



# Employee Handbook

## 2020-2021

# Table of Contents

<b>Employee Handbook Receipt .....</b>	<b>4</b>
<b>Introduction .....</b>	<b>5</b>
Description of the District .....	6
District Map .....	6
Mission Statement, Goals, and Objectives.....	6
Board of Trustees .....	7
School Calendar .....	8
Department and School Directories .....	8
<b>Employment .....</b>	<b>9</b>
Equal Employment Opportunity.....	9
Job Vacancy Announcements.....	9
Employment after Retirement .....	10
Contract and Noncontract Employment .....	10
Certification and Licenses.....	11
Recertification of Employment Authorization .....	11
Searches and Alcohol and Drug Testing .....	12
Health Safety Training .....	12
Reassignments and Transfers.....	13
Workload and Work Schedules .....	14
Breaks for Expression of Breast Milk.....	14
Notification to Parents Regarding Qualifications.....	15
Outside Employment and Tutoring .....	15
Performance Evaluation .....	15
Employee Involvement.....	16
Staff Development.....	16
<b>Compensation and Benefits .....</b>	<b>17</b>
Salaries, Wages, and Stipends .....	17
Paychecks.....	17
Automatic Payroll Deposit.....	17
Payroll Deductions.....	18
Overtime Compensation .....	18
Travel Expense Reimbursement .....	19
Health, Dental, and Life Insurance .....	19
Supplemental Insurance Benefits.....	20
Cafeteria Plan Benefits (Section 125).....	20
Workers' Compensation Insurance .....	20
Unemployment Compensation Insurance .....	21
Teacher Retirement.....	21

District Wellness Center .....	21
Leaves and Absences .....	21
Personal Leave .....	23
State Sick Leave .....	23
Local Leave.....	24
Vacation .....	24
Sick Leave Bank (or Pool).....	25
Family and Medical Leave Act (FMLA)—General Provisions.....	25
Local Family and Medical Leave Provisions.....	27
Temporary Disability Leave .....	28
Workers’ Compensation Benefits.....	29
Assault Leave .....	29
Bereavement Leave .....	30
Jury Duty .....	30
Compliance with a Subpoena .....	31
Truancy Court Appearances .....	31
Religious Observance .....	31
Military Leave .....	31
<b>Employee Relations and Communications .....</b>	<b>32</b>
Employee Recognition and Appreciation .....	32
District Communications .....	32
Complaints and Grievances .....	32
<b>Employee Conduct and Welfare .....</b>	<b>33</b>
Standards of Conduct .....	33
Discrimination, Harassment, and Retaliation.....	36
Harassment of Students .....	37
Reporting Suspected Child Abuse .....	38
Sexual Abuse and Maltreatment of Children .....	39
Reporting Crime.....	39
Scope and Sequence.....	40
Technology Resources .....	40
Personal Use of Electronic Communications.....	40
Electronic Communications between Employees, Students, and Parents .....	42
Public Information on Private Devices .....	45
Criminal History Background Checks.....	45
Employee Arrests and Convictions .....	45
Alcohol and Drug-Abuse Prevention .....	46
Tobacco Products and E-Cigarette Use .....	46
Fraud and Financial Impropriety .....	46
Conflict of Interest.....	47
Gifts and Favors .....	47
Copyrighted Materials .....	48

Associations and Political Activities.....	48
Charitable Contributions .....	48
Safety .....	49
Possession of Firearms and Weapons .....	49
Visitors in the Workplace .....	50
Asbestos Management Plan .....	50
Pest Control Treatment .....	50
<b>General Procedures .....</b>	<b>51</b>
Emergency School Closing .....	51
Emergencies .....	51
Purchasing Procedures .....	51
Name and Address Changes .....	51
Personnel Records.....	52
Facility Use.....	52
<b>Termination of Employment .....</b>	<b>53</b>
Resignations.....	53
Dismissal or Nonrenewal of Contract Employees .....	53
Dismissal of Noncontract Employees .....	54
Discharge of Convicted Employees .....	54
Exit Interviews and Procedures .....	54
Reports to Texas Education Agency .....	55
Reports Concerning Court-Ordered Withholding .....	55
<b>Student Issues .....</b>	<b>57</b>
Equal Educational Opportunities.....	57
Student Records .....	57
Parent and Student Complaints .....	58
Administering Medication to Students .....	58
Dietary Supplements .....	58
Psychotropic Drugs .....	58
Student Conduct and Discipline .....	59
Student Attendance.....	59
Bullying .....	59
Hazing .....	59
<b>Index .....</b>	<b>61</b>

# Employee Handbook Receipt

Name \_\_\_\_\_

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

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

Employees may access the handbook in electronic format on the District's website (<https://www1.pasadenaisd.org>), under the "Staff" tab/section. Employees who would like a hard copy of the handbook may print it from their computer/workstation or request a copy from their supervisor.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook and understand I am required to contact my supervisor to obtain a hard copy.

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to your campus/district supervisor, or designee.

# Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Cynthia Guerrero, Coordinator, Pasadena ISD Human Resources Department.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at <https://pol.tasb.org/Home/Index/597>; and [https://www1.pasadenaisd.org/school\\_board/district\\_regulations](https://www1.pasadenaisd.org/school_board/district_regulations).

# District Information

## Description of the District

Pasadena ISD has grown significantly since its inception as a one-room school house in 1898. Today, it is a large urban district employing over 8,000 employees and serving approximately 55,000 students in grades Pre-K through twelve (12) across sixty-eight (68) schools.

Pasadena Independent School District is molding today's learners into tomorrow's leaders. The district has championed innovative educational learning initiatives supported by advanced programs and technology driven resources that foster student success. Through positive community and business support, the district provides a menu of post secondary, technical and specialized opportunities that prepare students for higher education and adaptable workplace environments.

For years, Pasadena ISD students have continued to meet challenges head on and engage in rigorous curriculum. The number of students involved in dual credit and Advanced Placement classes continues to grow as part of the District's commitment to College and Career Readiness. In recent years, the district has seen a 400-fold increase in Advanced Placement participation while dual credit courses provide students the opportunity to graduate from high school with a diploma and an associate's degree. Pasadena graduates have attended some of the top universities and colleges in the country like Harvard, Stanford, Princeton, Brown and Yale.

In addition, the District offers an array of opportunities to earn an associate's degree, graduate with a diploma, earn college credits, and gain professional certification or a license in high-demand areas like engineering, nursing and welding. Pasadena ISD also offers its students the opportunity to deepen their educational experience through a host of extra-curricular activities. Students at Pasadena ISD may participate in a multitude of athletic, as well as other extra-curricular programs focused on a multitude of interests including fine arts, robotics, student-led government, and community service – just to name a few.

## District Map

The [district map](#) is available on the district website under the "About" and the "Parents-Students" tabs/sections.

## Mission Statement, Goals, and Objectives

### [Policy AE](#)

The mission of Pasadena ISD, the gateway to unlimited opportunity for our culturally rich community, is to empower students to become accomplished, self-directed, collaborative, lifelong learners, who boldly contribute to an increasingly complex and evolving world by

engaging them in positive relationships, rigorous curriculum, and innovative meaningful experiences.

Additional information, including the [Strategic Plan](#), may be found on the district website.

## **Board of Trustees**

*[Policies BA, BB series, BD series, and BE series](#)*

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

The board of trustees is elected by the citizens of the district to represent the community’s commitment to a strong educational program for the district’s children. Board members are elected in May and serve four-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district. Current board members include:

Position One.....	Fred Roberts
Position Two.....	Mariselle Quijano
Position Three.....	Nelda Sullivan
Position Four.....	Jack Bailey
Position Five.....	Kenny Fernandez
Position Six.....	Marshall Kendrick
Position Seven.....	Vickie Morgan

Additional information about each [Member of the Pasadena ISD Board of Trustees](#) may be found on the district’s website.

The board usually meets the fourth Tuesday of each month, January - November at 5:30 p.m. in Board Room of the District’s Administration Building, 1515 Cherrybrook Lane, Pasadena, TX 77502. The Board does not normally hold a Regular meeting in month of December due to winter break. Special meetings are called when necessary. A written notice of regular and special meetings will be posted on the district website at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice in accordance with law.

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



## Administration

### **Dr. DeeAnn Powell, *Superintendent***

Dr. DeeAnn Powell assumed the role of superintendent of the Pasadena Independent School District on February 1, 2016. She is the first graduate of Pasadena ISD schools to be appointed superintendent, having attended L.F. Smith Elementary, Williams Elementary, Queens Intermediate, and Pasadena High School. She is also the first female superintendent in the history of Pasadena ISD. Dr. Powell has worked for Pasadena ISD since 1991 and has served in various roles during her tenure, including history teacher, peer facilitator, assistant principal and principal at Jackson Intermediate. Prior to becoming Superintendent, Dr. Powell also served the District as an associate superintendent of campus development and a deputy superintendent. Among her accomplishments, Dr. Powell was named the Pasadena ISD Teacher of the Year in 1997 and Secondary Principal of the Year in 2004.

### **Superintendent's Cabinet**

The Superintendent's cabinet is composed of the following District leaders:

- Dr. Karen Hickman, *Deputy Superintendent, Academic Achievement*
- Dr. Darla Massey-Jones, *Associate Superintendent, Accountability & Compliance*
- Arthur Allen, *Associate Superintendent, Business & Technology Services*
- Kevin Fornof, *Associate Superintendent, Facilities & Construction*
- Toni Lopez, *Associate Superintendent, Human Resources*
- Dr. Troy McCarley, *Associate Superintendent, Projects, Planning, & Communication*
- Gloria Gallegos, *Associate Superintendent, Special Programs*
- Alyta Harrell, *Associate Superintendent, Campus Development*
- Dr. Rhonda Parmer, *Associate Superintendent, Campus Development*
- Joe Saavedra, *Associate Superintendent, Campus Development*
- Dr. Angela Stallings, *Associate Superintendent, Campus Development*
- Carla Merka, *Chief Financial Officer*
- Jodie Kennemer, *General Counsel*

## School Calendar

The District [calendar](#) developed in accordance with [Local Policy EB](#) and can be accessed via the district website.

