



EMPLOYEE HANDBOOK

2022–2023

If you have difficulty accessing the information in this document because of a disability, please email smccray@lisd.org

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Employee Handbook Receipt

Name _____

Campus/Department _____

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

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

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

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

Signature

Date

Please sign and date this receipt and forward it to your immediate supervisor.

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Shalona McCray, Chief Human Resources Officer, at smccray@lisd.org.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at <https://pol.tasb.org/Home/Index/540>.

District Information

Description of the District

Our district is one of leadership and innovation. We do not follow the trends in education, we set them.

Longview ISD is home to more than 8,400 students and 1,400 staff members, with our richly diverse student population reflecting our wonderful city and the East Texas area in general. But our educational offerings are just as diverse as our people, including everything from magnet charter school STEAM campuses to project-based learning.

For our youngest students we recently built a \$31-million state-of-the-art campus that houses the largest public Montessori program in the United States. This year our Montessori program is expanding into the Ware Elementary campus, where it is expected to grow into the East Texas Montessori Academy for grades 1st through 5th. This is an elite, Montessori-style education free of charge to the entire community.

Our district is one of the few schools in the United States that offers the esteemed International Baccalaureate Programme, with an increasing number of National Merit and GLOBE scholars. We lead East Texas in state TEA distinctions and dual-credit college hours earned, and each year we graduate more students to more prestigious universities than any other district in the region.

We are one of the largest employers in the city of Longview, and our staffers are among the highest-paid public school educators in the area. In May 2022, our Board of Trustees approved a 3 percent raise and step increase for teachers, which makes more than eleven-straight years such a measure has been passed. Our district also offers the LIFT bonus fund for high-achieving teachers and campuses.

Mission Statement, Goals, and Objectives

Policy AE

Mission Statement

Believing in excellence for all, the District will guarantee the highest level of academic achievement and character development of each learner by providing challenging curriculum and exemplary instruction within a safe environment.

District Improvement Plan 2022-2023 Goals

1. Improve Recruitment and Retention of Quality Personnel
2. Improve Communication and Delivery of Information to Parents and General Public
3. All Schools Will Meet State Accountability Standards
4. All Schools Will Perform at or above State Level in Math, Reading/Writing, and Science
5. Implement the Intentional Baccalaureate Primary Years Programme (PYP), Middle Years Programme (MYP), Diploma Programme (DP), and/or Career-related Programme with fidelity.

District Map

A map of the district is located at the following link: <https://w3.lisd.org/district/district-map>

Board of Trustees

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

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

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected by single member districts and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current [Board Members](#) include:

- Michael Tubb, Board President
- Dr. Samir Germanwala, Vice President
- Dr. Troy Simmons, Board Secretary
- Shandreka "Shan" Bauer, Assistant Secretary
- Ted Beard, Member
- Brett Miller, Member
- Virginia Northcutt, Member

The board usually meets at 6 p.m. on the second Monday of the month in the boardroom of the Education Support Center, 1301 E. Young St. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and at the central administrative offices at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

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

Board Meeting Schedule

2022 - 2023 SCHOOL BOARD MEETING DATES

Date of Meeting	Type of Meeting	Time and Location
July 11, 2022	Regular Board Meeting	6:00 PM – ESC
August 8, 2022	Regular Board Meeting	6:00 PM – ESC
**August 20, 2022	Saturday Board Workshop	8:00 AM – 2:00 PM - ESC
*August 31, 2022	Special Board Meeting / Public Hearing	12:00 PM - ESC
*September 7, 2022	Special Board Meeting	6:00 PM - ESC
September 19, 2022	Regular Board Meeting	6:00 PM - ESC
*October 10, 2022	Special Board Meeting	6:00 PM - ESC
October 17, 2022	Regular Board Meeting	6:00 PM - ESC
*October 26, 2022	Special Board Meeting	12:00 PM (Campus TBD)
November 14, 2022	Regular Board Meeting	6:00 PM – ESC
December 12, 2022	Regular Board Meeting	6:00 PM – ESC
January 9, 2023	Regular Board Meeting	6:00 PM – ESC
*January 25, 2023	Special Board Meeting	12:00 PM (Campus TBD)
February 13, 2023	Regular Board Meeting	6:00 PM – ESC
March 6, 2023	Regular Board Meeting	6:00 PM – ESC
March 22, 2023	Joint Board Meeting	6:00 PM - ESC
April 10, 2023	Regular Board Meeting	6:00 PM - ESC
May 8, 2023	Regular Board Meeting / Canvass Election	6:00 PM - ESC
June 12, 2023	Regular Board Meeting	6:00 PM – ESC

