



Waco Independent School District

Employee Handbook

2010-2011

Preface

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Department at P. O. Box 27, Waco, Texas 76703.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time. 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. Policy manuals are located at the Administration Building, 501 Franklin Avenue, Waco, Texas 76701 and are available for employee review during normal working hours. District policies can also be accessed on line at <http://www.wacoisd.org/policyonline.php>

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District information

Mission statement, beliefs, and goals

Policy AE

Waco ISD will ensure innovation and excellence in education to prepare all learners for productive engagement in a global society.

Core Beliefs:

- We believe that all students shall reach their full potential.
- We believe that race, ethnicity, gender, or socio-economic status should not result in achievement gaps.
- We believe that all students should graduate college or work force ready.
- We believe that parent and community involvement is fundamental to student success.
- We believe that a well-paid, well-trained and dedicated staff is essential to student success.

Strategic Goals:

- Implement a comprehensive plan to enhance learning opportunities for all students.
- Recruit, support, and retain quality employees who are collaborative, innovative, and accountable for all learners.
- Engage parents and the community to provide all students the support and experiences they need to be successful.
- Communicate effectively with internal and external constituents.
- Execute an effective, efficient long-range plan to optimize facilities use, personnel assignments, material acquisitions, and financial stability.
- Improve district performance by exploring, examining, and analyzing internal and external data.

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, and employment of the superintendent and other professional staff, facilities, and expansions. The board has complete and final control over school matters within limits established by state and federal law and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. The Board consists of seven Trustees, two elected at large and five elected from single-member districts in accordance with Texas law, serving terms of three years, with elections held annually. The terms of one-third of the Trustees, or as near to one-third as possible, expire each year. Trustees serve without compensation, must be registered voters, and must reside in the district.

Board members

Alex Williams, President
Larry Perez, Secretary
David Schleicher
Angela Tekell

Pat Akins, Vice President
Norman Manning
Allen Sykes

Board meeting

The board usually meets on the third Thursday of each month at 7:30 p.m. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district Web site and in the Administration Building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

Administration

Superintendent: TBA

Ms. Sheryl Davis, Interim Superintendent and Assist. Superintendent for Business and Support Services

Ms. Jennifer Womack, Assistant Superintendent for Curriculum and Instruction

Dr. Royce Avery, Executive Director of Secondary Education, Students Services and Student Management

Dr. Terri Patterson, Executive Director of Elementary Education, Professional Development, Early Childhood, and Parents As Teachers (PAT)

Helpful contacts

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

Human Resources Department
501 Franklin Avenue
Waco, Texas 76701
254/755-9410
254/755-9689 fax

Employment

Equal employment opportunity

Policies DAA, DIA

The Waco ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, age, national origin, disability, military status, genetic information, or on any other basis prohibited by law. 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 the district Title IX coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact Carolyn Key, the district ADA/Section 504 coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job vacancy announcements

Policy DC

To the extent possible, announcements of job vacancies by position and location are distributed on a regular basis and posted on the district's Web site.

Employment after retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System of Texas (TRS) may be employed in limited 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 Web Site (<http://www.trs.state.tx.us>).

Contract and non-contract employment

Policy DC series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary or term contracts. Employees in all other positions are employed at will or by a contract that is not subject to the procedures for non-renewal or termination under Chapter 21 of the Texas Education Code. 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 at least a two-year lapse in

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

Term contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. 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 on line or copies will be provided upon request.

Non-certified professional and administrative employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

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

Searches and alcohol and drug testing

Policy DHE

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

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

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an

employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Human Resources Department.

Health and 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 and cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED), and extracurricular athletic activity safety. Certification must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Information on Texas Education Agency (TEA) requirements is available on the TEA Web Site (<mailto:http://ritter.tea.state.tx.us//taa/health042109.html>). Employees subject to this requirement must submit their certification to the Athletic Director's Office or the Fine Arts Department prior to the expiration of their current certification.

Reassignments and transfers

Policy DK

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins, must submit his or her request by the designated timeline set by the Human Resources Department. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a suitable replacement has been found. All transfer requests will be coordinated by the Human Resources Department and must be approved by the receiving supervisor.

Workload and work schedules

Policies DEA, DL

Professional employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including required days of service 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 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 are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. All fulltime paraprofessionals will work an eight-hour day. Office hours are determined at the campus level and may vary from campus to campus.

Notification to parents regarding certification status

Policies DK, DBA

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

Texas law also requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) or individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Human Resources Department.

Outside employment and tutoring

Policy DBD

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and

responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Performance evaluation

Policy DN 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, with the exception of teachers who are eligible for less frequent evaluations in accordance with law and local criteria. 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, Waco ISD offers opportunities for input in matters that affect employees and influences in the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Department of Curriculum and Instruction, 501 Franklin Avenue, Waco, Texas 76701.

Staff development

Policy DMA, DMB, DMD

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements and continued employee skill development.

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

Additional information regarding staff development can be found in Legal and Local Policy *DMA, DMB, and DMD*.

Bloodborne pathogen control

Policy DBB

A District that employs employees who provide services in a public or private facility providing health care related services, including a home health care organization, or who otherwise have a risk of exposure to blood or other material potentially containing bloodborne pathogens, in connection with exposure to sharps, shall comply with the minimum standards set by the Texas Department of Health Services (TDHS).

Minimum standards can be found in Employment Requirements and Restrictions: Medical Examinations and Communicable Diseases Policy DBB.

Compensation and benefits

Salaries, wages, and stipends

Policies DEA, DEAA

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 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*, page 10)

Salary and wage schedules are reviewed annually and adjusted according to the budgeted amounts approved by the board. All employees will receive written notice of their pay. 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 Human Resources Department for more information about the district's pay schedules or their own pay.

