

# FLORESVILLE INDEPENDENT SCHOOL DISTRICT EMPLOYEE HANDBOOK

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## INTRODUCTION

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Director of Personnel, Jesse Ramos.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These 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, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policy is on-line at [www.fisd.us](http://www.fisd.us).

# DISTRICT INFORMATION

## **Educational Philosophy/Mission Statement**

*Policy AE (Local)*

The Board, administration, faculty, patrons, and students believe that provisions should be made for every member of a family to develop physically, mentally, socially, and emotionally into an effective part of the family and society with skills and motivation to contribute constructively to the growth of the family, the community, and our nation.

To become satisfied in the pursuit of happiness and to be contributing members of society, youth must learn to work with others, to respect the opinions of others while formulating their own opinions, and to accept and improve the democratic process. This development should be gained within the curricular and co-curricular programs of the school, which will provide for individual differences.

Youth should be prepared to join in sharing the full privileges and responsibilities of our democratic society; however, this preparation is not designed to be terminal, as it should provide the basis for continued educational growth and enjoyment as mature adults.

## **Board of Trustees**

*Policies BE, BAA, BBB, BBE, BBFA, BE, BEC, BBD*

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, and employment of the superintendent and other professional staff, facilities, and expansions. The board has complete and final control over school matters within limits established by state and federal law and regulations.

The Board of Trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. There are annual elections and each newly elected Trustee serves a three (3) year term. Trustees serve without compensation, must be registered voters, and must reside in the district.

## **Floresville ISD Board Members for 2009-2010:**

Tom Ray, President  
Ryan Bippert, Vice-President  
Neysa Choate, Secretary  
Rachel Pena, Treasurer  
Larry Angle, Member  
John Raabe, Member  
Doug Shoemaker, Member

The board usually meets on the third Tuesday of each month at 7:00 p.m. A written notice of regular and special meetings will be posted at the Administrative Offices 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 things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints with employees, security matters, student discipline, or to consult with attorneys regarding pending litigation.

## **Campus Administration**

Early Childhood Campus, 1200 Fifth Street, (830) 393-5700; Hazel Ramirez, Principal

Primary Campus, 1103 Fourth Street, (830) 393-5310; Shelley Keck, Intern Principal;  
Hilary Reile, Assistant Principal

Elementary School, 2000 Tiger Lane, (830) 393-5325; Laura Klein, Principal;  
Tina Czaja, Assistant Principal

Middle School, 2601 B Street, (830) 393-5350; Jacqueline Baker, Principal;  
Arlene Northway, Assistant Principal; Michael Schroller, Assistant Principal

High School, 1000 Tenth Street, (830) 393-5370; Sandra Galinzoga, Principal;  
Marcia Gonzales, Associate Principal; Benny Villanueva, Assistant Principal;  
Rosemary Burkett, Assistant Principal

Alternative School, 335 Alternative Lane, (830) 393-5368; Bud Box, Principal;  
Jim Davidson, Assistant Principal

## **Helpful Contacts**

From time to time employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

### **Floresville ISD Administrative Offices, 908 Tenth Street, Floresville, Texas 78114 (830) 393-5300**

Superintendent, Dr. David Vinson

Deputy Superintendent, Mr. Ken Barber

Assistant Superintendent, Mrs. Sherri Bays

Director of Personnel, Mr. Jesse Ramos

Director of Special Education, Mrs. Paige Fuller

Director of Assessment, Mrs. Mary Anne Barber

Director of Curriculum - Secondary, Mrs. Judy Feuge

Director of Special Programs, Mrs. Jackie Kutac

Director of Technology, Mrs. Melissa Ramos

Director of Athletics, Mr. John Baker

Director of Food Service, Ms. Ammie Whaley

Director of Maintenance, Mr. Charles Bump

Director of Science & Math, Mrs. Pam Ray

At-Risk Coordinator/Attendance Officer, Mr. Raymond Robinson

Chief of Police, Ms. Brenda Ullevig

Director of Transportation, Mr. Beaver Wallace

## **EMPLOYMENT** *(Policy in D Section)*

### **Equal Employment Opportunity** *Policy DAA*

The Floresville ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of 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 Dr. Sally Marrs, Assistant Superintendent.

### **Job Vacancy Announcements**

Announcements of job vacancies by position and location are distributed to campuses, posted at the central administration building, and listed on the district's website.

### **Employment After Retirement**

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 their 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 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 50 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.

Employees can contact Laura Lea Pavliska, Insurance/Payroll Supervisor, (830)393-5300 ext.1011 for additional information or contact TRS by calling (800)223-8778 or (512)542-6400. TRS information is also available on the Web (<http://www.fisd.us>).

### **Contract and Non-contract Employment**

State law requires the district to employ all full-time professional and administrative employees in positions requiring a certificate from 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 non-renewal or termination under Chapter 21 of the Texas Education Code.

## **Personnel File Requirements**

In accordance with federal, state, and district laws and policy, each employee must place on file with the District Personnel Office the following:

- Application for employment
- High school diploma or GED
- Official college transcripts (if applicable)
- Service record (if employed previously in a public school district)
- References
- Teacher certificates/license
- ExCET or TExES scores
- Fingerprint Applicant Information form
- Physical examination for paraprofessionals and operations staff
- Pre-employment screen for operations staff
- W-4 form for employee's withholding
- Teacher retirement application (if applicable) or 457 alternate plan
- FICA enrollment
- Employment Eligibility Verification (1-9 form)
- Copy of Social Security card
- Copy of driver's license
- SSA 1945
- Insurance forms
- Automatic Payroll Deposit Form
- Receipt for Handbook

## **Drug-Free Schools Requirements**

*Policy DI*

The District prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. *41 U.S.C. 702 (a)(1)(A); 28 TAC 169.2* Compliance with these requirements and prohibitions is mandatory and is condition of employment.

**DRUG-FREE WORKPLACE REQUIREMENTS**

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2

The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. 41 U.S.C. 702(a)(1)(B); 28 TAC 169.2

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within ten days of receiving such notice-from the employee or any other source-the District shall notify the granting agency of the conviction. 41 U.S.C. 702(a)(1)(D).

Within 30 calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703

[This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702) and notice requirements imposed by the Texas Workers' Compensation Commission rules at 28 TAC 169.2]

DATE ISSUED: 06/22/2000

## **Searches and Alcohol and 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, lockers, and private vehicle parked on district premises or worksites or used in district business.

## **First Aid and CPR Certification**

*Policy DBA*

Head marching band directors, head coaches, 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 in first aid and cardiopulmonary resuscitation (CPR). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification.

## **Reassignments and Transfers**

*Policy DK*

All personnel are subject to assignment and reassignment by the superintendent. 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. When reassignments are due to enrollment shifts or program changes, the superintendent has final placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time. Employees who object to a reassignment may follow the district process for employee complaints as outlined in 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. 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 personnel office and must be approved by the receiving supervisor. Current employees that are qualified for positions advertised, and submit a request for transfer by the deadline, will be granted an interview.

## **Performance Evaluation**

*Policy DN, DNA, DNB*

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

## **Employee Involvement**

*Policy BQA,*

At both the campus and district levels, Floresville ISD offers opportunities for involvement in matters that affect employees. 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 campus principal.

## **Staff Development**

### *Policy DMA*

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, and addressed in the campus improvement plan, which is 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 a pay structure established for each position. 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 and administrative employees 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 or provided compensatory time for each overtime hour worked as approved by supervisor prior to actual overtime.

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the board. 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.

Employees should contact Ken Barber, Deputy Superintendent for Business and Support Services, for more information about the district's pay schedules or their own pay.

### **Paychecks**

All employees are paid monthly. Professional personnel are contracted for a period of 10 months or more if required and paid in twelve (12) monthly installments. Personnel will be paid the afternoon of the 27<sup>th</sup> day of every month. If the 27<sup>th</sup> falls on a school holiday, payday will be the last working day of that week. If the 27<sup>th</sup> falls on a Saturday, payday will be on the 26<sup>th</sup>. If the 27<sup>th</sup> falls on a Sunday, payday will be on the 28<sup>th</sup>. During the school year, paychecks are delivered to each campus. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. During summer breaks, paychecks will be mailed if not picked up by 4:00 p.m. on payday. An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

### **Automatic Payroll Deposit**

The district offers employees automatic payroll deposit. Employees can have their paychecks electronically deposited into an account. A notification period of thirty days is necessary to activate this service. With automatic deposit, an employee's pay is immediately available on the pay date. Contact Laura Lea Pavliska, (830)393-5300 ext.1011 for more information about the automatic payroll deposit service.

## **Payroll Deductions**

### *Policy CFEA*

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions are required for all employees hired after March 31, 1986.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, scholarship fund, special needs activity funds, vision insurance, annuities, and the Texas Tomorrow Fund. Employees also may request payroll deduction for payment of membership dues to professional organizations. 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. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and some paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their building principal or director.

## **Travel Expense Reimbursement**

### *Policy DEE*

Any overnight travel requires Superintendent approval. Before an employee incurs any travel expenses, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule authorized by the district and the State of Texas. Employees must submit receipts to be reimbursed for expenses other than mileage.

