



# **Employee Handbook**

## **2018–2019**

If you have difficulty accessing the information in this document because of a disability, please e-mail [kayla.parker@allenisd.org](mailto:kayla.parker@allenisd.org).

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# Introduction

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

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

# District Information

## Mission Statement, Goals, and Objectives

*Policy AE*

## Board of Trustees

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

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

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

Current board members include:

- John Montgomery, President
- Amy Gnad, Vice President
- Kelley Rowley, Secretary
- Louise Master
- Sarah Mitchell
- David Noll
- Vatsa Ramanathan

The board usually meets on the fourth Monday at 7:00 PM at Allen City Hall. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and at the 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**

The Allen ISD Board of Trustees meeting schedule for 2018 - 2019 may be accessed at [www.allenisd.org/Page/44](http://www.allenisd.org/Page/44)

## **Superintendent's Cabinet**

Scott Niven, Ed.D., Superintendent of Schools  
Robin Bullock, Deputy Superintendent  
Daniel Pitcock, Assistant Superintendent - Operations  
Shelia Smith, Assistant Superintendent - Human Resources  
Jennifer Wilhelm, Assistant Superintendent - Learner Services  
Tim Carroll, Chief Information Officer  
Greg Cartwright, Chief Financial Officer  
Deron Robinson, General Counsel  
Maroba Zoeller, Ed.D., Chief Governmental Relations Officer

## **School Calendar**

The 2018 - 2019 employee calendar may be accessed at [www.allenisd.org/Page/641](http://www.allenisd.org/Page/641)

# Employment

## Equal Employment Opportunity

*Policies DAA, DIA*

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

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact Shelia Smith, Assistant Superintendent for Human Resources. Employees with questions or concerns about discrimination on the basis of a disability should contact Montie Parker, Executive Director for Special Services. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

## Job Vacancy Announcements

*Policy DC*

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

## Employment after Retirement

*Policy DC*

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

Allen ISD has elected to disallow employment of TRS retirees except as follows:

TRS retirees may be employed as substitutes in limited circumstances only. The substitute assignment can only be for a regular position for a designated period when replacing a current employee due to an authorized absence. Retirees cannot substitute or be hired in an open/vacant position for which a new employee is being recruited or selected. Retirees working in extra duty positions will be subject to the working limits set by TRS, as to not incur



surcharges to the district. Human Resources must approve extra duty retiree positions before hire.

## **Contract and Noncontract Employment**

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

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

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

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

**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by a Chapter 21 probationary or term contract.

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

## **Certification and Licenses**

### *Policies DBA, DF*

Professional employees whose positions require SBEC certification or 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 Linda L. Parker, Certification Specialist, 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 renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Linda L. Parker, Certification Specialist, if you have any questions regarding certification or licensure requirements.

## **Recertification of Employment Authorization**

### *Policy DC*

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

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

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

### *Policy CQ, DHE*

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

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

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

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

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

## **Health Safety Training**

*Policies DBA, DMA*

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

## **Reassignments**

*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).

Any employee in good standing may request a reassignment within the District to another position for which he or she is qualified by applying to a vacancy posting on the District's website.

## **Workload and Work Schedules**

*Policies DEAB, DK, DL*

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

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

**Duties and Duty Hours.** Duty hours vary according to campus time schedules, so each teacher will need to be aware of campus expectations. Likewise, essential duties will be assigned to ensure the overall smooth operations of the campus. Every effort is made to equalize duties and sponsorship responsibilities.

Any request for a change in the daily work schedule anticipated to last more than three consecutive or intermittent days shall require prior approval from the Superintendent or designee.

The school day in the various campus sites may vary depending upon the age group served and the minutes of instruction necessary for the school day. Campus hours that teachers should be present in the building are as follows:

Elementary Campuses – 7:50 a.m. to 3:00 p.m.

Middle School – 8:25 a.m. to 3:35 p.m.

High School – 8:15 a.m. to 3:35 p.m.

**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on

an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation within this handbook for additional information.

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

*Policies DEAB, DG*

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

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

## **Notification to Parents Regarding Qualifications**

*Policies DK, DBA*

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

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

## **Outside Employment and Tutoring**

*Policy DBD*

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

# Performance Evaluation

## *Policy DN series*

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. 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.

**Less than annual evaluations for teachers.** In addition to meeting the eligibility requirements in state rules, to be eligible for less-than-annual evaluations under the TTESS, a teacher shall:

1. Be employed on educator term contract
2. Hold SBEC Certification
3. Have served at the current campus for at least one year; and
4. Have completed at least 30 continuing professional education hours in the previous school year.

Eligible teachers shall be appraised every two years. During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.

A teacher's supervisor shall have the authority to return a teacher to the traditional appraisal cycle as a result of performance deficiencies documented in accordance with state rule. All teachers will set goals and participate in professional staff learning. Principals will conduct walk-through observations on all teachers. You may contact your principal or Human Resources with questions.

**Procedures for Second Appraisal by Another Appraiser.** According to Board Policy DNA (Legal) and DNA (Local) the superintendent or designee will establish procedures for assigning a second appraiser when a teacher requests a second appraisal.

- ***Assigning a second appraiser.*** The Assistant Superintendent for Human Resources will serve as the superintendent's designee and will select an appraiser from the list approved yearly by the Board of Trustees.
- ***Domain scores from first and second appraisals.*** As a local option, the district has chosen not to combine T-TESS domain scores. Each domain score will remain separate and apart. The scores from the second appraisal will remain separate from the first appraisal and will be used as additional data for the teacher's evaluation.

## **Employee Involvement**

*Policies BQA, BQB*

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

## **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 non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

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

**Local Requirement.** All certified professional personnel should model the philosophy of lifelong learning; therefore, participation in professional development activities is expected of all educators. All certified professional personnel shall complete a total of 150 clock hours of continuing professional education (CPE) every five years. These clock hours may include CPE activities completed as part of the district or campus professional development days as well CPE activities completed during other working days or outside of the employee's normal work time. The employee's supervisor must approve all CPE activities, and the completion of the required CPE hours is a part of the employee's annual performance appraisal. Acceptable CPE activities include workshops, conferences, in-service or staff development activities, and postgraduate coursework (one semester credit hour is equivalent to 15 CPE clock hours). All part-time certified professional personnel shall complete a total of 75 clock hours of continuing professional education (CPE) every five years.

