

TORNILLO

INDEPENDENT SCHOOL DISTRICT



2011-2012

EMPLOYEE HANDBOOK

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I. INTRODUCTION

Sometimes being “the new kid on the block” is terrible. One has so many questions and it can be frustrating to find one place where all the information is available. It is also true that small school Districts such as ours do not have the resources available to provide the lengthy orientation sessions and training that a new employee gets at larger Districts. Therefore, the purpose of this handbook is to provide information that will help you answer your questions and pave the way for a successful year.

Due to size considerations, not all District policies and procedures are included. Also, those policies that are included have been often summarized. To see the complete text of our official policies you can go online and find them at <http://www.tasb.org/policy/pol/private/071908/> from your computer.

We really do want this handbook to be useful and relevant. Any suggestions you may have for additions and improvements to this handbook are welcome and may be sent to the Human Resources Office.

Now let us get some of the legal talk out of the way....

This handbook is neither a contract nor a substitute for the official District policy manual. It is not intended to alter the at-will status of employees in any way. Rather, it is a guide to and a brief explanation of District policies. District policies and procedures can change at any time. 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. The Board policy is the final controlling authority in matters of dispute.

Whew! Did you get all that?

Now that the legal stuff has been said, we would like to thank you for being a part of the TEAM that we are building at Tornillo ISD. It is our belief that we can have good academics, good athletics, good discipline, and a good time! But, we can only achieve ALL of these when we work TOGETHER!

Best wishes on a great school year....

II. EMPLOYEE HANDBOOK RECEIPT

2011-2012

Name _____

Campus / Department _____

I hereby acknowledge the receipt of my personal copy of the Tornillo ISD Employee Handbook. I agree to abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this booklet. As the District provides updated policy information, I accept responsibility for reading and abiding by these changes as they occur.

I understand that no modifications to contractual relationships or alterations of at-will relationships are intended, or implied, 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 Personnel Office, if I have questions, concerns or need further explanation of District policies or procedures.

Signature

Date

Note: This handbook includes two copies of this form. Please sign and date one and keep it in the handbook. Sign and date the other copy and forward it to the Personnel Office.

EMPLOYEE HANDBOOK RECEIPT (COPY)

2011-2012

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Campus / Department _____

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III. DISTRICT INFORMATION

Description of the District

Tornillo Independent School District is located approximately 35 miles southeast of El Paso. Our District is one of 12 school districts in the Region 19 Education Service Center area. Just recently, Tornillo ISD was one of the fastest growing districts in the State of Texas with a student growth rate of between 15 and 20 percent. Our students are taught in five campuses: Tornillo Elementary (Pre K through 2nd grade), Tornillo Elementary Annex (3rd grade), Tornillo Intermediate (4th through 6th grade), Tornillo Junior High (7th and 8th grade), and Tornillo High (9th through 12th grade). Our facilities are rather new, well kept, and pleasant to work in.

Mission statement

Policy AE

By holding all stakeholders accountable for their role, students will be equipped to set and achieve personal goals to become positive contributors to their community.

Our Vision

Tornillo Independent School District is an accountable team of staff, students, and community members focused on the education of our students. It is important for our students to achieve their maximum potential in an environment that is fun and enhances the joy of learning.

District Goals and Objectives

Policies AF, EA

State of Texas Objectives:

- Objective 1: Parents will be full partners with educators in the education of their children.
- Objective 2: Students will be encouraged and challenged to meet their full educational potential.
- Objective 3: Through enhanced dropout prevention efforts, all students will remain in school until they obtain a diploma.
- Objective 4: A well-balanced and appropriate curriculum will be provided to all students.
- Objective 5: Qualified and highly effective personnel will be recruited, developed and retained.
- Objective 6: Texas students will demonstrate exemplary performance in comparison to national and international standards.

State of Texas Goals:

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

Tornillo ISD Goals:

- Local Goal 1: Increase student achievement in all areas by raising expectations without exceptions.
- Local Goal 2: Retain and recruit a quality staff that will maintain standards that foster student success.
- Local Goal 3: Expand and promote community involvement and support.
- Local Goal 4: Provide adequate facilities to the extent it is financially possible with acceptable alternatives.

Board of Trustees Policies

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

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, facilities, and expansions. The Board has complete and final control over school matters within limits established by law and State Board of Education rules.

The Board of Trustees is elected by the citizens of the District to ensure a strong educational program for the District's children. Trustees are elected by place and serve three-year terms. Trustees serve without compensation, must be registered voters, and must reside in the District.

Board members:

Rachel Avila, President	Term expires 2014
Patricio Guerra, Vice-President	Term expires 2012
Bertha Brew, Secretary	Term expires 2012
Ofelia Bosquez, Member	Term expires 2014
Francisco J. Escalante, Member	Term expires 2014
Hector Lopez, Member	Term expires 2014
Joe F. Tittle, Trustee	Term expires 2012

Trustees usually meet at 6:30 p.m. in the Board Room of the Red Brick building on 19200 Cobb Avenue Tornillo, TX 79853 on varying business days of the third week of each month. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Central Administration Building at least 72 hours before the scheduled meeting time. Often, as a public convenience, additional notices are posted at Post Office. 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. Under the following circumstances, Texas law permits the board to go into a closed session: to discuss prospective gifts or donations, real property acquisition, personnel issues & employee complaints, security matters, student discipline, or to consult with attorneys.

Board meeting schedule

Tentative Board meeting schedule for 2011 – 2012 will be on any week day of the 3rd week of the month as per policy....

July 19 th , 2011	Jan 31 st , 2012
Aug 16 th , 2011	Feb 28 th , 2012
Sep 27 th , 2011	Mar 27 th , 2012
Oct 25 th , 2011	Apr 17 th , 2012
Nov 15 th , 2011	May 15 th , 2012
Dec 13 th , 2011	June 11 th – 15 th , 2012

Administration

Paul Vranish.....	Superintendent
Norma Morales.....	Manager-Finance
Guadalupe Juarez.....	Manager-Payroll
Alice Reyes	Clerk-Accounts Payable
Elizabeth Aguirre.....	Clerk-Accounts Payable
Yolanda Perez.....	Clerk-Human Resources
Estela Pacheco	Receptionist
Sandra Marin	Superintendent's Secretary
Jose (Pepe) Ramirez	Manager – Ancillary Services
Raymond Cobos	Director of Facilities
Cody Burris.....	Director of Athletics
Uriel Tony Perez	Director of Food Services
Elvia Hernandez.....	Coordinator of Special Education

Marla Vranish	Post-Secondary Readiness, High School
Severo Alcoset	Principal, Elementary School
Adriana Cantu	Principal, Intermediate School
Noe Cantu	Campus Support, Intermediate
Lisa Estrada	Principal, Junior High
Margaret Ruybe	Principal, High School
Leticia Lopez	Campus Support, High School

(For an organizational chart of the District - see Appendix A-2)

Helpful Contacts and Directory

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.

Superintendent	765-3007
Finance Manager	765-3010
Accounts Payable	765-3015
Payroll	765-3020
Personnel	765-3025
Transportation	765-3050
Athletics/Title IX Compliance	765-3080
Security	637-1592 or 637-8449
Custodial / Maintenance	765-3050 or 765-3060
Special Education/ADA Compliance	765-3040
Section 504 and Age Act Compliance	765-3021
Technology	765-3033, 765-3030 or 765-3035
High School Cafeteria	765-3565
Elementary School Cafeteria	765-3165
Elementary School	765-3150
Elementary Annex	765-3200
Intermediate School	765-3300
Junior High School	765-3450
High School	765-3550

IV. EMPLOYMENT

Equal employment opportunity

Policy DAA

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

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

Job vacancy announcements

Policy DC

To the extent possible, announcements of job vacancies by position and location are posted on a regular basis at the central administration building, school campuses, district's Web site, and advertised, as needed, in local papers.

Contract and non-contract employment

Policies DC, DCA, DCB, DCC, DCD, DCE

State law requires the District to employ all full-time professional and administrative employees in positions requiring a certificate from the State Board for Educators 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 various employment arrangements used by the District.

Probationary contracts - All full-time, professional and administrative employees employed in positions requiring certification, as well as registered nurses (RN's), who are new to the District 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 who move to a position requiring a new class of certification may also be employed by a probationary contract. Probationary contracts are one-year contracts.

The probationary period for experienced educators (those who have been employed in public schools for at least five of the eight years preceding employment with the District) is one full school year. For those with less experience, the probationary period will be three full school years, with an optional fourth full school year if the District determines it is doubtful whether a term or continuing contract should be given.

Term and continuing contracts - Full-time teachers, professionals, and administrators employed in positions requiring certification, as well as registered nurses (RN's), who have successfully completed the probationary period, will be employed by term contracts. Campus principals and central office administrators may be employed under one or multi-year term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract and employment policies.

Non-certified professional and administrative employees - Employees in professional and administrative positions that do not require certification (such as non-instructional administrators) may be employed by a contract that is not subject to the procedures for non-renewal or termination under the Texas Education Code.

