



# EMPLOYEE HANDBOOK 2011-2012

*Human Resources Department*

*8012 Shin Oak Drive*

*Live Oak, Texas 78233*

*(210) 945-5101*

[www.judsonisd.org](http://www.judsonisd.org)

# Table of Contents

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<i>Employee Handbook Receipt</i>	6
<i>Introduction</i>	7
<i>District Information</i>	
Description of the District .....	7
Mission Statement, Goals, and Values .....	7
Board of Trustees .....	8
Board Meeting Schedule for 2011–2012 school year .....	8
Administration .....	9
School Directory .....	10
<i>Employment</i>	
Equal Employment Opportunity .....	12
Job Vacancy Announcements .....	13
Employment After Retirement .....	13
Contract and Noncontract Employment.....	13
Certification and Licenses .....	14
Searches and Alcohol and Drug Testing .....	14
Health Safety Training .....	15
Reassignments and Transfers .....	15
Workload and Work Schedules .....	15
Notification to Parents Regarding Qualifications .....	16
Outside Employment and Tutoring.....	16
Performance Evaluation.....	16
Employee Involvement .....	17
Staff Development .....	17
<i>Compensation and Benefits</i>	
Salaries, Wages, and Stipends.....	18
Annualized Compensation .....	18
Paychecks.....	18
Automatic Payroll Deposit .....	18
Payroll Deductions .....	19
Overtime Compensation.....	19
Travel Expense Reimbursement.....	19

<b>Health, Dental, and Life Insurance .....</b>	<b>20</b>
<b>Supplemental Insurance Benefits .....</b>	<b>20</b>
<b>Cafeteria Plan Benefits (Section 125) .....</b>	<b>20</b>
<b>Workers' Compensation Insurance.....</b>	<b>20</b>
<b>Unemployment Compensation Insurance.....</b>	<b>21</b>
<b>Teacher Retirement .....</b>	<b>21</b>
<b><i>Leaves and Absences</i></b>	
<b>Personal Leave.....</b>	<b>23</b>
<b>State Sick Leave .....</b>	<b>24</b>
<b>Local Leave.....</b>	<b>24</b>
<b>Sick Leave Bank (or Pool) .....</b>	<b>24</b>
<b>Family and Medical Leave Act (FMLA)—General Provisions.....</b>	<b>25</b>
<b>Local Family and Medical Leave Provisions .....</b>	<b>27</b>
<b>Temporary Disability Leave .....</b>	<b>28</b>
<b>Workers' Compensation Benefits.....</b>	<b>28</b>
<b>Assault Leave.....</b>	<b>29</b>
<b>Bereavement Leave.....</b>	<b>29</b>
<b>Jury Duty .....</b>	<b>29</b>
<b>Other Court Appearances .....</b>	<b>29</b>
<b>Military Leave .....</b>	<b>29</b>
<b><i>Employee Relations and Communications</i></b>	
<b>Employee Recognition and Appreciation.....</b>	<b>30</b>
<b>District Communications.....</b>	<b>30</b>
<b><i>Complaints and Grievances</i></b>	<b>31</b>
<b><i>Employee Conduct and Welfare</i></b>	
<b>Standards of Conduct .....</b>	<b>34</b>
<b>Discrimination, Harassment, and Retaliation .....</b>	<b>37</b>
<b>Sexual Abuse and Maltreatment of Children.....</b>	<b>39</b>
<b><i>Technology</i></b>	
<b>Personal Use of Electronic Media.....</b>	<b>40</b>
<b><i>Employee Information</i></b>	
<b>Criminal History Background Checks.....</b>	<b>40</b>
<b>Employee Arrests and Convictions.....</b>	<b>41</b>
<b>Alcohol and Drug-Abuse Prevention.....</b>	<b>41</b>

<b>Tobacco Use.....</b>	<b>41</b>
<b>Fraud and Financial Impropriety.....</b>	<b>42</b>
<b>Conflict of Interest .....</b>	<b>42</b>
<b>Gifts and Favors .....</b>	<b>42</b>
<b>Copyrighted Materials.....</b>	<b>42</b>
<b>Charitable Contributions .....</b>	<b>43</b>
<b>Associations and Political Activities .....</b>	<b>43</b>
<b>Safety .....</b>	<b>43</b>
<b>Possession of Firearms and Weapons.....</b>	<b>44</b>
<b>Visitors in the Workplace.....</b>	<b>44</b>
<b>Asbestos Management Plan.....</b>	<b>44</b>
<b>Pest Control Treatment .....</b>	<b>44</b>
 <i>General Procedures</i>	
<b>Bad Weather Closing .....</b>	<b>44</b>
<b>Emergencies.....</b>	<b>45</b>
<b>Purchasing Procedures .....</b>	<b>45</b>
<b>Name and Address Changes.....</b>	<b>45</b>
<b>Personnel Records.....</b>	<b>45</b>
<b>Building Use.....</b>	<b>45</b>
<b>Dress Code and Grooming .....</b>	<b>46</b>
<b>Accountability for Materials/Equipement .....</b>	<b>46</b>
<b>Employee Photo ID Badges .....</b>	<b>46</b>
 <i>Termination of Employment</i>	
<b>Resignations.....</b>	<b>47</b>
<b>Dismissal or Nonrenewal of Contract Employees .....</b>	<b>47</b>
<b>Dismissal of Noncontract Employees .....</b>	<b>47</b>
<b>Exit Interviews and Procedures.....</b>	<b>48</b>
<b>Reports to State Board for Educator Certification.....</b>	<b>48</b>
<b>Reports Concerning Court-Ordered Withholding.....</b>	<b>48</b>
 <i>Student Issues</i>	
<b>Equal Educational Opportunities.....</b>	<b>49</b>
<b>Student Records .....</b>	<b>49</b>
<b>Parent and Student Complaints.....</b>	<b>49</b>
<b>Administering Medication to Students.....</b>	<b>50</b>

<b>Dietary Supplements.....</b>	<b>50</b>
<b>Psychotropic Drugs.....</b>	<b>50</b>
<b>Student Conduct and Discipline .....</b>	<b>50</b>
<b>Student Attendance.....</b>	<b>50</b>
<b>Bullying .....</b>	<b>51</b>
<b>Hazing .....</b>	<b>52</b>
<b>Grading Policy .....</b>	<b>52</b>
 <i>Index</i>	 <b>53</b>

# Employee Handbook Receipt



Name \_\_\_\_\_

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

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

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

***I understand that I must access the 2011-2012 JISD Employee Handbook at [www.judsonisd.org](http://www.judsonisd.org).***

Please indicate your choice by checking the appropriate box below:

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

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

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

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resources Department at 210-945-5101 if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

If you do not provide an electronic signature of the online verification form, you must print and sign and date the printed acknowledgement and submit to your 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. This handbook is neither a contract nor a substitute for the official District policy manual. It is not intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide and a brief explanation of District policies. District 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 department office. Policy manuals are available for employee review on-line at the District's website: [www.judsonisd.org](http://www.judsonisd.org).