## Department and School Directories

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 in the District [Directories](#) found on the district website.

# Employment

## Equal Employment Opportunity

Policies [DAA](#), [DIA](#)

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

Employees with questions or concerns about discrimination based on sex, including sexual harassment, should contact:

- Gloria Gallegos, Associate Superintendent for Special Programs and Pasadena ISD Title IX Coordinator, 1515 Cherrybrook, Pasadena, Texas 77502; phone: (713) 740-0218; facsimile: (713) 740-4036; email: [ggallegos@pasadenaisd.org](mailto:ggallegos@pasadenaisd.org);
- Toni Lopez, Associate Superintendent for Human Resources, 1515 Cherrybrook, Pasadena, Texas 77502; phone: (713) 740-0278; facsimile: (713) 740-4020; email: [tlopez@pasadenaisd.org](mailto:tlopez@pasadenaisd.org).

Employees with questions or concerns about discrimination on the basis of a disability should contact:

- Toni Lopez, Associate Superintendent for Human Resources, 1515 Cherrybrook, Pasadena, Texas 77502; phone: (713) 740-0278; facsimile: (713) 740-4020; email: [tlopez@pasadenaisd.org](mailto:tlopez@pasadenaisd.org).

## Job Vacancy Announcements

[Policy DC](#)

Announcements of [job vacancies by position and location](#) are posted on a regular basis to the district's website.

## Employment after Retirement

### [Policy DC](#)

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

## Contract and Noncontract Employment

### [Policy DC series](#)

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

**Probationary Contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed two school years per the Pasadena ISD District of Innovation Plan.

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

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

**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are also employed by a Chapter 21 probationary or term contract as outlined under the “Probationary Contracts” and “Term Contracts” sections above.

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

## **Certification and Licenses**

*Policies [DBA](#), [DF](#)*

Professional employees whose positions require SBEC certification or 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 and/or obtained or renewed their credentials to the Human Resources Department in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify their supervisor and the Human Resources Department when there is action against, or revocation of, their license.

A certified employee's contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the District's Human Resources Department, or the Texas Education Agency Division of Education Certification at (512) 936-8400 if you have any questions regarding certification or licensure requirements.

## **Recertification of Employment Authorization**

*Policy [DC](#)*

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

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

## **Searches and Alcohol and Drug Testing**

*Policies [CQ](#), [DHE](#)*

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

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

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

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

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact Toni Lopez, Associate Superintendent of Human Resources at (713)740-0278.

## **Health Safety Training**

*Policies [DBA](#), [DMA](#)*

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and

extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the University Interscholastic League (UIL) portal, and Pasadena ISD's Rank One platform, by the first (earliest) of the following dates each school year:

- 1) The first day of school; or
- 2) The first day of student activity (practice).

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder awareness, recognition, and related first aid.

## **Reassignments and Transfers**

### *Policy [DK](#)*

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

An at-will employee with the required qualifications for a position may choose transfer, or move, to another campus or department at any time by following the process outlined below.

A teacher, or other contract employee, with the required qualifications, may choose to transfer, or move, to another location within the District between school years, and before the deadline designated by the Human Resources Department, by following the process outlined below. Absent permission from the Human Resources Department, contract employees cannot choose to transfer, or move, into the same, or a similar (lateral), position at another location within the District during the school year.

To transfer to another campus or location within the District, an employee must apply for an open position for which they are qualified, be selected to participate in the interview process, be chosen for hire by the hiring manager for the open position, and be approved for hire by the Human Resources Department and the receiving supervisor. Transfers of at-will employees, and permissive transfers of contract employees, during the school year will be coordinated by the Human Resources Department in a manner that will not adversely affect students. The Human

Resources Department may withhold approval of the transfer until a replacement has been found for the employee's vacated position.

## **Workload and Work Schedules**

*Policies [DEAB](#), [DK](#), [DL](#)*

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

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

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

## **Breaks for Expression of Breast Milk**

*Policies [DEAB](#), [DG](#)*

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

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

## **Notification to Parents Regarding Qualifications**

*Policies [DK](#), [DBA](#)*

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA 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 Human Resources at (713)740-0109.

## **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.

Teachers shall not privately tutor their own students for pay, except during the summer months. An employee shall disclose in writing to his or her immediate supervisor any tutoring of District students for pay.

## **Performance Evaluation**

*Policy [DN series](#)*

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



## **Employee Involvement**

*Policies [BQA](#), [BQB](#)*

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

## **Staff Development**

*Policy [DMA](#)*

Staff development activities are organized to meet the needs of employees and the district, as well as federal, state, and local legal requirements. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development. Certain annual staff development activities are required annually and will be offered to the applicable employees in an electronic format to the maximum extent possible.

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

# Compensation and Benefits

## Salaries, Wages, and Stipends

*Policies [DEA](#), [DEAA](#), [DEAB](#)*

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

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

Employees should contact the Payroll Department at (713) 740-0263 for more information about the district's pay schedules or their own pay.