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

Policy DBA

Professional employees whose positions require SBEC certification or a 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 or renewed their credentials to the Human Resources Department in a timely manner.

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

Searches and alcohol and drug testing

Policy DHE

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the District reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business.

Those employees who are required to have a commercial driver's license may be subject to random alcohol and drug testing. The purpose of alcohol and drug testing is to ensure safety and prevent accidents as well as injuries resulting

from the misuse of alcohol and drugs by drivers of commercial motor vehicles. Any employee who is required to have 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 when their duties include driving.

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 when an employee, who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs, returns to duty.

All employees required to have a CDL that 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 ancillary services manager.

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), 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 Human Resources Department by the beginning of the academic year, or the first day of instruction.

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. Campus reassignments must be approved by the principal at the receiving campus. When reassignments are due to enrollment shifts or program changes, the superintendent has final placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time. Employees who object to a reassignment may appeal. Employees are to follow the District process for employee complaints as outlined in this handbook and District policy DGBA (Local).

Employees with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. 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 Human Resources Office and must be approved by the receiving supervisor.

Workload and work schedules

Policy DL

Professional employees: Professional employees and academic administrators are exempt from overtime pay and are employed on a 10, 11, or 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year. The school calendar can be found in Appendix A-1.

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

Paraprofessional, auxiliary, and support employees are employed at-will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not

exempt from overtime. As such, these employees are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

The workday for teachers will be set by each campus principal. Buildings will be open for entry by staff at 7:30 a.m. School offices will be opened and staffed from 7:45 a.m. to 4:15 p.m. In some cases individuals may be required to work an amended schedule. Administrators will establish extended duty hours for teacher aides and secretaries that will include supervision of students before and after school. Teachers are also expected to perform "duty" or student supervision as assigned by the building principal - provided it does not conflict with the duty free lunch provision in state law and local policy. All teachers are expected to attend "Parent-Teacher Night," otherwise known as "Report Card Night." Staff members will be expected to attend occasional meetings and staff development sessions before or after school as needed.

Employees are encouraged to attend those activities and events where students are performing, as well as parent activities which support the local school program (e.g. PTO Nights, Home Games, One-Act Play, Graduation, etc.)

Notification to parents regarding qualifications

Policy DK, DBA

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. 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 Human Resources Department at 915-765-3025.

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.

Performance evaluation

Policy DN, DNA, DNB

Evaluation of an employee's job performance should be a continual process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. Employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the District. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation. The schedule for teacher appraisals can be found in Appendix A-3.

Employee involvement

Policy BQA, BQB

At both the campus and District levels, Tornillo ISD offers opportunities for involvement 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 may either be asked or 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.

Staff development

Staff development activities are organized to meet the needs of employees and the District. Staff development is predominantly campus-based, related to achieving campus performance objectives, and developed and approved by District and campus-level advisory committees. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development. Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

V. COMPENSATION AND BENEFITS

Salaries, wages, and stipends

Policy DEA

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The District's pay plans are reviewed by the administration each year and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional and academic administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid based on hourly wages or provided compensatory time for each overtime hour worked. (See Overtime, next page)

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the Board. All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers and librarians 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 Human Resources Office for more information about the District's pay schedules or their own pay. The District pay schedules are listed in Appendix A-4 through A-9.

Annualized Compensation

Policy DEA

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly or bimonthly payments, beginning with the first pay period of the school year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

Paychecks

Employees are paid twice monthly. During the school year, paychecks are delivered to each campus. Paychecks will not be released to any person other than the District employee named on the check without the employee's written authorization. During summer breaks, paychecks will be mailed to the last address on file or may be picked up at Central Office.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

The schedule of pay dates for the 2011 - 2012 school year is as follows:

July 15 and 29, 2011	August 15 and 31, 2011
September 15 and 30, 2011	October 15 and 31, 2011
November 15 and 30, 2011	December 15 and 30, 2011
January 13 and 31, 2012	February 15 and 29, 2012
March 15 and 30, 2012	April 13 and 30, 2012
May 15 and 31, 2012	June 15 and 29, 2012

Automatic payroll deposit

The District offers employees automatic payroll deposit. Employees can have their paychecks electronically deposited into an account at one of the District's approved banks, credit unions, etc. A notification period of 30 days is necessary to activate this service. Contact the Payroll Department for more information about the availability and requirements for the automatic payroll deposit service.

Payroll deductions

Policy CFEA

The district makes the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax
- Medicare tax (applicable only to employees hired after March 31, 1986)

Some other payroll deductions that employees may choose to utilize include deductions for the employee's share of premiums for health, dental, life, vision insurance, annuities, savings deposits and loan payments through one of the District's approved agencies. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime compensation

Policy DEA

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

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis 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 12:01 a.m. Sunday and ends at midnight (12:00 p.m.) on Saturday. Employees may be compensated for overtime with compensatory time off or direct pay at time-and-a-half rates. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of compensatory time.
- Compensatory time earned 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 any other available paid leave (e.g., sick, personal, vacation).
- Semi-monthly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel expense reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and superintendent 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. Employees must submit receipts to be reimbursed for expenses other than mileage. Individuals who are authorized to travel on school business must submit a "Request for Trip Advance/Refund" to the principal at least ten days prior to the trip. (See Appendix A-29). Along with this request for Trip Advance it is recommended that you pick up a tax exempt form for hotel, car rentals, and any other type of purchases. Tax will not be reimbursed. Failure to complete this could cause the individual to bear the financial costs related to the travel. Within three days of the completion of the trip, the "Request for Trip Advance" form must be completed, receipts attached, and any money left over must be turned in. In order to use the District's vehicles for travel, you must make

arrangements with your principal, and complete the vehicle requisition form to insure the availability of the vehicle you would like to use. Vehicle requests* must be submitted at least ten days in advance.

*Note: If a school vehicle is available, a personal vehicle will not be approved for mileage reimbursement.

Health, dental, and life insurance

Group health insurance coverage is available to employees who are considered full-time by working 15 or more hours per week. The District's contribution to employee insurance premiums is determined annually by the Board of Trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a separate handout called "Explanation of Benefits."

The insurance plan year is from September 1, 2011 through August 31, 2012. New employees must complete enrollment forms within the first 10 days of employment. Current employees can make changes in their insurance coverage by contacting the Payroll or Human Resources Department.

Supplemental insurance benefits

Policy CRG

At their own expense, employees may enroll in supplemental insurance programs for life, dental, vision, disability, and cancer. Premiums for these programs can be paid by payroll deduction. Employees should contact the Payroll Department 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 during the specified time period. (February thru January)

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. 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 Human Resources Office. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

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 Human Resources Department.

Teacher retirement

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

Employees who plan to retire under TRS should notify the Payroll Department as soon as possible. Information on the application procedures for TRS benefits is available at the Central Office. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, Texas 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us).

Other benefit programs

Policy DEB

The Tornillo Independent School District also provides additional benefits including:

- Free Admission Passes to Home Athletic Events with employee ID badge
- Tuition-free attendance for children of nonresident employees
- Tax Sheltered Annuities under Section 403(b)
- Perfect Attendance Awards
 - 0 Absences - \$1000.00-\$500 payable in June, \$500 payable the following December*
 - 1 Absence - \$800.00 - \$400 payable in June, \$400 payable the following December*
 - 2 Absences - \$600.00 - \$300 payable in June, \$300 payable the following December*
 - 3 Absences - \$400.00 - \$200 payable in June, \$200 payable the following December*
 - 4 Absences - \$200.00 - \$100 payable in June, \$100 payable the following December*
- TAKS Bonus
 - Exemplary Rating
 - \$1,000.00- payable to each employee assigned exclusively to the campus
 - \$ 500.00- payable to each employee with a half-split assignment to the campus
 - \$ 250.00- payable to each employee with a District-wide assignment
 - Recognized Rating
 - \$ 500.00- payable to each employee assigned exclusively to the campus
 - \$ 250.00- payable to each employee with a half-split assignment to the campus
 - \$ 125.00- payable to each employee with a District-wide assignment

** Remaining balance of the Perfect Attendance Award will be forfeited in the event that you are no longer working for the district.*

VI. LEAVES AND ABSENCES

Leaves

Policy DEC, DECA, DECB

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

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

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

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee who is absent more than 3 days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and fitness to return to work.

Personal and local sick leave is earned on an accrual basis. Leave is available for the employee's use as accrued. If an employee leaves the District before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck. Personal and sick leave is accrued on a one half day for every 18 days worked basis; local and state.

Personal leave

State law requires that all employees receive five days of paid personal leave per year. Personal leave is earned at a rate of one half day for every 18 days worked. A day of earned personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts and / or education service centers. There are two types of personal leave: nondiscretionary and discretionary.

Nondiscretionary - Leave taken for personal or family illness, emergency, a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little or no advance planning. Nondiscretionary leave will be granted to employees in the same manner as state sick leave.

Discretionary - Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request 5 days in advance of the anticipated absence to their respective principal or supervisor. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

Local leave

The District provides 5 local sick days per year that are accrued one half day for every 18 days worked. Local leave does **not** accumulate from year to year, and is not transferable to other Districts.