## *DISTRICT INFORMATION*

On June 25, 1958, the Bexar County School Board combined the three common school districts of Converse, Kirby, and Selma to form the Rural High School District No. 8. The newly constituted school board named the new district Judson Rural School District No. 8 in honor of Moses Campbell Judson, a strong advocate for the purification of San Antonio's water system, sound educational institutions and family values. Voters in the communities of Kirby, Converse, Selma, Live Oak and Universal City helped to further shape the future of Judson Rural School District No. 8 in an election on Dec. 10, 1966. As a result of this election, the Judson Independent School District became the newest independent school system in Bexar County. Today, Judson ISD is a vibrant, diverse, and modern educational organization with approximately 22,500 students. The JISD encompasses 55.87 square miles and currently serves the incorporated cities of Converse, Kirby, and Selma as well as portions of Live Oak, Universal City, San Antonio, and Schertz. The Judson Independent School District is the fourth largest school district in Bexar County. The district is fully accredited by the Texas Education Agency.

## *MISSION STATEMENT AND VALUES*

### *Mission Statement*

All Judson ISD students will receive a quality education enabling them to become successful in a global society.

### *Vision Statement*

Judson ISD is "Producing Excellence"!

### *Judson ISD Values*

Students First	Safe & Secure Environment
Accountability	Results-Oriented
Loyalty	Integrity & Mutual Respect
Teamwork	Two-way Communication

*The Judson Independent School District is an Equal Opportunity Employer valuing cultural diversity among its students, staff, and community.*

## *BOARD OF TRUSTEES*

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. Trustees serve without compensation, must be registered voters, and must reside in the district.

Current board members include:

**Jose Macias.....President**  
**Arnoldo Salinas.....Vice-President**  
**June Adair.....Secretary**  
**Beth Sutton.....Assistant Secretary**  
**Gilbert Flores.....Member**  
**Richard LaFoille.....Member**  
**Steve Salyer.....Member**

*Judson Trustees meet monthly in regular meetings on the third Thursday of the month.*

The board usually meets the 3<sup>rd</sup> Thursday of each month at 7:00pm. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district Web site and in the front of the JISD Administration Building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

## *BOARD MEETING SCHEDULE FOR 2011-2012*

- August 18, 2011
- September 15, 2011
- October 19<sup>th</sup> or 27<sup>th</sup> (pending board decision due to Athletics moving the Steele game to Oct. 20<sup>th</sup>)
- November 17, 2011
- December 15, 2011
- January 19, 2012
- February 16, 2012
- March 15, 2012 (pending board approval in Jan. or Feb. to move to March 22<sup>nd</sup>)
- April 19, 2012
- May 17, 2012
- June 21, 2012

# *ADMINISTRATION*

**SUPERINTENDENT**

*Dr. Willis Mackey*

**ASSOCIATE SUPERINTENDENT FOR  
CURRICULUM AND INSTRUCTION**

*Nancy Robinson*

**ASSISTANT SUPERINTENDENT OF SCHOOLS**

*Elida Bera*

**CHIEF FINANCIAL OFFICER**

*Jose Elizondo*

**EXECUTIVE DIRECTOR OF HUMAN RESOURCES**

*Elaine Howard*

**EXECUTIVE DIRECTOR OF STUDENT AND SUPPORT SERVICES**

*Joe Gonzalez*

**CHIEF TECHNOLOGY OFFICER**

*Steve Young*

**DIRECTOR OF PUBLIC INFORMATION**

*Aubrey Chancellor*

**EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

*Rosa Gary*

**SECRETARY TO THE BOARD OF TRUSTEES**

*Monica Pena*

## *SCHOOL DIRECTORY*

### **Elementary Schools**

- **Candlewood Elementary School** – (210) 662-1060  
Principal: Dianetta Young  
3635 Candleglenn San Antonio, TX 78244
- **Converse Elementary School** – (210) 945-1210  
Principal: Mary K. Tyson  
6720 F.M. 1516 Converse, TX 78109
- **Coronado Village Elementary School** – (210) 945-5110  
Principal: Barbara Smejkal  
213 Amistad Universal City, TX 78148
- **Crestview Elementary School** – (210) 945-5111  
Principal: Dr. Nancy Gerhard  
7710 Narrow Pass Live Oak, TX 78233
- **Elof Elementary School** – (210) 661-1130  
Principal: Monica Borrego  
6335 Beech Trail Converse, TX 78109
- **Franz Elementary School** – (210) 945-5640  
Principal: Beverly Broom  
12301 Welcome Dr. Live Oak, TX 78233
- **Hartman Elementary School** – (210) 564-1520  
Principal: Cristelo Juarez, Jr.  
7203 Woodlake Parkway San Antonio, TX 78218
- **Hopkins Elementary School** – (210) 661-1120  
Principal: Martin Silverman  
2440 Ackerman Rd. San Antonio, TX 78219
- **Masters Elementary School** – (210) 945-1150  
Principal: Dr. Melissa Arnell  
2650 Woodlake Parkway Converse, TX 78109
- **Miller's Point Elementary School** – (210) 945-5114  
Principal: Cynthia Davis  
7027 Misty Ridge Converse, TX 78109
- **Olympia Elementary School** – (210) 945-5113  
Principal: Dr. Terri LeBleu  
8349 Athenian Universal City, TX 78148
- **Park Village Elementary School** – (210) 653-1822  
Principal: Marsha Bellinger  
5855 Midcrown Dr. San Antonio, TX 78218
- **Paschall Elementary School** – (210) 662-2240  
Principal: Sharon Newman  
6351 Lake View Dr. San Antonio, TX 78244

- **Rolling Meadows Elementary School** – (210) 945-5700  
Principal: Jayanna Kelly  
1722 F.M. 2252 San Antonio, TX 78266
- **Salinas Elementary School** – (210) 659-5045  
Principal: Jeffrey J. Large  
10560 Old Cimarron Tr. Universal City, TX 78148
- **Spring Meadows Elementary School** – (210) 662-1050  
Principal: Christina Clark  
7135 Elm Trail San Antonio, TX 78244
- **Woodlake Elementary School** – (210) 662-2220  
Principal: Chad E. Broussard  
5501 Lake Bend E. San Antonio, TX 78244

### Middle Schools

- **Judson Middle School** – (210) 357-0801  
Principal: Theodore R. Haynes, Jr.  
9695 Schaeffer Rd. Converse, TX 78109
- **Kirby Middle School** – (210) 661-1140  
Principal: Dr. Melinda Salinas  
5441 Old Seguin Rd. San Antonio, TX 78219
- **Kitty Hawk Middle School** – (210) 945-1220  
Principal: Mike McFalls  
840 Old Cimarron Trail Universal City, TX 78154
- **Metzger Middle School** – (210) 662-2210  
Principal: Caroline Ross  
7475 Binz Engleman Rd. San Antonio, TX 78244
- **Woodlake Hills Middle School** – (210) 661-1110  
Principal: Donald Pittman  
6625 Woodlake Pkwy. San Antonio, TX 78244

### High Schools

- **Judson High School** – (210) 945-1100  
Principal: Jesús Hernandez III  
9142 F.M. 78 Converse, TX 78109
- **Wagner High School** – (210) 662-5000  
Principal: Milton R. Fields  
3000 N. Foster Rd. San Antonio, TX 78244
- **Judson Early College Academy** – (210) 619-0200  
Principal: Yvonne Anglada  
8230 Palisades Dr. Live Oak, TX 78148-3186

### Other Campuses

- **Judson Evening High School** – (210) 619-0350  
Principal: Joe Gonzalez (Interim)  
102 School St., 2<sup>nd</sup> Floor Converse, TX 78109

- **Judson Learning Academy** – (210) 651-4080  
Principal: Brandon VanVleck  
6909 N. Loop 1604 E., #2010 San Antonio, TX 78109
- **Judson Secondary Alternative School** – (210) 945-6730  
Principal: Joe Gonzalez (Interim)  
102 School St. Converse, TX 78109

## *EQUAL EMPLOYMENT OPPORTUNITY*

### *Policies DAA, DIA*

Judson ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, 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.