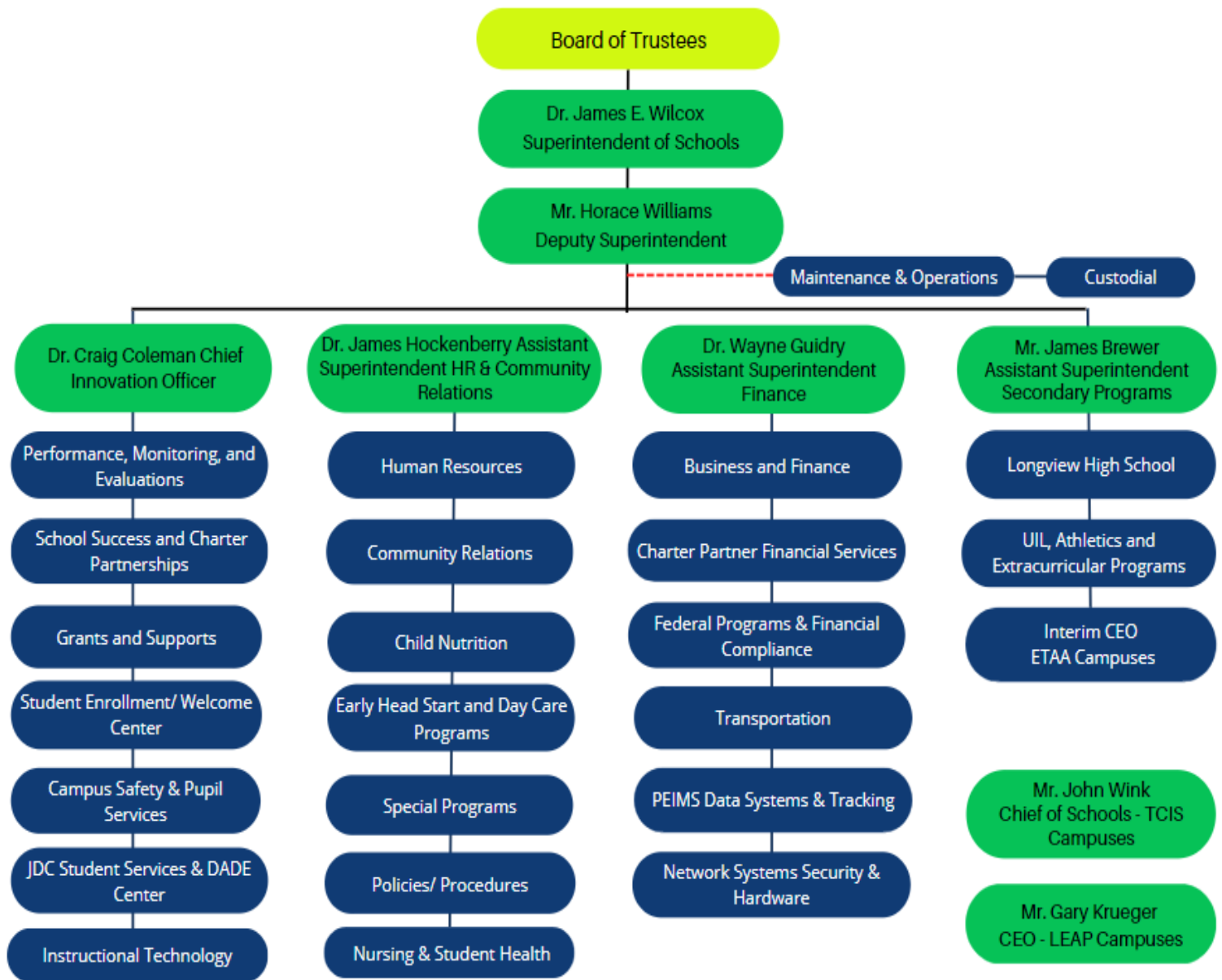
***Special Meetings may be moved to campus locations**

**** Saturday Board Workshop**

DISTRICT LEADERSHIP TEAM

Dr. James Wilcox Superintendent of Schools (903) 381-2219	Mr. Horace Williams Deputy Superintendent (903) 381-2269	Dr. Craig Coleman Chief Innovation Officer (903) 381-2296
Dr. James Hockenberry Assistant Superintendent HR & Community Relations (903) 381-2235	Dr. Wayne Guidry Assistant Superintendent Finance (903) 381-2293	Ms. Shalona McCray Chief Human Resource Officer 903-381-2262
Mr. John Wink Chief of Schools Texas Council for International Studies (TCIS) (903) 663-7164	Mr. Gary Krueger Chief Executive Officer for Longview Educates and Prospers (LEAP) (903) 663-7320	Mr. James Brewer Assistant Superintendent of Secondary Programs/ CEO for East Texas Advanced Academies (ETAA)/ Principal, Longview High School (903) 663-7120

LONGVIEW ISD ORGANIZATION CHART- DISTRICT WIDE



School Calendar

LONGVIEW INDEPENDENT SCHOOL DISTRICT

2022 - 23 DOI Academic Calendar

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
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31						

AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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JANUARY						
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MARCH						
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APRIL						
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MAY						
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JUNE						
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25	26	27	28	29	30	

KEY	
	Holidays
	New Employee Orientation
	Staff Development Days /
	Parent-Teacher Conference Day
	1/2 Day for staff and students
	Student 1/2 Day/ Staff Development Day
	STAAR Testing Dates
	Bad Weather Make-up Days (if needed)



GRADING PERIODS

- 1st six weeks Aug. 15 - Sept. 23
- 2nd six weeks Sept. 26 - Nov. 4
- 3rd six weeks Nov. 7 - Dec. 16
- 4th six weeks Jan. 3 - Feb. 10
- 5th six weeks Feb. 13 - April 6
- 6th six weeks April 10 - May 26

Note: Students do not attend school on holidays, Staff Development days / Teacher Preparation days and Parent- Teacher Conference days.

