubs, etc.) (See pages 66-68)

Reassignments and Transfers

- ▶ All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the district.
- ▶ Extracurricular or supplemental duty assignments may be reassigned or removed at any time. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

Work loads and schedules

- ▶ Work week Sunday 12:00 am to Saturday 11:59 pm
- ▶ Each work week stands alone
- ▶ Schedules are based on campus needs not individual needs
- ▶ Every paraprofessional employee should use the time clock to record their hours of work
 - ▶ New procedures Time In Button/Time Out Button must be used
 - ▶ Edits should be minimal
 - ▶ It is the employee's responsibility to check their time card and tell the time clock manager of any errors

Breaks for nursing mothers

- ▶ Breaks will be provided in areas that are private on campus.
 - ▶ Employees are advised that minimal interruption to instruction will be considered.

Outside employment

- ▶ Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. The Request for Outside Employment form is required to be complete prior to starting the secondary employment.

Performance evaluations

- ▶ Evaluation of an employee's job performance is a continuous process that focuses on professional growth.
- ▶ Performance evaluation is based on an employee's assigned job duties and other job-related criteria.
- ▶ All employees will be evaluated at least annually.
- ▶ Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Salaries, wages and stipends

- ▶ Extra duty is not guaranteed it is based on district needs.
 - ▶ During the school year, rates are based on your hourly rate
 - ▶ During the summer, you are not under your duty days, so the summer rate is a flat rate
- ▶ Positions who hold extra duty days, employees are expected to work the days identified by the Superintendent or designee in order to receive compensation.

Pay days

Listed below are the scheduled 2017-2018 pay dates and the deadlines for submitting extra duty pay, tutors, crossing guards, and/or adjustments for corresponding pay dates. All documentation received in the Division of Finance by 5:00 P.M. on the Payroll Information Deadlines shown below will be included in the corresponding pay date month. Failure to meet these important deadlines will result in disciplinary action.

Pay Date	Payroll Information Deadlines	Payroll Cutoff
August 17, 2017	August 1, 2017	Saturday, July 22, 2017
September 20, 2017	September 1, 2017	Saturday, August 26, 2017
October 19, 2017	October 2, 2017	Saturday, September 23, 2017
November 16, 2017	November 1, 2017	Saturday, October 21, 2017
December 18, 2017	December 1, 2017	Saturday, November 18, 2017
January 18, 2018	January 8, 2018	Saturday, December 16, 2017
February 20, 2018	February 1, 2018	Saturday, January 20, 2018
March 20, 2018	February 22, 2018	Saturday, February 10, 2018
April 19, 2018	April 2, 2018	Saturday, March 17, 2018
May 17, 2018	May 1, 2018	Saturday, April 21, 2018
June 20, 2018	June 1, 2018	Saturday, May 26, 2018
July 19, 2018	June 21, 2018	Saturday, June 16, 2018

If you have any questions or need additional assistance, please call the Payroll Department at 273-1052.

Payroll deductions

The district is required to make the following automatic payroll deductions:

- ▶ Teacher Retirement System of Texas (TRS) 7.7%
- ▶ Federal income tax required for all full-time employees
- ▶ Medicare tax (applicable only to employees hired after March 31, 1986)
- ▶ Salary deductions are automatically made for unauthorized or unpaid leave.

Insurance

District Benefit

- ▶ Life Insurance \$15,000
 - ▶ Under 65 --\$15,000
 - ▶ 65-69 \$9,750
 - ▶ 70-73 \$6,000

- ▶ Update your name, address, phone number and beneficiary!

Supplemental

- ▶ Dental
- ▶ Vision
- ▶ Cancer
- ▶ Disability
- ▶ Air Ambulance

Overtime/comp time

- ▶ By default, the school district offers compensatory time in lieu of overtime. Compensatory time is calculated in the same manner as overtime at time-and-a-half rate with compensatory time off.
- ▶ Overtime is legally defined as all hours physically worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule.

- ▶ Employees not fulfilling their 40 hour work week are subject pay deduction for hours not worked.
- ▶ Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. The method of payment must be agreed upon before any work is performed. The following applies to all nonexempt employees:
 - ▶ Employees can accumulate up to 60 hours of comp time.
 - ▶ Comp time must be used within 30 days from earned date. Exceptions to extend the 30-day deadline must be approved by the Chief Financial Officer and Chief of Staff.