## **Health, Dental, and Life Insurance**

### *Policy CRD*

Group health insurance coverage is provided through TRS-Active Care, the statewide public school 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
- TRS retirees and employees who are not contributing TRS members that are regularly scheduled to work less than 10 hours per week are not eligible to participate in TRS-Active Care.

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 Laura Lea Pavliska for more information.

## **Supplemental Insurance Benefits**

### *Policy CRG*

At their expense, employees may enroll in supplemental insurance programs for vision, dental, cancer, heart, disability, life insurance, and prepaid legal. Premiums for these programs can be paid by payroll deduction. Employees should contact Laura Lea Pavliska 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. Disability premium deductions are not allowed under the cafeteria plan.

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*

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 sick leave or any other paid leave benefits. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

## **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 the Deputy Superintendent.

## **Teacher Retirement**

All personnel employed on a regular basis for at least one-half of the normal work schedule are members of the Texas Teacher Retirement System (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to 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. There is an alternate plan for part-time employees (457 Plan).

Employees who plan to retire under TRS should notify the Director of Personnel as soon as possible. Additional 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)397-6400, or on the TRS website at (<http://www.trs.state.tx.us/>).

# **LEAVES AND ABSENCES**

## **Types of Leaves and Absences**

*Policy DEC*

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 the Personnel Department 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.

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 5 days because of a personal or family illness must submit a medical certification from the 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. An employee may return to work with a restriction from the treating physician, if restriction does not interfere with the performance of their job.

Leave is available for the employee's use at the beginning of the school year, and is earned on a pro rata basis, depending upon the number of duty days. 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.** Each employee earns state personal leave at the rate of one-half workday for each 18 workdays of employment up to the statutory maximum of five workdays annually. There are two types of state personal leave: nondiscretionary and discretionary. The District Board requires employees to differentiate between uses of personal leave.

**Additional Local Leave.** Employees earn additional workdays of local leave per school year, at the same rate as state personal leave. Local leave will be used according to the terms and conditions of state personal leave.

Professional employees earn eight cumulative local workdays per school year as long as the employee remains in the District. Substitute pay will be deducted from these eight local leave days. Professional employees are those on the classroom teacher salary schedule and the administrative/professional support pay scale.

Paraprofessional employees earn five cumulative local workdays per school year as long as the employee remains in the District. Substitute pay will be deducted from these five local leave days.

Employees have the choice of using available local or state personal leave. When the employee does not designate a preference, the District will use state personal leave.

Employees will be charged leave as used even if a substitute is not employed. Any leave taken for which leave balances are insufficient will result in a deduction from the employee's paycheck commensurate with the amount of leave taken.

## **Temporary Disability**

**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 of time because of a mental or physical disability of a temporary nature. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability. A full-time educator may request to be placed on temporary disability leave or be placed on leave. The maximum length of temporary disability leave for educators shall be 180 calendar days.

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 and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than remainder of the school year. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

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 Director of Personnel 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 do the job. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

### **Family and Medical Leave (FMLA)**

Employees who have been employed by the district for at least 12 months, and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year between the first day of the school year and the last day of the school year for the following reasons:

- The birth, adoption, or foster placement of a child
- To care for a spouse, parent, or child with a serious health condition
- An employee's serious health condition

A husband and wife who are both employed by the district are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Family and medical leave runs concurrently with accrued sick and personal leave temporary disability leave, and absences due to a work-related illness or injury. The district will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse, child, or parent
- An employee requires medical treatment for a serious illness
- An employee is seriously ill and unable to work
- An employee becomes a parent or has a foster child placed in his or her home

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, employees must contact the Personnel Officer as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certifications from a qualified health care provider at the conclusion of leave of an employee's ability to return to work

Employees requiring family and medical leave should contact the Personnel Director for details on eligibility, requirements, and limitations.

## **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 use sick leave or any other paid leave benefits. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

## **Assault Leave**

Assault leave provides extended job income and benefits protection to any 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.

## **Jury Duty**

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and may retain any compensation they receive.

## **Other Court Appearances**

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Other 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**

**Paid leave for military service.** Any employee who is a member of the Texas National Guard, Texas State Guard, or reserves component of the armed forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days per year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Reemployment after military leave.** Employees who leave the district to enter into the United States uniformed services or ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the Personnel Office.

Employees who perform service in the uniformed services may elect to continue their health plan coverage for a period not to exceed 18 months. Employees should contact the Payroll Supervisor for details on eligibility, requirements, and limitations.

## Employee Relations and Communication

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, in the district newsletter, and through special events and activities.

Throughout the school year Floresville ISD publishes newsletters, brochures, fliers, calendars, news releases, and other community materials. These publications are coordinated by Denise Knight, Fisd Public Information Officer, located at the High School Campus (830)393-5370 ext.3039. Publications that offer employees and the community information pertaining to school activities and achievements include Education Outlook, mail to residents, campus newsletters, local city and county newspapers, and the Floresville ISD website <http://www.fisd.us/>

## COMPLAINTS AND GRIEVANCES

### *Policy DGBA*

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

The formal grievance 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 grievance procedures are exhausted, employees can bring grievances to the board of trustees. For ease of reference, the district's policy concerning the process of bringing complaints and grievances is reprinted as follows:

PERSONNEL-MANAGEMENT RELATIONS:  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(LOCAL)

### GUIDING PRINCIPLES

#### INFORMAL PROCESS

The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

#### FORMAL PROCESS

If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

### FREEDOM FROM

Neither the Board nor any District employee shall unlawfully retaliate

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RETALIATION            | against an employee for bringing a concern or complaint. [See DG]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| NOTICE TO EMPLOYEES    | The principal of each campus and other supervisory personnel shall inform employees of this policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| SPECIFIC COMPLAINTS    | For more information on how to proceed with complaints regarding:<br>Alleged discrimination, including violations of Title IX or Section 504, see DAA.<br>Instructional materials, see EFA.<br>A commissioned peace officer who is an employee of the District, see CKE.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| OTHER REVIEW PROCESSES | Complaints alleging certain forms of harassment shall be processed in accordance with DIA.<br><br>Complaints arising from any of the following must be addressed through the local and statutory processes indicated below:<br>The proposed nonrenewal of a term contract issued under Chapter 21 of the Texas Education Code, in accordance with DFBB.<br>The proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Texas Education Code during the contract term, in accordance with DFAA, DFBA, or DFCA, respectively.<br><br>This policy shall apply to all other employee complaints.                                                                                                                                                                                                                                                                            |
| DEFINITIONS            | For purposes of this policy, terms are defined as follows:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| COMPLAINT / GRIEVANCE  | The terms "complaint" and "grievance" shall have the same meaning. A complaint under this policy may include:<br>Grievances concerning an employee's wages, hours, or conditions of work;<br>Specific allegations of unlawful discrimination in employment based on the employee's sex, race, religion, national origin, age, or disability;<br>Specific allegations of unlawful discrimination or retaliation based on the employee's exercise of legally protected rights; or<br>Specific allegations of adverse personnel action based on the employee's good faith report to an appropriate law enforcement authority of a violation of a law by the District or a District employee, i.e., "whistleblower complaints." [See DG]<br>Complaints arising from the dismissal or termination of an at-will employee. [See DCD]<br>Complaints arising from the termination at end of year of the probationary contract of a professional employee. [See DFAA] |
| FILING                 | Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.                                                                                                                                                                                                                                                                                                                                                                    |
| RESPONSE               | At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on the deadline and received by the employee or designated representative no more than three days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

after the response deadline.

DAYS

"Days" shall mean District business days. In calculating time lines under this policy, the day a document is filed is "day zero," and all deadlines shall be determined by counting the following day as "day one."

REPRESENTATIVE

"Representative" means any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.

The employee may designate a representative through written notice to the District at any level of this process. If the employee designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel.

WHISTLEBLOWER COMPLAINTS

Whistleblower complaints shall be filed within the time specified by law. Such complaints shall first be filed in accordance with LEVEL TWO, below. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 days of the initiation of the complaint. [See DG]

GENERAL PROVISIONS

Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.

UNTIMELY FILINGS

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

COSTS INCURRED

Each party shall pay its own costs incurred in the course of the complaint.

COMPLAINT FORM

Complaints under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted unless the employee did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the requested information if the refiled is within the designated time for filing a complaint.

LEVEL ONE

Complaint forms must be filed:  
Within 15 days of the date the employee first knew, or with reasonable

diligence should have known, of the decision or action giving rise to the complaint or grievance; and

With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall hold a conference with the employee within ten days after receipt of the written complaint.

The administrator shall have ten days following the conference to provide the employee a written response.

## LEVEL TWO

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days after receipt of a response or, if no response was received, within ten days of the response deadline at Level One.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. At the conference, the Superintendent or designee shall consider only the issues and documents presented at Level One and identified in the Level Two appeal notice. The Superintendent or designee shall have ten days following the conference to provide the employee a written response.

## LEVEL THREE

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days after receipt of a response or, if no response was received, within ten days of the response deadline at Level Two.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board with copies of the complaint form, all responses, all appeal notices, and all written documentation previously submitted by the employee or the administration. The Board shall consider only those issues and documents presented at the preceding levels and identified in the appeal notice.

