

Dedicated to Excellence



*Randolph Field
Independent School District*

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Employee Handbook

2011-2012

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Introduction

Our employee handbook provides information to answer frequently asked questions and paves the way for a successful year. We do not include all district policies and procedures and we do summarize those included. Our complete policy manual appears as a link on the district website: www.rfisd.net. Send suggestions for additions and improvements to this handbook to Angela White, Director of Human Resources at whitea@rfisd.net.

This handbook is not a contract or a substitute for the official district policy manual. It does not alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, refer to the policy codes associated with handbook topics, confer with your supervisor, or call the appropriate district office. Along with the online policy manual available at any time at the district website (www.rfisd.net), a policy manual is located in the Superintendent's office at the district administration building for employee review during normal working hours.

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Employee Handbook Receipt

Name _____

Campus/department _____

I hereby acknowledge receipt of my personal copy of the Randolph Field ISD Employee Handbook for 2011- **2012**. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy. The handbook is posted on the Randolph Field ISD website at www.rfisd.net. Under the Admin tab click on Business & Support Services > Support Services > Human Resources to view the handbook.

Please indicate your choice by checking the appropriate line below:

I choose to receive the employee handbook in electronic format and accept responsibility for accessing according to the instructions provided.

I choose to receive a hard copy of the employee handbook.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that this handbook intends no modifications to contractual relationships or alterations of at-will employment relationships.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the campus principal if I have questions, concerns, or need further explanation.

Signature/Date

Note: Please sign and date and forward it to your immediate supervisor.

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District Information

➤ Description of the District:

Randolph Field Independent School District (the “District”) is a local school district located in San Antonio, Texas on Randolph Air Force Base. The District serves military families. The District has a Board of Trustees (the “Board”), a five-member group, who have governance responsibilities over all activities related to public elementary and secondary education within the jurisdiction of the District. The Board is appointed and has the exclusive power and duty to govern and oversee the management of the public schools of the District. All powers and duties not specifically delegated by statute to the Texas Education Agency (“TEA”) or to the State Board of Education are reserved for the Board, and TEA may not substitute its judgment for the lawful exercise of those powers and duties by the Board. The District receives funding from local, state, and federal government sources and must comply with the requirements of those funding entities. However, the District is not included in any other governmental “reporting entity” as defined by GASB in its Statement No. 14, *The Financial Reporting Entity*, and there are no component units included within the reporting entity.

➤ Purpose Statement

The purpose of education in the District is to prepare individuals to be continual learners who are successful, productive, responsible citizens. To achieve this purpose, students shall access and process information, solve problems, and communicate working as individuals and as team members, using technology to facilitate their learning.

➤ Mission, Goals and Objectives

Policy AE

The mission of the Texas public education system is to ensure that all Texas children have access to a quality education which enables them to achieve their full potential. It also allows the children to fully participate now and in the future in the social, economic, and educational opportunities in our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of Texas and for the preservation of the liberties and rights of Texas citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child. The objectives of public education are:

- **OBJECTIVE 1:** Parents will be full partners with educators in the education of their children.
- **OBJECTIVE 2:** Students will be encouraged and challenged to meet their full educational potential.

- **OBJECTIVE 3:** Through enhanced dropout prevention efforts, all students will remain in school until they obtain a diploma.
- **OBJECTIVE 4:** A well-balanced and appropriate curriculum will be provided to all students.
- **OBJECTIVE 5:** Educators will prepare students to be thoughtful, active citizens who have an appreciation for the basic values of our state and national heritage and who can understand and productively function in a free enterprise society.
- **OBJECTIVE 6:** Qualified and highly effective personnel will be recruited, developed, and retained.
- **OBJECTIVE 7:** Texas students will demonstrate exemplary performance in comparison to national and international standards.
- **OBJECTIVE 8:** School campuses will maintain a safe and disciplined environment conducive to student learning.
- **OBJECTIVE 9:** Educators will keep abreast of the development of creative and innovative techniques in instruction and administration using those techniques as appropriate to improve student learning.
- **OBJECTIVE 10:** Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.

The academic goals of public education are to serve as a foundation for a well balanced and appropriate education. The students in the public education system will demonstrate exemplary performance in:

- GOAL 1: The reading and writing of the English language.
- GOAL 2: The understanding of mathematics.
- GOAL 3: The understanding of science.
- GOAL 4: The understanding of social studies.

Education Code 4.001, 4.002

➤ **RFISD Board Goals**

The academic goal identified by the RFISD Board of Trustees is:

Goal:	To increase student achievement for all students.
Activity:	Implement a strategic five-year plan developed by staff, community members and parents.
Measure:	Student achievement will increase as measured by state and national assessments which include both criterion referenced and nationally normed measures.

