



# **Carrollton Farmers Branch ISD**

## **2021–2022 Employee Handbook**

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# Introduction

The purpose of this handbook is to provide useful information to employees concerning Carrollton Farmers Branch Independent School District personnel policies, practices, procedures, and benefits that will help pave the way for a successful year. This handbook is neither a contract nor a substitute for the official District policies. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of District policies and procedures. The official District policies are located online at the District website located at [www.cfbisd.edu](http://www.cfbisd.edu) and are accessible for review at any time. District policies are subject to change at the discretion of the Board of Trustees at any time. Campus or departmental procedures and regulations are subject to change at the discretion of the Administration. District policy and procedure changes shall supersede any handbook provisions that are not compatible with the change. Campus or departmental procedures and regulations should enhance or expand the information provided in this handbook.

All of us must comply with reasonable rules intended to make us effective employees. Everyone is expected to do his/her share to create and maintain a pleasant, safe, and engaging working environment. Please read this handbook carefully. It is your responsibility to familiarize yourself with the contents of this handbook and to abide by the standards and procedures defined or referenced in this document. As the District provides updated policy information, it is your responsibility to read and abide by the changes. Your understanding of the information in this handbook and your suggestions for future improvements are essential for continuing the high quality of education provided by the Carrollton Farmers Branch Independent School District. Do not hesitate to contact your principal or supervisor if you have any questions, concerns, or need a further explanation of the information presented in this handbook. Suggestions for additions and improvements to this handbook are welcome and may be sent Dr. Randy Davis, Chief Human Resource Officer, at the Administration Building. Suggestions for additions and improvements to this handbook are welcome and may be sent to [cfprs@cfbisd.edu](mailto:cfprs@cfbisd.edu)

# **MESSAGE FROM THE SUPERINTENDENT**

Colleagues:

We have a wonderful team at Carrollton Farmers Branch. When you are providing students with nutrition, a clean environment, safety, transportation, or igniting the fire of learning, you are part of a powerful team changing the lives of our children. I ask that you support and rely on all of the team members - count on the team and be someone that your teammates can count on. In every interaction with every person, ask yourself "how can I serve my purpose by making a difference?"

Carrollton Farmers Branch ISD is a great District with upward momentum, and our challenge is to continue to make it even greater for our children. Your passion, dedication, and the effort you put forth daily to "make a difference" is awe-inspiring. Each of us has the ability to make a difference for children every day. As we go forward in our mission, I ask that your thoughts be very intentional about "making a difference" for our team and our children.

Words cannot express how honored and humbled I am to be your superintendent and part of the C-FB team.

John E. Chapman, III, Ed.D.

Superintendent of Schools

# District Information

## Mission Statement, Goals, and Objectives

*Policy AE*

### Motto

High Expectations for ALL

### Mission Statement

The Mission of CFBISD, a diverse community of global learners, is to empower scholars to acquire life-long knowledge, skills, and values that prepare them to compete in the world marketplace while contributing to their community.

### Vision

CFBISD will be an exceptional learning community where all graduates impact and excel in a complex, interconnected, and ever-changing world.

### Value Statements

CFBISD BELIEVES IN:

Excellence in ALL learning opportunities

Respecting differences by embracing diversity

A growth mindset for students, faculty, and staff

Ongoing partnerships with the community

Support & love of the whole student

## **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 the citizens of the Carrollton Farmers Branch ISD and serve Three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the District.

Current Board members include:

- Les Black - President
- Sally Derrick - Vice President
- Guillermo William Ramos - Secretary
- Randy Schackmann- Member
- Tara Hrbacek - Member
- Juan Renteria - Member
- Cassandra Hatfield - Member

The Board usually meets First Thursday of the month at 7PM. 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 one-hour notice.

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

## **School Calendar**

The district academic calendar can be found [online at cfbisd.edu](http://cfbisd.edu).

## Helpful Contacts

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

Main Administration Building: 972-968-6100

Personnel: 972-968-6161

Payroll: 972-968-6121

Employee Benefits: 972-968-6120

Security: 972-968-6428 (24 hrs/day)

## School Directory

### HIGH SCHOOLS

#### **Creekview HS**

Joe La Puma, Principal  
3201 Old Denton Road  
Carrollton, Texas 75007  
972-968-4800

#### **Newman Smith HS**

Stephanie Jimenez, Principal  
2335 North Josey Lane  
Carrollton, Texas 75006  
972-986-5200

#### **R. L. Turner HS**

Adam Grinage, Principal  
1600 South Josey Lane  
Carrollton, Texas 75006  
972-968-5400

#### **Ranchview HS**

Sherie Skruch, Principal  
8401 Valley Ranch Pkwy East  
Irving, Texas 75063  
972-968-5000

#### **Early College HS**

Timothy Isaly, Principal  
3939 Valley View Lane  
Farmers Branch, Texas 75234  
972-968-6200

### MIDDLE SCHOOLS

#### **Charles M. Blalack MS**

Keith Davis, Principal  
1706 Peters Colony  
Carrollton, Texas 75007  
972-968-3500

#### **Barbara Bush MS**

Matt Warnock, Principal  
515 Cowboys Parkway  
Irving, Texas 75063  
972-968-3700

#### **Vivian Field MS**

Chad Hunter, Principal  
13551 Dennis Road  
Farmers Branch, Texas  
972-968-3900

#### **Dan F. Long MS**

Leon Sulak, Principal  
2525 Frankford  
Dallas, Texas 75287  
972-968-4100

#### **DeWitt Perry MS**

Vicky Cisneros, Principal  
1709 Beltline Road  
Carrollton, Texas 75006  
972-968-4400

#### **Ted Polk MS**

Kelly O'Sullivan, Principal  
2001 Kelly Boulevard  
Carrollton, Texas 75006  
972-968-4600

## ELEMENTARIES

### **Dave Blair Elementary**

Jose Ramos, Principal  
14055 Heartside  
Farmers Branch, Texas 75234  
972-968-1000

### **L.F. Blanton Elementary**

Tricia Badillo, Principal  
2525 Scott Mill Road  
Carrollton, Texas 75006  
972-968-1100

### **Carrollton Elementary**

Monica Koen, Principal  
1805 Pearl Street  
Carrollton, Texas 75006  
972-968-1200

### **Central Elementary**

Luz Soto-Dimas, Principal  
1600 South Perry  
Carrollton, Texas 75006  
972-968-1300

### **Country Place Elementary**

Amy Miller, Principal  
2115 Raintree  
Carrollton, Texas 75006  
972-968-1400

### **Dale B. Davis Elementary**

Lisa Williams, Principal  
3205 Dorchester  
Carrollton, Texas 75007  
972-968-1500

### **Farmers Branch Elementary**

Shanah Brown, Principal  
13521 Tom Field Road  
Farmers Branch, Texas 75234  
972-968-1600

### **Bernice Chatman Freeman**

Robyn Campbell, Principal  
8757 Valley Ranch Parkway  
Irving, Texas 75063  
972-968-1700

### **Furneaux Elementary**

Lori Parker, Principal  
3210 Furneaux Road  
Carrollton, Texas 75006  
972-968-1800

### **R.E. Good Elementary**

Agueda Paredes, Principal  
1012 Study Lane  
Carrollton, Texas 75006  
972-968-1900

### **E.L. Kent Elementary**

Debbie Williams, Principal  
1800 W. Rosemeade Pkwy  
Carrollton, Texas 75007  
972-968-2000

### **Tom Landry Elementary**

Eric Cockerham, Principal  
265 Red River Trail  
Irving, Texas 75063  
972-968-2100

### **Las Colinas Elementary**

Farah Rehman, Principal  
2200 Kinwest Parkway  
Irving, Texas 75063  
972-968-2200

### **La Villita Elementary**

Dreama Mayfield, Principal  
1601 Camino Lago Way  
Irving, Texas 75039  
972-968-6900

### **McCoy Elementary**

Charlotte Thomas, Principal  
2425 McCoy Road  
Carrollton, Texas 75006  
972-968-2300

### **Charlie McKamy Elementary**

Matthew Pruitt, Principal  
3443 Briar Grove  
Dallas, Texas 75287  
972-968-2400

### **McLaughlin/Strickland Elem.**

Josue Romero, Principal  
1500 Webb Chapel Road  
Carrollton, Texas 75006  
972-968-2500

### **Kathy McWhorter Elem**

Eddie Reed, Principal  
3678 Timberglenn  
Dallas, Texas 75287  
972-968-2600

**Annie Rainwater Elem.**

Nicole Greenleaf, Principal  
1408 East Frankford  
Carrollton, Texas 75007  
972-968-2800

**Sheffield Elementary**

Ahveance Jones, Principal  
18111 Kelly Blvd  
Dallas, Texas 75287  
972-968-3100

**Riverchase Elementary**

Pamela Henderson, Principal  
272 South MacArthur  
Coppell, Texas 75019  
972-968-2900

**Janie Stark Elementary**

Jennifer Putman, Principal  
12400 Josey Lane  
Farmers Branch, TX 75234  
972-968-3300

**Rosemeade Elementary**

Laura Sherer, Principal  
3550 Kimberly  
Carrollton, Texas 75007  
972-968-3000

**Thompson Elementary**

Robert Atchison, Principal  
2915 Scott Mill Road  
Carrollton, Texas 75007  
972-968-3400

**CENTERS**

**Bea Salazar Learning Center**

Lueva Collins, Principal  
2416 Keller Springs Road  
Carrollton, Texas 75006  
972-968-5900

**Mary Grimes Ed Center/GED**

Lueva Collins, Principal  
1745 Hutton  
Carrollton, Texas 75006  
972-968-5600

# Employment

## Equal Employment Opportunity

*Policies DAA, DIA*

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

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

The District designates and authorizes the following employees as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: *Dr. Randy Davis, 1445 N. Perry Rd. Carrollton, TX 75006, [davisra@cfbisd.edu](mailto:davisra@cfbisd.edu), 972-968-6237*. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During District business hours, reports may also be made in person.