# Compensation and Benefits

## Salaries, Wages, and Stipends

*Policies DEA, DEAA, DEAB*

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

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.

Allen ISD compensates employees in pay grade 101 who have earned an advanced degree \$1,100 per year for the advanced degree. Employees are eligible for payment for only one master's and/or doctorate degree. In order to be eligible to receive the full stipend of \$1,100, the official transcript documenting the advanced degree must be received in the Human Resources Department prior to September 1. If the transcripts documenting the advanced degree are received in Human Resources after September 1, the payment will be prorated based on the date the documentation is received in Human Resources.

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

## Paychecks

All professional and paraprofessional employees are paid monthly. Manual trade, Learn and Play, and Kid's Club employees are paid semi-monthly. During the school year, paychecks are delivered to each campus. During summer breaks, and school holiday/breaks paychecks will be mailed to employees not working and delivered to employees who are working. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. The schedule of pay dates for the 2018 - 2019 school year is located in Employee Access.



## **Annualized Salary**

The District shall pay all salaried employees over 12 months, regardless of the number of months employed during the school year. A salaried employee shall receive his or her salary in equal monthly or bimonthly payments, beginning with the first pay period of the school year.

## **Early Separation**

If a salary employee separates from service before the last day of instruction, the employee shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. All other employees shall be paid according to the annualized salary provisions.

## **Automatic Payroll Deposit**

Employees will have their paychecks electronically deposited into a designated account. A notification period of one (1) pay period is necessary to activate this service. Contact the Payroll Department for more information about the automatic payroll deposit service.

## **Payroll Deductions**

### *Policy CFEA*

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

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

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations and Foundation for Allen Schools. Enrollment will continue until employee requests to change or cancel deductions.

Salary deductions are automatically made for unauthorized or unpaid leave and for any necessary catch up of insurance premiums.

## **Overtime Compensation**

### *Policy DEAB*

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

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

Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight- time pay or compensatory time off. Employees must work more than 40 total hours in a week to earn one and one-half time compensation.

At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. 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 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.

## **Time Clock Guidelines for Non-Exempt Employees**

Allen ISD uses an electronic timekeeping system called True Time. The electronic timekeeping system will enable you to more accurately keep track of your time. It will also allow the District to more efficiently process your time worked for payroll purposes. In order for this system to work to its fullest potential, we are asking all non-exempt employees to follow the guidelines outlined below.

**Official Time of Records.** The True Time electronic timekeeping system and associated work records will become the official basis for recording hours worked for non-exempt employees of Allen ISD. Any disputes over actual hours worked or attendance will be resolved by referring to the True Time records. Employees will be required to submit their timesheets electronically to their supervisor.

**Daily Clock In/Out Requirements.** All non-exempt employees will be required to “clock-in” in the morning and “clock-out” at the end of the workday at their respective locations. Lunch breaks will also require clocking in/out. Missing a clock in/out **requires** a note be added as to the reason for the missed clock in/out (this will apply to paraprofessional support staff only). All other non-exempt employees will need to complete a missed clock in/out form and turn into their supervisor to enter into the True Time System (Employee Access-Web Post Document Center).

Other requirements and guidelines include:

- Employees should not clock in earlier than 7 minutes before their scheduled start times (unless the employee has Supervisor approval for early arrival). Employees are expected to clock in by their scheduled start time.
- Employees shall not clock out before their scheduled ending time, unless authorized to do so by their supervisor. If a nonexempt employee that is paid on an annualized basis clocks out early, they shall use leave or time not worked will be deducted from their pay.
- Clock in/out time will be rounded to the nearest quarter hour.
- Playing the clock to take advantage of rounding is prohibited, e.g. clocking in at 8:07a.m. knowing the clock will round back to 8:00 or clocking out at 4:53 p.m. knowing the clock will round forward to 5:00 p.m. Employees are expected to clock in at their scheduled start time and out at their scheduled end time.

## **Falsification, Tampering and Unauthorized Viewing**

The following actions are considered a violation and could result in immediate disciplinary action including termination (see DH local).

- Any attempt to tamper with timekeeping hardware or software.
- Clocking in/out for an absent or late employee (a.k.a. “budding punching”).
- Interfering with other employee’s use of the True Time System.
- Unauthorized viewing of another employee’s time in the True Time System.

The supervisor will review the specific details of any and all infractions and develop an appropriate response.

**Clock Problems.** The employee is responsible for correcting the timesheet if they are unable to clock in/out because of a time clock malfunction or accidental oversight. Para professional support staff can make these corrections with notations; all other nonexempt employees need to report immediately to their supervisor for correction. Excessive “edits” to timesheet may result in revoking of edit privileges and possible disciplinary action.

**Unreported Hours.** Intentional or careless working off the clock is prohibited. Employees are required to clock in before performing any work. Employees are not permitted to clock out and continue to work. Forgetting to clock in/out is not a legitimate reason for working off the clock. Non-exempt employees are not allowed to work from home.

**Processing of Electronic Time Reports.** The payroll office will import timesheets on a weekly basis. Employees must submit their timesheets to their supervisor no later than **Monday** for the previous weeks’ time worked. Each supervisor or designee will review/ sign and submit to payroll for processing.

**Overtime/Comp Time.** Overtime or comp time should always be authorized in advance by a supervisor. Overtime or comp time will be calculated based on the actual hours recorded and credited to the employee, as measured by the True Time System. Employees that work unauthorized overtime or comp time could be subject to disciplinary action.

**Docked Pay.** A nonexempt employee shall be docked for hours missed when all available local days, state days and compensatory time, etc. have been exhausted.

**Absences from Duty.** Leave requests must be submitted through Employee Access or the appropriate absence reporting system for all days missed. The True Time System is an electronic timekeeping system only.

**Definitions.** Non-exempt employees are determined by FLSA and include the following positions:

- Secretaries
- Aides
- Bus drivers
- HVAC workers
- Maintenance/custodial workers and managers
- Cafeteria workers
- Managers
- Clerks
- Kid’s Club workers

Please contact the Payroll Department for questions about specific positions

## **Travel Expense Reimbursement**

### *Policy DEE*

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

**Use of Employee Vehicles for District Business.** Employees may from time to time use their own vehicles for district business such as attending conferences. Employees will be reimbursed for mileage once the pre-approved travel request is submitted for reimbursement to their supervisor. Employees are required to carry personal auto liability insurance at all times. No district insurance coverage is provided for vehicle repairs to an employee's vehicle in the event of an accident. The owner is responsible for all repairs. Employees should immediately report all accidents to his/her insurance company.

