



2023 - 2024  
Employee Handbook

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# Employee Handbook Receipt

Name \_\_\_\_\_

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

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

Employees have the option of receiving the handbook in electronic format or hard copy. The electronic handbook can be found on the district Lion 411.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook and I understand I am required to contact my campus/department supervisor to obtain a hard copy.

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to your campus office.

# Introduction

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

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at [www.kaufmanisd.net](http://www.kaufmanisd.net) and [www.tasb.org/policy/pol/private/129903/](http://www.tasb.org/policy/pol/private/129903/).

# District Information

## Mission Statement, Goals, and Objectives

*Policy AE*

### Vision Statement

“PREPARATION – PURPOSE – PRIDE”

### Mission Statement

Kaufman Independent School District will equip students to become lifelong learners committed to academic excellence, integrity, responsible citizenship, and service to others.

### District Goals

\* Raise the Academic Challenge and Performance of Each Student

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\* Hire and Retain Quality Personnel

\* Continued Safe Learning Environment

\* Financial Integrity

\* Community Involvement/Parental Support

## **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 annually and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- ~~Christine Borden, President~~
- Linda Mott, Secretary
- Lindsey Abel
- Byron Gregg
- Casey Townsend
- Elizabeth O'Donnell
- 

The board usually meets the second Monday of each month at 6:00 p.m. in the Kaufman ISD Administration Building. In the event that large attendance is anticipated, the board may meet at another district facility. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Kaufman ISD 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.

### **Board Meetings**

*August 14, 2023*

*August 28, 2023*

*October 16, 2023*

*November 13, 2023*

*December 11, 2023*

*January 15, 2024*

*February 12, 2024*

*March 18, 2024*

*April 8, 2024*

*May 13, 2024*

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.

### **KISD Central Administration**

Dr. Joshua Garcia, Superintendent  
Kell Clopton, Deputy Superintendent  
Joe Nicks, Assistant Superintendent, Curriculum & Instruction  
Dr. Jeff Roberts, Executive Director, Human Resources & District Operations  
Grant Miller, Chief Financial Officer  
Amy Keith, Director of Curriculum  
Marsha Johnson, Director of Accountability  
Sherry Kerr, Director of Special Education  
Hope Campbell, Director of Student Services  
Jenny Hendrix, Director of Communications

### **KISD Service Center**

John Hughes, Director of Maintenance and Facilities  
Joseph Brinker, Director of Transportation  
Angela Corder, Director of Technology  
Rodney McGhee, SFE  
Christina Sanders, SSC

## 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.

Administration Office	Tiffany Starek, Superintendent's Office/Assistant Superintendent of Academics Bonita Hobden, Assistant Superintendent's Office/HR
Business Office	Jil Tousignant, Assistant to Director of Finance Laura Raitt, Accounting Supervisor Patsy Blythe, Payroll Supervisor Alicia Zegarra, Accounts Payable
Campus Offices	Dr. Matt Nichols, Kaufman High School Jeremy Burleson, Athletic Director Cindy Fowler, Gary Campbell High School Maegan McNeely, O.P. Norman Jr. High Alicia Thurston, Nash Intermediate Melanie Bowers, Phillips Elementary Chris Hicks, Monday Primary Taylor Bernhagen, Helen Edwards Early Childhood Center

# Employment

## Equal Employment Opportunity

*Policies DAA, DIA*

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

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

The district designates and authorizes the following employee as the Title IX coordinator for ~~employees to address concerns or inquiries regarding discrimination based on sex, including~~ sexual harassment: Kell Clopton, Deputy Superintendent, 1000 S. Houston St., Kaufman, TX 75142, (972) 932-2622. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Hope Campbell, Director of Student Services, 1000 S. Houston St., Kaufman, TX 75142, (972) 932-2622.

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

## Job Vacancy Announcements

*Policy DC*

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

## Employment After Retirement

### *Policy DC*

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

## Contract and Noncontract Employment

### *Policy DC series*

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

**Probationary Contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts.

**Approved DOI (2-3)** - For experienced teachers, counselors, or nurses new to the district that have been employed as a teacher in public education for at least five of the eight previous years, a probationary contract may be issued for up to two years from the last date of district employment.

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

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

**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

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

## **Certification and Licenses**

### *Policy DBA and DF*

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Assistant Superintendent in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the HR Department 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 Mr. Kell Clopton, Deputy Superintendent, or Dr. Jeff Roberts, Executive Director of Human Resources and Operations 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 Ms. Bonita Hobden if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

## **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. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

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

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

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

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Assistant Superintendent.