Title IX officials for claims made under Policy DIA are as follows

- Coordinator: Dr. Randy Davis, Chief Human Resource Officer
- Investigators: Jerry Martinez, Director of Human Resources  
TBA, Director of Human Resources
- Decision Maker: Gail Prince, Director of Human Resources
- Appeals: Brian Moersch, Associate Superintendent

Title II of the Americans with Disabilities Act of 1990 prohibits private employers, state and local governments, employment agencies, and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement compensation, job training, and other terms, conditions and privileges of employment. An individual with a disability is a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or

- Is regarded as having such impairment.

Employees with questions or concerns relating to the Americans with Disabilities Act of 1990 may contact *Gail Prince, Director of Human Resources, 1445 N. Perry, Carrollton, TX 75006, princeg@cfbisd.edu, 972-968-6157.*

## **Job Vacancy Announcements**

### *Policy DC*

Current employees seeking promotion are eligible to apply for any vacancy for which he/she is qualified. Employees should contact the applications secretary in Human Resources via e-mail at [cfbprs@cfbisd.edu](mailto:cfbprs@cfbisd.edu) or apply through TEAMS or the Employee Service Center. Current employees will be considered along with all other qualified applicants.

Announcements of job vacancies are distributed on a regular basis and posted on the District's web site. Job postings are also sent out to all District staff via email. Teachers interested in transferring to another campus shall follow the District's voluntary transfer procedures. For all transfers, the departing supervisor/principal and the recommending supervisor/principal shall collaborate to determine when it is reasonable for the team member to be transferred. If an agreement is not reached then the Associate Superintendent or Chief of School Leadership should be consulted. Human Resources is available to assist in any of the discussions.

## **Employment after Retirement**

### *Policy DC*

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

## **Contract and Noncontract Employment**

### *Policy DC series*

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

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

**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.

**Part-time Professional Employment.** Professional part-time positions will be established at the principal's, supervisor's, or Office of Human Resources' discretion based on the needs of the campus and the best interest of the students. All part-time professional positions run on a year to year basis. Individuals employed in a part-time position must account for every hour worked and comply with established guidelines.

## **Certification and Licenses**

### *Policies DBA, DF*

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

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

because of an individual's failure to comply with criminal history background checks. Contact [cfbprs@cfbisd.edu](mailto:cfbprs@cfbisd.edu) 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 Personnel if you have any questions regarding reverification of employment authorization.

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

### *Policy CQ, DHE*

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

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

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

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

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

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

## **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 Building Supervisor/Principal by July 15 each year.

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

## **Reassignments**

### *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).

Reassignments will be given precedence over voluntary transfers. A teacher can be reassigned only once in a two-year period. The administration, however, may assign or reassign employees.

### **Elementary Reassignment**

Prior to the first day of classes, the teacher with the least seniority in the District (total continuous length of service) will be the first to be reassigned from that building.

After the first day of classes, the following criteria will be used to determine reassignments from a department or grade level:

- The teacher must have a rating of developing or higher in all objectives of his/her TAGS.
- The teacher must **not** have had a negative contract action within the previous two years.
- The teacher with the least seniority in the District (total continuous length of service) in the grade level with low enrollment will be the first to be reassigned from that building.
- Innovative organizational designs
- Teachers with special duty assignment such as coaches, department/grade level chair, or sponsors may be excluded from reassignment with the approval of the Chief Human Resource Officer in consultation with the Principal.
- Special education teachers shall be compared with other special education teachers.
- Teachers with dual certification teaching dual subject areas may be excluded from reassignment with the approval of the Chief Human Resource Officer in consultation with the principal.
- Subject area/certification seniority will be used if an assignment is based on subject area rather than grade level considerations.

### **Secondary Reassignments**

Prior to the first day of classes, the teacher with the least seniority in the District will be the first to be reassigned from the designated department.

After the first day of classes, the following criteria may be used to determine reassignments from the designated department:

- The teacher must have a rating of developing or higher in all objectives of his/her TAGS.
- The teacher must not have had a negative contract action within the previous two years.
- The teacher with the least seniority in the District in the subject area may be the first to be reassigned from that building.
- Teachers with special duty assignment such as coaches, department/grade level chair, or sponsors may be excluded from reassignment with the approval of the Chief Human Resource Officer in consultation with the principal.
- Special education teachers shall be compared with other special education teachers.
- Teachers with dual certification teaching dual subject areas may be excluded from reassignment with the approval of the Chief Human Resource Officer in consultation with the principal.

Seniority is defined as continuous full-time employment within the District in any professional capacity, including any approved leaves of absence. Seniority is based on the official hire date or when an employment contract was signed. Part time employment does not count towards seniority. A resignation and subsequent reemployment begin a new tenure for purposes of seniority.

If the total length of service in the District is equal, the date of certification in the respective grade level or subject matter will be used. Voluntary reassignments may be considered upon the approval of the Chief Human Resource Officer in consultation with the principal. Non-contractual supplemental duties for which supplemental pay is received may be discontinued by the District at any time. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

### **Clerical/Paraprofessional Reassignments**

An employee may be reassigned to another position for which he/she is qualified according to the needs of the District. Employees may be reassigned for many reasons, including decreased enrollment, internal reorganization, external reorganization, or District needs.

The employee with the least seniority in the District in the department affected will be the first to be reassigned from that campus/department. Employees will be compared with other employees who are in the same position. If the total length of service in the District by department is equal, performance may be considered.

## **Voluntary Transfers**

The Office of Human Resources will coordinate voluntary teacher transfers from one campus to another. During a specified open enrollment period for teacher transfers, teachers must complete and submit the Professional Staff Request for Transfer Form. Principals will be notified of the individuals from their campus who request a transfer. Teachers new to the District may not be considered for a voluntary transfer until the spring of the second full year of employment. Any teacher on a growth plan for performance deficiencies may not be considered for a voluntary transfer.

Requests for teacher transfers to another campus will not be considered during the school year unless extenuating circumstances exist.

Teachers requesting a transfer are responsible for verifying his/her current certification. Questions regarding certification status may be directed to the Certification Officer.

Teachers desiring reassignment to another position within the existing campus should contact the building principal. Reassignments within the existing campus do not require the filing of a Request for Transfer Form.

For all non-teaching positions in the District, employees may request a transfer by completing the TEAMS Employee Internal Application through TEAMS or through the Employee Self-Serve. Transfers during the school year may be limited or delayed depending on the needs of the campus and/or District operations.

## **Transfers of Married Couples Working on Same Campus**

An employee may not be directly supervised by another employee who is related by blood or marriage. A married couple may not work on the same campus unless approved by the principal and Human Resources.

The Principal may request, in writing, to transfer one of the individuals off the campus at any time of the school year. The District will consider the effect on the educational environment in its decision.

## **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 and posted on the District website.

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

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

The break time will not impede on the employee's right to any entitlements under chapter 21 of the education code.

## **Notification to Parents Regarding Qualifications**

### *Policies DK, DBA*

In schools receiving Title I funds, the District is required by 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 Certification Officer at 972-968-6239 or e-mail [cfbprs@cfbisd.edu](mailto:cfbprs@cfbisd.edu).

## **Outside Employment and Tutoring**

### *Policy DBD*

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

Teachers shall not privately tutor their own students for pay. Teachers who tutor District students for pay other than their own shall file the students' names with their principal. The Superintendent or designee reserves the right, at all times, to prohibit teachers from tutoring any District students.

## **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 unless waived or otherwise specified in Board Policy. 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.

The annual appraisal of District teachers shall be in accordance with Texas Teacher Evaluation and Support System (T-TESS). The District shall establish an appraisal calendar each year.

Employees may present complaints regarding the evaluation and appraisal process in accordance with the District's complaint policy for employees. [See DGBA]

## **Employee Involvement**

### *Policies BQA, BQB*

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

## **Staff Development**

### *Policy DMA*

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

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

## **Employee Children in CFBISD**

Children of employees may attend school in C-FB regardless of whether the parent resides in the District or in that attendance zone. The student may continue enrollment in the school District as long as the parent is employed by the District.

# 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.

Teachers new to the District are placed on the Carrollton Farmers Branch New Hire Salary Schedule according to years of experience as provided on official service records. Employees must submit service records 90 days from the date they begin submitting their new hire paperwork or November 1 (whichever is later) in order to receive change to their compensation retroactive to the start date. If it is submitted after that, the adjustment will take place upon the date the District receives the service records in Personnel Services.

After initial employment, salary increases are determined annually by the Board of Trustees during the budget process and are based upon cost of living increases, competitive pay increases, and local budget projections. Employees who begin on or after April 1, are not eligible for the Board approved raise.

Each employee is required to verify their salary, experience, and workdays during the time designated. Employees can access this information in TEAMS Employee Self-Serve located via the C-FB Staff Portal. After reviewing the information, employees should submit questions in writing to the principal/supervisor or to the Office of Personnel Services. The Office of Human Resources and the Payroll Department will not adjust base pay or stipends prior to the current fiscal year.