➤ **Board of Trustees**

Policies BA, BAA, BBA, BBB, BBE, BE, BEC, BED

Texas law grants the board of trustees the power to govern and oversee the management of the districts' schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, annual budget, employment of the superintendent and other

professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal law and regulations.

The Randolph Field Air Force Base Commander nominates potential board members to the State Board of Education and the State Board appoints the Board of five Trustees. Officer and enlisted military personnel may be appointed to the board; however, a majority of the board members are civilians, and all may be civilians. The board members appointed by the State Board hold office for two years or until their successors are appointed and qualified. Board members serve without compensation and must be registered voters. A person appointed to serve as a board member must remain a resident of the District or an employee of Randolph Field Air Force Base throughout the term of office. A board member who ceases to reside in the District or be employed by Randolph Field Air Force Base vacates his or her office.

➤ **Board Members:**

Sharon Holland	President
John McKinley	Vice-President
Glenda Solomon	Secretary
Jimmy Cornelius	Member
Open	Member

The board usually meets on the fourth Thursday of the month at 4:15 pm in the Secondary Campus Room 21. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the bulletin board outside of the administrative office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such reasons as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

➤ **Board Meeting Schedule**

Located at www.rfisd.net Under School Board
http://classroom.rfisd.net/webs/misc/upload/20102011_board_calendar.pdf

➤ **Administrative Directory**

Name	Position	Telephone Number
Billy Walker	Superintendent	210-357-2300
Susan Bendele	Director of Curriculum and Instruction	210-357-2478
Ron Bolin	Executive Director of Technology	210-357-2490

Lorrie Remick	Chief Financial Officer	210-357-2479
Miles Cabra	Principal of the High School	210-357-2400
Allana Hemenway	Principal of the Elementary School	210-357-2345

➤ **Randolph Field ISD Calendar**

http://classroom.rfisd.net/webs/schoolcal/school_year_calendars.htm

Employment

➤ **Equal Employment Opportunity**

Policy DAA

The Randolph Field ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the District does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made based on each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination on any of the basis listed above should contact the Superintendent at 210-357-2300 or walker@rfisd.net

➤ **Job Vacancy Announcements**

Policy DC

Announcements of job vacancies by position and location are posted at the district administration building, campus offices and on the district website.

➤ **Employment after Retirement**

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in certain positions or on a part-time basis without affecting their benefits, according to TRS rules and state law. Service retirees who retire before May 31 may return to work in a Texas public school without a reduction in benefits one full calendar month after the retirement date provided they meet specific conditions. Retirees may work in the following capacities without a loss of retirement benefits:

- As a principal or assistant principal or teacher in an acute shortage area on a full-time basis, if appropriately certified and following a 12-month break in service. Retirees that retired under early age or disability provisions are excluded.
- As a full-time bus driver (early age and disability retirees excluded).

- As a substitute at no more than the established daily substitute pay rate. (Individuals receiving disability retirement benefits may not work for more than 90 days in a school year.)
- On a half time or less basis during any month. Half-time employment cannot exceed the lesser of percent of the position's full-time load or 92 hours in a month.
- On a full-time basis during a six-month period during a school year, provided that this is their only employment in a Texas public school. Individuals who retire in August may begin employment in October of the school year following their retirement.

Under this last provision, retirees must submit annual written notice to TRS by the last day of the first month of full employment to avoid a disruption of benefits. Working any part of a month counts as a full month. Other restrictions apply when a person has retired because of a disability. Individuals retiring because of a disability should contact TRS for details about employment restrictions.

Shortage areas. Certain retirees may return to work on a full-time basis as a principal or assistant principal or teacher in an acute shortage area without a reduction in their TRS annuity benefits. Acute teaching shortage areas are determined by the board based on Commissioner of Education guidelines. When filling acute shortage area positions, the district must give hiring preference to certified applicants who are not retirees. To be eligible for full TRS benefits a retiree must meet the following criteria:

- Have not been subject to a reduction in benefits for retirement at an early age or retired under disability provisions
- Have a 12-month continuous break in public school service since retirement
- Be appropriately certified for the position in the applicable school year

Employees can contact TRS for additional information or by calling 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us).

➤ **Contract and Non-Contract Employment**

Policy DC series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

- **Probationary contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two year lapse in district employment or employees who move to a position requiring a new class of certification may also may be employed by probationary contract. Probationary contracts are one-year contracts. The

probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term contract should be given.

- **Term contracts.** Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. Campus principals and district office administrators are employed under term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract and employment policies.
- **Continuing contracts.** The district does not utilize continuing contracts.
- **Non-certified professional and administrative employees.** Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are not employed by a term contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.
- **Paraprofessional and auxiliary employees.** All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

Most paraprofessional positions (instructional assistants) require state certification. This certification may be obtained after employment. However, if the certification process is not completed within 30 days of your hire date, you will be subject to termination.

➤ **Certification and Licenses**

Policy DBA

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Angela White, Director of Human Resources in a timely manner.