Use and Recording - Leave can be utilized in any order

Sick leave

State sick leave accumulated before 1995 is available for use and may be transferred to other Texas school Districts. If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck.

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

Family and medical leave (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.

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

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

Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

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

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

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

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

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

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

Use of Leave. An employee does not need to use this leave entitlement in one block.

Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

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

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

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.

Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

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

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

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right protected under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

*FMLA section 109 (29 U.S.C. § 2619) required FMLA covered employers to post the text of this notice.
Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures.*

For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

Family and medical leave-Local provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from September 1st through August 31st.

Combined leave for spouses. A husband and wife who are both employed by the District are limited to a combined total of 12 weeks of FMLA leave 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.

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

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

District contact. Employees that require FMLA leave or have questions should contact the Human Resources Department for details on eligibility, requirements, and limitations.

Request for Absence

In the event that you cannot attend work, employees should notify their campus secretary before 9:00 p.m. the day before the absence or between 5:30 and 6:30 am the day of the absence. Upon your return to work, you must complete the "Absence from Duty Report" and file it with your principal. (See Appendix A-10) Once completed, the form is processed in the District office for computation of sick leave and the updating of any other records.

Attendance at College

Employees are encouraged to take formal class work. If the classes meet during non-duty hours, no permission to enroll is required. However, if any portion of the class overlaps (including travel time) regular duty hours permission must be obtained in advance. The employee shall submit a written request to the appropriate principal and Superintendent with the information required.

Temporary disability

Certified employees - Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. 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 Human Resources 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 available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or -illness wages. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

Assault leave

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

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

Bereavement leave

Use of state and/or local sick leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the District.

Jury duty

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

Other court appearances

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

Military and / or professional leave

Paid leave for military service - Any employee who is a member of the Texas National Guard, Texas State Guard, reserves component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave for authorized training or duty orders. Paid military is limited to 15 days each federal fiscal year (October 1st - September 30th). 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 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 period of time specified by law to the Human Resources Office.

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 Human Resources Office for details on eligibility, requirements, and limitations.

Professional leave - Employees who will be out of the District for a half day or longer during regular school hours or on school related activities must request approval of the leave from their supervisor. This includes all extra and co-curricular activities, staff development, conferences, and administrative meetings. After approval, a copy of the form should be forwarded to the superintendent's office for documentation. (See Appendix A-11)

Sick Leave Bank – A Sick Leave Bank has been established in the event of an unexpected illness, surgery, or short-term disability.

An eligible employee may join the sick leave bank by contributing one day of accrued or anticipated local sick leave. To join the sick leave bank, an employee must complete the membership application form and submit it to human resources office. Eligible personnel are defined as full-time employees of the District who work a minimum of 30 hours per week as well as teachers and paraprofessional personnel who work at least 50 percent of the normal school day. Personnel who join the sick leave bank within the enrollment period shall be eligible for membership beginning with the first official day of work.

A governing board, which shall be called the sick leave bank board of directors shall approve or disapprove all requests for days from the sick leave bank. The governing committee shall be composed of five voting members who have been employed by the District for at least 3 consecutive years.

The following shall apply to the granting of days from the sick leave bank:

- Days may be requested from the sick leave bank only after a member has exhausted all accumulated state and local sick leave days.
- Days from the sick leave bank are available only in the event of unexpected acute or critical illness, surgery, injury, or other short-term disability that renders the employee incapable of performing required duties and necessitates an absence from work for at least three or more consecutive days.
- Days from the bank are not available for uncomplicated pregnancy or childbirth. A pregnant employee who is suffering complications of pregnancy or childbirth may be granted days from the bank to the same extent that a non-pregnant employee would be granted days.
- An employee who qualifies for workers' compensation benefits may be granted days from the bank to the same extent as any other eligible employee. However, several provisions of WORKERS' COMPENSATION, PAID LEAVE OFFSET, shall apply.
- A member may apply for days from the bank only after being absent from work for the number of days requested (a minimum of 3 days); days shall not be granted in advance. The maximum number of days that may be granted during the year shall be 45.
- A member who has received fewer than 45 days from the sick leave bank and returns to work but is again ill with the same or a different illness may apply to the bank for additional days needed, up to the maximum of 45 days in a school year. Each separate illness must meet the initial eligibility criteria.

In order to apply for sick leave bank days, the member shall:

1. Sign a statement attesting to the fact that the condition that necessitated the request for sick leave bank days from the governing committee was unknown to the employee at the time he or she became a member of the bank.
2. Submit a completed attending physician's statement that includes:
 - a. Identification of the nature of the illness and/or extent of injury.
 - b. Date of initial onset of this particular condition.
 - c. Anticipated date eligible to return to work.
 - d. Statement from the physician that the employee has become incapacitated.
3. If a member is critically ill and unable to file an application for days, the principal, immediate supervisor, or department head may initiate the application form at the request of the family.
4. The board of directors of the sick leave bank may require the employee to obtain a second opinion from a physician of the sick leave bank board of directors' choice at any time. In such case, the District shall pay the cost of the examination.

For sick leave bank purposes, the school year shall be from September 1 to August 31. If a member uses three or more days from the sick leave bank during this period, the member will be required to donate an additional three days the following school year in order to continue membership in the sick leave bank. If a member uses fewer than three days, he or she will donate only the number of days actually used.

VII. EMPLOYEE RELATIONS AND COMMUNICATIONS

Employee recognition and appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at board meetings, and through special events and activities. Recognition and appreciation activities also include:

- The Annual Christmas Banquet
- Perfect Attendance Awards
- Tenure Awards for Years of Service in Multiples of 5
- TAKS Exemplary Campus Bonus
- TAKS Recognized Campus Bonus

District communications

Throughout the school year, central office publishes newsletters, brochures, flyers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

VIII. COMPLAINTS AND GRIEVANCES

Grievance procedure

Policy DGBA

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the Board of Trustees. For ease of reference, the District's policy concerning the process of bringing complaints and grievances is reprinted as follows: See Appendix A-12-16.

IX. EMPLOYEE CONDUCT AND WELFARE

Standards of conduct

Policy DH

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

- Recognize and respect the rights and property of students and coworkers and maintain confidentiality in all matters relating to students and coworkers.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor as early as possible (preferably in advance) in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, and tardiness may be cause for disciplinary action.
- Know and comply with department and District procedures and policies.
- 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 the superintendent first learns of the incident. See *Reports to the State Board for Educator Certification*, page 38 for additional information.

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

Texas Educators' Code of Ethics

Purpose and Scope - The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1 (b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board of 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 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 illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

Standard 3.9 The educator shall refrain from inappropriate communication with student or a 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 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.

Faculty and Staff Dress Code

The following dress code applies to all faculty and staff employed by the Tornillo Independent School District. The intent of the dress code is to provide general guidelines to promote a positive role model for students and a professional appearance in the staff. The faculty and staff dress code does not, nor cannot anticipate every style of attire or

exceptions. Thus, final determination of the appropriateness of faculty and staff attire resides with the building principal or department supervisor. Staff members are requested to dress in a manner that reflects the value and professionalism they hold in their position.

- Collared shirts will be worn by male faculty and staff and must be tucked into pants.
- Ties are encouraged by males, particularly at formal school events and activities.
- Staff members are requested to wear jeans on Fridays with a Tornillo shirt or other red or black top.

The purpose of this is to promote school spirit through a spirit day.

- Pants that have belt loops must be worn with a belt or suspenders.
- Women's skirts must be of appropriate length.
- P.E. Instructors may wear athletic shorts and/or sweats provided that the attire is necessary for instruction. Staff attire in specific work area (Ag farm, maintenance department, etc.) should be appropriate for the activities required.
- Male faculty and staff are prohibited from wearing earrings.
- Faculty and staff are prohibited from wearing clothing with printed materials promoting or indicating drug, alcohol, and tobacco products. Faculty and staff are also prohibited from wearing clothing with printed materials which may be sexually or ethnically offensive.

Discrimination, harassment, and retaliation

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action. Employees who believe they have been 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 employee should report the complaint 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 is reprinted below:

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

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

Employees who believe that they have been sexually harassed by another employee are encouraged to come forward with complaints. The District will promptly investigate all allegations of sexual harassment and will take prompt appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of other employees. The District's policy outlining the process of filing complaints of sexual harassment is reprinted in the Appendix A 20-23.

Harassment of students

Policies DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or

other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting suspected child abuse*, page 30 for additional information.

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

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

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

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

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

Alcohol and drug-abuse prevention

Policies DH, DI

Tornillo 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 on drug abuse and drug-free schools can be found in the Appendix A 20-28.

Reporting suspected child abuse

Policy DF, DG, DH, FFG, GRA

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

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

Reports to Child Protective Services can be made to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report. Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad

faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Fraud and financial impropriety.

Policy CAA

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

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

- Failure to disclose conflicts of interest as required by policy

- Any other dishonest act regarding the finances of the district

The superintendent has established the following methods for employees and concerned citizens to report, illegal or fraudulent acts, abuse or theft of District property, and waste of funds.