Annualized compensation

Policy DEA

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in 26 equal payments, beginning with the first pay period of their calendar year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer. Exception: 226 and 240-day employees.

Paychecks

All employees are paid bi-weekly. During the school year, paychecks are delivered to each campus. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. During summer breaks or anytime campuses are closed, paychecks will be mailed to the employee's home address.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. This information can also be viewed on the Employee Access Center.

Automatic payroll deposit

Employees can have their paychecks electronically deposited into an account at any bank in the United States. A notification period within the first two days of any pay period is necessary to activate this service.

The District has the right to issue a hard copy check in place of direct deposit. The Payroll Department will attempt to notify employee(s) if this is to occur.

All final paychecks will be a hard copy check and will be mailed to the employee's last known address. **Exception:** Employees that have completed their calendar year (excluding all retirees, 226 calendar employees, and 240 calendar employees) will have their final check direct deposited, if elected.

Prior to separation from the District, employees are encouraged to contact the Payroll Department regarding their final paycheck.

Payroll deductions

Policy CFEA

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

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

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; any other cafeteria plan options authorized by the Internal Revenue Service; and annuities and savings deposits and loan payments through Employee Benefits Office. Employees also may request payroll deduction for payment of WISD child care or pre-kindergarten tuition cost, membership dues to professional organizations, other charitable organizations (i.e., United Way), District approved wellness programs, and District approved community involvement. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime compensation

Policy DEA, DEA (Local)

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

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are

paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:01am Saturday and ends at midnight Friday.

Employees may be compensated for overtime 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 shall 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, DEE (Local)

Before the employee incurs any travel expenses, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage.

Health insurance

Policy CRD

Group health insurance coverage is available to all employees who work a minimum of 20 hours per week and who are members of the Teacher Retirement System of Texas*. The board of trustees determines the district's contribution to employee insurance premiums annually. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a benefits handbook prior to open enrollment or to new employees during new employee processing. Employees may also view the insurance plans offered by visiting <http://www.wacoisd.org/riskmanagement>.

The insurance plan year is from January 1st through December 31st. New employees must complete enrollment forms within the first 31 days of employment. Current employees can make changes in their insurance coverage during the open enrollment period only, or whenever a qualifying event occurs which may necessitate changes (i.e., divorce, marriage, birth, death). The employee will be required to complete additional paperwork within 30 days if a change in coverage is desired. Changes will not be allowed if a request to add or delete coverage is not made timely. Employees should contact the Benefits Office for more information.

***Exception:** Any person receiving a service retirement benefit under the Teacher Retirement System of Texas who is employed on a part-time or substitute basis as provided by law shall not

be required to make further contributions to the system. *Gov't Code 822.003, 824.602* [See DPB (Legal)]

Supplemental insurance benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should contact the Employee Benefits Office for more information. Benefits information is also available on the Web (<http://www.wacoisd.org>).

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. A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit within 31 days from employee start date. 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 who are injured on the job. The district has workers' compensation coverage from Texas Association of School Board, effective upon employment. Benefits help pay for medical treatment related to the injury.

In addition, the Board has adopted the offset option provided by law whereby an employee absent because of a job-related illness or injury may choose:

- to receive workers' compensation wage benefits only, or
- use available paid leave in proportional amounts to supplement workers' compensation wage benefits, up to the regular pre-injury weekly wage.

The employee shall indicate if they choose to use available paid leave in this circumstance, and if so, may choose to discontinue use at any time.

District Procedures in Reporting a Work Related Injury

Waco Independent School District is a member of the Texas Association of School Board Risk Management Fund (the Fund) to protect you in the event of a work related injury or illness.

1. If you are injured at work you must tell your supervisor immediately, but no later than 24 hours after the work related incident.

- Campus and central office administrators must report a work related injury to their immediate supervisor and the Risk Management and Benefits Office.
- Teachers and campus or central office support staff must report a work-related accident/injury to their immediate supervisor and principal.
- Custodians must report a work-related accident/injury to their head or lead custodian and principal.
- Food Service workers must report a work-related accident/injury to their cafeteria manager and CNS Management, Central Office.

2. If the accident/injury occurs after normal working hours and the supervisor or principal is not on duty, the injury should be reported to the next co-worker in charge.

3. Within 24 hours of the occurrence, preferably immediately, a “Workers’ Compensation First Report of Injury or Illness” form must be completed on-line and signed by the principal / supervisor or designee who took the injured worker’s statement of the incident. Most campuses have workers’ compensation designees on campus to complete this procedure (usually the school secretary or nurse). The injured employee will receive a copy of the first report of injury form along with the “Employee’s Rights and Responsibilities under the Texas Workers’ Compensation” form.

4. If the employee requires medical attention, the principal or immediate principal/supervisor should follow these procedures:

- If the injury is somewhat minor, then the employee may request first aid treatment by the school nurse.
- If the injury cannot be treated by the school nurse, the supervisor or employee should call the Waco ISD Risk Management office. The employee may choose a treating doctor from the Political Subdivision Workers’ Compensation Alliance. The Alliance includes a list of health care providers who are trained in treating work related injuries and getting employees back to work safely. A list of the Alliance doctors may be obtained online at <http://www.pswca.org> or by calling the Waco ISD Risk Management Office at 254-755-9547 or by calling TASB Risk Management Fund at 1-800-482-7276. The District may recommend a physician or facility from the Political Subdivision Workers’ Compensation Alliance, but the injured employee is not obligated to accept the District’s recommendation. In any case, the employee should see a doctor associated with the Alliance. The treating health care provider must also obtain authorization for medical treatment by calling the district’s Risk Management Office at 755-9522.