School Directory

BRAMLETTE STEAM ACADEMY - (ETAA)	903 803-5600	FOREST PARK MAGNET SCHOOL - (ETAA)	903 446-2510
111 Tupelo, 75601 (127)	FAX: 903 803-5601	1644 N. Eastman Rd. 75601 (041)	FAX: 903 446-2501
Nikita Mumphrey - Principal	5613	Ryan Carroll - Principal	2526
Sherelle Hollins - Secretary	5619	Ivie Abron - Secretary	2520
Sheila Cuba	5600 or 5611	Laretta Freeny - Receptionist	2510
Dara Brazile - IB & Academic Dean	5676	LaKesha Williams - AP	2536
J.L. EVERHART ELEMENTARY - (ETAA)	903 803-5400	Sonya Taylor - IB & Academic Dean	2519
2919 Tryon Road, 75606 (122)	FAX: 903 803-5401	FOSTER MIDDLE SCHOOL - (TCIS)	903 446-2710
Dr. Crystal Locke-Principal	5411	1504 Martin Luther King Blvd. (042)	FAX: 903 758-2052
Quanisha McGee - Secretary	5410	Chuck Isaac - Principal	2720
Jessica Guana - Clerk	5400 or 5409	Elizabeth Canada-Giles - Secretary	2718
Carol Pruitt - IB & Academic Dean	5418	Archila Richardson - Receptionist	2710
HUDSON PEP ELEMENTARY - (TCIS)	903 803-5100	Mike Perkins - AP - 8th Grade	2743
1311 Lilly Street, 75606 (117)	FAX: 903 803-5101	Georgetta McAlister -AP 7th Grade	2713
Christi Coleman-Principal	5110	Sonya Jones -AP 6th Grade	2712
Lakista Moore - Secretary	5112	JUDSON STEAM ACADEMY - (TCIS)	903 446-2610
Melissa Najera - Receptionist	5100 or 5111	5745 Judson Rd., 75605 (044)	FAX: 903 446-2604
Allison Smith - IB & Academic Dean	5163	Melanie Pondant - Principal	2611
JOHNSTON-MCQUEEN ELEMENTARY-(ETAA)	903 803-5300	Jacquelyn Simpson - Secretary	2625
422 FM 2751, 75606 (123)	FAX: 903 803-5301	Pricilla Ramirez - Receptionist	2610
Christy Scott - Principal	5317	Mary Taylor - AP	2653
Michelle Smith - Secretary	5300-5316	Danny Stanley - AP	2667
Alma Orrosquieta - Receptionist	5371	Tracey Fernandez- IB & Academic Dean	2662
Brandi Patterson - IB & Academic Dean	5371	LONGVIEW HIGH SCHOOL - (TCIS)	903 663-1301
NED E. WILLIAMS - (TCIS)	903 803-5500	201 E. Tomlinson Pkwy., 75605 (001)	FAX: 903 663-7180
5230 Estes Parkway, 75603 (126)	FAX: 903 803-5501	James Brewer - Principal/Asst.Supt	7122
Dorcas Dunlap - Principal	5511	Mitzi Martin - Secretary	7120
Deymi Arias - Secretary	5510	Savannah Rodriguez - Receptionist	7100
Nancy Ashley - Clerk	5500 or 5512	Shameika Allen - Dean of Instruction	7222
Christina Eagan -IB & Academic Dean	5549	Steven Brown - AP	7326
Clarence W. Bailey Elementary (TCIS)	903 803-5200	Donna Clark - AP / JKL	7134
1011 S. Mobberly, 75602 (124)	FAX: 903 753-2961	Kimberly Shumaker - AP	7231
Julie Hope - Principal	5211	Carla Brown - IB MYP Coordinator	7234
Carlette Yett - Secretary	5210	Beverly Coker - IB DP Coordinator	7142
Citlalli Arroyo-Estrada - Receptionist	5216	LONGVIEW EARLY GRADUATION HS - (LEAP)	903 381-3921
Sandra Gonzalez - IB & Academic Dean	5259	410 South Green St., 75601 (004)	FAX: 903 381-3925
WARE EAST TX MONTESSORI ACADEMY - (ETAA)	903 803-5700	Kristi Means - Principal	3920
601 W. Garfield, 75602 (125)	FAX: 903 803-5701	Tabitha Johnson - Secretary	3922
Faith Newhouse-Greer-Principal	5711	Naomi Martinez - Campus Clerk	3921
Trina Roberts - Secretary	5710	DADE Center	903 381-3970
Alta Guillen - Clerk	5700 or 5713	410 South Green St., 75601 (200)	FAX: 903 381-3976
Naomi (Lynn) Perry	5712	Isiah Gates - Coordinator	3971
Nastacia Horton - IB & Academic Dean	5716	Kimberly Austin - Secretary	3970
EAST TX MONTESSORI PREP ACADEMY - (ETAA)	903 803-5000	PLAYING FOR KEEPS	903 381-3980
400 North Eastman Rd. (111)	FAX: 903 803-5001	510 Martin Luther King Blvd. (110)	FAX: 903 381-3981
Dr. Jacqueline Burnett - Director	5011	Lisha Fluellen - Director	3982
Vanessa Currington - Secretary	5010	Kay Davis - Secretary	3980
Anna Garcia - Receptionist	5016	Karla Rodriguez	3991
LaTosha Johnson - AP	5012		
Brenda Daniels - IB	5020		

SCHEDULED WORK AND CONTRACT DAYS

2022 – 2023 SCHOOL YEAR

		By Contract		Description
		Start Date	End Date	
Monthly				
187 Days	• 10 Months	08/08/22	05/30/23	You should be able to fulfill your teacher/administrator responsibilities during the regular workweek, Monday through Friday. Weekend work should be minimal, but may be required of you by your supervisor in order to meet the needs of students or the obligations of a professional growth plan. Coaches and/or UIL sponsorship will require weekend and evening work as necessary in order to fulfill those duties and responsibilities.
187 Days	• 10 Months A	08/08/22	05/30/23	
183 Days	• 10 Months B	08/12/22	05/30/23	
191 Days	• 10 Months C	08/08/22	06/05/23	
191 Day Care	• 10 Months D	08/04/22	06/01/23	*Employees who work calendar 12 Months A will select four non-designated non-workdays to be used by June 30, 2023. July 4-8, 2022 are designated as non-workdays during 2022-2023 for 226-day employees. Please schedule non-work days with your supervisor. Non-workdays are not given to employees who resign their position prior to the school year ending. Moreover, if any employee has used any non-work days and does not work the full year, these days will be deducted from the final paycheck.
197 Days	• 10 Months E	08/01/22	06/06/23	
201 Days	• 11 Months	08/02/22	06/13/23	
203 Days	• 11 Months A	08/01/22	06/14/23	
207 Days	• 11 Months B	07/26/22	06/14/23	**Fifteen paid holidays are added to the 12 Months B calendar for a total of 261 days.
207A Days	• 11 Months C	07/25/22	06/13/23	
207B Days	• 11 Months D	07/18/22	06/06/23	
207 TR1	• 11 Months E	07/20/22	06/08/23	
207 TR2	• 11 Months F	07/19/22	06/07/23	Please be reminded that this LISD workday calendar documents that the district has provided all employees with start and end dates by the penalty-free resignation date (see TEX Educ Code § 21.210). If your contract is for more than one school year, the District will provide you with start and end dates for each school year by the penalty-free resignation date for that school year. The District may extend the end date in a school year to the extent the District adjusts the instructional schedule due to a school closing required by disaster, flood, extreme weather conditions, fuel curtailment, epidemic, pandemic, or other calamity.
210 Days	• 11 Months G	07/22/22	06/15/23	
217 Days	• 11 Months H	07/15/22	06/20/23	
220 Days	• 12 Months	07/14/22	06/22/23	
226 Days	• *12 Months A	07/01/22	06/30/23	• Selected employees will work a modified summer work schedule of Monday through Thursday from 7:30 a.m. to 5:30 p.m. to include a 45-minute lunch (9 hour and 15-minute workday). Other selected employees will work regular hours on Monday through Friday. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction for the following school year.
246 Days	• **12 Months B	07/01/22	06/30/23	
232 PFK	• 12 Months C	07/01/22	06/30/23	
(Note: 231 Workdays)				