Suspected fraud, waste or abuse committed by an employee should be reported to the Superintendent at (915) 765-3007.

Suspected fraud, waste or abuse committed by the Superintendent should be reported to the School Board President, please obtain contact number from (915) 765-3000.

All personnel issues should be directed to the Human Resources Department.

Call the numbers provided to report: Illegal or fraudulent acts; Waste of funds; and Abuse or theft of District property or funds.

Conflict of interest.

Policies BBFA, DBD

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

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

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.

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 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

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 human resources department.

Tobacco use

Policies DH, GKA, FNCD

Smoking or using tobacco products is prohibited on all District-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of District-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

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, any offense involving moral turpitude, and any of the other offenses listed below:

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

Moral turpitude includes, but is not limited to, the following:

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

Possession of firearms and weapons

Policies FNCG, GKA

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

Visitors in the workplace

Policy GKC

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

Copyrighted materials

Policy EFE

Employees are expected to comply with the provisions of 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.). Rented videotapes are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

Computer use and data management

Policy CQ

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

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

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

Employees who are authorized to use the systems are required to abide by the provisions of the District's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the technology director. The District's acceptable use policy can be found in the Appendix A 17 -18. Your signed receipt of this handbook also acknowledges your promised adherence to this policy.

Asbestos management plan

Policy CKA

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

Pest control treatment

Policy DI, CLB

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program. Notices of planned pest control treatment will be posted in a District building 48 hours before the treatment begins. Notices are generally located at the ancillary services office in the Transportation Building. 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.

Key Control/Proxy Cards

Principals are responsible for key control at their campus. No keys are to be duplicated except by authorization. Each employee receives an activated proxy card to access their assigned building. Lost or stolen proxy cards must be reported to the Ancillary Director immediately for deactivation. A \$20.00 fee will be applied through payroll deduction to replace lost or stolen proxy cards. If an employee is leaving the district and did not report his/her lost or stolen card for deactivation, there will be a \$200.00 fee deducted from last paycheck. All keys and proxy cards must be returned to HR Department upon leaving employment with the District before the employee's final check will be issued. At the end of each academic year keys will be returned to the principals.

Mailboxes

Teachers' mailboxes are available at each campus. Please check them daily for important communication. Electronic mailboxes, "e-mail", are available for most employees. This medium for communication is encouraged for efficiency and paper work reduction. Please check e-mail communications regularly.

Telephone Procedures

Telephones are available in all school offices and most classrooms. Teachers are encouraged to communicate with parents by phone if possible. Long distance calls must be authorized by the principals by completing appropriate forms in the office. Personal toll calls must be paid by the individual.

X. GENERAL PROCEDURES

Bad weather closing

Policy CKC

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late or to release students early, the following radio and television stations will be notified: KHEY radio 690 AM, Y96.3 FM, Power 102 FM, and T.V. Channels 4, 9, and 26.

Emergencies

Policy CKC

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

Purchasing procedures

Policy CH

All requests for purchases must be submitted electronically through the RSCCC. All requisitions will be produced with the appropriate approval on the generated purchase order. 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 accounts payable 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 campus and central office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the human resource office.

Personnel records

Policy GBA

Most District records, including personnel records, are public information and must be released upon request. Employees may choose not to allow public access to or have the following information included in a staff directory by submitting a written request to the human resource office no later than 14 days after employment with the District begins or ends. Employees also may request open access to this information be closed at any time:

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

Building use

Policy DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The ancillary services department is responsible for scheduling the use of facilities after school hours. Contact the Superintendent's office to request to use school facilities and to obtain information on the fees charged.

Transportation

Use of District vehicles by staff of the District and for use in transporting students or staff to District related functions are available upon request. A "Request for Transportation" form (see Appendix A 19) must be approved by your supervisor, completed fully and submitted to the secretary in the ancillary services department office. The form must be received ten days prior to the date of need. Regular bus routes will take first priority to any extra-curricular trips. Each District vehicle should be equipped with a current insurance card, an emergency information card, fire extinguisher, and hazard warning signs or flares. Drivers will be issued first-aid kits upon departure and are expected to turn in upon return of trip. If drivers are not issued a first-aid kit, then the vehicle you will be using is already equipped with a first-aid kit. If traveling to a destination that will necessitate refueling outside of the District, the driver will be issued a District gas card that will need to be turned in upon return. Drivers transporting students on a regular basis will be required to have Bus Driver Training and a CDL license.

Rules for Care of District Vehicles

- Only employees of the District will be allowed to drive District vehicles.
- District vehicles are to be operated at all times in a responsible, safe manner.
- Persons occupying the vehicle while in route will sit in an orderly fashion on seats and wear seat belts.
- There will be no wrestling, fighting, loud talking or loud music that creates a distraction to the driver.
- While at the function or event attended; there will be no lounging in the vehicle. All passengers are to exit the vehicle upon arrival and all doors are to be locked until the entire group is ready to leave the function or event and will board together.
- The vehicle will not be left running when the driver is not present. Keys to the vehicle will not be left in the vehicle when the driver is not present.
- Eating or chewing gum in District vehicles is not allowed.
- All trash must be removed from the vehicle before it is turned in.
- Drivers of vehicles must do an inspection of the vehicle for damage and cleanliness before it is turned in.

If a vehicle is damaged or unclean, maintenance personnel will report this to the transportation office and the driver of the vehicle will be held responsible. Misuse of vehicles, unsafe or disorderly conduct of passengers will result in discontinued use of the vehicle. Any mechanical or physical damage to a vehicle is to be reported to the ancillary services department manager.

XI. TERMINATION OF EMPLOYMENT

Resignations

Policy DFE

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

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 State Board for Educator Certification, on page 39.

Non-contract employees – Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the central office at least two weeks prior to the effective date. While not a requirement, employees are encouraged to include the reasons for leaving in the letter of resignation.

Dismissal or non-renewal of contract employees

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

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

Dismissal of non-contract employees

Policy DCD

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in this handbook when pursuing the grievance. (See Complaints and Grievances, Section VIII of this handbook and Policy DGBA (Local) on Appendix A 12-16 of this handbook.

Exit interviews and procedures

Policies DC and CY

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 State Board of Educator Certification

Policy DF

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

- A reported Criminal History
- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or minor
- Soliciting or engaging in sexual conduct 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 school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional salary associated with a position
- Committing a crime on school property or at a school-sponsored event
- Violating assessment instrument security procedures

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

XII. STUDENT ISSUES

Equal educational opportunities

Policy FB, FFH

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

Questions or concerns about discrimination of students on any of the bases listed above should be directed to the superintendent.

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

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

Parent and student complaints

Policy FNG

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

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

Administering medication to students

Policy FFAC

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take medicine 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 discipline

Policies in the FN series and FO series

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

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. 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 administration. The district's policy that includes definitions and procedures for reporting and investigating bullying of students is reprinted below:

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, or 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 discipline person.

XIII. APPENDIX

2011-2012 Academic Calendar

July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	4	5	6	7	8	9	10	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	11	12	13	14	15	16	17
10	11	12	13	14	\$15	16	14	15	16	17	18	19	20	18	19	20	21	22	23	24
17	18	19	20	21	22	23	21	22	23	24	25	26	27	25	26	27	28	29	\$30	
24	25	26	27	28	\$29	30	28	29	30	\$31										21
31						0							8							

October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	\$14	15	13	14	\$15	16	17	18	19	11	12	13	14	\$15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	\$30				25	26	27	28	29	\$30	31
30	\$31					20							16							12

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4					1	2	3
8	9	10	11	12	\$13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10
15	16	17	18	19	20	21	12	13	14	\$15	16	17	18	11	12	13	14	\$15	16	17
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24
29		30	\$31			20	26	27	28	\$29				25	26	27	28	29	\$30	31

April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					6	7			1	2	3	4	5						1	2
8	9	10	11	12	\$13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	\$15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	\$30					20	27	28	29	\$31				24	25	26	27	28	\$29	30