## **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, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Mr. Kell Clopton by August 20, 2023

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

## **Reassignments and Transfers**

*Policy DK*

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

~~Official Policy Handbook for Employees of the District of Columbia~~

## **Workload and Work Schedules**

*Policies DEAB, DK, DL*

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

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

**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. Hourly employees are directed to take a lunch period each day of at least thirty minutes.

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

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

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

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Hope Campbell, Director of Student Services, 1000 S. Houston St., Kaufman, TX 75142, (972) 932-2622.

## **Pregnant Workers Fairness Act**

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Hope Campbell, Director of Student Services, 1000 S. Houston St., Kaufman, TX 75142, (972) 932-2622 to begin the interactive process.

## **Notification to Parents Regarding Qualifications**

*Policies DK, DBA*

~~ESSA will help ensure that all public schools are held to the same high standards by the ESSA Student Services Department~~

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under 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.

## **Outside Employment and Tutoring**

*Policy DBD*

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

## **Performance Evaluation**

*Policy DN series*



Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Teachers who are eligible for less frequent evaluations in accordance with law DNA(LEGAL) and in policy DNA(LOCAL) shall be appraised in accordance with the provisions listed in that policy. (See Policy DNA(LOCAL)) Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

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

### **Alternative Certification**

Professional employees who are hired by the district and enrolled in an alternative certification program must be fully certified (non-probationary status) and highly qualified within two years employment with the district. Failure to become fully certified and/or highly qualified is considered good cause for contract termination.

### **Employee Involvement**

*Policies BQA, BQB*

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

### **Staff Development**

*Policy DMA*

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

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

## 2023-24 APPRAISAL CALENDAR

<u>T-TESS Activity</u>	<u>KISD Timeline</u>	<u>Completion Date</u>
T-TESS Training	Summer 2023	August 3, 2023
Orientation	In-service 2023	August 15, 2023
Goal Setting Meetings	In-service – first 3 weeks of school	September 8, 2023
Goal Creation and Professional Development Plan submitted to appraiser	By the end of the first 6 weeks	September 29, 2023
Informal Walkthroughs	Ongoing throughout the cycle	Ongoing
Formal Observation	By the beginning of spring break	March 8, 2024
EOY Conference (Not Necessarily report)	Before Summative Annual Appraisal	May 3, 2024
Summative Annual Appraisal Report	Prior to 15 working days of the last instructional day	May 3, 2024

Immediate teacher supervisors for the purpose of appraisal for the 2023-24 school year include:

Kaufman High School

Dr. Matt Nichols  
Legna Bousquet  
Daniel Hobbs  
Jennifer Webb  
Gavin Eastep

J. R. Phillips Elementary School

Melanie Bowers  
Chris Massey

J. W. Monday Elementary School

Chris Hicks  
Daniel Tippol  
Krystal Lamb

Gary Campbell High School

Cindy Fowler

O. P. Norman Jr. High School

Maegan McNeely  
Luis Lauriano  
Angeline Bower

Helen Edwards Early Childhood Center

Taylor Bernhagen  
Miranda Jungman

Nash Elementary School

Alicia Thurston  
Crissy Burley

Other District Appraisers (as needed)

Dr. Joshua Garcia, Superintendent  
Kell Clopton, Deputy Superintendent  
Joe Nicks, Assistant Superintendent  
Dr. Jeff Roberts, Ex. Dir. HR & Operations  
Amy Keith, Director of Curriculum

## **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 non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek.

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

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

Hourly employees are paid for a workweek of 37.5 to 40 hours per week. Hourly employees will be docked for working less than 37.5 hours per week. Hourly employees will be paid overtime for working more than 40 hours per week (permission required).

Hourly employees who fail to submit timesheets by Monday, at 8 a.m., could delay payment on the next check for hours worked during the previous week.

### **Paychecks**

Hourly employees are paid for a workweek of 37.5 to 40 hours per week. Hourly employees will be docked for working less than 37.5 hours per week. Hourly employees will be paid overtime for working more than 40 hours per week (permission required).

All professional and salaried employees are paid monthly. Hourly employees are paid 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 2023-2024 SCHOOL YEAR FOLLOWS:**

**MONTHLY**

July 20, 2023

August 18, 2023

September 20, 2023

October 20, 2023

November 20, 2023

December 20, 2023

January 19, 2024

February 20, 2024

March 20, 2024

April 19, 2024

May 20, 2024

June 20, 2024

July 19, 2024

August 20, 2024

## Automatic Payroll Deposit

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

## Payroll Deductions

*Policy CFEA*

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired in this district 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 certain charitable contributions approved by the board. Salary deductions are automatically made for unauthorized or unpaid leave.