Political Subdivision Workers’ Compensation Alliance Requirements

You are required to choose a doctor from the Alliance list if you are hurt at work and you live in the Alliance service area. This is required for you to receive coverage of healthcare cost for your work related injury. If your treating doctor leaves the Alliance, you will be notified in writing. You will have the right to choose another treating doctor from the list of Alliance doctors. If your

doctor leaves the Alliance and you have a life threatening or acute condition for which a disruption of care would be harmful to you, your doctor may request that you treat with him or her for an extra 90 days.

Workers' Compensation Medical Treatment Outside of Service Area

If you believe you live outside the service area, you may request a service area review by calling your TASB adjuster. If you become dissatisfied with your first choice of treating doctor, you can select an alternative treating doctor from the list of direct contract treating doctors in the service area where you live. The Fund will not deny a choice of an alternative treating doctor. Before you can change treating doctors the second time you must obtain permission from your adjuster.

Workers' Compensation Doctor Referrals

Referrals for health care services that you or your doctor request will be made available on a timely basis as required by your medical condition. Referrals will be made no later than 21 days after the request. Your doctor should refer you to another Alliance provider unless it becomes medically necessary to make a referral outside the Alliance. You do not have to get a referral if you are in need of emergency care.

Workers' Compensation Healthcare Payment

Alliance providers have agreed to seek payment from the Fund for your health care. They should not request payment from you. If you obtain health care from a doctor that is not in the Alliance without prior approval from your adjuster, you may have to pay for the cost of that care and your income benefits (if any) may be disputed. You may treat with medical providers that are not contracted with the Alliance only if one of the following situations occurs:

- Emergencies: You should go to the nearest hospital or emergency care facility.
- You do not live within the Alliance service area.
- Your treating doctor refers you to a provider or facility outside the alliance.

This referral must be approved by your adjuster.

Workers' Compensation Alliance Complaints

You have the right to file a complaint with the Alliance. You may do this if you are dissatisfied with any aspect of direct contract program operations. This includes a complaint about the program and/ or your Alliance doctor. It may also be a general complaint about the Alliance. A complainant can notify the Alliance Grievance Coordinator of a complaint by phone, from the Alliance website at <http://www.pswca.org> or in writing via mail or fax. Complaints should be forwarded to:

PSWA (The Alliance)
Attention: Grievance Coordinator
P. O. Box 763
Austin, Texas 78767-0763
1-866-997-7922

A complaint must be filed with the program grievance coordinator no later than 90 days from the date the issue occurred. Texas law does not permit the Alliance to retaliate against you if you file a complaint against the program. Nor can the Alliance retaliate if you appeal the decision of the program. The law does not permit the Alliance to retaliate against your treating doctor if he or she files a complaint against the program or appeals the decision of the program on your behalf.

In Case of an Emergency

For severe accidents/injuries call 911 and/or go to nearest emergency room and call the district's Risk Management Office at 755-9547 and your immediate supervisor. If you are injured at work after normal business hours or while working outside your service area you should go to the nearest care facility. After you receive emergency care you may need ongoing care. You will need to select a treating doctor from the Alliance provider list. Emergency care does not need to be approved in advanced. "Medical emergency" is defined in Texas laws. It is a medical condition that comes up suddenly with acute symptoms that are severe enough that a reasonable person would believe that you need immediate care or you would be harmed. That harm would include your health and bodily functions being in danger or a loss of function of any body organ or part.

Workers' Compensation Medical Treating Requiring Advance Approval

Certain treatments or services prescribed by your doctor need to be approved in advance. Your doctor is required to request approval from the TASB Risk Management Fund before the specific treatment or service is provided. For example, you may need to stay more days in the hospital than what was first approved. If so, the added treatment must be approved in advance.

The following non-emergency healthcare treatment request must be approved in advance:

- Inpatient hospital admissions
- Outpatient Surgical or ambulatory surgical services
- Spinal Surgery
- All non-exempt work hardening
- All non-exempt work conditioning
- Physical or occupational therapy except for the first six (6) visits if those six visits are done within the first 2 weeks immediately following date of injury or date of surgery.
- Any investigational or experimental service
- All psychological testing or psychotherapy

- Repeat diagnostic studies greater than \$350
- All durable medical equipment (DME in excess of \$500)
- Chronic pain management and interdisciplinary pain rehabilitation
- Drugs not included in the TDI Division of Workers' Compensation Formulary
- All narcotic medications dispensed greater than 60 days
- Any treatment or service that exceeds the Official Disability Guidelines

Your doctor must call 1-800-482-7276, ext. 6654 to request any of these services/treatments listed above. If a treatment or service is denied, the Fund or the Alliance will notify you in writing. The written notice will have information about your right to request reconsideration or appeal of the denied treatment. It will also tell you about your right to request review by an Independent Review Organization through the Texas Department of Insurance.

5. If the employee is placed on modified duty by an authorized medical provider due to the accident/injury, or if the employee misses work because of the accident/injury, then he/she must report to Human Resources as soon as possible to complete additional paperwork. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

Unemployment compensation insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Risk Management Office.

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 also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Human Resources Department as soon as possible. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (<http://www.trs.state.tx.us>). See page 4 for information on restrictions of employment of retirees in Texas public schools.

Leaves and absences

Policy DEC, DECA, DECB

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

Leave is available for the employee's use upon employment. However, state personal and local leave is earned at a rate of one-half day for personal and one-half day for local for every 18 workdays of employment. If an employee leaves the district before the end of a work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. **Any employee who is absent more than five days because of personal or family illness, must submit a medical certification form 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.**

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.

State sick leave

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

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

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

*The term "**immediate family**" shall include:

1. Spouse

2. 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*
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee
4. Sibling, stepsibling, sibling-in-law
5. Grandparent and grandchild
6. Any person who may be residing in the employee's household at the time of illness and death

For purposes of the Family and Medical Leave Act, the definition of "family" shall include only items 1, 2, and 3 on the above list, but shall exclude son- or daughter-in-law, and parent-in-law.

