

# UNION GROVE INDEPENDENT SCHOOL DISTRICT 2017-2018

## EMPLOYEE HANDBOOK



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e-mail [woodfint@ugisd.org](mailto:woodfint@ugisd.org)

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## Employee Handbook Receipt

Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

I hereby acknowledge receipt of a copy of the UNION GROVE ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

**\*\* (Please go to the UGISD Website at [www.ugisd.org](http://www.ugisd.org), Faculty Links, Employee Information, Employee Handbook)**

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Please sign and date this receipt and forward it to the Superintendent's Secretary.***

# Introduction

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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 Superintendent of Schools.

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 noncontract 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 policies can be accessed online at [www.ugisd.org](http://www.ugisd.org)

# District Information

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## Description of the District

Union Grove ISD, in the southwest corner of Upshur County, is centrally located near the towns of Longview, Tyler, Gladewater and Gilmer. The community is a rural area with farming, timber, oil and gas providing sources of income. The close proximity of the neighboring towns affords convenient commuting to other employment opportunities. Residents of Union Grove enjoy the best of both worlds – quiet country living with quick, easy access to all that is available from surrounding cities.

## District Map

The district map can be found on our website, [www.ugisd.org](http://www.ugisd.org) or at the Superintendent's office. <http://teatexas.maps.arcgis.com/apps/Solutions/s2.html?appid=8b1d6f13310a49f48aa7052fe13f505a>

## Mission Statement, Goals, and Objectives

### *Policy AE*

*The Union Grove ISD Board of Trustees is committed to the success of the students and teachers of our community. It is our vision to provide facilities that promote the learning process in a safe and secure environment. We will strive for academic excellence while soliciting community involvement in all that we do. Union Grove ISD will strive to be fiscally responsible while providing the best possible education to the students of our community. Union Grove ISD is committed to having the highest level of extra-curricular programs that represent "Lion Pride" by Students, staff and the Board of Trustees.*

### **Goals:**

#### **Facilities/Master Building Plan:**

Union Grove ISD will provide facilities that directly improve student success and provide a sense of pride for the teachers, parents, staff and community.

- 1) *Continue updating the **Master Facility Plan** for future growth and needs.*
- 2) *Continue with the facility plan improvements including both short term and long term goals.*
- 3) *Continue plant maintenance and improvement projects throughout the district.*
- 4) *Complete bond construction 2015 (Gymnasium & Auditorium).*

#### **Academics:**

Union Grove ISD will strive to ready our students for success.

- 1) *The district, as well as each campus, will strive to reach*

- met standard on the TAPR(Texas Academic Progress Report) accountability report each school year.*
- 2) *UGISD will continue to target areas of need, as noted through but not limited to, standardized testing results.*
  - 3) *UGISD will use a comprehensive system (DMAC) to track student success across the curriculum.*
  - 4) *Personnel will be evaluated and retained/hired in a fashion to achieve academic success.*
  - 5) *Teachers and auxiliary staff will receive monetary compensation that is competitive with area schools.*
  - 6) *The district will continue to research and obtain the latest academic curriculum, technology and staff development available.*

**Financial:**

**Union Grove ISD will be fiscally responsible while maintaining the intangibles necessary to make the students at UGISD successful.**

- 1) *UGISD will maintain the Superior Achievement recognition on the F.I.R.S.T. report.*
- 2) *UGISD will adopt a budget based on sound principles, in line with the needs of our students, in a fiscally responsible fashion.*
- 3) *UGISD will contract with an approved audit company on a yearly basis.*
- 4) *UGISD will make every effort to comply with all state and federal mandates as they regard to fiscal responsibility.*

**Community Involvement:**

**Union Grove ISD will strive to involve the community in all aspects of the educational process.**

- 1) *UGISD administration will continue, through various means; to monitor and upgrade the district web-site as applicable and continue to update electronic marquee with relevant information and news.*
- 2) *UGISD will continue with Open House, the Veteran's Day program, 'Homecoming Extravaganza' press release information and other parental involvement opportunities throughout the year.*
- 3) *UGISD will continue with the Site-Base decision making team as well as continue with the Community Relations Committee.*
- 4) *Board of Trustees and Superintendent will organize and develop "Community Appreciation" events a minimum of twice per school year.*

**Student/Staff Safety:**

**Union Grove ISD will provide a safe and secure learning environment.**

- 1) *UGISD will maintain the transportation fleet in an appropriate fashion and upgrade as necessary.*
- 2) *UGISD will continue with the technology aspect of security; Sonitrol & Universal Time (fire) alarm systems, surveillance cameras, the Raptor-sexual predator ID system, School Messenger parental notification system and other physical plant materials deemed necessary.*



- 3) *UGISD will maintain inter-local agreements with all local government agencies as well as the in-district emergency response team.*
- 4) *UGISD will continue to offer periodic training to school personnel covering all facets of school safety, counseling services and all aspects of bullying.*
- 5) *UGISD will remain a member of the Region VII **Safe and Drug Free** school partnership.*

**Extra-Curricular and Student Programs:**

**UGISD will strive to offer the highest level of extra-curricular programs that exemplify our *Lion Pride*.\***

- 1) *Students will represent Union Grove with class, dignity and respect.*
- 2) *Students will display sportsmanship.*
- 3) *Students will develop a burning desire to achieve.*
- 4) *Students will develop leadership skills to succeed in the next chapter of life.*
- 5) *Students will display a competitive spirit that is indicative of our true Lion Pride.*