## Paychecks

All employees are paid semi-monthly on the first (1<sup>st</sup>) and fifteenth (15<sup>th</sup>) of every month, by direct deposit according to the Board-adopted Salary Schedule. If the first (1<sup>st</sup>) or fifteenth (15<sup>th</sup>) of the month falls on a Holiday or weekend, direct deposits and paycheck stubs are issued on the first work day following the Holiday or weekend. For salaried employees, the employee's total annual salary is prorated over the entire year, meaning the employee's total annual salary will be equally divided into 24 equal paychecks and distributed to the employee over the course of a year. Paycheck stubs are distributed via email and ESS (employee self service). An explanation of the [Pasadena ISD Paycheck](#) can be accessed on the district website.

The District's Salary Schedule is published annually by the District and, along with amounts paid to individual employees, is subject to public disclosure pursuant to the Texas Public Information Act. Employee paychecks, in hard-copy form, will not be released to any person other than the district employee named on the check without the employee's written authorization.

## Automatic Payroll Deposit

Pasadena ISD electronically deposits employee paychecks into the employee's designated account(s). Employees may elect to have their paycheck deposited into a maximum of five (5)

different financial institutions and/or accounts. A notification period of one payroll cycle is necessary to activate this service and/or changes. Employees may make changes to their direct deposit information, including changes related to their financial institution or accounts, online via ESS.

By participating in the District's Automatic Payroll Deposit service, employees authorize Pasadena ISD to initiate credit entries, and to initiate debit entries and/or adjustments if and/or necessary for any credit entries made in error, to the employee's accounts for the duration of the employee's employment with the District. Additionally, by participating in Pasadena ISD's Automatic Payroll Deposit service, employees understand that they will not be allowed to keep any funds erroneously credited to their account by Pasadena ISD and voluntarily agree to repay the District the total amount of any credit entries made in error by Pasadena ISD.

Contact the Payroll Department at (713) 740-0263 for more information about the automatic payroll deposit service.

## **Payroll Deductions**

*Policy* [CFEA](#)

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

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

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

## **Overtime Compensation**

*Policies* [DEAB](#), [DEC](#)

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

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 a.m. each Monday and ends at 11:59 p.m. the following Sunday. Nonexempt employees do not earn overtime unless they physically work more hours than what is scheduled for the week.

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

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

## **Travel Expense Reimbursement**

*Policy [DEE](#)*

Before any travel expenses are incurred by an employee, the employee must first receive the approval of their campus principal, departmental director, associate superintendent and/or the Superintendent. 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 the extent possible, to be reimbursed for allowable expenses other than mileage.

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

*Policy [CRD](#)*

Group health insurance, dental insurance, and life insurance coverage is available to district employees. 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 by the Benefits Office in the Human Resources Department on the district [website](#).

In addition to district contributions to employee insurance premiums, Pasadena ISD provides eligible district employees with \$10,000 in life insurance coverage. Additional coverage options are also available to district employees.

Employees should contact Vonnie Conde, Benefits Manager at (713)740-0120 for more information.

## **Supplemental Insurance Benefits**

*Policy [CRD](#)*

At their own expense, employees may enroll in supplemental insurance programs for themselves and dependents. Premiums for these programs are paid by payroll deduction. Employees should contact Vonnie Conde, Benefits Manager at (713)740-0120 for more information.

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

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

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

## **Workers' Compensation Insurance**

*Policy [CRE](#)*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage beginning on September 1 each year and continuing until August 31 of the following year.

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 employee's supervisor and the District's Worker's Compensation and Safety Office. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See [Workers' Compensation Benefits](#) for information on use of paid leave for such absences.

## **Unemployment Compensation Insurance**

*Policy CRF*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact Vonnie Conde, Benefits Manager at (713)740-0120.

## **Teacher Retirement**

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

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

## **District Wellness Center**

The Pasadena ISD Wellness Center is available to all employees and is free of charge to employees and their dependents (age 2+) who are covered under one of the district's medical plans. For location, hours, and services, call the Wellness Center at (713)740-5300 or visit the [district website](#).

## **Leaves and Absences**

*Policies [DEC](#), [DECA](#), [DECB](#)*

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call Vonnie Conde, Benefits Manager (713)740-0120 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in half day or full day increments for exempt employees and in one-quarter hour increments for nonexempt employees. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- State sick leave accumulated before the 1995-96 school year
- State personal leave
- Vacation leave (when applicable)

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

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

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

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

**Medical Certification.** Any employee, who is absent more than five (5) days because of a personal or family illness, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

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

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

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

## **Personal Leave**

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

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

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

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

## **State Sick Leave**

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in one half or one full day increments for exempt employees and one-quarter hour increments for non-exempt employees, except



when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

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

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

## **Local Leave**

In addition to state leave, each employee who is eligible for Teacher Retirement System of Texas (TRS) benefits shall earn local leave in accordance with administrative regulations.

An employee shall be permitted to use one day of local leave:

1. To attend the birth of a child of a member of the employee's immediate family. Complications surrounding a birth shall be considered an illness in the family for which local leave may also be used.
2. For the death of a relative who is not the employee's immediate family member, including an aunt, uncle, niece, nephew, or first cousin by blood or marriage.