The District shall determine whether the complaint will be presented in

open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

DATE ISSUED: 04/01/2005

## Floresville Independent School District Complaint Form Sample

***Please type or print.***

|                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   |                                                                                                                         |                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Name of person filing this complaint:                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   |                                                                                                                         |                                                                                   |
| Home #: (    )                                                                                                                                                                                                                                                                                                                                                                                                          | Work #: (    )                                                                    | Alt. #: (    )                                                                                                          |                                                                                   |
| Street Address:                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   | City, State, Zip:                                                                                                       |                                                                                   |
| Statement involves complaint against whom:                                                                                                                                                                                                                                                                                                                                                                              |                                                                                   |                                                                                                                         |                                                                                   |
| <p>Please state your specific complaint or complaints. Please describe in detail the events surrounding the complaint against the above-named person. Please include dates, times, locations, persons present, substance of statements, and conversations, etc. Please be as factual as possible. If you must express an opinion, please make it clear that you are doing so. Attach additional pages if necessary.</p> |                                                                                   |                                                                                                                         |                                                                                   |
| Please state the individual harm alleged and identify the persons alleged to be harmed, if other than yourself.                                                                                                                                                                                                                                                                                                         |                                                                                   |                                                                                                                         |                                                                                   |
| Please state what specific relief or resolution you are requesting.                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                                                                                                                         |                                                                                   |
| <p>Please attach copies of any written documentation that may assist us in resolving this complaint.</p> <p>Note: When you are finished, please reread your statement in its entirety. Make any necessary changes and initial those changes. Then initial each sheet in the bottom right-hand corner. Sign and date below.</p> <p>“I affirm that the above statement is the truth to the best of my knowledge.”</p>     |                                                                                   |                                                                                                                         |                                                                                   |
| <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of<br>Person making statement                                                                                                                                                                                                                                                                                                    | <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date | <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of<br>Person receiving statement | <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date |

## 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 and property of students and coworkers and maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor as early as possible (preferably in advance) 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 procedures and policies.
- 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.

### Dress and Grooming

#### *Policy DH*

The dress and grooming of District employees shall be clean, neat, and in a manner appropriate for their assignments. To facilitate the presentation of a professional appearance to students and community, the following dress code is required for District staff:

1. For classroom teaching assignments, men should wear a shirt with a collar, slacks and belt, dress shoes and socks. Blue jeans are not permitted as a daily attire.
2. For classroom teaching assignments, women should wear a dress, slacks with an appropriate top, dress shorts of an appropriate length, or split skirts. Leggings, sweat pants, and blue jeans are not permitted as a daily attire. Only decorative and designer T-shirts/sweat shirts are permitted.
3. Exceptions are made for reasons of safety and instruction, as approved by the principal (e.g., for shop teachers or physical education staff). Jeans are allowed on the last day of the school week or as designated by the principal or supervisor.
4. Visible body piercing, other than ear lobes for females, shall not be allowed.

**Note:** Other dress code requirements may be implemented at the discretion of the principal or supervisor. In addition, visible body art is discouraged and should be covered if feasible.

All district employees should perform their duties in accordance with state and federal law, district policy, and ethical standards for professional educators. The *Code of Ethics and Standard Practices for Texas Educators* is reprinted below:

## **Code of Ethics and Standard Practices for Texas Educators**

### **Statement of Purpose**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community 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. 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.

### **Professional Standards**

#### **1. Professional Ethical Conduct, Practices, and Performance**

**Standard 1.1** The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

**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, 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 applicable state and federal laws.

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

#### **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, sex, disability, or family status.

**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 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 knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

**Standard 3.3** The educator shall not deliberately or knowingly 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, sex, disability, national origin, religion, or family status.

**Standard 3.5** The educator shall not engage in physical mistreatment of a student.

**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 student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

### **Harassment**

#### *Policy DH*

Harassment of a coworker or student motivated by race, color, religion, national origin, disability, or age is a form of discrimination and is prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action. The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

### **Sexual Harassment**

#### *Policies FFG*

**Employee-to-Employee.** Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

- Submission to such conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions.
- The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been sexually harassed by another employee are encouraged to come forward with complaints. The district will promptly investigate all allegations of sexual harassment and will take prompt appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of other employees. The district's policy outlining the process of filing complaints of sexual harassment is reprinted below:

EMPLOYEE STANDARDS OF CONDUCT:  
SEXUAL HARASSMENT/SEXUAL ABUSE

DHC  
(LOCAL)

EMPLOYEE-TO- Employees shall not engage in conduct constituting sexual harassment of other

EMPLOYEE

employees.

Employees who believe they have been sexually harassed by other employees are encouraged to come forward with complaints. District officials or their agents shall investigate promptly all allegations of sexual harassment of employees by other employees, and officials shall take prompt and appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of employees.

COMPLAINT PROCEDURE

For the purpose of the following complaint process, "days" mean calendar days.

An employee who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the principal, immediate supervisor, or Title IX coordinator for employees. No procedure or step in this policy shall have the effect of requiring the employee alleging harassment to present the matter to a person who is the subject of the complaint.

LEVEL ONE

The employee shall request a conference with the principal or immediate supervisor by submitting the complaint in writing or by requesting a conference. If the complaint is made orally, the supervisor receiving the complaint shall reduce it to writing.

The principal or supervisor shall hold the conference as soon as possible, but in any event within seven days after receipt of the complaint. The principal or supervisor shall ordinarily have seven days following the conference within which to investigate and respond. The employee shall be informed if extenuating circumstances delay the investigation.

LEVEL TWO

If the outcome of the conference at Level One is not to the employee's satisfaction, the employee may request a conference with the Superintendent or designee to discuss the complaint. The request should be in writing and shall be filed within seven days following receipt of a written response or, if no written response is received, within seven days of the response deadline.

The Superintendent or designee shall hold the conference as soon as possible but in any event within seven days after receipt of the written request. The Superintendent or designee shall have seven days following the conference within which to respond.

LEVEL THREE

If the outcome at Level Two is not to the employee's satisfaction or if the time for a response has expired, the employee may present the complaint to the Board. The Superintendent shall place the matter on the agenda for the next regular Board meeting.

The Superintendent or designee shall provide the Board with copies of the employee's original complaint, all responses, and any written documentation previously submitted by the employee and the administration.

The Level Three proceeding before the Board shall be recorded by audio tape. The presiding officer shall allow a reasonable time for presentation of the complaint. The Board shall consider the grievance and shall request a response from the administration.

CLOSED MEETING

The Board may hear the allegation of sexual harassment in closed meeting, if posted in accordance with law, unless an open hearing is requested in writing by the employee or Board member against whom the complaint or charge is brought.

EMPLOYEE-TO-STUDENT

Employees shall not engage in conduct constituting sexual harassment or sexual abuse of students. Sexual harassment includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct

of a sexual nature. [See DHC(LEGAL)] Romantic relationships between District employees and students constitute unprofessional conduct and are prohibited.

**REPORTING REQUIREMENTS**

Any District employee who receives information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall make the reports to appropriate authorities, as required by law.

An employee who suspects or knows that a student is being sexually harassed or sexually abused by a school employee or by another student shall inform his or her principal, immediate supervisor, or Title IX coordinator. The District shall notify parents of any incident of sexual harassment or sexual abuse by an employee.

**INVESTIGATIONS**

Any allegations of sexual harassment or sexual abuse of students shall be investigated and addressed.

In considering and investigating allegations that an employee has sexually harassed or sexually abused a student, the investigation shall proceed from the presumption that the employee's conduct was unwelcome.

**Employee-to-Student.** Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification
- Telephoning students at home or elsewhere and engaging in inappropriate social relationships
- Engaging in physical contact that would reasonably be construed as sexual in nature
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits

In most instances, sexual abuse of a student by an employee violates the student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the campus principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse also will be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should immediately contact the Assistant Superintendent for Human Resources and Student Services.

**Student-to-Student.** All employees should report any observed student-to-student harassment to the campus principal. Recent court decisions make a school liable if the district is deliberately indifferent to student-to-student sexual harassment and its deliberate indifference causes students to experience harassment or make them vulnerable to it. According to recent court rulings not all-inappropriate behavior – such as shoving, teasing, pushing, and name-calling – will be actionable sexual harassment. Damages will be available only if “the behavior is so severe, pervasive, and objectively offensive that it denies its victims the equal access to education that Title IX is designed to protect.” When in doubt as to whether you have witnessed casual teasing or sexual harassment school employees should report the observation to the building principal.

**Drug-Abuse Prevention**  
*Policy DH*

Floresville 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 follows:

Employees shall not unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours: (1) any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate; (2) alcohol or any alcoholic beverage; (3) any abusable glue, aerosol paint, or any other chemical substance for inhalation; (4) any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered under the influence of a controlled substance.

**EXCEPTION:** *An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use should not be considered to have violated this policy.*

### **Drug Abatement**

The district shall maintain a drug-free environment and shall establish, as needed, a program complying with federal and state requirements. The program shall provide applicable information to employees in the following areas: (1) The dangers of drug use and abuse in the workplace; (2) The District's policy of maintaining a drug-free environment; (3) Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any; (4) The penalties that may be imposed on employees for violation of drug use and abuse prohibitions.