**Board of Trustees**

*Policies BA, BB series, BD series, and BE series*

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, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws 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. Board members are elected in November and serve four-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Jody Day - President
- Bennie Norris – Vice President
- Tim Turner - Secretary
- Jeff Webb – Assistant Secretary
- Kelly Chamblis - Member
- Gregg Grubbs - Member
- Todd Thornton - Member

The board usually meets the second Monday at 7:00 p.m. In the event that large attendance is anticipated, the board may meet in the High School Cafeteria. Special meetings may be called

when necessary. A written notice of regular and special meetings will be posted on the district website and the Superintendent's office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

## **Board Meeting Schedule for 2017–2018**

August 14, September 11, October 19, November 13, December 11, January 8, February 12, March 19, April 19, May 14, June 11, July 9.

### **Administration**

Brian S. Gray – Superintendent of Schools  
Rachel Evers – JH/HS Principal  
Coty Pratt – JH/HS Assistant Principal  
Lynn Whitaker – Elementary Principal

School Calendar: [www.ugisd.org](http://www.ugisd.org)

### **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.

## School Directory

Union Grove Administration Office, 11220 Union Grove Rd., or P.O. Box 1447 Gladewater, TX 75647, PH: 903-845-5509, Fax: 903-845-6178

Union Grove JH/HS, 11377 Union Grove Rd., or PO Box 1447 Gladewater, TX 75647  
PH: 903-845-5506, Fax: 903-845-3003

Union Grove Elementary, 10920 Union Grove Rd., or PO Box 1447 Gladewater, TX 75647  
PH:903-845-3481, Fax:903-845-6270

Union Grove ISD Maintenance Department, 11531 Union Grove Rd., or PO Box 1447  
Gladewater, TX 75647 PH: 903-845-5682

## District of Innovation

Union Grove ISD is utilizing HB 1842, of the 84<sup>th</sup> Legislative Session, in order to have more local control in certain areas. HB 1842 allows a traditional public school to have some of the same local flexibility that public charter schools have always been allowed. We feel this is a great opportunity for our local district to tailor plans based on the needs of our students and community. This plan will be in effect for the 2017-2018 school year through the 2021-2022 school year. This plan may be amended at any time by the committee with approval of the Board of Trustees. For more information regarding the District of Innovation Plan, see the Union Grove ISD website at [www.ugisd.org](http://www.ugisd.org)

# Employment

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## Equal Employment Opportunity

*Policies DAA, DIA*

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

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the Superintendent.

## Job Vacancy Announcements

*Policy DC*

Announcements of job vacancies by position and location are posted on a regular basis to the district's website: [www.ugisd.org](http://www.ugisd.org) or the Region VII website: [www.esc7.net](http://www.esc7.net)

## Employment After Retirement

*Policy DC*

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment After Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website ([www.trs.texas.gov/](http://www.trs.texas.gov/)).

## Contract and Noncontract Employment

### *Policy DC series*

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

**Probationary Contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may exceed one school year per the District of Innovation Plan.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

**Term Contracts.** Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online or copies will be provided upon request.

**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

**Paraprofessional and Auxiliary Employees.** All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

## Certification and Licenses

*Policies DBA, DF*

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Superintendent's Secretary in a timely manner.

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

## Recertification of Employment Authorization

*Policy DC*

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

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

## Searches and Alcohol and Drug Testing

*Policy CQ, DHE*

Noninvestigatory 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, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business.

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

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

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district’s policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Superintendent’s Secretary.

## **Health Safety Training**

*Policies DBA, DMA*

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Superintendent’s Secretary within 10 days of certification.

## **Reassignments and Transfers**

*Policy DK*

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be

reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

An employee 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. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by May. 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 Superintendent's office and must be approved by the receiving supervisor.

## Workload and Work Schedules

*Policies DEAB, DK, DL*

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

Classroom teachers will have planning periods for instructional preparation including 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 within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See *Overtime Compensation* on page 20 for additional information.

## Breaks for Expression of Breast Milk

*Policies DEAB, DG*

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.



A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

## Notification to Parents Regarding Qualifications

*Policies DK, DBA*

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Superintendent's Secretary.

## Outside Employment and Tutoring

*Policy DBD*

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest. An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.

## Performance Evaluation

*Policy DN series*

Evaluation of an employee's job performance is a continuous 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, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

## Employee Involvement

*Policies BQA, BQB*

At both the campus and district levels, UNION GROVE ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Superintendent's office.

## 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, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional 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

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## Salaries, Wages, and Stipends

*Policies DEA, DEAA, DEAB*

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 20.)

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

Employees should contact the business office for more information about the district's pay schedules or their own pay.

## Paychecks

All professional and salaried employees are paid on the 25<sup>th</sup> of each month. Automatic Payroll Deposit information will be e-mailed to all employees. Paychecks stubs will not be released to any person other than the district employee named on the check without the employee's written authorization. If you have questions, contact the business office.

## Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of two weeks is necessary to activate this service. Contact the business office for more information about the automatic payroll deposit service.

## Payroll Deductions

*Policy CFEA*

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations and certain charitable contributions approved by the board. Salary deductions are automatically made for unauthorized or unpaid leave.