The District shall not discriminate in employment, as set out above, because an individual is age 40 or above.

As an exception to the policy stated above, the Board may employ an individual on the basis of the individual's religion, sex, national origin, or age in those certain instances where religion, sex, national origin, or age is a bona fide occupational qualification reasonably necessary to the normal operation of the District. (DAA LEGAL) The District shall not discriminate, as set out above, against a qualified individual with a disability because of the individual's disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. Discrimination includes not making reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability, unless the District can demonstrate that the accommodation would impose an undue hardship on the operation of the District. *Americans with Disabilities Act (ADA) 42 U.S.C. 12112(a),(b); 29 CFR Part 1630; Labor Code 21.051* The person designated to ensure equal opportunity employment and to investigate any complaints in this regard is the Executive Director of Human Resources, 210-945-5608.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the Executive Director for Human Resources at 210-945-5608.

## *TEXAS WORKFORCE COMMISSION*

The District reports your wages to the Texas Workforce Commission. If you become unemployed, you may be eligible for unemployment benefit payments.

**NOTE: Individuals employed by a school District in any capacity are usually not paid benefits for any unemployment during the period between two regular academic years or terms (June and July) if they have been given reasonable assurance of employment for the upcoming school year and have indicated they will be available for employment. Employees may be eligible for unemployment benefits if they had other employment for several quarters concurrent with their Judson employment or during the relevant base period. Benefits paid would be based on the wages from their non-Judson employment. In addition, employees are not paid benefits for unemployment during extended holiday periods (winter and spring breaks).**

## VACANCY ANNOUNCEMENTS

All job announcements and applications for employment are posted on the internet at [www.judsonisd.org](http://www.judsonisd.org).

## EMPLOYMENT AFTER RETIREMENT

### *Policy DC*

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

## 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 on line or copies will be provided upon request.

**Noncertified Professional.** 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*

### *Policy DBAI*

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

A certified employee's contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact a Human Resource Technician at 210-945-5603 if you have any questions regarding certification or licensure requirements.

## *SEARCHES AND ALCOHOL AND DRUG TESTING*

### *Policy DHE*

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

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

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

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

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Director of Transportation at 210-945-1230.

## *HEALTH SAFETY TRAINING*

### *Policies DBA, DMA*

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Director of Athletics at 210-945-1252.

## *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 on or around April 15. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Office of Human Resources and must be approved by the receiving supervisor.

## *WORKLOAD AND WORK SCHEDULES*

### *Policies DEA, DL*

**Professional Employees.** Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including 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 are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

## *NOTIFICATION TO PARENTS REGARDING QUALIFICATIONS*

*Policies DK, DBA*

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call a Human Resource Certification Specialist at 210-945-5602.

## *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.

All classroom teachers will be appraised with the **Professional Development and Appraisal System (PDAS)**. All requirements indicated by the PDAS will be followed unless otherwise specified in Board Policy DNA (LOCAL). Appraisal records and other documentation developed as part of the PDAS may be used for staff development purposes OR employment decisions. The frequency of observations required under PDAS requirements varies according to the experience level, contract status, and previous evaluations of the individual teacher. These requirements are also detailed in DNA (LOCAL). The entire policy also details regulations regarding choice of observers, scoring procedures, types of observations (formative vs. summative), the three year cycle for observations, the appraisal calendar, qualifications of appraisers, time waivers, “wave off” procedures, conferences, the teacher “self-report,” and grievance procedures. Copies of the Scoring Criteria Guide which sites examples of each rating in each domain are available from the principal. Teachers can also consult with their principals for additional information regarding the appraisal process and regulations. Evaluation procedures for other professional employees are established and can be explained in detail by the principal or immediate supervisor. Performance evaluations are used for auxiliary employees and are based on an employee’s assigned duties and other job-related criteria. Reports, correspondence, and memoranda can also be used.

## *EMPLOYEE INVOLVEMENT*

### *Policies BQA, BQB*

At both the campus and district levels, Judson 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.

### *Site-Based Decision Making Committees*

The **District-wide** Site-Based Decision-Making Committee advises the Board or its designee in establishing and reviewing the District’s educational goals, objectives, and major District-wide classroom instructional programs identified by the Board or its designee.

The committee shall perform duties as described in BQA (LEGAL). The committee shall be composed of at least 14 members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community.

A **Campus** Site-Based Decision-Making Committee shall be established on each campus to assist the principal. The committee shall meet for the purpose of implementing planning processes and site-based decisions.

The committee shall be composed of 13 members who shall represent campus-based professional staff, auxiliary staff, parents, businesses, and the community.

## *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.

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## *COMPENSATION AND BENEFITS*

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### *SALARIES, WAGES AND STIPENDS*

#### *Policies DEA, DEAA*

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

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

Employees should contact the Payroll Office at 210-945-5522 for more information about the district's pay schedules or their own pay.

### *ANNUALIZED COMPENSATION*

#### *Policy DEA*

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

### *PAYCHECKS*

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.

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

## *AUTOMATIC PAYROLL DEPOSIT*

**Direct Deposit:** Direct deposit is available to all employees, and all employees are encouraged to use direct deposit. To apply for direct deposit or change your direct deposit, get a copy of the Direct Deposit form from the Payroll Department. Complete the form, attach a voided check or pre-printed deposit slip, and forward to the payroll office. It normally takes 1-2 pay cycles for the direct deposit to take effect. When direct deposit takes effect, you will receive a pay voucher, with the paycheck part marked VOID.

**Lost or Stolen Checks:** Notify Payroll immediately if your paycheck is lost or stolen. Payroll can issue a stop payment order if necessary. After the stop payment order is confirmed by the District's bank, a replacement check will be issued.

**Questions Regarding Your Paycheck should be directed to the Payroll Department at 210-945-5525.**

## *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)

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. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

## *OVERTIME COMPENSATION*

### *Policy DEA*

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

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

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

## *TRAVEL EXPENSE REIMBURSEMENT*

### *Policy DEE*

Before any travel expenses are incurred by an employee, the employee's supervisor and a member of the Superintendent's Administrative Cabinet must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage.

## *HEALTH, DENTAL AND LIFE INSURANCE*

### *Policy CRD*

Group health insurance coverage is available to all employees. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a separate booklet entitled Life & Health Insurance Program.

The health insurance plan year is from January through December. New employees must complete enrollment forms within the first five (5) days of employment. Current employees can make changes in their insurance coverage during *open enrollment* or *qualifying events*. Employees should contact Human Resources at 210-945-5620 for more information.

## *SUPPLEMENTAL INSURANCE BENEFITS*

### *Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, disability, cancer, additional life insurance and GAP programs. Premiums for these programs can be paid by payroll deduction.

Employees should contact Human Resources at 210-945-5620 for more information.

## *CAFETERIA PLAN BENEFITS (Section 125)*

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

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

## *WORKERS' COMPENSATION INSURANCE*

### *Policy CRE*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from the start date of employment, effective immediately.