A certified employee's contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Carol Connelly, Executive Administrative Coordinator at 210-357-2377 if you have any questions regarding certification or licensure requirements.

➤ **Searches and Alcohol & Drug Testing**

Policy DHE

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. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, work areas, including district-owned computers, lockers, and private vehicles parked on district premises or work sites or used in district business.

- **Employees required to have a commercial driver's license.** Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who is otherwise subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact The Director of Human Resources, Angela White, at 210-357-2474.

➤ **Health Safety Training**

Policy DBA DMA

Nurses, physical education teachers, marching band directors, coaches, athletic trainers, or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or University Interscholastic League (UIL) must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University

Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification to the campus principal prior to the start of the activity to which they are involved.

➤ **Reassignments and Transfers**

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

Employees with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. Teachers requesting a transfer to another campus before the school year begins must submit his or her request by April 1, 2012. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Campus Principals and must be approved by the receiving supervisor.

➤ **Workload and Work Schedules**

Policy DL

Professional employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation and conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students one day a week when no other personnel are available.

Paraprofessional and auxiliary employees. Support employees are employed at will and will receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior written approval from their supervisor.

➤ **Notification To Parents Regarding Qualifications**

Policy DK, EHBD

In schools receiving Title I funds, the district is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. No later than the 30th instructional day after the date of assignment the superintendent or designee will send a written notice to parents. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Superintendent's Executive Administrative Coordinator, Carol Connally at 210-357-2377 in the District Office.

➤ **Outside Employment and Tutoring**

Policy DBF

Employees should not accept outside employment or engage in other activities for profit that would interfere with their district employment.

➤ **Employee Involvement**

Policy BQA, BQB

At both the campus and district levels, Randolph Field ISD offers opportunities for input in matters that affect employees and influences the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Superintendent's Executive Administrative Coordinator, Carol Connally at 210-357-2377.

➤ **Staff Development**

Policy DMA

Staff development activities are organized to meet the needs of employees and Randolph Field ISD. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for non-

instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Compensation and Benefits

➤ Salaries, Wages, and Stipends

Policy DEA

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid based on hourly wages and receive overtime for each overtime hour worked beyond 40 in a workweek.

Salary and wage schedules are reviewed annually and adjusted according to the budgeted amounts approved by the board. All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

For other employees, the superintendent will assign positions to pay ranges that set the minimum and maximum base pay for the position. Jobs are classified for pay purposes based on qualifications and duties as defined by the district, and market surveys of competitive pay rates. All employees will be paid within the assigned pay range unless the board grants exceptions. Pay ranges are reviewed annually and adjusted as needed.

Salary earned other than in the prime appointment, such as bus driving, will be paid as it is earned, as a supplement to the regular paycheck. Extracurricular stipends are paid in January for those activities completed by the end of the 1st semester; payments for activities completed after the 1st semester are made in May. Federal income tax will be withheld at a flat rate of 25% upon request. In the case of an activity being partially completed, partial payments are made based on duration of participation as approved by the Supervisor and Superintendent. The assignment of supplemental duties shall not create any expectation of continued assignment to that same duty or any other duty. Employees should contact Angela White, Director of Human Resources, 210-357-2474 for more information about the district's pay schedules or their own pay.

➤ Annualized Salary Required

The District shall pay all salaried employees over 12 months, regardless of the number of months employed during the school year. A salaried employee shall receive his or her salary

in equal monthly or bimonthly payments, beginning with the first pay period of the school year.

➤ **Paychecks**

All exempt certified and professional employees are paid monthly. Non-exempt paraprofessionals, custodial, maintenance, food service and transportation employees, as well as substitutes are paid on a semi-monthly basis. Pay date schedules are provided at the beginning of each school year.

➤ **Monthly Pay Dates**

The schedule of pay dates for the 2010-2011 school year is linked below. We issue all pay via direct deposit only.

http://classroom.rfisd.net/webs/business/human_resources.htm

Please refer to 2010-2011 school calendar for scheduled holidays.

➤ **Automatic Payroll Deposit**

The district requires automatic payroll deposit. Employees will have their paychecks electronically deposited into an account at various designated financial institutions. Contact Angela White, Director of Human Resources, 210-357-2474 regarding this service.

➤ **Payroll Deductions**

Policy CFEA

Automatic payroll deductions for the Teacher Retirement System of Texas (TRS), Social Security and Medicare and Federal Income Tax are required for all full-time employees.

The District makes automatic payroll deductions for: the Teacher Retirement System for all employees working at least part time; Social Security and Medicare taxes for all employees; and the Federal Income Tax, based on the employee's W-4 Form information filed in the payroll office. The District's participation in the Social Security Program is mandatory as per Section 218 agreement. The following deductions may be adjusted as needed: W-4 Income Tax Information, savings deposits, additions and changes in annuity program and other voluntary payroll deductions within the Cafeteria Plan Section 125 as allowed. An employee's pay will be reduced in daily or hourly increments for absences that occur on a scheduled workday after all paid leave benefits have been depleted. Salary deductions are automatically made for unauthorized or unpaid leave.