Tornillo ISD
 School phone: 915-765-3000
 School web site: www.tisd.us

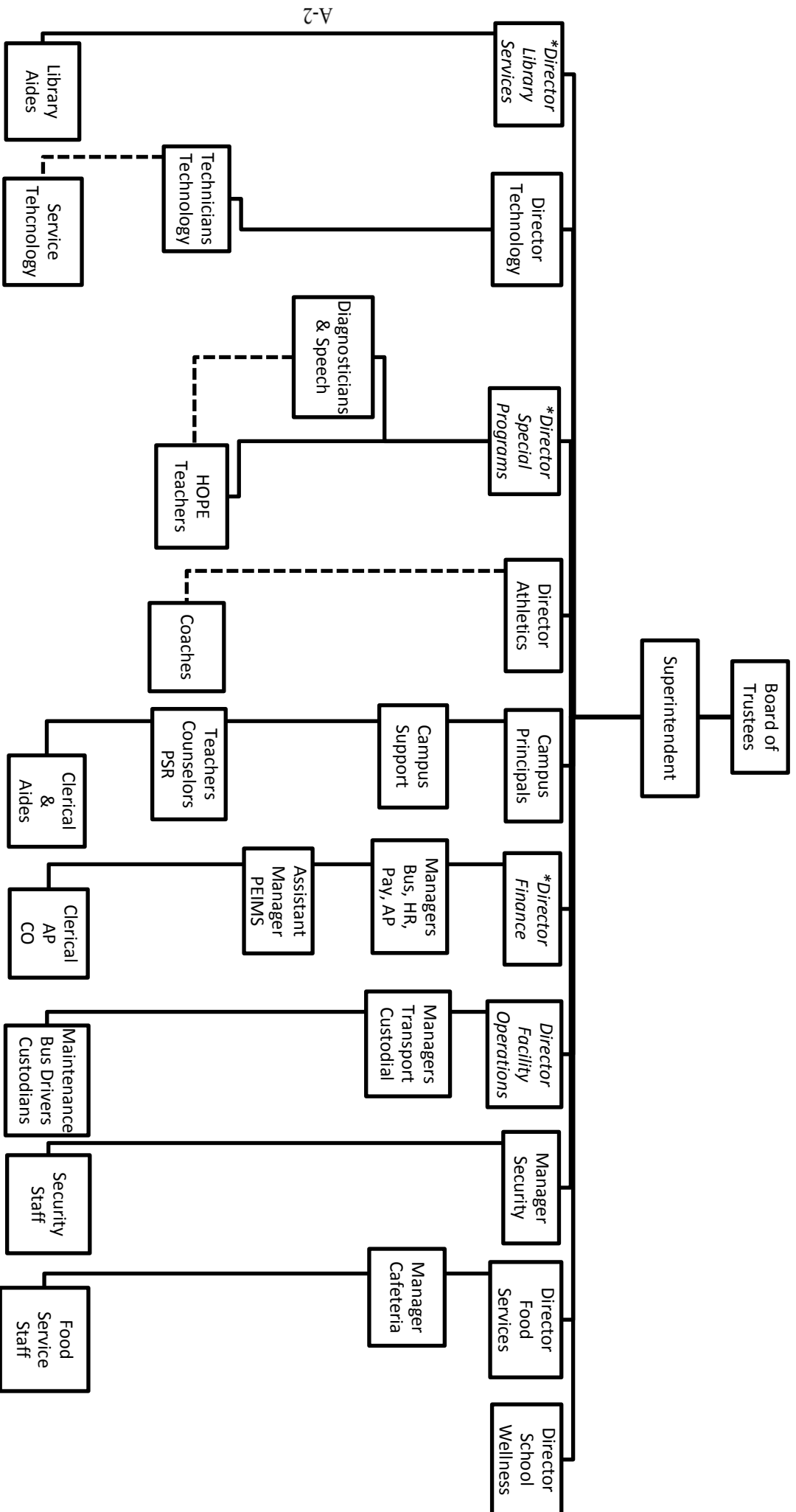
Key:

- Central Office Closed
- Holiday
- Start of 6-weeks
- End of 6-weeks
- Staff Development Day
- Teacher Workday State
- Testing Day Inclement
- Weather Day
- Early Release / Staff Development Day
- New Teacher Orientation
- Number of Instructional Days

Important dates:

- 09/05 Labor Day
 - 10/10 Columbus Day
 - 11/11 Veteran's Day
 - 11/21 - 11/25 Thanksgiving Holiday
 - 12/19 - 12/30 Christmas Holiday
 - 01/16 Martin Luther King Jr. Day
 - 02/20 President's Day
 - 03/12 - 03/16 Spring Break
 - 04/06 Good Friday
 - 05/28 Memorial Day
-
- Instructional Days: 180*
Staff Development Days: 5 *Workdays: 2*

Tornillo ISD Organizational Chart 2011-2012



A-2

———— Denotes direct line of authority
 - - - - - Denotes limited authority

**Positions in italic lettering are unfilled intentionally*

APPRAISAL PERIOD TIMELINE SCHOOL CALENDAR YEAR



First 12 Weeks	Second 12 Weeks	Third 12 Weeks	Last 15 Days of INST.
<p>Teacher Orientation</p> <ul style="list-style-type: none"> • Within 1st 3 weeks • Observations no earlier than 3 weeks after this orientation 			
<p>Teacher Self Report, Part I</p> <ul style="list-style-type: none"> • No later than three weeks after orientation 	<p>Teacher Self Report II & III</p> <p>At least two weeks prior to Summative Conference</p>		
	<p>Formal Observation</p> <ul style="list-style-type: none"> • Minimum of 45 minutes or shorter segments • Written summary within 10 working days • Advanced notice may be given/NOT REQUIRED. • Follow district APPRAISAL CALENDAR • May have pre- or post-conference at request of Teacher or Appraiser. 		
<p>WALKTHROUGH VISITS</p> <ul style="list-style-type: none"> • To be used at the discretion of the appraiser • Documentation shared with teacher within 10 days 			
<div style="border: 1px solid black; padding: 5px;"> <p>ADDITIONAL TIMELINE ISSUES Teacher Response</p> <ul style="list-style-type: none"> • Within 10 working days (Appraiser may extend to 15) • May rebut in writing or request 2nd appraisal within 10 working days after receiving the OSF or Summative Annual Appraisal Report </div>			<div style="border: 1px solid black; padding: 5px;"> <p>SUMMATIVE ANNUAL REPORT</p> <ul style="list-style-type: none"> • 5 working days before conference • No later than 15 working days before last day of instruction • Observation Summary • Walkthrough documentation • Third party/Teacher documentation • Completed TSR </div>
<div style="border: 1px solid black; padding: 5px;"> <p>SUMMATIVE CONFERENCE</p> <ul style="list-style-type: none"> • No later than 15 working days before last day of instruction • May be waived in writing by Teacher, NOT APPRAISER • If Appraiser is not administrator on campus, principal/asst. or designated supervisory staff will participate. </div>			

2011 - 2012 Salary Scale

<u>Salary Heading</u>	<u>Days</u>	<u>Salary Scale</u>	<u>Factor Base</u>	<u>Step 0</u>	<u>Hourly</u>	<u>Step 30</u>	<u>Hourly</u>
Superintendent	227	1.0	1.88700000	\$95290.47	\$52.47	\$136521.93	\$75.18
Assistant Superintendent	227	2.0	1.77700000	\$89735.65	\$49.41	\$128563.57	\$70.79
Principal - HS	227	3.1	1.60500000	\$81049.93	\$44.63	\$116119.60	\$63.94
Principal - JH	227	3.2	1.54400000	\$77969.52	\$42.93	\$111706.34	\$61.51
Principal - IS	227	3.3	1.52900000	\$77212.05	\$42.52	\$110621.11	\$60.91
Principal - EL	227	3.4	1.52900000	\$77212.05	\$42.52	\$110621.11	\$60.91
Executive Director	227	4.0	1.36100000	\$68728.32	\$37.85	\$98466.53	\$54.22
Diagnostician	207	5.0	1.27000000	\$58482.48	\$35.32	\$83787.40	\$50.60
Senior Manager	227	6.0	1.18300000	\$59739.60	\$32.90	\$85588.47	\$47.13
Campus Support	227	7.0	1.16100000	\$58628.64	\$32.28	\$83996.80	\$46.25
Speech Therapist	197	8.0	1.16000000	\$50836.53	\$32.26	\$72833.11	\$46.21
Counselor - HS	227	9.0	1.04000000	\$52518.33	\$28.92	\$75242.61	\$41.43
Counselor - JH, IS, EL	207	9.1	1.04000000	\$47891.17	\$28.92	\$68613.30	\$41.43
Teacher	187	10.0	1.00000000	\$41600.00	\$27.81	\$59600.00	\$39.84
Non-Certified Teacher	187	11.0	0.87700000	\$36483.20	\$24.39	\$52269.20	\$34.94
Technology Specialist	227	12.0	0.81900000	\$41358.19	\$22.77	\$59253.56	\$32.63
Non-Degree Director	237	13.0	0.80600000	\$42494.73	\$22.41	\$60881.88	\$32.11
CO Manager	227	14.0	0.75000000	\$37873.80	\$20.86	\$54261.50	\$29.88
CO Assistant Manager	227	15.0	0.61300000	\$30955.52	\$17.05	\$44349.73	\$24.42
Food Service Manager	187	16.0	0.54400000	\$22630.40	\$15.13	\$32422.40	\$21.67
Security Manager	247	17.0	0.52700000	\$28957.38	\$14.65	\$41487.02	\$21.00
Licensed Vocational Nurse	187	18.0	0.48700000	\$20259.20	\$13.54	\$29025.20	\$19.40
Specialty Maintenance	237	19.0	0.48600000	\$25623.38	\$13.51	\$36710.41	\$19.36
Highly Qualified Aide	187	20.0	0.47900000	\$19926.40	\$13.32	\$28548.40	\$19.08
CO Clerical	227	21.0	0.47800000	\$24138.23	\$13.29	\$34582.66	\$19.04
Bus Driver	180	22.0	0.43900000	\$17578.78	\$12.21	\$25184.98	\$17.49
Campus Lead Secretary	227	23.0	0.43100000	\$21764.81	\$11.99	\$31182.27	\$17.17
Maintenance	237	24.0	0.42500000	\$22407.27	\$11.82	\$32102.73	\$16.93
Security	247	25.0	0.39000000	\$21429.56	\$10.84	\$30701.97	\$15.54
Campus Clerical	197	26.0	0.38400000	\$16828.65	\$10.68	\$24110.27	\$15.30
Food Service Assistant Mgr	187	27.0	0.37900000	\$15766.40	\$10.54	\$22588.40	\$15.10
Medical Assistant	187	28.0	0.33600000	\$13977.60	\$9.34	\$20025.60	\$13.39
Custodial Crew Lead	237	29.0	0.33100000	\$17451.31	\$9.20	\$25002.36	\$13.19
Food Service Cook	187	30.0	0.31000000	\$12896.00	\$8.62	\$18476.00	\$12.35
Custodial With Night	237	31.0	0.30940000	\$16312.49	\$8.60	\$23370.79	\$12.33
Custodial	237	32.0	0.26600000	\$14024.32	\$7.40	\$20092.53	\$10.60