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

### *Policy CRD*

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

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

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

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

New employees must complete enrollment within the first 30 days of employment. All new employees must complete the enrollment process even if waiving coverage. Except for qualifying events such as marriage, births, or job changes, new employees will only be able to add, change or drop selected benefits once every twelve months during the district's open

enrollment period communicated by the Human Resources Department. Qualifying event changes must be made within 30 days of the qualifying event date. This applies to all employees regardless of whether or not they participate under the Section 125 cafeteria plan.

All employees should be aware that HIPPA privacy laws prevent the Benefits staff members from speaking with spouses or family members of employees in reference to benefits or health insurance. Employees should contact the Benefits Department or access the benefits website at: <http://benefits.ffga.com/allenisd> for additional information.

## **Supplemental Insurance Benefits**

### *Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs such as dental, cancer, salary continuation, critical illness, life and vision insurance. Premiums for these programs can be paid by payroll deduction. Employees should contact the Benefits Department or access the benefits website at: <http://benefits.ffga.com/allenisd> for additional 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 injured on the job. The district has workers' compensation coverage, which is effective on the employee's first day of employment. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the campus or department secretary. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers'*

*Compensation Benefits*, in this handbook for information on use of paid leave for such absences.

Employees with work restrictions or are unable to return to work, due to a work related injury must submit a work status report from the doctor (DWC-73) to their supervisor and to the General Counsel office immediately.

## **Unemployment Compensation Insurance**

### *Policy CRF*

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

## **Teacher Retirement**

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits. Employees can register for online access by establishing a “MyTRS” account with TRS. TRS Website, [www.trs.texas.gov](http://www.trs.texas.gov), Active members FAQ section.

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

## Other Benefit Programs

The district also offers the following benefit programs to Allen ISD employees.

**Employee Wellness Program.** This program encourages a healthy lifestyle for Allen ISD employees. Activities include annual blood screenings, vaccines and B12 shots offered to all employees.

**Employee Health Clinic:** Allen ISD offers an employee health clinic operated by Texas Health Resources. The clinic is available to all permanent full/part time employees, spouses and their eligible dependents.

**Employee Assistance Program (EAP).** In addition to the mental health and chemical dependency coverage offered through the district health plan, Allen ISD provides an Employee Assistance Program. Details are available from the Benefits Department or on the benefits website at: <http://benefits.ffga.com/allenisd>.

**Advanced Degree Tuition Reimbursement Program.** The district offers a tuition reimbursement program to employees working on advanced degrees and teacher certification. This program is co-sponsored by the Foundation for Allen Schools.

**Purpose:** Professional development is crucial for teachers to update their subject and teaching knowledge and skills and to provide opportunities for collaboration with other educators. Allen ISD is committed to encouraging staff members to pursue continuing education and advanced degrees.

**Description:** The Tuition Reimbursement Program allows staff members to apply for partial reimbursement of tuition towards an advanced degree. The program will be offered each fall and spring of the school year and will be extended into summer if funds allow. The maximum reimbursement is up to \$300 per semester regardless of the number of college classes taken. The amount reimbursed may vary each semester and is based on the number of applications received.

**Eligibility and Qualifications:** Four priority categories have been established to qualify all full-time AISD employees for eligibility for the Tuition Reimbursement Program. The staff member must be currently employed and have one full school year experience with the District.

**Scholarship Priorities:** If it is necessary to select among eligible recipients for funds, the following priorities will be assigned to each application.

Priority 1: Certified classroom teachers pursuing a first Master's Degree in Education with teaching as an emphasis.

Priority 2: Degreed or non-degreed staff working toward teaching credentials.



- Degreed staff who are currently working on certification through an alternative certification program are not eligible for this scholarship
- Degreed or non-degreed staff working toward teacher certification.
- Certified classroom teachers working on additional certifications, which require additional college level coursework and/or classes to better skills.
- Professional personnel pursuing a Master's Degree.

Priority 3: Certified classroom teachers pursuing a first Master's Degree in Counseling, Educational Administration, or other non-teaching advanced degree.

Priority 4: AISD professional personnel pursuing doctorate.

***Application Process:*** The Human Resource Department will distribute applications each semester and develop the application timeline. Completed applications will be submitted to the Director of Human Resources. All applicants will be notified of their selection.

## **Leaves and Absences**

### *Policies DEC, DECA, DECB*

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

Paid leave must be used in whole or half day increments. Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District.

Employees shall be charged leave as usual even if a substitute is not employed. If an employee is consistently absent without pay, an adjustment will be made for unearned local leave in the last check of the school year.

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

If an employee does not return to work after exhausting all available paid and unpaid leave, the District shall provide the employee notice that he or she no longer has leave available for use. Thereafter, any future leave will require doctor certification and shall result in deductions from employee's pay. Excessive absences may lead to a recommendation to the Superintendent for termination or nonrenewal of employment.

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

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

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

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

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

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

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

**Accumulated Leave at Retirement.** Allen ISD employees who retire from active service under the Teacher Retirement System of Texas (TRS) shall be paid for any accumulated state and local leave up to 30 days at one-half their daily rate according to the pay plan in place at the time of retirement. This benefit is available only to those employees who have worked in the district for 10 TRS creditable years or more.

## **School Business Leave & Staff Development Absences**

School Business Leave and Staff Development will be used for an absence involving any school related business, including, but not limited to workshops, conferences, administrative meetings, and seminars. All absences should be entered into the absence reporting system regardless if a sub is required or not. The supervisor/principal must approve all absences requiring school business or staff development prior to the absence.

## Personal Leave

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

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

**Discretionary.** Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

Requests for personal leave shall be considered on a first come, first serve basis. The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee five days in advance of the requested leave date. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or District operations, as well as the availability of substitutes.

Unless otherwise approved by the Superintendent or designee, discretionary leave may not be taken on the following key days: The first and last instructional day, the day before or after a school holiday, days scheduled for end-of semester or end-of year exams, days scheduled for State Mandated assessments, professional or staff development days. Any discretionary leave taken on these days shall result in a deduction from the employee's paycheck commensurate with the amount of leave taken.