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

All work-related accidents or injuries should be reported immediately to your supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

## *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 at 210-945-5620.

## *TEACHER RETIREMENT*

### *Policy DEG*

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

Employees who plan to retire under TRS should notify their immediate supervisor and Human Resources at 210-945-5620 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.state.tx.us](http://www.trs.state.tx.us)).

# ATTENDANCE AND PUNCTUALITY

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## *Policies DEC, DECA, DECB*

Good attendance and promptness are required for employees to fulfill their job tasks and responsibilities. Employees who are tardy or frequently absent have a direct negative impact on the accomplishment of the school/department and District's missions. Patterns of absenteeism, tardiness or leaving work early detracts from the quality of services, increases workload on fellow employees, and interferes with the flow of business.

Any employee who is absent three or more days, must make personal phone contact with his/her immediate supervisor no later than the third day of absence unless there are extenuating circumstances.

Employees who have excessive absences equal to four workdays during the school year may be recommended for nonrenewal or termination in accordance with district policy, other applicable policies and applicable law. (DEC LOCAL.) Excessive absence shall mean the failure to appear for work when no leave applies to the absence and the absence is not excused on any other basis provided by law or District policy.

All absences in excess of ten (10) days in a school year will be reported to the Executive Director of Human Resources. If the absences are not approved leave, they will be investigated and if necessary reported to the Superintendent for disciplinary action up to and including nonrenewal or termination.

## LEAVES AND ABSENCES

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 Human Resources at 210-945-5620 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

**Use of Leave.** Leave is available for the employee's use during contract days. However, state personal and local leave is earned each school year. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Leave must be used in daily increments. However, if an employee is taking family and medical leave, leave shall be recorded in one-hour increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

1. Local Leave
2. State sick leave accumulated before the 1995-1996 school year
3. State Personal Leave
4. Vacation

*Discretionary Leave shall be charged to 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.

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

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

**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.

## *PERSONAL LEAVE*

State law entitles all employees to five days of paid personal leave per year. A day of earned personal leave is equivalent to an assigned workday. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. There are two types of personal leave: 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 leave will be granted to employees 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 (3) 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.

## *STATE SICK LEAVE*

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

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

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

## *LOCAL LEAVE*

Local leave is a benefit that is not required by the Texas Education Code, the State of Texas or any federal labor laws. It is offered by our Board of Trustees to provide employees with income assistance during absences for personal or family illness, family emergency, death in the immediate family, adoption of a child or active military service. Unused local leave accumulates from year to year for use throughout an employee's career at Judson ISD. Judson ISD provides each full-time employee with 4 ½ to 7 days of Local leave per school year depending on the number of days worked.

## *SICK LEAVE BANK*

The purpose of the sick leave bank is to provide additional sick leave days to members of the bank in the event of a catastrophic (life-threatening) illness or injury.

### **Purpose and Definitions**

Sick leave days from the bank may be granted to a member who through a catastrophic illness or injury, is unable to perform the duties of his or her position. A catastrophic illness is one of a serious nature, not a mere passing disorder or temporary ailment, requiring treatment by a physician and hospital admittance. Although some degree of permanency is usually involved, the disease need not necessarily be incurable or permanent. Example of illnesses that qualify for benefits of the program include, but are not limited to, cancer, heart disease, multiple sclerosis, stroke, and muscular dystrophy and/or other debilitating diseases. Pregnancy and delivery shall not be considered catastrophic illness covered under this sick leave bank except when unusual complications occur.

### **Membership**

All full-time employees (ten, eleven, and twelve month personnel) shall be eligible for membership. Full-time status requires a minimum of 20 hours per week. Procedures for joining the sick leave bank are as follows:

- A. Any employee who is eligible to join the sick leave bank may do so by contributing one day of local sick leave. An employee desiring to join for the current school year must be able to earn at least one day of local sick leave from the time of his or her employment until the completion of his or her total number of days of work at the end of the school year.
- B. Current employees may join the Bank during the annual open enrollment.
- C. All personnel who join the bank within the enrollment period are eligible for membership benefits beginning with their first day of work.
- D. All new personnel employed after the enrollment period must join within 30 days of beginning employment.

- E. Employees desiring to join the bank shall complete the membership application form and submit it to the Director of Employee Services. The director shall verify employment eligibility, and upon approval of the application, send it to the payroll department in the central office.

### **Contribution of Days**

Contributed sick leave days shall be subtracted from the member's local sick leave record. The one day donated becomes the property of the Judson Independent School District Sick Leave Bank. All donations shall remain in force and cannot be returned even upon cancellation of membership. If at a later date, an individual who has cancelled membership wishes to rejoin the bank, he or she may do so only during the enrollment period by again donating one day. On an annual basis it shall be determined if an additional day shall be required of the membership. If a current member chooses not to donate, his/her membership in the Bank will be cancelled.

For additional information which includes *Granting of Sick Leave Days from the Bank, Applying for Sick Leave Days, Governing Committee Membership and governing rules*, please refer to Board policy Administrative Regulations or contact Employee Services at 210-945-5620.

## ***FAMILY AND MEDICAL LEAVE ACT (FMLA)***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Unlawful Acts by Employers.** The FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right protected under the FMLA; discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

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

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

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

For additional information:

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

[www.wagehour.dol.gov](http://www.wagehour.dol.gov)

## *LOCAL FAMILY AND MEDICAL LEAVE PROVISIONS*

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

**Use of Paid Leave.** FMLA 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 FMLA, if applicable, and notify the employee that accumulated leave will run concurrently.

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

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

**District Contact.** Employees that require FMLA or have questions should contact Human Resources at 210-945-5620 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, Employee Services 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 year.

## *WORKERS' COMPENSATION BENEFITS*

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or -illness wages. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

**Bereavement Leave.** Bereavement leave may be taken continuously or intermittently and may not exceed 5 days for each occurrence. An employee who experiences the death of an immediate family member (defined in State Leave above) will be granted paid or unpaid leave. Accumulated leave days including compensatory leave and/or vacation leave must be used if available.

**Jury Duty.** Jury duty leave or leave for court appearances may be taken continuously or intermittently as required by the court. Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and may keep any compensation they receive from the court. Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Other absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees are required to submit documentation of their need for leave for court appearances.

**Assault Leave.** Assault leave must be taken continuously and may not exceed two years. Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person not responsible for purposes of criminal liability. An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the District will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the District may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

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

**Military Leave.** Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave for authorized training or duty orders. Paid military leave is limited to 15 days each federal fiscal year (October 1–September 30). In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Reemployment after Military Leave.** Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment within the time

specified by law to Human Resources. 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 Employee Services at 210-945-5620 for details on eligibility, requirements, and limitations.

## ***EMPLOYEE RELATIONS AND COMMUNICATIONS***

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### ***EMPLOYEE RECOGNITION AND APPRECIATION***

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

### ***DISTRICT COMMUNICATIONS***

Throughout the school year, the District 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.

### **JUDSON ISD WEBSITE**

The District website is a very valuable communications tool. Information is available regarding all aspect of public education in the state of Texas. Employees are strongly encouraged to utilize the website when seeking information.