2011 - 2012 Salary Scale

Salary Headjng		Salary Scale	Factor Base			Step 30	
Food Service Helper	180	33.0	0.26500000	\$10611.34	\$7.37	\$15202.78	\$10.56
Crossing Guard	180	34.0	0.26400000	\$10571.29	\$7.34	\$15145.41	\$10.52
Empty Data	187	0.0	0.00000000	\$0.00	\$0.00	\$0.00	\$0.00

Tornillo ISD - Stipends Salary Enhancers

	A	B	C	D	E	F	G	H	I	J	K	
1												
2			Head Coach -		1st Assistant		2nd Assistant		Junior High		Line Item	
3	Activities	#	Director	#	Coordinator		Coach	#	Coach		Cost	
4												
5	Activities Director	1	\$7,000	1	\$4,000	1	\$1,500				\$12,500	
6	Extra Days										\$0	
7	Football	1	\$6,000	2	\$4,500	3	\$3,500	0	\$1,000		\$25,500	
8	Extra Days	5	\$200	5	\$200	5	\$200	0	\$200		\$6,000	
9	Volleyball	1	\$4,500	1	\$3,000	1	\$2,000	2	\$1,500		\$12,500	
10	Extra Days	5	\$200	5	\$200	5	\$200				\$3,000	
11	Boys Cross Country	1	\$1,250					1	\$500		\$1,750	
12	Extra Days										\$0	
13	Girls Cross Country	1	\$1,250					1	\$500		\$1,750	
14	Extra Days										\$0	
15	Boys Basketball	1	\$5,500	1	\$3,000	0	\$2,000	2	\$1,500		\$11,500	
16	Extra Days										\$0	
17	Girls Basketball	1	\$5,500	1	\$3,000	0	\$2,000	2	\$1,500		\$11,500	
18	Extra Days										\$0	
19	Boys Track	1	\$1,500	1	\$1,250			1	\$500		\$3,250	
20	Extra Days										\$0	
21	Girls Track	1	\$1,500	1	\$1,250			1	\$500		\$3,250	
22	Extra Days										\$0	
23	Baseball	1	\$4,500	1	\$3,000			2	\$1,500		\$10,500	
24	Extra Days										\$0	
25	Softball	1	\$4,500	1	\$3,000			2	\$1,500		\$10,500	
26	Extra Days										\$0	
27	Tennis - (G & B)	1	\$3,500	1	\$1,500			1	\$1,500		\$6,500	
28	Extra Days										\$0	
29	Cheerleading	1	\$2,000					1	\$1,500		\$3,500	
30	Extra Days	3	\$200								\$600	
31												
32												
33												
34												
35												
36												
37												
38												
39												
40												
41												
42												
43												
44												
45			HS						JH			
46												
47			\$104,100						\$20,000			
48												
49												
50					Total Activities Payroll							\$124,100
51												
52												
53												
54												
55												
56												
57												
58												

Stipend: Compensation for additional duty time worked outside the contract day, yet inside the main contract term. Extra Days: Compensation for additional duty time worked outside the main contract term.

Tornillo ISD - Stipends Salary Enhancers

	A	B	C	D	E	F	G	H	I	J	K	
59												
60			CO / HS		JH		IS		EL		Line Item	
61	Extra-Curricular Duties	#	Position	#	Position	#	Position	#	Position		Cost	
62												
63	Class Sponsor - Sr	1	\$500								\$500	
64	Extra Days										\$0	
65	Class Sponsor - Jr	1	\$500								\$500	
66	Extra Days										\$0	
67	Class Sponsor - So	1	\$250								\$250	
68	Extra Days										\$0	
69	Class Sponsor - Fr	1	\$250								\$250	
70	Extra Days										\$0	
71	FFA	1	\$500								\$500	
72	Extra Days										\$0	
73	NHS	1	\$500	1	\$500						\$1,000	
74	Extra Days										\$0	
75	One Act Play	1	\$1,000								\$1,000	
76	Extra Days										\$0	
77	Student Council	1	\$500	1	\$500						\$1,000	
78	Extra Days										\$0	
79	UIL Coordinator	1	\$500	1	\$500	1	\$500	1	\$500		\$2,000	
80	Extra Days										\$0	
81	UIL Events Coaches	28	\$250	28	\$250	28	\$250	14	\$250		\$24,500	
82	Extra Days										\$0	
83	Yearbook	1	\$1,000	1	\$1,000						\$2,000	
84	Extra Days										\$0	
85												
86												
87												
88												
89												
90												
91												
92												
93												
94												
95												
96												
97												
98												
99												
100												
101												
102												
103												
104												
105			\$12,500		\$9,500		\$7,500		\$4,000			
106												
107												
108					Total Extra-Curricular Payroll							\$33,500
109												
110												
111												
112												
113												
114												
115												
116												

Stipend: Compensation for additional duty time worked outside the contract day, yet inside the main contract term. Extra Days: Compensation for additional duty time worked outside the main contract term.

Tornillo ISD - Stipends Salary Enhancers

	A	B	C	D	E	F	G	H	I	J	K	
117												
118			CO / HS		JH		IS		EL		Line Item	
119	Added Duties	#	Position	#	Position	#	Position	#	Position		Cost	
120												
121	Coach CDL License	10	\$400								\$4,000	
122	Extra Days										\$0	
123	Finance Director	1	\$40,000								\$40,000	
124	Extra Days										\$0	
125	GT Campus Coor	1	\$250	1	\$250	1	\$250	1	\$250		\$1,000	
126	Extra Days										\$0	
127	HOPE Lead Teacher	1	\$2,000								\$2,000	
128	Extra Days										\$0	
129	LPAC Management	1	\$1,000								\$1,000	
130	Extra Days										\$0	
131	Migrant Program	1	\$2,000	1	\$1,500						\$3,500	
132	Extra Days										\$0	
133	Online Funding Mgmt	1	\$1,000								\$1,000	
134	Extra Days										\$0	
135	Parent Outreach	1	\$1,000	1	\$1,000						\$2,000	
136	Extra Days										\$0	
137	Public Info Officer	1	\$2,400								\$2,400	
138	Extra Days										\$0	
139	Reading Club					1	\$1,200	1	\$1,200		\$2,400	
140	Extra Days										\$0	
141	Security Supervision	1	\$2,000								\$2,000	
142	Extra Days										\$0	
143	Scholarship Specialist	1	\$5,000								\$5,000	
144	Extra Days										\$0	
145	Technology Director	1	20000								\$20,000	
146	Extra Days										\$0	
147	Testing Coordinator	1	\$1,200								\$1,200	
148	Extra Days										\$0	
149	Youth Recreation	1	\$2,000	3	\$1,000						\$5,000	
150	Extra Days										\$0	
151												
152												
153												
154												
155												
156												
157												
158												
159												
160												
161												
162												
163												
164												
165												
166					Total Added Duty Payroll							\$92,500
167												
168												
169												
170												
171												
172												
173												
174												

Stipend: Compensation for additional duty time worked outside the contract day, yet inside the main contract term. Extra Days: Compensation for additional duty time worked outside the main contract term.