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

**Duration of Leave.** Discretionary use of state personal leave shall not exceed three consecutive workdays. Any discretionary use of state personal leave and local leave in excess of three consecutive days shall require prior approval from the Superintendent or designee.

No more than 10 personal leave days, including any combination of state personal leave and local leave shall be used in a school year. For purposes of this provision, the school year shall be measured from July 1 through June 30. This limitation shall not apply to an extended medical leave of absence approved by the Superintendent or designee. Absences for religious holy days shall be exempt from this limitation. The district shall not limit the reasons for which personal leave may be used.

## **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 whole or half day increments, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

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

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

## **Local Leave**

All employees shall earn an additional five equivalent workdays of local sick leave per school year, concurrently with state personal leave. Local sick leave shall accumulate to a maximum of 30 workdays and shall be taken with no loss of pay. Local leave shall be used under the terms and conditions applicable to state sick leave listed above. Local sick leave may also be used for first-year care of a newborn child or upon the adoption or placement of a child with the employee. Any leave taken for which leave balances are insufficient shall result in a deduction from the employee's paycheck commensurate with the amount of leave taken.

## **Sick Leave Pool**

An employee may request donations by district staff for a sick leave pool of up to 15 days when suffering from a serious health condition, including complications resulting from pregnancy. An employee may request an additional 15 days if he or she continues to meet Sick Leave Pool

guidelines. To be eligible to request that a pool be established, an employee must have used all available paid leave. In order to request that a pool be established, an employee must provide a written request to the Human Resources Department. If an employee is unable to submit the request, a member of the employee's family or the employee's supervisor may submit the request to establish a sick leave pool. Only one leave pool per school year may be established per employee. An employee may contribute no more than seven days of leave per school year. A sick leave pool ceases to exist when the recipient returns to work or when the 15-day per pool limit is exhausted.

## **Immediate Family Member Leave Pool**

An employee who has exhausted all paid leave and who suffers from a catastrophic illness or injury, is absent due to the catastrophic illness or injury of a member of the employee's immediate family, or requires leave due to the birth or placement of a child within the first year of the child's birth, adoption, or foster placement may request the donation of local leave or state personal leave from an immediate family member who is also an employee of the District.

A current employee of the District may donate up to 30 local leave or state personal leave days to an immediate family member who is also a current employee of the District if the eligible employee to whom the leave days are being donated has exhausted all paid leave.

If the employee is unable to submit the request, a member of the employee's family or the employee's supervisor may submit the request to establish an immediate family member leave pool.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the immediate family member leave pool.

Procedures for implementing the immediate family member leave pool shall include the following:

1. Requests for the establishment of an immediate family member leave pool shall be submitted to the Human Resources Department, which shall provide the necessary forms.
2. The maximum number of days an employee may donate to an immediate family member leave pool is 30.
3. The maximum number of days per school year an eligible employee may receive from an immediate family member leave pool is 30 days; however, the Superintendent or designee may approve additional days if necessary and available within the pool.
4. Leave related to the birth, adoption, or foster placement of a child may not exceed 30 days paid leave.
5. Unused days shall be returned to the donors.

**Appeal.** All decisions regarding the establishment or implementation of the District’s sick leave pool may be appealed in accordance with DGBA(LOCAL), beginning with the Superintendent or designee.

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

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

### **Leave Entitlements**

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

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

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

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

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

## **Benefits and Protections**

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

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

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

## **Eligibility Requirements**

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

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

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

## **Requesting Leave**

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

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

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

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



## Employer Responsibilities

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

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

## Enforcement

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

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

For additional information:

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

## Local Family and Medical Leave Provisions

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

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

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

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

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

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

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

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

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

**Request for FML.** When the need for FML is foreseeable, employees must provide 30- day advance notice to the district. When the need for leave is not foreseeable, employees must contact the Human Resources Department as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified healthcare provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified healthcare provider at the conclusion of leave of an employee's ability to return to work
- Certification of the need for family military leave

Employees requiring family and medical leave should contact the Human Resources Department for details on eligibility, requirements and limitations.

## Temporary Disability Leave

**Certified Employees.** Any full-time educator shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

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

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

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

## Extended Leave

The district provides extended sick leave benefits to all full-time employees. A full-time employee who has exhausted all earned sick leave, personal level and sick leave pool (if applicable) provided under the district's policies may be permitted to take up to 15 consecutive days of extended sick leave during a school year in the event of the employee's personal illness or disability, including pregnancy-related disability.

The district will deduct the minimum sub rate per day from a professional employee's pay during the period in which extended sick leave benefits are used. The district will deduct half the minimum sub rate per day from paraprofessional and auxiliary employee's pay during the period in which extended sick leave benefits are used. The amounts described above will be deducted from an employee's pay whether or not a substitute employee is required during the absence.

In order to receive extended sick leave benefits under the policy, an eligible employee must meet the following conditions:

1. The employee must submit a written request for extended leave to the Human Resource Department describing the reason for the request and stating the number of

days the employee has already been absent due to the extended personal illness or disability.

2. A statement must accompany the request for leave from the employee's personal physician that describes the nature of the illness or disability, confirms that the employee is medically unable to return to work, and states the probable date that the employee may return to work.
3. Employees may only be granted extended leave for periods of absence due to personal illness or disability that exceed 10 consecutive days on which the employee is scheduled to work. Extended sick leave will not be granted for occasional days on which the employee is absent even though the employee has exhausted all accrued paid leave.

## **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.

Employees unable to work due to a work-related injury must submit a work status report from the doctor to the General Counsel Department each time work is missed. The employee is responsible for paying premiums to the Benefits Department for health related benefits while receiving workers' compensation weekly income payments.

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

## **Assault Leave**

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

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

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

## **Bereavement Leave**

The district allows you to use your state, personal and/or local leave to employees who request leave of absence for bereavement. Supervisor approval is required in the event more than three days are requested.

## **Jury Duty**

The district provides paid leave to employees who are summoned to jury duty. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or of documentation of time spent at the court shall be required. Consideration will be given on a case-by-case basis for travel time.

## **Compliance with a Subpoena**

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken as leave without pay.