Personal leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of one-half day for every 18 workdays of employment. A day of earned personal leave is equivalent to an assigned workday. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. There are two types of personal leave: non-discretionary and discretionary.

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered non-discretionary leave. Reasons for this type of leave allows very little, if any, advanced planning. Nondiscretionary leave will be granted to employees in the same manner as state sick leave.

Discretionary. 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. If an employee requires a substitute, the employee must pre-arrange the absence with a substitute teacher prior to submitting the personal business or school business request form. If the request is denied, the employee must follow district procedures to cancel the substitute teacher. 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.

Discretionary personal leave may not be taken for more that three consecutive days, except in extenuating circumstances and determined by the Superintendent.

Discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end of semester or end of year exams, days scheduled for standardized state testing or staff development days. Request for discretionary personal leave outside the scheduled limitations stated above must be approved by the Superintendent or designee.

Local sick leave

All employees shall earn five days of local sick leave per school year, at a rate of one-half workday for each 18 workdays of employment per year.

Local sick leave:

- shall accumulate to a maximum of 120 equivalent workdays and shall be taken with no loss of pay.
- may be used for first-year care following the birth or adoption of an employee's son or daughter or the placement of a child with the employee for foster care.
- shall be charged as used even if a substitute is not employed.
- will be recorded in whole workdays and half workdays only, except in accordance with provisions for intermittent leave in the Family and Medical Leave Act.
- cannot be approved for more workdays than have been accumulated in prior years plus those earned during the current year. Leave for the current year shall be available for use from the first day of employment. When an employee who has used more leave than he or she had accumulated ceases to be employed by the District, the cost of the unearned leave days shall be deducted from the employees final paycheck.

Use and recording of leave

Leave shall be used and recorded as follows:

- Leave shall be recorded in half-day increments for all exempt employees and must be reported in the automated reporting system.
- Leave shall be recorded in one-hour increments for all non-exempt employees and shall be reflected in the employee time management system.
- If the employee is taking intermittent FML leave, leave shall be recorded in one-hour increments.
- If the employee chooses to offset leave against workers' compensation benefits, leave shall be recorded in the amount used.

Earned compensatory time shall be used before any available paid state and local leave.

Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

- Local leave
- State sick leave accumulated before the 1995-1996 school year
- State personal leave

Reasons for absences are:

- | | | |
|--------------------|----------------------|----------------------------|
| •Personal Illness | •Vacant Position | •ARDS |
| •Family Illness | •Non-Duty (vacation) | •School Involvement |
| •Personal Business | •Military Duty | •PT Empl Personal Business |
| •School Business | •Court Subpoena | •PT 6hr Empl Personal Bus |
| •Jury Duty | •Staff Development | •Substitute for Para |
| •Death in Family | •Suspension | |

Bereavement (funeral) leave

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

Jury duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present a court excuse (the jury summons is not acceptable) for the service and may retain any compensation they receive. If you are dismissed by the court, you are required to report to your campus.

Other court appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Employees may be required to submit documentation of their need for leave for court appearances.

Staff development

Staff development is training that is necessary for a position. The district designates days on the school district calendar for staff development

If staff development **is scheduled** on the district calendar, an employee does not need to report the absence to SEMS unless they are absent for other reasons.

If it is **not scheduled** on the district calendar, the employee must report the absence accordingly.

School involvement leave

District employees may request school involvement leave during working hours for:

1. Parental involvement and
2. Authorized school volunteer purposes.

School involvement leave shall be defined as leave used strictly for participating in parent conferences (in WISD or outside WISD) or in District volunteer programs (WISD only) as approved by the employee's supervisor.

This absence must be reported as "School Involvement" in SEMS (for exempt) or in the time clock management system (for non-exempt). The campus weekly report must accompany a School Involvement Approval form.

Religious observances

The District shall reasonably accommodate an employee's request to be absent from duty in order to participate in religious observances and practices, so long as it does not cause undue hardship on the conduct of District business. Such absence shall be without pay unless applicable paid local leave is available.

Inclement weather

The district has scheduled in advance inclement weather days as make-up days on the district school calendar. The superintendent will notify the news media of any closings or delayed openings for the day. If the district specifies a delayed opening and you are unable to report to work, the absence must be reported to SEMS or on the employee timecard.

Family and medical leave (FML)—general provisions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Local Family and Medical Leave provisions

Eligible employees can take up to 12 weeks of unpaid leave each year between July 1st and June 30th.

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

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

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

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

Temporary disability leave

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

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

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

When an employee is ready to return to work, the Human Resources Department should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to do the job. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

Catastrophic leave

Policy DEC Local

The Catastrophic Leave Bank is to provide sick leave days for a serious catastrophic illness or injury that incapacitates the employee and that creates a financial hardship because the employee has exhausted all accumulated state and local leave days. Catastrophic leave is for only employee use and will not be available for immediate family members' illness or disability.

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by the employee and to lose compensation from the District. The severity of the condition will usually require a recovery period that is longer than normally anticipated. Complications resulting from pregnancy shall be treated the same as any other condition.

All personnel eligible for Teacher Retirement System membership shall be eligible for membership in the Catastrophic Leave Bank. To receive benefits from the bank, an employee must be a member of the Catastrophic Leave Bank. Membership is voluntary and established by donating one day of local leave per year. Employees must enroll in the bank by September 1 of each school year to be eligible for bank benefits during the year. Employees hired after the start of the school year will have 30 days from their initial hire date to join the Catastrophic Leave Bank.

All details pertaining to the Catastrophic Leave Bank can be found in DEC (Local) or in the Human Resources Department.

Military leave

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, or reserve component of the United States Armed Forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days each federal fiscal year (October 1-September 30). 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 state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be re-employed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the Superintendent. In most cases, the length of military service cannot exceed five years, and the employee must apply for reemployment within the period of time specified in law.