## Overtime Compensation

### *Policy DEAB*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:00 a.m. Monday and ends at 11:59 p.m. Sunday

Nonexempt employees that are paid on a salary basis are paid for the hours set by the normal work schedule. Hours worked beyond the normal schedule up to 40 hours will be paid at a regular rate of pay.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

## Time Clock Guidelines and Policy for Non-Exempt Employees

Union Grove ISD uses the Time Clock Plus electronic time tracking system to enable the staff member to more accurately keep track of your time. It also allows the District to more efficiently process your time worked for payroll purposes. In order for this system to work to its fullest potential, we are asking all non-exempt employees to follow the guidelines and policy outlined below. Your cooperation and compliance with this policy is very much appreciated.

**Official Time of Record:** The Time Clock Plus electronic time keeping system and associated work records are the official basis for recording hours worked for non-exempt employees of UGISD. Time Clock Plus generated timesheets (based on the data in the timekeeping system). Any disputes over actual hours worked or attendance will be resolved by referring to the Time Clock Plus records.

**Daily Clock In/Out Requirements:** It is a job requirement that all non-exempt employees must “clock in” in the morning and “clock out” at the end of the workday at their place of work. Under certain conditions (such as trainings at an off-site location, extracurricular events, etc.), the employee should report time worked to the Payroll Department so that their time worked can be manually entered.

Other requirements and guidelines include:

- Employees should not clock in earlier than 7 minutes before their scheduled starting times, unless the employee has Supervisor approval for early arrival. Employees are expected to clock in by their scheduled start time.
- Employees shall not clock out before their scheduled ending time, unless authorized to do so by their Supervisor. If a non-exempt employee that is paid on an annualized basis clocks out early, they shall use leave or the time not worked will be docked from their pay.
- Clock in and out time will be rounded to the nearest quarter hour.
- Playing the clock to take advantage of rounding is prohibited, e.g. clocking in at 8:07 a.m. knowing the clock will round back to 8:00 a.m. or clocking out at 4:53 p.m. knowing the clock will round forward to 5:00 p.m. Employees are expected to clock in at their scheduled start time and out at their scheduled end time.
- Employees **will** clock out and clock in for lunch breaks.
- Employees must clock out and back in for any other breaks **ONLY** when they leave the premises.

**Falsification, Tampering and Unauthorized Viewing:** The infractions below are considered serious offenses and there will be immediate discipline enforced up to and including termination: Any attempt to tamper with timekeeping hardware or software. Punching in for an absent or late employee (a.k.a. “buddy punching”). Anyone interfering with other employees’ use of the Time Clock Plus system. Unauthorized viewing of another employee’s time in the Time Clock Plus

system. The Supervisor and the Superintendent will review the specific details of such an infraction (including, but not limited to, the above infractions) and develop an appropriate response.

**Clock Problems:** If an employee is unable to clock in or out because of a time clock malfunction or accidental oversight, it is the employee's responsibility to immediately inform their Supervisor. The Supervisor will then notify the Payroll Department of any clock problems.

**Unreported Hours:** Intentional or careless working off the clock is prohibited. Employees are required to clock in before performing any work. Employees are not permitted to clock out before actually stopping work. Forgetting to clock in or out is not a legitimate reason for working off the clock.

**Continuous "forgetting" to clock in or out or "accidental oversight" will not be permitted.** More than four (4) punches that must be manually entered by the Payroll Department (**not including clock malfunctions**), could result in disciplinary action taken against the employee.

**Processing of Electronic Time Reports:** The Payroll office will close the work week in Time Clock Plus, according to a preset schedule, to ensure that time adjustments and leave taken are properly recorded. Therefore, it is imperative that employees resolve all missed punches immediately. Each Supervisor must ask the employees to review and sign the time sheet printed from Time Clock Plus. If the Supervisor is satisfied with the hours reported, he/she should sign the electronic time sheet as well and submit the time sheet to the Payroll Department.

**Overtime:** Overtime should always be authorized in advance by a supervisor. Overtime will be calculated based on the actual hours recorded and credited to the employee, as measured by the Time Clock Plus system. Employees that work unauthorized overtime could be subject to disciplinary action.

**Docked Pay:** If a non-exempt employee is absent and has used up all available compensatory time, local days, state days, etc., their pay shall be docked for the hours missed.

**Absences From Duty:** Time Clock Plus is an electronic timekeeping system and, as such, does not remove the need for employees completing an Absence From Duty Form when away from the District.

**Definitions:** Non-exempt employees are determined by FLSA and they are to include positions such as secretaries, aides, bus drivers, HVAC workers, maintenance/custodial workers and managers, cafeteria workers and managers, clerks, etc.... (Please contact the Payroll Department for questions about specific positions).

## Travel Expense Reimbursement

### *Policy DEE*

Before any travel expenses are incurred by an employee, the employee's supervisor and the business office must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Travel expense forms for reimbursement are available on the district's web site, [www.ugisd.org](http://www.ugisd.org), Faculty Links, Employee Forms. Employees must submit *itemized receipts* in order to be reimbursed for allowable expenses other than mileage.

## Health, Dental, and Life Insurance

### *Policy CRD*

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

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the business office for more information.

## Supplemental Insurance Benefits

### *Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs for dental, disability, catastrophic illness and life coverage. Premiums for these programs can be paid by payroll deduction. Employees should contact the business office 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., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

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

## Workers' Compensation Insurance

### *Policy CRE*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from the Texas Association of School Boards, effective September 1<sup>st</sup> – August 31<sup>st</sup>.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

**All work-related accidents or injuries should be reported immediately to the employees' supervisor, who should then report it to the business office.** Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, page 33 for information on use of paid leave for such absences.