**Overpayments.** Employees are not entitled to any funds the district overpays. An agreement between an employee and the district must be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs.

## Overtime Compensation

*Policies DEAB, DEC*

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

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

Nonexempt employees must receive prior approval to work in excess of 40 hours per workweek. Overtime pay is received for all work greater than 40 hours.

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.

Employees may be compensated for overtime (i.e., hours beyond 40 in a week) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

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

## **Time Record Requirements**

### *Administrative Procedure*

Hourly employees must document their time each day using the Skyward software system. The following procedures must be followed:

- Pay records are based on the time information entered by employees, so accuracy is important.
- Hourly employees shall not enter time clock information for other employees.
- Hourly employees shall not share their password access to the time clock system.
- Falsification of time records will subject employees to disciplinary action(s), up to and including termination.
- Hourly employees who work less than 37.5 hours per workweek will be docked.
- Hourly employees who work more than 40 hours per week (with permission) will receive overtime pay.
- Hourly employees shall take a documented lunch break of at least 30 minutes.
- Hourly employees must notify their supervisor of any time information that needs corrected. Time clock information that is not corrected by payroll deadlines will be paid during the following pay period.
- Leave must be entered in order to receive pay for any time off, including school business.
- Any special circumstances must be approved by my supervisor.
- Hourly employees may not clock in until 10 minutes before start time.
- Docked time off that exceeds 10% of the annual work calendar will be investigated and may lead to disciplinary action.

## **Travel Expense Reimbursement**

*Policy DEE*

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

## **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 regularly scheduled to work at least 10 hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than 15 hours per week, are not eligible to participate in TRS-ActiveCare.

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

## **Supplemental Insurance Benefits**

*Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should contact the Business Office for more information.

## **Cafeteria Plan Benefits (Section 125)**

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and

dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

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

## **Workers' Compensation Insurance**

### *Policy CRE*

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

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

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

## **Unemployment Compensation Insurance**

### *Policy CRF*

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

## **Teacher Retirement**

### *Policy DEG*

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

Employees who plan to retire under TRS should notify Patsy Blythe as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher



Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web ([www.trs.state.tx.us](http://www.trs.state.tx.us)).

## **Tuition Reimbursement**

### *Policy DMC (Local)*

Professional employees are permitted but not required to pursue professional growth activities through graduate-level college courses, workshops, conferences, and other approved activities.

Professional employees of the District shall be reimbursed \$200 for a three-hour course with a maximum of \$800 per school year (September 1 through August 31) for college courses taken for professional growth. To qualify for reimbursement, the following conditions shall be required:

1. The applicant for reimbursement shall have been employed by the District during the time the course was taken as well as at the time the District schedules reimbursement.
2. Professional personnel wishing to enroll in graduate-level courses must obtain prior approval from the Superintendent or designee before enrolling in the course.
3. The college course shall be taken for enrichment, not for certification in the employee's present position. However, an exception may be made by the Superintendent or designee for certification in bilingual education, ESL, Spanish, mathematics, and special education.
4. The college course shall be for a minimum of three hours credit and shall be taken in the 12 months prior to the beginning of the school year during which reimbursement is claimed.
5. Only course grades of "C" or higher shall be reimbursed.

Forms for prior permission and reimbursement may be obtained from the Assistant Superintendent.

# 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 Business Office for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

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

- Local Personal Leave
- State Sick Leave (accumulated prior to the 1995-96 school year)
- State Personal Leave

**(Dock shall only be used in the event the employee has used all other forms of leave)**

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

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for 3 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

**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 days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

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

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

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.

**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 FMLA will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

## **Personal Leave**

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the school year. A day of earned 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 3 days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. Discretionary use of state personal leave shall not exceed three consecutive work days. Employees will be docked for each consecutive discretionary day that exceeds three.

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

## State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas.

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

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

## Local Leave

All full-time employees shall earn a maximum of five days of local leave per school year. Beginning during the 23-24 school year, local leave has become cumulative.

## Sick Leave Bank (or Pool)

An employee who has exhausted all paid leave and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate local leave or state personal leave for use by the eligible employee. If the employee is unable to submit the request, a member of the employee's family or the employee's supervisor may submit the request to establish a sick leave pool.