➤ **Overtime Compensation**

Policy DEA

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis earn additional pay for hours in excess of their specified work schedule up to 40 hours. They will be compensated in straight-time pay. Employees must work more than 40 total hours in a week to earn overtime compensation. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday.

➤ **Travel Expense Reimbursement**

Policy DEE

Employees of the District shall be reimbursed (or advanced) for business expenses incurred while performing duties relating to their jobs, when such expenditures are at the request of the employee's immediate supervisor and approved by the Superintendent or designee. Prior approval for all expenditures shall be obtained before any expense is incurred. All expenditures must meet with IRS requirements, in that:

- Must have a business connection – reasonable and necessary
 - Must have proper substantiation – date, time, place, amount and business purpose
 - Must return any excess on advances
- **Travel Request:** In order to be advanced travel funds, an employee shall submit a travel request, not less than two weeks prior to the proposed travel date, to his /her immediate supervisor or principal using the district requisition system. Travel forms are available on each campus and must accompany the requisition...

Travel plans shall be coordinated to conserve resources. Employees shall coordinate lodging and travel accommodations, whenever feasible, if two or more employees are going to the same destination.

- **Travel Reports:** Employees must complete a travel report in order to be reimbursed for expenses occurring while traveling on school business using the district requisition system or travel expense report. A travel report is also required to substantiate funds that have been advanced. . Travel reports may be obtained from the accounts payable accountant. All receipts must be attached to the report. No receipt is necessary for amounts under \$25.00.
- **Transportation:** Mileage rate reimbursement shall be according to district travel regulations. Actual cost shall be paid for air transportation plus mileage to and from the airport and parking fees. As of September 1, 2010, the Texas Mileage Guide is

no longer used to calculate mileage. Travelers are required to calculate mileage by one of the following two methods:

- Odometer reading (point-to-point method)

Electronic mapping source (such as that on www.Mapquest.com or any other online mapping service). If this method is chosen, the traveler must print out the driving directions provided by the site and attach them to the travel voucher. Travelers are required to select the shortest and most economical route but may justify the selection of another route if it was chosen for safety reasons and specific justification of the selection is given.

- **Lodging:** Actual cost of lodging facilities shall be advanced to the hotel or a check may be hand carried by the employee to the location. School districts are exempt from paying state tax for hotel rooms in the State of Texas. Employees must complete a tax-exempt form, available at the central office and the principal's office, to present to the hotel when registering or to be sent with payment. Exempt taxes cannot be reimbursed by the district. Lodging will only be paid for trips made that are greater than 50 miles from the District.
- **Registration Fees:** Randolph Field ISD will pay fees in advance directly to the vendor.

Notification: The following persons should notify the superintendent's executive administrative coordinator of any out-of-district trips.

- Central Office Staff
- Campus Administrators

- **Guidelines for all Business Related Meals:** Only **reasonable** meal costs will be reimbursed. Contact the District's Chief Financial Officer, Lorrie Remick, or the Accounts Payable Manager, Michelene Siebenthal, for the daily meal allowance for the area you are traveling to. Travelers should show prudence and fiscal responsibility in their choice of restaurant. High end establishments should be avoided unless circumstances dictate that it is an appropriate choice. Excessive meal costs that are unsubstantiated with a business purpose will require approval by a Principal, an Assistant Principal, the Director of Curriculum and Instruction, the Executive Director for Technology, the Chief Financial Officer or the Superintendent before they will be reimbursed.
- **Personal Meal Expenses While on Overnight Business Travel**
Personal meals are meal expenses of overnight travelers who are on a business trip/conference. Travelers will be reimbursed for personal meal expenses: according to actual and reasonable costs accompanied by original receipts, or on a per diem basis using the Per Diem rates set by the Internal Revenue Service. *Please note that travelers must choose either to file actual expenses or claim per diem. Mixing per diems and actual expense for the same trip is not allowed.*
- **Business Meal Expenses**

Business meals are defined as meals taken with students, colleagues, or donors during which specific business discussions take place. Employees will be reimbursed for business meal expenses based on reasonable actual costs as determined by the approver. A list of attendees must be attached to the expense report.

- **Business Meals Taken With Other Employees**

Employees will be reimbursed for business-related meals taken with other employees in the following circumstances: when, for confidentiality reasons, business must be conducted off District premises, or when dining with other employees on an out-of-town trip such as a conference.