## Unemployment Compensation Insurance

### *Policy CRF*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. 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 business office.

## Teacher Retirement

### *Policy DEG*

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and



the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the business office as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web ([www.trs.texas.gov/](http://www.trs.texas.gov/)) See page 12 for information on restrictions of employment of retirees in Texas public schools.

## Other Benefit Programs

The district provides other benefits to employees including free lunches in the cafeteria, free athletic passes to home games for the employee, and tuition-free attendance for children of nonresident employees.

# Leaves and Absences

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*Policies DEC, DECA, DECB*

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than **five days** should call the business office for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in half-day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- Old State Leave
- State Leave

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification.

**Immediate Family.** For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA (LEGAL).

**Medical Certification.** Any employee who is absent more than **five days** because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical

certification. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**Continuation of Health Insurance.** Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave. Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee’s unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

## Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee’s usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

**Nondiscretionary.** Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

**Discretionary.** Leave taken at an employee’s discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor **14 days** in advance of the anticipated absence. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

- A maximum of 20% of campus employees in each job category will be permitted to take discretionary personal leave at the same time.
- Discretionary personal leave may not last more than three consecutive workdays.

***RESTRICTED DAYS – Discretionary leave shall not be allowed on the following days:***

- \* The day before or after a school holiday;
- \* Days scheduled for end-of-semester or end-of-year exams;

- \* Days scheduled for state-mandated assessments;
- \* Professional or staff development days; and
- \* The first day of instruction in a school year.

The use of this leave is fully defined in Board Policy DEC(LOCAL)

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

## State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in whole or half-day increments, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

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

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

## Local Leave

All employees, except bus drivers, shall earn five workdays of local leave per year at the same rate as state personal leave. Bus drivers shall earn three workdays of paid local leave per school year in accordance with administrative regulations. Local leave is noncumulative and shall be taken with no loss of pay. Local leave may also be used for the first-year care following the birth of an employee's child, or the placement of a child with the employee for adoption or foster care. Use of sick and/or local leave in the immediate family shall not exceed three workdays per occurrence, subject to extenuating circumstances and the approval of the District. For purposes of personal illness, illness in the immediate family, family emergency, or death in the immediate family, available leave shall be used according to the terms and conditions of state personal leave.

## Sick Leave Pool

An employee who has exhausted all paid leave and who suffers from a catastrophic illness or injury may request the establishment of a sick leave pool, to which District employees may donate only local leave for use by the eligible employee. If the employee is unable to submit the request, a member of the employee's family or the employee's supervisor may submit the request to establish a sick leave pool.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

The Superintendent or designee shall develop regulations for the implementation of the sick pool that address the following:

- Procedures to request the establishment of a sick leave pool
- The maximum number of days an employee may donate to a sick leave pool
- The maximum number of days per school year an eligible employee may receive from a sick leave pool
- The return of unused days to donors

All decisions regarding the establishment or implementation of the District's sick leave pool may be appealed in accordance with DGBA(LOCAL), beginning with the Superintendent, or designee.

## Family and Medical Leave Act (FMLA)—General Provisions

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

**Leave Entitlement.** Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- The birth of a child or placement for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent, who has a serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

### **Benefits and Protections**

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

### **Eligibility Requirements**

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special hours of service eligibility requirements apply to airline flight crew employees.

### **Requesting Leave**

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## **Employer Responsibilities**

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## **Enforcement**

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

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

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[www.wagehour.dol.gov](http://www.wagehour.dol.gov)

## **Local Family and Medical Leave Provisions**

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period.

- beginning on the first duty day of the school year

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

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

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

**Fitness for Duty.** An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee's ability to perform essential job function is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider.

**Reinstatement.** An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy (see DECA (LEGAL)).

**Failure to Return.** If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

**District Contact.** Employees that require FML or have questions should contact the business office for details on eligibility, requirements, and limitations.

## Temporary Disability Leave

**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. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The 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 180 calendar days.



If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the business office should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties.

Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

## Workers' Compensation Benefits

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

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

## Assault Leave

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

The district provides paid leave to employees who are summoned to jury duty. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and will be required to provide the district a copy of the summons to document the need for leave.

**When an employee has been released by the court, the employee is to report to his or her principal or supervisor immediately. If the employee does not return to work, they will be charged personal leave accordingly.** Employees must obtain the attendance form available from the District Clerk's office and attach such to the absence form.

## Compliance with a Subpoena

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

## Truancy Court Appearances

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

## Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

## Military Leave

**Paid Leave for Military Service.** Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave when engaged in authorized training or duty orders by proper authority. Paid military leave is limited to 15 days each fiscal 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 who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be 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 within the time specified by law to the Superintendent's office. In most cases, the length of federal military service cannot exceed five years.

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

## Non-Work Days

Employees who work 226 days will be provided with a set number (usually 10) of non-work days each year. Notice will be sent to all 226-day employees notifying them of the exact number of non-work days for the year. These days are not paid days, but employees may use these days to be off from work without receiving a dock in pay.

Non-work days will not be extended to employees who resign their position prior to the school year ending. If employees use any non-work days and do not work the full year, these days will be deducted from the final check. **Non-work days do not carry-over from year to year.**

To schedule the use of a non-work day, the employee must seek permission from the immediate supervisor. Generally, approval will be granted if the day requested does not interfere with completion of departmental duties, assignments, or projects.