## **Truancy Court Appearances**

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

## **Religious Observance**

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

## **Military Leave**

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

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

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

## **Non-Duty Days for 226 Day Employees**

*Policy DED*

**226 Employees hired AFTER July 1, 2007 guideline:** 226 day employees cannot carry forward more than 15 non-duty days.

**226 Employees hired PRIOR to July 1, 2007 “grandfathered” guideline:** The balance that employee had on June 30, 2007 was grandfathered. If on June 30<sup>th</sup> of any year, the employee’s grandfathered balance drops below their original grandfathered amount, this will become the new grandfathered balance.

## **Vacation for 261 Day Employees**

*Policy DED*

Vacation earned by 261 day employees must be taken prior to June 30 of the following year in which it is earned. Accumulated vacation days may not exceed 20 days.

## **Local Leave Buy Back Program**

*Policy DEC*

The district shall offer to buy back up to two unused local sick days from teachers, nurses, librarians, or any other professional employee on a professional pay grade 101- 102 at a rate of \$75 a day. Qualified employees interested in participating in the annual buyback program shall submit a form to the Payroll Department in May of each year.

The \$75 or \$150 will be paid in June of each year. Contact the Payroll Department for additional information.

## **School Business Leave & Staff Development Absences**

School Business Leave and Staff Development will be used for an absence involving any school related business, including, but not limited to workshops, conferences, administrative meetings, and seminars. All absences should be entered into the appropriate absence reporting system regardless if a sub is required or not. The supervisor/principal must approve all absences requiring school business or staff development prior to the absence.

# **Employee Relations and Communications**

## **Employee Recognition and Appreciation**

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. These recognitions include teacher of the year, rookie of the year, support staff awards, bell ringer, and bright idea awards as well as employee service awards.

## **District Communications**

Throughout the school year, the Public Information Department publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. The District's website contains additional information and may be accessed at the following link: [www.allenisd.org](http://www.allenisd.org)

Allen ISD provides employees with the opportunity to report anonymous tips by calling 855-326-9717 or submitting an online form at [www.reportlineweb.com/allenisd](http://www.reportlineweb.com/allenisd).

## **Complaints and Grievances**

### *Policy DGBA*

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

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



# **Employee Conduct and Welfare**

## **Standards of Conduct**

### *Policy DH*

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

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

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

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

## *Texas Educators' Code of Ethics*

### **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 be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

**Standard 1.14** The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

## **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 or minor.

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

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

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

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

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

### *Policies DH, DIA*

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation may be accessed through the following link: [Policy DIA \(Local\)](#)

## **Harassment of Students**

### *Policies DH, DHB, FFG, FFH, FFI*

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

The district's policy that includes definitions and procedures for reporting and investigating harassment of students may be accessed through the following links: [DHB\(LEGAL\)](#); [FFH\(LOCAL\)](#); [DF\(LEGAL\)](#).

## **Reporting Suspected Child Abuse**

*Policies DG, DH, FFG, GRA*

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §26.001, 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.

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

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

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from 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 Texas Educators' Code of Ethics.

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

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

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

The district has established a plan for addressing sexual abuse and other maltreatment of children. This plan may be obtained by contacting the School Leadership and Support

Department at 972-727-7115. 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*.

## **Reporting Crime**

### *Policy DG*

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

## **Technology Resources**

### *Policy CQ*

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

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

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use. A record of each internet site an employee visits, blocked or unblocked by WebSense, is logged and will periodically be reviewed to ensure inappropriate sites are not accessed. Any internet site that is deemed inappropriate and not blocked by WebSense should be reported to campus administration for inclusion in this filter list.

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action.

Additionally, employees should act responsibly in using any form of electronic communications pertaining to Allen ISD matters, whether or not the communication is from the district's systems. Any violation of the district's standards of conduct or administration directives that occurs through the use of a non-district computer or website (such as a personal web log) will be subject to potential disciplinary action regardless of the lack of use of district systems.

Employee's access to the district's technology resources will terminate upon the last day of employment with the district. Employees with questions about technology resources may contact the Technology Department.

## **Personal Use of Electronic Communications**

### *Policy DH*

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

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

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

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

- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and



after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.

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

See *Use of Electronic Communications with Students*, below, for regulations on employee communication with students.

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

### *Policy DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled

in the district are prohibited. Employees are not required to provide students with their personal phone number or e-mail address.

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

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

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

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

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
  - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
  - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district e-mail address.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 11:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]

- Copyright law [Policy CY]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

## **Acceptable Use Guidelines for Technology**

The Allen Independent School District believes in the educational value of technology and electronic resources and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. Technology and electronic resources, including Internet access, will be used to promote innovation and educational excellence consistent with the district’s mission and goals. The district has deployed a wide-area network that will allow staff and students to communicate with each other and will provide the staff and students with access to a multitude of instructional and administrative resources. This also places ethical responsibilities on all users of technology and electronic resources. By deploying a filtering system, Allen ISD will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with a technology and/or electronic resource. This places Allen ISD in compliance with CIPA (Children’s Internet Protection Act).

Access to the district’s electronic communication and data management systems, including, without limitation, its telephone system (landlines, cell phones, and Webbased voice communication applications e.g., Skype), computer networks electronic mail systems, videoconferencing systems, and its Internet and intranet access capabilities (hereinafter referred to collectively as the “Allen ISD electronic resources”), shall be made available to employees primarily for educational and administrative purposes. Access to the Allen ISD electronic resources is a privilege, not a right. All district employees are required to abide by the Texas Educators’ Code of Ethics, State and Federal law, district policy, this Employee Acceptable Use Guidelines for Technology, and ethical standards when communicating with

students and other employees. This applies regardless of whether such communication takes place on campus, during instructional time, through use of Allen ISD electronic resources, or not. District employees shall recognize these laws and regulations apply to any and all communication with students and other employees and include, but are not limited to, the use of any and all Allen ISD electronic resources and the use of electronic media. District employees are prohibited from posting any information, pictures or otherwise on the Internet that results in a violation of the Code of Ethics and Standard Practices for Texas Educators, State and Federal law, or district policy. District employees are also prohibited from using the Allen ISD electronic resources to access sites in violation of this Employee Acceptable Use Guidelines for Technology. Please be aware that the district will hold employees responsible for any and all information deemed objectionable by the Texas Educators' Code of Ethics, State and Federal law, district policy or this Employee Acceptable Use Guidelines for Technology on an Internet site that is within the control of an employee, including, but not limited to, comments sent from third parties to the employee's site.