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

Assault leave

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

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

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.

Workers' compensation leave runs concurrently with family medical leave and temporary disability leave, if eligible.

Return to work program

Waco ISD is committed to providing a safe workplace for our employees. Preventing a work related injury or illness is our primary goal. The return to work program provides opportunities for an employee, who is injured on the job, to return to work at full duty. If the employee is not physically capable of returning to full duty, our return to work program provides opportunities, when available, to perform a temporary work assignment. An employee's regular position may be temporarily modified to accommodate the employee's physical capabilities, or alternate work assigned whenever possible.

Unpaid leave of absence

When an employee is placed on unpaid leave of absence (other than family and medical leave), the employee shall be allowed to continue the group health insurance at his or her own expense by electing COBRA. If the employee chooses not to continue coverage under COBRA, coverage will be terminated.

Substitute employee management system (SEMS)

Teachers and administrators must report their absence(s) to SEMS whether a substitute is needed or not. Only paraprofessionals who require a substitute must report their absence(s) to SEMS. You can access SEMS by telephone (755-9494) or online (<http://sems.wacoisd.org/logOnInitAction.do>). Below is the Employee Quick Reference guide for telephone and online.

EMPLOYEE'S QUICK REFERENCE

System Phone Number	755-9494	Online	http://sems.wacoisd.org/logOnInitAction.do
Help Desk Phone Number			755-9481
Help Desk Hours	Mon - Thurs		7:30 AM - 4:30 PM
	Friday		7:30 AM - 4:00 PM

Your PIN Number ___ ___ ___ ___ ___

Employee ID Number ___ ___ ___ ___ ___

HOW TO REGISTER AS A NEW USER AND RECEIVE YOUR PERSONAL IDENTIFICATION NUMBER (PIN)

1. With a pencil ready and your Employee ID Number (ID#) in mind, dial the System Phone Number. The System asks for your PIN, if you do not have a PIN wait for additional instructions, (calling as a new user); press the star key on the telephone keypad
2. When the System says "If you are calling as a Substitute press 1, otherwise press 3
3. When the System asks for your Employee ID#, enter it by pressing the telephone keys

If the System asks for your ID# again, re-enter it carefully. If the Systems continues to ask for your ID#, hang up and call the Help Desk for assistance

4. The System asks you to record your name. Immediately after the tone, say your name clearly. You have only a few seconds, so avoid pauses or long titles. Wait for the System to play back your recorded name
If you like the recording, press 1
If you want to re-record your name, press 9
5. The System reads your WORK LOCATION and then your JOB DESCRIPTION. After hearing this information
Press 1 if the information is CORRECT
Press 3 if the information is NOT CORRECT
Press 5 to hear the information again

NOTE: The System will NOT allow you to correct your location or job description during registration. You may only indicate that the System's records are incorrect. If the System has incorrect information for you call the Help Desk AS SOON AS YOU FINISH REGISTERING, and have the information corrected.

6. The System tells you your PIN. Write your PIN in the space provided above Press 9 to review your PIN. When you are sure that your PIN is written correctly, press 1.

YOUR REGISTRATION IS COMPLETE. YOU MAY USE YOUR PIN IMMEDIATELY

**REGULAR ABSENCE ENTRY METHOD:
SPECIFY ALL DATES AND TIMES**

1. Call the System Phone Number, enter your PIN when prompted, and then press 1 to ENTER an ABSENCE
2. Press 7 to ENTER THE DATES AND TIMES of the absence
- 3a. Enter the DATE THE ABSENCE STARTS
Press the star key to accept the date offered, OR enter 2 digits for the month and 2 digits for the date (Example: Enter March 4th as 0304)
- 3b. Enter the TIME THE ABSENCE STARTS
Press the star key to accept the time offered, OR enter 2 digits for the hour and 2 digits for the minute (EXAMPLE: Enter 8:05 as 0805) If prompted after entering the four digit time, press 3 if the time is AM or 7 if PM
- 3c. Enter the DATE THE ABSENCE ENDS
Press the star key to accept the date offered, OR enter 2 digits for the month and 2 digits for the date
- 3d. Enter the TIME THE ABSENCE ENDS
Press the star key to accept the time offered, OR enter 2 digits for the hour and 2 digits for the minute
4. Enter the number corresponding to the REASON FOR ABSENCE then press the star key.
NOTE: To hear a list of absence reasons, press the star key by itself when asked for the REASON FOR ABSENCE
5. Press 1 to RECORD SPECIAL INSTRUCTIONS that will be read when offering the Job to Substitutes, OR press 5 to bypass this step
6. Press 1 if a SUBSTITUTE IS REQUIRED for this absence, OR 3 if NO SUBSTITUTE IS REQUIRED, then SKIP TO STEP 8
7. Press 1 to REQUEST A PARTICULAR SUBSTITUTE, OR Press 3 to BYPASS THIS STEP
If you choose to REQUEST A PARTICULAR SUBSTITUTE, enter the Substitute's employee ID#, then press the star key. The System confirms the Substitute's name.

Press 1 if NO PRIOR ARRANGEMENT HAS BEEN MADE WITH THE SUBSTITUTE, but you want the System to offer this assignment to the selected Substitute before offering it to others, OR press 3 to AUTOMATICALLY ASSIGN THE SUBSTITUTE then press 1 to CONFIRM that the Substitute has ALREADY AGREED to cover this particular absence. *The System will not contact this, or any other Substitute.*

8. Press 1 to RECEIVE THE JOB NUMBER

IMPORTANT ••• Wait for the System to give you the Job number, which completes the Absence entry process. The absence will not be recorded until you have received a job number.