# Employee Relations and Communications

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## Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include the annual Christmas party, the end-of-year Employee Appreciation Banquet, H.E.L.P. awards given by the Board of Trustees and appreciation awards from the campus principals.

## District Communications

Throughout the school year, the Union Grove ISD administration office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

1. District Web Site: [www.ugisd.org](http://www.ugisd.org)
2. The Texas Academic Progress Report
3. The School Report Card
4. Minutes of the District Site-Based Committee meetings
5. Minutes of the monthly school board meetings
6. Monthly Activity Calendar
7. Postings on Facebook
8. Weekly update on e-mail from the Superintendent

# Complaints and Grievances

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## *Policy DGBA*

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints, DGBA (LEGAL AND LOCAL) are attached in Appendix B –Board Polices or under the following link:

<http://pol.tasb.org/Policy/Code/1171?filter=DGBA>

# Employee Conduct and Welfare

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## Standards of Conduct

### *Policy DH*

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 61 for additional information.

## Dress and Grooming

### *Policy DH Local*

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

Additional Standards:

- Employees may not wear clothing items prohibited by the student handbooks.
- Employees are not permitted to wear any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the superintendent, principal or supervisor.

- Employees should not wear clothing that exposes cleavage, the midriff, undergarments, or that is otherwise immodest.
- Blue jeans are only permitted on days approved by the superintendent, principal or supervisor. Torn or ripped jeans are not permitted.
- Wind suits, sweat suits, and shorts of any kind are not permitted except for coaches and physical education teachers. Coaches must wear long pants over gym shorts while in the classroom or academic buildings.
- Form fitting attire such as leggings, tights or similar clothing is not permitted unless worn under a skirt/dress no shorter than 3” from the top of the knee.
- Body piercing jewelry is not permitted. Earrings may be worn in the ears by female employees only.

Please use good judgment. Employees are expected to dress as an example for students. An employee’s standard of dress is to be more professional than the students. These dress codes apply to substitute staff also.

## Dress Code Violations

### *Policy DH*

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violations of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment.

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

### **Texas Educators’ Code of Ethics**

#### **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 and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

#### **Professional Standards**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Standard 1.13** The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

**Standard 1.14** The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

## **2. Ethical Conduct toward Professional Colleagues**



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

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

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

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

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

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

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

### **3. Ethical Conduct toward Students**

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

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

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

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

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

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

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

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

**Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell

phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

## **Discrimination, Harassment, and Retaliation**

*Policies DH, DIA*

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

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation, DIA(LEGAL AND LOCAL) are attached in Appendix B –Board Policies or under the following link:

<http://pol.tasb.org/Policy/Code/1171?filter=DIA>

## **Harassment of Students**

*Policies DH, DHB, FFG, FFH, FFI*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 43 and *Bullying*, page 65 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students, DHB and FFH(LEGAL and LOCAL) are attached in Appendix B – Board Policies or under the following link.

<http://pol.tasb.org/Policy/Code/1171?filter=DHB>

<http://pol.tasb.org/Policy/Code/1171?filter=FFH>

## Reporting Suspected Child Abuse

*Policies DG, DH, DHB, FFG, GRA*

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §26.001, 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.

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child or disabled person.

Reports to Child Protective Services can be made to a local CPS office 903-843-5049, the Upshur County Sheriff's office 903-843-2541 or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas 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 to the appropriate agency.

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

## Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at [www.ugisd.org](http://www.ugisd.org). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

## Reporting Crime

### *Policy DG*

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

## Technology Resources

### *Policy CQ*

The district's technology resources, including its networks, computer systems, e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district.

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

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

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the District Technology Director.

## Personal Use of Electronic Media

*Policy CQ, DH*

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that

- they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
    - Confidentiality of student records. [See Policy FL]
    - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
    - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
    - Copyright law [See Policy CY]
    - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

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

## Use of Electronic Media with Students

### *Policy DH*

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

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

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

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

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
  - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
  - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district e-mail address.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.

- The employee shall not communicate directly with any student between the hours of 8:00 p.m. and 8:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records [See Policies CPC and FL]
  - Copyright law [See Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

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

## **Criminal History Background Checks**

### *Policy DBAA*

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

## **Employee Arrests and Convictions**

### *Policy DH*



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

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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the SBEC rules

If an educator is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA.

## **Alcohol and Drug-Abuse Prevention**

*Policies DH, DI*

Union Grove ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. 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 regarding employee drug use follows:

### **DRUG-FREE WORKPLACE NOTICE**

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Sanctions may include:

- Referral to drug and alcohol counseling or rehabilitation programs;
- Referral to employee assistance programs;
- Termination from employment with the District; and
- Referral to appropriate law enforcement officials for

prosecution. As a condition of employment, an employee shall:

- Abide by the terms of this notice; and
- Notify the Superintendent, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with DH(LOCAL).

[This notice complies with the requirements of the federal Drug-Free Workplace Act (41 U.S.C. 702).]

The district's policy regarding employee drug use are attached in Appendix B –Board Policies or under the following link:

<http://pol.tasb.org/Policy/Code/1171?filter=DH>

<http://pol.tasb.org/Policy/Code/1171?filter=DI>

## Tobacco Products and E-Cigarette Use

*Policies DH, FNCD GKA*

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. 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, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

## Fraud and Financial Impropriety

*Policy CAA*

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

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

## **Conflict of Interest**

*Policy CB, DBD*

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

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

## Gifts and Favors

### *Policy DBD*

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

## Copyrighted Materials

### *Policy EFE*

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

## Associations and Political Activities

### *Policy DGA*

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

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

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

## Charitable Contributions

### *Policy DG*

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In

addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

## Safety

### *Policy CK series*

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

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues can contact the Superintendent.