District employees are required to abide by the Texas Educators' Code of Ethics, State and Federal Law, district policy, and this Employee Acceptable Use Guidelines for Technology, when accessing all Internet sites, including blogging sites, micro-blogs, chat and messaging services, and social networking sites. District employees who use electronic media as a means of communication with students or other employees outside their capacity as an educator or district employee, shall ensure that all communications with students or other employees are consistent with the Texas Educators' Code of Ethics, State and Federal law, district policy, this Employee Acceptable Use Guidelines for Technology, as well as the district's guidelines regarding Use of Electronic Media with Students and the Personal Use of Electronic Media.

The Allen ISD electronic resources, including access to the Internet, are primarily for administrative and instructional purposes. The District reserves the right to use the Allen ISD electronic resources for purposes as the district sees fit and reserves the right to monitor all activity on the Allen ISD electronic resources, including individual user accounts. Limited personal use of the Allen ISD electronic resources is permitted if the use imposes no tangible cost to the district, does not unduly burden the district's computer or network resources, and has no adverse effects on the employee's job performance or on any student's academic performance. Commercial use of the Allen ISD electronic resources is strictly prohibited. Non-compliance with this Employee Acceptable Use Guidelines for Technology, the district's guidelines regarding Use of Electronic Media with Students and the Personal Use of Electronic Media, and/or Allen ISD Board Policies may result in suspension of access, termination of privileges, and/or other disciplinary action consistent with Allen ISD Board Policies and State or Federal law. Violations of law may result in criminal prosecution, as well as disciplinary action by the district. Persons whose violations of this Employee Acceptable Use Guidelines for Technology result in disruption of the Allen ISD electronic resources may be responsible for reimbursement of costs incurred in system restoration.

Whenever anyone transmits an official communication from the district, that communication effectively becomes the voice of the district, conveying official information to members of our

community. Our community consists of a widely diverse population from many different cultures, religions, and political persuasions. Therefore, it is essential that we minimize any message content in official communications of the district that could lead the recipient to believe that the school district endorses personal views of the e-mail sender that are not relevant to the subject of the communication.

All users of the district's electronic resources shall refrain from adding any extraneous messages to official communications processed through the district's email system. Extraneous messages may be defined to include, but are not limited to, personal slogans, unnecessary quotes, mottos, and other matters unrelated to the content of official correspondence sent via e-mail, particularly when such matters are automatically appended to each of the sender's communications. This directive specifically includes any extraneous material of a political, philosophical, or religious nature, as well as matters related to personal business ventures of the sender, or someone related to the sender, or which include product advertisements or information of a commercial or for-profit nature, which might be added to official communications from the district.

Communications of an entirely personal nature are not affected by this directive. You are; however, encouraged to note in the body of such communications that the communication is personal and not official business. Please note that this will also make it easier for the district to protect your personal communications from disclosure in the event your archived emails are requested pursuant to the Texas Public Information Act. As you know, under Texas law, virtually any information which is contained on the district's electronic communication system could potentially be the subject of disclosure under the Texas Public Information Act.

**Disclaimer of Liability:** The district shall not be liable for an employee's inappropriate use of Allen ISD electronic resources or violations of copyright restrictions or other laws; for an employee's mistakes or negligence; and for any costs incurred by employees through use of the Allen ISD electronic resources. The district shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. No warranties of any kind are offered either express or implied.

Your signature will indicate acknowledgment and understanding of guidelines and the standards contained or referenced herein. The document is a set of guidelines based on Allen ISD School Board policy. As a user of the district's technology resources, you will be expected to abide by these standards and guidelines.

### **1. Illegal Activities**

- a. I will not attempt to gain unauthorized access to Allen ISD's district network resources, or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing." I understand that forgery or attempted forgery of electronic mail messages or misrepresentation of the identity of a sender is prohibited and that

attempts to read, delete, copy, or modify the electronic mail of other Allen ISD electronic resource users, interference with the ability of other Allen ISD electronic resource users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

- b. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. I will not use Allen ISD's district network to engage in any other illegal act, such as arranging for a drug sales or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person.
- d. I will not read, move, rename, edit, delete, or in any way alter the files to which I am not authorized.
- e. I will not install software on any Allen ISD computers or on the Allen ISD network without approval from the Allen ISD Technology Department.
- f. I will not alter hardware or software setups on any Allen ISD computer resources.

## **2. Security**

- a. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account.
- b. I will immediately notify my supervisor if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access.
- c. I will take all precautions to avoid the spread of computer viruses.
- d. I will not attach non-Allen ISD computer equipment or peripherals to the Allen ISD network or its infrastructure. This does not to include data storage devices such as USB drives, flash drives, or CDs.
- e. I may connect personal wireless devices, such as laptops, smartphones, or iPads to the wireless network provided by the school. I will abide by the Acceptable Use Guidelines while using my personal equipment at school.

## **3. Inappropriate Language**

- a. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages.
- b. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. I will not engage in personal attacks, including prejudicial or discriminatory attacks.
- d. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending those messages, I will stop. I will not knowingly or recklessly post false or defamatory information about a person or organization.

#### **4. Respect for Privacy**

- a. I will not repost a message confidential in nature that was sent to me privately without permission of the person who sent me the message.
- b. I will not post private information about another person.
- c. “Personally identifiable” photos of Allen ISD students will not be posted on the Allen ISD websites, except as permitted under district policy and State and Federal laws.

#### **5. Respecting Resource Limits**

- a. I will use the Allen ISD electronic resources in a manner appropriate for my job responsibilities.
- b. I will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.
- c. I will not use the Allen ISD electronic resources for commercial purposes (buying, selling or bartering goods or services).
- d. I understand that an attachment to an electronic mail message should not take any form other than data files. I understand that attaching program files (typically labeled “.exe”) to an electronic mail message may cause network congestion and is prohibited.

#### **6. Monitored Use**

- a. I understand that Allen ISD personnel may monitor access and remove any files or equipment (including computers, mobile devices, and personal equipment) connected to Allen ISD resources.
- b. Electronic mail transmissions and other use of electronic communications systems, including sites visited on the internet, are not confidential and can be monitored at any time to ensure appropriate use. A record of each internet site a user visits, blocked or unblocked, is logged and will periodically be reviewed to ensure inappropriate sites are not accessed. Any internet site that is deemed inappropriate and not blocked should be reported to Allen ISD Technology Department for inclusion in the filter list.