### **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.

### **Reporting Suspected Child Abuse**

*Policy DG, 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. Reports to Child Protective Services can be made to a local office or the Texas Abuse Hotline (800-252-5400). 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 for the commission of a Class B 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 Educators Code of Ethics.

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 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. 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 duly authorized investigator is prohibited.

### **Fraud and Financial Impropriety**

#### *Policy CAA*

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Trustees, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District. Fraud and financial impropriety shall include but not be limited to:

- 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*

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. (See CAA) An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or that creates a potential conflict of interest with the best interest of the District.

Prior to the award of a contract or authorization of payment by the District, an employee shall file with the Superintendent or a designee an affidavit disclosing any substantial interest in a business entity or interest in real property, as defined at *BBFA*, if the employee is in a position to affect a financial decision involving the business entity or the real property.

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during non-school hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

An employee shall not use his or her position with the District to attempt to sell products or services.

### **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 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.

## **Associations and Political Activities**

### *Policy DGA*

An employee's participation in community, political, or employee organizations activities shall be entirely voluntary and shall not:

- Interfere with the employee's performance of assigned duties and responsibilities.
- Result in any political or social pressure being placed on students, parents, or staff.
- Involve trading on the employee's position or title with the District.

Organizations representing professional, paraprofessional, or support employees may use District facilities with prior approval of the appropriate administrator. Other groups composed of District employees may use District facilities in accordance with *Policy GKD*.

## **Safety**

### *Policy CK*

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The multi-hazard emergency operations plan 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 Ken Barber, Assistant Superintendent for Business and Support Services.

## **Tobacco Use**

### *Policies DH, GKA, FNCD*

Smoking or using tobacco products is prohibited by law 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.

## **Employee Arrests and Convictions**

### *Policies DH*

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three days of the event. 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
- Drug or alcohol-related offenses
- 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, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) 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 or call the campus level principal 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.

## **Copyrighted Materials**

*Policy EFE*

Employees are expected to comply with the provisions of 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.). Rented videotapes are to be used in the classroom for educational purposes only. No rented film that includes a notice that the film is intended for "home use only" shall be shown to a class for entertainment purposes. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

A computer program may be legally copied only if:

- Making a copy is an essential step in using the program (such as automatic copying into memory when a program is loaded); or
- The new copy is a backup; backups cannot be used simultaneously with the original and must be erased if the original is resold.

## **Computer Use and Data Management**

*Policy CQ*

The district's electronic communications systems, including its network access to the Internet, are to be used for administrative and instructional purposes only. Limited personal use of the system is permitted if the use:

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

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

Employees and students who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Superintendent.

## **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 piece of district property. A copy of the district's management plan is kept in the Administrative Office and is available for inspection during normal business hours.

## **Pest Control Treatment**

*Policy CLB*

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 on the bulletin board designated by each campus principal for district notices. Pest control information sheets are available from campus principals or facility managers upon request.

## **ACTIVITY FUNDS MANAGEMENT**

*Policy CFD (Local)*

**Student Funds.** The Superintendent or designee shall ensure that a student activities account is maintained to manage all class funds, organization funds, and any other funds collected from students for a school-related purpose. Receipts shall be issued by the Assistant Superintendent for Business and Support Services or designee for all funds deposited into the appropriate District account at the District depository.

**Fiduciary Responsibility.** The principal and sponsor shall be responsible for the proper administration of student funds in accordance with state and local law, District-approved accounting practices and procedures, and the TEA Financial Accountability System Resource Guide. Student activity funds shall be included in the annual audit of the District's fiscal accounts.

**Use and Expenditure.** Funds collected by student groups shall be used only for purposes authorized by the organization or upon approval of the sponsor. The principal or designee shall approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students.

**Campus Activity Fund.** The principal shall be authorized to expend funds from the campus administrative activity fund to be used for activities of the students, faculty, staff, or campus.

**Approval.** Approval from the sponsor shall be obtained prior to a disbursement being made to the principal.

**Carryover Funds.** All funds shall be left in the appropriate account and each sponsoring group shall retain the carryover funds for the next fiscal year. If an organization ceases to function or exist, the unexpended funds of the organization shall be credited to the appropriate administrative activity account.

## 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 open late or to release students early, school officials will notify radio stations, KWCD,, KKYX, KTSA and WOAI; and television stations, KMOL (Channel 4), KENS (Channel 5) and KSAT (Channel 12). Information will also be posted on <http://www.fisd.us/>

### **Emergencies**

*Policy CKC*

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

### **Purchasing Procedure**

All requests for purchases must be submitted to the campus level principal on an electronic or paper requisition. The campus principal will submit and approve an electronic requisition to the Central Office. The Central Office will approve the requisition and convert it to a purchase order.

### **Name and Address Changes**

It is important that employment records be kept up to date. Employees must notify the campus level principal and the Personnel Office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from Floresville ISD Administrative Offices.

### **Personnel Records**

*Policy GBA*

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
- Information that reveals whether they have family members

The choice to not allow public access to this information may be done at anytime by submitting a written request to the Director of Personnel. New or terminating employees have fourteen (14) days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

### **Building Use**

*Policy GKD*

The Superintendent or Deputy Superintendent is authorized to approve use of District facilities. Written application to the appropriate administrator shall be made in advance.

### **Separating from Employment**

See the appropriate section of this handbook and board policy for information regarding resignation, termination, and dismissal from employment.

## **Exit Interviews and Procedures**

### *Policy DC*

Exit interviews will be scheduled for 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 and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience.

All district keys, books, property, and equipment must be returned upon separation from employment. The district may withhold the cost of any unreturned items from the final paycheck.

## **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 Floresville School District does not discriminate on the basis of race, religion, color, national origin, sex, 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.

Title IX questions or concerns about discrimination against students should be directed to Jesse Ramos, Director of Personnel. Section 504 questions and concerns should be directed to Mrs. Paige Fuller, Director of Special Education.

### **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 of a minor or of a student who is a dependent for tax purposes
- The student (if 18 or older or attending an institution of post-secondary education)
- School officials with legitimate education 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 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. Once all administrative complaint procedures are exhausted, parents and students can bring complaints to the board of trustees.

## **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*

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 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 Code of Conduct and Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management procedures 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.

Teachers must file a written report with the principal or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. A copy of this report will be sent by the principal or administrator to the student's parents within 24 hours.

**Student Attendance**

*Policy FDD*

Teachers and staff should be familiar with the district's policy and procedures for attendance accounting. These procedures require 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.

**Hazing**

*Policy FNCC, FO*

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, and 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 discipline person.

**EMPLOYEE PROCEDURES  
FOR  
PROFESSIONAL STAFF**

## **EMPLOYMENT** *(Policy in D Section)*

Professional employees should adhere to the policy and procedures outlined in the general section as well as those that follow.

All full-time professional and administrative employees in positions requiring a certificate from the State Board for Educators Certification (SBEC) and nurses must be employed under contracts as described below.

**Probationary contracts.** Nurses and full-time, professional and administrative new to the district and employed in positions requiring SBEC certification must receive probationary contracts during their first year of employment. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the district may not exceed one full school year. For those with less experience, the probationary period will be three full school years, (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

**Term and continuing contracts.** Full-time professionals employed in positions requiring certification and nurses will be employed by term or continuing contracts after they have successfully completed the probationary period. Teachers employed after that are employed under varying-year term contracts.

In lieu of discharging a continuing contract employee, terminating a term contract employee, or not renewing a term contract, the District may, with written consent of the teacher, return the employee to probationary contract status. Before any employee agrees to be returned to probationary status, the employee must receive written notice of the proposed discharge, termination, or non-renewal. An employee returned to probationary status must serve a new probationary period as if the employee were employed by the District for the first time. The terms and conditions of employment are detailed in the contract and employment policies.

**Non-certified professional and administrative employees.** Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) may be employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

**Employment after Retirement.** Individuals receiving retirement benefits from the Teacher Retirement System may be employed in certain positions on a part-time basis without affecting benefits. See General Section for further information.

**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 annuities. Acute teaching shortage areas are determined by the board based on Commissioner of Education guidelines. When filing 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.

## **PERFORMANCE APPRAISAL** *(Policy DNA Legal and Local)*

The annual appraisal of District teachers shall be in accordance with the Professional Development and Appraisal System (PDAS).

The District establishes an appraisal calendar each year. In addition to those days on which observations are prohibited by law the District does not schedule observations on the day before and the day after a school holiday, days scheduled for end-of-semester or end-of-year examinations, or days scheduled for state-

mandated assessments or other standardized tests. First classroom observations of teachers shall be scheduled within a one-week time frame.

The list of qualified appraisers who may appraise a teacher in place of the teacher's supervisor are approved by the Board. Upon a teacher's request for a second appraiser, the Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers. Second appraisals shall be scheduled within a one-week time frame. The Board shall ensure that the Superintendent or designee establishes procedures regarding how domain scores from first and second appraisals will be used.

Written evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract at the end of the contract term.

When relevant to decisions regarding term contracts, written evaluations of a teacher's performance, as documented to date, and any other information the administration deems appropriate, shall be considered in decisions affecting contract status.

Except as provided below, each teacher must be appraised at least once during each school year.

### **Orientation to the PDAS**

The District provides teachers with an orientation to the PDAS no later than the final day of the first three weeks of school and at least three weeks before the first observation. Additional orientations are provided any time substantial changes occur in the PDAS. A teacher new to the District is provided with an orientation to the PDAS at least three weeks before the teacher's first observation.