## Possession of Firearms and Weapons

### *Policies DH, FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, 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 supervisor or call the Superintendent's office immediately. The only exception to this policy will be CKC(LOCAL) as outlined below:

- Recognizing that the security and safety of District students is paramount, the Board adopts these provisions regarding firearms to address concerns about effective and timely response to emergency situations at District schools, including: invasion of a school by an armed outsider; a hostage situation; actions of a student who is armed and poses a direct threat of physical harm to himself, herself, or others; and similar circumstances.
- Pursuant to its authority under Texas Penal Code 46.03(a)(1), the Board may, from time to time, authorize specific District employees to possess certain firearms on school property, at school-sponsored or school-related events, and at Board meetings. Selection and authorization of employees shall be in compliance with this policy and any other applicable rules or regulations of the District. The Superintendent shall issue written authorization to an approved employee. Any duties performed by an employee

under this policy shall be considered within the course and scope of his or her employment. The Superintendent shall develop administrative regulations regarding firearms including the storage of firearms, the use of firearms in an emergency situation, and other related details.

- Only a District employee who maintains a current license to carry a concealed handgun, in accordance with state law, shall be eligible for authorization to possess a firearm on District property.
- Each District employee who is authorized to possess a firearm on District property shall, at the District's expense, complete additional training in crisis intervention, management of hostage situations, and other relevant topics as the Board or designee may determine necessary or appropriate.

## 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.

## Asbestos Management Plan

*Policy CKA*

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the Superintendent's office and is available for inspection during normal business hours.

## Pest Control Treatment

*Policies CLB, DI*

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in campus offices and teacher workrooms. In addition, individual employees may request in writing to be notified of pesticide applications. An

employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

## Other Topics

### *Policies CPAB*

## Mail Procedure

School business mail should be properly addressed and sent to your campus office. If you need boxes/packages mailed, tape the box with packing tape, complete and attach an address label to the box/package, note on the article if it should be insured and the value of the package, and what type of material is enclosed (i.e., videos, books, materials being returned) for the appropriate postage rate to be applied. Send a Purchase Order with the box/package to the business office, leave the amount blank and postage will be filled in when the package is taken to the post office. Always request a tracking number on boxes/packages returned for vendor credit. Materials accepted on approval are discouraged unless absolutely necessary due to the cost of returning unwanted merchandise and billing confusion on those items.

## Inventory

The business office has issued to each staff member a form – “Change in Fixed Assets/Inventory” – to be completed when any changes in furniture or equipment are made in the classroom/office. Periodically during the year an inventory list for your classroom/area will be sent for verification. Please check carefully and note any changes and return promptly. Cooperation is expected in maintaining accurate inventory records.

# General Procedures

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## Bad Weather Closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. All staff will receive a message through the School Messenger system. Please keep all phone numbers up to date with the Superintendent's secretary. This information is also given to local television and radio stations as soon as it is determined that school will be canceled. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website, School Messenger will send out a message, the the Superintendent will notify the following radio and television stations:

- \*KLTV – Channel 7
- \*KETK – Channel 56
- \*CBS 19 – Channel 11
- \*KYKX Radio – 105.7 – Longview
- \*KNUE – 101.5 - Longview

## Emergencies

*Policies CKC, CKD*

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

**Fire Drills:** Scheduled and unscheduled fire and disaster drills will be held periodically throughout the year. Make sure your room has the escape route posted and you are familiar with the procedures. Please make sure to have information available to substitutes as well.



## Purchasing Procedures

### *Policy CH*

**Requisitions/Purchase Orders:** Employees must submit all requests for purchases through the automated requisition system. The requisition will electronically go through the approval process and once approved, assign a purchase order number. Include any instructions to the business office on the requisition before submitting it. Please be specific when completing this information to save confusion and delay on your order. Send any supporting documents to the business office through inter-office mail, fax, or email. The Business Office will not issue purchase order numbers over the phone except to the principal or supervisor; this includes phone orders made directly to vendors. Please refer to the Union Grove ISD Fiscal Manual for more information regarding purchasing.

[http://www.ugisd.org/docs/ugisd/ugisd\\_fiscal\\_manual-final\\_2.pdf](http://www.ugisd.org/docs/ugisd/ugisd_fiscal_manual-final_2.pdf)

**Employees will not make purchases, charges, or commitments to buy goods or services on behalf of Union Grove ISD without a purchase order.** The district **will not** reimburse employees or assume responsibility for purchases made without prior authorization. Employees cannot purchase supplies or equipment for personal use through the district's business office.

Upon receipt of order, send packing slips to business office with notation of "order complete-okay for payment" or "order incomplete".

**Budget:** Once approved by the Board, you can access your budget through online. If you need items prior to September 1, please contact your principal's office for instructions. New teachers should contact the business office for instructions about accessing the financial system.

**Check Requests:** Requests for travel and advances – pre-paid orders that you personally pick up, field trips, consultant fees, or any other miscellaneous check requests **MUST** be turned in to the business office by noon on Friday. Checks will be ready for pick up on *the next* Friday. ***You must plan ahead in order to have your check when needed.***

**Student activity funds:** All of the above apply to Student activity funds also. Contact the superintendent's secretary for additional information on student activity accounts.