**AFTER REGISTERING, YOU MAY REVIEW YOUR PIN
OR CHANGE THE RECORDING OF YOUR NAME**

1. Follow steps 1 through 3 in the previous instructions as if you were registering as a new user
2. Press 1 to HEAR YOUR PIN, OR press 3 to CHANGE THE RECORDING OF YOUR NAME

3. If you select HEAR YOUR PIN, the System tells you your PIN, Write your PIN in the space provided on page 25

If you select CHANGE THE RECORDING OF YOUR NAME, the System asks you to record your name. Immediately after the tone, say your name clearly. You have only a few seconds, so avoid pauses or long titles. Wait for the System to play back your recorded name.

If you like the recording, press 1, and the new recording will be made available for immediate use, OR if you want to re-record your name, press 9

SHORT-CUT ABSENCE ENTRY METHOD: ENTER A CURRENT OR NEXT-DAY ABSENCE

1. Call the System Phone Number, enter your PIN when prompted, and then press 1 to ENTER an ABSENCE
2. Press 1 for a One-Day absence for the CURRENT day, OR press 5 for a ONE-DAY absence for the NEXT workday.
3. The System says your normal START and END time Press 1 if the absence starts and ends at those times. Then SKIP TO STEP 4 OR press 5 to manually enter the START and END times.

If you manually enter the times, listen as the System reads your regular START time.

If the absence starts at the time offered, press the star key OR if the absence starts at another time, enter 2 digits for hour and 2 digits for minute (EXAMPLE: Enter 8:05 as 0805 If prompted after entering the four-digit time, press 3 if the time is AM or 7 if PM. Repeat this procedure to enter the END time.

4. Enter the number corresponding to the REASON FOR ABSENCE (see page 3), then press the star key.

Note: To hear a list of absence reasons, press the star key by itself when asked for the REASON FOR ABSENCE

5. Press 1 to RECORD SPECIAL INSTRUCTIONS that will be read when offering the Job to Substitutes, OR Press 5 to BYPASS THIS STEP
6. Press 1 if a SUBSTITUTE IS REQUIRED for this absence, OR Press 3 if NO SUBSTITUTE IS REQUIRED, then SKIP TO STEP 8
7. Press 1 to REQUEST A PARTICULAR SUBSTITUTE, OR Press 3 to BYPASS THIS STEP

If you choose to REQUEST A PARTICULAR SUBSTITUTE, enter the Substitute's employee ID#, then press the star key. The System confirms the Substitute's name

Press 1 if NO PRIOR ARRANGEMENT HAS BEEN MADE WITH THE SUBSTITUTE, but you want the System to offer this assignment to the selected Substitute before offering it to others, OR Press 3 to AUTOMATICALLY ASSIGN THE SUBSTITUTE then Press 1 to CONFIRM that the Substitute has ALREADY AGREED to cover this particular absence. The System will not contact this, or any other Substitute

8. Press 1 to RECEIVE THE JOB NUMBER

IMPORTANT ••• Wait for the System to give you the Job number, which completes the Absence entry process.

REVIEW OR CANCEL AN ABSENCE

1. Call the System Phone Number, enter your PIN when prompted, and then press 5 to REVIEW OR CANCEL an ABSENCE
2. Listen to the absence information the System plays

Press 1 to HEAR THE INFORMATION AGAIN
Press 3 to HEAR ANOTHER ABSENCE
Press 5 to CANCEL THE ABSENCE the system just played

If you select CANCEL THE ABSENCE, you must press 1 to CONFIRM THE CANCELLATION REQUEST and wait for the System to say "Job number XXXXXX has been canceled." If you do not WAIT TO HEAR the System say this, you have no assurance the Absence has been canceled, and a Substitute may report for this job.

You must follow District procedure when canceling an absence AFTER it has been assigned. The System WILL contact Substitutes to inform them that an Absence has been canceled if you press YES

REPORTING ABSENCES

Absences may be reported prior to the scheduled absence. An unreported absence cannot be called into the system after the employee's scheduled workday.

If a substitute is required, report your absence immediately in order to secure a substitute.

SYSTEM CALLS SUBSTITUTES DURING THESE TIMES

	<u>Today's Jobs</u>	<u>Future Jobs</u>
Weekdays	6:00 - 11:59 am	6:00 - 10:00 pm
Saturday	None	None
Sunday	None	6:00 - 10:00 pm
Holidays	None	6:00 - 10:00 pm

WebCenter Access Instructions

Employees must first register with SEMS using the telephone to obtain your PIN before you can log on the WebCenter

WebCenter can be accessed from the internet at <http://sems.wacoisd.org/logOnInitAction.do>

Or

Waco ISD web site at <http://www.wacoisd.org>

- Scroll down the screen
- Left side of screen, click on SEMS WebCenter
- Log on screen will appear
- Enter User ID: Employee ID# (5 digits)
- Enter PIN: SEMS assigned PIN (6 digits)

Employees can Review Absences and Create an Absence.

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 publications, on the district's cable television channel, on the district's web site, and through special events and activities.

District communications

Throughout the school year, Public Information Services publishes printed materials, produces WISD-TV programs, writes news and feature articles for the website, handles media and community relations, provides crisis communications and manages open records requests for the district. These activities provide employees, parents, students, business leaders, and taxpayers access to information pertaining to school activities and achievements.

Examples of Printed and/or Posted Material

News and feature articles

Board Briefs (review of board action)

School calendar

Annual report

AEIS report

Advertisements

Campus telephone list & map

Waco ISD Outstanding Teacher reception program & invitation

Academic Achievers program & invitation

Information brochures & flyers

Magnet school marketing brochures, billboards & ads

Waco ISD stationery & business cards

Emergency cards

Examples of Television Production

Inside WISD (monthly magazine show)

Athletics

Targeting Tomorrow (Career & Technology Education)

Classroom activities

Fine Arts exhibitions

Magnet school marketing

School board meetings

Awards and recognition ceremonies

Commencement exercises

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 grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the board of trustees. For ease of reference, the district’s policy concerning the process of bringing complaints and grievances can be found below or on the Waco ISD Website, Policy Online (<http://wacoisd.org/policyonline.php>).