- **In-State Day Trips**

In accordance with local policy, an employee whose duties require the employee to travel outside the employee's designated headquarters, **without an overnight stay** away from the employee's headquarters, may be reimbursed for the **actual cost** of the employee's meals, **not to exceed \$36**. Travel must begin at one duty point and end at another; regardless of the time of day of the travel. "Designated headquarters" is defined as greater than 50 miles from the district office. **Travel must take the employee outside designated headquarters for more than six consecutive hours; the cost of meals for travel lasting less than six consecutive hours is not allowable.**

- **Documentation and IRS Requirements**

In order to comply with IRS rules, employees must substantiate the date, place, and business purpose of the meal. An original receipt must be submitted with the Expense Report for any business meal or entertainment expense. Attendees should always be listed on the expense report.

- **Tipping for Meals**

Tips included on meal receipts will be reimbursed. As a general rule, employees should not tip more than 20% of the bill.

➤ **Health, Dental, and Life insurance**

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than 10 hours per week are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each spring. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Angela White, Director of Human Resources at 210-357-2474 for more information.

Life insurance coverage for eligible employees is also provided at district cost for the employee only. Additional coverage for dependents, at employee cost, is optional.

➤ **Health Insurance Portability and Accountability Act (HIPAA)**

Policy CRD

Please see policy at:

[http://www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=CRD\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=CRD(LEGAL).pdf)

➤ **Supplemental Insurance Benefits**

Policy CRG

At their own expense, employees may enroll in approved supplemental insurance programs for long and short-term disability, hospital, intensive care and cancer. Premiums for these programs can be paid by payroll deduction. Employees should contact Angela White, Director of Human Resources, 210-357-2474 for more information.

➤ **Cafeteria Plan Benefits (Section 125)**

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., accidental death and dismemberment, cancer and dread disease, dental and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

➤ **Workers' Compensation Insurance**

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer work-related illness or injury on the job. The district has workers'

compensation coverage from Texas Association of School Boards. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law, depending on the circumstances of each case.

All work-related accidents or injuries must be reported immediately to the immediate supervisor. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' compensation benefits*, page 21 for information on use of paid leave for such absences.

➤ **Unemployment Compensation Insurance**

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact Angela White, Director of Human Resources, 210-357-2474.

➤ **Teacher Retirement**

Policy DEG

All personnel employed on a regular basis for at least one-half of the normal work schedule are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and may purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Superintendent and the payroll office as soon as possible. Inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us). See page 10 for information on restrictions of employment of retirees in Texas public schools.

➤ **Other Benefit Programs**

403b

Employees are eligible to participate in a 403b program. Please visit the First Financial Administrators, Inc website for more information.

<https://www.ffga.com/mainsite/403b/texas/texas.htm>

Medical Certification. Any employee who is absent more than 5 days because of a personal or family illness must submit a medical certification from a qualified health care

provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Health Insurance. Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Leaves and Absences

Policy DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should call Angela White, Director of Human Resources, 210-357-2474 for counseling about leave options, continuation of benefits, and communicating with the district.

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the district as they were when they were working. Otherwise, the district does not make benefit contributions for employees who are not on active payroll status.

Leave shall be recorded in whole workdays and half workdays only, except in accordance with provisions for intermittent leave in the Family and Medical Leave Act. For exempt full time employees, an absence from the job two or more hours will be considered a ½-day absence for accounting purposes. An absence of five or more hours will be a full day absence. All employees absent for a period that is equal to or exceeds ½ of their normal workday hours are required to complete an “Absence from Duty” form. All non-exempt employees are required to complete an Absence from Duty form for all absences. For accounting purposes, all hours not worked of a regular schedule shall be considered an absence.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee who is absent more than five days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness – the employee’s fitness to return to work.

Each employee shall earn state personal leave, in equivalent workdays, at the rate of one-half workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually. All employees in positions normally requiring 10, 11, or 12 months of service per year shall earn an additional 5 equivalent workdays of local sick leave per school year, at the rate of one-half workday for each 18 workdays or employment. Leave is available for the employee’s use at the beginning of the school year. Leave shall not be approved for more workdays than have been accumulated in prior years and those earned during the current year. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee’s final paycheck.

➤ **State Personal Leave**

State law requires that all employees receive five days of paid personal leave per year. Personal leave is earned at the rate of one-half workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually. A day of earned state personal leave is equivalent to an assigned workday. Prior approval from a supervisor is required for discretionary personal leave. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts and is generally transferable to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

- **Nondiscretionary.** Leave taken for personal or family illness, emergency, a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.
- **Discretionary.** Leave taken at an employee’s discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request 7 (seven) days in advance of the anticipated absence to his or her principal or supervisor. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

➤ **State Sick Leave (earned prior to May 30, 1995)**

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. Local sick leave shall accumulate without limit and shall be taken without loss of pay. Sick leave can be used at a maximum of 5 days at one time except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers’ compensation benefits.

State Sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

➤ **Local Leave**

All employees in positions normally requiring 10, 11, or 12 months of service per year shall earn an additional 5 equivalent workdays of local sick leave per school year at the rate of one-half workday for each 18 workdays or employment. If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck.

➤ **Family and Medical Leave (FLM)-General Provisions**

The following text is from the federal notice, *Employee Rights and Responsibilities Under the Family and Medical Leave Act*. Specific information that the district has adopted to implement the FMLA follows this general notice.

Basic Leave Entitlement. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active military duty and deployed to a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. It also includes a family member who is a veteran with an illness or injury that occurs in the line of duty

while on active duty and manifests itself before or after the service member became a veteran. The veteran must have been on active duty during the five years preceding the need for treatment, recuperation, or therapy.

Benefits and Protections. During FML, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FML cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements. Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. Employees may choose or employers may require use of accrued paid leave while taking FML. In order to use paid leave for FML, employees must comply with the district's normal paid leave policies.

Employee Responsibilities. Employees must provide 30 days advance notice of the need to take FML when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for

a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. Covered employers must inform employees requesting leave whether they are eligible under the FMLA. If they are eligible, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FML and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FML, the employer must notify the employee.

Unlawful Acts by Employers. The FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right protected under the FMLA; discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any Federal or State law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice

Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

➤ **Local Family and Medical Leave Provisions**

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured forward from the date an individual employee's first FML begins.

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses. A husband and wife who are both employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

District Contact. Employees that require FML or have questions should contact Angela White, Director of Human Resources at 210-357-2474 for details on eligibility, requirements, and limitations.

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, or for details on eligibility, requirements and limitations, employees should contact Angela White, Director of Human Resources at 210-357-2474.

➤ **Temporary Disability Leave**

Policy DECA

Certified employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period because of a mental or physical disability of a temporary nature. A full-time educator may request to be placed on temporary disability leave or be placed on leave. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work, state the date requested by the educator for the leave to begin, and estimate a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Superintendent should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

➤ **Workers' Compensation Benefits**

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or –injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or –injury wage.

➤ **Assault Leave**

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation, the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

➤ **Bereavement Leave**

Use of local leave and/or state personal leave for death in the immediate family shall not exceed five work days per occurrence, subject to the approval of the district.

➤ **Jury Duty**

Employees will receive leave with pay and without loss of accumulated leave for jury duty for time lost during their regular work schedule. Employees must present documentation of the service and shall be allowed to retain any compensation they receive. An employee is expected to notify the immediate supervisor prior to jury duty and arrange for absences.

➤ **Other Court Appearances**

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

➤ **Military Leave**

Policy DECB

For Federal military leave or state leave for member of a military or rescue team, go see *Policy DECB* at

[http://www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=DECB\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=DECB(LEGAL).pdf)

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Director of Human Resources at 210-357-2474 for details on eligibility, requirements, and limitations.

Employee Relations and Communications

➤ **Employee Recognition and Appreciation**

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings and through special events and activities.

➤ **District Communications**

Throughout the school year, the District publishes a news release, instructional calendar, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

Complaints and Grievances

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly process that all employees must follow. Employees are encouraged to discuss problems or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievances procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing complaints and grievances available at School Board, Board Policy, DGBA Local

[www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=DGBA\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=DGBA(LOCAL).pdf)

Employee Conduct and Welfare

➤ Standards of Conduct

Policy DH

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.
- 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.
- 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.
- Record conversations and meetings only after telling everyone and obtaining their approval.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident. See *Reports to the State Board for Educator Certification*, page 34 for additional information.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with

colleagues, shall extend just and equitable treatment to all members of the profession. 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. The Texas Educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAX 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or responsibility on the basis of professional qualifications.

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct Toward Professional Colleagues

Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender disability, family status, or sexual orientation.

Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

3. Ethical Conduct Toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and

- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

➤ **Discrimination, Harassment, and Retaliation**

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal or supervisor is the subject of a complaint, the employee should report the complaint directly to the superintendent.

The district's policy that includes definitions and procedures for reporting and investigating harassment is:

[www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=DIA\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=DIA(LOCAL).pdf)

➤ **Harassment of Students**

Policies DF, DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Child Abuse*, page 34 and *Bullying*, page 51 for additional information.

➤ **Reporting Suspected Child Abuse**

Policy DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800- 252-5400) or online at <https://www.txabusehotline.org/PublicMain.asp> State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect. An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators.

Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the investigator is prohibited.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is:

[www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=FFH\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=FFH(LOCAL).pdf)

➤ **Child Sexual Abuse and Maltreatment of Children**

The district has established a plan for addressing sexual abuse and other maltreatment of children. As an employee, it is important for you to be aware of warning signs that could

indicate a child may have been or is being sexually abused or otherwise maltreated. All employees will be informed of the warning signs that could indicate a child may have been or is being sexually abused. All employees will be informed of the requirements in reporting suspected child sexual abuse. Each employee will either attend in person or view on IPTV the requirements for reporting suspected child sexual abuse.