Tornillo ISD - Stipends Salary Enhancers

	A	B	C	D	E	F	G	H	I	J	K
175											
176	Position	Substitute			Daily Rate		Rate				
177											
178	Teacher										
179	Summer School				\$160.00		\$20.00				
180	After School Tutorials				\$160.00		\$20.00				
181	Adult Education / GED				\$160.00		\$20.00				
182	Special Cert Instr				\$240.00		\$30.00				
183											
184	Aide										
185	Summer School				\$80.00		\$10.00				
186	After School Tutorials				\$80.00		\$10.00				
187	Adult Education / GED				\$80.00		\$10.00				
188											
189	Gatekeeper / Scorebook / Announcer										
190	1 Game				\$15.00						
191	Each Additional Event				\$10.00						
192	Event Administrator*				\$20.00		*A teacher substituting for an administrator				
193											
194											
195											
196											
197											
198											
199											
200	Salary Enhancers				Rate		Daily				
201											
202	Advanced Degrees*						*If degree is NOT required for position				
203	Masters				\$1,500.00						
204	Doctorate				\$2,000.00						
205											
206	Shortage Areas*						*Must be teaching in shortage area				
207	Bilingual				\$7,000.00						
208	Self-Contained ESL				\$7,000.00						
209	Special Education				\$2,500.00						
210	7-12 Grade Math				\$2,500.00						
211	7-12 Grade Science				\$2,500.00						
212											
213	Other Enhancers										
214	Perfect Attendance				\$1,000.00		\$200.00				
215	Exemplary Campus				\$1,000.00						
216	Recognized Campus				\$500.00						
217											
218											
219											
220											
221											
222											
223											
224											
225											
226											
227											
228											
229											
230											
231											
232											

Stipend: Compensation for additional duty time worked outside the contract day, yet inside the main contract term. Extra Days: Compensation for additional duty time worked outside the main contract term.

TORNILLO INDEPENDENT SCHOOL DISTRICT

ABSENCE REPORT FOR _____ (Name) _____ (Social Security) _____ CAMPUS: _____

FOR PAY PERIOD: _____ TO _____

- CODES**
- 01 - Illness / Local days
 - 02 - Personal / State days
 - 03 - Family Illness*
(state member-i.e, son, daughter, etc)
 - 04 - _____
 - 05 - Non-Duty
 - 06 - Jury Duty*
 - 07 - School Business*
(attach approved form)
 - 08 - Comp Time

DATE(s) ABSENT	# DAYS <small>(Ex: 1F or 1H)</small>	CODE	SUBSTITUTE	Reason <small>(For #03-state member; #07-Trng title)</small>	POSTED
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
Total days for month _____					

***When Using Codes 03, 06 & 07:**
 03 - Family Illness - you must state member under "Reason". Failure to do so will result in coding to/use of Personal Leave.
 06 - Jury Duty - A jury duty summons must be attached. If you serve, a jury excuse.
 07 - School Business - An approved professional leave form must be attached to this form. If an approved form is not attached, Personal Leave will be used.

Signature of Employee _____ Date _____ Signature of Administrator _____ Date _____

Tornillo Independent School District

Request for Professional Leave or School Business

Staff Name: _____ Campus: _____
Last First

Date (s) of Leave: _____ Time of Event: _____

TYPE OF EVENT

- Administrative Meeting* _____
- Athletics Sport & Event* _____
- Co-curricular Event* _____
- Library Development* _____
- Staff Development* _____
- Campus or District goal* _____

Location _____

Funding code _____

EXPENSES

District vehicle? _____ Yes _____ No (attach designated form)

*Airfare _____ *Hotel _____ *Other _____

*Per diem _____ *Registration _____

***Must submit Staff Travel Summary Sheet and PO prepared. ***

Total Expenses \$\$ _____

Supervisor's Signature

Date

Approved

Disapproved

Please send original form(s) to the Assistant Superintendent's Office 5 days prior to the event for final approval and attach Leave of Absence form.



EMPLOYEE COMPLAINTS/GRIEVANCES
DGBA (LOCAL)

EMPLOYEE COMPLAINT STATEMENT - LEVEL ONE

Any employee filing a complaint must fill out this form completely and submit it to his or her principal or immediate supervisor. All complaints will be processed in accordance with DGBA (Legal) and (local) or any exceptions outlined therein.

1. Name _____

2. Position _____ Campus/Department _____

3. Please state the date of the event or series of events causing the complaint.

4. Please state your complaint, including the individual harm alleged.

5. Please state specific facts of which you are aware to support your complaint (list in detail).

6. Please state the remedy you seek for this complaint.

Employee Signature

Date Submitted

Distribution:

Supervisor
Employee
Personnel Office



**EMPLOYEE COMPLAINTS/GRIEVANCES
DGBA (LOCAL)**

**REPORT OF LEVEL ONE CONFERENCE
BY SUPERVISOR/ADMINISTRATOR**

1. Complainant's name _____
2. Position _____ Campus/Department _____
3. Date and time of conference _____
4. The facts as presented by the complainant are as follows:
5. _____

6. In my opinion, the allegations made in the original complaint (are) (are not) adequately supported by the facts submitted.
Explanation _____

7. In my opinion, the remedy sought by the complainant (is) (is not) justified by the facts submitted.
Explanation _____

8. The decisions made or recommendations agreed upon as a result of the conference are as follows:

Signature of Supervisor/Administrator

Date Submitted

Before submitting this report to the Superintendent or designee, attach a copy of the complainant's original written complaint (Exhibit A) and a copy of the written responses that was given to the employee.

Received by

Superintendent or Designee

Date

Distribution:
Supervisor
Employee
Personnel Office



**EMPLOYEE COMPLAINTS/GRIEVANCES
DGBA (LOCAL)**

NOTICE OF APPEAL AT LEVEL TWO

This form must be filled out completely by an employee appealing a Level One decision, or the lack of a timely response after a Level One conference, to the Superintendent or designee in accordance with DGBA (Legal) and (Local) or any exceptions outlined therein.

1. Name _____

2. Position _____ Campus/Department _____

3. To whom did you last present your complaint? _____

Date of conference _____

4. If you will be represented in pursuing your complaint, please identify the individual or organization representing you.

Name _____

Address _____

Telephone (____) _____

5. Attach a copy of your original complaint.

6. Attach a copy of the Level One decision being appealed, if applicable.

Employee Signature

Date Submitted

Distribution:

Supervisor

Employee

Personnel Office



**EMPLOYEE COMPLAINTS/GRIEVANCES
DGBA (LOCAL)**

**REPORT OF LEVEL TWO CONFERENCE
BY SUPERINTENDENT OR DESIGNEE**

-
7. Complainant's name _____

8. Position _____ Campus/Department _____
9. Date and time of conference _____
10. The facts as presented by the complainant are as follows: _____

11. In my opinion, the allegations made in the original complaint (are) (are not) adequately supported by the facts submitted.
Explanation _____

12. In my opinion, the remedy sought by the complainant (is) (is not) justified by the facts submitted.
Explanation _____

13. The decisions made or recommendations agreed upon as a result of the conference are as follows:

Signature of Superintendent or Designee

Date Submitted

Before submitting this report to the Board, attach a copy of the employee's original written complaint (Exhibit A), a copy of the Level One Report (Exhibit B), and copies of the written responses that have been given to the employee by the supervisor/administrator and by the Superintendent or designee.

Received by (if completed by a designee)

Superintendent or Designee

Date Submitted



EMPLOYEE COMPLAINTS/GRIEVANCES
DGBA (LOCAL)

NOTICE OF APPEAL TO THE BOARD AT LEVEL THREE

This form must be filled out completely by an employee appealing a Level Two decision, or the lack of a timely response after a Level Two conference, to the Board, in accordance with DGBA (Legal) and (Local) or any exceptions outlined therein.

1. Name _____
2. Position _____ Campus/Department _____
3. To whom did you last present your complaint? _____
Date of conference _____
4. If you will be represented in pursuing your complaint, please identify the individual or organization representing you.
Name _____
Address _____

Telephone (____) _____
5. Attach a copy of your original complaint.
6. Attach copies of the Level One and Level Two decisions, if applicable.

Employee Signature

Date Submitted

Distribution:

Board Members
Supervisor
Employee
Personnel Office

INTERNET ACCEPTABLE USE POLICY

User Responsibilities



These guidelines are intended for employees and students to make the best use of the Internet resources at their disposal. When using the District's Internet access facilities you should understand and comply with the following guidelines:

Tornillo ISD's Internet Acceptable Use Policy ("IAUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms, instant messaging (IM), peer-to-peer P2P, and other forms of direct electronic communications or equipment provided by Tornillo ISD. It also covers any outside equipment that uses the district's network to access the Internet.

Tornillo ISD will use technology protection measures to block or filter, to the extent possible, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. Tornillo ISD reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of district property, network and/or Internet access or files, including email.

Schools must qualify students using the computer network and Internet access at the beginning of each school year with a signed IAUP. Students who are under 18 must have their parents or guardians sign the IAUP and schools must keep the signed page on file. Once signed, the permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the district's network due to violation of the policy or is no longer a student of this district.

Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate district personnel. Access is provided primarily for education and district business. Staff may use the Internet, for incidental personal use during duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate district personnel.

The following are examples of inappropriate activities on the Internet, but the district reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the district, students, employees, schools, network or computer resources, or (2) that expend district resources on content the district in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by district as inappropriate.

- Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- Criminal activities that can be punished under law;
- Selling or purchasing illegal items or substances;
- Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- Causing harm to others or damage to their property, such as:
 1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 4. Using any district computer to pursue "hacking," internal or external to the district, or attempting to access information protected by privacy laws; or
 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 1. Using another's account password(s) or identifier(s);
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing anyone's password to others or allowing them to use another's account(s).
- Using the network or Internet for Commercial purposes:
 1. Using the Internet for personal financial gain;
 2. Using the Internet for personal advertising, promotion, or financial gain; or
 3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Student Internet Safety

1. Students under the age of eighteen should only access district accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use;
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Internet Acceptable Use Policy and all district security policies.