All requests for purchases must be submitted to the department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. ***Employees are not permitted to purchase supplies or equipment for personal use through the district's business office.*** Contact business office for additional information on purchasing procedures.

## Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the business office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the business office.

## Personnel Records

*Policy DBA, 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, including personal cell phone number
- Information that reveals whether they have family members
- Personal e-mail address

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

## Building Use

*Policies DGA, GKD*

Employees who wish to use district facilities after school hours must follow established procedures. The Superintendent is responsible for scheduling the use of facilities after school hours. Forms are available online or at the Superintendent's office to request to use school facilities and to obtain information on the fees charged. Sponsors of any organization wanting to use facilities for meetings or activities outside the regular school day (excluding regularly scheduled athletic contests and practices) must complete a "Request for Use of Facilities" form and obtain approval from the campus principal prior to filing with the superintendent. The Superintendent will have final approval of use of all school facilities.

**Building Access:** The JH/HS high school campus buildings are controlled by a security code assigned to each person. This code is confidential and should not be given to any other person. Keys and door security cards to campus facilities should also be guarded carefully and if lost, must be reported immediately to your principal or supervisor.

**Visitors:** All visitors must sign in at the campus office. If any visitor comes to your classroom without reporting to the campus office first, they should be directed to the principal's office to sign in and make arrangements to visit any classroom/teacher.

**Transportation requests:** Teachers/sponsors/coaches of extracurricular/cocurricular activities, fieldtrips etc. needing to transport students by school vehicle **must submit a request at least one week prior to the event** to make arrangements for vehicle and drivers.

**School bus:** complete a *Transportation Request* form; give to your principal for approval

**Car/Van/Truck/Suburban:** complete a *Transportation Request* form – indicate which vehicle you are requesting in the space for bus number and submit your request to your principal for approval. **The request will then be sent to the superintendent for final approval.**

The key for the vehicle will be issued from the superintendent's office, and must be returned to the superintendent's office. There is a calendar in each vehicle; all personnel must write down their beginning and ending mileage. All staff members who check out a gas card will be responsible for returning it in a timely manner with receipts.

# Termination of Employment

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## Resignations

*Policy DFE*

**All resignations shall be submitted in writing to the Superintendent. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning.**

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

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the Texas Education Agency* on page 61.

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

## Dismissal or Nonrenewal of Contract Employees

*Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF, DFFA, DFFB, DFFC*

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

## Dismissal of Noncontract Employees

*Policy DCD*

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 37.)

## Exit Interviews and Procedures

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 including intellectual property, and equipment must be returned upon separation from employment.

## Reports to Texas Education Agency

*Policy DF, DHB*

The dismissal of a certified employee must be reported to the Division of Investigations at TEA whenever the termination is based on evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The superintendent is also required to notify TEA when a certified employee resigns and there is evidence the educator engaged in the conduct listed above.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions,

indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

## **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

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## Equal Educational Opportunities

*Policies FB, FFH*

UNION GROVE ISD does not discriminate on the basis of race, color, religion, 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.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to the Superintendent of Schools – 903-845-5509.

## Student Records

*Policy FL*

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

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

## Parent and Student Complaints

*Policy FNG*

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

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

## **Administering Medication to Students**

*Policy FFAC*

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen<sup>®</sup>), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other 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**

*Policies DH, FFAC*

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

## **Psychotropic Drugs**

*Policy FFAC*

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

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



## **Student Conduct and Discipline**

*Policies in the FN series and FO series*

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

## **Student Attendance**

*Policy FEB*

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law. All notes must be turned in within five (5) days after the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

## **Bullying**

*Policy FFI*

All employees are required to report student complaints of bullying to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students are attached in Appendix B –Board Policies or under the following link:

<http://pol.tasb.org/Policy/Code/1171?filter=FFI>

## **Hazing**

*Policy FNCC*

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

## **APPENDIX – A**

### **19 TAC Chapter 37 – Discipline, Law and Order**

Section 37.001-37.022

Handout given at teacher in-service and this may also be accessed online at:

<http://www.tasb.org/services/policy/resources/safety.aspx>

## **APPENDIX – B**

AE – [EDUCATIONAL PHILOSOPHY](#)

BA – [BOARD LEGAL STATUS](#)

BB – [BOARD MEMBERS - ELIGIBILITY/QUALIFICATIONS](#)

BE – [BOARD MEETINGS](#)

BQ, BQA, BQB – [PLANNING AND DECISION-MAKING PROCESS](#)

CAA – [FISCAL MANAGEMENT GOALS AND OBJECTIVES - FINANCIAL ETHICS](#)

CB – [STATE AND FEDERAL REVENUE SOURCES - STATE](#)

CFEA – [PAYROLL PROCEDURES - SALARY DEDUCTIONS AND REDUCTIONS](#)

CH – [PURCHASING AND ACQUISITION](#)

CK – [SAFETY PROGRAM/RISK MANAGEMENT](#)

CKA – [SAFETY PROGRAM/RISK MANAGEMENT - INSPECTIONS](#)

CKC – [SAFETY PROGRAM/RISK MANAGEMENT - EMERGENCY PLANS](#)

CKD – [SAFETY PROGRAM/RISK MANAGEMENT - EMERGENCY MEDICAL EQUIPMENT AND PROCEDURES](#)

CLB – [BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT - MAINTENANCE](#)