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

Requests for sick leave bank must be made in writing to the business office. Each employee may donate a maximum of two state sick or state personal days to each sick leave pool with a maximum of four donated days per school year. Sick leave bank may be requested a maximum of one time per school year per employee. Unused days will be returned to donors using a lottery system.

## Reimbursement of Leave upon Separation

An employee who voluntarily separates from employment in order to officially retire from the District shall be eligible for reimbursement of state leave under the following conditions:

1. The employee provides advance written notice of intent to separate from employment (retire). Contract employees must provide written notice at least 90 days before the last day of employment. Non-contract employees must provide written notice at least two weeks before the last day of employment.
2. The employee has at least ten years of service with the District.

The employee shall be reimbursed for each day of state leave at a rate established by the Board. If the employee is reemployed with the District, days for which the employee received reimbursement (payment) will not be available for the employee’s use.

The reimbursement rate is established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change. The current reimbursement rate is \$50 per day.

Employees who received reimbursement for leave upon initial separation (retirement) and are subsequently rehired by the district are no longer eligible for this benefit. State leave accumulated after the receipt of TRS retirement benefits will not be reimbursed.

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

~~The following general information is provided for informational purposes only. The District has rights to determine the FMLA.~~  
**What is FMLA leave?**

~~With job-protected leave for a qualifying family and medical reason, FMLA provides eligible employees with job protection, continuation of health benefits, and the right to return to their original or equivalent position upon their return to work.~~  
 FMLA provides eligible employees with job protection, continuation of health benefits, and the right to return to their original or equivalent position upon their return to work.

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent.

~~Article 12 of the collective bargaining agreement provides that FMLA leave is covered under the agreement. FMLA leave is not covered under the agreement. FMLA leave is not covered under the agreement. FMLA leave is not covered under the agreement.~~  
 FMLA leave is not covered under the agreement. FMLA leave is not covered under the agreement. FMLA leave is not covered under the agreement.

### Am I eligible to take FMLA leave?

You are an **eligible employee** if *all* of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- Your leave at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different “hours of service” requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20
- You work for an elementary or public or private secondary school, or
- You work for a state agency, such as a local, state or federal government agency.

### How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer’s normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

~~When requesting FMLA leave, you must provide a written certification from a health care provider for the leave. Your employer may request certification from a health care provider to verify medical leave. The FMLA does not collectively bargaining agreements prohibiting discrimination on the basis of any status. The employer has the right to require that the certification be signed by a health care provider.~~

### What does my employer need to do?

If you are eligible for FMLA leave, your employer **must**:

- Allow you to take job-protected time off work for a qualifying reason,
  - Continue your group health and plan coverage while you are on leave on the same basis as if you had not taken leave, and
  - Provide you the same benefits and other working conditions, including shift and location, at the end of your leave as you would have received had you not taken FMLA leave.
- ~~Exercise your right to return to the same or virtually identical position with the same pay, benefits and other working conditions. Your employer may not retaliate against you for exercising your right to return to the same or virtually identical position with the same pay, benefits and other working conditions. Your employer may not discriminate against you on the basis of your FMLA leave.~~
- About your FMLA rights and responsibilities, and
  - How much of your requested leave, if any, will be FMLA-protected leave.

### Where can I find more information?

Call 1-866-487-9243 or visit [dol.gov/fmla](http://dol.gov/fmla) to learn more.

~~If you have a complaint procedure for FMLA leave, you may contact your supervisor or the Office of Personnel Management.~~



## Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period beginning on the first duty day of the school year.

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

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

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

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

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

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

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

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

## Extended Sick Leave

After all available state and local leave days have been exhausted, an employee shall be granted in a school year a maximum of 20 workdays of extended sick leave to be used only for the employee’s own personal illness or injury, including pregnancy-related illness or injury. Extended sick leave shall be available for use by an employee once per school year. A request for extended sick leave must be made on a district form and accompanied by medical certification of the illness or injury that contains an estimate of the duration and frequency of absences. The average daily rate of pay of a substitute for the employee’s position shall be deducted for each day of extended sick leave taken, whether or not a substitute is employed.

## Temporary Disability Leave

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

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

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

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

## **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.

Workers' compensation is not a form of leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave as applicable.

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

## **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 campus supervisor.





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

**Reemployment after Military Leave.** Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the Assistant Superintendent of 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 Business Office for details on eligibility, requirements, and limitations.