## Paychecks

All professional, paraprofessional, clerical, secretarial, and specialist employees are paid monthly over twelve months regardless of the number of months employed during the school year. Auxiliary employees are paid semi-monthly. 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 2021-2022 school year follows:

## Monthly Payroll Reporting Period Calendar

Reporting Period	Date Due In Payroll	Weeks in Pay Period	Monthly Pay Date
May 30 – June 26	June 30	4	July 20, 2021
June 27 – July 31	Aug 4	5	Aug 20, 2021
Aug 1 – Aug 28	Sept 1	4	Sept 20, 2021
Aug 29 – Oct 2	Oct 6	5	Oct 20, 2021
Oct 3 – Oct 30	Nov 3	4	Nov 19, 2021
Oct 31 – Nov 27	Dec 1	4	Dec 20, 2021
Nov 28 – Jan 1	Jan 5	5	Jan 20, 2022
Jan 2 – Jan 29	Feb 2	4	Feb 18, 2022
Jan 30 – Feb 26	March 2	4	March 21, 2022
Feb 27 – April 2	April 6	5	April 20, 2022
April 3 – April 30	May 4	4	May 20, 2022
May 1 – May 28	June 1	4	June 20, 2022
May 29 – July 2	July 6	5	July 20, 2022
July 3 – July 30	Aug 3	4	Aug 19, 2022
July 31 – Aug 27	Aug 31	4	Sept 20, 2022
Aug 28 – Oct 1	Oct 5	5	Oct 20, 2022

<b>Semi- Monthly Payroll Reporting Period</b>	<b>Due Date for the Payroll Office</b>	<b>PAYDATE</b>
September 1 – 15	Friday, Sept 17	Sept 27, 2021
September 16 – 30	Friday, Oct 1*	Oct 12, 2021
October 1 – 15	Monday, Oct 18*	Oct 26, 2021
October 16 – 31	Tuesday, Nov 2*	Nov 10, 2021
November 1 – 15	Tuesday, Nov 16*	Nov 24, 2021
November 16 – 30	Thursday, Dec 2	Dec 10, 2021
December 1 – 15	Thursday, Dec 16*	Dec 24, 2021
December 16 – 31	Wednesday, Jan 5*	Jan 11, 2022
January 1 – 15	Tuesday, Jan 18*	Jan 26, 2022
January 16 – 31	Wednesday, Feb 2	Feb 11, 2022
February 1 – 15	Wednesday, Feb 16*	Feb 25, 2022
February 16 – 28	Wednesday, March 2	March 11, 2022
March 1 – 15	Monday, March 21*	March 25, 2022
March 16 – 31	Friday, April 1*	April 11, 2022
April 1 – 15	Monday, April 18*	April 26, 2022
April 16 – 30	Monday, May 2*	May 11, 2022
May 1 – 15	Tuesday, May 17	May 26, 2022
May 16 – 31	Thursday, June 2	June 10, 2022
June 1 – 15	Friday, June 17	June 27, 2022
June 16 – 30	Tuesday, July 5*	July 11, 2022
July 1 – 15	Monday, July 18*	July 26, 2022
July 16 – 31	Tuesday, Aug 2	Aug 11, 2022

\* Short Turnover Time

## **Automatic Payroll Deposit**

Paychecks for all regularly employed personnel who are paid monthly or semi-monthly are directly deposited into a checking or savings account. A notification period of one pay period is required to activate this service. The Payroll Office must be notified no later than the 5th of the month for a change to be effective the following payday. For employees new to C-FB ISD, all paperwork required by the Human Resource Department must be submitted before direct deposit information will be given to Payroll. Employees new to C-FB ISD will be required to pick up their payroll check from the Human Resource Department until all required paperwork is submitted. With automatic deposit, an employee's money is immediately available on the pay date.

In an effort to further enhance our District's cyber defenses, all new direct deposits or changes to a direct deposit must be done in person at the payroll office located in the Administration Building, 1445 N. Perry Road. Please bring with you a picture ID (driver's license or employee ID), Direct Deposit form with voided check (or letter from bank with routing and account number). Call 972-968-6121 to make an appointment to change your Direct Deposit information.

## **Statement of Earnings**

All professional and paraprofessional employees are paid in twelve equal payments on or about the 20th of each month. All employees can view/print a copy of their Statement of Earnings from the TEAMS Employee Self-Serve site located on the District's TEAMS Application. They may also view their current address, W-4 information, previous years of W-2 forms, and other information.

## **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 Child Development Academy. Salary deductions are automatically made for unauthorized or unpaid leave.

## **Overtime Compensation**

*Policies DEAB, DEC*

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (Auxiliary, paraprofessional, secretarial/clerical) 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 12:00AM Sunday and ends at 11:59PM Saturday.

Nonexempt employees that are paid on a salary basis are paid for the hours set by the normal work schedule. Hours worked beyond the normal schedule up to 40 hours will be paid at a regular rate of pay.

Non-Exempt employees will be compensated at time-and-a-half for overtime (hours over 40 in the workweek) worked. The District, however, has the option to compensate for overtime with compensatory time off (comp time). Employees will be notified in advance if comp time will be used.

## **Extra Duty Pay**

Extra duty pay is compensation earned outside the employee's regular schedule. An employee may not use any type of leave provided by the District to work a District event and obtain extra pay.

## **Travel Expense Reimbursement**

*Policy DEE*

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

# Health, Dental, and Life Insurance

## *Policy CRD*

Group health insurance 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.

District health insurance through TRS-ActiveCare, the statewide public-school health insurance program, qualifies as both affordable and creditable coverage under federal guidelines. Employees should research their health insurance options through various sources, including District health insurance and [www.healthcare.gov](http://www.healthcare.gov) to find the best coverage for their personal situations. An annual statement of coverage is provided to each employee and the IRS.

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 via <http://www.mybenefitshub.com/CFBISD>. Employees should contact 972-968-6120 or e-mail [benefithelp@cfbisd.edu](mailto:benefithelp@cfbisd.edu) for more information.

## **Benefits Enrollment**

Qualifying employees may enroll in benefits in the following circumstances:

- Within 31 days of their employment start date
- During Open Enrollment
- Within 31 days of a qualifying life event
  - Marriage
  - Birth or adoption of a child
  - Loss or gain of other coverage for self or dependents

Employees are required to re-enroll in health insurance coverage annually. *If employees choose not to enroll for District health insurance coverage during Annual Open Enrollment they must decline it for themselves and all eligible family members and they cannot enroll for District coverage until the next Annual Open Enrollment period, unless they experience a life event such as marriage, birth, or a loss or gain of other coverage.*

Employees may cancel District health insurance in the following circumstances:

- During Open Enrollment
- Within 31 days of a qualifying life event (see above)
- Due to marketplace enrollment

Once TRS-ActiveCare coverage is dropped, employees cannot enroll for coverage through TRS-ActiveCare until annual open enrollment. In accordance with Affordable Care Act regulations, the District offers affordable coverage for those employees working 20 or more hours per week and contributing to TRS. Employees enrolling in the Marketplace may lose their government subsidy to their Marketplace plan and be required by the IRS to repay any subsidy received. Please contact the Benefits Office at 972-968-6120 with questions.

If an employee elects or declines coverage during open enrollment, accepting a transfer to a higher paying position within the District is NOT considered a life event and cannot change their coverage for that reason alone. If a paraprofessional or auxiliary employee finishes the school year and begins the next year as in a professional position, they must complete regular open enrollment.

## **Supplemental Insurance Benefits**

### *Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, other supplemental insurances offered by the District benefit plan, 457(b) deferred compensation plan and 403 (b) annuities. Premiums for these programs can be paid by payroll deduction. Employees should contact [benefithelp@cfbisd.edu](mailto:benefithelp@cfbisd.edu) for more information.

## **Voluntary Retirement Plans**

Additional information on 457(b) and 403(b) voluntary retirement savings plans can be found on the District website at <https://www.cfbisd.edu/departments/business-support-services/benefits-department/employee-benefits/retirement-plans>

## **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., medical, vision, dental, flex spending plans). A third-party administrator handles employee claims made on these accounts. New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

## **Workers' Compensation Insurance**

### *Policy CRE*

The District, in accordance with state law, provides Workers' Compensation benefits to employees who suffer a work-related illness or are injured on the job. Carrollton Farmers Branch Independent School District has Workers' Compensation coverage under a self-funded Workers' Compensation plan to protect employees. Carrollton Farmers Branch I.S.D. will continue to care for any employees' injuries in accordance with Texas Workers' Compensation statutes. All claims will be paid from school District funds, not from insurance company funds. 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 within 24 hours to [workerscompensation@cfbisd.edu](mailto:workerscompensation@cfbisd.edu). The Employer's First Report of Injury Form must be completed, signed by both the employee and supervisor and submitted to the Workers' Compensation Office. Contact the Workers' Compensation Specialist for a list of local providers and treatment authorization. An employee may choose his/her doctor, but the doctor must accept Workers' Compensation patients. 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.

**Ombudsman Program.** The Ombudsman Program at Texas Department of Insurance (TDI), Division of Worker's Compensation Commission, provides free information about how to file a Workers' Compensation claim when a worker is injured or killed on the job. The Ombudsman explains Workers' Compensation rights and responsibilities under the Texas Workers' Compensation Act and responds to complaints about claims. For information, call the Ombudsman at the TDI customer assistance local field office or call customer assistance at 214-350-9299. Assistance is available in English and Spanish.

**Workplace Safety.** Workplace safety issues should be addressed to the Workers' Compensation Specialist at 972-968-6199. Information on Workers' Compensation is available on the Workers' Compensation website found on the District's webpage. If you believe your work environment is unsafe, please contact the Safety Violations Hotline at 1-800-452-9595. Reports are taken in both English and Spanish and can be made anonymously. Employers are prohibited by law from suspending, terminating, or discriminating against any employee because he/she in good faith reports an alleged occupational health or safety violation.