**The District may extend the end date in a school year to the extent the District adjusts the instructional schedule due to a school closing required by disaster, flood, extreme weather conditions, fuel curtailment, epidemic, pandemic, or other calamity.

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Dr. James Hockenberry, Assistant Superintendent for Human Resources & Community Relations, 1301 East Young Street, Longview, Texas 75602, jhockenberry@lisd.org, 903-381-2235. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Cynthia Verhalen, Director of Special Programs, 1301 East Young Street, Longview, Texas 75605, cverhalen@lisd.org, 903-381-2257.

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

Policy DC

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

Employment after Retirement

Policy DC

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

Contract and Noncontract Employment

Policy DC series

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

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

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

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

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

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

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Human Resources in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Human Resources when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification

because of an individual's failure to comply with criminal history background checks. Contact Shalona McCray, Chief Human Resources Officer, if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

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

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

Searches and Alcohol and Drug Testing

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

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

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

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

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact Human Resources.

Health Safety Training

Policies DBA, DMA

Certain employees, including campus safety team members, who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Kimberlie Dans by the beginning of each school year.

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

Reassignments and Transfers

Policy DK

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

An 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 district transfer timeline. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by Human Resources and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

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

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

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

Breaks for Expression of Breast Milk

Policies DEAB, DG

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

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

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

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

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. 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.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement

Policies BQA, BQB

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

Staff Development

Policy DMA

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

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

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

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

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

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

Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid every two weeks. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. The schedule of pay dates for the 2022-2023 school year as follows:

Monthly Payroll Schedule

<u>Dates Checks Distributed</u>
July 25, 2022
August 25, 2022
September 23, 2022
October 25, 2022
November 18, 2022
December 16, 2022
January 25, 2023
February 24, 2023
March 24, 2023
April 25, 2023
May 25, 2023
June 22, 2023

CCB Hourly Payroll Schedule

<u>Pay Period</u>	<u>Payroll Date</u>
June 26 - July 9	July 14, 2022
July 10 - July 23	July 28, 2022
July 24 - August 6	August 12, 2022
August 7 - August 20	August 26, 2022
August 21 - September 3	September 9, 2022
September 4 - September 17	September 23, 2022
September 18 - October 1	October 7, 2022
October 2 - October 15	October 21, 2022
October 16 - October 29	November 4, 2022
October 30 - November 12	November 18, 2022
November 13 - November 19	December 2, 2022
November 20 - November 26	**December 2, 2022
November 27 - December 10	December 16, 2022
December 11 - December 17	January 6, 2023
December 18 - December 24	**January 6, 2023
December 25 - December 31	**January 6, 2023
January 1 - January 14	January 20, 2023
January 15 - January 28	February 3, 2023
January 29 - February 11	February 17, 2023
February 12 - February 25	March 3, 2023
February 26 - March 4	March 10, 2023
March 5 - March 11	March 24, 2023
March 12 - March 18	**March 24, 2023
March 19 - April 1	April 6, 2023
April 2 - April 15	April 21, 2023
April 16 - April 29	May 5, 2023
April 30 - May 13	May 19, 2023
May 14 - May 27	June 2, 2023
May 28 - June 10	June 15, 2023
June 11 - June 24	June 29, 2023

**** Holiday Pay**

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of 30 days is necessary to activate this service. Contact Payroll Department for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable
- Medical Support orders, Chapter 13, and Tax Levy's, if applicable

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

Overtime Compensation

Policies DEAB, DEC

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

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. on Sunday and ends at midnight on Saturday.

Nonexempt employees that are paid on a salary basis are paid for a 37.50 hour workweek and do not earn additional pay unless they work more than 37.50 hours.

A nonexempt employee shall have the approval of his or her supervisor before working overtime (i.e., hours beyond 37.5 in a workweek). An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the Fair Labor Standards Act (FLSA). At the District's option, nonexempt employees may receive compensatory time (comp

time) off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than 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 is required to use comp time before using available paid leave (e.g., sick, personal, vacation). Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee'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 allowable expenses other than mileage.