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## Leave for Peace Officers

KISD shall place on paid quarantine leave, a peace officer, ordered by a supervisor or health authority to quarantine or isolate due to possible or known exposure to a communicable disease while on duty.

KISD shall allow the use of 5 days of mental health leave by the peace officers employed by KISD who experience a traumatic event in the scope of employment.

A full-time district employed licensed police officer who regularly serves in a law enforcement capacity in a district police department is entitled to a paid leave of absence (LOA) for an illness or injury related to the person's line of duty. If necessary, the leave shall continue for up to one year.

The district shall deduct the average daily pay of a substitute for the police officer's position, even if a substitute is not able to be employed.

If unable to return to work at the end of the paid leave and any extension, a police officer may use accumulated sick, vacation, and other accrued leave before being placed on unpaid temporary leave. At the end of temporary leave, the police officer will be reinstated at the same rank and with the same seniority the person had before going on temporary leave.

# 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 and through special events and activities. Recognition and appreciation activities also include the annual Kaufman Chamber of Commerce Banquet and annual staff appreciation dinner hosted by the Board of Trustees.

## District Communications

Throughout the school year, the employees and community members have access to the Board Report posted each month on the District's website, as well as brochures, fliers, calendars, news releases and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. The District's website [www.kaufmanisd.net](http://www.kaufmanisd.net) is maintained to provide updated information at all times.

# Complaints and Grievances

## *Policy DGBA*

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

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

[Policy Online](#)

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# 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 up to and including termination..
- Know and comply with department and district policies and procedures.
- ~~• Express concerns, complaints, or criticism through appropriate channels.~~
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, 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, up to and 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 or 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 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, physically 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 up to and including termination.

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 DIA(Local). A copy of this policy is located in the Appendix of this handbook or can be accessed through this link:

[Policy Online](#)

## **Dress Code for Employees**

### *Administrative Procedure*

Kaufman ISD employees should always exemplify high standards of personal appearance and physical characteristics, which are conducive to effective teaching and learning. Students view their teachers as role models - therefore, it is incumbent upon all employees to portray the best possible image for students and the Kaufman community.

Hair length, color, and style must reflect the general mode of the student body. Hair should be clean and well-groomed at all times and shall not obstruct vision. No extreme hairstyle or color will be allowed. Clothing must be clean and pressed. In general, clothing should cover the area between the bottom of the neck and the top of the knee with non-transparent fabric.

Permitted/recommended dress:

- Knee length skirts, dresses, capris, Khakis or slacks
- Leggings worn under tops that are no more than 2" above the knee
- Denim or blue jeans
- Sleeveless tops or dresses that completely cover underwear
- Polo's or button dress shirts
- Kaufman ISD spirit attire



Not permitted:

- Bare backs or cut-out backs
- Low cut tops or blouses
- Hats or caps inside school buildings

Employees working in an official capacity after school hours, during athletic periods, or during vocational shop activities only may wear:

- Athletic wear or wind suits
- Shorts that are no more than 2” above the knee.

Jewelry:

- Excessive make-up and/or jewelry are prohibited
- Tattoos of any inappropriate nature must be covered and hidden from view (fake or ink drawn included)
- Jewelry which is used in conjunction with body piercing (e.g. barbells, gauges, spacers, plugs, or tongue studs) are prohibited
- Staff are allowed ear piercings and one single nose stud

**Maintenance and Transportation** - Maintenance and Transportation employees shall be required to wear uniforms provided by the district. Maintenance employees are required to wear full length pants provided by the district each day that school is in session. Uniforms are not required on days that school is not in session (school holidays/summer vacation), however, during these times maintenance employees are required to follow guidelines for employees working after school hours, (above) with closed-toe shoes for safety purposes. Exception: Maintenance and Transportation employees in supervisory or clerical positions may wear uniforms OR adhere to dress code for other employees (above) regardless of time of year.

## **Harassment of Students**

*Policies DF, DH, 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 has reasonable

cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

~~Employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §26.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.~~

## **Reporting Suspected Child Abuse**

*Policies DG, FFG, GRA*

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §26.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

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

## Reporting Crime

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

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:

- Does not interfere with 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 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/or legal action. Employees with questions about computer use and data management can contact the KISD Director of Technology, Mrs. Angela Corder.