## **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 [cfbprs@cfbisd.edu](mailto:cfbprs@cfbisd.edu).

## Teacher Retirement

All personnel in a TRS eligible position 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 with TRS within 5 years of the end of the last school year when service is rendered. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

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

**Reimbursement for Leave upon Retirement.** In accordance with Policy DEC (Local), all retiring personnel who meet state eligibility requirements for retirement shall be compensated for their accrued sick leave based on the following:

- May be compensated for unused days of state and local leave accumulated while employed in Carrollton Farmers Branch ISD at the approved substitute teacher pay rate up to a ceiling of \$5,000.
- To be eligible, contract employees must provide written notice at least 30 days before the last day of employment and noncontract employees must provide written notice at least two weeks before the last day of employment.

# 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 payroll office at 972-968-6193 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the District.

Leave is available for the employee's use at the beginning of the year. Paid leave accumulated from previous years may be used.

For exempt employees, paid leave must be used in half-day increments. For non-exempt employees, paid leave shall be recorded in one-hour increments. If the employee is taking family and medical leave, paid leave shall be recorded in one-hour increments.

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

- Local Leave
- State Sick Leave Accumulated prior to the 1995-96 school year
- State Personal Leave

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

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

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

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

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

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

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

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

## **Personal Leave**

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

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

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

An employee wishing to take one to four consecutive days of discretionary/personal leave must submit a written request to his/her principal/supervisor in advance of the anticipated

absence and the principal/supervisor must approve the written request before the leave may be taken. If the request is for five (5) consecutive days, the request must be submitted for approval by the principal/supervisor and delivered to the Chief Human Resource Officer. The Personal Leave Request Form is located at the following location under LEAVE INFORMATION:

<https://www.cfbisd.edu/departments/human-resources/employee-forms>

Any discretionary absences over five (5) consecutive days cannot be approved per Board Policy DEC (Local) and will be docked at the employee's daily rate. If the discretionary personal leave is not approved in advance, the employee will be docked full pay for the missed days. For campus staff, discretionary leave shall not be used immediately preceding or following a school holiday, on staff development days, on teacher workdays, or on state testing days, unless approved by the principal/supervisor. The principal/supervisor may disapprove state personal leave days to preserve the continuity of the instructional program.

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

## State Sick Leave (94-95)

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 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

- The purpose of state and local sick leave is to provide employees with income protection during brief personal or family illnesses.
- Local sick leave is for all full-time regularly employed TRS Eligible personnel.
- Local sick leave is advanced at the beginning of the school year for the employee's use.

- Employees new to the District will receive automatic membership in the local sick leave bank with the District depositing two local sick leave days per employee the first year of employment. Upon an employee's second year of employment with the District and thereafter, local sick leave shall be earned to a maximum of seven (7) workdays depending on the assigned workday calendar.
- When an employee who resigns has used more local sick leave in a school year than he/she has accumulated or earned, the cost of the unearned local sick leave days shall be deducted from the employee's paycheck after an audit at year end or upon termination.
- There is no limit on accumulation of state or local sick leave.
- Upon termination, remaining earned state sick leave may be transferred to other Districts within the state. Local sick leave balances may not be transferred, retained, or donated to another employee. Local sick leave will be transferred to the Sick Leave Bank.
- Local sick leave shall be used according to the state sick leave guidelines under the Old Education Code, Section 13.904.
- Local sick leave shall be used according to the terms and conditions of state personal leave.

State and local sick leave will be used concurrently with the Family/Medical Leave and will not extend the time allowed by the FMLA. The supervisor/principal is responsible for securing from the employee and retaining the required documentation in a timely manner.

**Medical Certification.** Any employee who is absent for five (5) or more consecutive workdays 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. This must be submitted to supervisor/principal for his/her approval prior to returning to work. A doctor's certification may be required by the supervisor/principal when repeated personal/family illness of less than five (5) consecutive work days occurs. Medical certification of illness shall be by a doctor who is duly registered and licensed under the Medical Practice Act of Texas, a licensed doctor of dentistry, a licensed chiropractor, or a licensed podiatrist.

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.

## **Vacation/Flex Days**

### *Policy DED*

Eligible employees in positions requiring 12 months of service (July 1 – June 30) shall receive unpaid vacation days in accordance with their work calendar administrative regulations.

- Vacation and flex days for the preceding school year must be used before December 31 of the current school year. Exempt employees will forfeit remaining days. Non-Exempt employees may be directed to take time off prior to December 31 in order to avoid being compensated for their time.
- If an employee separates employment with C-FB ISD, any unused vacation or flex days will be forfeited.

## **Sick Leave Bank (SLB)**

### **Purpose**

- The purpose of the SLB is to provide additional paid sick leave to any member of the SLB in the event of a catastrophic illness or injury, medically necessary (non-elective) surgery, or other injury-related temporary disability which renders him/her unable to perform the duties of his/her position.
- A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District.
- Sick leave days from the SLB may be requested only after the member has exhausted all accumulated local, state leave, vacation/flex days.
- Members may apply for extended sick leave days, if eligible, after exhausting a maximum of thirty (30) SLB days.
- During the 2021-2022 school year, days from the SLB may be given when an

employee is required to quarantine by the District for reasons related to contracting or exposure to COVID-19.

### **Eligibility**

- All full-time employees in TRS eligible positions shall be eligible for membership.
- The District shall provide automatic membership in the local Sick Leave Bank for full time employees who are new to the District.
- Effective September 1, 1995, all full-time employees actively at work will automatically be enrolled in the SLB.
- New employees will automatically become members after completing at least one workday.

### **Contribution of Days**

- The District will deposit into the SLB two (2) days of leave from employees when membership is established.
- The two (2) days deposited by the C-FB ISD for each eligible employee are the property of the SLB permanently.
- For SLB purposes, the school year will be from July 1 through June 30.
- If the SLB falls below two times (2X) the number of participating members on September 30, continuing participants with a local sick leave balance must contribute one (1) extra day in October. If the SLB falls below one-time (1X) the number of members, each participant with a local sick leave balance must contribute two (2) days in October.
- All unused sick leave days in the SLB at the end of the school year (July 1 through June 30) shall be carried over to the next school year.

### **Granting of Sick Leave Days**

- All new employees participating in the SLB must complete at least one (1) workday in their first school year to be eligible to use the SLB.
- The SLB may be used by the employee for his/her personal illness or injury.
- An employee may apply to the SLB for a certified terminal illness of:
  1. Spouse or child – maximum of 30 days per person
  2. Parent - maximum of 10 days per person
- A member may apply for the number of workdays missed at the end of a pay period or upon returning to work.
- Days from the SLB for the employee shall be granted only for a catastrophic illness or injury, medically necessary (non-elective) surgery, or other injury-related temporary disability which necessitates an absence from work of five (5) consecutive workdays or longer.
- Sick leave bank days shall be granted only for absences from working days and will not be granted for holidays, vacation days, or other such days for which the member is not paid.

- The maximum number of sick leave bank days that may be granted to an employee during the year (July 1 through June 30) will be thirty (30) days; unless the employee has a certified terminal illness, in which case the employee may be granted up to the lifetime maximum ninety (90) days within the same school year.
- If a member who has received less than thirty (30) days from the SLB returns to work, then is absent due to the same or another illness, he/she may apply to the SLB for additional days, the total not to exceed thirty days (30) per school year or a lifetime maximum of ninety (90) days. Each separate illness applied for must meet the initial criteria of just cause.
- Normal pregnancy is not covered by the SLB. Complications arising from pregnancy or childbirth may be considered by the SLB Committee on an individual basis.
- Elective procedures that will not jeopardize the employee's health and that may be delayed until the employee is not required to work will not be covered by the SLB.
- Sick leave bank days will run concurrently with the Family/Medical Leave and will not extend the time allowed for FMLA.
- A member shall only be reimbursed for the amount actually docked. If days are approved after payroll has been processed, reimbursement will be made in the member's next regular payroll check after the SLB Committee's approval of the requested days and notification to the Payroll Office.
- Workers Compensation injuries and work-related illnesses will not be covered by the SLB.
- Employees approved by their supervisor for outside employment will not be eligible for Sick Leave Bank if the employee is actively working outside Carrollton Farmers Branch ISD during the Sick Leave Bank requested time period.

### **Applying for Sick Leave Bank Days**

- A written request must be completed by the employee and submitted to the supervisor/principal, along with the Certification from a Health Care Provider (CHCP) form specifically stating justification for the additional days. The SLB Committee will not consider an application that does not contain the required information
- The Application for Family or Medical Leave, Sick Leave Bank, or Extended Sick Leave form and the Certification of Health Care Professional form for the above purposes are available from the supervisor/principal or they may be printed off the C-FB ISD website, under Business Services and Payroll.
- Applications must be submitted to the SLB Committee no later than the last working day of the calendar month. Applications received after that date will be reviewed at the following month's regularly scheduled meeting.

### **Governing Committee**

- The governing committee, which will approve or disapprove all requests for sick leave bank days, shall be called the Carrollton Farmers Branch ISD Sick Leave Bank Committee.
- The committee, consisting of at least five (5) members, shall be composed of:

- One (1) standing representative – Employees Benefit Coordinator
- One (1) standing representative – Payroll Director
- One (1) standing representative – Director Health Services (or Nurse Representative)
- Two (2) appointed representatives
- All appointed committee members will be appointed by the Superintendent of Schools or his/her designee for a two-year period.
- The Payroll Director will hold the office of Chairperson, and the Employee Benefits Coordinator will hold the office of the Vice-Chairperson.
- A simple majority of voting members of the SLB Committee shall constitute a quorum.
- The SLB Committee will meet the first Thursday of each calendar month or as soon as possible thereafter to review all applications.
- The SLB Committee shall determine the number of days approved up to thirty (30) days and reserves the right to approve, disapprove or modify the days requested.
- The decision of the SLB Committee is final.