Out of District Travel Procedures

General Procedures

1. All individuals should complete the new travel form requesting permission to attend a professional meeting/conference (event) at least 3 weeks in advance of the event.
2. Advance funds will not be issued for anticipated expenses of less than \$50.00. However, permission must be obtained prior to travel.
3. An accurate estimate of expenses (excluding Texas sales tax) must be included. The approved mileage, which the district will pay, will be based on a search engine such as: MapQuest, Yahoo Maps, Rand McNally, etc. The mileage on the back of the travel form is from <https://maps.randmcnally.com/>. If you use any other source, it must be attached to both your travel form and your Skyward requisition. LISD has an agreement with Enterprise Rental Car. Mileage reimbursement estimate should be compared to the cost of renting to determine which is the most economical way to travel. See the section below on Limits on Reimbursement for additional information. The rental rate for a standard vehicle is \$37.00/day. Other rates may be obtained from the Purchasing Office, ext. 2298. You will receive notice of approval through the Purchasing Office.
4. After the approved travel has been **completed**, each individual must return the original travel form, completed and signed on front and back, along with all supporting documents, including hotel receipts, proof of attendance, parking, etc. to the Business Office. Sales tax will NOT be reimbursed. Sales tax exemption forms and hotel tax exemption forms are available in the Business Office and should be obtained for distribution to the vendor prior to approved travel.
5. If the travel form and receipts are not timely (within 10 business days) and accurately submitted upon return from the trip, any sum not substantiated by receipt will be deducted from the employee's next regularly scheduled paycheck. Additionally, the employee may be unable to receive advanced funds for the remainder of the year.

Limits on Reimbursement:

- **TRAVEL:** Individuals will make their own travel arrangements using the most economical travel available. Round trips in excess of 500 miles will be reimbursed at the cost of air coach travel or mileage, whichever is less. **(This includes all costs involved with “travel”, i.e., rental car, mileage to airport, cab fares, hotel expense due to driving vs. flying, meals for same reason).** Reimbursement for automobile usage will be 0.625 cents per mile for 2022- 2023. This reimbursement will only apply to the number of vehicles required to meet a **4-person per car ratio**. The district has an agreement with Enterprise Rental Car for discounted rates. Substantial savings to the District may be realized when renting through Enterprise, rather than asking for mileage reimbursement. Please contact Cynthia Gates in the Business Office at ext. 2298 for reservation information. An LISD fuel card **must** be obtained for fuel purchases when automobiles are rented. The LISD fuel cards save the district money by removing the tax on the fuel when billed. Contact Amanda Parker at ext. 2365 or Cynthia Gates at ext. 2298 to reserve a fuel card.
- **MEALS:** Maximum meal reimbursement will be **\$54.00** per day. Allowable reimbursement rates are as follows: **\$14 for breakfast; \$16 for lunch; \$24 for dinner**. Each person must list the **actual** amount spent daily. Breakfast allowance may be claimed if you depart for your destination before 7:00 a.m., and lunch allowance may be claimed if departing before noon. Dinner allowance may be claimed if you arrive home after 7: 00 p.m. **No person shall claim meals provided at the hotel/event**. No person shall claim another person’s meal expense on his or her expense reimbursement report. The district will not reimburse for employee’s meals for one-day events/training.
- **Student meals will be \$10.00 per meal.** If the employee(s) is traveling with students the district will allow reimbursement of the employee’s meal for the day’s traveling with students. Student groups advancing beyond the local level of competition are eligible for the adult per diem.

To request a meal reimbursement for nonovernight travel while accompanying students:

- Make a copy of the top sheet of the travel request form.
- Complete the top section of the form entirely. Incomplete forms will be returned. Vendor # may be left blank.
- Staple the original **hotel** itemized receipt to the back of the form. The receipts must be itemized to include taxes and other fees, not a receipt showing the total only.
- Submit the form with receipts to your supervisor for signatures. This should follow the same signature path that supplemental pay would follow on your campus.
- Forward/bring the signed form to the Business Office marked Attn: Business Office. Each employee must have his/her own form and own receipt. Do not use one request for multiple employees. Once approved, if there is a reimbursement due it may be forwarded or mailed to the employee. The amount will be treated as taxable income per IRS guidelines. The amount will not be subject to TRS.

- **LODGING:** Maximum lodging is **\$100.00 per night** per employee or the Comptroller's approved hotel rate for the designated metropolitan areas, whichever is less, excluding Texas Hotel Occupancy Tax. When making hotel reservations; be sure to ask for 'The State Rate' as this should allow for a discount. Employees staying at hotels should complete a Hotel Occupancy Tax Exemption form (Attached to travel advance check). A Sales Tax Exemption form should be used to remove sales tax charges on the bill. Neither sales tax nor occupancy tax will be reimbursed by the district.
 - When the 1st session of the conference begins before noon, the district will allow employees to travel the day before to stay overnight for the approved conference.
 - The 1st session begins after lunch (12 p.m.), the district will not reimburse for an overnight stay prior to start of conference.
 - If the conference's last session ends after 2 p.m., then the district will allow for an overnight stay if the location is 175 miles or more. When the conference is within 174 miles, the employees will be required to return at the end of the day.
- **MISCELLANEOUS:** Original itemized receipts are required for miscellaneous expenses. These expenses will not be advanced. Miscellaneous expenses include the following: Registration Fees, Hotel Parking (4 people/car applies), Cab Fare, Airline Tickets, Toll Booth Fees, Business related phone calls/faxes.

Health, Dental, and Life Insurance

Policy CRD

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

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

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

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

Continuation of Health Insurance

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

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

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 Benefits Specialist in the Payroll Office for more information.

Cafeteria Plan Benefits (Section 125)

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

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

Workers' Compensation Insurance

Policy CRE

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage. Benefits help pay for medical treatment and make up for lost income while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the Benefits Specialist at 903-381-2455. 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. See Workers' Compensation Benefits for information on use of paid leave for such absences

Workers' Compensation Reporting Procedures

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. The procedures are as follows:

Personnel injured on the job are required by law and local policy to report such injury to the supervisor immediately. The supervisor must complete and submit a "First Report of Injury" form to the business office **within 48 hours**.