## **Personal Use of Electronic Communications**

### *Policy DH*

Electronic communications includes 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 includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Educator's 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 communication is any communication transmitted by the use of any~~
- ~~Electronic communication is any communication transmitted by the use of any~~
- ~~Electronic communication is any communication transmitted by the use of any~~

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

- The employee is prohibited from knowingly communicating with students using any electronic device or other communication technology, including text messaging, unless the employee is providing such communication as part of a job assignment.
- The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
- The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
- For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district email address.
- The employee shall not communicate with students through a social network site, including Facebook, MySpace, or any other social network site, during the employee's workday.
- The employee shall not communicate with any student between the hours of 9:00 a.m. and 5:00 p.m. on any day that the employee is required to be at work.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee is subject to applicable state and federal laws, including:
  - Family and Medical Leave Act (FMLA)
  - Copyright law [Policy CY]
  - Relationships with students in or engaging in sexual conduct or a romantic relationship with a student
- The employee shall not use any electronic device to communicate with students during the employee's workday, including text messaging, instant messaging, or any other electronic communication technology.
- The employee shall not use any electronic device to communicate with students during the employee's workday, including text messaging, instant messaging, or any other electronic communication technology.
- The employee shall not use any electronic device to communicate with students during the employee's workday, including text messaging, instant messaging, or any other electronic communication technology.

## Public Information on Private Devices

Reasonable efforts shall be made to inform students of the disciplinary actions that could be taken

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

## Purchase of Electronic Devices

### Administrative Regulation

Employees may not purchase new or used electronic devices from the district at any time. Electronic devices purchased by the district for employee use must be returned to the district at the time of separation from employment. Employees may be charged full price for electronic devices not returned to the district upon separation from employment. Electronic devices include but are not limited to cell phones, laptops, ipads, computer hardware and accessories, and computer software.

## 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, DHB, DHC*

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

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

Moral turpitude includes the following:

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

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

~~Of the above offenses, the following are considered offenses involving moral turpitude:~~  
Misconduct or allegations of misconduct include:

- Abused or otherwise committed an unlawful act with a student or minor
- Possessed, transferred, sold, or distributed a controlled substance
- Illegally transferred, appropriated, or expended school property or funds
- Attempted by fraudulent means to obtain employment or additional compensation
- Committed a criminal offense on school property or at a school-sponsored event, or
- Solicited or engaged in sexual conduct or a romantic relationship with a student or minor

~~Of the above offenses, the following are considered offenses involving moral turpitude:~~  
Misconduct or allegations of misconduct include:

- Abuse or unlawful act with a student or minor, or
- Involvement in a romantic relationship with or solicited or engaged in sexual contact with a student or minor

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

### *Policy DH*

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

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

~~Site: https://www.kaufmanisd.org/Portals/0/Forms/Policy%20List%20-%202023.pdf~~

## **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 state or local entities
- Failure to disclose conflicts of interest as required by 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



## Credit Card Policy- Travel

Certain added responsibilities come with the use of procurement cards because purchases are made directly by the cardholder and not by the Business Office. It is mandatory that the cardholder ensure that the District's purchasing policies are being followed and that purchases are made within established purchasing procedure. District cards are to be used for travel expenses only; to include hotels, meals, fuel, parking, and applicable taxes and fees. All credit card charges require an itemized receipt with every purchase.

District credit cards may only be checked out by using an approved purchase order number with the appropriate documentation. These include: KISD Travel Advance Form, Proof of training registration and hotel confirmation.

Hotel charges are exempt from state sales tax, so please make sure your hotel receipt does not include state tax on any items. The cardholder should present a sales tax exemption Room service charges are not allowable charges. You will be required to reimburse the District for any additional charges added to your hotel bill.

The per diem rate for meals has been set at \$40 per day. This is for meals only. You will be responsible for your own snacks. This includes all taxes and tips. Tips are not to exceed 15 %. You will be responsible for reimbursing Kaufman ISD for any per diem expenses that exceed a total of \$40 per day. Remember to get a detailed receipt each and every time the card is used, a copy of the charge slip is **not** adequate for audit purposes. **Alcoholic drinks are prohibited.**

This card is not for personal use and any such use can result in disciplinary action being taken against you. In such cases, Kaufman ISD reserves the right to withhold money from your earnings to cover such expenses.

The credit card must be turned in to the business office, along with all receipts, **immediately** upon your return. Failure to follow these rules could result in your inability to secure the use of district credit cards in the future.

## 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
- Nonschool employment

Employees should not contact their supervisor for additional information

## **Gifts, Solicitations and Favors**

*Policy DBD, CDC*

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.