### **IN-DISTRICT MAIL SERVICE**

In-District mail service is provided at no cost to the user. Each school has a different mail schedule. However, the mail reaches all schools every Monday through Friday during the regular school calendar days. Employees should consult with the school/department secretary concerning the schedule. Mail will reach the Administrative offices on the day of pick-up. Use of the school mail is available for school business by every person employed in Judson ISD. Individuals or organizations who are soliciting recognition or advertisements must have prior approval of the Superintendent or designee for use of the in-District mail system. Please put the person's name and the name of the school on each envelope. Also enter the sender's name and school, to insure return if undelivered. U.S. Mail should not be put in the school mail. **NO CASH** will be sent through the school mail. Employees not assigned to the District Administrative Office shall have their incoming school mail addressed to their school or facility and not to the District Office.

### **WORKING WITH THE MEDIA**

Positive interaction between the media and the schools is an essential component in promoting support for Judson ISD schools and employees. Items for, or interviews with, members of the media regarding school activities must have prior approval by the principal/supervisor and then

should be submitted to the **Public Information Office**. News affecting more than one campus or news that may not promote the mission and beliefs of the Judson ISD should only be released by the **Public Information Office**. In some cases, the PIO may ask a teacher/principal/supervisor to conduct an interview with media.

## **DEPARTMENTAL NEWSLETTERS**

Departments may choose to provide a newsletter updating the district employees on current information and/or changes.

### **THE UPLINK – Technology Newsletter**

The Uplink is a newsletter published by the Technology Department. It contains information about technology implementation and utilization as well as the latest innovations available to Judson employees.

## **DISTRICT DIRECTORY**

The District maintains an Employee Directory each year listing all employees by site or department. **Unless the employee instructs the District not to do so, the District is obligated to include in the Directory the employee's home phone and address.** The District Directory is available to employees through the District's website.

# ***COMPLAINTS AND GRIEVANCES***

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## *Policy DGBA*

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process.

Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:

## **PURPOSE**

The purpose of Policy DGBA (LOCAL) is to provide employees an orderly process for the prompt and equitable resolution of complaints. The Board intends that, whenever feasible, complaints be resolved at the lowest possible administrative level. Additionally, since many employee concerns can be more effectively resolved through direct communication with the immediate supervisor or through channels provided for communication with senior staff than by resorting to this official process for presentation of complaints, the Board expects employees to take full advantage of those less formal processes when they are appropriate.

## **FREEDOM FROM RETALIATION**

Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a complaint under this policy. [See DG (LEGAL)]

### **“WHISTLEBLOWER” COMPLAINTS**

“Whistleblower complaints shall be filed within the time specified by law. Such complaints shall be filed in accordance with LEVEL TWO, below. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within sixty (60) days of the initiation of the complaint. [See DG (LEGAL)]

### **GENERAL PROVISIONS**

Complaints shall be heard in informal administrative conferences. All complaints arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained. Costs of any complaint shall be paid by the party incurring them. In resolving complaints, time is of the essence. All time limits shall be strictly complied with, unless extended by mutual consent. All references are to **working days** unless otherwise stated.

### **COMPLAINT FORM**

Complaints under this policy shall be submitted in writing on a form provided by the District. Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted unless the employee did not know the documents existed before the Level One conference. A complaint form that is incomplete in any material aspect may be dismissed, but may be refilled with all requested information if the refilling is within the designated time for filing a complaint.

### **LEVEL ONE**

Complaint forms must be filed within **fifteen (15) days** of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor. If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time that the complaint form was received, and immediately forward the complaint form to the appropriate administrator. The appropriate administrator shall hold a conference with the employee within **seven (7) days** after receipt of the written complaint. The administrator shall have **seven (7) days** following the conference to provide the employee a written response.

## **LEVEL TWO**

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision. The appeal notice must be filed in writing, on a form provide by the District, within **seven (7) days** of the response deadline at Level One. The Superintendent or designee shall hold a conference within **seven (7) days** after the appeal notice is filed. At the conference, the Superintendent or designee shall consider only the issues and documents presented at Level One and identified in the Level Two appeal notice. The Superintendent or designee shall have **seven (7) days** following the conference to provide the employee a written response.

## **LEVEL THREE**

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the District, within **seven (7) days** after receipt of a response or, if no response was received, within **seven (7) days** of the response deadline at Level Two.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board. The Superintendent or designee shall provide the Board with copies of the complaint form, all responses; all appeal notices, and all written documentation previously submitted by the employee or administration. The Board shall consider only those issues and documents presented at the preceding level and identified in the appeal notice.

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

The presiding officer may set reasonable time limits and guidelines for the presentation. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels. In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter. The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Effective September 1, 2009, employees are permitted to make an audio recording of any meeting or proceeding at which the substance of a grievance complies with the Policy HB2512.

# ***EMPLOYEE CONDUCT AND WELFARE***

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## ***STANDARDS OF CONDUCT***

### *Policy DH*

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent first learns of the incident.

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

### **Texas Educators' Code of Ethics**

#### **Statement of Purpose**

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

## Professional Standards

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

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

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

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

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

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

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

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

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

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

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

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

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

**Standard 1.13** The educator shall not 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 provides information for a disciplinary investigation or proceeding under this chapter.

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

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

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

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

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

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

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

**Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of 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 or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

Employees shall not engage in harassment motivated by race, color, religion, national origin, disability, gender, or age and directed toward students or District employees. A substantiated charge of harassment against a student or employee shall result in disciplinary action. The term "harassment" includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment. Employees who believe they have been harassed are encouraged to promptly report such incidents to the campus principal or supervisor. If the campus principal or supervisor is the subject of a complaint, the employee shall report the complaint directly to the Executive Director for Human Resources. An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor. Any allegations of harassment of students or employees shall be investigated and addressed. Oral complaints shall be reduced to writing to assist in the District's investigation. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The District shall not retaliate against an employee who in good faith reports perceived harassment. An employee may appeal the decision of the principal, supervisor, or Executive Director for Human Resources regarding the investigation into the allegations in accordance with DGBA (LOCAL).

## **Harassment of Students**

*Policies DF, DH, FFG, FFH*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 38 and *Bullying*, page 53 for additional information.

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

Employees shall not engage in conduct constituting sexual harassment or sexual abuse of students. Sexual harassment includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal, written, physical, or visual conduct of a sexual nature. Romantic relationships between District employees and students constitute unprofessional conduct and are strictly prohibited. Other prohibited conduct includes the following:

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

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

**Employees who suspect a student is being sexually harassed or abused by another employee are obligated to immediately report their concerns to the campus principal.** All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse also will be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact the campus principal, Human Resources Department at **210-945-5101**, or the **District Title IX Coordinator, Executive Director of Human Resources, 8012 Shin Oak Drive, San Antonio, Texas 78233**. In considering and investigating allegations that an employee has sexually harassed or sexually abused a student, the investigation shall proceed from the presumption that the employee's conduct was unwelcome.

## **Reporting Suspected Child Abuse**

*Policies DF, DG, DH, FFG, GRA*

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

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

Reports to Child Protective Services can be made to [www.txabusehotline.org](http://www.txabusehotline.org) or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

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

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

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate 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. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or

may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

## **TECHNOLOGY**

*Policy CQ, DH*

All employees must read and be familiar with technology Board Policy and Administrative Procedures. The following links can be used to access the policies and procedures for using technology in Judson ISD:

The main policies and procedures pertaining to employee use of technology are as follows:

- [CQ Legal](#) - state declared policy
- [CQ Local](#) - locally determined policy
  - [C2 Administrative Procedures \(PDF\)](#) - an explanation of how CQ Legal and Local will be implemented across the district
- [DH Local](#) - Personal use and use of electronic media with students
  - [D36 Administrative Procedures \(PDF\)](#) - Use of Electronic Media with Students - sets procedures and guidelines based on DH Local
  - [D37 Administrative Procedures \(PDF\)](#) - Personal Use of Electronic Media - sets procedures and guidelines based on DH Local
- [Employee Acceptance Agreement \(PDF\)](#) - document declaring acceptance of aforementioned District Policy

More details can be found at:

<http://www.judsonisd.org/district/technology/AcceptableUsePolicies.cfm>

## **EMPLOYEE INFORMATION**

### **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 of school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- 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

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

### *Policies DH, DI*

Judson 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.