- ▶ Comp Time must be used during the fiscal year it was earned.
- ▶ Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction. Comp Time follows the provisions of discretionary leave. The use of comp time must be reported to the Attendance and Substitutes System.
- ▶ Comp Time must be taken in one hour increments.
- ▶ Comp Time may be used to attend to personal matters such as children's school functions, picking children from school, attend to job interviews, parent/employee grievances, and medical appointments.

- ▶ An employee may be required to use comp time before using available paid leave (e.g., state/local)
- ▶ Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Leaves and Absences

Leaves and Absences

- ▶ Employees are expected to report to work daily and on time.
- ▶ Absences must be reported in ½ day increments for positions requiring a substitute.
- ▶ District provides leave for each employee (10 days).
- ▶ As per policy, any employee in excess of 20 days absent can face disciplinary consequences. (does not include FMLA, Disability etc.)
- ▶ Employees are expected to use the absence reporting system to report ALL absences including School Business.
- ▶ An employee may not perform classroom duty unless approved by campus administration.

Code of Absence

- ▶ It is mandatory that ALL EMPLOYEES report their absences through the **SMARTFIND EXPRESS SYSTEM**.
- ▶ There are two ways you can report an absence.

Reporting absences

PHONE

Webcenter

You will need your Access ID#

And your Pin #

Code of Absence

▶ The number to call by PHONE is :



273-0008

Code of Absence

- ▶ The system will direct you to enter your access ID #, followed by the star button.

211436*

- ▶ Then the system will direct you to enter your pin #, followed by the star button.

*
121212

Code of Absence

- ▶ **Press 1 to report an absence**
 - ▶ **If the absence is for TODAY, Press 1**
 - ▶ **If the absence is for TOMORROW, 2**
 - ▶ **For any other dates, Press 3**

Code of Absence

- ▶ **Select the time for your absence:**
 - ▶ **The system will tell you to press 1 if the absence is for the whole day.**
 - ▶ **Press 2 to select time.**

Code of Absence

▶ **Select the reason for your absence:**



Personal Illness

Family Illness

Death in the Immediate family

Jury

School Business In

School Business out

Code of Absence

- ▶ **To end the call press 1**
- ▶ You will receive a confirmation number and that number will be your proof that you called the system.

Code of Absence

WEBCENTER

To report an absence through the webcenter log
into:

www.laredoisd.org



Code of Absence

- ▶ **Click on Create an Absence**
- ▶ **State your reason**
- ▶ **Modify TIME if necessary**
- ▶ **Create your Job Number**

Death in immediate family/bereavement

- ▶ When you enter “Death in the Immediate Family” you are using your personal illness/leave to be out due to the death of someone in your family.
- ▶ Bereavement Leave is a benefit that provides you up to (3) consecutive calendar days, at no charge to you for the death of your immediate family member. Verification of Bereavement Leave Form must be completed . Bereavement leave will not be granted if death occurred during district holidays, breaks, or scheduled non-working days.

Immediate Family

Husband

Son/In-Law

Brother/In-Law

Father/In-Law

Grandfather/mother

Wife

Daughter/In-Law

Sister/In-Law

Mother/In-Law

Grandson/daughter

Leave Benefits

- ▶ As an employee you are eligible for:

(5) local and (5) state sick leave days yearly.

However, it is earned as you work (Every 18 days = ½ day)

Local Leave (Sick Leave)

- ▶ May be used for personal illness, illness or death in the immediate family, family emergency, or for first-year care following the birth of an employee's son or daughter or the placement of a child with the employee for adoption or foster care.
- ▶ Local sick leave may also be used to attend medical appointments related to worker's compensation illness or injury when an employee chooses to use paid leave in lieu of worker's compensation temporary weekly income benefits.

Personal Leave

- ▶ Personal leave can only be taken with a (5) day advance notice, and approval of the principal/director) must be taken in one-hour increments for non-exempt employees and in half-day increments for instructional employees requiring a substitute.

Can Not Take:

- ▶ More than 10 consecutive days
- ▶ Before/after a school holiday
- ▶ End of semester/year end exams
- ▶ Days schedule for STAAR
- ▶ Professional or Staff Development Days
 - ▶ If employee is absent without approval, employee will be deducted their rate of pay for the days/hours absent, regardless if they had accrued leave.

Non-contract days

- ▶ The district may designate when non-contract days need to be taken.
- ▶ The employee is responsible for ensuring that they properly record the non-contract days used and that they ensure that they do not exceed the number of non-contract days allowed.