### **SOLICITATIONS**

An employee who solicits gifts on behalf of the District or for use in the fulfillment of his or her professional responsibilities shall comply with relevant state and federal law and any District administrative regulations.

All donations solicited on behalf of the District, including solicitations in the name of the District or a campus, or donations solicited using District or campus resources, become the sole property of the District.

### **WEB-BASED SOLICITATIONS**

An employee may solicit web-based donations of money or items for use by the employee in fulfilling his or her professional responsibilities or for the District's use, including "crowdfunding." However, an employee shall obtain prior approval from the employee's supervisor before using the name or image of the District, a campus, or any student.

## **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

Employees are prohibited from using district resources for political purposes or for participating in a political activity. Employees are prohibited from using district resources for political purposes or for participating in a political activity. Employees are prohibited from using district resources for political purposes or for participating in a political activity.

## 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 fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

## Associations and Political Activities

*Policy DGA*

Employees are prohibited from using district resources for political purposes or for participating in a political activity. Employees are prohibited from using district resources for political purposes or for participating in a political activity. Employees are prohibited from using district resources for political purposes or for participating in a political activity.

## Safety and Security

The safety of all employees, students, and visitors is the primary concern of the district. The safety and security committee is responsible for the safety and security of the district. The safety and security committee is responsible for the safety and security of the district. The safety and security committee is responsible for the safety and security of the district.

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

Employees are prohibited from using district resources for political purposes or for participating in a political activity. Employees are prohibited from using district resources for political purposes or for participating in a political activity. Employees are prohibited from using district resources for political purposes or for participating in a political activity.

## Possession of Firearms and Weapons

*Policies DH, FNCG, GKA*

## 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.

Solicitors, vendors, collectors, or salespersons shall not be permitted to confer with students or employees during school hours without the prior approval of the Superintendent or designee. Under no circumstances shall such persons be permitted to interrupt classes to conduct personal business with employees

## **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 Director of Facilities office and is available for inspection during normal business hours.

## **Pest Control Treatment**

*Policies CLB, DI*

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located at the entrance to each 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 Web site and notify all major area radio and television stations.

Kaufman ISD participates in an alert system called Remind 101 for emergency communications using electronic media computers and cell phones as the communication tools. This system allows the District to communicate its emergencies like weather closings to subscribers directly to their home computers or personal cell phones. Text the code @kisdupdate to 81010 to receive district wide parent updates and the code @kisd2019 to receive KISD staff updates. *(Please note that while we are excited to offer a text messaging option, the district does not pay for any text message fees you may be charged by your cellular provider.)*

## Emergencies

*Policies CKC, CKD*

All employees should be familiar with the safety procedures for responding to a medical emergency, and 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 KISD business 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 Mr. Grant Miller, CFO, for additional information on purchasing procedures.

## Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Business Office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the Business Office.

## Personnel Records

*Policy DBA, GBA*

Personnel records are confidential and may be released only to those employees who have a legitimate need to know. 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

## Facility Use

*Policies DGA, GKD*

Employees who wish to use district facilities after school hours must follow established procedures. Each campus principal is responsible for scheduling the use of facilities after school hours. Contact the appropriate campus principal to request to use school facilities and to obtain information on the fees charged.

# Termination of Employment

## Resignations

*Policy DFE, DHB*

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

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 50. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

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.

**Noncontract Employees.** Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the Assistant Superintendent of HR/Operations at least two weeks prior to the effective date. Employees are encouraged to ~~include the reasons for leaving in the letter of resignation but are not required to do so.~~

## Dismissal or Nonrenewal of Contract Employees

*Policy DF Series, DHB*

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to*





- 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
- Permitting the use of district or school property or funds for any purpose other than 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

## Reports Concerning Court-Ordered Withholding

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

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



## **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. Epi-pen), and medication for diabetes management, if the medicine is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

## **Dietary Supplements**

*Policies DH, FFAC*

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

## **Psychotropic Drugs**

*Policy FFAC*

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

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

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

## **Student Conduct and Discipline**

*Policies in the FN series and FO series*

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

## **Student Attendance**

### *Policy FEB*

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

## **Bullying**

### *Policy FFI*

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to Superintendent or his/her designee. The district's policy FFI (Local) includes definitions and procedures for reporting and investigating bullying of students and is available in the Appendix or at the following link:

[Policy Online](#)

## **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.

## **ELEMENTARY ATTENDANCE ZONE ENROLLMENT**

- In general, students will attend elementary school according to the attendance zone of their parent's residence.
- Transfer students will be assigned to a school by district administration at the time the transfer tuition is paid.
- Students who attend under the "grandparent rule" and whose parent/guardian lives outside the district will be assigned to an elementary campus according to the grandparent's address unless there is an overcrowded condition at receiving campus or requires employment of additional staff.
- Students of employees who live within KISD may attend the campus where their parent

works OR the campus that corresponds to their residence. Employees must choose the option that they prefer prior to elementary student enrollment/attendance. Student placements may be changed on a case-by-case basis due to employee transfer/reassignment. Otherwise, these decisions should be considered final.