## **Tobacco Use**

### *Policies DH, FNCD GKA*

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

## **Fraud and Financial Impropriety**

### *Policy CAA*

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety 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
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

## **Conflict of Interest**

### *Policy DBD*

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

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

## **Gifts and Favors**

### *Policy DBD*

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

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials

(i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

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

## **Associations and Political Activities**

### *Policy DGA*

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

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

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

## **Safety**

### *Policy CK series*

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

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

Employees with questions or concerns relating to safety programs and issues can contact Employee Services at 210-945-5620.

## **Possession of Firearms and Weapons**

*Policies FNCG, GKA*

Employees, visitors, and students are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the police 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 main office and is available for inspection during normal business hours.

## **Pest Control Treatment**

*Policies CLB, DI*

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located main offices. 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***

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## **Bad Weather Closing**

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. 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 Web site ([www.judsonisd.org](http://www.judsonisd.org)) and notify all of the local radio and television stations.

## **Emergencies**

### *Policies CKC, CKD*

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

## **Purchasing Procedures**

### *Policy CH*

All requests for purchases must be submitted to the Business Office with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact Business Services at 210-945-5502 for additional information on purchasing procedures.

## **Name and Address Changes**

It is important that employment records be kept up to date. Employees must notify the Human Resources office at 210-945-5620 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 e-forms on eduphoria at [www.judsonisd.org](http://www.judsonisd.org).

## **Personnel Records**

### *Policy GBA*

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

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

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

## **Building Use**

### *Policies DGA, GKD*

Employees who wish to use district facilities after school hours must follow established procedures. The Executive Director for Operations is responsible for scheduling the use of facilities after school hours. Contact Employee Services at 210-945-5620 to request to use school facilities and to obtain information on the fees charged.

## **Standards for Employee Dress and Grooming**

### *Policy DH*

The dress and grooming of District employees should be professional, clean, neat, modest, non-disruptive, and appropriate for their job assignments. In addition, supervisors may establish additional standards as approved by the Superintendent.

All employees shall follow a daily minimum dress code that **EXCEEDS** that of students. The minimum dress code shall be business casual. Shorts, hats, caps, flip flops, faded/torn jeans are not appropriate. Tattoos shall be covered. Failure to follow policy as described may result in disciplinary action up to and including separation from employment. [See DH (LOCAL) for specific information]

### **Accountability for Materials/Equipment**

All materials and equipment that are property of the State of Texas or Judson Independent School District and are issued to the schools, program directors, departments, or staff members by the District or affiliates are for District use only. Any materials or equipment purchased by the District or provided to the District by publishers or the state for the purpose of helping guide instructional activities. Materials and equipment can be (but are not limited to) books, teacher editions, workbooks, answer keys, audio or visual aids, resource kits, resource binders, manipulatives, instructional games, computer hardware and software, calculators, and/or other equipment. Employees may not remove materials or any equipment from their campus when transferring to another campus or leaving the employ of the District. Employees may check out some materials for home use with permission of the campus Principal or supervisor. Employees are financially accountable for the cost of lost or damaged materials or equipment if negligible.

### **Employee Photo ID Badges**

Photo ID badges are to be worn during the work day by all JISD employees. The District will provide each employee with a photo ID badge free of charge. ID badges will be replaced if there is an approved name change or change in location and/or position as needed. There will be a charge for lost or stolen badges; \$10 for ID badge/key card. Employees will be required to surrender their badge upon leaving the District.

# TERMINATION OF EMPLOYMENT

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## **Resignations**

### *Policy DFE*

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

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the State Board for Educator Certification* on page 34.

**Noncontract Employees.**Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to 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.

## **Dismissal or Nonrenewal of Contract Employees**

### *Policies DFAA, DFAB, DFBA, DFBB, DFD, DFF*

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

## **Dismissal of Noncontract Employees**

### *Policy DCD*

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 31.)

## **Exit Interviews and Procedures**

### *Policies DC and CY*

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

## **Reports to State Board for Educator Certification**

### *Policy DF*

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

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

## **Reports Concerning Court-Ordered Withholding**

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

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

# ***STUDENT ISSUES***

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## **Equal Educational Opportunities**

### *Policies FB, FFH*

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the Executive Director of Human Resources, the district Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to the Executive Director of Human Resources, the district ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

## **Student Records**

### *Policy FL*

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

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

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the Executive Director for Student Services at 210-619-0352 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 can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

## **Dietary Supplements**

### *Policies DH, FFAC*

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

## **Psychotropic Drugs**

### *Policy FFAC*

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

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

- Recommending that 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. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

## **Bullying**

### *Policy FFI*

All employees are required to report student complaints of bullying to the Executive Director for Student Services. The district's policy includes definitions and procedures for reporting and investigating bullying of students.

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy. Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

1. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or

2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct. Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. A report may be made orally or in writing.

Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal or designee. If a report is made orally, the campus principal or designee shall reduce the report to written form. The campus principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, and if so proceed under that policy instead. The campus principal or designee shall conduct an appropriate investigation based on the allegations in the report. The campus principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate. Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the campus principal or designee shall take additional time if necessary to complete a thorough investigation. The campus principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the Superintendent or designee. If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the District's Student Code of Conduct. [For information on student transfers due to bullying, see FDB.]

The District may take action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of bullying under this policy.

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation. A student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level.

Retention of records shall be in accordance with CPC (LOCAL). Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

## **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.

## **Grading/Progress Reports to Parents**

It is important that grading reflects student achievement and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents. Progress reports shall be issued for all students after the third week of the six-week grading period at the secondary level and after the fourth week of the nine-week grading period at the elementary level of each grading period. Supplemental progress reports may be used at the teacher’s discretion.

### **Elementary Grading Policy can be found at:**

<http://www.judsonisd.org/district/TeachingAndLearning/DataResearch/documents/JISDElementary-RevisedAugust2011-Final.pdf>

### **Secondary Grading Policy can be found at:**

<http://www.judsonisd.org/district/TeachingAndLearning/DataResearch/documents/JISDSecondary-RevisedAugust2011-Final.pdf>