Any employee who is unable to report to work after an injury will need a doctor's statement before returning to work. This doctor's statement must state "Full Duty No Restrictions" or specify restrictions.

If the employee is unable to return to work after seven (7) working days, it will be the responsibility of the employee to call their supervisor each week to report the employee's work status. Each time the employee goes to the doctor the employee will, within one week of the appointment date, bring or mail a copy of the doctor's statement to the supervisor. The supervisor will notify the business office of the employees' work status.

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

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 Human Resources.

Teacher Retirement

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

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

Leaves and Absences

Policies DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the Leave Specialist at 903-381-2374 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

For employees who are in exempt positions, leave shall be recorded in half-day increments. For employees who are in nonexempt positions, leave shall be recorded in hourly increments and must be requested as percent-of-day, i.e., usage of two hours must be requested as 0.2267 of a day. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Accrued local leave
- State and sick leave accumulated before the 1995-96 school year
- State personal leave

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

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

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

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA (LEGAL).

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

The district may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests FMLA leave for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and

health care providers do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member, or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

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

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

Personal Leave

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

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

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

Discretionary leave shall not be allowed:

1. The day before or after a school holiday;
2. Days scheduled for end-of-semester or end-of-year exams;
3. Days scheduled for state-mandated assessments;
4. Professional or staff development days; and
5. The first day of instruction in a school year.

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

Duration of Leave

Discretionary use of state personal leave shall not exceed three consecutive workdays.

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

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave may be used for the following reasons only:

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

Local Leave

Policy DEC (LOCAL)

Local leave of up to ten leave days remaining at the end of the 2010-2011 school year shall be available for use by an employee as accrued local leave.

Accrued local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995-96 school year. [See Board Policy DEC (LEGAL)].

An employee may also use accrued local leave for absences related to the birth or placement of a child when leave is taken within the first year of the child's birth, adoption, or foster placement or for a death outside the employee's immediate family. In order to receive holiday pay, an employee shall be in paid status preceding and following the holiday.

Leave Proration

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

Prorated Re-allocation of Leave for Late-Hire and Early Separation Employees

Should an employee be hired after the start date for their position, or should an employee separate prior to the conclusion of the current school year, their state personal days will be re-allocated, on a prorated basis to be commensurate with the number of days they have rendered service in that school year. Any state personal leave days used extending beyond the re-allocated amount, will result in a daily rate dock from the employee's final compensation.

The following scale reflects state personal leave allocated based upon a reduction of days of service. Vacation days will also be subjected to this prorated re-allocation.

State Personal Leave Prorated Allocation Scale For Beginning Employment After First Duty Day Or Separating From Employment Before Last Duty Day

Days Employed	Leave Days Allocated Percent Employed	
0-17	0.0	0
18-35	0.5	10
36-53	1.0	20
54-71	1.5	30
72-89	2.0	40
90-107	2.5	50
107-125	3.0	60
126-143	3.5	70
144-161	4.0	80
162-179	4.5	90
180+	5.0	100

Board Policy DEC (LOCAL) page 2, Indicates — “If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave shall be prorated based on the actual time employed.”

Catastrophic Sick Leave

Policy DEC (LOCAL)

For purposes of this policy, a “catastrophe” shall be defined as an event involving the possible loss of life of the employee or of the employee’s child, spouse, or parent who lives in the employee’s home. Catastrophic sick leave shall not be viewed simply as an extension of other sick leave benefits provided by the District.

After all available paid leave days and any applicable compensatory time have been exhausted, an employee shall be granted, no more than once in a 36-month period, a maximum of 30 leave days of catastrophic sick leave to be used for the employee’s catastrophic illness or injury, including pregnancy-related illness or injury, or for absences related to the catastrophic illness or injury of a member of the employee’s immediate family. Catastrophic sick leave days may or may not be used consecutively.

A written request for catastrophic sick leave must be accompanied by medical certification of the illness or injury.

If a substitute is employed, the District shall deduct the average daily rate of pay of a substitute for the employee’s position for each day of catastrophic sick leave taken.

Family and Medical Leave Act (FMLA)—General Provisions

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

Leave Entitlements

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

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

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

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

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

Benefits and Protections

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

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

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

Eligibility Requirements

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

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

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

Requesting Leave

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

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

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

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

Employer Responsibilities

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

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

Enforcement

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

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

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

Local Procedures for Implementing Family and Medical Leave Provisions

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

- **from July 1 through June 30**

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

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

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

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

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

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

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

District Contact. Employees that require FML or have questions should contact the Leave Specialist in the Business Office for details on eligibility, requirements, and limitations.

Temporary Disability Leave

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

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

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

When an employee is ready to return to work, the Human Resources Department and the campus principal or supervisor should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Other Full-Time Employees. Local temporary disability leave shall be available for full-time employees other than those with educator certification. To be eligible, an employee must be employed for 6 months, leave shall not exceed 60 days, and leave must be taken in one continuous block of time.

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

Workers' Compensation Benefits

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits

to make up the difference between wage benefits and pre-injury or -illness wages. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to the immediate supervisor, Business Office, and the Human Resources Department.

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

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

Bereavement Leave

Policy DEC (LOCAL)

Upon receipt of the absence form and copy of the obituary or the program from the service listing the employee and his or her relationship to the deceased, who shall be a member of the employee's immediate family as defined by policy, bereavement leave may be approved for up to a maximum of five days for each loss of an immediate family member. Should the obituary or the program from the service not list the employee and his or her relationship to the deceased, other documents could be utilized to trace the relationship, i.e., death certificate, marriage license, birth certificate, and/or funeral home correspondence. During the approval review, the following will be taken into consideration: the date of the death, the dates of visitation, the dates of memorial/funeral services, the date of the home-going celebration, and the date of the internment. In addition, the location of these functions and whether out-of-town/out-of-state travel time is needed shall be considered for approval to attend these functions.