The orientation includes materials approved by the Commissioner. These materials include all state and local appraisal policies, the local appraisal calendar, and information on the requirements for the completing of the Teacher Self-Report Form. In addition to the orientation, campuses may hold other sessions sufficient in length to allow teacher to actively participate in a discussion of the PDAS specifics and to have their questions answered.

### **Confidentiality of PDAS**

A document evaluating the performance of a teacher is confidential. The District maintains a written copy of the evaluation of each teacher's performance in the teacher's personnel file. Each teacher is entitled to receive a written copy of the evaluation on its completion. The evaluation and any rebuttal may be given to another school district at which the teacher has applied for employment at the request of that district.

### **Extracurricular Teachers**

A teacher who directs extracurricular activities in addition to performing classroom teaching duties is appraised only on the basis of classroom teaching performance and not on performance in connection with extracurricular activities.

### **Professional Development**

*Policy DMD*

Professional personnel may attend and participate in meetings, conferences, and workshops that will contribute to their professional growth and development. [See also *DMA* and *DMC*]

When attendance at such events is recommended or required by the administration, the Board, TEA, or UIL, personnel may attend with the campus principal's approval. No salary deduction or loss of leave shall occur when attendance is recommended or required.

The campus principal may grant additional absences to employees for attendance at meetings, conferences, and workshops that are of special interest to the employee.

Requests for release time with pay to attend employee organization meetings, other than any such meetings approved for required staff development purposes, shall be considered on a case-by-case basis. The responsibility for justifying the school-related purposes to be accomplished by attendance shall rest with the employee. Approval shall be given only if the employee is on the program, has some official function, or can obtain specific information related to his or her job description that will assist the District in improving the instructional program.

## **Compensation and Benefits**

### **Teachers are Exempt**

All district positions are classified as exempt or nonexempt according to federal law.

**Professional employees.** Professional and administrative employees 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 required days of service and scheduled holidays will be distributed each 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.

### **Notification of 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. Inappropriately certified or uncertified teachers include individuals serving with an emergency permit (including individuals waiting to take the EXCET exam) or individuals who do not hold any certificate or permit. No later than the 30<sup>th</sup> 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 Jesse Ramos, Director of Personnel at 701-1006.

## **TERMINATION**

### **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 the SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed below:

- Abused or otherwise committed an unlawful act with a student or minor;
- Possessed, transferred, sold, or distributed a controlled substance, as defined by Health and Safety Code Chapter 481 or by 21 U.S.C. Section 801 et seq.;
- Illegally transferred, appropriated, or expended funds or other property of the district;
- Attempted by fraudulent or unauthorized means to obtain or alter a professional certificate or license the purpose of promotion or additional compensation; or
- Committed a criminal offense or any part of a criminal offense on school property or at a school-sponsored event.

Before an employee's resignation is accepted in such a circumstance, the Superintendent shall inform the employee in writing that a report will be made to the commissioner of education that may result in sanctions against the employee's certificate. The Superintendent shall notify the Board prior to filing a report of a resignation with the commissioner of education.

#### **Dismissal or Non-renewal of Contract Employees**

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

Employees on probationary, term, and continuing contracts can be dismissed during the school year or non-renewed at the end of the year according to the procedures outlined in district policies. 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 non-renewal occurs will be provided when a written notice is given to an employee. Information on the time lines and procedures can be found in the DF policies that are provided to employees on line at [www.fisd.us](http://www.fisd.us) in the policy manual.

#### **Reports to the State Board for Educator Certification**

*Policy DF*

The dismissal or resignation of a certified employee will be reported to the SBEC if there is reasonable evidence that the employee's conduct involves the following:

- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or 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

**EMPLOYEE PROCEDURES**  
**FOR**  
**PARAPROFESSIONAL STAFF**

## PERSONNEL FILE REQUIREMENTS

In accordance with federal, state, and district laws and policy, each employee must place on file with the District Personnel Office the following:

- Application for employment
- High school diploma or GED
- Official college transcripts (if applicable)
- Service record (if employed previously in a public school district)
- Fingerprint Applicant Information form
- Physical examination and drug screening
- W-4 form for employee's withholding
- Teacher retirement application (if applicable) or 457 alternate plan
- FICA enrollment
- Employment eligibility verification (I-9 form)
- Copy of Social Security card
- Copy of driver's license
- SSA 1945
- Insurance forms
- Automatic payroll deposit form
- Receipt for Handbook

### Physical Exam and Drug Screening

Paraprofessionals must have a physical examination and submit to a drug-screening test prior to employment. The district will furnish directions to the proper doctor and laboratory to complete this requirement. Failure of the drug screening is cause for immediate termination.

## EMPLOYMENT

Paraprofessional employees should adhere to the policy and procedures outlined in the general section of this handbook as well as those that follow.

### Certification/Qualifications

All paraprofessionals working in classrooms must be certified by the State Board for Educator Certification (SBEC) in one of the following categories:

- Aide I
- Aide II

The district will assist in completing the paraprofessional certification application, and submit to SBEC.

Paraprofessionals working in classrooms must also meet the federal No Child Left Behind (NCLB) law requirements. NCLB requires that paraprofessionals who have instructional support duties in the core academic subject areas must (1) have a high school diploma or its equivalent and (2) meet one of the following qualifications:

- Completed at least 2 years of study at an institution of higher education (48 semester hours or equivalent), or
- Obtained an associate's (or higher) degree; or
- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment
  - knowledge of, and the ability to assist in instructing reading, writing, and mathematics; or
  - knowledge of, and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness, as appropriate.

## **Status of Employment**

All paraprofessional 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.

## **BENEFITS**

### **Regular Employees**

A full time employee works a minimum of 20 hours per week and is entitled to the following benefits:

1. Teacher Retirement, effective immediately upon hire;
2. Workmen's Compensation, effective immediately upon hire;
3. Sick leave, starts to take effect upon removal from temporary status;
4. Vacations, starts to take effect the 141<sup>st</sup> day of employment after removal from temporary status;
5. Health insurance benefits, effective upon removal from temporary status;
6. Paid holidays, effective upon removal from temporary status.

### **Part Time Employees**

Part time employees work 3-8 hours a day, but less than 20 hours per week for fewer than 12 months and are entitled to the following benefits:

1. Workmen's Compensation coverage effective immediately upon hire;
2. Health benefits, effective upon removal from temporary status;
3. Sick leave, effective upon removal from temporary status.

### **Substitute (Temporary)**

Substitute employees work for a regular employee who is absent from duty and are entitled to the following benefits:

1. Workmen's Compensation coverage, effective upon hire;
2. Social Security.

## **PERFORMANCE EVALUATION**

Progress of paraprofessional employees will be reviewed annually regarding their work performance. Evaluations are to be completed by April 1 of each year and submitted to the Personnel Office not later than May 1 of said year.

The form utilized for the evaluation follows:

**Floresville Independent School District  
Paraprofessional and Classified Evaluation**

The purpose of this evaluation is to inform the employee of job performance with the goal of improving performance. An evaluation is to be completed on each Paraprofessional and classified employee by **April 1 of each year** and filed with the Superintendent's office by **May 1 of each year**. The evaluation may be conducted on a more frequent schedule.