### **Extended Sick Leave**

- The purpose of extended sick leave is to provide partial income protection to employees who suffer serious personal illness or injury and have no accumulated personal, sick leave, including sick leave bank days.
- Eligibility requires full-time employment with the District for at least 12 months and for 1,250 hours during the previous 12-month period.
- Extended sick leave may be requested only after all leave balances are depleted, including sick leave bank days. (local, state, vacation/flex)
- Extended sick leave shall not be granted for absences due to work-related illness or injuries.
- The employee must complete the Application for Family or Medical Leave, Sick Leave Bank, or Extended Sick Leave form.
- The employee must provide the Certification from Health Care Provider form (CHCP) from a medical doctor specifically stating medical reasons for the additional days and the expected recovery time.
- Extended sick leave may be used only for an employee's illness or injury that requires an absence of a minimum of five (5) consecutive work days or longer.
- Extended sick leave may be approved for a maximum of thirty (30) days per school year. Ninety (90) days lifetime maximum.
- Extended sick leave includes normal childbirth, as well as absences related to medical disabilities caused by or contributed by pregnancy or childbirth.
- An employee may apply to the ESL for a death of spouse, child or parent – maximum of 5 days per person.
- The partial loss of pay for extended sick leave will be the current dock rate as determined by the administration each year. (Example, teachers will be docked the current substitute teacher rate.)

- The employee must provide to the supervisor or principal a doctor's certification of the employee's fitness to return to work to the present assignment prior to returning to work.
- This leave will run concurrently with the Family/Medical Leave and will not extend the time allowed by the FMLA.
- The SLB Committee shall determine the number of days approved up to thirty (30) days and reserves the right to approve, disapprove or modify the days requested.
- The employee may appeal the decision of the SLB Committee by writing a letter to the Chairperson of the committee.
- The decision of the SLB Committee will be final.
- Employees approved by their supervisor for outside employment will not be eligible for Extended Sick Leave Bank if the employee is actively working outside Carrollton Farmers Branch ISD during the Extended Sick Leave Bank requested time period.

## **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.

## **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.

## **Requesting Leave**

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

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

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

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

## **Employer Responsibilities**

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

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

## **Enforcement**

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

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

For additional information:

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

## Local 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 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 Director of Payroll at 972-968-6168 or e-mail [payrollhelp@cfbisd.edu](mailto:payrollhelp@cfbisd.edu) for details on eligibility, requirements, and limitations.

**Local Regulations.** Leave taken before the FMLA effective date may not be counted as FMLA leave. For employees on leave when FMLA becomes effective, only the leave taken after the act's effective date may be counted as FMLA leave up to the balance of twelve work weeks.

An employee is entitled to FMLA leave starting on the effective date (one-year anniversary date) even if the event making the employee eligible for leave occurred before the effective date (e.g., the birth of a child). If an employee becomes eligible for FMLA while on leave, the employee will be able to take the balance of twelve work weeks FMLA from the beginning of the illness or event

## Temporary Disability Leave

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

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

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

When an employee is ready to return to work, Human Resources 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.

## **Workers' Compensation Benefits**

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days. An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use accumulated leave will not receive workers' compensation weekly income benefits while paid leave is used or to the extent that paid leave does not equal the pre-illness or pre-injury wage. If the use of paid leave is not elected, the employee must be disabled by the compensable injury for a minimum of one week to be eligible for Workers' Compensation. Income benefits will begin on the 8<sup>th</sup> day. The first week of lost time can be paid after the employee is unable to work for a minimum of 14 days.

- Employees who are receiving Workers' Compensation income benefits are prohibited from using any accumulated state or local leave.
- Absences for Workers' Compensation shall be used concurrently with FML.
- If using accumulated leave or receiving Workers' Compensation wage benefits, employees are not eligible for Sick Leave Bank and Extended Sick Leave

## **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 Workers Compensation Specialist at 972-968-6199 or e-mail [workerscompensation@cfbisd.edu](mailto:workerscompensation@cfbisd.edu).

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**

Use of state leave and/or local sick leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the supervisor or principal. These five days shall be taken from current leave balances and. If leave balances are insufficient these absences will be excused but unpaid.

## **Jury Duty**

*Policies DEC, DG*

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

- Employee is required to present documentation from the court of the service including date(s) served and time of dismissal. A copy of the summons is not accepted as proof of service.
- Employees who are released by the court and can return to the worksite with more than four (4) hours remaining the normal workday and do not return to work will be required to use state personal leave, if available, or will be docked full pay for the time missed from work. Travel time from the court to the campus/building will be taken into account.
- Each employee who is required by the court to call in to check juror status must report to work and place the call from the work place. Employees who choose to remain at home to call in will be docked full pay or will be required to use state personal leave, if available.
- Absences for court appearances related to an employee's personal business shall be deducted from the employee's state personal leave, if available, or shall be taken by the employee as leave without pay.

## **Compliance with a Subpoena**

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal

leave. Employees may be required to submit documentation of their need for leave for court appearances.

Non-Exempt employees required to appear on behalf of the District due to a subpoena will be compensated their hourly rate for the time they are required to be at court. They should record their time of arrival and have the court clerk or other court official notate their time of release so that the District can compensate the employee accordingly.

## **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 Human Resources. In most cases, the length of federal military service cannot exceed five years.

**Continuation of Health Insurance.** Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the benefits office or e-mail [benefithelp@cfbisd.edu](mailto:benefithelp@cfbisd.edu) for details on eligibility, requirements, and limitations.

## **Changing an Absence Reason**

In order for an absence reason that was entered incorrectly by the campus office staff to be changed, a written request must be submitted to payroll by the campus principal/department manager along with the original absence request stating the absence reason and date. Notification of change must be made within 30 days of the original absence. Corrections for absences entered by employees must be made within 30 days of the original absence. It is the employee's responsibility to review all absences entered and notify payroll within 30 days of the absence for ALL changes. Absences can be viewed in the Employee Service Center.

## **Bonus Day for Teachers with a Student Teacher**

When the cooperating university or alternative certification program allow it, the student teacher may teach alone for the day and allow the cooperating teacher one release day. Any full-time teacher who is assigned the responsibility of supervising a student teacher may be granted the equivalency of one (1) bonus leave day per assignment per semester. It is recommended that the bonus leave day be taken during the last ten (10) days of the assignment. In the absence of the supervising teacher, the student teacher may serve as the substitute teacher for not more than one day if:

1. The supervising teacher submits the appropriate form.
2. The student teacher has been in that student teaching assignment for a minimum of fifteen (15) school days or thirty (30) half days; and
3. The cooperating teacher, the principal of the school, and the university supervisor agree that the student teacher is capable of handling successfully the teaching responsibilities; and
4. A certified classroom teacher in an adjacent room or a member of the same teaching team as the student teacher is aware of the absence of the cooperating teacher and agrees to assist the student teacher if needed; and
5. The principal of the school or the principal's representative is readily available in the building.

An assignment is defined as any 6, 8, or 12-week period defined by the university and approved by Human Resources, or any other time period as mutually agreed upon by both entities. The minimum number of days must be met as stated above. An assignment less than the minimum number of days will not qualify the cooperating teacher to be granted the bonus leave day. In cases where the student teacher is placed in a dual assignment, each cooperating teacher may be granted one (1) bonus leave day as long as all guidelines are satisfied. If the assignment is made on a half-day basis, the cooperating teacher may be granted two (2) half-days of bonus leave, however, the minimum number of days must be satisfied.

The day of bonus leave must be used in compliance with leave policies. These days do not accumulate and they must be requested and used during the time period that the student teacher is assigned. Absences for this request shall not be charged against the teacher's current annual leave allocation. The bonus day may not be used immediately before or after a school holiday.

If the student teacher is deemed to be incapable or unwilling to assume this responsibility, there will be no consideration given to other alternatives to allow the cooperating teacher to request the bonus leave day.

# Employee Relations and Communications

## Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at Board meetings, in the District newsletter, and through special events and activities. Recognition and appreciation activities also include the following:

### Teacher of the year Program:

1. Each nine weeks, every campus will have a Teacher of the Nine Weeks. This teacher will be nominated and voted on by their peers. The Teacher of the Nine Weeks will be honored at a Board meeting. Campuses will honor 3 teachers each year (1st, 2nd, 3rd Nine Weeks.)
2. Every Teacher of the Nine Weeks award recipient will fill out the Region 10 Teacher of the Year application and turn it into the campus principal.
3. The campus principal will put together a Teacher of the Year committee. The committee reviews the three applications and selects one campus Teacher of the Year. The campus principal will send the Region 10 Teacher of the Year application of the selected recipient to the Communications Department.
4. The District will establish a Teacher of the Year committee and will select one Elementary and one Secondary Teacher of the Year for the District.
5. The Campus Teachers of the Year along with the Elementary Teacher of the Year and the Secondary Teacher of the Year will be honored at a special event.
6. The Region 10 Teacher of the Year applications for the Elementary and Secondary Teacher of the Year for the District will be sent onto the Regional competition.

### Employee of the Year Program:

1. Colleagues will nominate employees in the following categories:
  - Custodial/Maintenance/Grounds
  - Transportation
  - Student Nutrition
  - Professional/ Certified (does not include teachers)
  - Paraprofessional/Clerical
2. Colleagues will nominate an employee using this form:  
<https://goo.gl/forms/nDfTkHMIJWxuV6zK2>
3. The District will establish an Employee of the Year committee. The committee will review the nominations each nine weeks and select an Employee of the Nine Weeks for each category.