An employee may also use local leave for absences related to the birth or placement of a child when leave is taken within the first year after the child's birth, adoption, or foster placement. Additionally, employees shall use local leave according to the terms and conditions of state sick leave accumulated before the 1995–96 school year, except that an employee may contribute local leave to a sick leave bank.

For additional information regarding local leave, or information related to hardship extensions of sick leave employees should contact the Human Resources Department.

## **Vacation**

*Policy [DED](#)*

Only employees in positions normally requiring 12 months of service who commenced employment with the District prior to August 1, 1998, shall be eligible for paid vacation. More information on paid vacation can be accessed on the district [website](#) or by contacting the Human Resources Department.

## **Sick Leave Bank (or Pool)**

The District has established a sick leave bank that eligible employees may join through contribution of three (3) days of local leave each year during the month of September.

To be eligible for membership in the sick leave bank, employees must have been employed by Pasadena ISD for one (1) year, be an employee who earns sick leave, and donate three (3) days of accumulated sick leave to the bank by the end of the enrollment period.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee experiences a catastrophic illness or injury and has exhausted all paid leave. If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request. An employee may appeal a denial of a request for use of sick leave bank days to the Associate Superintendent for Human Resources.

For additional information, employees may contact the Human Resources Department.

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

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

### **Leave Entitlements**

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

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

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

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

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

### **Benefits and Protections**

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

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

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

### **Eligibility Requirements**

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

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

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

### **Requesting Leave**

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

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

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform

daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

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

### **Employer Responsibilities**

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

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

### **Enforcement**

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

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

For additional information:

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

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

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured backward from the date an employee uses family medical leave ("FML").

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

**Combined Leave for Spouses.** Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for

the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

**Intermittent Leave.** When medically necessary or in the case of a qualifying exigency, an employee may 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. See [DECA \(LEGAL\)](#) for use of intermittent or reduced schedule leave due to a medical necessity.

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

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

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

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

**District Contact.** Employees that require FML or have questions should contact the Benefits Office and/or Vonnie Conde, Benefits Manager (713)740-0120 for details on eligibility, requirements, and limitations.

## Temporary Disability Leave

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, employees should notify the Benefits Office and/or Vonnie Conde, Benefits Manager (713)740-0120 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 an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to the employee's direct supervisor, the Workers' Compensation and Safety Office, and the Human Resources Department.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

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

## **Bereavement Leave**

In addition to state leave, each employee who is eligible for Teacher Retirement System of Texas (TRS) benefits shall earn local leave in accordance with administrative regulations. An employee shall be permitted to use a maximum of five (5) days for the death of a member of the employees immediate family and one day of local leave for the death of a relative who is not an immediate family member of the employee, including an aunt, uncle, niece, nephew, or first cousin by blood or marriage. For purposes of bereavement leave, immediate family includes the employee's spouse, child, parent, sibling, grandparent, and grandchild by blood or marriage.

## **Jury Duty**

*Policies [DEC](#), [DG](#)*

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

## **Compliance with a Subpoena**

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.

## **Truancy Court Appearances**

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

## **Religious Observance**

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

## **Military Leave**

**Paid Leave for Military Service.** Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave when engaged in authorized training or duty orders by proper authority. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Reemployment after Military Leave.** Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact Toni Lopez, Associate Superintendent of Human Resources (713)740-0278. In most cases, the length of federal military service cannot exceed five years.

**Continuation of Health Insurance.** Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact Toni Lopez, Associate Superintendent of Human Resources (713)740-0278 for details on eligibility, requirements, and limitations.



# Employee Relations and Communications

## Employee Recognition and Appreciation

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

## District Communications

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

Community members and parents can receive the latest district news, events, school board briefs, urgent news and news releases via Facebook or Twitter. The Communications Department also publishes an e-newsletter for employees and various traditional pieces, including the Pinnacle newspaper and the Partners in Pasadena Newsletter. Additional copies of these publications are available in the Communications Department and on campuses

## Complaints and Grievances

*Policy* [DGBA](#)

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints can be found in Board Policy DGBA (Legal) and (Local) and is on the district [website](#) or at the following web address:

<https://pol.tasb.org/Policy/Code/597?filter=DGBA>.

# Employee Conduct and Welfare

## Standards of Conduct

Policy [DH](#)

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

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

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, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See the [Reports to the Texas Education Agency](#) section for additional information.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, may be found in Board Policy [here](#), and 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. This chapter shall apply to educators and candidates for certification. (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 for Educator Certification (SBEC) and its certification process.

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

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

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

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

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

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

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

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

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

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

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

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

## **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 or minor.

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

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

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

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

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

*Policies [DH](#), [DIA](#)*

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be found on the district [website](#) or at the following web addresses: <https://pol.tasb.org/Policy/Code/597?filter=DH> and <https://pol.tasb.org/Policy/Code/597?filter=DIA>.

## Harassment of Students

*Policies [DH](#), [DHB](#), [FFG](#), [FFH](#), [FFI](#)*

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

The district's policy that includes definitions and procedures for reporting and investigating harassment of students available on the district website or at the following web address: <https://pol.tasb.org/Policy/Code/597?filter=FFH>.