GUIDING PRINCIPALS

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

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

DIRECT COMMUNICATION WITH BOARD MEMBERS Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

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

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

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, not to require a full evidentiary hearing or “mini-trial” at any level.

NOTICE TO EMPLOYEES The principal of each campus and other supervisory personnel shall inform employees of this policy.

FREEDOM FROM RETALIATION Neither the Board nor any district employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

WHISTLEBLOWER COMPLAINTS Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at LEVEL TWO. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 days of the initiation of the complaint. [See DG]

COMPLAINTS AGAINST SUPERVISORS Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaints alleging a violation of law by the Superintendent may be made directly to the Board or designee.

COMPLAINTS In this policy, the terms "complaint" and "grievance" shall have the same meaning. This policy shall apply to all employee complaints, except as provided below.

EXCEPTIONS This policy shall not apply to:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability). [See DIA]
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See DIA]
3. Complaints concerning retaliation relating to discrimination and harassment. [See DIA]
4. Complaints concerning instructional materials. [See EFA]
5. Complaints concerning a commissioned peace officer who is an employee of the District. [See CKE]
6. Complaints arising from the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code. [See DFBB]
7. Complaints arising from the proposed termination or suspension without pay of an employee on a probationary or term contract issued under Chapter 21 of the Education Code during the contract term. [See DFAA, DFBA, or DFCA, respectively]

GENERAL PROVISIONS
FILING

Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

RESPONSE

At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

DAYS

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

REPRESENTATIVE

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

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

CONSOLIDATING COMPLAINTS

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

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

UNTIMELY FILINGS

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

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

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

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

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

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

LEVEL ONE

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

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

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

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

The appropriate administrator shall investigate as necessary and hold a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

LEVEL TWO

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

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

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record. The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

LEVEL THREE

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

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

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

The Superintendent or designee shall provide the Board the record of the Level Two complaint. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issue at Level Two and any attachments.
3. All other documents relied upon by the administration in reaching the Level Two decision.

If at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

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

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of response by the Board upholds the administrative decision at Level Two.

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 or possibly termination.
- 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, regulation, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent first learns of the incident. See *Reports to the State Board for Educator Certification*, page 55 for additional information.

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

Code of Ethics and Standard Practices for Texas Educators

Statement of Purpose

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward

realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

3. Ethical Conduct toward Students

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

Standard 3.2 The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

Standard 3.3 The educator shall not deliberately or knowingly misrepresent facts regarding a student.

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

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

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

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Discrimination, harassment, and retaliation

Policies DH, DIA

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

Employees who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the employee shall report the complaint directly to the Superintendent or Director of Human Resources. 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 Waco ISD website under Policy Online or request a paper copy by contacting the Human Resources Department.

Harassment of students

Policies DF, DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district

employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting suspected child abuse*, page 43 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students can be found on the Waco ISD website under Policy Online.

Reporting suspected child abuse

Policies DF, DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g. state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by Texas Family Code and also includes any sexual conduct involving an educator and a student or minor.

Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

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

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

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

Child sexual abuse

The district has established a plan for addressing child sexual abuse. 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. 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. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Computer use and data management

Policy CQ

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

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

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

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

Employees should view the entire text of the policy, including the user agreement, which may be found on the Waco ISD Website, Policy Online <http://wacoisd.org/policyonline.php>. The employee's signature on the handbook receipt attests to his/her understanding and acceptance of the user agreement.

Personal use of electronic media

Policy DH

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

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to

effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content of the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

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

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

Use of electronic media with students

Policy DH

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

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

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

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

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

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 10p.m. and 7a.m. an employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:

- Compliance with the Public Information Act and Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy EFE]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- Upon request from administration, an employee will provide the phone numbers(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
 - Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

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

Criminal history background checks

Policy DBAA

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

****Waco ISD runs a criminal history check annually on all employees through a third party entity. The employee's signature on the handbook receipt at the front of this handbook attests to his/her understanding and agreement for this criminal history check.***

Employee arrests and convictions

Policy DH

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

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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Drug- or alcohol-related offenses
- Acts constituting abuse or neglect under the Texas Family Code

Suspension

Policies DAB, DCB, DCD

An at-will employee may be suspended with or without pay by the Superintendent during an investigation of alleged misconduct by the employee or at any time the Superintendent determines that the District's best interest will be served by the suspension.

Alcohol- and Drug-abuse prevention

Policies DH, DI

Waco ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use follows:

Alcohol and drugs. A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided each employee at the beginning of each year or upon employment.

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant or mood changing, mind-altering, or behavior-altering drugs.

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

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

Notice. Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI (Exhibit)]

The above policy can be found on the Waco ISD Website under Policy Online.

Tobacco use

Policies DH, GKA, FNCD

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

Fraud and financial impropriety

Policy CAA

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

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

Conflict of interest

Policy DBD

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

- A personal financial interest
- A business interest
- Any other obligation of relationship
- Nonschool employment

Gifts and favors

Policy DBD

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

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

Associations and political activities

Policy DGA

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

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

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

Safety

Policy CK series

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

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

Employees with questions or concerns relating to safety programs and issues can contact the Risk Management Office at 501 Franklin Avenue, Waco, Texas.

Possession of firearms and weapons

Policies FNCG, GKA

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

Visitors in the workplace

Policy GKC

All parents, visitors, and guests are expected to enter any district facility through the main entrance and register at the school office. Authorized visitors will wear a parent or guest identification badge and 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.