# Index

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- Accountability for materials, 46
- Administering medication, 50
- Administration, 9
- Alcohol and drug
  - abuse prevention, 41
  - testing, 14
- Annualized compensation, 18
- Arrests and convictions, 41
- Asbestos management plan, 44
- Assault leave, 29
- Associations and political activities, 43
- Automatic payroll deposits, 18
- Background checks, 40
- Bad weather closing, 44
- Benefits
  - cafeteria plan, 20
  - health insurance, 20
  - leave, 22
  - retirement, 21
  - supplemental insurance, 20
  - workers' compensation, 20
- Bereavement leave, 29
- Board of Trustees
  - information, 8
  - meeting schedule, 8
  - members, 8
- Building use, 45
- Bullying, 51
- Cafeteria benefits, 20
- Certification
  - health and safety training, 15
  - maintaining, 15
  - parent notification, 16
- Change of address, 45
- Charitable contributions, 43
- Child abuse
  - sexual, 39
- Child abuse reporting, 39
- Code of ethics, 34
- Compensation, 18
- Complaints
  - employee, 31
  - parent and student, 49
- Conduct and welfare, 34
- Conflict of interest, 42
- Contract
  - employment, 13
  - noncertified employees, 13
  - nonrenewal, 47
- Copyright materials, 42
- Court appearances, 29
- Court order withholding, 29
- Criminal history background checks, 40
- Dietary supplements, 50
- Directories
  - school, 10
- Discipline, 50
- Discrimination
  - employee, 37
  - student, 49
- Dismissal
  - contract employees, 47
  - noncontract employees, 47
- District
  - communications, 30
  - information, 7
  - mission statement, 7
- Dress Code, 46
- Drug
  - abuse prevention, 41
  - psychotropic, 50
  - testing, 14
- Electronic communications, 40
- Emergencies, 45
- Employee
  - conduct and welfare, 34
  - involvement, 30
  - recognition, 30
- Employment
  - after retirement, 13
  - contract, 13
  - noncontract, 13
- Equal opportunity
  - educational, 12
  - employment, 12
- Exit interviews, 48

Family and medical leave, 25  
 Firearms, 44  
 Fraud, 42  
 General procedures, 44  
 Gifts and favors, 42  
 Grading Policy, 52  
 Grievances, 31  
 Harassment, 37  
 Hazing, 52  
 Health insurance, 20  
 Health safety training, 15  
 ID Badges, 46  
 Insurance  
     health, 20  
     supplemental, 20  
     unemployment, 21  
     workers' compensation, 20  
 Internet use, 40  
 Job vacancy announcements, 13  
 Jury duty, 29  
 Leave  
     assault, 29  
     bank, 24  
     bereavement, 29  
     court appearances, 29  
     discretionary, 22  
     family and medical, 25  
     jury duty, 29  
     local, 24  
     medical certification, 27  
     military, 29  
     nondiscretionary, 22  
     personal, 22  
     pool, 24  
     sick, 23  
     temporary disability, 28  
 Maltreatment of children, 39  
 Medications, 50  
 Military leave, 29  
 Mission statement, 7  
 Name and address changes, 45  
 Nonrenewals, 47  
 Outside employment, 16  
 Overtime, 19  
 Parent and student complaints, 49  
 Parent notification, 16  
 Paychecks, 18  
 Payroll  
     automatic deposits, 18  
     deductions, 19  
 Performance evaluation, 16  
 Personal leave, 23  
 Personnel records, 45  
 Pest control treatment, 44  
 Political activities, 43  
 Possession of firearms and weapons, 44  
 Psychotropic drugs, 50  
 Purchasing procedures, 45  
 Reassignments, 15  
 Resignations, 47  
     contract employees, 47  
     noncontract employees, 47  
 Retaliation, 37  
 Retirement  
     benefits, 21  
     employment after, 13  
 Safety, 15  
 Salaries, 18  
 SBEC reports, 34  
 School  
     directory, 10  
     school closing, 44  
 Searches, 14  
 Sexual harassment  
     student, 39  
 Sick leave, 24  
 Staff development, 17  
 Standards of conduct, 34  
 Student  
     attendance, 22  
     bullying, 51  
     dietary supplements, 50  
     discipline, 50  
     equal educational opportunities, 49  
     harassment, 37  
     hazing, 52  
     medication, 50  
     records, 49  
 Supplemental insurance, 20  
 Teacher retirement, 21  
 Technology resources, 40  
 Temporary disability leave, 28

Termination  
    dismissal during the contract term, 47  
    exit interviews, 47  
    noncontract employees, 47  
    nonrenewal, 47  
    reports to SBEC, 48  
    resignation, 47  
Text messaging, 40  
Tobacco use, 41  
Training  
    health and safety, 15  
    staff development, 17  
Transfers, 15  
Travel expenses, 19  
Tutoring, 16  
Unemployment insurance, 21  
Vacancy announcements, 13  
Visitors, 44  
Wages, 18  
Weapons, 44  
Workers' compensation benefits, 28

**JUDSON ISD  
NOTICE OF COMPLAINT: LEVEL ONE**

This form must be filled out completely by the employee or the employee's representative filing a Level One complaint with the principal or supervisor, in accordance with DGBA (LEGAL) and (LOCAL), or any exception outlined therein.

1. Employee name \_\_\_\_\_

2. Campus/Dept. \_\_\_\_\_

Position: \_\_\_\_\_

3. Home address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

4. Home phone \_\_\_\_\_ Cell/Pager \_\_\_\_\_

5. To whom did you last present your complaint?

Date of Conference \_\_\_\_\_

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

\_\_\_\_\_

7. Please state your complaint to include individual harm alleged, facts and witnesses, if any, to support your complaint.

\_\_\_\_\_  
\_\_\_\_\_

8. Please state the remedy or action you seek for this complaint.

\_\_\_\_\_

9. If you will be represented by another party in pursuing your complaint, please identify the person representing you.

Name of representative: \_\_\_\_\_

Organization's name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date Submitted \_\_\_\_\_

Date Complaint Received by Campus/Dept. \_\_\_\_\_

Receiving Person at Campus/Dept. \_\_\_\_\_

**JUDSON ISD  
NOTICE OF APPEAL: LEVEL TWO**

This form must be filled out completely by the employee or the employee's representative appealing a Level One decision by the principal or supervisor to the Superintendent Designee in accordance with the District's policies DGBA (LEGAL) and (LOCAL) or any exception outlined therein.

1. Employee name \_\_\_\_\_

2. Campus/Dept.  
Position: \_\_\_\_\_

3. Name of administrator whose complaint decision you are appealing from Level One:  
\_\_\_\_\_

4. Date of Complaint conference you are appealing: \_\_\_\_\_

5. Attach copy of original complaint.

6. Attach copy of complaint decision by administrator or report of Level One conference.

7. If you will be represented by another party in pursuing your complaint, please identify the person representing you.

Name of Representative: \_\_\_\_\_

Organization's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (      ) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date Submitted \_\_\_\_\_

Date Complaint Received by Level Two Hearing Administrator \_\_\_\_\_

Receiving Person at Level Two Hearing Administrator's office \_\_\_\_\_

**JUDSON ISD  
NOTICE OF COMPLAINTS: LEVEL THREE**

This form must be filled out completely by the employee or the employee's representative appealing a Level Two decision by the Superintendent's Designee in accordance with the District's policies DGBA (LEGAL) and (LOCAL) or any exception outlined therein.

1. Employee name \_\_\_\_\_

2. Campus/Dept.  
Position: \_\_\_\_\_

3. Name of administrator whose complaint decision you are appealing from Level Two:  
\_\_\_\_\_

4. Date of Complaint conference you are appealing: \_\_\_\_\_

5. Attach copy of original complaint.

6. Attach copy of complaint decision by administrator or report of Level Two conference.

7. If you will be represented by another party in pursuing your complaint, please identify the person representing you.

Name of Representative: \_\_\_\_\_

Organization's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date Submitted \_\_\_\_\_

Date Complaint Received by Superintendent \_\_\_\_\_

Receiving Person at Superintendent's office \_\_\_\_\_



JUDSON INDEPENDENT SCHOOL DISTRICT

Resignation/Exit Form

SECTION 1 – RESIGNATION:

As soon as the campus/department is aware of the employee's intent to resign employment with Judson ISD, complete all items in Section 1 - Resignation and FAX/MAIL to Human Resources. Retain original for campus/dept. record.