4. Employees of the Nine Weeks will be honored at Board Meetings. The supervisor has a maximum of 2 minutes to speak during recognition to honor the recipient at a Board Meeting.
5. From the Employee of the Nine Weeks recipients, an Employee of the Year will be selected for each category.
6. An overall Employee of the Year award winner will be selected from the Employee of the Year recipients from each category.
7. The Employee of the Year recipients will be honored at a special event.

## **District Communications**

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

The Communication Services Office serves as the District contact with the news media. Employees of the District may not speak on behalf of the District to news media without prior permission from the Chief Communications Officer and the employee's supervisor. If you are contacted by the news media in regards to your job, please call the Chief Communications Officer at 972-968-6186 and notify your supervisor immediately.

## **Complaints and Grievances**

### *Policy DGBA*

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the Board of Trustees.

For ease of reference, the District's policy concerning the process of bringing concerns and complaints is available online at:

[https://pol.tasb.org/Policy/Download/359?filename=DGBA\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/359?filename=DGBA(LOCAL).pdf)

# Employee Conduct and Welfare

## Standards of Conduct

### *Policy DH*

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

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

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

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

## Texas Educators' Code of Ethics

### **Purpose and Scope**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues,

shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

## **Enforceable Standards**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **2. Ethical Conduct toward Professional Colleagues**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Policies DH, DIA*

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

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

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

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

For ease of reference, the District's policy which includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is available online at:

[https://pol.tasb.org/Policy/Download/359?filename=DIA\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/359?filename=DIA(LOCAL).pdf)

## **Harassment of Students**

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

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

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

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

For ease of reference, the District's policies that include definitions and procedures for reporting and investigating harassment of students are shared below:

**“Solicitation of a romantic relationship”** means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
  - a. The nature of the communications;
  - b. The timing of the communications;
  - c. The extent of the communications;
  - d. Whether the communications were made openly or secretly;
  - e. The extent that the educator attempts to conceal the communications;
  - f. If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities;
  - g. Any other evidence tending to show the context of the communications between educator and student.
2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
3. Making sexually demeaning comments to a student.

4. Making comments about a student's potential sexual performance.
5. Requesting details of a student's sexual history.
6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
8. Inappropriate hugging, kissing, or excessive touching.
9. Providing the student with drugs or alcohol.
10. Violating written directives from school administrators regarding the educator's behavior toward a student.
11. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
12. Any other acts tending to show that the educator solicited a romantic relationship with the student.

POLICY DHB(Legal)

***Policy FFH (Local) which addresses Student Freedom from Discrimination, Harassment, and Retaliation can be found here:***

[https://pol.tasb.org/Policy/Download/359?filename=FFH\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/359?filename=FFH(LOCAL).pdf)

## **Reporting Suspected Child Abuse**

*Policies DG, GRA*

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

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

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

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious

intent. In addition, the District is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

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

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

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

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

The District has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at

<https://www.cfbisd.edu/departments/counseling/counseling-topics-resources>.

As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

## **Reporting Crime**

### *Policy DG*

The Texas Whistleblower Act protects District employees who make good faith reports of violations of law by the District to an appropriate law enforcement authority. The District is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides

employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

## **Scope and Sequence**

### *Policy DG*

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the District will not penalize the teacher for not following the District's scope and sequence. The District may take appropriate action if a teacher does not follow the District's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

## **Technology Resources**

### *Policy CQ*

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

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

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

Employees are required to abide by the provisions of the District's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the helpdesk at 972-968-4357 or e-mail [helpdesk@cfbisd.edu](mailto:helpdesk@cfbisd.edu)

## **Employee Dress and Grooming**

The personal appearance of employees contributes significantly toward a favorable public impression of the District. All employees are expected to dress in a manner appropriate to their position and work responsibilities. Employees should serve as role models, exemplifying high standards of professional appearance to instill community values and proper grooming and hygiene. Employee dress should be clean, neat, and appropriate to the particular day's expected job or work activity.

Clothing that is sloppy, too tight, ill fitting, provocative or revealing, or likely to be distracting is not professional or appropriate. Jewelry or accessories that create a hazard or are distracting are not appropriate. Tattoos, body art, or piercings that are distracting, lewd, provocative, or depict unlawful actions or products, incite violence or lawlessness are inappropriate and must be covered or removed at work. Rubber flip-flops or house slippers are not appropriate footwear.

Principals or other immediate supervisors will provide staff with any guidelines for proper dress at individual campuses or other work locations. When jeans days are approved by the building principal, all employees are still expected to maintain professional appearance. Each supervisor has the responsibility to counsel his or her employees and suggest a change in dress or personal hygiene habits, if appropriate.

Employees who report for work in inappropriate attire, or with inappropriate tattoos or piercings visible, will be asked to leave the work setting and return when appropriately attired. Repeated failure to demonstrate appropriate personal appearance will result in disciplinary action, up to and including termination of employment.

All district employees, substitute teachers and mentors/volunteers, must wear their official district issued identification badge in a visible location, that is issued by the Department of Safety & Security when they are on any CFBISD district property. District employees are not required to be scanned into the system by their driver's licenses, but must still check in to the front office and present their district ID when visiting a campus or facility that is not their permanent assignment. A district employee who does not display an official district ID badge must produce a valid Texas driver's license or other official state photo identification card, and, unless the campus staff knows him or her, the employee's employment must be verified through the Department of Human Resources. Any employee with a lost ID card or that is not in the employee's possession will be required to wear a badge issued by the front office.

The District reserves the right to require employee face coverings while at work.

## **Personal Use of Electronic Communications**

*Policy CQ, DH*

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

As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same

professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

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

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

# Electronic Communications between Employees, Students, and Parents

## Policy DH

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

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

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

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

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

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the District unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's District email address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 8 p.m. and 7 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the District's record retention policy.

- An employee shall notify his or supervisor in writing within one business day about improper electronic communication by another employee. The notification should describe the form and content of the electronic communication.

## **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 shall 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 the employee for any offense except Class "C" misdemeanors.

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

### *Policy DH*

Carrollton Farmers Branch 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. According to policy DH (LOCAL),

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

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

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

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

*Policies DH, FNCD, GKA*

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

## **Fraud and Financial Impropriety**

*Policy CAA*

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

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

## **Conflict of Interest**

*Policy CB, DBD*

Employees are required to disclose in writing to the District any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or

creates a potential conflict of interest with the best interests of the District. This includes the following:

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

Employees should contact their supervisor for additional information.

## **Gifts and Favors**

### *Policy DBD*

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

## **Copyrighted Materials**

### *Policy CY*

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

## **Associations and Political Activities**

### *Policy DGA*

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

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

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

## **Charitable Contributions**

### *Policy DG*

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

## **Safety**

### *Policy CK series*

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

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

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

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

Employees with questions or concerns relating to safety programs and issues can contact the office of Human Resources.

## **Possession of Firearms and Weapons**

### *Policies DH, FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other District provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisor or call 972-968-6428 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 Administrative office of each site and is available for inspection during normal business hours.

## **Pest Control Treatment**

### *Policies CLB, DI*

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

Notices of planned pest control treatment will be posted in a District building 48 hours before the treatment begins. Notices are generally located on the front door of the building. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

# General Procedures

## Emergency School Closing

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

KRLD Radio, 1080 AM	KDFW Television, Channel 4
KVIL Radio, 1150 AM, 103.7 FM	KXAS Television, Channel 5
WBAP Radio, 820 AM	WFAA Television, Channel 8
KTVT Television, Channel 11	

Staff will also be contacted by phone calls and text messages through Parent Square notification system. It is important that each staff member keep his/her telephone number updated through the change of address/phone information form on [www.cfbisd.edu](http://www.cfbisd.edu).

## Emergencies

*Policies CKC, CKD*

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

## Purchasing Procedures

*Policy CH*

All requests for purchases must be submitted to the 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 for additional information on purchasing procedures via [PurchasingStaff@cfbisd.edu](mailto:PurchasingStaff@cfbisd.edu).

## **Name and Address Changes**

It is the employee's responsibility to keep name and address information up to date. Employees must notify the Human Resources office at [cfbprs@cfbisd.edu](mailto:cfbprs@cfbisd.edu) if there are any changes or corrections to their home address, contact telephone number, marital status, emergency contact. For name changes, please contact the payroll office at [payrollhelp@cfbisd.edu](mailto:payrollhelp@cfbisd.edu). If there are changes in marital status or beneficiary, please contact the benefits office at [benefithelp@cfbisd.edu](mailto:benefithelp@cfbisd.edu).

## **Personnel Records**

*Policy DBA, GBA*

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

Employees may choose to have the following personal information withheld:

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

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

All information contained in the personnel file of an employee shall be made available to that employee or the designated representative as public information is made available under the Open Records Act. *Govt Code 552.102(a)*

## **Facility Use**

*Policies DGA, GKD*

Employees who wish to use District facilities after school hours must follow established procedures. The District Facility Rental Office is responsible for scheduling the use of facilities after school hours.

## **Distribution of Materials**

Materials directly related to school business may be distributed to employees and students. All printed materials to be distributed to students or employees must have appropriate administrative approval. Approved materials should be presented to the campus or departmental office for distribution. On the campus level, the principal makes the decision on what will be distributed on that campus. Materials on the building level will not be distributed via the classrooms, but will be placed in an area designated by the principal. The school mail service (postage-free delivery) is available to District employees for internal communications on school-related business only.

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

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of certain misconduct. The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in of the same act.

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

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

## Dismissal or Nonrenewal of Contract Employees

### *Policies DF Series*

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 provided to employees or are available online.

## **Dismissal of Noncontract Employees**

*Policies DCD, DP*

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

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

## **Discharge of Convicted Employees**

*Policy DF*

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

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

## **Do Not Hire Registry**

The 86<sup>th</sup> Texas Legislature passed House Bill 3 to further protect the safety and welfare of Texas Students by requiring schools to report to TEA when there is evidence that non-certified employee abused or was involved in an inappropriate relationship with a student or minor and creating a registry of individuals who are not eligible for employment by a school in Texas based on misconduct or criminal history.