Absence Control Policy

- ▶ The district follows an absence control policy, an employee may be terminated when he or she is:
- ▶ Released by a doctor to return to work but fails to contact the district's department of Human Resources to pursue a work assignment; or
- ▶ Unable to report to work and fails to request or extend a leave of absence; or
- ▶ Unable to report to work and has no earned paid leave available and, if eligible to apply for leave of absence does not request a leave.
- ▶ The uniform enforcement of a reasonable absence-control policy is not retaliatory discharge.
- ▶ After the fourth absence in a semester, a verbal conference should take place between the employee and supervisor. After the eighth absence, a written record of conference should be provided to the employee and documentation submitted to Human Resources.
- ▶ All absences in excess of ten days during a semester shall be investigated by the immediate supervisor who shall take appropriate action as required by District guidelines.
- ▶ Supervisors shall report absences for individuals in excess of 20 days in a school year to the Superintendent or designee who shall take whatever action is deemed appropriate. Such action may result in disciplinary action including termination of employment.
- ▶ Documentation may be required for any absence at the discretion of the Superintendent or designee.

Family Medical Leave

- ▶ To qualify for FMLA you must have one year of service/and must have worked 1250 hrs. during the past 12 months.
- ▶ You will be eligible for 12 workweeks of leave without loss of benefits.

Qualifying Events

- ▶ Birth or adoption of a child.
- ▶ Because of an employee's serious health condition that makes the employee unable to perform his/her job.
- ▶ To take care of the employee's spouse, child, or parent if they have a serious health condition.

IMPORTANT NOTE:

Qualifying for FMLA does not mean you will be paid for those 12 workweeks.

Sick leave bank

- ▶ If you are a member of the sick leave bank, you will be eligible for up to 30 days at your daily rate once you have exhausted all paid leave and non-contract days.
- ▶ To become a member, you must donate 3 days at enrollment and 1 day every year after. Must have one year of service.
- ▶ Enrollment is in September.

Catastrophic leave

- ▶ The Catastrophic Leave Pool is made available to all employees who have exhausted all paid leave (including non-contract days and sick leave bank), who suffer from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family. The employee may request the establishment of a catastrophic leave pool, to which District employees may donate local, and/or state leave for the use by the eligible employee. If the employee is unable to submit the request, a member of the employee's family or supervisor may submit the request to establish a catastrophic leave pool. For more information, contact Human Resources.

Extended leave

- ▶ **To qualify for extended leave you must have at least ($\frac{1}{2}$) a day available of sick leave and have used up all non-contract days.**
- ▶ **You will qualify for up to 15 days at $\frac{1}{2}$ your daily rate or \$50 which ever is greater.**

▶ **Truancy Court Appearances**

- ▶ An employee who is a parent or guardian of a child and any court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

▶ **Religious Observance**

- ▶ The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.
- ▶ **Compliance with Subpoena**
- ▶ Employees will be paid while on leave to comply with a valid subpoena related to district business to appear in a civil, criminal, legislative, or administrative proceeding.

Returning to work

- ▶ If you are absent for (5) consecutive days or more, you must bring a doctor's excuse to the attendance dept. upon which an assignment letter will be issued.
- ▶ If you underwent surgery or you were out due to a catastrophic illness, a functional assessment form is required. (restrictions, limitations, etc.)
- ▶ Everything is cleared through the Attendance Department at 1702 Houston.

Absence control policy

- ▶ The district follows an absence control policy, an employee may be terminated when he or she is:
- ▶ Released by a doctor to return to work but fails to contact the district's department of Human Resources to pursue a work assignment; or
- ▶ Unable to report to work and fails to request or extend a leave of absence; or
- ▶ Unable to report to work and has no earned paid leave available and, if eligible to apply for leave of absence does not request a leave.
- ▶ The uniform enforcement of a reasonable absence-control policy is not retaliatory discharge.
- ▶ After the fourth absence in a semester, a verbal conference should take place between the employee and supervisor. After the eighth absence, a written record of conference should be provided to the employee.
- ▶ All absences in excess of ten days during a semester shall be investigated by the immediate supervisor who shall take appropriate action as required by District guidelines.
- ▶ Supervisors shall report absences for individuals in excess of 20 days in a school year to the Superintendent or designee who shall take whatever action is deemed appropriate. Such action may result in disciplinary action including termination of employment.
- ▶ Documentation may be required for any absence at the discretion of the Superintendent or designee.