#### **7. Plagiarism and Copyright Infringement**

- a. I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own.
- b. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will speak to the campus librarian or Allen ISD Technology Department, to answer my questions.



## **8. Inappropriate Access to Material**

- a. I will not use Allen ISD electronic resources to access or store material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people.
- b. If I mistakenly access inappropriate information, I will immediately tell my supervisor and will not attempt to access the inappropriate information again.
- c. I understand that internet access is provided for support of classroom assignments and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use.

## **Criminal History Background Checks**

### *Policy DBAA*

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

## **Employee Arrests and Convictions**

### *Policy DH*

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

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

Moral turpitude includes the following:

- Dishonesty
- Fraud

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

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

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

*Policy DH*

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

Allen ISD prohibits the use of alcohol by employees and chaperones at school-sponsored or school-related activities at which students are under his/her supervision.

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

*Policies DH, FNCD, GKA*

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

## **Fraud and Financial Impropriety**

### *Policy CAA*

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

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

## **Conflict of Interest**

### *Policy CB, DBD*

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

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

Employees should contact their supervisor for additional information.

## **Gifts and Favors**

### *Policy DBD*

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

## **Copyrighted Materials**

### *Policy CY*

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

## **Associations and Political Activities**

### *Policy DGA*

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

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

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

## **Charitable Contributions**

### *Policy DG*

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

## **Safety**

### *Policy CK series*

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

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

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

Employees with questions or concerns relating to safety programs and issues can contact their Supervisor.

## **Possession of Firearms and Weapons**

*Policies DH, FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor 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 Facilities 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 in the Facilities Office. 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 electronic means. Pest control information sheets are available from campus principals or facility managers upon request.

## **Bloodborne Pathogens Exposure Control Plan**

*Policy DBB*

The district has a Bloodborne Pathogen Exposure Control Plan to protect employees who are at risk of exposure to blood or other materials potentially containing bloodborne pathogens in connection with exposure to blood or other potentially infectious materials.

*The entire Bloodborne Pathogen Exposure Control Plan is available on the Allen ISD website or you may obtain a copy from a school nurse, the Allen ISD School Health Coordinator, the District Nurse or Human Resources.*

### **Bloodborne Pathogen Exposure Control Plan- Overview**

Allen ISD is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens" and Texas Statutes, Health and Safety Code, Title Two. Health, Subtitle D. Prevention, Control, and Reports of Diseases, Subchapter H, Bloodborne Pathogen Exposure Control Plan, Sec. 81.301-307.

The ECP is a key document to assist Allen ISD in implementing and ensuring compliance with the standard, thereby protecting our employees. The entire ECP includes the following:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
  - Universal precautions
  - Engineering and work practice controls
  - Personal protective equipment
  - Housekeeping
- Hepatitis B vaccination

- Post-exposure evaluation and follow-up
  - Communication of hazards to employees and training
  - Recordkeeping
  - Procedures for evaluating circumstances surrounding exposure incidents.
- Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP

### **Exposure Determination**

The Allen ISD Bloodborne Pathogen Exposure Control Plan identifies employees who have occupational exposure to blood or other potentially infectious materials. The Centers for Disease Control and Prevention (CDC) developed guidelines to evaluate occupational exposure to blood or other potentially infectious materials and to offer prevention possibilities. The exposure determination is made without regard to the use of personal protective equipment. This exposure determination is required to list all job classifications in which employees have occupational exposure, regardless of frequency.

The Allen ISD Bloodborne Pathogens Committee has identified the following job classifications as those in which employees of the district could be exposed to bloodborne pathogens in the course of fulfilling their job requirement:

Campus Nurse

Athletic Trainer

Middle School Coaches

Special Education Teacher and Aides (LS, FA, DEAR, PAS, APE, PPCD)

Plumbers

Transportation Bus Drivers/Monitors (Special Education)

### **Tasks that could cause potential exposure**

Employees in the job classifications listed above perform some tasks and procedures which occupational exposure may occur:

- Rendering first aid on an emergency or regular basis according to job description
- Rendering personal care to students on a regular basis, such as toileting, changing (diapers, menstrual pads), feeding, suctioning, etc.
- Exposure because of aggressive behaviors (biting, scratching, etc.) of students
- Cleaning up spilled body fluids/decontaminating surfaces on a regular basis

*Identified Allen ISD Employees will complete Bloodborne Pathogen Training or a refresher course each year. Staff members listed in the above classifications will have the opportunity to receive the Hepatitis B vaccination at no charge. Arrangements for the vaccinations will be made by Human Resources.*



## **Cell Phone Use**

Employees should silence their cell phones while on the job and in the classroom.

## **Dress and Grooming**

### *Policy DH*

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

#### **Employee Dress Code Regulations/Additional Standards:**

- Employees may not wear clothing items prohibited by the student handbook
- No tight or form fitting pants, stretch pants, yoga or leggings may be worn unless worn under a skirt, dress, or skirt that complies with the dress code.
- Staff is not permitted to wear any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the Principal or Supervisor.
- Employees should not wear clothing that exposes cleavage, the midriff, undergarments, or that is otherwise not modest.
- Jeans are only permitted on days approved by the principal or supervisor.

#### **Hair:**

- Hair must be clean and neat in appearance and consistently maintained. Hair styles/color must not be disruptive to the educational environment. Beards and moustaches must be neatly trimmed.

#### **Shoes:**

- Shoes should be in good condition.
- Plastic or rubber flip flops are not permissible.
- Employees may wear sandal footwear or open-toed shoes when seasonally appropriate.

#### **Miscellaneous:**

- Body piercing (except earrings) and tattoos should be covered.
- Good personal hygiene is required at all times.

#### **Support Staff:**

- Maintenance, transportation and student nutrition employees shall be neat, clean, and well-groomed and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

#### **Adherence:**

Principals and other administrative supervisors are delegated the authority and bear the responsibility for ensuring compliance with this policy and are expected to counsel and/or discipline employees whom they supervise on professional appearance in conformance with this policy. In addition, a principal or administrative supervisor may deviate from this policy temporarily to meet the needs of a specific division/school/work site for an appropriately specified purpose. The principal or administrative supervisor must approve temporary deviations. The superintendent/designee must approve long-term or non-temporary deviations.

## **Drug Free School Requirement**

### *Policy DI*

The district prohibits the unlawful distribution, possession, or use of illegal drugs, inhalants, and alcohol on school premises or as part of any of the district's activities. Employees who violate this prohibition shall be subject to disciplinary sanctions. The complete policy is reprinted in the appendix of this handbook.