CRD – [INSURANCE AND ANNUITIES MANAGEMENT - HEALTH AND LIFE INSURANCE](#)

CRE – [INSURANCE AND ANNUITIES MANAGEMENT - WORKERS' COMPENSATION](#)

CRF – [INSURANCE AND ANNUITIES MANAGEMENT - UNEMPLOYMENT INSURANCE](#)

CQ – [TECHNOLOGY RESOURCES](#)

CY – [INTELLECTUAL PROPERTY](#)

DAA – [EMPLOYMENT OBJECTIVES - EQUAL EMPLOYMENT OPPORTUNITY](#)

DBA, DBAA – [EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - CREDENTIALS AND RECORDS;](#)  
[EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - CRIMINAL HISTORY AND CREDIT REPORTS](#)

DBD – [EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - CONFLICT OF INTEREST](#)

DC – [EMPLOYMENT PRACTICES](#)

DCD – [EMPLOYMENT PRACTICES - AT-WILL EMPLOYMENT](#)

DEA, DEAA, DEAB – [COMPENSATION AND BENEFITS - COMPENSATION PLAN;](#) [COMPENSATION PLAN - INCENTIVES AND STIPENDS;](#) [COMPENSATION PLAN - WAGE AND HOUR LAWS](#)

DEC, DECA, DECB – [COMPENSATION AND BENEFITS - LEAVES AND ABSENCES;](#) [LEAVES AND ABSENCES - FAMILY AND MEDICAL LEAVE;](#) [LEAVES AND ABSENCES - MILITARY LEAVE](#)

DEE – [COMPENSATION AND BENEFITS - EXPENSE REIMBURSEMENT](#)

DF – [TERMINATION OF EMPLOYMENT](#)

DFAA, DFAB – [PROBATIONARY CONTRACTS - SUSPENSION/TERMINATION DURING CONTRACT;](#)  
[PROBATIONARY CONTRACTS - TERMINATION AT END OF YEAR](#)

DFBA – [TERM CONTRACTS - SUSPENSION/TERMINATION DURING CONTRACT](#)

DFBB – [TERM CONTRACTS - NONRENEWAL](#)

DFD – [TERMINATION OF EMPLOYMENT - HEARINGS BEFORE HEARING EXAMINER](#)

DFE – [TERMINATION OF EMPLOYMENT - RESIGNATION](#)  
DFF – [TERMINATION OF EMPLOYMENT - REDUCTION IN FORCE](#)  
DFFA, DFFB – [REDUCTION IN FORCE - FINANCIAL EXIGENCY](#); [REDUCTION IN FORCE - PROGRAM CHANGE](#)  
DG – [EMPLOYEE RIGHTS AND PRIVILEGES](#)  
DGA – [EMPLOYEE RIGHTS AND PRIVILEGES - FREEDOM OF ASSOCIATION](#)  
DGBA – [PERSONNEL-MANAGEMENT RELATIONS - EMPLOYEE COMPLAINTS/GRIEVANCES](#)  
DH – [EMPLOYEE STANDARDS OF CONDUCT](#)  
DHB – [EMPLOYEE STANDARDS OF CONDUCT - REPORTS TO STATE BOARD FOR EDUCATOR CERTIFICATION](#)  
DHE – [EMPLOYEE STANDARDS OF CONDUCT - SEARCHES AND ALCOHOL/DRUG TESTING](#)  
DI – [EMPLOYEE WELFARE](#)  
DIA – [EMPLOYEE WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION](#)  
DK – [ASSIGNMENT AND SCHEDULES](#)  
DL – [WORK LOAD](#)  
DMA – [PROFESSIONAL DEVELOPMENT - REQUIRED STAFF DEVELOPMENT](#)  
DN – [PERFORMANCE APPRAISAL](#)  
FB – [EQUAL EDUCATIONAL OPPORTUNITY](#)  
FEB – [ATTENDANCE - ATTENDANCE ACCOUNTING](#)  
FFAC – [WELLNESS AND HEALTH SERVICES - MEDICAL TREATMENT](#)  
FFG – [STUDENT WELFARE - CHILD ABUSE AND NEGLECT](#)  
FFH – [STUDENT WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION](#)  
FFI – [STUDENT WELFARE - FREEDOM FROM BULLYING](#)  
FL – [STUDENT RECORDS](#)  
FNCC – [STUDENT CONDUCT - PROHIBITED ORGANIZATIONS AND HAZING](#)  
FNCD – [STUDENT CONDUCT - TOBACCO USE AND POSSESSION](#)  
FN Series – [STUDENT RIGHTS AND RESPONSIBILITIES](#)  
FNCG – [STUDENT CONDUCT - WEAPONS](#)  
FNG – [STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT AND PARENT COMPLAINTS/GRIEVANCES](#)  
FO Series – [STUDENT DISCIPLINE](#)  
GBA – [PUBLIC INFORMATION PROGRAM - ACCESS TO PUBLIC INFORMATION](#)  
GKA – [COMMUNITY RELATIONS - CONDUCT ON SCHOOL PREMISES](#)  
GKC – [COMMUNITY RELATIONS - VISITORS TO THE SCHOOLS](#)  
GKD – [COMMUNITY RELATIONS - NONSCHOOL USE OF SCHOOL FACILITIES](#)  
GRA – [RELATIONS WITH GOVERNMENTAL ENTITIES - STATE AND LOCAL GOVERNMENTAL AUTHORITIES](#)

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