Buy Back of leave

- ▶ 1. First ten days at 100 percent of the daily rate of base pay;
- ▶ 2. Next 15 days at 75 percent of the daily rate of base pay; and
- ▶ 3. Next 55 days at 50 percent of the daily rate of base pay.

Accommodations

Americans with Disabilities Act

- ▶ On July 26, 1990
 - It was intended to make American society more accessible to people with disabilities.
- ▶ Businesses must provide reasonable accommodations:
 - *Restructuring jobs
 - *Modifying Equipment
 - *Altering the layout of workstations

Americans with Disabilities Act

- ▶ Title IX Coordinator, Edna Garza in Human Resources, is assigned to coordinate the efforts to comply with Title II of the Americans with Disability Act of 1990.
- ▶ It incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973.

Temporary accommodations

- ▶ An employee requesting accommodation for a disability/medical condition shall complete a Request for Accommodation Form and submit a Functional Assessment Form completed by their physician.
- ▶ The request should be submitted at least 30 days in advance of the employee's effective date of accommodation by the District. In the event, that the disability/medical condition is sudden, the employee must make the request for the accommodation as soon as they have knowledge that they will be in need of accommodations.
- ▶ Human Resources Department Administration will review the restrictions set forth by the physician and meet with the employee to identify what accommodations will be needed in their present job assignment.
- ▶ Human Resources Department Administration will review the restrictions with the Occupational Health Nurse/Safety Officer to determine if the accommodations being requested are within the diagnosis or condition. Both the Human Resources Department Administration and Occupational Health Nurse/Safety Officer may review job description, facilities, equipment used, etc., to determine if the essential job functions can continue to be fulfilled by the employee seeking the accommodation. LISD will make the most reasonable accommodation possible, provided employee can continue to perform the essential functions of the job. A reasonable accommodation will be provided depending on resources available and for a limited period of time.

Complaints and Grievances

- ▶ Concerns and complaints should start at the lowest level (Campus)
- ▶ Should be handled in a timely manner (Think 10 day rule)
- ▶ DGBA policy outlines the grievance process

Grievance Cont.

- ▶ Time Lines
 - 15 work days employee first knew or should have known.
- ▶ Level I - Immediate Supervisor
 - 10 days to hold hearing
 - 10 work days to response
- ▶ Level II- Superintendent Designee
- ▶ Level III- Board of Trustee

Child Abuse and Neglect

- ▶ Any person who has cause to believe that a child's physical, mental health, or welfare has been adversely affected by abuse or neglect shall immediately make a report as required by law to Child Protective Services.
- ▶ A professional shall make a report within 48 hours after he/she first suspects abuse or neglect. A professional may not delegate or rely on another person to make the report.

Child Abuse and Neglect

- ▶ Report your concern to **1-800-252-5400**. CPS will ask for student's name, address and other pertinent information concerning the suspected abuse.
- ▶ **Keep information confidential**
- ▶ Follow up with you campus administrator

- ▶ **As educators, it is our responsibility to report the abuse: CPS will be responsible for all the investigations.**

Child Abuse and Neglect

- ▶ An employee's failure to report suspected child abuse or neglect is a class A misdemeanor:

An arrestable offense

District communications

- ▶ The district communicates with employees through various media outlets, including e-mail, district/school websites, social media, automated calls, payroll inserts, and letters. Throughout the school year, the district publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

Bad Weather Closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's Web site and notify the following radio and television stations:

- ▶ KGNS-TV
- ▶ KLDO- TV
- ▶ ITV

- ▶ All the radio stations will announce our closings if a DJ is on the air.

Exit Interviews and procedures

- ▶ Exit interviews will be scheduled for all employees leaving the district. Information is provided to the employee
- ▶ Final payment, continuation of benefits, release of information, and procedures for requesting references will be provided at this time.
- ▶ Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience
- ▶ All district keys, ids, access cards, books, property, including intellectual property, and equipment must be returned upon separation from employment.
- ▶ The Employee Clearance Form will document such clearance from the district.

Bottom Line

- ▶ Handbook is a guide.
- ▶ Be Present and On-time daily- if you must be absent follow protocol
- ▶ Don't Engage in Conduct that would not pass the Front Page/6:00 News/
- ▶ Know and live by Educator Code of Ethics
- ▶ Don't Engage in any type of inappropriate behavior with students, including the use of Social Media.

Thank you for all your work.
Instill in your students the
Unlimited Possibilities