|                                                                                                                                                                                                                                                                                                                                                              |                                                            |                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|--------------------|
| Employee Name                                                                                                                                                                                                                                                                                                                                                |                                                            | Date               |
| Present Position                                                                                                                                                                                                                                                                                                                                             |                                                            | Campus/Grade/Dept. |
| Period Covered by this Evaluation:<br>From _____ To _____                                                                                                                                                                                                                                                                                                    |                                                            |                    |
| Definition of Evaluation Terms:<br><div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>1 - Exceeds Expectations</span> <span>2 - Meet Expectations</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>3 - Below Expectations</span> <span>4 - N/A (not available)</span> </div> |                                                            |                    |
| <b>EVALUATOR'S RATING</b>                                                                                                                                                                                                                                                                                                                                    | <b>KNOWLEDGE OF JOB</b>                                    |                    |
|                                                                                                                                                                                                                                                                                                                                                              | a. Ability to accomplish tasks as assigned.                |                    |
|                                                                                                                                                                                                                                                                                                                                                              | b. Accomplishes tasks assigned.                            |                    |
|                                                                                                                                                                                                                                                                                                                                                              | c. Learns new methods.                                     |                    |
|                                                                                                                                                                                                                                                                                                                                                              | d. Knowledge of related job(s) in department.              |                    |
|                                                                                                                                                                                                                                                                                                                                                              | e. Knowledge of other department's functions.              |                    |
|                                                                                                                                                                                                                                                                                                                                                              | <b>INITIATIVE</b>                                          |                    |
|                                                                                                                                                                                                                                                                                                                                                              | a. Resourceful and alert to opportunities for improvement. |                    |
|                                                                                                                                                                                                                                                                                                                                                              | b. Self-reliance.                                          |                    |
|                                                                                                                                                                                                                                                                                                                                                              | c. Work efficiency.                                        |                    |
|                                                                                                                                                                                                                                                                                                                                                              | d. Participation in professional growth opportunities.     |                    |
|                                                                                                                                                                                                                                                                                                                                                              | <b>WORK ATTITUDES</b>                                      |                    |
|                                                                                                                                                                                                                                                                                                                                                              | a. Wise use of time.                                       |                    |
|                                                                                                                                                                                                                                                                                                                                                              | b. Conscientiousness in work.                              |                    |
|                                                                                                                                                                                                                                                                                                                                                              | c. Acceptance of changes in work.                          |                    |
|                                                                                                                                                                                                                                                                                                                                                              | d. Cooperation and helpfulness to others.                  |                    |
|                                                                                                                                                                                                                                                                                                                                                              | e. Staff relationships and loyalty.                        |                    |
|                                                                                                                                                                                                                                                                                                                                                              | <b>PERSONAL</b>                                            |                    |
|                                                                                                                                                                                                                                                                                                                                                              | a. General appearance.                                     |                    |
|                                                                                                                                                                                                                                                                                                                                                              | b. Physical fitness and health.                            |                    |
|                                                                                                                                                                                                                                                                                                                                                              | c. Personality/disposition.                                |                    |
|                                                                                                                                                                                                                                                                                                                                                              | d. Emotional stability-exercises self-control.             |                    |
|                                                                                                                                                                                                                                                                                                                                                              | e. Attitude toward children and co-workers.                |                    |
|                                                                                                                                                                                                                                                                                                                                                              | f. Awareness of individual (student/staff needs).          |                    |
|                                                                                                                                                                                                                                                                                                                                                              | g. Dependability.                                          |                    |
|                                                                                                                                                                                                                                                                                                                                                              | h. Promptness and attendance record.                       |                    |
|                                                                                                                                                                                                                                                                                                                                                              | i. Accountability for work performance.                    |                    |
|                                                                                                                                                                                                                                                                                                                                                              | j. Telephone/communication etiquette.                      |                    |
| Evaluator's Comments                                                                                                                                                                                                                                                                                                                                         |                                                            |                    |
|                                                                                                                                                                                                                                                                                                                                                              |                                                            |                    |
|                                                                                                                                                                                                                                                                                                                                                              |                                                            |                    |
| <input type="checkbox"/> Recommend for continued employment (provided funds are available).<br><input type="checkbox"/> Do not recommend for employment (signature indicates the evaluation has been discussed with employee).                                                                                                                               |                                                            |                    |
| Evaluator's Signature                                                                                                                                                                                                                                                                                                                                        | Employee's Signature                                       |                    |
| Campus/Department                                                                                                                                                                                                                                                                                                                                            | Employee's Present Position                                |                    |

## **Workload and Work Schedules**

*Policy DL*

### **Non-Exempt Status**

Paraprofessional employees are employed at-will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor or director.

Paraprofessional Workweek: Salaried paraprofessional employees who work 37.5 to 40.0 hours per week are paid based on a 40-hour work week. The actual hours worked (37.5-40.0) will be determined by the needs of the employee's administrator and may vary by location.

### **Pay Scales**

Each individual is placed on the appropriate salary scale at the time of employment. Salaries are not changed unless promotion, incentive pay or demotions are provided within the school year.

### **Paycheck Distribution**

Supervisors/Directors/Principals are in charge of handing out paychecks.

### **Paycheck Errors**

All paycheck errors are to be reported to the supervisor/principal/director, or the Payroll Office, for corrections. All paycheck errors will be adjusted on the next available pay date.

### **Procedure for Time Cards/Clocks**

Some paraprofessional employees will work in a department or in an area where time clocks are used rather than the self-reporting time cards, used by other employees. If an employee is working in an area where time clocks are used for reporting working hours the following guidelines should be followed. The supervisor (principal or director) will determine the report time and departure time for each working day. Each employee should be punched in and ready for duty at the start of his or her respective duty day. Likewise all employees should be punched out and off duty by the end of the respective duty day. In order to keep everyone from trying to obtain access to the time clock at the same time, an employee may punch in one or two minutes before reporting duty time and one or two minutes after the end of the duty day. **There will never be overtime without the supervisor's or director's prior approval.** Each employee must punch out and in for lunch, each day. The only writing on a time card should be the employee's "Printed" name. The supervisor/principal/or director only can make all other written adjustments. No employee may punch another employee in or out for any reason.

### **Overtime Compensation**

*Policy DEA*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. 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 building principal or director.

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. Employees who must work beyond their normal schedule but

less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek. 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.

Employees may be compensated for overtime with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Use of comp time may be at the employee's request with supervisor approval as workload permits.
- An employee may be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation).
- Weekly time cards will be maintained on all nonexempt employees for the purpose of wage and salary administration.

## **ATTENDANCE AND ABSENTEE GUIDELINES**

The successful operation of the school depends upon all employee being at work on time each day. Whenever an employee is absent or tardy, supervisors and other employees must make adjustments in order to keep the schools operating efficiently. Employees may be reassigned, transferred or terminated for excessive absences and/or tardies.

### **Tardiness**

An employee arriving after his or her scheduled starting time will be considered tardy. Any three (3) occurrences of tardiness within a thirty (30) calendar day period will be considered excessive.

### **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 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 fitness to return to work. An employee may return to work after an illness with a restriction from the treating physician, if the restriction does not interfere with the performance of their job.

Leave is available for the employee's use at the beginning of the school year. Personal and sick leave is earned on a pro rata basis, depending upon the number of duty days. 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.

Paraprofessional employees shall earn an additional five (5) equivalent workdays of non-accumulative local sick leave per year, at the same rate as state personal leave. Two (2) of the local sick leave days may be used as personal leave days. Substitute pay shall be deducted from these five local sick leave days.

### **Excessive Absences**

Absences that are unauthorized or that are not covered by district sick leave guidelines will be considered excessive and may be cause for dismissal.

### **Absences for School Business**

Absences for school business must be approved by the supervisor and should be requested in advance so that arrangements may be made for obtaining a substitute, if needed. Employees who are absent because of district-related business will not be required to use leave time and will not lose any salary due to the absence.

**Documentation should be attached to the time card.**

## **Reporting Absences**

Every employee is expected to report an absence from work in accordance with the rules and procedures in effect in his/her school/department. Anticipated absences should be reported as soon as possible. The district requires that paraprofessionals report absences through the AESOP system.

## **Security**

Safety and security in the school district are essential in protecting the school district from large financial losses due to theft, pilferage, injury and property damage. All employees must be aware that they are an important part of the school district's safety and security effort by securing their work area.

## **Dress and Grooming**

The dress and grooming of District employees shall be clean, neat, and in a manner appropriate for their assignment as determined by their supervisor or director. Employees shall comply with standards of dress and grooming required by their supervisor/director/or principal. Violation of supervisor's or director's guidelines for dress and grooming may result in disciplinary action, including termination of employment. (See general section, *Policy DH*).

## **Resignations**

*Policy DFE*

**Non-contract Employees.** Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the campus level Principal or appropriate Director 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 of Non-contract Employees**

*Policy DCD*

Non-contract 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, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract 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. (*Policy DGBA Local*)

**EMPLOYEE PROCEDURES**  
**FOR**  
**OPERATIONS STAFF**  
**MAINTENANCE**  
**CUSTODIAL**  
**FOOD SERVICE**

## **PERSONNEL FILE REQUIREMENTS**

In accordance with federal, state, and district laws and policy, each employee must place on file with the District Personnel Office the following:

- Application for employment
- High school diploma or GED (if applicable)
- Official college transcripts (if applicable)
- Service record (if employed previously in a public school district)
- References
- Special licenses or certification
- Criminal history form
- Fingerprint Applicant Information form
- Physical examination and drug screening
- Materials Safety Data Sheet Screen
- W-4 form for employee's withholding
- Teacher retirement application (if applicable) or 457 alternate plan
- FICA enrollment
- Employment eligibility verification (I-9 form)
- Copy of Social Security card
- Copy of driver's license
- SSA 1945
- Insurance forms
- Automatic payroll deposit form
- Receipt for Handbook

### **Physicals**

Operations employees must have a physical examination and submit to a drug-screening test prior to employment. The district will furnish directions to the proper doctor and laboratory to complete this requirement. Failure of the drug screening is cause for immediate termination.

### **Use of Personal Vehicles**

If employees are using their personal vehicles as part of their job duties, the district must have a copy of the driver's license and proof of insurance on file.

## **EMPLOYMENT**

### **At-will Employment**

All operations 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.

### **New Employee Probationary Status**

Operations employees new to the district are considered probationary for their first ninety (90) working days. An employee may be recommended for dismissal if the employee's supervisor has determined by observation that the employee's work habits and performance are inappropriate. New employees are not removed from probationary status until all paperwork is completed in the Personnel Office.

Once an employee completes his/her probationary period an evaluation is completed. Based on this appraisal the employee will be recommended for regular full time status, or dismissal.

## **Regular Full Time Status**

An employee attains regular full time status upon successful completion of his/her new employee probationary period and the recommendation of his/her supervisor. Regular full time status employees must work a minimum of 20 hours per week to be so classified.