Name: (Printed) Employee ID #
Mailing Address: (Street) (Home Phone) (Alternate Phone)
(City, State Zip)

Campus/Dept: Position: (Specific Assignment/Grade level and/or Subject)

Please accept my resignation from Judson Independent School District effective (Last actual contract date worked)

Signature Date
Similar position in another district Promotion/Transfer
Relocation Name of new district Medical Reasons
Furthering Education Retirement
Stay Home Other (Comment Required)

Comments:

MANDATORY - TO BE FILLED IN BY SUPERVISOR: (last official day employee worked)

Received By: (Principal/Supervisor) Date:

District Office: (Human Resources) Date:

Accepted By: (Superintendent) Date: Time:

Do you wish to have the position posted? (Please circle one) Yes No

SECTION 2 – EXIT:

Upon employee's last day, complete the section below (Section 2 – Exit) and FAX/MAIL the COMPLETE form to Human Resources.

Check-Out Procedures:
Books (teacher's editions, etc) Keys (circle one)
Grade Book Date returned
ID Badge Not Applicable
Other Equipment (please list) Returned in full partial return

Comments:

Signature of Employee OR DATE Signature of Campus/Department Administrator DATE
Attach Letter of Resignation w/Employee Signature

\*\*Signature of Special Ed. Administrator DATE

\*\*Special Education teachers require an exit signature from the Special Education office in addition to campus/department administrator.



Judson Independent School District  
Travel Guidelines

EXPENSE CATEGORY	TRAVEL IN STATE	TRAVEL OUT OF STATE												
<p><b><u>MEALS</u></b></p> <p><b>Partial Day Travel / Full Day Travel</b></p> <p>District reimbursement is based on departure and return times.</p> <p>Alcoholic beverages will not be reimbursed.</p> <p>Original itemized meal receipts required whether paid by cash or credit card</p> <p>Receipts for student and parent meals are required and must be itemized.</p>	<p><b><u>IN STATE PER DIEM</u></b></p> <p>Breakfast - \$ 7.00 Lunch - \$ 11.00 Dinner - \$ 18.00</p> <table border="1" data-bbox="435 468 1029 659"> <thead> <tr> <th>MEALS ALLOWED</th> <th>DEPARTURE ON OR BEFORE</th> <th>RETURN TIME AFTER</th> </tr> </thead> <tbody> <tr> <td>BREAKFAST</td> <td>7:00 AM</td> <td>8:00AM</td> </tr> <tr> <td>LUNCH</td> <td>11:00AM</td> <td>1:00PM</td> </tr> <tr> <td>DINNER</td> <td>6:30PM</td> <td>7:30PM</td> </tr> </tbody> </table> <p><b>\$36 day per diem (3 meal receipts) See per meal maximum allowed above (Receipts are reimbursed at actual amount if less than per meal maximum)</b></p> <p><b>ITEMIZED RECEIPTS REQUIRED</b></p> <p><i>Tips will not be reimbursed</i></p>	MEALS ALLOWED	DEPARTURE ON OR BEFORE	RETURN TIME AFTER	BREAKFAST	7:00 AM	8:00AM	LUNCH	11:00AM	1:00PM	DINNER	6:30PM	7:30PM	<p><b><u>OUT OF STATE PER DIEM</u></b></p> <p>State Guidelines must be followed and all out of state travel must include written approval by the District Superintendent on each reimbursement form.</p> <p>Written documentation with appropriate approval must be attached to all documentation which is to be processed through the Accounts Payable Department.</p> <p>Travel being paid from Federal Funds must be submitted to Federal Programs and Grants for approval prior to being submitted to the Accounts Payable Department.</p>
MEALS ALLOWED	DEPARTURE ON OR BEFORE	RETURN TIME AFTER												
BREAKFAST	7:00 AM	8:00AM												
LUNCH	11:00AM	1:00PM												
DINNER	6:30PM	7:30PM												
<p><b>TRANSPORTATION</b></p> <ul style="list-style-type: none"> <li>- By Personal Auto</li> <li>- By Airline (with P/O to Universal Travel)</li> </ul> <p>Employees are responsible for making their own arrangements, unless otherwise instructed.</p>	<p>Mileage traveled at .555 cents per mile (effective 7-1-11)</p> <p>Mileage is based on the shortest route between origin and destination, as determined by MapQuest.</p> <p><b>(Origin = campus/district office, not employees home).</b></p> <p>Travelers must claim mileage by listing their odometer reading for all miles traveled.(see mileage chart)</p> <p>Employees should carpool when two or more are attending the same conference.</p> <p>Lowest available coach rate – <b>PURCHASE ORDER REQUIRED</b></p> <p><b>Travelers should use the District approved Travel Agency (Universal Travel)</b></p>													
<p><b>LODGING</b></p> <p>Employee is responsible for making arrangements.</p>	<p>Most reasonable daily rate – <b>ITEMIZED HOTEL RECEIPT REQUIRED (rooms must be shared)</b> <b>(Federal Funds are restricted \$ per day.</b> (Contact Federal Programs and Grants for pre-approval prior to making any travel arrangements.)</p> <p><b>Hotel Confirmation must be attached which displays proof of cost_ (DO NOT BOOK ROOMS THRU .COMS)</b></p>													
<p><b>OTHER EXPENSES/ REIMBURSEMENT</b></p> <ul style="list-style-type: none"> <li>- Registration fees</li> <li>- Seminar materials</li> <li>- Banquet fees</li> <li>- Bus, taxi, etc.</li> <li>- Parking fees, tolls</li> </ul>	<p><b>Actual Cost - RECEIPTS REQUIRED</b></p> <p><b>NO Exceptions:</b> Expenses for which a receipt was not obtainable, will not be reimbursed.</p> <p>Proper receipts, whether paid by cash or credit card, shall evidence all expenses.</p> <p>Cost of rental vehicles will only be reimbursed if the use of a rental vehicle was pre-</p>													

<p>- Rental Vehicles Nothing will be reimbursed w/o ITEMIZED RECEIPT NO EXCEPTIONS</p> <p>Travel is reimbursed monthly</p>	<p>approved. You are required to use a Purchase Order for all vehicle rentals. Registration, Seminar and Membership fees shall be paid to the organization only. (no liability ins.)</p> <p><b>A settlement and reimbursement form shall be completed and submitted to the accounting office no later than the 15<sup>th</sup> day of the following month. If the deadline is not met, payment will be forfeited. The official district Travel Expense Report must be used, no exceptions.</b></p> <p>Conference information must be attached to all documentation. Receipts must be taped to a blank sheet of paper in date order and attached to the Travel settlement form. <b>Forms must be completed in ink</b></p>
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## Employee Handbook Receipt

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Name \_\_\_\_\_

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

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

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

***I understand that I must access the 2011-2012 JISD Employee Handbook at [www.judsonisd.org](http://www.judsonisd.org).***

Please indicate your choice by checking the appropriate box below:

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

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

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

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resources Department at 210-945-5101 if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

If you do not provide an electronic signature of the online verification form, you must print and sign and date the printed acknowledgement and submit to your supervisor.