Students are to be released from the building only through the office.

Trespassing or loitering on school premises is strictly prohibited.

Asbestos management plan

Policy CKA

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

district's management plan is kept in the Maintenance Office and on applicable campuses and is available for inspection during normal business hours.

Pest control treatment

Policies CLB, DI

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in an area of common access to employees. Pest control information sheets are available from campus principals or facility managers upon request.

Attendance guidelines

Maintenance of good attendance is a condition of employment. The successful operation of the school district depends upon all employees being at work on time each day. Whenever an employee is absent or tardy, supervisors and other employees must make adjustments in order to keep the school operating efficiently. Employees may be reassigned, transferred, or terminated for excessive absences and/or tardiness. The following information will be used to determine whether an employee has been absent or tardy an excessive number of times.

Tardiness. Any employee arriving five or more minutes after his or her scheduled starting time will be considered tardy.

Excessive tardiness. Any three occurrences of tardiness within a 30-day period will be considered excessive.

Absence. Any person that is not present at his or her work assignment for a scheduled work period will be considered absent for that period.

Excessive tardiness/absenteeism. Employees with excessive tardiness or absenteeism may be subject to disciplinary action and/or termination.

Excessive absenteeism. The following absences are considered excessive:

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

Excessive use of sick leave without a doctor's excuse or medical certification may be viewed as abuse of the sick leave system. A supervisor reserves the right to request a doctor's excuse at

anytime an employee has excessive absenteeism. Any employee, who does not call and does not show up to work, is subject to termination.

Dress and grooming

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

All District employees shall adhere to all dress and grooming regulations during regular school business hours.

The following items shall not be worn:

- Tee shirts (except on designated days, such as Spirit Day on which all staff wear tee shirts with a common theme, logo, or slogan)
- Shorts*
- Spandex clothing of any sort
- House shoes or rubber thongs
- Warm-up suits
- Jeans
- Hats or caps inside of school buildings
- Athletic shoes**
- Pierced jewelry other than in the ears (i.e., nose, tongue, eyebrow, lip, etc.)

*With the exception of gym teachers (women staff members may wear knee-length walking shorts with hose)

**With the exception of gym teachers and custodians

The following are prohibited for women:

- Leggings of any sort
- Sun dresses and halter-tops

The following are prohibited for men:

- Shirts exposing the underarms
- Untidy facial hair
- Hair that extends below the collar except when neatly tied in a ponytail/braid

Identification badges

All district employees, including substitutes, shall wear photo identification badges at all time while on duty. This is with the exception of uniformed WISD police officers.

General procedures

Inclement weather closing

The district may close schools because of inclement weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to cancel school, open late, to release students early, or to cancel school, district officials will post a notice on the district's Web site and notify the following radio and television stations:

Local Television Stations

WISD-TV (Channel 17 on Time Warner and Grande cable systems)

KCEN (Channel 6)

KWTX (Channel 10)

KXXV (Channel 25)

Radio Stations

All area Clear Channel and Simmons Media radio stations
(These include but are not limited to 92.9FM, 94.5FM, 95.7FM, 97.5FM, 99.9FM, 102.5FM, 1230AM and 1660AM)

Emergencies

Policies CKC, CKD

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

Purchasing procedures

Policy CH

All requests for purchases must be submitted to the Purchasing Department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Director of Purchasing at 501 Franklin Avenue, Waco, Texas 76701 for additional information on purchasing procedures.

Name and address changes

It is important that employment records be kept up to date. If there are any changes or corrections to name, home address, contact telephone number, marital status, emergency contact, or beneficiary, employees may make these through the Employee Access Center on the Waco ISD website. If the employee does not have access to a computer, forms to process a change in personal information can be obtained from the Human Resources Department.

Personnel records

Policy GBA

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

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

The choice to not allow public access to this information may be made at any time by submitting a written request to the Human Resources Department or through the Employee Access Center on the Waco ISD Website. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Building use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The Superintendent of Schools, or designee, is responsible for scheduling the use of facilities after school hours. Contact the Superintendent of Schools, or designee, to request to use school facilities and to obtain information on the fees charged.

Termination of employment

Resignations

Policy DFE

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

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the State Board for Educator Certification*, on page 55.

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

Dismissal or non-renewal of contract employees

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

Employees on probationary, term, and continuing contracts can be dismissed during the school year 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 time lines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF series policies that are provided to employees or are available on line.

Dismissal of non-contract employees

Policy DCD

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, 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. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and grievances*, page 32)

Exit interviews and procedures

Policy DC

An exit interview form shall be given to each employee who leaves employment with the District. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience.

All district keys, books, property, and equipment must be returned upon separation from employment.

Reports to the State Board for Educator Certification

Policy DF

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

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

Reports concerning court-ordered withholding

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

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

Student issues

Equal educational opportunities

Policies FB, FFH

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Liz Harris, the district's Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Carolyn Key, 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.

Liz Harris, Title IX Coordinator
P. O. Box 27
Waco, TX 76703
254-755-9515
lharris@wacoisd.org

Carolyn Key, Section 504 Coordinator
P. O. Box 27
Waco, TX 76703
254-755-9431
ckey@wacoisd.org

Student records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

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

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

Parent and student complaints

Policy FNG

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

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

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

Administering medication to students

Policy FFAC

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take 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 the 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 policy and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

All employees are required to report student complaints of bullying to the campus principal or designee. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

Definition

Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

- Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Procedures for reporting and investigating bullying

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

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. A report may be made orally or in writing. Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal or designee.

If a report is made orally, the campus principal or designee shall reduce the report to written form. The campus principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, and if so, shall promptly

take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Further information on investigation, District action, and appeal can be found in FFI (Local) on the Waco ISD website Policy Online, (<http://wacoisd.org/policyonline.php>).

Student Hazing

Policy FNCC

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

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