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

➤ **Technology Resources**

Policy CQ

The District's technology resources including its network access to the Internet are primarily for instructional and administrative purposes. Limited personal use is permitted if the use:

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

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

Authorized employees and students may use the system and are required to abide by the district's acceptable use policy and administrative procedures. Failure to do so can result in suspension or access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management may contact Ron Bolin, Technology Director, 210-357-2490.

Employees are responsible for the repair or market value cost for any items that are lost, stolen, damaged, or missing while the items were under their care, custody, and control away from school district facilities or functions if the employee failed to act in good faith to secure the equipment. This includes the market value or repair costs of items left in their vehicles when they park away from the job site or travel/stop to conduct personal business in locations such as restaurants, post offices, shopping malls, day care facilities, etc.

➤ **Personal Use of Electronic Media**

Policy DH

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall not use the district's logo or other copyrighted material of the District without express, written consent. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media.

➤ **Use of Electronic Media with Students**

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic social, recreational, or religious organization.

The following definitions apply for the use of electronic media with students:

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media except text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).

- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 9:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

➤ **Criminal History Background Checks**

Policy DBAA

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual’s fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee’s current national criminal history and updates to the employee’s subsequent criminal history.

➤ **Alcohol- and Drug-Abuse Prevention**

Policies DH, DI

Randolph Field ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act

during working hours may be dismissed. The district's policy on drug abuse and drug-free schools is:

[www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=DH\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=DH(LOCAL).pdf)
[http://www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=DI\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=DI(LOCAL).pdf)
[www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=DI\(XHIBIT\).pdf](http://www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=DI(XHIBIT).pdf)

➤ **Tobacco Use**

Policies DH, GKA, FNCD

Smoking or using tobacco products is prohibited on all district-owned property and at school-related or school-sanctioned activities, on or off campus. 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.

➤ **Fraud and Financial Impropriety**

Policy DG, CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

➤ **Conflict of Interest**

Policy DBD

Employees are required to disclose to their supervisor any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship

An employee with a substantial interest in a business entity or interest in real property must disclose the interest to the district prior to the award of a contract or authorization of payment. This is done by filing an affidavit with Lorrie Remick, CFO. An employee is also considered to have substantial interest if a close family member (e.g., spouse, parent, child, or spouse's parent or child) has a substantial interest.

➤ **Gifts and Favors**

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials, or technological equipment may result in prosecution of a class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

➤ **Copyrighted Materials**

Policy CY

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

➤ **Dress and Grooming**

Policy DH

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

➤ **District-issued Uniforms and Safety Equipment**

Policy DH

Custodial, maintenance, and transportation employees are provided district-issued uniforms. Upon receipt of the uniforms, the employee shall be required to wear the uniform at all times while on duty. Personal use of the district-owned uniforms will result in a tax liability to the employee and the district; therefore, employees are prohibited from wearing their district issued uniforms when not on duty, except for the commute to/from work.

➤ **Associations and Political Activities**

Policy DGA

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

Use of district resources, including work time, for political activities is prohibited.

➤ **Charitable Contributions**

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fund-raiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

➤ **Safety**

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules
- Keep work areas clean and orderly at all times
- Immediately report all accidents to their supervisor

- Operate only equipment or machines for which they have training and authorization

Employees with questions or concerns relating to safety programs and issues can contact Angela White, Director of Human Resources, 210-357-2474.

➤ **Employee Arrests and Convictions**

Policy DH

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part of school property or at a school-sponsored activity
- Crimes involving moral turpitude

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)
- Acts constituting abuse under the Texas Family Code

➤ **Possession of Firearms and Weapons**

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other prohibited weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisors immediately.

➤ **Visitors in the Workplace**

Policy GKC

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

Principals are authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school and to request any unauthorized person or person engaging in unacceptable conduct to leave the school grounds.

The Superintendent or designee is authorized to request assistance of Base security police in cases of emergency and to seek prosecution to the full extent of the law when persons violate the provisions of policy GKA regarding trespassing on school grounds, damage to school property, loitering, and disruptive activity.

➤ **Asbestos Management Plan**

Policy CKA

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school.

➤ **Pest Control Treatment**

Policies CLB, DI

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in an area of common access that employees are likely to check on a regular basis. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electronic means. Pest control information sheets are available from campus principals or facility managers upon request. Contact Hossiny Moharam, Maintenance Director, 210-357-2463 for information.