## **Special Licenses and Certification**

Some operations personnel fall into one of the following two categories: (1) Those personnel such as electricians, HVAC technicians, and plumbers whom, by trade, are required to be licensed. These personnel are expected to hold the proper license prior to employment. These individuals must maintain these licenses and failure to maintain their licenses will be cause for termination. (2) The district will fund the training for all required licenses. Failure on the part of one of these personnel to maintain these certifications or licenses will be cause for termination. Continuing education will be required.

## **County Health and Personal Hygiene Certification**

Cafeteria workers are required to pass a test for the County Health and Personal Hygiene certification. The district pays the cost.

## **Security**

Safety and security in the school district are essential in protecting the school district from large financial losses due to theft, pilferage, injury and property damage. All employees must be aware that they are an important part of the school district's safety and security effort by securing all areas of responsibility at the end of each shift.

## **Dress and Grooming**

The dress and grooming of District employees shall be clean, neat, and in a manner appropriate for their assignment as determined by their supervisor or director. Violation of supervisor's or director's guidelines for dress and grooming may result in disciplinary action, including termination of employment. (See general section, *Policy DH*).

## **Vacation for Year-Round Operations Employees**

Year-round operations employees are eligible for up to five days of vacation the first year of employment. Vacation time is accrued at the rate of one day of vacation for each fifty days actually worked. After the first year of employment a year-round employee is eligible for two weeks (ten days) vacation. Vacation time is accrued after the first year of employment at the rate of one day of vacation after each twenty-five days actually worked. Vacation time should be scheduled 5 days in advance and must have the supervisor's or director's approval. Vacation days cannot be accrued and carried into the next year. The accrual of vacation days begins the first day of school in accordance with the official school calendar. Vacation must be taken prior to September 1.

## **Work Hours of Operations Employees**

Operations employees work hours can be adjusted by their supervisor if special needs occur to complete a project. Employees are expected to work as needed to complete a project.

## **Holidays**

Year-round hourly employees receive eight (8) paid holidays each year. The holidays are Labor Day, Thanksgiving Day, Christmas (2 days as scheduled by the supervisor); New Year's Day, Easter, Memorial

Day, and July 4<sup>th</sup>. If Christmas, New Year's, Easter, or July 4<sup>th</sup> fall on a weekend, the paid holidays will be scheduled by the supervisor.

## **ATTENDANCE AND ABSENTEE GUIDELINES**

The successful operation of the school depends upon all employee being at work on time each day. Whenever an employee is absent or tardy, supervisors and other employees must make adjustments in order to keep the schools operating efficiently. Employees may be reassigned, transferred or terminated for excessive absences and/or tardies.

### **Tardiness/Absence**

An employee arriving after his/her scheduled starting time in excess of 6 minutes will be considered tardy. Any employee who is not present at his or her work assignment at least 75% of the scheduled work period (day) will be considered absent for the work period.

### **Excessive Tardiness/Absenteeism**

Any combination of four (4) unauthorized absences/tardies within a thirty (30) calendar day period will be considered excessive. The following absences are also considered excessive:

- Any occurrence of absence after the employee's earned sick leave balance has been depleted.
- Any occurrence of absence that is not covered by district sick leave guidelines.
- Any occurrence of absence without pay, unless approved by the supervisor at least 24 hours in advance.

### **Absences for School Business**

Absences for school business must be approved by the supervisor and should be requested in advance so that arrangements may be made for obtaining a substitute, if needed. Employees must call supervisor if not reporting for work. Failure to call is basis for termination. Employees who are absent because of district-related business will not be required to use leave time and will not lose any salary due to the absence.

**Documentation should be attached to the time card.**

### **Reporting Absences**

Every employee is required to report an absence from work in accordance with the rules and procedures in effect in his/her school/department. Anticipated absences should be reported as soon as possible. Failure to report an absence to the supervisor in accordance with the department's rules could be cause for termination.

Employees must follow district and department procedures to report or request any leave of absence and complete the appropriate leave request form. 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 fitness to return to work. An employee may return to work after an illness with a restriction from the treating physician, if the restriction does not interfere with the performance of their job.

Leave is available for the employee's use at the beginning of the school year. Personal and sick leave is earned on a pro rata basis, depending upon the number of duty days. 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.

Operations employee earn an additional five (5) equivalent workdays of non-accumulative local sick leave per year, at the same rate as state personal leave. Two (2) of the local sick leave days may be used as personal leave days.

## **Leave Without Pay**

Operations employees will lose a day's pay for each day not at work when all leave has been used by the employee. Operations employees that fail to notify their supervisor that they are unable to report to work will lose a day's pay.

## **PAY SCALES**

Each individual is placed on the appropriate pay scale at the time of employment. Pay scales are not changed unless promotion, incentive pay or demotions are involved within the school year.

## **Paycheck Distribution**

Supervisors are in charge of handing out paychecks.

## **Paycheck Errors**

All paycheck errors are to be reported to the supervisor or the Payroll Office for corrections. All paycheck errors will be adjusted on the next available pay date.

## **Salary Increases**

Pay scales are reviewed annually and adjusted after the Board approves the budget. Increases cannot be made at any other time unless promotions are involved. Operations personnel employed less than half a year are not eligible for any pay increase at the beginning of the school year, September 1.

## **Procedure for Time Cards/Clocks**

All operations employees will work in a department or in an area where time clocks are used. The following guidelines should be followed. The supervisor (principal or director) will determine the report time and departure time for each working day. Each employee should be punched in and ready for duty at the start of his or her respective duty day. Likewise all employees should be punched out and off duty by the end of the respective duty day. In order to keep everyone from trying to obtain access to the time clock at the same time, an employee may punch in one or two minutes before the reporting duty time and one or two minutes after the end of the duty day. **There will never be overtime without the supervisor's or director's prior approval.** Each employee must punch out and in for lunch, each day. The only writing on a time card should be the "Printed" name. The Supervisor or Director only can make all other written adjustments. No employee may punch another employee in or out for any reason.

## **Overtime Compensation**

### *Policy DEA*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are exempt and thus ineligible for overtime compensation. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond the normal work schedule without advance approval from the building principal or director.

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. 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.

Employees may be compensated for overtime with compensatory time off (comp time) or direct pay at one and a half times the regular hourly rate. The following applies to all nonexempt employees:

- Use of comp time may be at the employee's request with supervisor approval as workload permits.
- An employee may be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation).
- Weekly time cards will be maintained on all nonexempt employees for the purpose of wage and salary administration.

## **Workload and Work Schedules**

*Policy DL*

### **Operations Employees**

Operations employees are employed at-will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Operations employees are not exempt from overtime and **are not authorized** to work in excess of their assigned schedule **without prior approval from the supervisor or director.**

## **BENEFITS**

### **Regular Employees**

A full time employee works a minimum of 20 hours per week and is entitled to the following benefits:

1. Teacher Retirement, effective immediately upon hire;
2. Workmen's Compensation, effective immediately upon hire;
3. Sick leave, starts to take effect upon removal from temporary status;
4. Vacations, starts to take effect the 141<sup>st</sup> day of employment after removal from temporary status;
5. Health insurance benefits, effective upon removal from temporary status;
6. Paid holidays, effective upon removal from temporary status.

### **Part Time Employees**

Part time employees work 3-8 hours a day, but less than 20 hours per week for fewer than 12 months and are entitled to the following benefits:

1. Workmen's Compensation coverage effective immediately upon hire;
2. Health benefits, effective upon removal from temporary status;
3. Sick leave, effective upon removal from temporary status.

### **Substitute (Temporary)**

Substitute employees work for a regular employee who is absent from duty and are entitled to the following benefits:

1. Workmen's Compensation coverage, effective upon hire;
2. Social Security.

## **PERFORMANCE EVALUATION**

Progress of paraprofessional employees will be reviewed annually regarding their work performance. Evaluations are to be completed by April 1 of each year and submitted to the Personnel Office not later than May 1 of said year.

## PROCEDURES FOR NOTIFYING EMPLOYEES OF NEED FOR IMPROVEMENT

The district expects all employees to work in a positive and efficient manner wherever assigned. However, from time to time employees may exhibit deviations from performance of duty that need to be corrected. The following procedures describe the steps that will be taken to improve performance.

- **Verbal Warning:** Informal conferences between the employee and supervisor concerning deviations from approved performance of duty are called "verbal warnings." Records of verbal warnings are placed in the employee's personnel file.
- **Improvement Conferences:** Further deviations from approved performance of duty will be recorded on a deficiency notice which becomes part of the employee's personnel file.

Each employee will be notified of the improvement conference prior to the notice becoming part of the employee's permanent record. A copy of the completed improvement conference shall be given to the employee. Improvement conference forms must be signed by the employee. The employee's signature does not necessarily indicate agreement with the improvement conference.

In the case of serious deviations from performance of duty such as abusive or criminal behavior, an employee will be immediately dismissed.

### **Resignations**

*Policy DFE*

**Non-contract Employees.** Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the campus level Principal or appropriate Director 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 of Non-contract Employees**

*Policy DCD*

Non-contract 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, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined when pursuing the grievance. (*Policy DGBA Local*)

## SAFETY HANDBOOK

### Policy Statement

It is the goal of the Floresville I.S.D. to furnish its employees a safe and healthy place to work, free from recognized hazards that might cause accidents, and to promote safe practices.