Officially known as the Registry of Persons Not Eligible for Employment in Public Schools, the Do Not Hire Registry is now available to the public. Therefore, the public may search the Registry website by entering a first and last name of an individual to determine their

employment eligibility. The website will also list non-certified individuals who are under investigation. Employees on this list may not be employed by the District.

## **Exit Interviews and Procedures**

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

## **Reports to Texas Education Agency**

*Policies DF, DHB, DHC*

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

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

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

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

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

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

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

# Student Issues

## Equal Educational Opportunities

*Policies FB, FFH*

In an effort to promote nondiscrimination and as required by law, CFBISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Michelle Bailey, Assistant Superintendent, 1820 Pearl Street Bldg B, Carrollton, TX 75006, [baileym@cfbisd.edu](mailto:baileym@cfbisd.edu), 972-968-6505, the District Title IX coordinator for students. Questions or concerns about discrimination on the basis of a disability should be directed to Tracy Smith, Assistant Superintendent, Assistant Superintendent, 1820 Pearl Street Bldg B, Carrollton, TX 75006, [Smitht@cfbisd.edu](mailto:Smitht@cfbisd.edu), 972-968-6190, the District ADA/Section 504 coordinator for students. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Title IX officials for claims made under Policy FFH are as follows

Coordinator: Michelle Bailey, Assistant Superintendent of Student Support and Engagement

Investigators: Dr. Debbie Millican, Director of Student Services

Dr. Pat Franklin, Director of Student Services

Decision Makers:

Tracy Smith, Assistant Superintendent for School Leadership

Dr. Lance Hamlin, Chief of School Leadership

Susan Machayo, Chief of School Leadership

Maggie Delarosa, Chief of School Leadership

Appeals: Dr. Dana West, Associate Superintendent for Teaching and Learning

## Student Records

*Policy FL*

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights

- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A District is not prohibited from granting the student access to the student’s records before this time.
- School officials with legitimate educational interests

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

## **Parent and Student Complaints**

### *Policy FNG*

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

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

## **Administering Medication to Students**

### *Policy FFAC*

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

## **Dietary Supplements**

### *Policies DH, FFAC*

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school District duties. In addition,

employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

## **Psychotropic Drugs**

### *Policy FFAC*

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

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

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

## **Student Conduct and Discipline**

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

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

## **Bullying**

### *Policy FFI*

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to the building principal. The District's policy includes definitions and procedures for reporting and investigating bullying of students and is hyperlinked below:

[https://pol.tasb.org/Policy/Download/359?filename=FFH\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/359?filename=FFH(LOCAL).pdf)

## **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.

# Guidelines pertaining to At-Will Employees

## Auxiliary Personnel Duties

The duties and responsibilities of auxiliary personnel vary according to the craft, employee's skill and assignment. Each employee's duties and responsibilities shall include but not be limited to:

- Performing all work assignments to the best of their ability regardless of type of work.
- Attending all training sessions and meetings as scheduled by department supervisors.
- Properly and efficiently use of all District equipment, tools, supplies, and materials.
- Being at work daily and on time.
- Always representing the District
- Keeping informed of new developments in employee's skill area and continuously looking for better use of material, better methods, and new techniques.
- Demonstrating an interest in the District, a good attitude toward all District personnel and a desire to improve the District.
- Exercising conduct that will reflect favorably on the individual and the school District.
- Making a continuous effort to achieve personal improvements.

## Time Reporting Instructions for Non-Exempt Employees

The employee will enter the time via TEAMS with their TEAMS ID #:

- At the beginning of the work day.
- When leaving/returning campus or worksite at any other time during the day for personal reasons, such as a doctor's appointment or lunch break.
- When leaving for the day – ***DO NOT RECORD TIME OUT PRIOR TO THE END OF YOUR WORK DAY.***

All absences must be reported prior to the beginning of the shift to the supervisor's office, unless the circumstances make it impossible. The specific reason for the absence should be included so the employee's leave balance is adjusted properly. The departmental timekeeping manager will enter all absence information into the TEAMS Time Keeping System. **If an absence is not reported properly, the employee may not receive payment for the day off.**

If an employee fails to check-in or check-out, it must be reported **in writing** to the supervisor's office as soon as possible so the accurate time can be edited in the system. Failure to do so may result in the employee not being paid.

Failure to check-in or check-out for duty or breaks may, result in disciplinary action up to and including termination. If you have any questions, please contact the supervisor's office or the Payroll Department.

**Checking-in or Checking-out for another employee is considered theft and will result in immediate discipline.**

### ***Absence from Duty***

All employees must follow campus or department rules for communicating their absence each day they are absent from duty. Failure to communicate on time or in the manner prescribed by the department or campus may result in loss of pay for the time of absence. If you will be late for work, contact your supervisor, telling him/her that you will be late and report when you expect to arrive. Absences for school related business must be approved by the supervisor and should be requested in advance so that arrangements may be made for obtaining a substitute if needed. Employees who are absent because of District-related business will not be required to use leave time and will not lose any salary due to the absence.

Hourly employees who miss part of their regularly scheduled workday for any reason must use leave in increments of 1 hour per each hour missed, if available, unless the hours of absence are made up during the same work week with PRIOR WRITTEN supervisor approval. Prior written notice must be received by the supervisor prior to the hours being made up. Hours not made up within the week or covered by leave will reduce the number of hours paid. An employee may use enough leave to take them to no more than the scheduled work day.

Employees may be reassigned, transferred or terminated for excessive absences and/or tardiness.

Allowable absences under the Family and Medical Leave Act or other laws are not considered when calculating excessive absences

## **Vacation and Workday Procedures**

### ***Vacation Accumulation***

All full-time support personnel who are paid hourly on the semi-monthly payroll and who are employed in positions normally requiring 12 calendar months of service and who have worked for the District less than ten consecutive years shall accumulate paid vacation time at a rate of 10 days per school year accumulating from July 1 through June 30 each year. Employees who begin work after July 1 will have their vacation prorated.

Employees meeting the above specifications with more than ten consecutive years of full-time service in the District shall accumulate paid vacation time at a rate of 15 days per year, accumulating from July 1 through June 30 each year.

Vacation days or any accumulated leave may not be used as any part of the two weeks' notice.

Vacation is not accumulated for days that the employee is off without pay. The Payroll Department adjusts vacation balances after July 1 each year at a rate of 1/2 day vacation for every 10 days without pay. If the employee has used more vacation days than he/she has earned, the overused vacation days will be deducted from employee's vacation balance for the next school year or deducted from the final paycheck.

### ***Vacation Scheduling***

Due to the heavy work schedule that occurs before the start of school every year, vacation requests for the period from the first week in August through the second week in September are discouraged. Any request during this time must be either an emergency or an unusual circumstance, and the request must be submitted in writing to your immediate supervisor with as much advance notice as possible.

### ***Vacation Availability***

All vacation days for the upcoming school year will be advanced and posted on July 1 each year. Vacation days for new employees who begin work after July 1 will be prorated on the number of months normally worked through the next June. The available vacation days will be posted on the first paycheck.

NOTE: Employees are responsible for accurately tracking the number of vacation days that are available. This information is shown on the paycheck stub each payday.

### ***Vacation Requests***

Employees must complete a Vacation Request Form and submit it to their immediate supervisor for approval. Vacation Request must be submitted to the department head for approval. Director/Department Heads will take into consideration the needs of their department before approving vacation days. Employees who take unapproved vacation days will be considered to have abandoned their jobs and will be subject to immediate termination of employment. Employees who miss work due to illness on 3 or more days which were unapproved vacation days must provide medical certification for the absence or be subject to immediate termination of employment. Vacation request forms are retained by the Departmental Supervisor.

### ***Vacation Reporting***

Availability of vacation days is maintained by the TEAMS timekeeping system. The employee will be paid if days are available and docked full pay if no vacation days are available.

### ***Forfeiture of Vacation Days***

Vacation days for the preceding school year must be used before December 31 of the current school year. Any vacation days remaining will be forfeited.

### ***Overpayment of Vacation Days***

An employee who has used more vacation days than earned upon termination will have the overpayment for vacation days deducted from the employee's final paycheck.

### ***Vacation Procedures for Department Heads and Supervisors***

Vacation Request Forms must be completed and turned in to the immediate supervisor prior to the time requested. Vacation Request Forms are retained by the supervisor and are not forwarded to payroll.

### ***Holidays***

Full-time, twelve-month auxiliary employees receive pay for all holidays designated on the official school calendar as auxiliary employee holidays if they are paid for the full day before and the full day after the holiday. The number of holidays may vary with the approval of the current year calendar by the Board of Trustees.

### ***Non-Work Days***

Auxiliary employees scheduled to work only during the school year observe non-working time during the summer, winter, and spring as indicated on the official school calendar

### ***Training Time***

District auxiliary employees who attend training sessions as directed by their supervisor are paid their regular pay rate for the time in training

District auxiliary employees who chose to attend training sessions for self-improvement or to meet minimum requirements for certification or a position are not paid for the time training.

## **Workplace Conduct**

### ***Uniform Guidelines (except Student Nutrition Services)***

Uniforms for Auxiliary positions may be issued to employees at the time of employment. The maintenance of the uniforms becomes the responsibility of the employee upon issuance.

Uniforms issued less than six (6) months must be returned in usable condition upon termination. After the uniforms are in employee's possession for six (6) months, the employee shall return ONLY the name identification patches to the District.

Employees who fail to return the uniforms will have the cost of the uniforms deducted from their final paycheck.