An employee may be absent as many days as he or she deems necessary for the loss of an immediate family member; however, days of absence in excess of days approved for bereavement leave shall require usage of his or her personal leave, i.e., state personal/sick and local leave, non-duty days, vacation days, or accrued comp time. If an employee has exhausted all leave, the employee's pay shall be docked for his or her absences.

Jury Duty

Policies DEC, DG

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

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

Compliance with a Subpoena

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

Truancy Court Appearances

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

Religious Observance

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

Military Leave

Paid Leave for Military Service

Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty ordered by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an

employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave

Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the Business Office. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance

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

Non-Workdays

Employees on a 226-day assignment will be provided with unpaid, non-designated non-workdays during each school year. These days are entered into the employee's time off transactions as an allocate entry and are available for usage at their discretion, with supervisor approval. These same employees are also provided with unpaid, designated non-workdays during each school year. These days are not entered into the employee's time off transactions and are used at the discretion of the District, i.e., District closure week which is typically the 1st week of July to include the 4th of July. Employees will receive an e-mail notification identifying the number of days provided for that school year and usage information at the beginning of the school year. These days must be used within the school year they are provided and do not carry-forward into the next school year. Should an employee separate prior to the conclusion of the school year and have used any or all of their non-designated non-workdays, their final compensation will be docked for the number of days used.

Unauthorized Absences from Duty

An unauthorized absence occurs when an employee is absent from their assigned duty not authorized by the District's adopted policies for vacation, personal leave, civic duty, local sick leave, maternity leave, military leave, sabbatical leave, or leave authorized by the administrator in charge. Examples might be absence for discretionary leave without prior authorization of supervisor, absence on a day restricted by policy for use of personal leave, or absences without supporting medical certification when required. Any absence in violation of policy is an unauthorized absence.

Payroll deductions for each unauthorized absence from duty shall be made based on the employee's current daily rate of pay as determined by dividing the annual salary by number of days employed. The employee may receive additional discipline, up to and including termination of employment for excessive absenteeism and/or violation of policy DEC (LEGAL)(LOCAL).

Docks from Compensation

Employees must be at work or on district-approved leave. Employees, who are not on a leave of absence and who are absent without leave coverage, will be docked their daily rate, for each day of absence. Leave deductions are made for those absences occurring within the 3 week period of the previous month and the 1st week period of the current month, from the current month's compensation. The employee may receive additional discipline, up to and including termination of employment for excessive absenteeism and/or violation of policy DEC (LEGAL)(LOCAL).

Employees who are on an un-paid leave of absence will have the number of days to be docked each month determined by the following formula: (Adjusted compensation earned prior to the leave, less the amount of compensation received prior to the leave, divided by the remaining balance of adjusted compensation earned over the months of anticipated leave. This calculation is used to prevent an overpayment of compensation for which reimbursement to the District, from the employee, will be required. Should the employee receive all of the remaining balance of adjusted compensation earned prior to being released to return to duty without restrictions, a pay-off compensation will be issued and there will not be any additional compensation issued until the employee returns to duty. The month following the processing of the final days of dock, the employee's compensation will return to the pre-leave of absence amount.

Employees who separate from employment prior to their last day of employment will have their state personal leave prorated and re-allocated at the time of separation. Should the employee have used the entire allocation prior to the separation, they will be docked, from their final compensation, for the days used beyond the re-allocated amount.

Vacation days will also be subjected to a prorated re-allocation and a possible dock.

Employees, who are absent on a restricted day, and use state personal leave for a discretionary reason, will be docked for this absence, **and the state personal leave used will be returned to the employee.**

Employees will receive, prior to receipt of their compensation for that month, a dock memo, copies of related absence forms indicating the days of dock, and a copy of Board Policy DEC (LOCAL) pages 3 and 4 for those absences on restricted days using state personal leave for discretionary reason.

Reimbursement of Unused State Leave at Separation

The following leave provisions shall apply to state leave earned as of the effective date of this program and thereafter.

An employee who separates from employment with the District shall be eligible to request reimbursement for state leave under the following conditions:

1. The employee's separation from employment is voluntary, i.e., the employee is retiring or resigning and is not being discharged or renewed or in lieu of being discharged or nonrenewal.

2. The employee provides advance written notice of intent to separate from employment to include the request for reimbursement or the request could be a separate letter. Contract employees must provide written notice at least 90 calendar days before the last day of employment. Non-contract employees must provide written notice at least 10 days before the last day of employment.
3. The employee has at least ten years of continuous service as a full-time employee with the District immediately preceding separation. A retirement shall be considered an interruption in service even if the employee is rehired the succeeding school year.
4. The employee has at least 50 days of available state leave.

The employee shall be reimbursed for 50 days of state leave, at a rate of \$75 per day for professional employees and \$50 per day for all other employees. Funds will be released after a complete audit of leave usage has occurred. In many cases, the check will be released the month following the employee's normally scheduled last paycheck. If the employee is reemployed with the District, days for which the employee received payment will not be available because these days have been deducted from their state leave balance.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include convocation and other events identified by the Superintendent and the Board of Trustees.

District Communications

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

They include the following:

The Longview Voice (*LISD district newspaper*), **East Texas Review** (*Longview newspaper*), **REACH Magazine** (*Chamber of Commerce*), **TASB Star** (*magazine*), **TASA Insight** (*magazine*), **TASSP News Highlights** (*magazine*), **TEPSA News** (*magazine*), **Texas School Business** (*magazine*).

Longview ISD regularly publishes regular up-to-date information and featured content across popular social media apps and websites.