Pursuant to Title IX of the of the Education Amendments of 1972 and the applicable federal regulations implementing the statute, sexual harassment of a student is conduct on the basis of sex that is one or more of the following:

1. Quid pro quo harassment by a district employee;
2. Hostile environment; and/or
3. A type of sexual violence defined by federal law.

**Quid pro quo sexual harassment of a student** occurs when an employee makes an aid, service, or benefit of the district conditional on a student's participation in unwelcome sexual conduct. Under this Title IX definition of quid pro quo sexual harassment, the unwelcomeness and severity of an employee's conduct toward a student is presumed.

**Hostile environment sexual harassment of a student** occurs when a student experiences any unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity.

**Sexual violence defined by federal law** includes any instance of sexual assault (as defined in the Clery Act, dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA). Under this Title IX definition sexual harassment, unwelcomeness and severity is presumed.

The District's Title IX Coordinator is Gloria Gallegos, Associate Superintendent for Special Programs, and she may be contacted as follows:

- In-person, or via Mail: Ms. Gloria Gallegos, Assoc. Supt. for Special Programs, Pasadena ISD, 1515 Cherrybrook, Pasadena, Texas 77502
- Email: [ggallegos@pasadenaisd.org](mailto:ggallegos@pasadenaisd.org)
- Phone: 713.740.0218
- Facsimile: 713.740.4036

## **Reporting Suspected Child Abuse**

*Policies [DG](#), [GRA](#)*

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §261.001, to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

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

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking an adverse employment action against a certified or licensed professional 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 make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified

employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

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

## **Sexual Abuse and Maltreatment of Children**

*Policy [FHH](#)*

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at [FHH \(Local\)](#). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

## **Reporting Crime**

*Policy [DG](#)*

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



## Scope and Sequence

Policy [DG](#)

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

## Technology Resources

Policy [CQ](#)

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

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

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

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management should contact their supervisor, or campus technology liaison.

## Personal Use of Electronic Communications

Policy [CQ](#), [DH](#)

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy [FL](#)]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See [DH \(EXHIBIT\)](#)]
  - Confidentiality of district records, including educator evaluations and private email addresses. [See Policy [GBA](#)]
  - Copyright law [See Policy [CY](#)]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See [DH \(EXHIBIT\)](#)]

See *Electronic Communications between Employees, Students, and Parents*, below, for regulations on employee communication with students through electronic media.

## **Electronic Communications between Employees, Students, and Parents**

Policy [DH](#)

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or email address.

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

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

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.

- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.
- All staff are encouraged to limit their electronic communication to District-approved platforms and/or programs. For additional information related to approved platforms/programs, employees should contact their supervisor.
- A teacher, trainer, or other employee who has an extracurricular duty may use text messaging to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message; or
  - The employee shall include his or her colleague, and/or immediate supervisor as a recipient on each text message to the student so that the student and at least one other Pasadena ISD employee receive the same message.
- Employees shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with currently enrolled students through a personal social network page or personal electronic communication platform, application, or account. The employee must enable administration and parents to access the employee's professional page.
- Employees shall make attempts to limit electronic communication with any student between the hours designated by their campus administration and/or supervisor. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:

- Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies [CPC](#) and [FL](#)]
- Copyright law [Policy [CY](#)]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy [DH](#)]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- Nothing herein prohibits employees from communicating with family members who are also currently enrolled students by any electronic means, so long as the communication does not constitute prohibited harassment or abuse of a District student or minor; adversely affects the student's learning, mental health, or safety; include threats of violence against the student; reveal confidential information about the student; or constitute inappropriate communication with a student as described in the Texas Educator's Code of Ethics.
- Nothing herein prohibits employees from communicating with currently enrolled students by any electronic means if the employee has an established, and appropriate, social relationship with the student, so long as the communication does not constitute prohibited harassment or abuse of a District student or minor; adversely affects the student's learning, mental health, or safety; include threats of violence against the student; reveal confidential information about the student; or constitute inappropriate communication with a student as described in the Texas Educator's Code of Ethics. Employees shall disclose social relationships with currently enrolled students to their immediate supervisor if and/or when those relationships result in the employee's electronic communication with a currently enrolled student.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.
- An employee shall not be required to disclose his or her personal email address or personal phone number to a student.
- All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or interferes

with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

## **Public Information on Private Devices**

*Policy [DH](#)*

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services.

## **Criminal History Background Checks**

*Policy [DBAA](#)*

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

## **Employee Arrests and Convictions**

*Policy [DH](#)*

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

- Crimes involving school property or funds;
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- Crimes that occur wholly or in part on school property or at a school-sponsored activity; and/or
- Crimes involving moral turpitude, which include:
  - 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 defined in Chapter 481 of the Health and Safety Code;
- Felonies involving driving while intoxicated (DWI);
- Acts constituting abuse or neglect under the SBEC rules; and/or
- Any offense of driving under the influence (DUI) or driving while intoxicated (DWI), if the employee’s job description requires operation of a vehicle.