Penalties for Improper Use

The use of a Tornillo ISD account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. Tornillo ISD will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

Tornillo ISD makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the district's network are to be borne by the user. Tornillo ISD also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the district, its affiliates, or employees.

I have read, understand, and agree to abide by the provisions of the Internet Acceptable Use Policy of Tornillo Independent School District.

X

(Employee/Parent Signature & Date)

Contact Us

If you have questions about this privacy statement or the comments about the web site please email technology@tisd.us or write to:

Tornillo Independent School District
19200 Cobb Ave.
Tornillo, TX 79853

Modified: August 1, 2011

Note: This policy addresses discrimination, harassment and retaliation involving District employees. In this policy, the term “employees” includes former employees and applicants for employment. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

STATEMENT OF
NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

DISCRIMINATION

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.

HARASSMENT

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee’s performance, environment or employment opportunities.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

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1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

EXAMPLES

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

RETALIATION

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

EXAMPLES

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

PROHIBITED
CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING
PROCEDURES

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

DEFINITION OF
DISTRICT OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX
COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District de-

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signates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Paul Vranish
Position: Superintendent
Address: 19200 Cobb Avenue, Tornillo, TX 79853
Telephone: (915) 765-3000

ADA / SECTION 504
COORDINATOR

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Paul Vranish
Position: Superintendent
Address: 19200 Cobb Avenue, Tornillo, TX 79853
Telephone: (915) 765-3000

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE
REPORTING
PROCEDURES

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

NOTICE OF REPORT

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

INVESTIGATION OF
THE REPORT

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

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Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CONCLUDING THE
INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

APPEAL

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

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The complainant may have a right to file a complaint with appropriate state or federal agencies.

RECORDS RETENTION Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

ACCESS TO POLICY This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LEGAL)

EDUCATOR ETHICS Educators 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 State Board for Educator Certification (SBEC) shall provide for the adoption, amendment, and enforcement of an educator's code of ethics [see DH(EXHIBIT)]. SBEC is solely responsible for enforcing the ethics code for purposes related to certification disciplinary proceedings.

Education Code 21.041(8); 19 TAC 247.1, 247.2

REPORT TO SBEC OF EDUCATOR MISCONDUCT The Superintendent must file a written report with SBEC not later than the seventh day after the Superintendent first obtains or has knowledge of information indicating that:

- CRIMINAL HISTORY 1. An applicant for or holder of a certificate issued by SBEC has a reported criminal history;
- ASSESSMENT INSTRUMENT 2. The certificate holder engaged in conduct that violated the assessment instrument security procedures established under Education Code 39.0301;
- RESIGNATION 3. The certificate holder resigned and reasonable evidence supports a recommendation by the Superintendent to terminate the educator based on a determination that the educator engaged in misconduct listed at DF(LEGAL) [see DFE]; or
- TERMINATION 4. A certificate holder's employment at the District was terminated based on a determination that the certificate holder engaged in the misconduct listed at DF(LEGAL).

Education Code 21.006; 19 TAC 249.14

CONTENTS OF REPORT The report shall, at a minimum, describe in detail the factual circumstances requiring the report and identify the subject of the report by providing the following available information:

- 1. Name and any aliases;
- 2. Certificate number, if any, or social security number;
- 3. Last known mailing address and home and daytime phone numbers;
- 4. Name or names and any available contact information of any alleged victim or victims; and
- 5. Name or names and any available contact information of any relevant witnesses to the circumstances requiring the report.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LEGAL)

The Superintendent shall include the name of a student or minor who is the victim of abuse or unlawful conduct by an educator, but the name of the student or minor is not public information under Government Code Chapter 552. [See GBAA]

A superintendent who fails to timely make a required report is subject to sanctions by SBEC.

IMMUNITY

A superintendent who, in good faith and while acting in an official capacity, files a report with SBEC is immune from civil or criminal liability that might otherwise be incurred or imposed.

Education Code 21.006; 19 TAC 249.14

PUBLIC SERVANTS

All District employees are "public servants" and therefore subject to Title VIII of the Penal Code, regarding offenses against public administration, including restrictions on the acceptance of illegal gifts, honoraria and expenses, and abuse of office. *Penal Code 1.07(a)(41), Title VIII* [See DBD and BBFA]

TOBACCO USE
PROHIBITED

The Board shall prohibit smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property.

ENFORCEMENT

The Board shall ensure that District personnel enforce the policies on school property.

Education Code 38.006(1)(3) [See also FNCD and GKA]

DRUG AND ALCOHOL
ABUSE PROGRAM

The Board shall prohibit the use of alcoholic beverages at school-related or school-sanctioned activities on or off school property.
Education Code 38.007(a)

FEDERAL DRUG-
FREE WORKPLACE
ACT

A district that receives a direct federal grant must agree to provide a drug-free workplace by:

1. Publishing a statement notifying employees of the requirements of the federal Drug-Free Workplace Act (DFWA) and requiring that each employee be given a copy of the statement [see DI(EXHIBIT)];
2. Establishing a drug-free awareness program for employees pursuant to the DFWA;
3. Notifying the granting agency within ten days after receiving notice that an employee has been convicted under a criminal drug statute;
4. Imposing a sanction on an employee who is convicted of such a violation, or requiring the employee's satisfactory participation in a drug abuse or rehabilitation program; and

EMPLOYEE STANDARDS OF CONDUCT

DH
(LEGAL)

5. Making a good faith effort to continue to maintain a drug-free workplace.

41 U.S.C. 702(a)(1)

DIETARY
SUPPLEMENTS

Except as provided at Education Code 38.011(b), a District employee may not:

1. Knowingly sell, market, or distribute a dietary supplement that contains performance-enhancing compounds to a primary or secondary education student with whom the employee has contact as part of the employee's duties; or
2. Knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains performance-enhancing compounds by a primary or secondary student with whom the employee has contact as part of the employee's duties.

An employee who violates items 1 or 2, above, commits a Class C misdemeanor offense.

Education Code 38.011

EMPLOYEE WELFARE

DI
(LEGAL)

HAZARD COMMUNICATION ACT	The District shall perform the following duties in compliance with the Hazard Communication Act:
NOTICE	1. Post and maintain the notice promulgated by the Texas Department of State Health Services (TDSHS) in the workplace. <i>Health and Safety Code 502.017(a)</i>
EDUCATION AND TRAINING	2. Provide an education and training program for employees using or handling hazardous chemicals. "Employee" means any person who may be or may have been exposed to hazardous chemicals in the person's workplace under normal operating conditions or foreseeable emergencies. Workers such as office workers or accountants who encounter hazardous chemicals only in nonroutine, isolated instances are not employees for purposes of these requirements. <i>Health and Safety Code 502.003(10), .009</i>
	3. Maintain the written hazard communication program and a record of each training session to employees, including the date, a roster of the employees who attend, the subjects covered in the training session, and the names of the instructors. Records shall be maintained for at least five years. <i>Health and Safety Code 502.009(g)</i>
WORKPLACE CHEMICAL LIST	4. Compile and maintain a workplace chemical list that includes required information for each hazardous chemical normally present in the workplace or temporary workplace in excess of 55 gallons or 500 pounds, or as determined by the TDSHS for certain highly toxic or dangerous hazardous chemicals. The list shall be readily available to employees and their representatives. <i>Health and Safety Code 502.005(a), (c)</i>
	5. Update the list as necessary, but at least by December 31 each year, and maintain at least 30 years. Each workplace chemical list shall be dated and signed by the person responsible for compiling the information. <i>Health and Safety Code 502.005(b), (d)</i>
LABELING	6. As required by law, label new or existing stocks of hazardous chemicals with the identity of the chemical and appropriate hazard warnings, if such stocks are not already appropriately labeled. <i>Health and Safety Code 502.007</i>
MATERIAL SAFETY DATA SHEETS	7. Maintain a legible copy of the most current manufacturer's material safety data sheets (MSDS) for each hazardous chemical; request such sheets from the manufacturer if not already provided or otherwise obtain a current MSDS; make such sheets readily available to employees or their representatives on request. <i>Health and Safety Code 502.006</i>

EMPLOYEE WELFARE

DI
(LEGAL)

PROTECTIVE
EQUIPMENT

8. Provide employees with appropriate personal protective equipment. *Health and Safety Code 502.017(b)*

PEST CONTROL
TREATMENT NOTICE

The chief administrator or building manager shall notify persons who work in a District building or facility of a planned pest control treatment by both of the following methods:

1. Posting the sign provided by the certified applicator or technician in an area of common access the employees are likely to check on a regular basis at least 48 hours before each planned treatment.
2. Providing the official Structural Pest Control Service Consumer Information Sheet to any individual working in the building, on request.

Occupations Code 1951.455; 4 TAC 7.146