Facebook: [facebook.com/LongviewISD/](https://www.facebook.com/LongviewISD/)

Twitter: twitter.com/LongviewISD

Instagram: [instagram.com/longviewisd/](https://www.instagram.com/longviewisd/)

YouTube: [youtube.com/c/LongviewISDLOBOS/](https://www.youtube.com/c/LongviewISDLOBOS/)

In addition, the Community Relations office also posts press releases, announcements, and other news items on the district website here: <https://w3.lisd.org/district/news>

Complaints and Grievances

Policy DGBA

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is found in Board Policy DGBA (LOCAL) located online at: <https://pol.tasb.org/Policy/Code/540?filter=DGBA>.

Employees wishing to initiate the formal grievance process may access the grievance forms online at: <https://w3.lisd.org/district/departments/human-resources/employee-forms>. Grievance forms, including all documents required for appeal, may also be obtained from Human Resources located in the Education Support Center, 1301 East Young Street, Longview, Texas 75602. Level 1 grievance forms, once completed, should be submitted to the employee's campus principal or immediate supervisor. If the employee is on a charter campus, Level 2 forms should be submitted to the Charter CEO. If the employee is not on a charter campus, Level 2 forms should be submitted to Human Resources. Level 3 grievance forms should be submitted to the Superintendent or designee. Level 4 grievance forms must be submitted to the Superintendent's secretary.

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.

- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

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

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

Texas Educators' Code of Ethics

Purpose and Scope

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

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

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

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be

considered in assessing whether the communication is inappropriate include, but are not limited to:

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

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

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

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is found in Board Policy DIA (LOCAL) located online at: <https://pol.tasb.org/Policy/Code/540?filter=DIA>.

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

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

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. Refer to *Reporting Suspected Child Abuse* and *Bullying* for additional information.

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

[https://pol.tasb.org/Policy/Download/540?filename=DHB\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/540?filename=DHB(LEGAL).pdf)

[https://pol.tasb.org/Policy/Download/540?filename=FFH\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/540?filename=FFH(LOCAL).pdf)

Reporting Suspected Child Abuse

Policies DG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

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

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

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

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

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

Sexual Abuse and Maltreatment of Children

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

Reporting Crime

Policy DG

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

Scope and Sequence

Policy DG

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

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

Technology Resources

Policy CQ

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

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

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

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

Personal Use of Electronic Communications

Policy CQ, DH

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.

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

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

Electronic Communications between Employees, Students, and Parents

Policy DH

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

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

civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

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

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;

- The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
 - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district email address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of midnight and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.

- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

Policy DH

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

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

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

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

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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation

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

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

Alcohol and Drug-Abuse Prevention

Policy DH

Longview 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 is found in Board Policy DH (LOCAL) located online at: <https://pol.tasb.org/Policy/Code/540?filter=DH>.

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

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

Fraud and Financial Impropriety

Policy CAA

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time

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

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

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

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

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

Charitable Contributions

Policy DG

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

Safety

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. Refer to *Emergencies* for additional information.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

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

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

Texas law requires that passengers wear seat belts. All employees are expected to wear a properly fastened seat belt. District-imposed penalties, up to and including removal of driving responsibilities and/or termination of employment, will be in addition to any fees incurred by the employee if cited by law enforcement for violation of the seat belt law.

Employees with questions or concerns relating to safety programs and issues can contact Dr. Craig Coleman (903) 381-2251.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the Mr. James Mathis (9030 381- 2268 immediately.

Visitors in the Workplace

Policy GKC

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

Asbestos Management Plan

Policy CKA

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the Longview ISD Plant Services Office located at 1111 East Young Street 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 on bulletin boards on campuses and administrative buildings. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

General Procedures

Emergency School Closing

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

Television:	KLTV (Channel 7)	KYTX (Channel 19)	
	KFXK (Channel 51)	KETK (Channel 56)	
Radio:	92.7 (KVRL) Radio Vida	95.3 FM/1370 AM (KFRO)	105.7 FM (KYKX)
	690 AM/1060 AM (KZEY)	1430 AM (KEES)	

Emergencies

Policies CKC, CKD

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

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Business Office 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 Business Office Purchasing Clerk for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify Human Resources if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from Human Resources or online at: <https://w3.lisd.org/district/departments/human-resources/employee-forms>.

Personnel Records

Policy DBA, GBA

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

Employees may choose to have the following personal information withheld:

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

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to Human Resources. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

Facility Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The Business Office is responsible for scheduling the use of facilities after school hours. To request to use school facilities and to obtain information on the fees charged contact:

- Athletic Facilities- Assistant Athletic Director
- Longview High School Facilities- Director of Campus Operations
- All Other Facilities- Business Office Secretary

Termination of Employment

Resignations

Policy DFE, DHB

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent or other persons designated by the board of trustees. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent, or other person designated by board action.

Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency*. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

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

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

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB

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 timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency*. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

Dismissal of Noncontract Employees

Policies DCD, DP

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

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

Discharge of Convicted Employees

Policy DF

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

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

Exit Interviews and Procedures

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Reports to Texas Education Agency

Policies DF, DHB, DHC

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

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

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

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

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the

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

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Longview ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) 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 Dr. James Hockenberry, Assistant Superintendent for Human Resources & Community Relations, 1301 East Young Street, Longview, Texas 75602, jhockenberry@lisd.org, 903-381-2235, the district Title IX coordinator for students. Questions or concerns about discrimination on the basis of a disability should be directed to Cynthia Verhalen, Director of Special Programs, 1301 East Young Street, Longview, Texas 75605, cverhalen@lisd.org, 903-381-2257. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student Records

Policy FL

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

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

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

Parent and Student Complaints

Policy FNG

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

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

Administering Medication to Students

Policy FFAC

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

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FEB

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must bring a note signed by the parent that describes the reason for the absence and to provide the same to the campus principal. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the Assistant Superintendent of Administrative and Pupil Services. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is found in Board Policy FFI (LOCAL) located online at: <https://pol.tasb.org/Policy/Code/540?filter=FFI>.

Hazing

Policy FNCC

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