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

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

*Policy* [DH](#)

Pasadena ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district’s policy regarding employee drug use can be seen in [DH \(Local\)](#) on the district website.

## **Tobacco Products and E-Cigarette Use**

*Policies* [DH](#), [FNCD](#), [GKA](#)

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

## **Fraud and Financial Impropriety**

*Policy* [CAA](#)

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

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

## **Conflict of Interest**

*Policy [CB](#), [DBD](#)*

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

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

Employees should contact their supervisor for additional information.

## **Gifts and Favors**

*Policy [DBD](#)*

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks,



electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

## **Copyrighted Materials**

*Policy [CY](#)*

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

## **Associations and Political Activities**

*Policy [DGA](#)*

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

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

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

## **Charitable Contributions**

*Policy [DG](#)*

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

## **Safety**

*Policy [CK series](#)*

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See the [Emergencies](#) section for additional information.

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.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact the Workers' Compensation and Safety Office at 713-740-0258.

## **Possession of Firearms and Weapons**

*Policies [DH](#), [FNCG](#), [GKA](#)*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call Police dispatch at 713-740-0200 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.

## **Asbestos Management Plan**

*Policy* [CKA](#)

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. Copies of the district's management plan is kept in the District Administration Building and the Office of the Associate Superintendent for Facilities and Construction, and is available for inspection during normal business hours.

## **Pest Control Treatment**

*Policies* [CLB](#), [DI](#)

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. 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.

# General Procedures

## Emergency School Closing

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will provide notification through the following channels:

- The Pasadena ISD phone notification system,
- The front page of the [district website](#),
- The District's social media accounts, including [Facebook](#) and [Twitter](#),
- Local television stations; and
- Local radio stations.

## Emergencies

*Policies* [CKC](#), [CKD](#)

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

## Purchasing Procedures

*Policy* [CH](#)

All requests for purchases must be submitted on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Purchasing Department at 713-740-0195 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 Human Resources office if there are any changes or corrections to their name, home address, contact

telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from Human Resources. Employees may also make changes electronically via Employee Self Service (ESS).

## **Personnel Records**

*Policy [DBA](#), [GBA](#)*

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email address is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

- Address;
- Phone number, including personal cell phone number;
- Emergency contact information; and
- Information that reveals whether they have family members.

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to Human Resources Department. New or terminated employees have 14 days after hire or termination to submit a request.

Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

## **Facility Use**

*Policies [DGA](#), [GKD](#)*

Employees who wish to use district facilities after school hours must follow established procedures. The individual campus is responsible for approving availability for the use of facilities after school hours. Employee must contact the school principal to request use of school facilities. If they receive approval that the date & time they are requesting is available, the employee must contact the Safety Office at (713)740-0257 to obtain information on the fees charged and to request a use of facility contract.

# 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 at least 45 days before the first day of instruction of the following school year.

A written notice of resignation should be submitted to the Superintendent or other person designated by the Board to accept a contract employee's resignation. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in [Reports to Texas Education Agency](#). The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in of the same act.

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

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

## Dismissal or Nonrenewal of Contract Employees

*Policies [DF Series](#)*

Employees on probationary or term contract can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing.

The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

## **Dismissal of Noncontract Employees**

*Policies [DCD](#), [DP](#)*

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

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

## **Discharge of Convicted Employees**

*Policy [DF](#)*

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

If the offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

## **Exit Interviews and Procedures**

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district

with feedback on his or her employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

The District's *Exiting Employee Information Guide* may be accessed on the District's [website](#).

## Reports to Texas Education Agency

Policies [DF](#), [DHB](#), [DHC](#)

**Certified Employees.** The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

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

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301.

"Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

**Noncertified Employees.** The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

## 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. Notice of the following must be



sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

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

# Student Issues

## Equal Educational Opportunities

*Policies [FB](#), [FFH](#)*

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Gloria Gallegos, the district Title IX Coordinator, the district Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Erika Garza, the District ADA/Section 504 Coordinator, the district ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons 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 divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

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

## **Parent and Student Complaints**

*Policy [FNG](#)*

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

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

## **Administering Medication to Students**

*Policy [FFAC](#)*

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen<sup>®</sup>), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

## **Dietary Supplements**

*Policies [DH](#), [FFAC](#)*

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

## **Psychotropic Drugs**

*Policy [FFAC](#)*

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

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

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

## **Student Conduct and Discipline**

*Policies in the [FN series](#) and [FO series](#)*

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

## **Student Attendance**

*Policy [FEB](#)*

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must provide acceptable excuse. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

## **Bullying**

*Policy [FFI](#)*

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and may be accessed on the districts website or at the following web address:

<https://pol.tasb.org/Policy/Code/597?filter=FFI>.