## **Animals on School Property**

No animals except those used in the instructional program or working service animals (those used by persons as seeing eye dogs, companion animals, those handled by professional trainers, or identified service animals in training) shall be allowed in school buildings, on campuses, on school buses, or at any athletic facility.

Service animals brought onto school property should be identified by some type of identification coat or blanket and should be on a leash at all times. This policy in no way regulates trained law enforcement dogs.

It is necessary for employees to understand that service dogs in training are afforded the same access rights as true working guide dogs under State of Texas laws. These dogs must be with professional trainers, identified by a blanket or coat, and the trainers always exercise the utmost care and close supervision when bringing guide dogs into public places.

Anyone bringing animals onto the campus shall obtain prior permission from the principal. Prior to granting approval, the principal shall secure necessary documents if applicable.

## **Evaluation and Selection of Audiovisual Materials**

The selection and evaluation of audiovisual materials, especially videos, originates on each campus. The responsibility of audiovisual use in the classroom begins with the teacher and continues through the administrative levels to the building principal. The interest, needs, and abilities of the students and the correlation of the material to the curriculum are critical factors to be considered in the selection and evaluation processes. For the complete guide to criteria for selection of materials, contact your campus principal or your campus librarian.

# **General Procedures**

## **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 website and notify the following radio and television stations: KLTY (94.9)/[schoolclosing@klty.com](mailto:schoolclosing@klty.com), KHKS (106.1), KDMX (102.9), KDGE (102.1), KZPS (92.5), KEGL (97.1), KFXR (1190 AM), KTVT (Channel 11)/[closings@ktvt.com](mailto:closings@ktvt.com), KTXA (Channel 21), NBC 5, WFAA (Channel 8)/[www.wfaa.com/closings](http://www.wfaa.com/closings), and Fox 4 News.

The district will send an email to our email subscribers (FastTrack) and post on the District's Facebook page. Employees will also be notified by the phone notification system.

## **Emergencies**

*Policies CKC, CKD*

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

## **Purchasing Procedures**

*Policy CH*

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

## **Address Changes**

Employees are able to update their home address, phone number, and emergency contact through their Employee Access account.

## **Name Changes**

Name changes may only be made in person in the Human Resource office. Required documents include a new social security card depicting the new name.

## **Personnel Records**

*Policy DBA, GBA*

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

Employees may choose to have the following personal information withheld:

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

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

## **Building Use**

*Policies DGA, GKD*

Employees who wish to use district facilities after school hours must follow established procedures. The District Facilities Scheduler is responsible for scheduling the use of facilities after school hours. Contact the District Facilities Scheduler at 972-727-0365 to request to use school facilities and to obtain information on the fees charged.

# Termination of Employment

## Resignations

### *Policy DFE*

**Contract Employees.** Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Superintendent of designee. 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). Employees planning to retire under TRS please refer to the ***Teacher Retirement*** section of this handbook.

The principal is required to notify the superintendent of an educator's resignation following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* located in this handbook. The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in of the same acts.

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

Insurance benefits for employees resigning will terminate on the last day of the month following the employee's termination date. Employees who satisfy employment requirements and complete the academic school year will be eligible to maintain their benefits through August 31<sup>st</sup> of that same year.

## Dismissal or Nonrenewal of Contract Employees

### *Policies DF Series*

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 when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are available on the Allen ISD website.

## **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* located in this handbook).

## **Exit Procedures**

Separating employees must return all district keys, books, property, including intellectual property, and equipment. Electronic exit forms will require a forwarding address, personal email and phone number.

## **Reports to Texas Education Agency**

### *Policy DF, DHB*

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

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

The Superintendent is also required to notify TEA when a certified employee resigns and there is evidence the educator engaged in the conduct listed above.

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

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

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

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



# Student Issues

## Equal Educational Opportunities

*Policies FB, FFH*

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to: Robin Bullock, Deputy Superintendent, the district Title IX Coordinator. Questions or concerns about discrimination based on a disability should be directed to Montie Parker Jr., Executive Director of Special Services, the district ADA/Section 504 Coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

## Student Records

*Policy FL*

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

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

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

## Parent and Student Complaints

*Policy FNG*

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

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

## **Administering Medication to Students**

### *Policy FFAC*

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

## **Dietary Supplements**

### *Policies DH, FFAC*

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

## **Psychotropic Drugs**

### *Policy FFAC*

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

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

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

## **Student Conduct and Discipline**

### *Policies in the FN series and FO series*

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

## **Student Attendance**

### *Policy FEB*

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

## **Bullying**

### *Policy FFI*

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to their supervisor. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

## **Hazing**

### *Policy FNCC*

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

## **ACKNOWLEDGEMENT OF ELECTRONIC DISTRIBUTION OF POLICIES**

State and Federal laws require certain policies and specific information to be distributed to school district employees each year. We have listed these important policies in the appendix of the Employee Handbook and you can click on the policy link to take you to each policy listed.

By signing the Employee Handbook Receipt located in Eduphoria, I hereby acknowledge that I have been offered the option to receive a paper copy or to electronically access at [www.allenisd.org](http://www.allenisd.org) the Board policies regarding employment as required under Education Code 21.204(d) and the Board policies regarding student discipline as required under Education Code 37.018. Board policies regarding employment include (LEGAL) and (LOCAL) policies and exhibits found at the following codes in the local policy manual.

### **Appendix**

DA Series—Equal employment opportunity and genetic nondiscrimination  
DBAA—Criminal history and credit reports  
DBD—Conflict of interest  
DC Series—Employment practices  
DCB—Term Contracts  
DEA Series —Salaries and wages; incentives and stipends  
DEC Series—Leaves and absences  
DF—Termination of employment  
DFA Series—Termination of , or return to, probationary contract  
DFB Series—Termination of term contracts DFD—Hearings before hearing examiner  
DFE—Resignations  
DFF Series—Reduction in force  
DG—Employee rights and privileges  
DGBA—Employee complaints  
DH—Employee standards of conduct  
DHB—SBEC reporting  
DHE—Searches and drug/alcohol testing  
DI—Employee welfare  
DIA—Freedom from discrimination, harassment, and retaliation  
DK—Assignments and schedules  
DN Series—Performance appraisal