Each employee will wear a complete uniform to work each day the employee is on duty. Shirts will be completely buttoned with tails tucked into pants.

Uniforms shall not be altered from original form, for example: sleeves cut off to make a sleeveless shirt; legs cut off pants to make shorts, etc.

Auxiliary employees are NOT allowed to wear shorts, while on duty, unless approved by the Chief Operating Officer for summer work schedules.

The employee's compliance to these rules shall be the responsibility of his/her immediate supervisor and any disciplinary action taken for violators shall be the supervisor's responsibility.

### ***Visitation***

No friends, relatives, neighbors or former employees shall visit employees during working hours. Any person who needs to contact an employee during working hours for emergencies shall be cleared through the supervisor's office.

District Buildings

### ***District Buildings***

The following guidelines are to be followed for Auxiliary staff when entering District buildings:

- When entering buildings, please be considerate of the environment.
- Limit your access to restrooms and faculty/staff break areas.
- Leave the building neat and orderly as you found it.
- Report any major damage or necessary cleanup to your supervisor or to the building principal/supervisor.

### ***Telephone***

Auxiliary employees are requested not to make or receive personal telephone calls while on duty except in emergency situations. Employees may use the telephone for personal calls during breaks and lunch. Personal calls at other times must be approved by the supervisor.

### ***Camera Phones/Cell Phones***

Auxiliary employees may not use cell phones for personal reasons during working hours, unless approved by the department supervisor. Phone Cameras must not be used at any campus or anywhere in the vicinity of students.

## **Workplace Safety**

### ***Asbestos Management Plan***

The District is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for every CFBISD property. A copy of each management plan is available in the administrative office of each site. For additional information employees may contact the Executive Director of Facility Services and Transportation.

### ***Emergencies***

All employees should become familiar with the evacuation diagrams posted in their area. Fire, tornado, and other emergency drills will be conducted to help familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all District buildings. Employees should be familiar with how to use them and the location of the extinguisher nearest their place of work.

### ***Boiler and Mechanical Room***

Texas Senate Bill 11 provides additional safety to school District campuses and buildings regarding storage in boiler, mechanical and electrical rooms.

- ALL STORAGE IS PROHIBITED.
- The roof over boilers designed for indoor installations shall be free from leaks and maintained in good condition.
- Adequate drainage shall be provided.
- All exit doors shall open outward. Two or more exits remote from each other should be provided.

## **General Auxiliary Guidelines**

### ***Vehicle and Equipment Usage***

District vehicles and equipment are for District use only. Only District employees or authorized business representatives may ride in District vehicles. Employees may not listen to radios or other portable electronic devices that use headsets while driving District-owned vehicles or equipment. Any use of school equipment, materials, and/or time for personal matters is not allowed. Withholding information about personal use of District vehicles or equipment may result in disciplinary action up to and including termination. Electronic tracking devices may be used to verify vehicle and equipment usage and location.

### ***Care of Vehicles***

Employees who are assigned a vehicle are responsible for the normal up-keep. Each time you refuel the vehicle assigned to your department; all fluid levels should be checked. Each employee is responsible for reporting any damage to their assigned vehicle before the end of each workday.

No modifications to vehicles shall be made by employees without approval of the Transportation Department.

### ***Care of Equipment***

Employees are expected to make use of safety equipment furnished by the District and to operate District-owned or rental equipment in a safe and cautious manner. Abuse of equipment may result in disciplinary action.

### ***Driver's License***

Drivers of all District vehicles and equipment must have the proper driver's license. Operating vehicles without a valid driver's license is cause for immediate termination.

### ***Driving Record***

Drivers of District owned vehicles who's driving records for the preceding 3 years accrues 10 points or more according to the TEA requirements for school bus drivers are subject to immediate termination. Each driver must report any change in their driving status or record to their supervisor immediately.

**NOTE:** The District's insurance carrier will not insure anyone with more than three (3) moving violations in the past three years or a DWI or DUJA in the past seven (7) years.

### ***Driving on School Grounds***

District vehicles are not to be driven on sidewalks or grassy areas unless it is an absolute necessity, such as loading or unloading heavy items.

### ***Speed Limit***

Speed limits, inside the complex and on the open road, should be observed at all times. If you receive a traffic violation, it will be your responsibility to pay for the violation.

### ***Locking of School Vehicles***

All school vehicles must be locked when they are left unattended, with all windows entirely closed and securely fastened. District keys should never be left in the vehicle while unattended. No loss will be covered by District insurance unless there is evidence of violent and forcible entry into the vehicle. The employee can be held personally liable for loss if his/her vehicle is not locked. Disciplinary action may be taken as a result of leaving a vehicle unlocked.

### ***Operating School Vehicles***

- Obey all driving laws for the state of Texas.
- Keep accident report forms in vehicle.
- Keep valid insurance cards in vehicle.
- Keep gas card in vehicle.
- Maintain fire extinguisher in vehicle.

- Maintain first aid kit in vehicle.
- Maintain proper level of fluids in vehicle.
- Keep inside and outside of vehicle clean.
- Keep tires properly inflated.
- Keep state inspection up to date.
- When leaving vehicle close windows and lock doors.
- Do not leave an ignition key in the vehicle.
- Do not park in handicapped zones, fire lanes, or bus loading zones.
- Immediately report any damage to the supervisor.
- Notify supervisor of any breakdowns or repair work to be done on District vehicle before going to the Transportation Department.
- Do not drive on curbs or grassy areas unless absolutely necessary.
- Immediately notify supervisor of any change in driving status, such as tickets.
- Do not use cell phones while the vehicle is in Drive.

### ***Vehicular Accident Reports***

Vehicular Accident Reports must be completed whenever any District-owned vehicle is damaged. The following procedures are to be used for reporting vehicular accidents:

- All vehicles should have a Vehicular Accident Report Forms packet in the glove box.
- Vehicular Accident Report Forms must be completed and turned in to the department head immediately following the accident and any appropriate emergency response. Forms must be turned into Risk Management within twenty-four (24) hours after the accident.
- **\*\*If an employee is injured, the department head must notify the District Risk Management Department at 972-968-6199 immediately following the accident.**
- In the event of an injury accident, the immediate supervisor must notify the Risk Management Department to investigate the accident and gather necessary documentation, including pictures. If the immediate supervisor is not available, then it will be the responsibility of the departmental supervisor to notify the Risk Management Department to investigate the accident. If Risk Management is not reached immediately, contact the Security Department for assistance at extension 6428 or (972)968-6428.
- The supervisor will provide the original Vehicular Accident Report, Injury Report form and pictures to the Risk Management Department.
- The Risk Management Department will review the accident, interview the District driver and make recommendations to the employee and supervisor. If gross negligence is found in the investigation, disciplinary action will be taken.

### ***Soliciting***

Employees are given opportunities to support organizations and charities but are not required to participate in or support any projects. All solicitation, including those for school-related projects, must be approved by the administration. Consideration will be

given to projects that contribute to the education program. No outside organization of any sort may solicit contributions of any type from students within the schools.

Employees and students are not permitted to sell or promote any type of lottery or game of chance as a school activity.

Salesmen are not permitted to confer with employees during school hours, unless the purpose is directly related to school business.

Employees are not permitted to solicit or sell items or products during school hours.

### ***Reduction of Staff***

When a reduction in staff is made, the last person employed in the position that is being reduced shall be the first to be terminated or, if possible, transferred.

### ***Two-Way Radio Procedures***

***Two-way radios are to*** be used ***ONLY*** for school-related business or emergency situations. The radios must be used strictly in a business and professional manner. Disciplinary action will be taken if an employee is found to be violating proper radio procedures.

Monitor the radio to be sure the airway is clear before you make your call. Speak clearly and distinctly when transmitting. Always allow two (2) seconds before you speak after you key your radio to allow the encoder to clear.

### ***Student Contact***

Employees shall limit conversation and contact with students to that required to perform their duties.

- No Auxiliary employee shall attempt to discipline or punish a student. The need for discipline shall be reported to a teacher or principal for action.
- Employees shall refrain from physical contact with students at all times.

## **Guidelines for Tools and Equipment**

### ***Buying of Tools/Equipment***

The purchase of any new tools/equipment must be done through your supervisor. Tools/equipment furnished by the District which is lost through employee negligence will be replaced at the employee's expense.

### ***Marking Tools/Equipment***

All tools/equipment bought by the District will be marked for identification, for example, C/FB/ISD-931A. The letter following the numbers associates the tools/equipment with an individual employee. One letter will be assigned to each employee.

### ***Tools/Equipment List***

Each employee must have a tools/equipment list on file listing the tools/equipment for which the individual is responsible. All tools/equipment are to be left on the truck at the end of the working day. At no time should any tools/equipment be taken home for personal use.

### ***Truck Inventory***

A truck inventory will be taken by the supervisor at his/her discretion.

### ***Missing or Lost Tools/Equipment***

If tools/equipment are missing or lost at the time of the truck inventory, the employee responsible must replace the tools/equipment at his/her own expense and the supervisor will follow steps for progressive discipline. This may result in disciplinary action up to and including termination.

### ***Damaged Tools/Equipment***

The District will replace tools/equipment damaged on the job as long as the damage was not caused by abuse or negligence. The District will also replace or repair unsafe or worn out tools/equipment. It is extremely important to let your supervisor know immediately when tools/equipment are lost, unsafe, broken or worn out.

## **Common Forms for Employees**

The following forms can be found on the CFBISD website at

<https://www.cfbisd.edu/departments/personnel-services/employee-forms>

Grievance Forms

Personal Information Forms

Leave Information

Employment Separation Forms

Miscellaneous Forms/Items

Student Teacher Information

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