➤ **Management of Activity Funds**

All fund raising activities or projects shall be submitted to the Principal in request form, listing the purpose of the activity, amount of funds needed, description of fund-raising

method, and the time, place and date of activity. At no time should fund-raising activities interrupt instructional time. Funds collected from a fund-raising activity shall be deposited the next workday, keeping *records of all expenditures and receipts*. Records of expenditures must be signed by the sponsor and club president and/or treasurer. All expenditures must be recorded in the organization's minutes. At no time should activity funds be kept in the classroom. Funds shall be spent by a majority vote of the class/club, approved by the sponsor, and for the benefit of the students. School sponsored activities of any kind shall not be scheduled on Sunday. Any exception must be approved by the Principal.

➤ **Equipment and Telephone Use**

Personal use of district equipment, such as vehicles, cell phones, pagers, computers, PDAs, etc. is subject to IRS taxation rules; therefore, all employees are prohibited from using district-owned equipment for personal use.

Use of the telephone is a privilege, not a right. Teachers are not to make use of the phone while teaching, except in case of an extreme emergency. Voice mail is available for messages.

General Procedures

➤ **Bad Weather Closing**

Policy CKC

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 close schools, 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:

KENS-TV – Channel 5

KSAT-TV – Channel 12

WOAI-TV – Channel 4

WOAI Radio – 1200 AM

Randolph Field AFB Command Post

➤ **Emergencies**

Policy CKC, CKD

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Fire

extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

➤ **Purchasing Procedures**

Policy CH

All purchase requests must be made electronically through the RSCCC business system. The system will then forward the request to the appropriate supervisor for approval. No purchases, charges or commitments to buy goods or services for the district will be made without a purchase order or payment authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Chief Financial Officer, Lorrie Remick at 210-357-2479, for additional information on purchasing procedures.

➤ **Name and Address Changes**

It is important that employment records be kept up to date. Employees must notify Angela White, Director of Human Resources, 210-357-2474 if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the Payroll office.

➤ **Personnel Records**

Policy GBAA

Most district records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

- Address
- Phone number
- Social Security number
- Emergency contact information
- Information that reveals whether they have family members

The choice not to allow public access to this information may be made at anytime by submitting a request to the district office. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

➤ **Building Use**

Policy GKD

Employees who wish to use district facilities after school hours must follow established procedures. The campus principal is responsible for scheduling the incidental use of facilities after school hours. Contact the business office to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

➤ Resignations

Policy DFE

- **Contract employees.** Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Superintendent. Contract employees may resign at any other time only with the approval of the board of trustees. Resignation without the consent of the board may result in disciplinary action by the State Board for Educator Certification (SBEC).

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed below. (See *Reports to State Board for Educator Certification*, page 34).

- **Non-contract employees.** Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the Superintendent at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

➤ Dismissal or Nonrenewal of Contract Employees

Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF

Employees on probationary or term contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the time lines and procedures in the DF series policies, located at:

[www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=DF\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=DF(LEGAL).pdf)

➤ **Dismissal of Noncontract Employees**

Policy DCD

Noncontract employees, teachers with school district permits, paraprofessionals, and auxiliary support employees, are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and grievances*, page 30).

➤ **Exit Forms and Procedures**

Policies DC and CY

Exit forms will be completed by all employees leaving the district. Information on the 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, phone number and e-mail address. All district keys, books, property including intellectual property, uniforms and equipment must be returned upon separation from employment. The district may withhold the cost of any unreturned items from the final paycheck.

➤ **Reports to the State Board for Education Certification**

Policy DF

The dismissal or resignation of a certified employee will be reported to the SBEC when the superintendent first learns about an alleged incident of conduct that involves the following:

- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event
- Violating assessment instrument security procedure.

➤ **Reports Concerning Court-Ordered Withholding**

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

Student Issues

➤ **Equal Educational Opportunities**

Policy FB

The Randolph Field Independent School District does not discriminate on the basis of race, color, religion, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students on any of the bases listed above should be directed to Billy Walker, Superintendent, 210-357-2300

Questions or concerns about disability should be directed to Billy Walker, Superintendent, 210-357-2300.

➤ **Student Records**

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student (if 18 or older or emancipated by a court)
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

➤ **Parent and Student Complaints**

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling

complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

➤ **Administering Medication to Students**

Policy FFAC

Only designated employees can administer medication to students. A student who must take prescription medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

➤ **Dietary Supplements**

Policy DH

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

➤ **Psychotropic drugs**

Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance. District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

➤ **Student Conduct and Discipline**

Policies in the FN series and FO series

Students are expected to follow the campus rules, classroom rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

➤ **Student Attendance**

Policy FDD

Teachers and staff should be familiar with the district's policy and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

➤ **Bullying**

Policy FFI

All employees are required to report student complaints of bullying to the campus administrator. The district's policy includes definitions and procedures for reporting and investigating bullying of students.

[www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=FFI\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/015906/pol.cfm?DisplayPage=FFI(LOCAL).pdf)

➤ **Hazing**

Policy FNCC

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

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