## **Hazing**

*Policy [FNCC](#)*

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who

observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

# Index

- Administering medication, 58
- Administration, 8
- Alcohol and drug
  - abuse prevention, 46
  - testing, 12
- Arrests and convictions, 45
- Asbestos management plan, 50
- Assault leave, 29
- Associations and political activities, 48
- At-will employment, 11
- Automatic payroll deposits, 17
- Background checks, 45
- Bad weather closing, 51
- Benefits
  - cafeteria plan, 20
  - health insurance, 19
  - leave, 21
  - retirement, 21
  - supplemental insurance, 20
  - workers' compensation, 20, 29
- Bereavement leave, 30
- Board of Trustees
  - meeting schedule, 8
- Breaks, 14
- Breast milk, 14
- Bullying, 59
- Cafeteria plan benefits, 20
- Certification
  - health and safety training, 12
  - maintaining, 11
  - parent notification, 15
- Change of address, 51
- Charitable contributions, 48
- Child abuse
  - reporting, 38
  - sexual, 39
- Code of ethics, 33
- Committees, 16
- Compensation, 17
- Complaints
  - employee, 32
  - parent and student, 58
- Compliance coordinators, 9, 57
- Compliance with a subpoena, 31
- Conduct and welfare, 33
- Conflict of interest, 47
- Contract
  - employment, 10
  - nonrenewal, 53
- Copyright materials, 48
- Court appearances, 31
- Court-ordered withholding, 55
- Crime reporting, 39
- Criminal history, 45
- Dietary supplements, 58
- Directories
  - school, 8
- Discrimination
  - employee, 36
  - student, 57
- Dismissal
  - contract employees, 53
  - noncontract employees, 53
- District
  - communications, 32
  - description, 6
  - information, 6
  - map, 6
  - mission statement, 6
- Drug
  - abuse prevention, 46
  - psychotropic, 58
  - testing, 12
- E-cigarettes, 46
- Electronic communications, 40, 42
- Emergencies, 51
- Employee
  - conduct and welfare, 33

- involvement, 16
- recognition, 32
- Employment
  - after retirement, 10
  - at-will, 11
  - authorization documents, 11
  - contract, 10
  - noncontract, 10
  - outside, 15
- Equal opportunity
  - educational, 57
  - employment, 9
- Every Student Succeeds Act, 15
- Exit interviews, 54
- Facility use, 52
- Family and medical leave, 25
- Firearms, 49
- Form I-9, 11
- Fraud, 46
- General procedures, 51
- Gifts and favors, 47
- Grievances, 32
- Harassment, 36, 37
- Hazing, 59
- Health insurance, 19
- Health safety training, 12
- Insurance
  - health, 19
  - supplemental, 20
  - unemployment, 20
- Internet use, 40, 42
- Job vacancy announcements, 9
- Jury duty, 30
- Leave
  - assault, 29
  - bereavement, 30
  - court appearance, 31
  - discretionary, 23
  - family and medical, 25
  - jury duty, 30
  - local, 24
  - medical certification, 22
  - military, 31
  - nondiscretionary, 23
  - personal, 23
  - proration, 23
  - religious observance, 31
  - sick, 23
  - temporary disability, 28
  - workers' compensation, 29
- Maltreatment of children, 39
- Medications, 58
- Military leave, 31
- Mission statement, 6
- Name and address changes, 51
- Nonrenewals, 53
- Nursing mothers, 14
- Outside employment, 15
- Overtime, 18
- Parent and student complaints, 58
- Parent notification, 15
- Paychecks, 17
- Payroll
  - automatic deposits, 17
  - deductions, 18
  - schedule, 17
- Performance evaluation, 15
- Personal leave, 23
- Personnel records, 52
- Pest control treatment, 50
- Political activities, 48
- Possession of firearms and weapons, 49
- Psychotropic drugs, 58
- Public information, 45
- Purchasing procedures, 51
- Qualifying exigency, 28
- Reassignments, 13
- Religious observance, 31
- Resignations, 53
  - contract employees, 53
  - noncontract employees, 53
- Retaliation, 36
- Retirement
  - benefits, 21
  - employment after, 10
- Safety, 49

Salaries, 17  
School  
    calendar, 8  
    closing, 51  
    directory, 8  
Scope and sequence, 40  
Searches, 12  
Sexual harassment, 37  
Sick leave, 23  
Staff development, 16  
Standards of conduct, 33  
Student  
    attendance, 59  
    bullying, 59  
    complaints, 58  
    dietary supplements, 58  
    discipline, 59  
    equal educational opportunities, 57  
    harassment, 37  
    hazing, 59  
    medication, 58  
    records, 57  
Supplemental insurance, 20  
TEA reports, 55  
Teacher retirement, 21  
Technology resources, 40  
Temporary disability leave, 28  
Termination  
    discharge of convicted employees, 54  
    dismissal during the contract term, 53  
    exit interviews, 54  
    noncontract employees, 54  
    nonrenewal, 53  
    reports to TEA, 53, 55  
    resignation, 53  
Text messaging, 42  
Tobacco  
    products, 46  
    use, 46  
Training  
    health and safety, 12  
    staff development, 16  
Transfers, 13  
Travel expenses, 19  
Truancy court appearances, 31  
Tutoring, 15  
Unemployment insurance, 21  
Vacancy announcements, 9  
Visitors, 50  
Wages, 17  
Weapons, 49  
Whistleblower Act, 39  
Work schedule, 14  
Workers' compensation benefits, 20, 29  
Workload, 14