- Students of employees who live outside KISD may attend the campus where their parent works OR a campus assigned by district administration. Employees must choose the option that they prefer prior to elementary student enrollment/attendance. Student placements may be changed on a case-by-case basis due to employee transfer/reassignment. Otherwise, these decisions should be considered final.
- Students of employees who work at Helen Edwards ECC, Norman JH, GCHS, or KHS AND do not live within KISD will be assigned to an elementary campus by district administration.
- Students of employees who work at the district level and who live outside KISD will be assigned to an elementary campus by district administration.
- Students whose families move from one address to another within KISD will complete the current grading period at their currently assigned campus and then transfer to their new campus for the following grading period. Parents may elect for their child to remain at the school in which he/she began for the remainder of the year as long as the parents agree that transportation will not be provided. The student will transfer to the new campus prior to the beginning of the new school year.

# APPENDICES

## APPENDIX A

## KISD EMPLOYEE POLICIES

TEC §21.204(d) requires districts to provide teachers and administrators employed by a term contract with a copy of their contract, and upon request, a copy of the district's employment policies. Districts are not required to distribute copies of employment policies to noncontract, probationary contract, and continuing contract employees but may choose to do so. The statute requires districts with Web sites to place the employment policies on the Web site. In addition, a copy of the employment policies must be available at each school for inspection upon request,

Please use the following links to access employment policies recommended for distribution:

- [DAA—Equal employment opportunity](#)
- [DAB—Genetic nondiscrimination](#)
- [DBAA—Criminal history and credit reports](#)
- [DBD—Conflict of interest](#)
- [DC Series—Employment practices](#)
- [DEA Series —Salaries and wages; incentives and stipends](#)
- [DEC Series—Leaves and absences](#)
- [DF—Termination of employment](#)
- [DFB Series—Termination of term contracts DFD—Hearings before hearing examiner](#)
- [DFE—Resignations](#)
- [DFF—Reduction in force](#)
- [DFFA—Reduction in force due to financial exigency](#)
- [DFFB—Reduction in force due to program change](#)
- [DG—Employee rights and privileges](#)

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- [DGBA—Employee complaints](#)
- [DH—Employee standards of conduct](#)
- [DHE—Searches and drug/alcohol testing](#)
- [DI—Employee welfare](#)
- [DIA—Discrimination, harassment, and retaliation](#)
- [DK—Assignments and schedules](#)
- [DN Series—Performance appraisal](#)

## APPENDIX B

## **EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM**

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that you read the District's policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool and may affect your employment status.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

### **RULES FOR APPROPRIATE USE**

- The account is to be used for educational purposes. Some limited and reasonable personal use is permitted.
- You will be held responsible at all times for the proper use of your account. The District may suspend or revoke your access if you violate the rules.
- Remember, people who receive email from your school address may assume that your message represents the district's point of view.

### **INAPPROPRIATE USES**

- Using the system for illegal purposes.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Borrowing someone's account without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus to the computer system.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through improper use of the network.
- Gaining unauthorized access to restricted information or resources.
- Using email to send specific political messages.

### **CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the system
- Revocation of computer system account
- Other disciplinary or legal action, in accordance with District policies and state and federal laws.

**ADVICE:** NEVER EMAIL ANYTHING TO SOMEONE THAT YOU WOULDN'T BE WILLING TO TELL THEM IN PERSON, IN A PUBLIC PLACE, WHILE BEING SCRUTINIZED BY 50 NEWSPAPER REPORTERS WHO ROUTINELY CRITICIZE TEACHERS AND SCHOOL ADMINISTRATORS.

**KISD ACCEPTABLE USE POLICY**

**AGREEMENT FORM**

I understand that my computer system use is NOT private and that the District may monitor my activity on any district computer system.

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration of having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or liability to use, the system. This includes, without limitations, the type of damages identified in the District's policy and administrative regulations.

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Signature

Date

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Printed Name

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Home Address

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Home Telephone