The Employee Safety Handbook contains safety rules and regulations developed to help in the reductions of accidents and complements the existing departmental safety rules and regulations. While many rules are detailed in the handbook, others dealing with your specific job responsibilities will be given to you by your supervisor or department head. All of these rules have been designed to assist you in avoiding accidental injuries.

If you have a suggestion to reduce accidents and make your place of employment safer, share your concerns with your supervisor. Remember, accident prevention is a part of every employee's job.

***REFERENCES MADE TO THE DISTRICT POLICIES IN THE EMPLOYEE SAFETY HANDBOOK CONSIST OF SUMMARIES OR PARTIAL EXCERPTS OF THE COMPLETE POLICY. THE OFFICIAL POLICY MANUAL ADOPTED BY THE BOARD OF TRUSTEES IS AVAILABLE AT FISD.US.***

### INTRODUCTION

The Employee Safety Handbook is designed to give you a broad look at the safest methods of doing your job.

To be safe is to be secure from the threat of danger, harm, or loss.

Ninety-eight percent of all accidents are the result of unsafe acts or practices. Many accidents are caused by the unsafe manner of using tools and by neglecting to follow the safe methods of doing your job.

Careful inspection and monitoring are necessary if employees are to reduce the hazards that contribute to accidents and injuries. Study and know your Safety Handbook and remember that no hazard is too small for the attention of anyone who can have it corrected before someone is hurt.

Correct or report all unsafe conditions and unsafe practices that you observe to your supervisor.

### **REPORT ALL INJURIES AND ACCIDENTS AT ONCE!!!**

If you have an accident prevention suggestion, make it safer for yourself and others, pass it along to your supervisor. Additional accident prevention information will be issued from time to time by your Supervisor Department Head and Safety Officer.

This Employee Safety Handbook contains general safety rules and is not intended to be all inclusive. It has been developed and written to assist you in preventing accidents.

Violation of safety regulations or safe practices could result in severe and painful consequences. Compliance with accepted safety regulations is a condition of continued employment.

Questions and requests for additional information relative to the contents of the Handbook should be directed to the Safety Officer.

**REMEMBER: YOU ARE RESPONSIBLE FOR SAFETY IN YOUR DAILY ACTIVITIES.**

## **SAFETY RESPONSIBILITY**

### SAFETY OFFICERS RESPONSIBILITIES ARE TO:

1. Direct responsibility for the District's Safety Program
2. Direct and coordinate safety activities
3. The Safety Officer will:
  - a. Conduct safety orientation with applicants.
  - b. Conduct accident investigation and employee information.
  - c. Implement incentive program.

This will be done in liaison with the Principals, Director of Maintenance, Maintenance Supervisor, Food Service Director, Custodial Supervisor, and Transportation Supervisor.

### PRIMARY RESPONSIBILITIES ARE TO:

1. To promote leadership commitment to the Employee Safety Program.
2. Support the Employee Safety Program.
3. Monitor employees work and take necessary actions to correct unsafe conditions and practices.
4. Support the Safety Officer/Supervisor in their request for necessary information, facilities, tools and equipment to employ an effective safety program.

### ADMINISTRATORS, DIRECTORS, SUPERVISORS, AND DEPARTMENT HEADS:

1. Promote safety awareness and encourage a proper safety attitude by example.
2. Train all employees in the safe way to their jobs, and point out where hazards exist.
3. Make sure that the necessary safety equipment and protective devices for each job are provided and properly used.
4. Conduct frequent safety inspections of all work areas and operations to eliminate unsafe conditions and encourage safe work practices.
5. Take prompt corrective action whenever unsafe conditions and unsafe practices are observed.

### EMPLOYEE RESPONSIBILITIES ARE TO:

1. Follow instructions of supervisors.
2. Correct all unsafe conditions or report them to the supervisor.
3. Keep work areas clean and orderly at all times.
4. Use all safety equipment for your job-without fail.
5. Operate only equipment you have been authorized and instructed.
6. Learn to lift and handle material properly.
7. Be aware of fire alarms/fire extinguisher locations.
8. Remember – all horseplay is prohibited.
9. Report all accidents immediately to the supervisor.

### **IF YOU HAVE AN ACCIDENT:**

All injuries, no matter how slight, shall be reported immediately to your supervisor.

The supervisor will arrange for emergency transportation, if required, and accompany the injured employee to the medical facility.

The supervisor shall complete the accident report form and route as directed.

## **SAFETY RULES AND PRACTICES**

### **GENERAL RULES FOR ALL DEPARTMENTS**

You should be familiar with and observe the safety methods of doing your job.

Good housekeeping, (clean and orderly work areas and equipment) is fundamental to accident and fire prevention.

Using alcoholic beverages or controlled substances during work hours is prohibited.

Horseplay of any kind is strictly prohibited.

Using tobacco is prohibited in school building except in designated areas.

Lift materials and equipment in a safe manner, and get help lifting heavy loads. Use appropriate ladders in place of using chairs, tables, desks or any other inappropriate platform.

Do not use equipment that you are not familiar with.

### **SPECIFIC RULES**

The following are causes for immediate discipline up to and including discharge upon the first offense hereunder:

1. Disregarding or failing to abide by Safety Rules or common safety practices.
2. Fighting, assaulting, threatening, intimidation, harassment of any employee for any reason.
3. Gross insubordination.
4. Bringing weapons, concealed, or otherwise, onto District premises, possessing, using, or threatening to use on District premises.
5. Bringing alcoholic beverages, drugs, or other controlled substances onto District premises, possession or use of alcoholic beverage, drugs, or other controlled substances on District premises; reporting to work under the influences of alcohol or illegal drugs.
6. Consecutive workdays missed without notification.
7. Failure or refusal to follow instructions of Supervisory Staff.

### **DISCIPLINARY ACTIONS**

Disciplinary action may be imposed on the employee depending on the frequency of the infraction or infractions. Violations can result in termination.

### **SUBJECTS:**

#### **PERSONAL PROTECTIVE EQUIPMENT**

Suitable safety glasses, goggles, gloves, or appropriate footwear should be worn when the work may result in hazardous exposure to your body. You are required to wear this protection.

Safety goggles shall be provided by the District to those employees working in areas requiring eye protection.

Shoes suitable to the type of work to be done shall be worn at all times.

Loose clothing shall not be worn while working around or near moving machinery or equipment.

(More detailed rules will be explained in each department)

## LADDERS AND SCAFFOLDS

Appropriate ladders shall be used for the specific jobs.

Ladders should be set up so the distance from the base of the support to the foot of the ladder shall be such that the ladder is at a safe and comfortable climbing angle.

Always face the ladder and grip side-rails or rungs securely when climbing or descending.

Use proper scaffolding.

Use ladders when climbing. Never use boxes, chairs or other substitutes.

Do not use ladders with broken rungs, steps, rails or missing pods.

(More detailed rules will be explained in each department)

## MACHINES AND MACHINERY

1. Operators shall be thoroughly familiar with the safe operation of any machinery they use.
2. Appropriate guards should be in place before operating the equipment.
3. Machines shall not be left running while unattended.
4. Wear approved eye protection when operating a grinder or working near it.
5. All machinery must be unplugged before making any repairs or cleaning.
6. Any defective equipment must be reported to the supervisor.

## WELDING OPERATIONS

1. Wear clothing, which will protect the body from the rays of the arc and from metal sparks.
2. Hoods must in place before you strike an arc at all times while welding.
3. Welder helpers shall be protected in a similar manner.
4. Materials shall be stacked in a neat and orderly manner.

## MATERIAL HANDLING AND STORAGE

1. When lifting heavy objects, employees shall lift by keeping the back as straight as possible, bending the knees and lifting with the leg muscles.
2. Employees should never attempt to lift objects, which they believe are too heavy for safe handling. Get help or divide the load.
3. Work gloves should be worn when the specific job requires it.
4. Materials shall be stacked in a neat and orderly manner.
5. Wear back support belt when lifting.

## VEHICLE OPERATIONS

1. All employees who drive district vehicles must have a valid Texas drivers' license for that equipment.
2. Employees are required to obey all Texas traffic regulations.
3. All persons riding inside vehicles shall use safety belts when available.
4. Only employees should ride in District vehicles.

## FIRE EXTINGUISHERS

1. Each employee should know the location of the fire extinguishers/alarms and know how to use them.
2. Fire extinguishers/alarms are not to be blocked by storage or equipment.

## FOOD SERVICE/CUSTODIAL STAFF

1. Work quietly and efficiently, keeping work areas clean and neat.
2. Return equipment to its proper place.
3. Practice safety precautions at all times.
4. Report any injury immediately.
5. Never leave mops, brushes or pails in halls, doorways, or on stairs.
6. Clean floors when traffic is lightest. Wet only a small area and then dry mop. Do one side of hallway at a time so a dry area is always clear for traffic.
7. Wear gloves to protect your hands when moving furniture or other sharp materials.
8. When mixing or using strong cleaners, keep your hands out of the mixture, wear rubber gloves, and goggles.

## **NEW EMPLOYEE ORIENTATION**

From the first day an employee goes to work he/she starts to form an attitude. The district goal will be to help the employee establish and maintain a positive attitude. The correct way to do a job/task should be the safe way. The Safety Officer will be responsible for conducting new employee orientations with the assistance of the Supervisor.